

A G E N D A

CABINET

Thursday 1 December 2016 at 6.30 pm
Committee Room A, Town Hall, Royal Tunbridge Wells, TN1 1RS

Members: Councillor Jukes (Chairman), Councillors McDermott (Vice-Chairman), Barrington-King, Dr Basu, March and Weatherly

Quorum: 3 Members (to include either the Leader or Deputy Leader)

- 1 Apologies**
Apologies for absence as reported at the meeting.
- 2 Declarations of Interest**
To receive any declarations of interest by Members in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer before the meeting.
- 3 Notification of Visiting Members wishing to speak**
Visiting Members should indicate which item(s) they wish to speak on and the nature of their comments no later than 4pm on the working day before the meeting.
(Pursuant to Cabinet Procedure Rule 27.4)
- 4 Minutes of the meeting dated 27 October 2016** (Pages 1 - 16)
The Chairman will move that the minutes be signed as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 5 Minutes of the special meeting dated 10 November 2016** (Pages 17 - 20)
The Chairman will move that the minutes be signed as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 6 Questions from Members of the Council**
(Pursuant to Cabinet Procedure Rule 27.3)
- 7 Questions from Members of the Public**
(Pursuant to Cabinet Procedure Rule 27.5)

8 Consideration of the Forward Plan as at 16 November 2016 (Pages 21 - 38)

Leader of the Council

9 Draft Corporate Priorities 2017/18 (Pages 39 - 46)

10 Performance Summary: Quarter 2 (Pages 47 - 82)

11 Complaints Summary: Quarters 1 and 2 (Pages 83 - 92)

12 Draft Asset Management Plan 2017/18 (Pages 93 - 192)

Finance and Governance Portfolio

13 Revenue Management Report: Quarter 2 (Pages 193 - 214)

14 Capital Management Report: Quarter 2 (Pages 215 - 232)

15 Treasury and Prudential Indicator Management Report: Quarter 2 (Pages 233 - 250)

16 Draft Budget 2017/18 (Pages 251 - 268)

17 Draft Medium Term Financial Strategy 2017/18 - 2021/22 (Pages 269 - 310)

18 Cash Collection Services Contract (Pages 311 - 314)

Planning and Transportation Portfolio

19 Parking Charges Review (Pages 315 - 398)

Communities and Wellbeing Portfolio

20 Review of Housing Assistance Policy (Pages 399 - 426)

21 Affordable Housing Commuted Sums Expenditure (Pages 427 - 466)

22 Preventative Health Services in West Kent (Pages 467 - 474)

23 Urgent Business

To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.

24 Date of Next Meeting

The date of the next scheduled meeting is Thursday 12 January 2017 at 10.30am.

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Notes on Procedure

- (1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i).
- (2) Items marked * will be the subject of recommendations by Cabinet to full Council; in the case of other items, Cabinet may make the decision, subject to call-in (Overview and Scrutiny Procedure Rule 12).
- (3) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (4) Members of the public and other stakeholders are required to register with the Democratic Services Officer if they wish to speak on an agenda item at a meeting. Places are limited to a maximum of four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.
- (5) Please note that this meeting may be recorded or filmed by the Council for administrative purposes. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Democratic Services Officer before the meeting. The Council is not liable for any third party recordings.

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If you require this information in another format please contact us, call 01892 526121 or email committee@tunbridgewells.gov.uk

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TUNBRIDGE WELLS BOROUGH COUNCIL

CABINET

Thursday 27 October 2016

Present: Councillor David Jukes (Chairman)
Councillors McDermott (Vice-Chairman), Barrington-King, Dr Basu, March and Weatherly

Officers in Attendance: Lee Colyer (Director of Finance and Corporate Services (Section 151 Officer)), Jonathan MacDonald (Director of Planning and Development), Paul Taylor (Director of Change and Communities), Estelle Culligan (Interim Head of Legal Partnership), Lucy-Ann Bett (Sherwood Partnership Delivery Manager), Jane Fineman (Head of Finance and Procurement), Karin Grey (Sustainability Manager), Kelvin Hinton (Planning Policy Manager), Jane Lang (Housing Services Manager), Katie McFloyd (Environmental Planning Officer), Stephen McGinnes (Head of Revenues and Benefits Partnership) and Mark O'Callaghan (Democratic Services Officer)

Other Members in Attendance: Councillors Backhouse, Elliott, Munn, Scholes, Simmons, Stewart and Mrs Thomas

APOLOGIES

CAB81/16 There were no apologies.

DECLARATIONS OF INTEREST

CAB82/16 Councillor Jukes advised that, in respect of item CAB24/16, he was a member of the Kent Environmental Champions Board. This was not a pecuniary interest. No other interests were declared at the meeting.

NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK

CAB83/16 Councillor Claire Stewart was presenting the item under minute CAB90/16. Councillor Joe Simmons had registered as wishing to speak on minute CAB96/16. Councillor Graham Munn had registered as wishing to speak on minute CAB102/16.

MINUTES OF THE MEETING DATED 15 SEPTEMBER 2016

CAB84/16 Members reviewed the minutes. No amendments were proposed.

RESOLVED – That the minutes of the meeting dated 15 September 2016 be approved as a correct record.

MINUTES OF THE SPECIAL MEETING ON 22 SEPTEMBER 2016

CAB85/16 Members reviewed the minutes. No amendments were proposed.

RESOLVED – That the minutes of the special meeting dated 22 September 2016 be approved as a correct record.

QUESTIONS FROM MEMBERS OF THE COUNCIL

CAB86/16 There were no questions from members of the Council.

QUESTIONS FROM MEMBERS OF THE PUBLIC

CAB87/16 There were no questions from members of the public.

CONSIDERATION OF THE FORWARD PLAN AS AT 19 OCTOBER 2016

CAB88/16 Councillor Jukes noted that particular attention was being paid to the Forward Plan, which was also reviewed at internal meetings of the Leadership Board, to ensure all members were aware of items of business coming forward.

Councillor March advised members that the report 'Shared Environmental Health Service – Proposal for a Single Employer', scheduled to be considered by Communities Cabinet Advisory Board on 16 October 2016, had been postponed. The report was due to go forward to a co-located meeting of the Cabinet with Maidstone Borough Council and Swale Borough Council. The meetings would be rescheduled.

RESOLVED – That the Forward Plan as at 19 October 2016 be noted.

PROCUREMENT OF BANKING AND MERCHANT SERVICES

CAB89/16 At the Chairman's discretion, the item was brought forward on the agenda.

Jane Fineman, Head of Finance and Procurement, introduced the report which included the following comments:

- The contract with the Council's current banking services provider of six years expired on 31 March 2017.
- Having been valued at £272,000 the renewal of the contract was both a Key decision for the Council and subject to a full Official Journal of the European Union (OJEU) procurement process.
- The proposal was for a new five year contract with the option to extend it for two years.
- The Council tried to be as open and transparent as possible, therefore, to avoid the necessity of considering the report in exempt session it had been agreed with the tender bidders to make the names and total contract costs available to the public.
- Two bids were received. The Lloyds tender was considered to be the most competitively priced and offered the best quality service.
- The total cost for the five year contract was estimated to be £188,000 based on 2015/16 volumes. This was £84,000 less than current costs extrapolated; £30,000 of which was due to the offer of two years free banking, the remainder was due to reduced card processing costs.
- Lloyds had a Fitch credit rating that was within the risk levels approved by the Treasury Management Policy and Strategy 2016/17.

Councillor Jukes commented that the proposals made good commercial sense.

Councillor Barrington-King commented that the Finance and Governance Cabinet Advisory Board supported the recommendation at its meeting on 4 October 2016. He added his thanks to the team for a good result.

Councillor March commented that a saving of over £80,000 on current costs made the deal an easy decision.

The Chairman, Councillor Jukes, invited further questions and comments. There being none, Members were asked if the resolution was agreed.

RESOLVED –

1. That the award of a five year contract beginning 1 April 2017 to Lloyds Bank to supply banking and merchant services to Tunbridge Wells Borough Council be approved; and
2. That a further two year extension to the contract, contingent upon the contract continuing to provide value for money and satisfactory service performance levels be approved.

REASON FOR DECISION:

As the most cost-efficient option it gives best value for money for the taxpayer.

OVERVIEW AND SCRUTINY INFRASTRUCTURE PROVISION TASK AND FINISH GROUP

CAB90/16 Councillor Stewart, member of the Overview and Scrutiny Committee and member of the Infrastructure Provision Task and Finish Group, introduced the report which included the following comments:

- At a meeting of the Overview and Scrutiny Committee last year there had been a presentation on drainage issues in Paddock Wood that had remained unaddressed for several years. This subsequently broadened into a discussion on how these and other forms of infrastructure across the borough might be provided for more effectively and whether the Borough Council might have a role in ensuring it happened.
- The examination of the agencies that the Task and Finish Group looked at was revealing in terms of how they planned for new infrastructure, some planned decades in advance whilst others seemed only to be reactive to live planning applications.
- Following its meetings the Task and Finish Group agreed a number of conclusions as set out at paragraph 4 of the report. The situation was mixed with plenty of scope for improvement.
- In order to address the deficiencies identified and to see how they might be helped by guidance from the borough's Planning Policy a number of recommendations were set out in paragraph 5 of the report.
- This report coincided with the preliminary work on the new Local Plan and this was a good opportunity to address some of the issues through Planning.
- There were some obvious changes including the suggestion from Kent County Council Flood Risk Team for the use of Sustainable Urban Drainage Systems (SUDS).

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- Other changes were more of a change of emphasis such as persuading agencies to engage with the Borough Council at an earlier stage when developments become likely rather than waiting for actual planning applications.
- The recommendations were wide ranging, however, the Planning Policy Manager had confirmed that the proposals could be incorporated into the appropriate areas of the Local Plan.
- It was hoped that the changes had the effect of making the agencies plan further in advance for new development. This would also make it easier agreeing developer contributions towards infrastructure as it would be clear earlier as to what was required.
- In future; the agencies should work more cooperatively with the Borough Council and each other.
- This was a good example of how elected members could influence the direction of the Local Plan in cooperation with the officers to offer good ideas.
- Nick Peeters, Scrutiny and Performance Officer, and Kelvin Hinton, Planning Policy Manager, were thanked for gaining access to the various infrastructure providers and for drawing up the report along with the other members of the Task and Finish Group, Councillors Dawlings, Ms Palmer and Woodward.

Councillor Jukes welcomed the report and commented that problems with utility providers had been long standing. There would be little point progressing with developments, such as those proposed for Paddock Wood, without the associated infrastructure. There needed to be greater coordination between contractors as highlighted by the gas works being undertaken at Fiveways. Councillor Jukes was pleased to note that the Council had got agreement from Southern Gas Networks that the reinstatement work would be done by the Council's contractors to the Council's standards and back-charged to Southern Gas Networks. Several other utility providers were failing to meet expectations.

Councillor McDermott asked whether the proposals would be effective in time for the development at Paddock Wood. Councillor Stewart commented that the proposals would feed into the next series of policies and it would be unlikely that infrastructure providers would take account of them until formally adopted. Even then there were concerns that it would take time before they became incorporated into usual practice. Positive outcomes could be achieved by maintaining the pressure from Borough Councillors and the Council's officers in the meantime.

Councillor March supported the proposals and added that they would benefit the whole borough.

Councillor Barrington-King thanked Councillor Stewart for the informative and detailed report. He added that the proposals would support the Cabinet's efforts across the borough.

Councillor Jukes noted the recommendations and asked that the proposals be actively put forward for inclusion in policy. Kelvin Hinton, Planning Policy Manager, commented that the timing of the report was perfect in terms of the readiness of the Local Plan, it was expected that most if not all proposals could be included. Councillor Jukes sought confidence that the infrastructure providers would take notice. Mr Hinton acknowledged that there had been

difficulties. The fact that they had been called to account in the preparation of the report and would be monitored in future would assist in gaining their cooperation.

The Chairman, Councillor Jukes, invited further questions and comments. There being none, Members were asked whether the resolution was agreed.

RESOLVED –

1. That the findings of the Infrastructure Provision Task and Finish Group be noted; and
2. That the conclusions of the Task and Finish Group, detailed in section 5 of the appendix to the report, be referred to the Planning Policy Working Group for possible inclusion in formulating policy for the new Local Plan.

REASON FOR DECISION:

To address longstanding infrastructure issues and to ensure service providers are aware of the Council's expectations.

LINDEN ROAD CAR PARK REDEVELOPMENT

CAB91/16 Councillor Jukes commented that a lack of support for the proposals at the Advisory Board meeting had confirmed his view that there had been insufficient consultation in the preparation of the proposals. The report needed to come to Cabinet to be formally deferred pending further consultation.

Councillor Barrington-King commented that the recommendations in the report had not been supported by the Finance and Governance Cabinet Advisory Board on the grounds that there had been insufficient consultation. It had recommended that if the Cabinet were minded to defer the matter there should be a realistic proposal for alternative parking provision in the area and fuller consultation with those most likely to be affected by the proposals.

The Chairman, Councillor Jukes, invited further comments. There being none, Members were asked whether the resolution was agreed.

RESOLVED – That the matter be deferred until further notice pending consideration of alternative car parking arrangements and consultation with stakeholders.

REASON FOR DECISION:

To attempt to reduce the impact of the loss of parking and to ensure that traders and other relevant people have to opportunity to be involved.

PROPERTY TRANSACTION REPORT: JANUARY - JUNE 2016

CAB92/16 Jonathan MacDonald, Director of Planning and Development, introduced the report which included the following comments:

- The report was a routine update on the property transactions that had occurred during the previous six month period.
- Nearly £70,000 had been achieved from the disposal of ten assets.

- £20,000 had been received from granting 13 new leases and licenses.
- There had been a small increase in income from rent reviews.
- The report was good news and demonstrated that the Council was well versed in managing its property assets.

Councillor Jukes noted that the report was good housekeeping. The disposal of non-performing assets facilitated the investment that would provide a long term revenue. He added that cuts to the government grant would require the Council to be self-sufficient in future.

There were no questions and the Chairman, Councillor Jukes, asked Members if the resolution was agreed.

RESOLVED – That the report be noted.

REASON FOR DECISION:

To ensure effective management of the Council's assets and to comply with the Constitution.

*** COUNCIL TAX REDUCTION SCHEME 2017/18**

CAB93/16 Councillor Barrington-King introduced the report noting that the Council Tax Reduction Scheme replaced Council Tax Benefit since 2013. The Finance and Governance Cabinet Advisory Board supported the recommendations at its meeting on 4 October 2016.

Stephen McGinnes, Head of Revenues and Benefits, explained the detail of the report which included the following comments:

- The Cabinet had agreed the draft report for consultation in June 2016, the structure of the scheme was to be maintained but some small changes were necessary to ensure it remained affordable.
- There had been a comprehensive consultation involving writing to 12,000 residents to which there had been 1,100 responses including 184 replies from those receiving support through the scheme.
- Responses to the consultation were set out in appendix B to the report and showed that the scheme was valued and should continue. The proposed changes to the scheme were preferred to rises in Council Tax or drawing on the Council's reserves.
- The Equalities Impact Assessment identified the potential for an adverse impact on residents with a disability and female residents therefore the scheme would continue to allow additional allowances and income disregards. As people with disabilities may see a reduction in benefits it may be necessary to consider the criteria for the exceptional hardship scheme to make sure it met the needs of disabled people.

Councillor Jukes was encouraged by the number of responses to the consultation and noted that whilst other matters often caught the headlines there was usually little response to formal consultations. Mr McGinnes and the team were congratulated.

Councillor Barrington-King thanked Mr McGinnes for the comprehensive work.

The Chairman, Councillor Jukes, invited further questions and comments. There being none, Members were asked whether the resolution was agreed.

RESOLVED –

1. That the outcome of the public consultation be noted;
2. That the potential impact of the proposed changes on working age claimants with the protected characteristics of disability, age and sex, under the Equalities Act (2010) be noted; and
3. That amendments to the Council Tax Reduction Scheme, as summarised within Appendix A to the report, be recommended to Full Council.

REASON FOR DECISION:

In providing financial support to low income households the Council will support communities enjoy good health and resilience to the challenges they may encounter/

*** MEMBERS' ALLOWANCES 2017/18**

CAB94/16 Councillor Barrington-King introduced the report and noted that he recognised the sensitive nature of the recommendations and had abstained from voting at the meeting of the Finance and Governance Cabinet Advisory Board on 4 October 2016. The Board had not supported the proposals on the basis of inadequate evidence.

Mr Barry Cushway, Chairman of the Joint Independent Remuneration Panel (JIRP), explained the report which included the following comments:

- The JIRP intended to provide an objective assessment of the appropriate level of allowances to remove barriers to participation in local government.
- The basic allowance was based on a formula that was the number of hours worked multiplied by an hourly rate, determined from the annual survey of hours and earnings, reduced by a public service element equivalent to 40 per cent.
- The average number of hours had reduced from 15 in 2008 to 12.5.
- The hourly rate was the median hourly pay for all employees in the Borough of Tunbridge Wells as published by the Office of National Statistics in 2012.
- The allowances for special responsibilities were based on the basic allowance and had been benchmarked against other authorities in Kent.

Councillor Jukes commented that he was unhappy with the process of approving Members' Allowances and suggested that the rates should be set independently, representations to the Member of Parliament had been made accordingly. Whilst he did not support the proposals he agreed that the matter should go forward to Full Council.

Lee Colyer, Director of Finance and Corporate Services, commented that the report contained a lot of detail therefore an All-Member Briefing had been arranged prior to the Full Council meeting on 7 December 2016.

The Chairman, Councillor Jukes, invited comments and questions. There being none, Members were asked whether the resolution was agreed.

RESOLVED – That the recommendations of the Joint Independent Remuneration Panel, as set out at Appendix A to the report, be submitted for consideration by Full Council.

REASON FOR DECISION:

To have regard to the Panel's recommendations.

BUDGET UPDATE 2017/18

CAB95/16 Councillor Barrington-King commented that the Finance and Governance Cabinet Advisory Board had supported the recommendation in the report at its meeting on 4 October 2016. He added that the Council operated in extremely testing times but the Finance team were closely managing the situation.

Lee Colyer, Director of Finance and Corporate Services, introduced the report which included the following comments:

- This was the second report in the process of setting the budget for 2017/18.
- The first report showed a deficit of £1.1million however this had since been reduced to a deficit of £709,000.
- In a significant change to previous years the Government had set out a proposal for a four-year settlement which had been accepted by Full Council on 12 October 2016. Whilst the settlement would still ultimately result in the loss of all Government support and more, as previously expected, it would provide some protection if the Government sought to make further budget cuts in the meantime.
- There were a number of Government consultations which could have an impact on balancing the budget, the most pressing of which was in respect of New Homes Bonus. The consultation had closed in March 2016 but the results were not yet announced. It was hoped that the results would be known by the time of the Autumn Statement on 23 November 2016, failing this the budget would have to go to Full Council on 21 February 2017 not knowing the full implications.
- The borough was fortunate in that the population was increasing at twice the national average and currently stood at just over 116,000. Nationally the economy had been growing at 0.3 per cent and locally there was increased demand for housing, business investment and visitor footfall. This increase did not necessarily result in a commensurate increase in income as many charges were set nationally.
- The local growth measure Growth Value Added calculation for Tunbridge Wells was the second highest in Kent.
- There were indications of increasing inflation. The Consumer Prices Index was at one per cent and the Retail Prices Index was at two per cent, however, it was noted that these were household measures and the costs associated with running a local authority were very different.

- The Bank of England base interest rate had been cut to 0.25 per cent and the Council's financial advisers were suggesting that this could be cut further to 0.1 per cent. Low interest rates were good for borrowing but adversely affected investments.
- The Government had stated that Local Authorities were key in delivering growth and it was expected that the two most important schemes to access funding would be Business Rate Retention and New Homes Bonus.
- The Council's current budget position was summarised at paragraph 2.17 of the report.
- The budget was not yet balanced but there were a number of opportunities for further savings or income, Fees and Charges would be set in November 2016 and Parking Charges would be set in December 2016. Investment in digital services would provide opportunities to deliver services in a way that a majority of people wanted.

Councillor Jukes commented that if the Government allowed the Council to set fees at the actual cost the Council budget would be in surplus. Planning fees were costing the Council £1.2million, licensing fees cost £50,000 - £60,000. The Council was compelled to effectively subsidise businesses with tax-payers money.

Councillor Barrington-King strongly supported the principle that the user should pay the cost. He commended Councillor Backhouse, Chairman of the Licensing Committee, who had raised the matter with the Secretary of State. Councillor Dr Basu concurred.

The Chairman, Councillor Jukes, commented that the Council had run a balanced budget in the five previous years and he was confident that the Finance team would find solution. He invited further questions and comments. There being none, Members were asked whether the resolution was agreed.

RESOLVED – That officers continue to work on delivering a balanced budget in line with the Budget Strategy and report back to Cabinet in December 2016 with proposals prior to public consultation on the draft budget.

REASON FOR DECISION:

To enable Directors and Heads of Service to continue the service planning process and to develop proposals with their respective portfolio holder(s) for savings, changes to service delivery and optimise income.

TUNBRIDGE WELLS BOROUGH LOTTERY

CAB96/16 Councillor Simmons, Borough Councillor for Southborough North Ward, had registered to speak.

Councillor Simmons noted that the Communities Cabinet Advisory Board only supported the proposal on a slim majority and with conditions which demonstrated the level of unease from Members about the proposals. He opposed the proposal on the grounds of ethics, the business case and the financials. In terms of ethics, however packaged, the proposals were essentially encouraging gambling and it was not appropriate for a local council to do so. In terms of the business case, launching a new product was the one of the highest risk things an organisation could do and the latest research showed that approximately 80 per cent of new products fail. For any

new product to succeed it would need a robust business plan setting out market research, risk analysis and an exit strategy, this appeared not to have been done. In terms of the financials, it was very difficult to judge the viability as there was a lack detail in the report. The assumptions appeared overly optimistic considering little or no promotion. Councillor Simmons was grateful for the explanation that had been provided by the council's officers regarding whether the proposals may be considered by Full Council but was disappointed that it could not be done and suggested that there may be a way of involving the wider Members.

Mrs Wendy McGeachy, Community Development Manager at IMAGO Community, had registered to speak.

Mrs McGeachy commented that the proposal was a great opportunity for the local voluntary sector which was facing funding difficulties as grant funding reduced. The sector was already struggling with several examples where charities had ceased operating due to a lack of funds. The maximum prize was £25,000 so was different to some of the high risk gambling already available but the scheme was similar to other established local authority and charitable lotteries. IMAGO was a charity that supported other charities with fund raising and recruiting volunteers, it would actively promote the lottery and encourage its beneficiaries to do so.

Mr Jon Weller, Director of Community Services at IMAGO Community, had registered to speak.

Mr Weller supported the comments of Mrs McGeachy and added that, in addition to supporting some 200 other organisations, IMAGO provided a number of direct services which were facing funding difficulties. IMAGO had considered running its own lottery but didn't have the resources to start. The Borough Council's lottery provided an opportunity for charities to raise money and awareness at no cost and no risk. IMAGO had already signed up to the Tonbridge and Malling Borough Council run Hive Lottery but it was too soon to see any results, it was important for a charity to have diverse sources of funding to add to the organisation's resilience. Larger charities may benefit from grant funding but most small charities rely solely on local fundraising and this would be an opportunity for them to rally their local supporters and tap into unrestricted funding.

Paul Taylor, Director of Change and Communities, introduced the report which included the following comments:

- There was a correction to the report and the date on which the matter was discussed with the Portfolio Holder, this should have read 1 September 2016. There had been an All-Member Briefing on 8 September 2016.
- By setting up a local lottery the Council was enabling local charities to have access to a process of raising funds for themselves, 60 per cent of the money raised would go to good causes.
- The lottery would be heavily regulated by the Gambling Commission and part of the fees paid for gambling licences was put towards agencies that tackle problem gambling.
- It was acknowledged that the lottery may be viewed as gambling but it could also be viewed as altruistic giving; possibly akin to a large scale raffle.

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- It was difficult to put forward a more detailed business plan as the industry was relatively new, however, the risk to the Council was small.
- Success would be dependant on the beneficiaries getting behind the lottery and promoting it to their supporters.

Councillor March acknowledged that some people were opposed to the principle of lotteries but commented that this lottery would have safeguards to discourage problem gamblers. Start up costs would be £3,000 and would enable access to greater sources of funding for local charities, the scheme would rely on the local charities to promote the lottery to their supporters. The Communities Cabinet Advisory Board considered the matter at its meeting on 5 October 2016 and supported the principle but wanted to see the decision being taken by Full Council, this was not possible therefore Councillor March urged Cabinet to approve the proposals. Tonbridge and Malling Borough Council had already set up a community lottery and Eastbourne Borough Council were in the process of doing the same. Tunbridge Wells Borough Council needed to help promote and raise money for local good causes.

Councillor March added that the Council was a recipient of lottery money, works to Grosvenor and Hilbert Park received £3.4 million from the Heritage Lottery Fund and the Cultural and Learning Hub was in the process of applying for lottery funding.

Councillor Dr Basu commented that currently the Council provided a number of charitable grants from tax-payer funds. He supported the proposal as money raised through the proposed lottery would go to the charities which was preferable to using tax-payer money.

Councillor Jukes commented that most of the objections appeared to be based on ethical grounds and wondered what would happen if the Cabinet was minded to refer the matter to Full Council. Estelle Culligan, Interim Head of Legal Partnership and Monitoring Officer, explained that the Cabinet could defer the matter pending a discussion at Full Council but legislation required that operational matters that were not reserved to Full Council could only be exercised by the executive, Cabinet. Councillor Jukes was satisfied that Section 9DA(3)(a) of The Local Government Act 2000 put the responsibility on the Cabinet.

In response to a question from Councillor McDermott, Mr Taylor confirmed that the initial contract would be for one year which could be terminated with three month notice. Councillor McDermott commented that he supported the proposals.

Councillor March commented that the Parish and Town Councils were consulted. The Parish Chairman's Forum was broadly supportive and agreed to take the proposals back to their respective councils. To date; several messages of support had been received and no objections.

The Chairman, Councillor Jukes, drew the discussion to a conclusion and commented that he would like to see the scheme reviewed after a year. There being no further question or comments, Members were asked whether the resolution including the review was agreed.

RESOLVED –

1. That a contract with Gatherwell Ltd. to run and manage a local authority lottery for the benefit of good causes, voluntary organisations and community groups in the borough of Tunbridge Wells be agreed; and
2. That the scheme be reviewed after one year of operation and an assessment reported to Cabinet.

REASON FOR DECISION:

A local authority lottery scheme would enable voluntary and community organisations within the borough to develop new fund raising capability at minimal or no cost, and allow the Council to continue to support good causes by supplementing the community grants budget.

DRAFT WEST KENT JOINT HOUSING AND HOMELESSNESS STRATEGY

CAB97/16 Councillor Weatherly introduced the report which included the following comments:

- This was a draft joint strategy with our West Kent neighbours who were facing similar challenges, not least high property prices.
- There had been many changes to housing policy over the past few years with more expected in the near future
- Housing was a subject close to her heart and was part of the day-job. Not having shelter was a real issue and led to issues in every aspect of someone's life.
- The Housing Department was doing an excellent job in the support they provided. Members were strongly urged to spend time in the department to see the difficult work done.

Jane Lang, Housing Services Manager, explained the detail of the report which included the following comments:

- The Tunbridge Wells Housing team worked well with its counterparts at Tonbridge and Malling Borough Council and Sevenoaks District Council under two previous joint strategies.
- The new strategy brought together all the various aspects of the housing services from street-homelessness, to people without a permanent home to owner-occupiers whose homes were no longer suitable. The team also dealt with getting more affordable homes built and managing the housing register.
- These were very challenging times with homelessness on the increase nationally and this was reflected locally. There were increased numbers of people asking for help in finding emergency housing where they had lost their home and this was despite significant prevention work.
- Affordability was a key problem both in terms of private rentals and mortgages.
- Welfare reforms were far reaching and whilst intended to ensure those on benefits were not better off than those in work they had serious consequences for the people that the Housing team saw most frequently.
- Housing Associations were required to operate more like business which meant tighter controls on the people they were prepared to accommodate.

- The vision for the strategy was set out at paragraph 2.4 of the report, it was felt to be ambitious but achievable. The action plan at the end of the strategy set out the practical tasks associated with each of the goals.
- Permission was sought to consult on the draft strategy.

Councillor Jukes commented that he believed a Private Members' Bill in Parliament had the intention of forcing Councils into certain actions to tackle homelessness, the proposals in the strategy would put the Council in a leading position. Through the Asset Disposal Programme the Council had made approximately 120 sites available for low-cost, by Tunbridge Wells standards, housing. He had concerns about the definition of 'affordable' housing.

Councillor Weatherly thanked Ms Lang and the Housing team for the work that had gone into the report so far.

The Chairman, Councillor Jukes, reminded members that the strategy was for public consultation and asked whether the resolution was agreed.

RESOLVED – That the draft West Kent Joint Housing and Homelessness Strategy 2016 – 2021 be approved for consultation with stakeholders and residents of the Borough.

REASON FOR DECISION:

To commence a consultation on updating the Strategy that will set out the key ambitions for the whole Housing Service over the next five years, enable the three councils of West Kent to continue working effectively together to address the housing difficulties facing residents and help facilitate sharing good practice and pooling resources where appropriate.

ADOPTION OF THE KENT ENVIRONMENT STRATEGY

CAB98/16 Councillor Dr Basu introduced the report and commented that this was an important strategy dealing with improving the environment, health and the economy which had been agreed by all the Kent Leaders and Kent Chief Executives. Now, all districts in Kent were invited to adopt it. The Communities Cabinet Advisory Board considered the report at its meeting on 5 October 2016 and supported the proposals subject to certain paragraphs being clarified.

In response to a point of clarification by Councillor Jukes, Karin Grey, Sustainability Manager, confirmed that the meeting of the Kent Leaders noted in paragraph 2.7 of the report was held on 24 November 2015.

Ms Grey explained the detail of the report which included the following comments:

- The strategy had been significantly refreshed and covered the period 2015-2020.
- The new strategy took a partnership approach which focused on: enhancing the environment whilst recognising the benefits for the economy; maximising opportunities at a time where there were decreasing resources; minimising duplication; and identifying where there would be benefits from a joined up approach.

- The strategy would compliment the approach already taken in the Corporate Priorities for a green borough and support the outcomes set out in paragraph 2.4 of the report.
- The strategy was divided into three themes set out in paragraph 2.5 of the report.
- Drafting the strategy underwent considerable review and public consultation in July – September 2015 during which almost all residents considered the countryside as important and 92 per cent considered it to be important to have green spaces nearby.
- Since 2005; Kent was estimated to have reduced its total carbon dioxide emissions by twenty one per cent. The target of thirty four per cent reduction was expected to be reached by 2020.
- The strategy would have benefits in terms of Planning Policy, a county-wide strategy that had been adopted by the borough would carry far greater weight for the Planning Inspectorate.
- There was no additional spending but it identified the priorities that could be handled in partnership.
- Katie McFloyd, Environmental Planning Officer, was present to answer any questions.

Councillor Barrington-King referred to the very strong messages in support of the strategy set out in paragraph 5.3 of the report and confirmed that he supported the recommendation.

Councillor McDermott asked whether paragraph 3.2 had been rephrased in line with the request from the Communities Cabinet Advisory Board. Ms Grey confirmed the paragraph had been revised.

The Chairman, Councillor Jukes, invited further questions and comments. There being none, Members were asked whether the resolution was agreed.

RESOLVED – That the Kent Environment Strategy, A Strategy for Environment, Health and Economy - March 2016, be adopted.

REASON FOR DECISION:

To focus on the integration of environmental, health and economic outcomes. To maximise opportunities in a time of decreasing resources, minimise duplication and identify where partners could benefit from improved joined-up approaches to delivery of positive outcomes for Kent and Medway.

URGENT BUSINESS

CAB99/16 There was no urgent business.

DATE OF NEXT MEETING

CAB100/16 The next meeting would be held on Thursday 10 November 2016 commencing at 10:30am in Committee Room A at the Town Hall, Tunbridge Wells.

EXEMPT ITEMS

RESOLVED – That, pursuant to section 100A (4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following items of business on the grounds that they involve the

likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act, by virtue of the paragraphs shown below.

TN2 COMMUNITY CENTRE REVIEW

CAB101/16 Exempt by virtue of paragraph 4 of Schedule 12A of the above Act: Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Councillor Weatherly introduced the report noting that she had considerable experience in the matter having been involved since the centre was first created. Lucy-Ann Bett, Sherwood Partnership Delivery Manager, outlined the detail of the report and answered questions from Members.

It was noted that the TN2 Community Centre had opened in 2007 since which there had been significant and positive changes in Sherwood. There was no longer a need for the centre in its current form and the number of volunteers had also reduced. The report proposed a new model of operation to reflect the current circumstances. A number of organisations including the Borough Council would continue to support and use the building, library services would continue. Evening bookings had increased so this would be focused on. The proposals in the report were an interim model whilst a long term plan was considered. There was broad support from local organisations and ward councillors.

Following the discussion the Chairman, Councillor Jukes, sought Member's agreement to the resolution.

RESOLVED – That amendments to the operation of the TN2 Community Centre as set out in the report be agreed.

REASON FOR DECISION:

To maintain a viable service to the community and reduce the cost of managing the facility.

PROPERTY INVESTMENT PORTFOLIO - POTENTIAL ACQUISITION

CAB102/16 Exempt by virtue of paragraph 3 of Schedule 12A of the above Act: Information relating to the financial or business affairs of any particular person including the authority holding that information.

Councillor Jukes introduced the report and noted that details of the report had been circulated confidentially to all members in accordance with the agreed procedure. The proposal was for a potential acquisition that was an opportunity to raise future revenue.

Councillor Munn, Borough Councillor for Southborough and High Brooms, had registered to speak.

Councillor Munn outlined a concern he had raised with the Council's officers and commented that following a detailed conversation with Lee Colyer, Director of Finance and Corporate Services, he was less concerned.

Agenda Item 4

It was noted that the site was not intended as a development opportunity but rather an investment that would provide revenue in the future. The acquisition was consistent with nearly all the property investment criteria. It was no longer possible to simply put money in the bank and expect a reasonable return, the Council had to be more entrepreneurial.

Following the discussion the Chairman, Councillor Jukes, asked Members whether the resolution was agreed.

RESOLVED –

1. That the acquisition of the freehold interest of the property identified upto the price of the bid strategy detailed in the report be agreed;
2. That the investment be held in the Property Investment Portfolio that generates a rental income, as detailed in the report, be agreed;
3. That the additional costs of purchasing the investment, as set out in the report, be noted; and
4. That authority for commercial terms and legal completion be delegated to the Head of Economic Development, Monitoring Officer and the s151 Officer, in consultation with the Leader of the Council.

REASON FOR DECISION:

To benefit from improved financial returns from investment funds and to acquire a sound asset on the Council's balance sheet which meets the majority of the approved investment criteria.

CALL-IN AND URGENCY:

In accordance with the provisions of paragraph 14 of the Overview and Scrutiny Committee Procedure Rules in Part 4 of the Constitution, the Chairman of the Overview and Scrutiny Committee gave prior agreement that this decision is urgent and will not be subject to call-in as delay would seriously prejudice the Council's or the public interest.

NOTE: The meeting concluded at 12.05 pm.

TUNBRIDGE WELLS BOROUGH COUNCIL

CABINET

Thursday 10 November 2016

**Present: Councillor David Jukes (Chairman)
Councillors McDermott (Vice-Chairman), Barrington-King, Dr Basu, March and
Weatherly**

Officers in Attendance: Lee Colyer (Director of Finance and Corporate Services (Section 151 Officer)), Jonathan MacDonald (Director of Planning and Development), Paul Taylor (Director of Change and Communities), Keith Trowell (Senior Lawyer and Deputy Monitoring Officer), Jane Fineman (Head of Finance and Procurement) and Mark O'Callaghan (Democratic Services Officer)

Other Members in Attendance: Councillor Backhouse

APOLOGIES

CAB103/16 There were no apologies.

DECLARATIONS OF INTEREST

CAB104/16 There were no disclosable pecuniary or other significant interests declared at the meeting.

NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK

CAB105/16 There were no Visiting Members who had registered as wishing to speak.

QUESTIONS FROM MEMBERS OF THE COUNCIL

CAB106/16 There were no questions from members of the Council.

QUESTIONS FROM MEMBERS OF THE PUBLIC

CAB107/16 There were no questions from members of the public.

FEES AND CHARGES SETTING 2017/18

CAB108/16 Councillor Barrington-King introduced the report and noted that the recommendations had been supported by the Finance and Governance Cabinet Advisory Board at its meeting on 8 November 2016.

Jane Fineman, Head of Finance and Procurement, explained the report which included the following comments:

- The report set out the proposed changes to the fees and charges for Council discretionary services in 2017/18 except Allotment charges which were one year in advance for 2018/19.
- Preparation of the report included contribution from all service areas through the Budget Initiatives Group. The report covered all income streams except parking, property rents and licencing which would be forthcoming in separate reports.
- Total budgeted income for all charges covered by the report was £4.7 million.

Agenda Item 5

- The report also reviewed forecast sales volumes and usages for 2017/18 which, when multiplied by the prices proposed, created the services income budgets.
- In line with the Council's medium term financial strategy a three per cent increase in revenue was targeted. Overall, the increases were budgeted to achieve this and provide a modest surplus of £59,591. The surplus would contribute towards off-setting the revenue support grant cuts.
- There were a variety of implementation dates, depending on the nature of the service, specified in the report.
- New services, including: memorials at the crematorium; youth facilities in parks; and search fees for Planning, were included in the schedules.
- Details were included in the report of work being undertaken to increase self-service payments.
- The Council was committed to its Digital First initiative and supported it through the Budget Initiatives Group by shifting more people to cheaper electronic ordering and payment systems.
- The withdrawal from the Paypoint scheme by 31 March 2018 was proposed as it was no longer supported by the Co-Op and there were cheaper alternative payment methods.

Councillor March referred to paragraph 4.15 of the report in respect of the Farmer's Market and advised members that the reduction in volume was due to a reduced number of pitches and not market days. This was normal as the number of pitches requested fell as the weather turned more inclement.

Councillor Barrington-King reiterated that the recommendations were supported by the Advisory Board, which included opposition members, following a comprehensive debate.

Councillor Jukes sought to confirm that the proposals would feed into the Budget setting process. Lee Colyer, Director of Finance and Corporate Services, confirmed and added that income was important in helping the Council set a balanced budget. If the Cabinet was minded to agree the charges they would be incorporated into the Draft Budget which would then go for public consultation ahead of a final decision.

Councillor Barrington-King thanked Mr Colyer and the team for the considerable amount of work that had gone into the medium term financial strategy to ensure it was fit for purpose considering the challenges ahead.

The Chairman, Councillor Jukes, invited further questions and comments. There being none, Members were asked whether the resolution was agreed.

RESOLVED –

1. That the fees and charges as set out in the report and the attached appendices be agreed;
2. That the timings for the price increases to be implemented as set out in the report be agreed; and
3. That payments via Paypoint be phased out by 31 March 2018.

Agenda Item 5

REASON FOR DECISION:

Securing revenue for the Council is vital to balancing the budget annually in order to support all of the services provided by the Council.

NOTE: The meeting concluded at 10.40 am.

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FORWARD PLAN



tunbridgewells.gov.uk/forwardplan

Notice of Key Decisions / Notice of Private Meetings

Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This plan sets out and gives a minimum 28 days notice of the key decisions¹ that the Cabinet of Tunbridge Wells Borough Council intend to make. Other non-key decisions to be taken by the executive and the designated decision taker will also be included on the plan wherever possible.

Tunbridge Wells Borough Council will give a minimum 28 days notice through this document when it intends to hold a meeting, or part of a meeting, of the Cabinet in private. Where it is necessary to hold a meeting in private, the reason for this will be stated alongside the decision to be made.

Reasons for holding a meeting in private can vary, and may relate to issues such as commercial sensitivity when dealing with contractual issues, data protection issues relating to personal details of an individual, or due to a court order to hold the meeting in private. All of the reasons whereby a local authority can hold a meeting in private can be found listed in Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this document².

If you wish to make representations against the intention to hold a private meeting, please send these to: Democratic Services, Town Hall, Tunbridge Wells, Kent, TN1 1RS or committee@tunbridgewells.gov.uk no less than ten working days before the meeting date. Any other documents relevant to key decisions to be taken may be submitted to the decision maker via Democratic Services.

If the Council is unable to give 28 days notice, it will publish the reasons for this on its website and at its offices.

A handwritten signature in black ink, appearing to read 'David Jukes'.

Councillor David Jukes
Leader of the Council

Publication Date: 16 November 2016

The most recent version of the Plan supersedes all previously issued versions

Leader of the Council

Councillor David Jukes

- Major Projects
- Regeneration
- Property and Estates
- Facilities
- Policy & Performance
- Democratic Services
- Communications & Publications
- Human Resources (including learning and development)

Tourism, Leisure and Economic Development

Councillor Jane March

- Tourism
- Farmer's Market
- Non-regeneration Economic Development
- Cemeteries and Crematorium
- Assembly Hall Theatre
- Museum
- Parks and Sports Centres
- Leisure and Events
- Grants
- Customer Access and Gateway

Sustainability

Councillor Dr Ronen Basu

- Streetscene (including waste and street cleansing)
- Emergency Planning
- Environmental Health and Protection
- Food Hygiene and Health Standards (including Corporate Health & Safety)
- Licensing
- Sustainability
- Drainage and Flooding

Finance and Governance

Councillor Paul Barrington-King

- Finance
- Business Continuity
- Change and delivery
- Business Delivery Unit (including GIS)
- Operational Partnerships Mid Kent Improvements Partnership
- Tunbridge Wells' delivery of Mid Kent Services

Communities and Wellbeing

Councillor Lynne Weatherly

- Housing (including Housing Need and Housing Renewal)
- Health
- Community Development
- Community Partnerships (including Community Safety)
- Rural Communities
- Younger and Older People

Planning and Transportation

Councillor Alan McDermott

- Development Management
- Planning Policy
- Heritage and Conservation
- Enforcement
- Land Charges
- Building Control
- Landscape
- Parking (on and off-street)
- Transportation

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
15/09/16 Cabinet Item deferred		22/08/16 Planning & Transportation Cabinet Advisory Board	Hydrocarbon Fracturing Policy Position Statement The Overview and Scrutiny Committee were asked by the Council to assist in the development of a policy position statement in response to future applications for drilling, received by Kent County Council, as the mineral planning authority. This accords with 7.3 of the Five Year Plan - 'Fracking' <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Nick Peeters, Scrutiny and Performance Officer	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Draft Corporate Priorities 2017/18 To consult on proposals for changes to Corporate Priorities. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Performance Summary: Quarter 2 To consider an outline of the Council's performance against key strategic indicators, measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of September 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Complaints Summary: Quarters 1 and 2 A review of the complaints received under the Council's complaints procedure between 1 April 2016 and 30 September 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Draft Asset Management Plan 2017/18 For the Cabinet to set its recommendations for the Asset Management Plan for consultation. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	No	No
12/01/17 Cabinet		13/12/16 Finance & Governance Cabinet Advisory Board	137 London Road Demolition The report sets out the proposed demolition of 137 London Road and adjacent toilet facilities in Southborough Town centre in preparation for redevelopment and construction of the Southborough Hub. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (Southborough & High Brooms; Southborough North)</i>	The relevant Cabinet Advisory Board will be consulted.	David Candlin, Head of Economic Development	Yes	Part
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	* Corporate Priorities 2017/18 To recommend to Full Council the final version of the Corporate Priorities for 2017/18 following public consultation. The Corporate Priorities set out the Council's projects for the year, in line with the Budget and Medium Term Financial Strategy (MTFS). <i>(All Wards)</i>	Public consultation January 2017. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
09/02/17 Cabinet		17/01/17 Finance & Governance Cabinet Advisory Board	<p>Property Transaction Report: July - December 2016</p> <p>This report informs Cabinet of the property transactions completed under delegated authority for the period 1 July 2016 to 31 December 2016 in accordance with the requirements of the Constitution.</p> <p><i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	No	Part
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	<p>* Asset Management Plan 2017/18</p> <p>To recommend to Full Council the revised Asset Management Plan.</p> <p><i>(All Wards)</i></p>	<p>Public consultation January 2017.</p> <p>The relevant Cabinet Advisory Board will be consulted.</p>	Ian Gifford, Interim Property and Estates Manager	No	No
27/10/16 Cabinet Item Deferred 02/03/17 Cabinet		<p>04/10/16 Finance & Governance Cabinet Advisory Board</p> <p>06/02/17 Planning & Transportation Cabinet Advisory Board</p>	<p>Linden Road Car Park Redevelopment</p> <p>To consider a development opportunity on Council owned property.</p> <p><i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Ian Gifford, Interim Property and Estates Manager	Yes	Part

Leader of the Council – Councillor Jukes

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	Performance Summary: Quarter 3 To consider an outline of the Council's performance against key strategic indicators, measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of December 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	Yes	No
13/04/17 Cabinet		21/03/17 Finance & Governance Cabinet Advisory Board	Draft Five Year Plan Update To consult on proposals for changes to the Five Year Plan. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No
22/06/17 Cabinet	Final Decision 26/04/17	30/05/17 Finance & Governance Cabinet Advisory Board	* Five Year Plan Update To recommend to Full Council proposed changes to the Five Year Plan. <i>(All Wards)</i>	Public consultation January 2017. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
10/11/16 Cabinet Call-in expires: 17/11/16		08/11/16 Finance & Governance Cabinet Advisory Board	Fees and Charges Setting To consider the fees and charges set by the Council. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 2 To receive the financial position as at end of September 2016. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 2 To receive the financial position as at end of September 2016. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 2 To receive the financial position as at end of September 2016. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Draft Budget 2017/18 To consult on proposals for the Budget 2017/18. (All Wards)	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Draft Medium Term Financial Strategy 2017/18 - 2021/22 To consult on changes to the MTFs. (All Wards)	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Calculation of Council Tax Base This decision will consider the proposals for setting the Council Tax Base and Business Rate Tax Base. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
01/12/16 Cabinet		08/11/16 Finance & Governance Cabinet Advisory Board	Cash Collection Services Contract To seek approval to award the Cash Collection Services contract. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
12/01/17 Cabinet		13/12/16 Finance & Governance Cabinet Advisory Board	Digital Strategy and Updates on Digital Inclusion Strategy and Digital First The Council's Digital Strategy describes forthcoming digital and ICT projects for the period 2017 - 2020. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Ian Hirst, Head of Digital Services and Transformation	Yes	No
22/01/17 Cabinet		13/12/16 Finance & Governance Cabinet Advisory Board	Annual Audit Letter 2016 To receive the key findings arising from the work undertaken by the Council's independent auditors, Grant Thornton for the financial year ended 31 March 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	No	No
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	* Budget 2017/18 To recommend to Full Council the Council's budget for 2017/18. <i>(All Wards)</i>	Public consultation January 2017. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	No	No
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	* Medium Term Financial Strategy 2017/18 - 2021/22 To recommend to Full Council to adopt the MTFS. <i>(All Wards)</i>	Public consultation January 2017. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	No	No

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
09/02/17 Cabinet	Final Decision 22/02/17	17/01/17 Finance & Governance Cabinet Advisory Board	* Treasury Management Policy and Strategy To recommend to Full Council. The Treasury Management Policy and Strategy will set the parameters and key information regarding the Council's treasury activity, with specific regard to investments and cash flow. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	No	No
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	Revenue Management Report: Quarter 3 To receive the financial position as at end of December 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	Capital Management Report: Quarter 3 To receive the financial position as at end of December 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 3 To receive the financial position as at end of December 2016. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance and Corporate Services (Section 151 Officer)	Yes	No
02/03/17 Cabinet		07/02/17 Finance & Governance Cabinet Advisory Board	LGA Peer Challenge: Final report and Recommendations This is the final report and recommendations from the LGA following the conclusion of the Peer Challenge held in October 2016. Attached to the report will be a proposed action plan to ensure that where agreed, the recommendations will be implemented. <i>(All Wards)</i>	Public consultation is not applicable for this report, but a full member briefing will be held on 9 March to discuss the report and recommendations. The relevant Cabinet Advisory Board will be consulted.	Jane Clarke, Head of Policy and Governance	No	No

Finance and Governance Portfolio – Councillor Barrington-King

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
13/04/17 Cabinet		21/03/17 Finance & Governance Cabinet Advisory Board	Invitation to Tender Documents: Insurance Project Report to invite tender for provision of insurance and risk management services in relation to property, casualty, motor, engineering and miscellaneous accident classes for TWBC. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	No

Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/12/16 Cabinet		14/11/16 Planning & Transportation Cabinet Advisory Board	Parking Charges Review Consider and adopt changes to Parking charges. <i>(All Wards)</i>	Public consultation between September – October 2016. The relevant Cabinet Advisory Board will be consulted.	Rosemarie Bennett, Parking Manager	Yes	No
12/01/17 Cabinet		12/12/16 Planning & Transportation Cabinet Advisory Board	Draft Hawkhurst Neighbourhood Plan To report on progress in the preparation of draft Hawkhurst Neighbourhood Plan and outcome of independent examination stage. <i>(Hawkhurst & Sandhurst)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
12/01/17 Cabinet		12/12/16 Planning & Transportation Cabinet Advisory Board	Payment by Phone Contract This seeks Cabinet approval to award a new phone payment contract to a preferred supplier when the existing one ends, following the required tender process. <i>Part of this meeting may be held in private by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended). (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Rosemarie Bennett, Parking Manager	Yes	Yes
09/02/17 Cabinet	Final Decision 22/02/17	16/01/17 Planning & Transportation Cabinet Advisory Board	* Ashdown Forest Mitigation Policy To recommend to Full Council agreement of a policy approach for dealing with development mitigation measures in regard to Ashdown Forest, and adoption of policy as a material planning considerations. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	No	No

Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
02/03/17 Cabinet		06/02/17 Planning & Transportation Cabinet Advisory Board	Tunbridge Wells Borough Draft Local Plan - Issues and Options Report will present draft Local Plan Review Issues and Options document and seek agreement for public consultation. <i>(All Wards)</i>	Request permission to consult. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
02/03/17 Cabinet		06/02/17 Planning & Transportation Cabinet Advisory Board	Draft Borough Landscape Character Assessment Supplementary Planning Document Presentation of findings of Borough Landscape Character Assessment Study 2016 and recommendation for public consultation as adoption of Supplementary Planning Document. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
23/04/17 Cabinet		20/03/17 Planning & Transportation Cabinet Advisory Board	Draft Community Infrastructure Levy Update on progress towards a Community Infrastructure Preliminary Draft Charging Schedule (PDCS). The first stage in the legislative process would be a consultation on the PDCS. The Community Infrastructure Levy, if adopted, would introduce charges throughout the Borough on varying new building proposals, and on varying land uses. At this stage there is no commitment to introduce CIL. <i>(All Wards)</i>	Proposed targeted consultation will take place with development industry, and town and parish councils following the decision to consult. The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No
22/06/17 Cabinet	Final Decision 22/02/17	01/06/17 Planning & Transportation Cabinet Advisory Board	* Civic Complex Planning Development Framework To recommend to Full Council agreement of Civic Complex Planning Development Framework document for the purposes of development management. <i>(Broadwater; Culverden; Park)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	No	No

Planning and Transportation Portfolio – Councillor McDermott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
22/06/17 Cabinet		01/06/17 Planning & Transportation Cabinet Advisory Board	Borough Landscape Character Assessment Supplementary Planning Document For adoption. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Kelvin Hinton, Planning Policy Manager	Yes	No

Tourism, Leisure and Economic Development Portfolio – Councillor March

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
13/04/17 Cabinet		22/03/17 Communities Cabinet Advisory Board	Economic Development Strategy Economic Development Strategy. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Hilary Smith, Economic Development Manager	Yes	No

Communities and Wellbeing Portfolio – Councillor Weatherly

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
01/12/16 Cabinet		16/11/16 Communities Cabinet Advisory Board	Review of Housing Assistance Policy The report informs Members of the increased funding through the Better Care Fund, which includes Disabled Facilities grants. It details proposals to utilise this additional funding, which includes widening the scope of financial assistance given. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Janice Greenwood, Private Sector Housing Manager	Yes	No
01/12/16 Cabinet		16/11/16 Communities Cabinet Advisory Board	Affordable Housing Commuted Sums Expenditure To seek approval to release S106 commuted sum funds for two affordable housing schemes collected at the Cranbrook Council Offices redevelopment. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Sarah Lewis, Housing Register and Development Manager	Yes	No
01/12/16 Cabinet		16/11/16 Communities Cabinet Advisory Board	Preventative Health Services in West Kent This report sets out proposed arrangements for an integrated approach towards public health (preventative services) across West Kent between this Council, Kent County Council, Sevenoaks District Council and Tonbridge and Malling Borough Council. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Environment and Street Scene	No	No
02/03/17 Cabinet	Final Decision 26/04/17	08/02/17 Communities Cabinet Advisory Board	* Community Safety Partnership Plan To recommend to Full Council the annual Community Safety Partnership Plan for approval. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Terry Hughes, Community Safety Manager	Yes	No

Sustainability Portfolio – Councillor Dr Basu

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key Decision	Exempt?
Not before 01/10/16 Portfolio Holder for Sustainability			Food Service Plan 2017-18 Each local authority should write and develop a Food Service Plan that outlines the demands of the service and identifies the resource needed to deliver this. The Food Standards Agency (FSA) requires such plans have senior management or member approval. As the food and safety function is delivered through a shared service the plan has been developed to reflect the total resource available to deliver the service demands and review the outcomes of the service in the previous year. <i>(All Wards)</i>	Report to be published prior to decision being taken.	Tracey Beattie, Environmental Health Manager	No	No
19/02/17 Cabinet		25/01/17 Communities Cabinet Advisory Board	Overview and Scrutiny Task and Finish Group Assessment of Waste and Recycling Service The Council is required to carryout an assessment of its waste and recycling collection service. The report will set out the findings of the assessment, the current levels of recycling and the destination of materials for reprocessing. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Environment and Street Scene	Yes	No
02/17 Cabinet		08/02/17 Communities Cabinet Advisory Board	Shared Environmental Health Service - Proposal for a Single Employer Shared Environmental Health Service - Proposal for a Single Employer. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Gary Stevenson, Head of Environment and Street Scene	No	No

1. KEY DECISIONS

A “key decision” means a decision which is to be taken by the executive of the Council which is likely to:

- (a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000; and/or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough of Tunbridge Wells.

2. REASONS A MEETING MAY BE HELD IN PRIVATE

In accordance with section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public may be excluded from a meeting on the grounds that it may involve the likely disclosure of exempt information as defined in Part 1, Schedule 12A of the Local Government Act 1972 (as amended). The exemption must be by virtue of one or more specified paragraphs of the above Act as shown on the Forward Plan (giving 28 days notice) and the meeting agenda (giving 5 days notice); summarised as follows:

Paragraph (1) - Information relating to any individual.

Paragraph (2) - Information which is likely to reveal the identity of an individual.

Paragraph (3) - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Paragraph (5) - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph (6) - Information which reveals that the authority proposes –

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

Paragraph (7) - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

QUALIFICATIONS:

- (8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
- (9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (10) Information which –
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,
 is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Draft Corporate Priorities 2017/18

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor David Jukes – Leader of the Council
Lead Director	Lee Colyer – Director of Finance and Corporate Services
Head of Service	Jane Clarke – Head of Policy and Governance
Lead Officer/Report Author	Jane Clarke – Head of Policy and Governance
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That Cabinet approve the draft list of Corporate Priorities 2017/18 for a six-week period of public consultation, as set out at appendix A.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough
- A Green Borough
- A Confident Borough

The Corporate Priorities are the year-on-year projects that will help to meet the ambitions of the Five Year Plan key objectives. This report explains our plans for year four of the Five Year Plan and how we intend to deliver the projects that meet them.

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	26 October 2016
Discussion with Portfolio Holders	27 October 2016
Finance and Governance Cabinet Advisory Board	8 November 2016
Cabinet	1 December 2016

Draft Corporate Priorities 2017/18

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Council is requested to refresh its Corporate Priorities on an annual basis to complement the budget setting process. This report presents a draft list of Corporate Priorities for 2017/18 that is based on the adopted Five Year Plan, and takes into consideration potential changes that may be made as part of the Five Year Plan review.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 The Leader's Five Year Plan (2014-2019) was adopted by Full Council in April 2014. The document clearly sets out a plan of activities for the next five years with activities focusing on encouraging economic growth and investment into the Borough and ensuring the Council continues to provide value for money in its service provision. The next financial year 2017/18 represents year four of the Five Year Plan.
- 2.2 The Five Year Plan was subject to widespread and lengthy consultation, and as such sets out the framework in which the annual Corporate Priorities for 2017/18 should sit. A period of public consultation would also enable the Council to invite key stakeholders to further contribute to the Council's priorities for next year.
- 2.3 Using the information available within the Five Year Plan, and taking account of those projects and priorities that had already been started in previous years of the Plan, Cabinet considered an initial draft list of Corporate Priorities in September and October this year. This draft list is attached at appendix A (to follow).
- 2.4 The list takes into account the work that has already been done on reviewing the Five Year Plan, which is a piece of work that began over the summer. It was always intended to review the Five Year Plan at the half-way point in the Plan (2016/17), to ensure it remained relevant and up-to-date. Given the dramatic changes we have seen in the local government landscape, and the political landscape nationally, it has been decided to take a more fundamental review of the Five Year Plan, to ensure it continues to be framed within the context in which the Council is now operating.
- 2.5 The new draft of the reviewed Five Year Plan will be submitted to Cabinet in last quarter of 2016/17, and will be consulted on over a six week period in the Spring of 2017.
- 2.6 The Five Year Plan is underpinned by a number of strategies that have already been adopted by Portfolio Holders, Cabinet or Full Council. This includes the Medium Term Financial Strategy, the Property Asset Management Plan, and the People Strategy. These strategies and our annual programme of Corporate

Priorities will assist the Council to monitor its progress towards the Five Year Plan.

3. AVAILABLE OPTIONS

- 3.1 Cabinet could choose not to set their Corporate Priorities for the year 2017/18, and therefore would not need to agree a draft for public consultation. If the Council chose this option, this could have a negative impact on the Council's ability to plan finances and resources for the future, as officers would be unclear about the strategic direction that the Council should take.
- 3.2 Cabinet could choose not to consult on its list of draft Corporate Priorities for the year 2017/18. Whilst the Council is not required to consult on its strategic direction, this option is not recommended as public consultation forms part of the strong evidence base for good decision-making that every Council is required to follow if it is to achieve best value for the tax payer. If the Council did not consult on its strategic direction, it may set Corporate Priorities that are out-of-step with public opinion, or are contrary to the evidential base.
- 3.6 The final option is for Cabinet to hold a public consultation on the proposed list of Corporate Priorities.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The preferred option for recommendation is for Cabinet to agree a set of Corporate Priorities for the year 2017/18 for public consultation, as this will enable sound financial and resource planning to take place, and will ensure that the strategic direction for next year is based on good evidence and is in step with public opinion.
- 4.2 The list of Corporate Priorities at Appendix A (to follow) represents the Council's key objectives, and puts them into the financial, political and social context in which the Council operates. Following the decision at Cabinet, this list of Corporate Priorities will be made available for public consultation for a six week period, before a final decision is made at Full Council in February 2017.
-

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Public consultation will take place from 1 December to 15 January 2017. Following this, any necessary changes to the Corporate Priorities will be made, and the final list will be presented to Finance and Governance Cabinet Advisory Board on 17 January 2017, Cabinet on 9 February, and Full Council on 22 February 2017.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 8 November 2016 and agreed the following recommendation:

- That the recommendation set out in the report be supported.

5.3 Supporting resolutions to the traffic congestion experienced across the Borough was seen as important, as was improving health inequalities and sports facilities.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 Once the draft Corporate Priorities have been agreed for consultation, the list will be placed on the Council's online consultation portal, and circulated to town and parish councils, the Royal Tunbridge Wells Town Forum and other interested parties.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	Each local authority has a statutory duty to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness". The Council's Corporate Priorities demonstrate compliance with that duty. There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.	Estelle Culligan, Interim Head of Legal Services
Finance and other resources	The Five Year Plan is accommodated within the Medium Term Financial Strategy (MTFS) and annually during the budget setting process. The Corporate Priorities are therefore supported financially.	Lee Colyer, Director of Finance and Corporate Services 28/10/2016
Staffing establishment	This report highlights the strategic work to be undertaken in 2017/18, and as such provides information on some of our future staffing requirements. The People Strategy, and other HR processes and procedures will take into account the requirements within the strategic plan to assess the level of need for skills and any other HR and staffing issues that need to be addressed.	Nicky Carter, Head of HR and Customer Services

Agenda Item 9

Risk management	All risks associated with this report are within the Council's current risk appetite and managed in accordance with its risk management strategy.	Jane Clarke, Head of Policy and Governance 28/10/2016
Environment and sustainability	This report and the action plans will have considered this aspect to ensure that the service areas and projects deliver the desired outcomes for Environment and Sustainability.	Karin Grey, Sustainability Manager
Community safety	There are no consequences arising from the recommendation that adversely affect community safety.	Terry Hughes, Community Safety Manager 28/10/2016
Health and wellbeing	There are no direct consequences arising from the recommendation that adversely affect health and wellbeing. It is widely accepted to be beneficial to health to live in a democracy with the opportunity to comment on these things.	Helen Wolstenholme, Interim Healthy Lifestyles Co-ordinator 28/10/2016
Equalities	Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (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 paper could directly impact on end users. Each of the projects proposed would be subject to an equality impact assessment as and when required. We have also developed equality objectives, to support the Five Year Plan and Corporate Priorities, which were approved in April 2016.	Sarah Lavallie, Equalities Officer 28/10/2016

8. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Draft Corporate Priorities 2017/18 (to follow)

9. BACKGROUND PAPERS

None

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A PROSPEROUS BOROUGH	
Our Five Year Plan: To achieve growth and shape our local economy by enhancing the built environment within our thriving town centres and rural settlements	
Devolution	
1	Work with KCC and neighbouring authorities to secure the best deal for local people by devolving and joining up services including public health, waste and recycling and highways.
Making the Borough a key destination for businesses	
2	Continue to develop opportunities for business to locate and grow in Tunbridge Wells by making employment land available, as identified in the new Local Plan.
3	Continue to develop our Local Plan and to work with Town and Parish Councils and developers to secure suitable and sustainable sites to meet our housing requirements and to ensure they are supported by the necessary infrastructure.
4	Continue to dispose of non-performing assets and invest the proceeds in income-generating projects or schemes.
Making the Borough a key destination for visitors	
5	Submit a Stage 2 HLF and Arts Council bid for the Cultural & Learning Hub and submit a planning application.
6	Continue to develop a scheme for a new Theatre that is fit for the future, new offices and associated car parking adjacent to Calverley Grounds and work up a scheme to give the Civic Complex a viable economic use whilst respecting its heritage.
7	Improve and increase the provision of car parking within the town.
Tackling congestion	
8	Work with KCC to deliver the projects set out in our Local Transport Plan, to secure further funding to alleviate congestion and to promote 20mph schemes and reduce pollution.
Ensuring provision of greater educational opportunities locally	
9	Explore with partner the possibility of providing a university or FE facility in Royal Tunbridge Wells.
10	Work with KCC and the developer to deliver a new primary school in Hawkenbury.

A CONFIDENT BOROUGH	
Our Five Year Plan:	
To remain a safe place to live, work and visit where communities enjoy good health, are adequately housed and resilient to the challenges they may encounter	
Enabling the delivery of community facilities	
11	Continue to enable and assist Town Councils, Parish Councils and community groups to develop their own plans to provide amenities within their local areas.
Enabling empowered communities	
12	Support the health of residents by improving sport and active recreation opportunities, including parks/green space, and contribute towards the Health Inequalities Action Plan.
A GREEN BOROUGH	
Our Five Year Plan:	
To remain a clean and beautiful place to live, work and visit, as a result of the continued effort put in to protect the quality of the local environment	
Enhancing our parks and open spaces	
13	Develop and deliver Phase 2 of the Public Realm works around the civic centre using external Local Growth Fund money.

Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Performance Summary: Quarter 2

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor David Jukes – Leader of the Council
Lead Director	Lee Colyer, Director of Finance and Corporate Services
Head of Service	Jane Clarke, Head of Policy and Governance
Lead Officer/Report Author	Jane Clarke, Head of Policy and Governance
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That Cabinet notes the progress made against each of its Corporate Priorities 2016/17 at the end of quarter two, as set out in the report and appendix A, and agrees the proposed changes to milestones for projects 9 and 13;
2. That Cabinet notes the progress made against the Change Programme 2016/17 at the end of quarter two, as set out in the report and appendix B;
3. That Cabinet notes the Council’s performance on Council Business at the end of quarter two, as set out in the report and appendix C; and
4. That Cabinet notes the challenges and proposed actions for each underperforming indicator within the Recovery Plans at appendix D.

This report relates to the following Five Year Plan key objectives:

- ❖ A Prosperous Borough
- ❖ A Green Borough
- ❖ A Confident Borough

This report monitors the effectiveness of the Council’s actions and plans to meet all of the objectives within the Five Year Plan, highlights underperforming areas, and proposes actions to remedy that underperformance to ensure the key objectives are met.

Timetable	
Meeting	Date
Management Board	26 October 2016
Finance and Governance Cabinet Advisory Board	8 November 2016
Cabinet	1 December 2016

Performance Summary: Quarter 2

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides a summary of the Borough Council's performance at the end of quarter two. It outlines the progress made towards the Council's Corporate Priorities 2016/17 and Change Programme projects for 2016/17, and summarises more general Council performance for the second quarter of 2016/17. Where underperformance is identified, explanatory notes are given for the Corporate Priorities, and for Council Business, actions are proposed to remedy this, which are attached as Recovery Plans at appendix C.

2. INTRODUCTION AND BACKGROUND

- 2.1 This report reviews our progress against the 14 Corporate Priorities, our Change Programme and the 39 performance indicators that are a combination of strategic indicators, management indicators and those indicators set by central government through the Single Data List (SDL).

Measured by		Definition
Corporate Priorities	Milestones	Measures the progress we have made in achieving our Corporate Priorities by the end of the quarter
Change Programme	Projects	Measures whether corporate change projects are on track for delivery
Council Business	Strategic Indicators (SIs) and Single Data List Indicators (SDLs)	Measure our performance on the targets we have set for operating services and transactions, and our performance against the list of indicators set by central government

- 2.2 The summary is divided into three sections:

1. **Corporate Priorities** – This summarises the progress we have made on the projects and milestones that make up the Corporate Priorities for 2016/17.
2. **Change Programme** – This summarises the progress we have made on the projects that make up the Change Programme for 2016/17.
3. **Council Business** – This summarises our performance against the targets for indicators that Cabinet/Management Board have set, or have been set centrally by the Government. This section also summarises the mix of indicators that measure issues that are external to the Council, but which impact on residents' lives and/or how services are delivered, such as levels of crime, homelessness and unemployment, or the income we receive from discretionary services.

- 2.3 The performance information contained in this report and the accompanying papers have undergone the following quality checks:

- Individual calculations and verification at officer level.
- Senior manager approval of performance information.

- Quality checks by the Performance Team.

2.4 The report has also followed the traditional report cycle which makes sure that progress is reviewed by both Management Board and Portfolio Holders to ensure that levels of performance continue to be managed effectively.

3. PERFORMANCE ON CORPORATE PRIORITIES 2016/17

3.1 The Corporate Priorities are refreshed on an annual basis and are agreed by Cabinet and Full Council as part of their budget and strategy setting meetings in February each year.

3.2 For 2016/17, the Council is working towards delivery of 14 Corporate Priorities that will help it to reach the Five Year Plan key objectives of enabling Tunbridge Wells Borough to have a *prosperous, green and confident* future.

3.3 Within these 14 Corporate Priorities, the Council has identified 14 projects to achieve the Priorities, which are set out in appendix A to this report.

3.4 Performance on the 14 projects under our Corporate Priorities by the end of quarter two is as follows:

	All Milestones passed to date	Some Milestones not passed	Projects Completed
Qtr. 1	13	1	0
Qtr. 2	10	4	0

3.5 For the two projects that have missed some milestones by the end of quarter two, explanatory notes are given in the report at appendix A.

Change Management

3.6 When setting the milestones for the Corporate Priorities at the start of the financial year, Heads of Service are asked to give estimated dates and milestones.

3.7 Of necessity, these are only estimates however, and as projects become more defined throughout the year, timescales or milestones may need to be revised. This is especially true for projects that rely on external providers or contractors to meet some or all of the milestones, as the actual dates for delivery are often only finally agreed as and when the project approaches that stage of delivery.

3.8 This year, initial estimates for milestone and timings were made at the beginning of the year however, some of the milestones in Projects 9 and 13 are now incorrect, and are proposed to be amended as follows:

Corporate Priority	Current Milestone		Proposed Milestone	
Proj 9 Higher Education Facility or Campus	Identify potential sites as part of Local Plan review	30-Jun-2016	Engage with higher education and other education establishments, and potential investors in higher education facilities	30-Sep-2016
	Continued engagement with West Kent College	30-Sep-2016	Identify existing HE and FE provision within the town area	31-Dec-2016
	Continued engagement with other potential investors in higher education facilities	31-Dec-2016	Identify growth requirements of current and potential providers of HE and FE	30-Mar-2016
	Continued engagement with other education establishments	31-Mar-2017	Not used.	
	Completion of phase 1 remedial works	30-Sep-2016	Completion of phase 1 remedial works	30-Nov-2016
Proj 13 Public Realm phase 2	Phase 2 concept design worked to detailed design, incorporating Cultural and Leisure Hub	31-Dec-2016	Phase 2 concept design worked to detailed design, incorporating Cultural and Leisure Hub	31-Jan-2017

4. PERFORMANCE ON THE CHANGE PROGRAMME 2016/17

- 4.1 The Change Programme is a selection of projects that services are currently running across the council to improve operational delivery, or transform the way that services are provided. These projects are large scale and receive support from the Digital and Transformation Team Service, which includes the Business Delivery Unit.
- 4.2 The Change Programme is currently made up of the following workstreams:
- Bespoke transformation projects
 - Transformation Challenge Award
 - Kent Customer Services Group Project
- 4.3 The Sherwood Partnership has now been completed as a Change Programme project. Options are being explored for future funding for the model, which if successful will form part of normal service delivery going forwards.

- 4.4 The Digital Services and Transformation Service also supports the delivery of the Digital First Programme of works, which will be reported separately to Cabinet under the Digital First Strategy and Action Plan (due to be reported to Cabinet in January).
- 4.5 Since the start of the change programme, the Digital Services and Transformation Service have supported the completion of 32 projects, and are currently working on five live projects (that are not monitored as part of the Digital First Action Plan). Of the five projects that are currently live, all five are recorded as being 'on track':

	On Track	Not on Track	Completed
Qtr.1	6	0	0
Qtr. 2	5	0	1

- 4.6 One project has been completed since the last quarter: The Sherwood Partnership. The full list of projects within the programme, and their status updates are available at appendix B.

5. PERFORMANCE ON COUNCIL BUSINESS

- 5.1 The Council collects 38 indicators to reflect how well it is performing on day-to-day service delivery and operations. Of these, nine indicators do not have targets and are therefore not measured for performance. The list of indicators and Q2 outturns are set out in detail at appendix C.
- 5.2 When an indicator underperforms and misses its target for the reporting quarter, it is marked as 'red' status and a Recovery Plan is produced to set out the actions that will be taken by the service to ensure the indicator does not continue to underperform.
- 5.3 Performance on the 29 indicators that have targets for Council Business at the end of quarter two is as follows:

	Performing	Underperforming
Qtr. 1	27	2
Qtr.2	24*	4

* The Health indicator is currently unavailable and will be reported as soon as it is available.

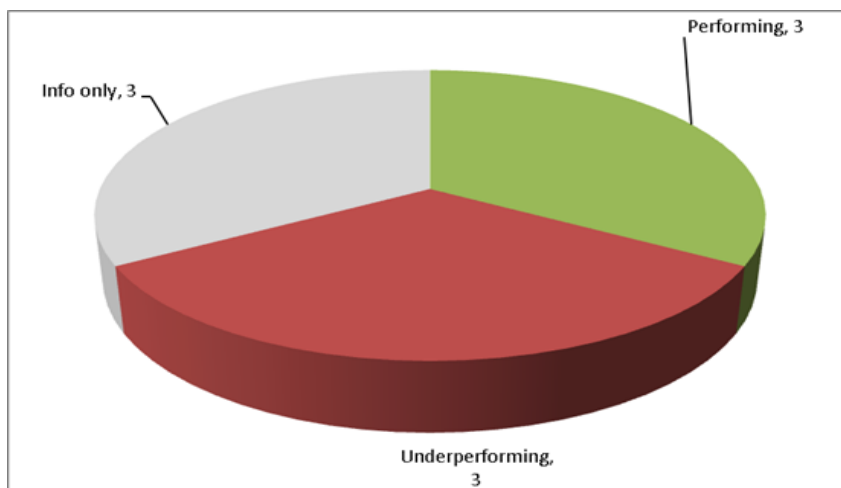
- 5.4 The Recovery Plans for the four underperforming indicators are included at appendix D for approval.

Council Business by Directorate

- 5.5 There are three directorates within the Council and each is responsible for performance on a number of indicators. The following sections show performance by directorate, and provide more details on the indicators that are underperforming.

Director of Change and Communities

- 5.6 There are nine indicators for this directorate, three of which are performing and three which are underperforming. Three indicators are for information purposes only.



5.7 The underperforming indicators and the actions to improve them are:

Percentage of Online Ticket Sales – Income at Assembly Hall Theatre (AHT)

Council is working across services to develop the IT infrastructure required to upgrade its box office software and this will resolve the on-line account issue. However the infrastructure is not under direct control of the AHT Department. Going forwards, it is recommended that this target be reviewed as part of the Theatre’s business plan.

No. of visitors to Tunbridge Wells Museum & Art Gallery

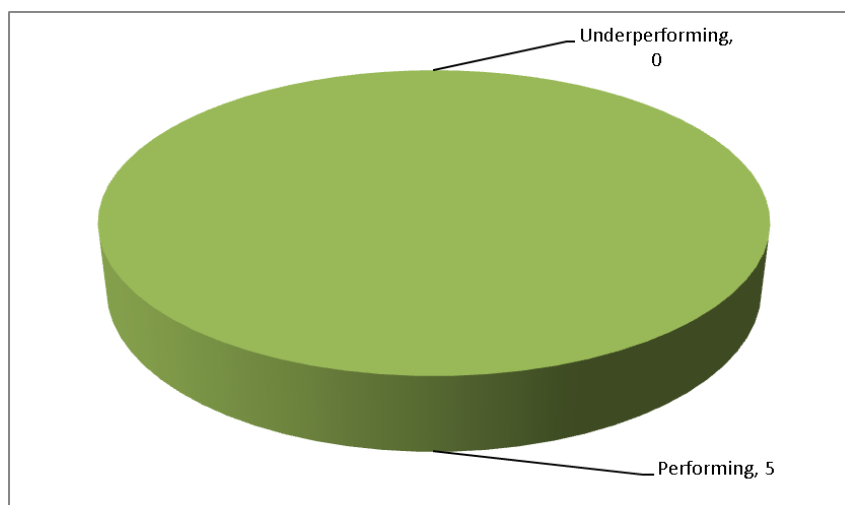
The Museum noted that the ‘Tall Tales, Tiny Taverns’ exhibition was not as popular as the previous year’s Q2 exhibition. The team are currently evaluating the exhibition, to find out why it was not as popular with visitors.

Parking: Off Street Car Park Income

An anomaly in July’s figures, which was matched by lower footfall figures at RVP, has since corrected itself, and following months have been back to normal levels for both footfall and parking income.

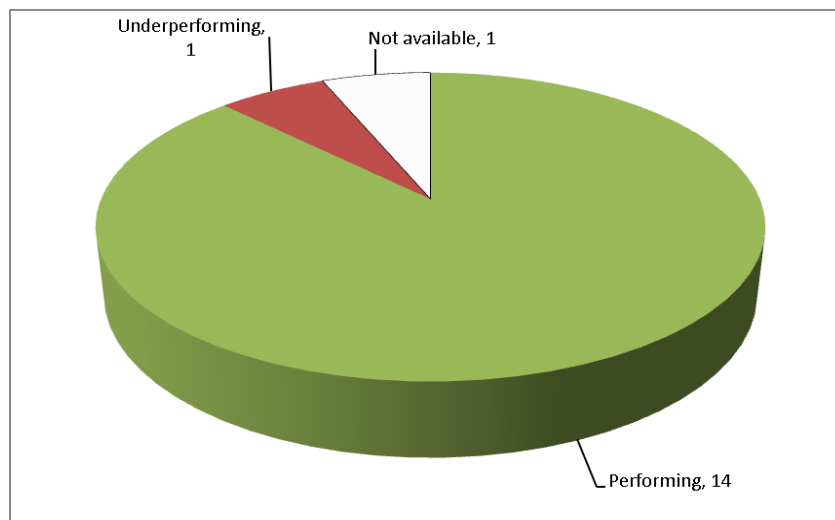
Director of Finance and Corporate Services

5.8 There are five indicators for this directorate, all five of which are performing.



Director of Planning and Development

- 5.9 There are 16 indicators for this directorate, 14 of which are performing and one of which is underperforming. One indicator is currently unavailable.



- 5.10 The one underperforming indicator and the actions to improve it are:

Processing of Planning Applications (Majors)

This relates to the determination of planning applications (rather than validation, which is performing as expected). To help manage this indicator more robustly, the managers within the Development Management team will be more directly involved at pre-application/early stages of an application to identify those major applications where it is necessary to negotiate with developers, in order to secure high quality development, and identify those which can be determined within target periods.

Increased responsibility will be taken by Principal and Senior Planning Officers to meet targets. However, given the small number of applications, it will always be very difficult to achieve target.

6. STATE OF THE BOROUGH

- 6.1 Information is also collected on a range of indicators that reflect the levels of crime, homelessness and economic performance within the Borough, which give a sense of the 'state' of standards of living for residents.

- 6.2 There are eight indicators, of which only two have targets. These relate to homelessness within the Borough. Performance on those two indicators at the end of quarter two is as follows:

	Performing	Underperforming
Qtr.1	2	0
Qtr.2	2	0

- 6.3 Whilst the six other indicators are for information only and do not have targets, performance is tracked on a quarterly or yearly basis. The figure for repeat incidents of domestic violence is currently unavailable.

6.4 Of note is the indicator for unemployment within the Borough, which is measured by the number of people claiming Job Seekers Allowance (JSA). The figure for quarter two is as of the end of August 2016. This has risen slightly to 0.8%. September's figure will be included when available.

7. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

7.1 Consultation has been undertaken with Portfolio Holders, Directors and Heads of Service regarding the indicators that should be included within the quarterly performance report. This is done to ensure that performance is reflective of the priorities of the Council, and the objectives within the Five Year Plan.

RECOMMENDATION FROM CABINET ADVISORY BOARD

7.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 8 November 2016 and agreed the following recommendation:

- That the recommendations set out in the report be supported.

8. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

8.1 The quarterly Performance Summary will be published online as part of the agenda papers for the Cabinet meeting. Whilst there are no decisions to take as part of this report, the information will be used to inform future decisions.

9. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<p>Legal including Human Rights Act</p>	<p>There is no statutory duty to report regularly to Cabinet on the Council's performance. However, under Section 3 of the Local Government Act 1999 (as amended) a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.</p> <p>One of the purposes of the Council's Corporate Priorities is to provide clear strategic direction in order to facilitate the improvement of the economy, efficiency and effectiveness of Council Services. Regular reports on the Council's performance assist in demonstrating best value and compliance with the statutory duty.</p> <p>There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	<p>Keith Trowell, Senior Lawyer 01/11/2016</p>

Agenda Item 10

<p>Finance and other resources</p>	<p>A number of these performance indicators have financial implications and where appropriate these are covered in the Capital, Revenue and Treasury Monitoring Reports that accompany this report.</p>	<p>Lee Colyer, Director of Finance and Corporate Services 25/10/2016</p>
<p>Staffing establishment</p>	<p>This report demonstrates the vast proportion of work being undertaken by the Council's staff to provide services for the Borough. Performance is monitored on a monthly basis by Management Team, and is assessed against current staffing trends and issues to ensure staff resources are aligned with the Council's priorities.</p>	<p>Nicky Carter, Head of HR 24/10/2016</p>
<p>Risk management</p>	<p>All risks associated with this report are within the Council's current risk appetite and managed in accordance with its risk management strategy.</p>	<p>Jane Clarke, Head of Policy and Governance 24/10/2016</p>
<p>Environment and sustainability</p>	<p>This report and the action plans will have considered this aspect to ensure that the service areas and projects deliver the desired outcomes for Environment and Sustainability.</p>	<p>Gary Stevenson, Head of Environment and Street Scene</p>
<p>Community safety</p>	<p>There are no consequences arising from the recommendation that adversely affect community safety.</p>	<p>Terry Hughes, Interim Community Safety Manager 25/10/2016</p>
<p>Health and wellbeing</p>	<p>Health inequalities are differences in health status and health outcomes within and between communities and are the result of a complex interaction of various factors, including but not limited to: housing conditions, neighbourhood planning, employment, air quality, access to good quality green space and provision of leisure facilities.</p> <p>Marmot (2010) recognised that the role that local authorities play in improving these wider determinants of health. This led to the transfer of public health budgets to local authorities on 1st April 2013. This enables health priorities to be determined locally and improves integration of preventative public health measures with statutory services.</p> <p>In our role as place shaper, the Borough Council is responsible for a number of decisions and policies that will have a direct impact on health inequalities. Examples include our plans for future growth and investment, the local plan, housing development and associated community infrastructure, reducing emissions and national carbon targets.</p>	<p>Gary Stevenson, Head of Environment and Street Scene</p>

Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Sarah Lavallie, West Kent Equalities Officer 25/10/2016
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10. REPORT APPENDICES

10.1 The following documents are to be published with this report and form part of the report:

- Appendix A: Corporate Priorities 2016/17
- Appendix B: Change Programme Update 2016/17
- Appendix C: Council Business
- Appendix D: Underperforming Recovery Plans

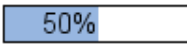

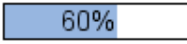

11. BACKGROUND PAPERS




11.1 Our Five Year Plan



http://www.tunbridgewells.gov.uk/_data/assets/pdf_file/0020/53291/Our-Five-Year-Plan-2014.pdf




Quarter 2 Corporate Priorities 2016/17


Project	Description	Milestone Description	Milestone Due Date	Milestones passed at end of quarter	% of milestones completed	Status Icon	Latest Update	Portfolio Holder	Lead Directorate
Proj 01 Future growth and investment	Encourage future growth and investment by marketing opportunities that the Borough provides	Appointment of Town Centre Manager	30-Sep-2016	Yes	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%		Town Centre manager appointed and commenced work in August . The jobs fair was successfully held on the 15 September.	Jane March	Jonathan MacDonald
		Jobs Fair held	30-Sep-2016	Yes					
		Tunbridge Wells Together Christmas package delivered	31-Dec-2016	No					
		Marketing of Civic Complex opportunity	31-Mar-2017	No					
Proj 02 Provide business space Page 57	Continue to develop business space to encourage business start-ups	Agreed timetable for completion of Creative Hub	30-Jun-2016	Yes	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%		Substantive works are complete and the Creative Hub is now open. A drop in day on 30 September was organised to promote the facility.	Jane March	Jonathan MacDonald
		Works on site	30-Sep-2016	Yes					
		Creative Hub works completed and open	31-Dec-2016	No					
		Creative Hub steering group meeting	31-Mar-2017	No					
Proj 03 Local Plan	Continue to progress development of the Local Plan and support local parish and town councils to develop their own neighbourhood plans to reflect new levels of growth within the Borough	Site Allocation DPD - Modify Plan in light of Inspectors report and progress to Adoption	30-Jun-2016	Yes	<div style="width: 40%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 40%		Local Plan review progressing to timetable and moving towards Issues and Options stage in terms of preparing draft document and presenting to Members. Ongoing briefings to Members and other stakeholders.	Alan McDermott	Jonathan MacDonald
		Local Plan Review - Commence preparation of draft Issues and Options document.	30-Sep-2016	Yes					
		Local Plan Review - Prepare strategy options and issues for consideration	31-Dec-2016	No					
		Local Plan Review - Continue evidence base preparations commissioning update surveys as required.	31-Mar-2017	No					

Project	Description	Milestone Description	Milestone Due Date	Milestones passed at end of quarter	% of milestones completed	Status Icon	Latest Update	Portfolio Holder	Lead Directorate
		Local Plan Review - Prepare strategy options and issues document for public consultation in Spring 2017	31-Mar-2017	No					
Proj 04 Housing development and associated community infrastructure	Work with local developers to secure suitable development schemes for further housing development and associated community infrastructure in our allocated sites within the Borough	Local Plan Review - Gather evidence re local housing market and development.	30-Jun-2016	Yes			Site Allocations Local Plan Adopted by Council July 2016. Legal challenge received from one party which is ongoing.	Alan McDermott	Jonathan MacDonald
		Site Allocation DPD - Modify Plan in light of Inspectors report and progress to Adoption	30-Jun-2016	Yes					
		Local Plan Review - Progress Call for Sites and assess suitability of submitted sites	31-Dec-2016	No					
		Pre -application - Support discussions with developers on allocated/non allocated sites.	31-Mar-2017	No					
Proj 05 Review of assets	Make the best use of land and property assets for the benefit of residents	Civic Complex Stage 1 work reported to Cabinet	30-Jun-2016	Yes			John Street development was completed on time and on budget. Two of the three retail units have been let with the third under offer. Four of the five residential units have been let with the final one under offer.	David Jukes	Jonathan MacDonald
		Marketing of John Street Units commenced	30-Jun-2016	Yes					
		Completion of John Street development	30-Sep-2016	Yes					
		Developer submits planning application for Holly Farm, Hawkenbury	31-Dec-2016	No					
		2017/18 Asset Management Plan adopted by Council	31-Mar-2017	No					

Project	Description	Milestone Description	Milestone Due Date	Milestones passed at end of quarter	% of milestones completed	Status Icon	Latest Update	Portfolio Holder	Lead Directorate
Proj 06 Cultural and Learning Hub	Prepare a Stage 2 Heritage Lottery funding application for the development of a 'cultural and learning hub' in Royal Tunbridge Wells.	Business and activity planner appointed	30-Jun-2016	Yes	<input type="text" value="25%"/>		An architect will be appointed in October 2016	Jane March	William Benson
		Architect and design team appointed	30-Sep-2016	No					
		Draft designs published and consultation commenced	31-Dec-2016	No					
		Final designs agreed	31-Mar-2017	No					
Proj 07 Assembly Hall Theatre	Consider viability options for the Assembly Hall theatre's future including the possibility of a new theatre.	Complete arts consultancy report	30-Jun-2016	Yes	<input type="text" value="40%"/>		Consultancy report and stage one report completed. Draft stage 2 report received.	David Jukes; Jane March	Paul Taylor
		Assess RIBA stage 1 report	30-Sep-2016	Yes					
		Complete RIBA stages 2 and 3 for new theatre (subject to RIBA stage 1 and appropriate decision)	31-Mar-2017	No					
		Investigate future funding options	31-Mar-2017	No					
		Submission of planning application	31-Mar-2017	No					
Proj 08 Infrastructure improvements to key road networks	Support Kent County Council and the Highways Agency to deliver planned infrastructure improvements to key road networks and cycle routes in the Borough (including the A21 and A26) and submit funding bids for	A26/Yew Tree Road/Speldhurst Road Junction completed	30-Jun-2016	Yes	<input type="text" value="40%"/>		TWBC priorities were included in the South East Local Enterprise Partnership submission to Government. Government decision is expected with the Autumn Statement.	Alan McDermott	Jonathan MacDonald
		Local Growth Fund 3 Priorities submitted	30-Jun-2016	Yes					
		Decision on LGF 3 priority bids	25-Nov-2016	No					
		Design work on A26 and 21st Century Way cycle routes completed	31-Dec-2016	No					
		A21 Pembury - Tonbridge open	31-Mar-2017	No					

Project	Description	Milestone Description	Milestone Due Date	Milestones passed at end of quarter	% of milestones completed	Status Icon	Latest Update	Portfolio Holder	Lead Directorate
	further improvements and initiatives as set out in the Joint Transportation Strategy.								
Proj 09 Higher education facility or campus	Explore the potential to deliver a higher education facility or campus within or around the town.	Identify potential sites as part of Local Plan review	30-Jun-2016	No	<input type="text" value="25%"/>		Following the call for sites as part of the Local Plan review, sites are being assessed on their suitability. There is regular contact with Kent College and KCC regarding provision of a facility/campus.	David Jukes	Jonathan MacDonald
		Continued engagement with Kent College	30-Sep-2016	Yes					
		Continued engagement with other potential investors in higher education facilities	31-Dec-2016	No					
		Continued engagement with other education establishments	31-Mar-2017	No					
Proj 10 Enable the development of community facilities	Work with parish and town councils and community groups to enable the development of community facilities.	Southborough Hub Board meeting	30-Jun-2016	Yes	<input type="text" value="33%"/>		The Southborough Hub planning application was submitted in August and a decision is expected in November 2016	Lynne Weatherly	Jonathan MacDonald
		Submit Southborough Hub planning application	30-Sep-2016	Yes					
		Paddock Wood community centre designs underway	31-Dec-2016	No					
		TN2 options analysis complete	31-Dec-2016	No					
		Agree a revised way forward for Cranbrook Hub	31-Mar-2017	No					
		Contract in place for Southborough Hub	31-Mar-2017	No					


Project	Description	Milestone Description	Milestone Due Date	Milestones passed at end of quarter	% of milestones completed	Status Icon	Latest Update	Portfolio Holder	Lead Directorate
Proj 11 Improving sport and leisure facilities	Produce a sports (facilities) strategy that will set out a route-map for upgrading and extending existing facilities around the Borough.	Sports strategy adopted	30-Jun-2016	Yes	<div style="width: 50%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 50%			Jane March	William Benson
		Negotiations on land acquisition for new pitches commenced	30-Sep-2016	Yes					
		Playing pitch survey undertaken	31-Dec-2016	No					
		Options for provision of playing pitches assessed	31-Mar-2017	No					
Proj 12 Work with the Calverley Grounds Friends Group	Work with the Friends Group to explore further enhancements to Calverley Grounds, seek to establish other funding streams, including HLF programmes	Provide assistance to Friends Group to support fund raising activities for children's play area	30-Jun-2016	Yes	<div style="width: 60%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 60%			Jane March	Jonathan MacDonald
		Establish children's play area project implementation group	30-Sep-2016	Yes					
		Identify opportunities for bowls pavilion	30-Sep-2016	Yes					
		Funding bid submitted	31-Dec-2016	No					
		Children's play area works to start on site	31-Mar-2017	No					
Proj 13 Public Realm phase two	Following the completion and evaluation of phase one, explore options for delivering phase two of the public realm enhancements in Royal Tunbridge Wells.	Funding allocated to Phase 2 from Local Strategic Transport Fund	30-Jun-2016	Yes	<div style="width: 20%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 20%		Remedial works expected to be completed by November 2016	Ronen Basu	Jonathan MacDonald
		Completion of phase 1 remedial works	30-Sep-2016	No					
		Phase 2 concept design worked to detailed design, incorporating Cultural and Learning Hub	31-Dec-2016	No					
		Phase 2 detailed design completed and costed	31-Mar-2017	No					


Project	Description	Milestone Description	Milestone Due Date	Milestones passed at end of quarter	% of milestones completed	Status Icon	Latest Update	Portfolio Holder	Lead Directorate
		Phase 2 implementation programme in place	31-Mar-2017	No					
Proj 14 Reducing emissions and national carbon targets	Carry out work to reduce emissions and contribute to national carbon reduction targets by focusing on our own operations and estate.	Review of existing Carbon Management Plan and identification of potential projects	30-Sep-2016	No				Ronen Basu	Jonathan MacDonald
		Implementation of projects	31-Mar-2017	No	<input type="text" value="0%"/>				

Quarter 2 Business Delivery Unit Change Programme 2016/17

Transformation Projects



Bespoke projects that the BDU supports to improve services or transform operational delivery.


Project Title	Project Description	Latest Status Update	Status Icon	Portfolio Holder	Lead Director
Bereavement Services Business Plan Page 63	To provide project management support to Bereavement Services in the progression of their Business Plan to improve the crematorium's offer, increase revenue and maximise utilisation of assets.	Current status: <ul style="list-style-type: none"> A revised timeline and higher cost has been agreed with the Portfolio Holder and has now passed through the approval process. Formal instruction to appoint contractors with revised budget was given in August 2016. Contractors have taken possession of their two construction sites. Building activities have now commenced. Currently refurbishment of Cloister Garden and New Memorial wall is on track to be delivered by end November. Upcoming work: <ul style="list-style-type: none"> Development of a marketing plan for the new dedication products. Business Case for testing the market for high end burial products to be presented to the Project Board. Epilog upgrades to allow internet bookings by Funeral Directors and more streamlined generation of invoices is expected to start October/November later this year 		Jane March	Jonathan MacDonald

Project Title	Project Description	Latest Status Update	Status Icon	Portfolio Holder	Lead Director
<p>Borough Lottery</p> <p>Page 64</p>	<p>To provide project management support in the development of a Borough Lottery.</p>	<p>The project is currently reporting Green RAG status. The Business Case and Approvals paper have been agreed by the Steering Board. The approvals timeline is on track for Cabinet meeting of 27th October.</p> <p>The following activities have taken place during this period:</p> <p>A External Lottery Manager has been selected (Gatherwell) to partner TWBC in this development.</p> <p>The Business Case was approved by the Steering Board and the Approval paper was signed off. Management Board sign off has been obtained.</p> <p>A Good Cause meeting was held to provide advance warning and promote the idea. There was a mainly positive reaction within the attending causes.</p> <p>Development and design ideas are being progressed – eg Lottery name and web design.</p> <p>The following activity will take place:</p> <p>A kick off meeting with Gatherwell has been booked for 8th November where a detailed delivery plan will be baselined.</p> <p>It is currently anticipated that a Go Live can take place in early March when tickets will be available with first draw early April.</p>		<p>Jane March</p>	<p>Paul Taylor</p>

Transformation Challenge Award

The BDU are providing project management support to the MKIP partnership project, funded by £569,000 of the DCLG's Transformation Challenge Award.

Project Title	Project Description	Latest Status Update	Status Icon	Portfolio Holder	Lead Director
Single Customer Account (SCA)	Single Customer Account is the introduction of an online account for residents and businesses to use for transacting with the Council online, leading to the reduction of telephone and face-to-face contact.	<ul style="list-style-type: none"> Supplier shortlisting and selection completed during Q2 2016/17. Seven suppliers were invited to demo their systems: Agilisys, Capita, Abavus, Firmstep, Gandlake, GOSS and Senseable. The Abavus 'My Council Services' system was selected as successful supplier on 11th August. Initial project kick off meeting with supplier was held on 15th September. Creation of exemplar processes in the system and staff training to be undertaken during Q3 2016/17. 		Paul Barrington-King	Paul Taylor
Unified Communications (UC)	Unified Communications is the replacement of our existing telephony system with a modern, digital communications platform incorporating telephony, video conferencing and instant messaging.	<ul style="list-style-type: none"> Workshops with telecoms consultants held during Q2 2016/17 to establish high level requirements for telephony systems and implementation. Options and recommendations paper prepared for MKIP Joint Chiefs and submitted for meeting on 3rd October 2016. <ul style="list-style-type: none"> A number of technology demonstrator days have been setup for staff and will be held on the following days: <ul style="list-style-type: none"> Tuesday 8 November – Tunbridge Wells Wednesday 9 November – Sittingbourne Wednesday 23 November – Maidstone <p>These sessions will be an opportunity for staff to have a play with UC hardware and software, exploring the new features it will introduce.</p>		Paul Barrington-King	Paul Taylor

Project Title	Project Description	Latest Status Update	Status Icon	Portfolio Holder	Lead Director
<p>Business Intelligence (BI)</p>	<p>Business Intelligence software combines the information held within the Council's systems to reduce clerical and administrative work associated with creating management information for reports, strategies and policies.</p>	<ul style="list-style-type: none"> • The last of the User training courses took place in Maidstone on the 26th and 27th July. • Phase 1 and 2 projects have now been handed over by Connexica, phase 3 projects are in process. • The first meeting of the new BI Working Group will take place on Monday 10 October in Tunbridge Wells. The group is made up of officers from all MKS partners and will look at the progress made so far with BI, lessons learnt and how the BI trial should move forward. • Proposals and associated pricing received from Connexica for the continuation of CXAIR beyond March 2016. These options include continuing with our current shared hosted environment with KCC, moving to our own hosted environment and moving to an on premise system at Maidstone. These options and costs will all be included in any future business case for the continued use of CXAIR. • Following a number of recent requests, an extra User training course is likely to take place in late October. 		<p>Paul Barrington-King</p>	<p>Paul Taylor</p>

Kent Customer Services Group Project






At the request of the Kent Chief Executive's Customer Services Group, the Business Delivery Unit is leading a partnership-funded project team, with the mandate to increase the amount of customer transactions completed online in order to realise efficiency savings through reduced telephone and face-to-face contact.

Project Title	Project Description	Latest Status Update	Status Icon	Portfolio Holder	Lead Director
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 27</p> <p>Kent Customer Services Group Project</p>	<p>To optimise and improve online service delivery for a number of key 'Top Tasks'.</p> <p>To identify cashable savings arising from 'channel shift' of transactions from telephone or face-to-face to the website.</p> <p>Funded by contributions from:</p> <ul style="list-style-type: none"> Canterbury City Council Dover District Council Gravesham Borough Council Kent County Council Maidstone Borough Council Medway Council Sevenoaks District Council Swale Borough Council Tunbridge Wells Borough Council Ashford Borough Council Shepway District Council Kent Fire and Rescue Service East Kent Services 	<p>Ongoing and completed work for the SDS team includes:</p> <ul style="list-style-type: none"> • Taxi Licensing – the team has been working with Tunbridge Wells, Maidstone and Sevenoaks on the development of an electronic Taxi Driver Knowledge Test. Assisting with the development, testing and building a bank of questions that can be shared with other LA's. The next phase of this project is to review back office licensing processes to identify areas for improvement. • Homelessness Triage and Kent Homechoice forms – following the award of funding from the LGA, the team continue to work on a new Homelessness Triage tool and improvements to online housing application forms. The team has engaged a local company, Yoyo Design, to assist with the development of the new triage tool and has facilitated three workshop sessions with partners to scope out the requirements for this. The new Kent Homechoice forms are soon to be developed for testing, which the team will undertake in the coming months. • EK Services HR Intranet – the team has been carrying out some testing of HR Intranet pages for EK Services. Testing with staff was carried out over the summer and some key recommendations for improvement will be fed back over the coming weeks. • Revenues and Benefits Online Forms – Shepway District Council are soon to launch a suite of new online forms. The team were asked to carry out some user testing of the new forms and recently completed a comprehensive review of the test results and submitted an excellent report, which highlights some quite fundamental changes required. • MKS Customer Contact Benchmarking – to support the implementation of its new Abavus Digital Customer Service Platform, Mid Kent Services has asked the team to identify a baseline figure for customer contact in 2015/16 for all service 	▶	Paul Barrington-King	Paul Taylor

Project Title	Project Description	Latest Status Update	Status Icon	Portfolio Holder	Lead Director
		<p>areas, across all channels. This will enable MKS to monitor the benefits of the introduction of the new Abavus platform and the impact it has on customer contact over the coming years. The team will setup a benchmark figure and a template for the collection of data in future years.</p> <ul style="list-style-type: none"> • Customer Account Research – the team has now started a project looking at the customer view on an online account. The team will be researching what LA’s outside of Kent have provided through an online account and what research they did with customers. The team will then carry out research with customers to find out what their view of an online account is and what they would, or would not, expect it to provide. • Garden Waste Collections – Sevenoaks DC has asked the team to assist with the review of current processes for the collection of garden waste. This is currently a manual process and the intention is to make it online and automated. The team will be facilitating a workshop in the next few weeks to identify the ‘as is’ process. • Eye Tracking – following the team’s Eye Tracking event, held in the spring, work to evaluate the results has now been completed and partners have been sent their final report. Partners have been invited to review their individual reports and the team will be on hand to support any work they take forward because of the recommendations made. 			

Quarter 2 Indicators Reflecting Council Business 2016/17

Director of Change & Communities

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17		Status	Note			
	Value	Target	Value	Target					
% Online Ticket Sales - Income at AHT	56%	60%	59%	60%		The figure for online ticket sales is currently 1% below the target to date. Customers have been experiencing difficulties with their on line accounts and we believe this has contributed to the slow down of online sales. We are currently looking at upgrading our version of our online software to overcome these issues, and are working with our IT Department to try to bring this process to a satisfactory conclusion. The profile for the audience in Q2 has been an older audience who historically do not book online.	60%	Jane March	Adam Chalmers
Affordable housing delivery previously Housing Building Return) (P2) (NI 155)	24	24	15	0			90	Lynne Weatherly	Adam Chalmers
No. of digital enquiries made at the Museum	18,612	N/A	11,145	N/A			N/A	Jane March	Kevin Hetherington
No. of visitors to Tunbridge Wells Museum & Art Gallery (LMI 17)	14,007	13,521	14,021	21,000		During Q2 the Museum and Library building lift has broken on two occasions. The lift was not working for 3 weeks from 27th June until 18th July. It was also broken for the last two weeks of September. This has a significant impact on visitor figures. Firstly, disabled users and parents with small children in pushchairs cannot access the first floor, secondly the lift not working effects the people counters as one is situated outside the lift therefore we are missing a chunk of data. We also changed over exhibitions in the first two weeks of September; therefore visitor figures are reduced as there was no access to the art gallery for the public for 10 days.	60,000	Jane March	Kevin Hetherington
No. of young people visiting Tunbridge Wells Museum and Cranbrook Museum or having outreach visits in school groups or settings	1,021	700	734	500			3,500	Jane March	Kevin Hetherington

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17						
	Value	Target	Value	Target	Status	Note			
Parking: Off Street Car Park Income	£1,523,682	£1,512,446	£1,165,419	£1,242,033		Although car park income in Q2 was under target, total parking revenue is ahead of budget. RVP reported a reduction in footfall in July on the previous year and work on the A21 duelling continued through July also; both will have impacted on car park usage. New payment machines will be installed in the RVP car park towards end of October which should increase the length of time car park users stay and could contribute to an increase in revenue.	£5,440,420	Alan McDermott	Kevin Hetherington
Parking Enforcement: Number of Penalty Charge Notices (PCN) issued (for info only)	10,537	N/A	11,033	N/A			N/A	Alan McDermott	Kevin Hetherington
Parking Enforcement: PCN Income (for info only)	£302,073	N/A	£305,278	N/A			N/A	Alan McDermott	Kevin Hetherington
Working Days Lost Due to Sickness Absence (BV12)	1.09	1.88	1.63	1.88			7.5	David Jukes	Nicky Carter

Director of Finance & Corporate Services

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17						
	Value	Target	Value	Target	Status	Note			
% of Council Tax collected	29.60%	29.96%	57.44%	57.90%			98.60%	Paul Barrington-King	Sheila Coburn
% of invoices paid on time (BV8)	99.59%	99.80%	99.74%	99.80%			99.80%	Paul Barrington-King	Jane Fineman
% of Non-domestic Rates Collected (BV10)	32.21%	31.31%	56.99%	56.74%			98.60%	Paul Barrington-King	Sheila Coburn
% of self service transactions and payments as a proportion of total transactions	94.37%	92%	95.49%	94%			90%	Paul Barrington-King	Jane Fineman
Time taken to process Housing Benefit/Council Tax Benefit new claims and change events (SDL 146b)	9.0	10.0	8.8	10.0			10.0	Paul Barrington-King	Sheila Coburn

Director of Planning & Development

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17		Status	Note			
	Value	Target	Value	Target					
(KA2) Kg of residual household waste per household (NI 191)	131.0	129.3	117.0	129.3	✓		517.0	Ronen Basu	Gary Stevenson
No. of customers advised remotely by TIC	3,745	3,300	3,793	3,300	✓		11,000	Jane March	David Candlin
No. of people engaged in healthy living services	73	52.5	Figure not yet available	52.5			210	Lynne Weatherly	Gary Stevenson
No. of TIC counter enquiries	7,407	7,000	8,913	6,500	✓		20,900	Jane March	David Candlin
Percentage of household waste sent for reuse, recycling and composting (NI 192)	50.60%	46.00%	52.8%	46.00%	✓		46.00%	Ronen Basu	Gary Stevenson
Performance on appeal: Major applications	N/A	65%	N/A	65%	✓	None in Quarter 2	65%	Alan McDermott	Jane Lynch
Performance on appeal: Minor applications	75%	65%	100%	65%	✓		65%	Alan McDermott	Jane Lynch
Performance on appeal: Other applications	80%	65%	100%	65%	✓		65%	Alan McDermott	Jane Lynch
Processing of planning applications: Major applications (NI 157a) (QUARTERLY)	50%	65%	60%	65%	✗	Small number of major applications received due to constrained nature of Borough means that each has a significant impact on figures: each major application determined in 2015/16 and 2014/15 equates to approx. 2.6 and 2.8% respectively.	65%	Alan McDermott	Jane Lynch

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Appendix C

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17		Status	Note			
	Value	Target	Value	Target					
Processing of planning applications: Major applications with extension of time	100%	75%	100%	75%			75%	Alan McDermott	Jane Lynch
Processing of planning applications: Minor applications (NI 157b)	79%	70%	85%	70%			70%	Alan McDermott	Jane Lynch
Processing of planning applications: Minor applications with extension of time	95%	90%	96%	90%			90%	Alan McDermott	Jane Lynch
Processing of planning applications: Other applications (NI 157c)	91%	85%	90%	85%			85%	Alan McDermott	Jane Lynch
Processing of planning applications: Other applications with extension of time	98%	90%	97%	90%			90%	Alan McDermott	Jane Lynch
Standard of performance of street cleansing	98.33%	95%	100%	95%			95%	Ronen Basu	Gary Stevenson
Total number of businesses contacting ED for advice	32	30	31	30			120	Jane March	David Candlin

Quarter 2 Indicators Reflecting State of the Borough 2016/17

Community Safety

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17		Status	Note			
	Value	Target	Value	Target					
(KA2) Repeat incidents of domestic violence (for info only)	28.7	N/A		N/A		Figure not yet available due to changes in counting process at Kent Police and KCC	N/A	Lynne Weatherly	Adam Chalmers
All crime per 1000 population (for info only)	44.23	N/A	45.5	N/A			N/A	Lynne Weatherly	Adam Chalmers

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17						
	Value	Target	Value	Target	Status	Note			
Number of domestic burglary offences in the borough (for info only)	170	N/A	155	N/A			N/A	Lynne Weatherly	Adam Chalmers
Number of police-recorded incidents of ASB borough wide (for info only)	557	N/A	690	N/A			N/A	Lynne Weatherly	Adam Chalmers
Number of violence against the person crimes (for info only)	1,604	N/A	1,723	N/A			N/A	Lynne Weatherly	Adam Chalmers

Homelessness

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17						
	Value	Target	Value	Target	Status	Note			
Number of Homeless acceptances	13	17	12	18			70	Lynne Weatherly	Adam Chalmers
Number of households in temporary accommodation (previously Local Authority activity under the homelessness provisions of the 1996 Housing Act) (P1E) (NI 156)	40	50	42	50			50	Lynne Weatherly	Adam Chalmers

Local Economy

Short Name	Quarter 1		Quarter 2				Annual 2016/17	Portfolio Owners	Head of Service
	Q1 2016/17		Q2 2016/17						
	Value	Target	Value	Target	Status	Note			
Unemployment in Tunbridge Wells borough (%) (for info only)	0.7%	N/A	0.8%	N/A		Figure as of August 2016	N/A	David Jukes	David Candlin

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UNDERPERFORMING INDICATOR RECOVERY PLANS

Indicator Title: % Online Ticket Sales- Income at AHT

Measurement: Monthly/Quarterly/Annually

Historical Performance

	2012/13	2013/14	2014/2015	2015/16	2016 / 2017
Year Target	38%	45%	48%	57%	60%
Actual	40%	46%	50%	54%	56%

Action Plan

Current challenges	<p>The figure for online ticket sales is remains below the target.</p> <p>We recognise that the target is a progressive one, and ambitious. It is above the overall council target of 50%, and does not account for the high level of transactions that are not directly “in person” such as telephone sales.</p> <p>The Council may wish to review this target as we further develop our audience. As it could be considered damaging in a sales environment to weight our focus on a single sales channel.</p> <p>The current mix of shows, following further surveys, has delivered an older (55+) audience. We note that older audiences do not always prefer an on-line booking option, and this may have limited our achievement of this target.</p> <p>In addition some customers have been experiencing continued difficulties with their on line accounts and we believe this may have contributed further to not achieving the target.</p>	
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<p>Proposed re-evaluation</p>	<p>The target should be evaluated as part of a detailed business plan.</p> <p>We are working across services to develop the IT infrastructure required to upgrade our box office software and this will resolve the on-line account issue. However the infrastructure is not under direct control of the AHT Department.</p>	
<p>Is there any additional support required?</p>	<p>Yes – some Research and Development into the benefits of this Digital Target and its level for a sales based service, to ensure that our target is relevant and reasonable in what is a different type of environment to other standard service areas.</p>	

Indicator Title **SI Museum 02 – No. of Visitors to Tunbridge Wells Museum & Art Gallery**
Definition: Total number of visitors to Tunbridge Wells Museum & Art Gallery
Measurement: Quarterly

Historical Performance

	2012/13	2013/14	2014/2015	2015/16
Year Target	34,135	31,571	47,000	60,000
Actual	47,675	9,646	67,850	60,982

Action Plan

Current challenges	<p>On going problems with KCC and sub contractors managing the buildings maintenance. For example the lift not being in use for 5 weeks of quarter 2 had an impact on the service and disabled access, and the data collection from visitor counters.</p> <p>Lower visitor figures for the art gallery and museum in the summer months this year.</p>
Proposed re-evaluation	<p>We have noticed that our Tall Tales, Tiny Taverns exhibition was not as popular as last Summers Q2 exhibition. The team are currently evaluating the exhibition, to find out why it was not as popular with visitors.</p>
Is there any additional support required?	<p>It might be worth looking into support from the Access group to help collaborate with KCC to provide disabled access.</p>

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Indicator Title Off Street Parking Income**Definition:** Income from cash and pay by phone plus season ticket revenue**Measurement:** Quarterly/Yearly**Historical Performance**

	2012/13	2013/14	2014/2015	2015/16
<u>Target:</u>	£4,460,950	£4,850,560	£4,654,800	£4,982,790
<u>Actual:</u>	£4,483,785	£4,604,222	£5,070,037	£5,257,358

Action Plan

Current challenges	<p><u>Introduction</u></p> <p>Whilst quarter one for this performance indicator produced a surplus of £11,236, quarter two did not see as much car park usage as anticipated in the months of July and September, which was based on last year's profile, thus creating a shortfall of £63,824, most of which is attributable to the month of July. However, the total parking revenue is ahead of budget year to date by £87,000 from additional on-street enforcement and resident parking revenue.</p> <p><u>Potential causes and challenges</u></p> <p>There was a significant dip in attendance during July, which was matched by lower footfall in the RVP. This is anomalous to previous months and subsequent months, which have recovered to normal levels.</p>
Proposed re-evaluation	As car park revenue in total is ahead of budget it is not felt necessary to re-evaluate the budget at this half year stage.
Is there any additional support required?	No

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Indicator Title **Processing of planning applications: Major applications**

Definition: Percentage of Major planning applications determined in a timely manner (13 weeks) (without Extensions of Time)

Measurement: Quarterly

Historical Performance

2014/15 and 2015/16 performance (taken from “online reporting tool”)	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">2014/15</th> <th style="width: 35%;">2015/16</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Majors</td> <td style="text-align: center; padding: 5px;">39%</td> <td style="text-align: center; padding: 5px;">34%</td> </tr> </tbody> </table>		2014/15	2015/16	Majors	39%	34%
	2014/15	2015/16					
Majors	39%	34%					

Performance 2016/17 Q1:

There are two measurements used in returns to Government: A) applications determined within 13 weeks for major applications and B) applications determined within agreed extensions of time.

This indicator is measurement A). Performance for Q2 = 60% . Performance for Q1 was 50%

However it is performance against measurement B) which the Government uses to assess whether Authorities are “poor performing”. Performance against B) for Q2 was 100%. Performance for Q1 was also 100%.

Action Plan

Current challenges	Challenges: <ul style="list-style-type: none"> - Greatest challenge is small number of major applications received due to constrained nature of Borough - means that each has a significant impact on figures: each major application determined in 2015/16 and 2014/15 equates to approx. 2.6 and 2.8% respectively. - Need to balance speed of determination with securing high quality development. - Impacts of disruption through return of Technical Team to TWBC felt most keenly in Q2.
Proposed re-evaluation	<ul style="list-style-type: none"> - Increased involvement of DM management at pre-application/early stages of application to identify those major applications where it is necessary to negotiate to secure high quality development, and those which can be determined within

Appendix D

	<p>target periods.</p> <ul style="list-style-type: none">- Increased responsibility to be taken by Principal and Senior Planning Officers to meet targets.- However, given small number of applications will always be very difficult to achieve target.
Is there any additional support required?	<ul style="list-style-type: none">- Staff numbers under continuous review.

Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Complaints Summary: Q1 and Q2

Final Decision-Maker	Cabinet
Portfolio Holder(s)	David Jukes – Leader of the Council
Lead Director	Lee Colyer, Director of Finance and Corporate Resources
Head of Service	Jane Clarke, Head of Policy and Governance
Lead Officer/Report Author	Ingrid Weatherup, Corporate Governance Officer
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That Cabinet notes the contents of this report.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough
- A Green Borough
- A Confident Borough

This report is for information to enable Cabinet to understand the Council’s current performance in relation to complaints handling, to receive an overview on the types of complaints received and the outcome of those which were escalated to the Local Government Ombudsman. The information also sets out any lessons learnt from handling complaints which will ultimately lead to improved service delivery.

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	28 October 2016
Finance and Governance Cabinet Advisory Board	7 November 2016
Cabinet	1 December 2016

Complaints Summary: Q1 and Q2

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides a review of complaints received by Tunbridge Wells Borough Council under the Council's Complaints Procedure from 1 April to 30 September 2016. Information contained within this report has been produced centrally from complaints logged through the corporate complaints procedure and data held on the Council's complaints spreadsheet.

2. INTRODUCTION AND BACKGROUND

- 2.1 Tunbridge Wells Borough Council operates a three stage Complaints Procedure and logs complaints on a centralised Customer Complaints spreadsheet. This report provides analysis of the complaints dealt with under the Council's Complaints Procedure from the start of April to end of September 2016.
- 2.2 The Council recorded a total of 235 complaints during quarters 1 and 2 of 2016-2017. This figure is a decrease in the number of complaints recorded for the previous two quarters, and an increase for the same period in 2015-2016.

Quarter	Complaints
1 & 2 (15/16)	193
3 & 4 (15/16)	272
1 & 2 (16/17)	235

Performance Indicators

- 2.3 Performance indicators are being used to monitor the Council's response timescales to complaints dealt with through the Complaints Procedure. The Performance and Governance team reviewed the performance indicators for complaints handling in 2015-2016 and we are now measuring performance against the following indicators below (see figure 1):

Performance Indicator	Quarters 1 & 2 (16/17)	Quarters 1 & 2 (15/16)	Target
% of complaints responded to within timescale	75%	75.3%	94%
% of Stage 1 complaints responded to within timescale	81%	78.3%	90%
% of Stage 2 complaints responded to within timescale	65%	65%	90%

Figure 1 – Performance in 2016-2017

How complaints are received

- 2.4 The Customer Complaints spreadsheet tracks how people register their complaint. People can record a complaint using feedback forms which are available at all Council offices including the Gateway and Weald Information Centre. Complaints can also be submitted electronically, either by email or using the online complaints form.

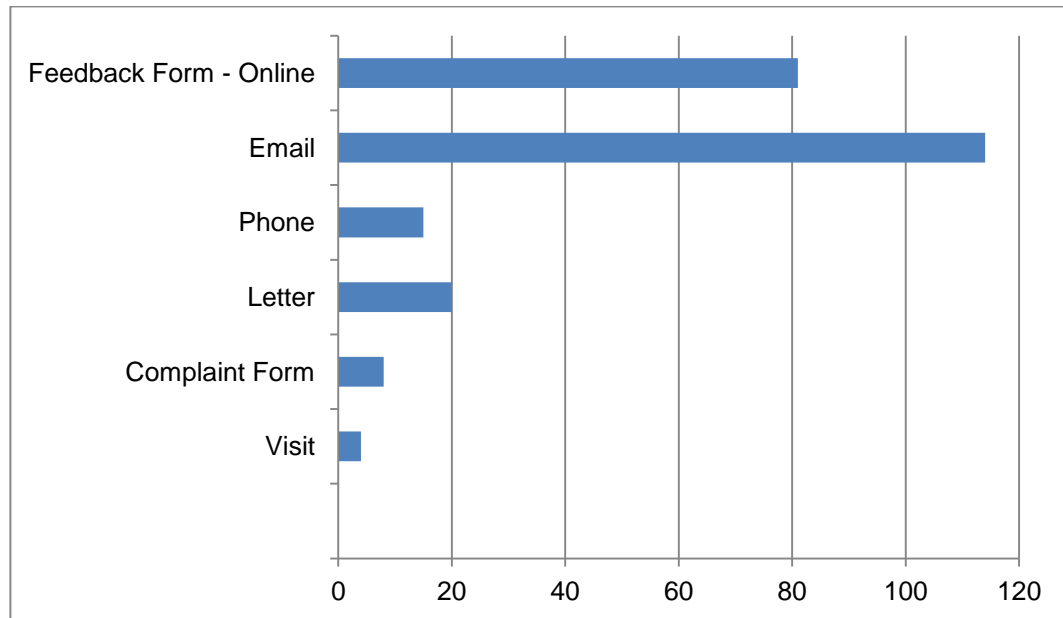


Figure 2 – Method through which complaints were received (actual number)

- 2.5 During quarters one and two, the majority of complaints received had been made through electronic means (email was the most popular method of contact at 48% followed by the online feedback form at 34%), which meets with the organisation's priorities to direct contact with the Council through the Council's digital channels.

Summary of complaints by decision

- 2.6 When complaints are responded to the Council records a decision on the Customer Complaints spreadsheet based on the overall outcome. Thirty five (35) percent of the complaints received during quarters one and two were recorded by the Policy and Performance Team as not agreed and not upheld. Twenty two (22) percent of complaints were recorded as partly agreed where the Council agreed with aspects of the complaint and upheld the complaint in part. The Council agreed with 43% of complaints in full. It is important to note that if the complainant does not agree with the Council's decision and the response they receive to their complaint, they have an opportunity for a review at the next stage of the Complaints Procedure and ultimately to the Local Government Ombudsman.

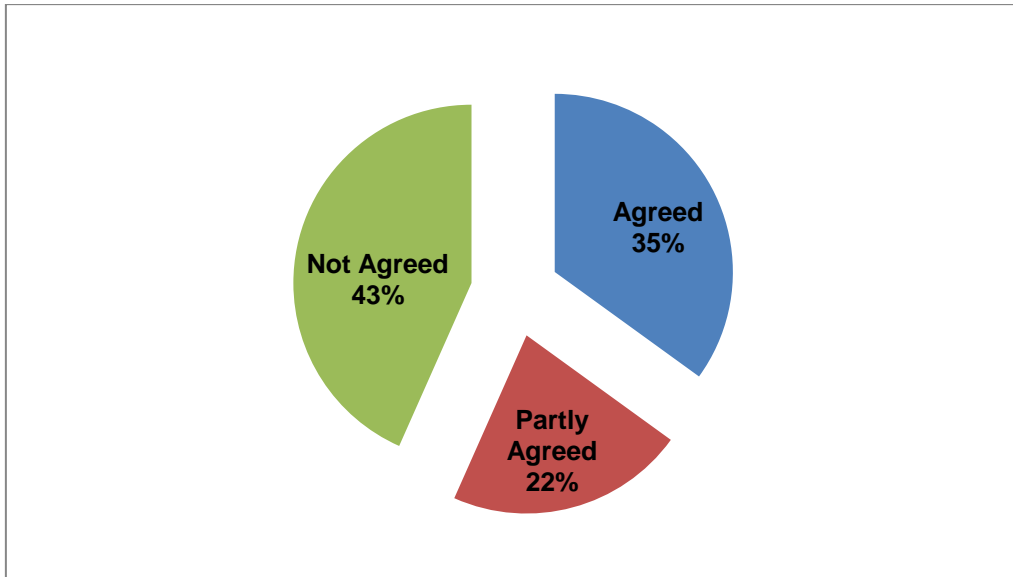


Figure 4 – Summary of complaints by decision

Service trends

2.7 The table below shows the actual number of complaints received by service area.

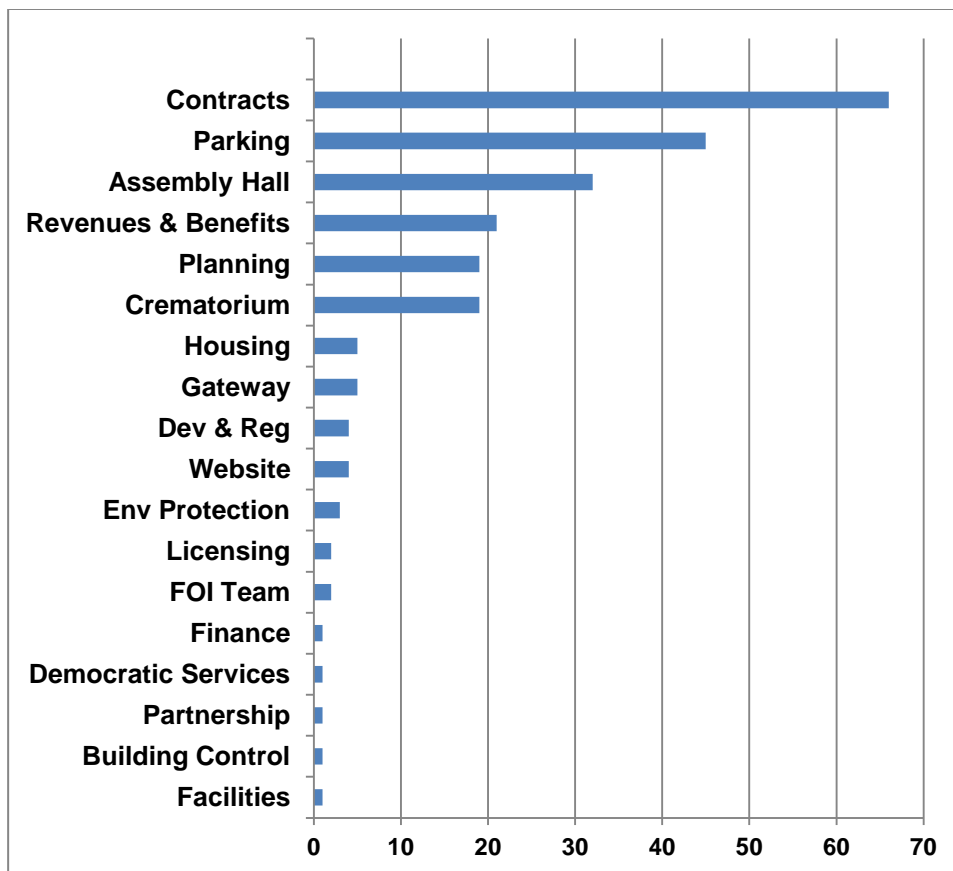


Figure 5 – Number of complaints received by service area (actual number)

Summary of Complaints by Service Area

Contracts

- 2.8 The number of complaints dealt with by the Contracts Team has increased from 47 complaints for quarters 3 and 4 (2015-2016) to 66 complaints for quarters 1 and 2 (2016-2017).
- 2.9 The Contracts Team is made up of several service areas and the complaints received can be broken down into the following categories:
- Forty-six (46) complaints received related to the Depot and Refuse Collection Service (including staff conduct (contractors), pull and return service, limitations of current recycling policy and general customer service delivered by the service).
 - Ten (10) complaints related to the issuing of Fixed Penalty Notices for littering.
 - Four (4) complaints related to the actions of dog wardens.
 - Three (3) complaints related to Fiveways.
 - Two (2) complaints related to the conditions of the pavements at Hilbert and Grosvenor park.
 - One (1) complaint related to the unusable air conditioning units at Fusion Gym.

Parking

- 2.10 The number of complaints received by parking services has increased. There were only 26 complaints in quarters 3 and 4 (2015-2016) however there were 45 complaints in quarters 1 and 2 (2016-2017). Of the 45 received, they related in the main to the following issues:
- Twelve (12) related to lack of car parking.
 - Twelve (12) related to the issuing of Penalty Charge Notices.
 - Six (6) complaints related to staff conduct.
 - Five (5) related to the pay by phone service.
 - Four (4) relating to data protection breaches.
 - Three (3) complaints related to the condition of car parks (Linden Road/Torrington).
 - Two (2) related to administrative error/lack of response.
 - One (1) relating to the damage caused to a complainant's home.

- 2.11 The number of complaints received by the Assembly Hall Theatre was 32 complaints in quarters 1 and 2 (2016-2017). Of the 32 received, they related in the main to the following issues:
- Sixteen (16) related to the type of production.
 - Seven (7) related to booking issues.
 - Five (5) related to the Front of House/Bar.
 - Three (3) related to technical issues.
 - One (1) related to the seating.

Revenues and Benefits

2.12 Complaints related in the main to the following issues:

- Eighteen (18) complaints received related to processing and payment of Council Tax and benefits.
- One (1) complaint related to data sharing.
- One (1) complaint related to customer service issues (staff conduct and lack of response).
- One (1) complaint received relating to Bailiff Services.

Planning

2.13 Complaints related in the main to the handling and processing of planning applications and one complaint related to a data protection breach.

Compensation

2.14 Compensation payments are recommended when it is considered there are no other appropriate remedies to resolve a situation. The Council has offered the following compensation payments/refunds amounting to £670.50 during the previous six months:

Service area	Amount	Issue
Assembly Hall Theatre	£250.50	Refunds relating to shows/performances.
Housing	£50	Time and Trouble payment regarding processing of an application.
Contracts	£90	Three time and trouble payments made in respect of administrative procedures totalling 90.
Crematorium	£280	Time and trouble payment in respect of administrative procedures.

Ombudsman complaints: summary of Ombudsman decision notices

2.15 During quarters one and two, the Council received the final decision from the Ombudsman on six complaints.

Quarter 1

2.16 Three final decisions received during quarter one in relation to complaints reviewed by the Ombudsman.

Building Control

Summary of complaint

The complainants considered that the Council as building control authority failed to inspect works at their home properly or often enough. It therefore failed to identify defects in work and departures from the approved plans which would have required further council approval. As a result the complainants advised that they have incurred significant costs and are seeking financial compensation as a remedy.

Summary of Ombudsman's decision

The Ombudsman will not investigate this complaint about the Council as building control authority failing to inspect works at their home properly or often enough, or to identify defects in work and departures from the approved plans. There are settled legal principles the injustice they claim cannot flow from the actions of the Council, and the Ombudsman cannot achieve for them the remedy they seek so an investigation is not warranted.

The complaint will be recorded in the figures for year ending 31 March 2016 under Planning and Development.

Decision – closed after initial enquiries – no further action.

The Ombudsman has, however, suggested that the Council may wish to review the text from the Building Control pages on the website to differentiate between what the Council might aspire to and what the law requires from it or what it can guarantee in practice.

Revenues

Summary of complaint

Complaint regarding the start date for council tax for a new build property.

Summary of Ombudsman's Decision

The Ombudsman will not investigate this complaint about when a property should become liable for council tax. This is because the complainant can appeal to the Valuation Tribunal.

Closed after initial enquiries – out of jurisdiction.

Planning

Summary of complaint

Complaint about the way the Council has considered hoardings around a building site.

Summary of Ombudsman's decision

The Ombudsman will not investigate this complaint because there is no significant personal injustice to the complainant and the Council's expenditure affects all or most of the population.

Closed after initial enquiries - no further action.

Quarter 2

- 2.17 Three final decisions received during quarter two in relation to complaints reviewed by the Ombudsman.

Housing

Summary of complaint

Complaint about housing act notices served with regard to a property which the complainant's wife rents to a tenant. The complainant says the notices should not have been served because the tenant is responsible for his own repairs under the terms of his regulated tenancy. He also says that the Council tried to prevent his wife from making a complaint to the Ombudsman.

Summary of Ombudsman's decision

The Ombudsman will not investigate this complaint as the complainant had a right of appeal to the First Tier Tribunal which he withdrew by agreement with the Council.

Decision – Closed after initial enquiries – outside jurisdiction.

Planning

Summary of complaint

Complaint submitted by the complainant about the Council's failure to properly regulate a neighbour's dog boarding business.

Summary of Ombudsman's decision

The Ombudsman will not investigate Mr X's complaint about the Council's failure to properly regulate his neighbour's dog boarding business. The complaint is late and Mr X had an alternative remedy through a complaint to a magistrates' court about the licence conditions.

Decision - Closed after initial enquiries - out of jurisdiction.

Summary of complaint

Complaint about the Council's handling of complainant's planning application and an application for work to a protected tree.

Summary of Ombudsman's decision:

The Ombudsman cannot investigate Mr X's complaint about the Council's handling of his planning application as Mr X has appealed to the Planning Inspectorate and there is nothing further she could achieve for him. She will not investigate Mr X's complaint about the Council's handling of his application to remove a protected tree as it has not caused him a significant injustice.

Closed after initial enquiries – Out of Jurisdiction.

Freedom of Information requests

- 2.18 The number of Freedom of Information requests received through the Freedom of Information Act 2000 (FOI) and Environmental Information Regulations (2004) has increased compared to the same period last year: 407 requests and reviews for Quarters 1 and 2 compare with 353 for Quarters 1 and 2 for 2015 - 2016.
- 2.19 There were seven requests for reviews of decisions (three received related to parking matters, two relating to planning issues and two in respect of Revenues and Benefits). Of the seven received, three were upheld, three not upheld and one currently awaiting a decision. The reviews are carried out by the Council's Legal Team and the requester is provided with the opportunity to appeal to the Information Commissioner's Office if they remain dissatisfied with the decision.

Learning from complaints

- 2.20 Where possible, the Council aims to learn from complaints and to take action to improve the services provided. Whilst not all complaints provide an opportunity to change practices or procedures, where this is the case service areas are encouraged to develop new approaches following a relevant complaint.
- 2.21 The following improvements in practices and procedures have been made to service areas as a result of complaints received:

Service area	Service improvement
Parking	Guidance issued for sending group emails with respect to Data Protection.
Revenues & Benefits	Update to Discretionary Housing Policy.
Contracts	Changes made to procedures for Out of Hours Dog service.
Assembly Hall Theatre	Improvements to website.
Housing	Guidance issued to staff when advising customers on the process for Discretionary Housing payments.

3. CONCLUSIONS

- 3.1 The Council currently has a strong approach to complaints handling and learning from customer feedback in order to improve service provision. The Corporate Governance Officer attends quarterly review meetings for those service areas which receive the most feedback and complaints, to assist those services with the level of recording and to ensure that service areas learn from the feedback received.
- 3.2 Work has recently been undertaken to further strengthen the council's procedures which has focused on reviewing the current Complaints Procedure. This has resulted in a recommendation to Management Board to adopt a two stage Complaints Procedure. This recommendation has been agreed by Management Board and endorsed by Audit and Governance Committee. It is anticipated that the new two stage procedure will be introduced during 2017 following revisions to the current policy and updated guidance issued to staff. The Audit Team have also recently undertaken a review of the Council's Complaints functions and concluded that there are sound controls in place to administer and manage corporate complaints. The Audit Team noted a few relatively minor areas to further improve the service in their recommendations and an action plan has been agreed to incorporate these into the proposed revised procedures and guidance.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 That Cabinet note the contents of this report. This report is for information to enable Cabinet to understand the Council's current performance in relation to complaints handling, to receive an overview on the types of complaints received and the outcome of those which were escalated to the Local Government Ombudsman.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 This report does not require further consultation as the report is for information only.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 8 November 2016 and agreed the following recommendations:
- That the recommendation to note the report be supported.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 This report is for information only and enables Cabinet to understand the Council's current performance in relation to complaints handling and to receive an overview of the types of complaints received and the outcome of those which are escalated to the Local Government Ombudsman. This report will be published on the Council's website within the Committee reports.
-

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	<p>This report provides a review of complaints received and an update on the Council's complaint handling. If any complaint raises issues that may have legal implications or consequences, the Head of Legal Partnership should be consulted.</p> <p>There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	Estelle Culligan Interim Head of Legal Services 25/10/2016
Finance and other resources	Whilst the amounts of compensation are relatively small it is important to review the cause of the complaint and to identify prevention processes, as the cost of administering a complaint and the correction of any mistakes is often significant.	Lee Colyer, Director of Finance and Corporate Services 25/10/2016
Staffing establishment	There are no implications for staffing within this report.	Nicky Carter, Head of HR and Customer Services 25/10/2016
Risk management and health & safety	Complaints about services can indicate instances where identified operational risks have materialised. This should be monitored through individual departmental risk registers. Learning from complaints can help to mitigate the same risks occurring in the future.	Jane Clarke, Head of Policy and Governance 28/10/2016

8. REPORT APPENDICES

- 8.1 None.
-

9. BACKGROUND PAPERS

- 9.1 None.

Cabinet

1 December 2016

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Draft Asset Management Plan 2017/18

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor David Jukes, Leader of the Council
Lead Director	Jonathan MacDonald, Director of Planning and Development
Head of Service	David Candlin, Head of Economic Development
Lead Officer/Report Author	Ian Gifford, Interim Property and Estates Manager
Classification	Non-Exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

That the Draft Asset Management Plan 2017/18 be agreed for consultation

This report relates to the following corporate priorities:

Tunbridge Wells

The Council's Five Year Plan sets out the Council's overall priorities and objectives for the years 2014 -19. All assets are managed in accordance with the Five Year Plan and the property portfolio is managed and maintained having regard to the objectives within the framework of legislation and the state of the current property market. The Asset Management Plan is a fundamental contributor to core business resource planning and to empowering wellbeing within the Borough, as set out in the Council's corporate priorities within the Five Year Plan.

Timetable

Meeting	Date
Management Board	26/10/16
Discussion with Portfolio Holder	08/11/16
Finance & Governance CAB	08/11/16
Cabinet	01/12/16

Draft Asset Management Plan 2017/18

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report presents the Asset Management Plan (AMP) 2017/18 for acceptance prior to formal public consultation.
- 1.2 The AMP supports the Council's Corporate Priorities and the Five Year Plan, along with other strategic documents such as the Medium Term Financial Strategy and the Cultural Strategy.

2. INTRODUCTION AND BACKGROUND

- 2.1 Cabinet resolved on 11 February 2016 to adopt the Draft Asset Management Plan (AMP) 2016/17, and it was later adopted by Council covering the current year. The Draft AMP for next year is now presented by adopting the same process, initially by seeking approval to consult with the public prior to the Council considering its adoption. A number of key features are highlighted now, and appear below at paragraphs 2.2 to 2.9.
- 2.2 The Asset Management Plan for the period 2017/18 provides a management strategy for the Council's property assets. It details the principles, procedures and mechanisms to be adopted that effectively and efficiently manage the Property Asset Portfolio. It evaluates specific actions for the previous financial year relating to the Council's property estate, and identifies the main portfolio ambitions for 2017/18. The draft was produced in October, half way through the financial year and therefore figures and details will change as the year progresses.
- 2.3 Over the past financial year the Property and Estates section has negotiated lease renewals, new lettings and rent reviews to an increased value of approximately £26.7k annually on Council property, excluding transfers to the new property company. Property has established and will support the activities of Tunbridge Wells Property Holdings Ltd.
- 2.4 In addition, all property rentals that are subject to an annual rental increase at the RPI were increased by 1.3% over this financial year, resulting in an anticipated further rental increase of £6k per annum to the end of the financial year.
- 2.5 From the beginning of the financial year, Property and Estates has negotiated a capital income of approximately £69k from the rationalisation of the asset portfolio and the disposal of assets.
- 2.6 Vacant space on the portfolio has been reduced by letting or licensing space to reduce occupation liabilities and to achieve rental income. Property and Estates continues with the disposal of surplus land held by the Council from the review that was commenced a few years ago, continuing to identify and dispose of specific sites for development for affordable housing, for private residential development or other regenerative purposes
- 2.7 In the 2016/17 financial year, a budget of £525k was allocated for planned maintenance and as of the end of October 2016, £368k worth of works has been carried out, and it is anticipated that the identified works will be completed by the end of the financial year.

- 2.8 One capital project to the value of £0.997m has been completed in 2016/17, plus projects to reduce ongoing revenue expenditure related to the property portfolio.
- 2.9 The Draft Asset Management Plan outlines the forward projection and management strategy for the Property Asset Portfolio in 2017/18. It identifies the aims and objectives for next year. It includes any requirements relating to the publication of data as required by the Local Government Transparency Code 2014.

3. AVAILABLE OPTIONS

- 3.1 Enter public consultation on the Draft AMP 2017/18
- 3.2 Do not enter Public consultation on the Draft AMP 2017/18

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Enter public consultation on the Draft AMP 2017/18 to strengthen local democratic engagement that facilitates adoption of the AMP by due process, assists the authority to improve its efficiency, and focus on its delivery of objectives by aiding the decision-making process.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 8 November 2016 and agreed the following recommendation:
- That the recommendation set out in the report be supported.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The Draft Asset Management Plan 2017/18 will appear as a proposed policy seeking public comments on the Council's website.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	Legal Section 151 of the Local Government Act 1972 requires councils to put in proper processes for the management of their finances, including their assets. The Asset Management Plan demonstrates to Council's commitment to fulfilling its duties under the Act.	Keith Trowell, Principal Lawyer and Deputy Monitoring Officer 11/10/16

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	<p>Human Rights Act</p> <p>There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	
Finance and other resources	Ensuring that assets are properly managed and accounted for will impact on maintenance expenditure, revenue income and capital receipts.	Jane Fineman, Financial Services Manager 11/01/16
Staffing establishment	Work will be prioritised to be undertaken by permanent staff, but specialist consultants will be appointed when necessary, subject to approval, in order to deliver the aims and objectives of the AMP.	Nicky Carter, Head of Human Resources 11/10/16
Risk management and health & safety	Strong asset management should ensure that risks are quickly identified and that there are procedures in place to remedy them.	Rich Clarke, Head of Internal Audit 11/10/16
Environment and sustainability	There are no specific implications that arise from the Asset Management Plan other than the Plan will support the Council's priorities. Projects including maintenance schemes will need to include a sustainability assessment, to enable fully informed decisions to be made to support the target in the Carbon Management Plan.	Gary Stevenson, Head of Environment and Street Scene 11/10/16
Community safety	No specific issues.	Adam Chalmers, Democratic and Community Engagement Manager 11/10/16
Health and wellbeing	There are no specific implications that arise from the Asset Management Plan over the fact that the Plan will support the Council's priorities.	
Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Sarah Lavallie, West Kent Equalities Officer 11/10/16

8. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Draft Plan 2017/18
 - Appendix B: Draft Plan Appendix 5 Ten Year Maintenance Plan
 - Appendix C: Draft Plan Appendix 6a Asset Register 1
 - Appendix D: Draft Plan Appendix 6b Asset Register 2
 - Appendix E: Draft Plan Appendix 6c Asset Register 3
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Tunbridge Wells Borough Council

(Third Draft)

Asset Management Plan 2017 – 2018

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Appendices

- 1 Property Management Strategy
- 2 Mechanisms for Achieving the Aims and Objectives of the AMP
- 3 External and Internal Influences
- 4 Asset Disposal Programme
- 5 Ten Year Property Maintenance Plan
- 6 Asset Register

1 Introduction – Function of the Asset Management Plan

The Asset Management Plan (AMP) defines how the Council managed, maintained, acquired and disposed of the Council's property assets over the past financial year and identifies the objectives for the next financial year.

Aims and Objectives

The aims and objectives of the Asset Management Plan are to:

- Manage the asset portfolio in accordance with the Council's Corporate Priorities and the Five year Plan; Medium Term Financial Strategy; and the Cultural Strategy
- Raise awareness of property as a valuable and workable asset;
- Manage the asset portfolio to deliver the needs of the Council's services;
- Maximise asset value and asset use through strategic maintenance and operational planning;
- Manage the portfolio in accordance with the instructions received following cross party review through the Development Advisory Panel, and
- Manage the asset portfolio flexibly to ensure optimum financial performance and service delivery to demonstrate continuous service improvement, to deliver the Five Year Plan and to support the Capital Programme.

The Asset Management Strategy is summarised at Appendix 1 with the mechanisms for achieving the aims and objectives of the AMP set out at Appendix 2 including the consultation processes for adoption of the AMP.

The Asset Management Strategy is formulated and carried out to support the Council's corporate priorities. The property assets are managed both individually and as an entire portfolio to maximise operation, income generation and capital values at all times in accordance with the requirement to achieve best consideration.

The AMP is subject to external and internal influences which are summarised at Appendix 3.

The Property and Estates Team, through the Property and Estates Manager, Civic Development Manager, the Head of Economic Development and the Director of Planning and Development, work closely with the Leader of the Council and the Portfolio Holder for Finance and Governance to deliver maximum returns from the Council's existing and varied property asset portfolio, whilst complying with the requirements for commercial sensitivity, economic viability, best consideration and probity. It is delivering a proactive Property Management Service which meets the changing demands of the 21st Century.

The AMP will support the Council in the delivery of its corporate priorities through ensuring that the portfolio is dynamically managed with focus directed towards priority areas, and performance being in accordance with the Five Year Plan. This is evidenced by a rationalisation review that has been undertaken of the larger non-operational land assets over the past 3 years, which has successfully disposed of viable surplus land assets to generate capital income. Maintenance costs will be

kept to a sustainable level and strategic decisions will be based on delivering services, ensuring best consideration and optimising financial return.

2 The Council's Property Asset Portfolio

The current asset portfolio is valued at **£101.97M** (31 March 2016), with an annual rental income of **£1.6M** at September 2016 (which includes all income from rents, other rents and wayleaves) and has an annual maintenance budget of **£1.14M** (2016/17). The income to capital value ratio reflects the nature of the portfolio and the fact that it is held in the majority as an operational portfolio to enable the Council to deliver its key priorities.

The portfolio comprises a full range of property uses including commercial, residential, light industrial and retail properties, agricultural, woodland and community land, and numerous footpaths and pieces of ancillary land. The assets form operational, non-operational, and investment assets and are held under both freehold and leasehold title. The Asset Register defines the property portfolio within these categories.

Maintenance across the portfolio is divided between Planned and Responsive currently at an approximate 70/30 split respectively. In addition to the planned and responsive maintenance works is the regular servicing of plant and equipment. The works and servicing requirement is prioritised to ensure that all legislative compliance needs are met followed by maintaining a fitness for purpose and the asset value. The AMP identifies the anticipated maintenance budget requirement over the next ten year period for the property portfolio. This is used to assist in financial planning and to indicate ongoing costs related to the individual assets to inform strategic decisions on their future. A copy of the ten year maintenance plan is contained in Appendix 5.

The Council's Property Asset Portfolio is summarised in the Asset Register at Appendix 6. The current Property Asset Portfolio comprises 167 freehold property assets (excluding land) of which 49 are commercial investment assets. In addition there are 316 Non Operational Land assets and 14 allotment sites. The commercial investment assets comprise those assets that are let to third parties on commercial terms and are therefore subject to the clauses within their leases for opportunities to maximise income or exploit potential development opportunities.

3 Summary of Property Portfolio Asset Management 2016/17

Over the past financial year Property Services have negotiated lease renewals, new lettings and rent reviews to an increased value of approximately **£26.7k** annually on Council property, excluding transfers to the new property company. Property Services have established and will support the activities of Tunbridge Wells Property Holdings Ltd.

In addition, all property rentals that are subject to an annual rental increase at the RPI were increased by **1.3%** over this financial year, resulting in a further rental increase of **£6k** per annum.

Over the past 12 months, Property has negotiated a capital income of approximately **£69k** from the rationalisation of the asset portfolio and the disposal of assets.

Vacant space on the portfolio has been reduced by letting or licensing space to reduce occupation liabilities and to achieve rental income and Property Services are continuing with the disposal of surplus land held by the Council, from the review that

was commenced last year, continuing to identify and dispose of specific sites for development for affordable housing or for private residential development.

The Planned Maintenance Programme for the financial year 2015/16 completed works to the value of **£627k** to ensure compliance with statutory requirements and to carry priority repairs and upgrades to maintain assets and prevent dilapidation.

In the 2016/17 financial year, a budget of **£525k** was allocated for planned maintenance and as of the end of **October 2016**, **£368k** worth of works has been carried out, and it is anticipated that the identified works will be completed by the end of the financial year.

One capital project to the value of **£0.997m** at John Street Tunbridge Wells has been completed during this financial year (£2.5m total over five years), with projects to reduce ongoing revenue expenditure related to the property portfolio.

The Council can demonstrate significant contributions to its priorities through property asset management over the last financial year (2016/17). The Council has:

Estate Management

- Increased rental income from property assets by **£26.7K** per annum between **January** and **July**
- Raised the profile of the property assets and worked them to achieve maximum return financially or by delivery for Corporate Priorities. The Council has worked with partners to accommodate business or community needs including the Creative Hub for 29-31 Monson Terrace.
- Structured proactive management of the Royal Victoria Place leases and Meadow Road Car Park.
- Continued to maximise the rental income from the property portfolio by proactively managing rent reviews and exploiting viable opportunities for rental and capital income.
- Transferred 7 properties to Tunbridge Wells Property Holdings Ltd to manage as private residential property.
- Provided professional support to TWPH Ltd in reviewing and updating assured shorthold tenancies (ASTs).

Strategic Asset Management

- Negotiated capital receipts from the disposal of surplus land assets in the sum of **£69k** between **January** to **July** and made staff time and maintenance cost savings.
- Worked with Kent County Council to progress the Tunbridge Wells Cultural Hub.
- Provided ongoing support for regeneration of Royal Tunbridge Wells, Cranbrook, Southborough and Paddock Wood Town Centres and worked

with land owners and Town and Parish Councils to progress potential opportunities.

- Worked with TCHG to rectify erroneous title details for various land assets held by the Council.
- Continued to monitor changes in compliance legislation relevant to the property portfolio and maintain and manage accordingly.
- Worked with Cranbrook Parish Council, Southborough Town Council, and Paddock Wood Town Council to achieve new community facilities.
- Met the Government's transparency objectives on property targets.

Property and Projects

- Supported the delivery of the Creative Hub in Monson Road
- Commenced the installation of air handling and cooling to the offices areas at North Farm Lane Depot.
- Managed the commencement of the resurfacing works to the RVP Car Park, ensuring that best value has been achieved for the Council, within the terms of the lease.
- Supported Fusion Lifestyle in their capital investment programme for Tunbridge Wells Sports Centre through to completion
- Supported the procurement of a design team for the Cultural and Learning Hub.
- Completed refurbishment to ground floor dressing rooms in the Assembly Hall Theatre.
- Produced a maintenance programme for the properties in the Tunbridge Wells Property Holdings company and delivered the first year's programme of works .
- Progressed with the project to re-roof the Pavilion in Southwood Road Rusthall.
- Continued with a programme of R22 refrigerant gas phase-out on the Council's air conditioning plant
- Started construction work for a new memorial wall, scatter garden and refurbishment of the flower cloister at the crematorium.

Development

- Increased the Development Programme budget to £5m for specialist professional advice to undertake initial works facilitating redevelopment and delivery of Council priority projects.
- The Civic Development Programme has progressed through the Royal Institute of British Architects (RIBA) plan of work, stage 1(Preparation and Brief) and is now assessing concept design and land assembly options in Stage 2.
- Completed the redevelopment of and let the John Street scheme to provide 5 flats and 3 retail units plus improvements to the car park
- Provided Concept Designs and option appraisals for starter business units at the Kevin Lynes Site. Carried out priority health and safety works for the purpose of mothballing the site.
- To facilitate the development of Southborough Hub; provided master planning of the locality; executed the collaboration agreement between 3 partners; acquired land from Tesco and Lloyds; provided public consultation on new build versus partial refurbishment; submission of planning application; agreement for the Council's assembly hall manager to assume operational control of the future Hub; secured continuity of the local GP surgery
- Brought forward the delivery of the new Cultural and Learning Hub by procurement of lead architects. Entered the Memorandum of Understanding that has been agreed by the partners to facilitate the project.

4 Forward Projection and Management Strategy for the Property Asset Portfolio 2017/18

- The Council will build on these achievements during 2017/18 in the following areas

Estate Management

- Review all rents and licence fees due to be reviewed in 2017/18 to maximise the increase in income due for that financial year.
- Manage all existing leases and grant new leases to maximise the return from rental income and to ensure that proper care, maintenance and use is made of the property assets.
- Identify targets and performance indicators to demonstrate the efficient and effective management of the property asset portfolio to ensure maximum capital and operational benefit and will present these to Management Board and Cabinet as part of the Property Transaction Reports.
- Seek viable opportunities to work all assets with local community groups to improve community facilities and encourage localism.

Strategic Asset Management

- Explore and secure new property investment opportunities within the borough and the Kent area for expansion of the property investment portfolio
- Review the tenure, existing use, obsolescence and strategy of all operational property assets to identify opportunities for increased income, operational use or asset disposal.
- Manage assets to support the delivery of the corporate priorities and the Five Year Plan. Our Five Year plan includes energy efficiency, reducing our energy needs by ensuring our properties are more energy efficient. Equally, any planned work should also be assessed to included energy efficiency and consider the long term energy needs of a building/service. Ensuring our buildings are sustainable and efficient and contribute towards the national carbon reduction requirements. This would also include exploring opportunities for renewables
- Complete the final phase of non-performing land and property assets for disposal to realise capital return and finalise disposal of outstanding identified sites. (Site summary at Appendix 4)
- Establish strategy for the relocation of the Shooting Club to maximise the financial value of the existing land asset.
- Explore the impact of obsolescence on the Council's operational portfolio and acquire, dispose of and develop the asset portfolio to reflect this.
- Continue to identify refurbishment and development opportunities within its asset portfolio and act on these to achieve the Council's objectives.
- Continue to look to acquire assets to assist in the delivery of the Council's objectives.
- Review and revise the asset management plan in accordance with the results of the Property Performance Indicators.
- Support the implementation of the Sports and Active Recreation Strategy 2016-2021
- Explore opportunities for conservation and improvement to Tunbridge Wells and Rusthall Commons

Property and Projects

- Produce a maintenance plan for the financial year 2017/18, in consultation with the respective heads of service and management team, within the agreed planned maintenance budget allocation.
- Continue to work with the contractors to deliver a more efficient and cost effective service across both planned and responsive maintenance requirements having regard to the future potential obsolescence of identified property assets on the estate.

- Progress the development of a maintenance, repair and enhancement programme to Crescent Road Car Park.
- Develop proposals for bring the Calverley Grounds Pavilion back into use in conjunction with the Play area scheme.
- Continue to monitor changes in legislation and put in place the most appropriate action to ensure compliance across the property portfolio in particular the 2015 R22 refrigerant gas phase-out and the 2018 EPC changes.
- Develop the proposal to replace the life-expired buildings on the Benhall Mill Road Depot site
- Continue to successfully progress the reduction of carbon emissions from local authority operations and managing its property assets to achieve the targets set out in the Carbon Management Plan over the next five years including rolling out the delivery of LED lighting in TWBC multi-storey car parks.
- Ensure that the property strategy and maintenance programmes support the Council's commitment to sustainability within the budgetary constraints.

Development

- Continue the Civic Development Project through RIBA Stage 2 successfully which will lead to RIBA Stage 3 and 4. This will include Developed Design (3) and Technical Design (4). A planning application and procurement strategy will also be progressed alongside site acquisition and potential for the use of all statutory powers. Whole life costs will be calculated to ensure sustainability over the long and short term.
- Advance the Cultural and Learning Hub with the partners, and support the procurement of the architects for phase two of the Heritage Lottery Fund to bring forward the designs for the hub.
- Progress the potential development of various property assets in the portfolio.
- Work with Kent County Council and Southborough Town Council to progress the Southborough Hub.
- Work with the Parish and Town Councils to locate sites for community facilities in
 - Cranbrook
 - Paddock Wood
- Progress with acquisition of designated land for recreation use including use of statutory powers if required.
- Work with public and private sector organisations on a number of sites including continuing to build on successful relationships with KCC, Nevill Estate, Targetfollow and AXA PPP to secure objectives within corporate priorities of the borough.

- Support regeneration initiatives in Royal Tunbridge Wells, Cranbrook and Paddock Wood central areas.

Appendix 1 - Property Management Strategy

Asset Management is significant throughout the public sector, as a means of optimising financial and social returns from property assets whilst, at the same time, creating a leaner estate in a modern environment

The Council manages the portfolio in accordance with the following principles:

- Ensuring reporting arrangements are in place to enable members to fulfil legal, strategic and service duties;
- Maintaining an up-to-date asset register with complete records;
- Ensure future property needs are regularly assessed to meet the Council's service requirements and priorities;
- Ensure that the shape of the asset portfolio is reviewed at least annually; that the shape of its structure and the contribution of its component assets are challenged and that disposal and acquisition strategies are identified and recommended;
- Ensure assets are identified that are surplus to requirements are not retained for strategic or other reasons;
- Ensure assets assisting in the delivery of the Council's objectives are identified and acquired where appropriate;
- Ensure opportunities to share property with other bodies are examined;
- Ensure that opportunities to develop and enhance property assets, including opportunities in partnership with other public and private sector owners are identified, examined and progressed;
- Ensure office accommodation is reviewed to meet organisation and service needs;
- Ensure an appropriate maintenance programme based on condition surveys, is developed and implemented, carry out quinquennial condition and maintenance surveys in a rolling programme;
- Formulate ten-year maintenance budget projections based on the maintenance of assets for current use and at required standards to inform the Five Year Plan;
- Monitor running costs as a comparator for accommodation needs;
- Undertake option appraisals to ensure optimum use of all assets;
- Ensure property services focus upon both customers and commercial opportunities;
- Ensuring measurable targets are set and property performance monitored including risk versus reward;

- Maximise income from property having regard to economic, social and environmental policies and property market conditions.
- Ensure best practice in procurement and project management
- Ensure investment and disposal decisions are based on full option appraisals and whole-life costing;
- Ensure all property assets are managed at day-to-day level to provide accommodation, community and wellbeing facilities;
- Ensure investments maximise returns from individual properties and from the whole portfolio;
- Ensure the Council considers the impact of sustainability on the value of its property portfolio, including political, economic, social and technological issues in producing its property management strategy;
- Ensure that decisions for strategic management of Council owned assets are made on a case-by-case based on comprehensive options' analysis:
 - Is the property required for the Council's core business?
 - Is there a robust community need for the property?
 - Are there strategic reasons for retaining/acquiring the property?
 - Is retention/disposal/acquisition of the property likely to have a beneficial effect on a likely future development or investment initiative of the Council?
 - Does the property generate a sustainable good rate of return and if so is this likely to continue for the next ten years in light of any future costs that may be applicable to the premises?
- Ensure that Property reports to Management Board on portfolio performance as to:
 - rental income, asset value and maintenance liability;
 - vacant property and vacancy timescale;
 - service need and space occupation;
 - service needs and maintenance liability;
 - performance of tenants and compliance with lease obligations.
- Maintained in an appropriate state of repair, based upon any financial constraints;
- Fit for purpose (including accessibility, suitability, statutory compliance, space utilisation); to be efficient and environmentally sustainable (including running costs and CO2 emissions). Our approach will support sustainable improvements, especially in maintenance and new buildings. The Carbon Management Plan will demonstrate our leadership in carbon reduction.

Appendix 2 – Mechanisms for Achieving the Aims and Objectives of the AMP

Property & Estates Team

The Property & Estates Team, comprises estates and property surveyors and officers providing the professional and support expertise to manage, maintain and maximise the Council's property asset portfolio.

Civic Development Team

The Civic Development Team has appointed specialist Project Managers and Construction Experts to ensure that the programme is deliverable in line with the councils stated objectives. The expert teams output is closely monitored and reported upon to ensure that every aspect is communicated, as appropriate, to project stakeholders on a regular basis

Management Team

The Management Team is attended by all Heads of Service and includes representatives of the Property and Estates Team for property items, which demonstrates the commitment of the whole Council to the management of its assets

DEVELOPMENT PROGRAMME STRUCTURES

Programme Management Board

The Programme Management Board (PMB) manages and monitors the effective prioritisation of the Civic, Development and Transformation Programmes within budgetary and resource constraints in order to optimise Programme delivery.

The PMB will receive information via four main areas Development Programme, Civic Programme, Community and Transformation programmes. Community and Transformation while requiring significant support from Property and others in the Directorate of Planning and Development are structured under the Directorate of Change and Communities.

The overall Development Programme is split into two core elements, the Civic Programme and the Development Programme.

The Civic Programme includes the following Masterplan, Partner Procurement, New Office, New Car Park and New Theatre. These main workstreams have a range of work elements beneath them including for example communications and agile working.

DEVELOPMENT PROGRAMME

Development Programme Officers Group (DOG)

Officers in attendance: Director of Planning and Development, Head of Economic Development, Property & Estates Manager, BDU, Finance, Legal.

The Development Programme Officers Group (DOG) is the primary officers meeting to oversee the delivery of the Development Programme. Scheduled on a monthly cycle this meeting will oversee the programme receiving progress reports on specific projects, oversee the budget, risks, legal aspects and ensure approvals in place. For the purposes of this the DOG will cover the full Development Programme budget which includes Hubs, Sports Facilities and the Civic Programme.

Attendance by other Property & Estates officers and internal services including Communications will be as appropriate and consultants may also be invited as appropriate.

CIVIC PROGRAMME

Civic Steering Group (Management Board)

Officers in attendance: Chief Executive, Director of Planning and Development, Director of Change and Communities, Director of Finance and Corporate Services, Head of Human Resources, Monitoring Officer.

Management Board will act as the Civic Steering Group, essentially a version of the DOG, which will be the primary officers meeting to oversee the delivery of the Civic Programme. Specific time in normal Management Board cycle to be set aside on a monthly basis to consider the Civic Programme, this meeting will oversee the programme receiving progress reports on specific work streams, oversee the budget, risks, legal aspects and ensure approvals in place. Civic Development as a standing item at alternate Management Boards to ensure rapid turn around of decisions based on the current timetable.

At least monthly this meeting will receive progress reports on specific projects, oversee the budget, legal aspects and ensure approvals in place.

Attendance by internal services including Communications will be as appropriate and consultants may also be invited as appropriate. In addition this Group will need to receive progress reports on the C&L Hub to ensure the co-ordination of the C&L Hub project and the Civic Programme as a whole.

Civic Project Board (Internal)

Officers in attendance: Director of Planning & Development, Head of Economic Development, Civic Development Manager. Other officers to be invited as required. Meets monthly immediately after a TWBC Client Meeting.

Development Advisory Panel

The Development Advisory Panel is an informal working group established by and chaired by the Leader of the Council to:

- Oversee the Council's programme regenerating the borough and advising on development of key sites in accordance with the Asset Management Plan.
- To receive updates on key sites and recommend the appropriate next steps for the sites.
- To receive updates on the progress of the land asset disposal programme.

The DAP is an informal working group established by Cabinet on 22 May 2013. It has no delegated decision-making powers and its advice and recommendations will be reported to the relevant decision maker (Leader and Portfolio Holder). The Leader of the Council will report back to Cabinet at Cabinet/ Management Board meetings on a regular basis. The constitutional position regarding asset disposal will remain unaltered.

The DAP will have 4 meetings a year scheduled, on going schedule to be established. Other meetings can be arranged on an ad hoc basis when required. All meetings will be held in private session in view of the informal status of the group with materials available to all Members of the Council on request and on a

confidential basis. Visiting Members will be able to attend at the discretion of the Chairman. The request should be made in advance of the meeting.

Cultural Hub Officers Board (CHOB)

Officers in attendance: Director of Change & Communities, Head of Customers & Communities, Project Surveyor, Museum Manager, Property & Estates Manager with support from HR, BDU, Finance and Legal as required.

The CHOB is the officer meeting to oversee the delivery of the Cultural Hubs (and Sports Facilities). The Board will meet on a monthly cycle, before the Programme Management Board in order to oversee the programme receiving progress reports on specific projects, oversee the budget, risks, legal aspects and ensure approvals in place.

The Board does not have decision making authority. All meetings will be minuted. The Property & Estates Manager and the Project Surveyor will act as the link between the DOG and the CHOB.

Estates/Finance Review Meetings

Senior Finance, Property and Estates officers meet monthly to review projected income against actual income received, and to review a remedial strategy for arrears.

Royal Victoria Place Officer Group

Senior Finance, Legal, Property and Estates officers meet on a quarterly basis to cover financial, maintenance and property issues relating to the RVP lease.

Empty and Difficult Property Group

As part of the clean neighbourhood initiative an in-house multi disciplinary group was established, the Empty and Difficult Property Group. The 'Difficult' element being properties that had been dealt with in the past and slight improvements made but permanent outcome not achieved, leading to repeat complaints to one or a number of Council services.

Data Management

The data management approach is informed by the principles of the Council's Data Quality Policy. Data is held as part of the IDOX Uniform Estates Management System, which is linked to the GIS system. The Council is currently reviewing the use and content of its Estate data system to ensure that it is used to its full potential. Dates in respect of ongoing maintenance on Council land and buildings is held on an Access Database System and monitored by Property & Estates. Each building is surveyed on a regular five yearly cycle and the building elements are individually assessed for condition to enable the Ten Year Planned Maintenance Programme to be determined.

Income due and received in respect of Rent and Licence Fees are monitored and collected through the Financial Management System. The Estate Surveyor is responsible for any arrears and will monitor accordingly. By working closely with Finance and Legal teams, Property and Estates assures that rental, service charge and maintenance provisions in leases and licences. Control is maintained on income streams and expenditure in this way.

It is intended to consolidate the systems that hold property and asset related data into one combined system that overcomes gaps or mismatches in the supply of full and accurate information.

The central database held by the UK Government is known as the Electronic Property Information Mapping Service (E-PIMS). The Council's maps are held on the Geographical Information System (GIS) and on E-PIMS, which means the Council is compliant with the Transparency Code 2015. Work is underway for E-PIMS to be available on the Council's own website, and for the Government's One Public Estate initiative to be met.

Consultation Process

The Asset Management Plan is considered annually by:

- The Portfolio Holder for Property
- The Management Board
- The Finance and Governance CAB
- The General Public
- Other stakeholders.

Statutory Powers

The Council will investigate and look to use all statutory powers including Compulsory Purchase Orders (CPO) to achieve key priority developments including the Civic Development programme.

Appendix 3 - External and Internal Influences

National Context

Annual Governance Report

The Council is subject to this annual review by the Council's external auditors, currently Grant Thornton, to ensure that the Council has proper arrangements in place to ensure good governance in its use of resources.

Regional/County

Kent Re-Commitment: On 24 May 2011, the Kent Leaders signed the Kent Re-Commitment further committing to give Kent the best local government in the country. As part of the Kent Commitment, Kent local authorities will continue to explore joint working opportunities. Some of these relate to assets or to shared services which may impact on assets (for example, the Gateway).

MKS

The Mid Kent Services (MKS) between Maidstone Borough Council, Swale Borough Council and Tunbridge Wells Borough Council was set up in 2008 to:

- Improve the quality of service to communities;
- Improve the resilience of service delivery;
- Deliver efficiency savings in the procurement, management and delivery of services;
- Explore opportunities for trading in the medium to long term; and
- Share best practice.

In the broader context the development of a shared or joint service is seen to offer the additional advantages in:

- Improved value for money;
- Improved services and standards;
- Improved public satisfaction ratings;
- Improved use of resources and direction of travel;
- Assisting with recruitment and retention; and
- Impact of peer challenge.

The opportunity to maximise the financial and operational returns through these partnership arrangements will form an integral part of property asset management.

Partnership Working

The Council will follow the lead of central government in rationalising the Civil Estate by removing duplication and streamlining the operational asset base. The Council will explore, develop and exploit opportunities for collaborative working with public and quasi-public bodies by amalgamating asset knowledge and use for cost and waste reductions that bring about economies of scale, sustainable occupation and better working practice.

Legislation

Localism

The Localism Act 2011 meant to offer more opportunity for smaller groups and local governments' lowest tiers to exercise powers locally. The legislation is wide ranging and deals with multiple community issues. Two of the main provisions are the Community Right to Bid and the Community Right to Challenge at <http://www.tunbridgewells.gov.uk/residents/community/community-rights/community-right-to-bid>

The Community Right to Bid enables community groups to apply for local buildings or land to be put on a register. Once on the register of Community Assets, an asset cannot be sold without first allowing a community group a period of up to 6 months to raise funds to make offer based upon its market value. The Community Right to Challenge enables community groups to challenge the way Council Services are run, and they can bid to run the service for the Council.

Local Context

The Asset Management Plan should be read in conjunction with our Five Year Plan 2014-19 and connected Community Project documents. These documents can be read on the Council website, whose mission is as follows: -

“The Council is an enabler of change - encouraging economic growth with investment into the borough whilst ensuring the appropriate infrastructure is in place to support growth and enhance quality of life”

Our Five Year Plan 2014-2019 accounts for issues identified through the community planning process and through regular consultation and surveys with residents. In property terms the Asset Management Plan is a strategy that delivers improvements in all areas and services for the purpose of meeting local community needs. The main aim of the AMP is for Council assets to be recognised as a principal resource, thereby ensuring continuous strengthening in the organisational arrangements set out above.

Sustainability

The Council provides a leading role on sustainability by addressing its own asset base. Legislation and a number of sustainability initiatives, especially energy and carbon reduction, have been put in place in the past few years.

The greenhouse gas emissions report 2013/14 records an overall reduction in greenhouse gas emissions of 4.2% from the baseline (2009/10). This reduction is reflected across all areas. It shows good progress against our carbon reduction target, but lags behind the savings forecast within the carbon management plan. The current carbon management plan and project register came to an end in March 2015, and therefore work continues this year to refresh its content within the context of Our Five Year Plan. The AMP will also support the delivery of the carbon reduction target as set out in the Carbon Management Plan.

Economic Position

Instability in the global economy, where major adjustments continue, is in marked contrast with the local property market. The local effect of global instability converts mainly into a corset upon the growth in property rents and capital values. The national context is of historically low interest rates with weak banks, a gradual removal of quantitative easing, and record investment in the FTSE 250. Uncertainty over the UK's future relationship with the EU will accentuate a general pattern of low growth, and is likely to apply for the whole period of the AMP 2017/18.

The strength and weakness of the UK property market will impact upon the policies and processes that the Council needs for managing its asset portfolio for optimising efficiency and effectiveness.

For surplus property assets with development potential, market conditions will be assessed in deciding the future of each asset. Market shifts will require the Council to maintain a flexible approach in managing the portfolio.

Market impact is anticipated in the following areas:

- Few property vacancies;
- Emphasis upon maintenance;
- Obsolescence in building fabric and services
- Rebalancing of tenants in contractual default;
- Avoidance of defaulting contractors; and
- Increasing demand upon the supply chain of contractors and consultants,

The Property and Estates Team will review all assets held by the Council to ensure that every opportunity for return is exploited to achieve its wellbeing or financial objectives. This will include:

- A full review of land and assets held and use made of them;
- Short, medium and long term strategic requirement;
- Maximisation through partnership working; and
- Maximisation of easements, licences and rights granted and benefits received.

To work its property assets harder, both financially and in the provision of facilities, the Council will continue to consider and exercise both disposal of surplus assets and acquisition for investment purposes to secure future income streams and to assist the local economy.

Performance Management and Monitoring

The following performance indicators are reported to Cabinet:

- Total rental income for the financial year
- Capital income from property asset disposal for financial year

Additional performance indicators are monitored by the Head of Economic Development and Management Team.

Transparency

The Local Government Transparency Code 2014 provides guidance on the expected minimum level of information made available to the public. This includes how local authorities publish details of all land and assets held by them. The base position is publishing a list of all land and property annually, including a unique property reference number, unique asset identity, name, address and map reference. In addition how the land/building is recorded and set out.

The Electronic Property Information Management Scheme (E-PIMS) has been populated with data complying with the Transparency Code 2015, and will be published on the Council website currently under construction. Additionally, property officers are in contact with counterparts in Kent County Council and with departments of central government to assist in promoting the One Public Estate objective.

The Council currently publishes the Asset Register within the Asset Management Plan on an annual basis. In addition the Council has identified all its assets geographically within My Neighbourhood on its Website, which is a live system.

The Council will review the data held and produced, which is in line with the Transparency Code.

Appendix 4 – Asset Disposal Programme

The Council reviewed and disposed of various assets listed in previous AMPs during 2014/15, 2015/16, and 2016/17. The Council has completed these reviews of the non-performing land and property assets identified in previous Asset Management Plans. In 2017/18 the Council will process outstanding actions from those reviews, and continue to review all assets towards a leaner and more productive estate.

The Review Process includes

Feasibility studies will be undertaken of the assets. Subject to full analysis including the potential for planning permission, a recommendation for lease or sale will be made to the Finance & Governance Cabinet Advisory Board, or the Section 151 Officer in consultation with the Leader and Portfolio Holder for Property.

The feasibility studies will be undertaken in two stages:

Stage 1 - Feasibility:

- Detailed analysis of the land title
- Detailed analysis of the physical site
- Detailed analysis of the planning status and likely grant of planning permission
- Marketing and disposal if planning permission is not recommended.

Stage 2 - Feasibility:

- Production of development scheme
- Valuation of land
- Application for planning permission (if appropriate)
- Marketing and disposal of site

All disposals will be in accordance with the Constitution and local government legislation. Ward members, parish and town councils will be informed of the intention to lease or dispose of these assets.

All assets will be subject to lease or disposal unless a viable alternative proposal has been submitted to Cabinet by a Parish or Town Council or Ward Member for Cabinet's final approval.

Asset Disposals in 2016/17

The following Parish Council was invited to propose alternatives to disposal, with supporting business cases, to be considered by Cabinet. The current status of the disposal is recorded below

2016/17 Reviewed Sites

No.	Address	Status
1	Land at Hastings Road, Pembury	Awaiting response from parish

2015/16 Reviewed Sites

Address	Status
Land adjacent to Tower Lodge, Sandown Park Road (Ospringe Place), Tunbridge Wells	Transferred to Residents Association
11 Edward Street, Rusthall	Erroneous Title
11 Edward Street, Rusthall	Erroneous Title
27 Wood Street, Tunbridge Wells	Erroneous Title
31 Elmhurst Avenue, Pembury	Erroneous Title
7 Beresford Close, Kilndown with adjacent roadway and parking	Erroneous Title
Garage, Brookside, Cranbrook	Erroneous Title
Land east side of Walkhurst Road, Benenden	Erroneous Title
Land lying to south east of Dorothy Avenue, Cranbrook	Sold
Land at Milkhouse Cottages, Sissinghurst	Sold
Land on North Side of Reynolds Lane, Southborough	Retain
Land adjacent 17 Pearse Place, Lamberhurst	For Cabinet decision
Land on east side of Blackhurst Lane, Tunbridge Wells	Sold
Land adjacent 1 and 3 Prospect Park, Southborough	Sold

2014/15 Asset Disposals

Address	Status
Land adjacent to Woodbury Park Cemetery, Tunbridge Wells	Sold
Land to rear of Grange Road, Rusthall	Retain
Ex PC site Quarry Road, Tunbridge Wells (St Barnabus Church)	Sold
Land rear of Oakfield Road, Matfield	Sold
Land at Hunting Gate, Tunbridge Wells	Transfer to Parish

Appendix A

Land adjacent to Hospice in the Weald, Pembury	Licence to Hospice
Former Telephone Exchange, Lamberhurst	Sold
Parking Areas in Carriers Road	Lease to Parish
Land at Aspen Way off Blackthorn Avenue, Tunbridge Wells	Sold
Sites in Blackthorn Avenue, Tunbridge Wells	Title to be confirmed
Land adjacent 39 Albert Street, Tunbridge Wells	Retain
Land adjacent to Godfrey's Yard, North Farm Road, Tunbridge Wells	Sold
Land fronting Cleavers, Sissinghurst	Sold
Land adjacent 21 Albert Street, Tunbridge Wells	Erroneous Title
Footpaths and verges at The Ridings, Paddock Wood	Retain – awaiting land contamination survey
Land between 16-17 St Georges Park , Tunbridge Wells	Adopted highway land by KCC
Land adjacent to 1 Harries Road, Tunbridge Wells	Sold
Land, parking area 21 Dale Street, Tunbridge Wells	Sold
Balcombe Hill, Goudhurst parking adjacent to Public Conveniences	Sold
Grass area at the Coppice, Pembury	Transfer to Parish
Grass verge/bank in Halls Hole Road, Pembury	Residents Association decided not to take
Land adjacent to Grange Road allotments, Wickham Gardens, Rusthall	Retain
Grass Area adjacent to 27 Powder Mill Lane, Tunbridge Wells	Sold
Land to rear 40-46 Charles Street, Tunbridge Wells	Sold
Land to rear of 37 Huntleys Park, Tunbridge Wells	Sold
Land with pumping station, Ashurst Hill, Ashurst	Erroneous Title
Grass Area on Ashurst Hill, Ashurst	Transferred to Parish

Appendix A

Grass area adjacent to 14-18 Beagleswood Road, Pembury	Erroneous Title
Grass area Town Meadow, Frythe Way, Cranbrook	Erroneous Title
Parking and grass area Pullington Cottages, Benenden	Retain
Grass areas fronting garages 73-75 Ridgeway, Pembury	Transfer to Parish
Land close to 2 Cockshoot Cottages, Tunbridge Wells	Sold
Grass area at 1 Ramslye Road, Tunbridge Wells	Retain – sight line
Land opposite Birling Road, Tunbridge Wells	Retain – sight line
Land between Snipe Close and Stone Court Lane, Pembury	Sold

Appendix 5 – Ten Year Property Maintenance Plan

The ten year maintenance plan as detailed in the following pages is the result of the rolling programme of quinquennial surveys which produce a projection of the anticipated maintenance cost liability for the individual property asset. It very much represents an 'ideal' programme of maintenance to keep the respective buildings in good condition, for their expected lifetime and maintaining their current use. Some of the works anticipated and included in the schedule can potentially be funded by the capital expenditure programme as the works will bring an enhancement to the asset value.

The schedule includes the full projection for all buildings even where works have been frozen where the future strategy is under consideration. Annually the projected works are reviewed on a case by case basis and reassessed as to viability, taking into consideration anticipated future use, urgency of works and budgetary considerations. The year on year total figures will therefore, in practice, be considerably lower than indicated in the schedule projection

The figures for the Town Hall were taken from the Faithful & Gould report of 2014 which highlighted the backlog of maintenance and proposed a programme of works to bring the building to a reasonable standard for continued occupation by the council. The implementation of the full programme for the Town Hall as proposed by F&G will be subject to further review.

[Attached]

Appendix 6 – Asset Register

[Attached]

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Tunbridge Wells Borough Council

Ten year maintenance plan - All properties

Property Ref	Details	User Code	Cap Rev	Year 1 2017/18 £	Year 2 2018/19 £	Year 3 2019/20 £	Year 4 2020/21 £	Year 5 2021/22 £	Years 6 - 10 2022/27 £
A001	Office, 9/10, Calverley Terrace, Tunbridge Wells	ED	R	32,650	32,497	33,429	2,404	4,052	12,499
A003	Office, Town Hall, Mount Pleasant, Tunbridge Wells	ED	R	132,282	100,201	405,911	379,843	39,393	125,412
A004	Office, 8, Grosvenor Road, Tunbridge Wells	ED	R	14,802	19,919	24,138	19,649	22,625	37,471
C001	Multi Storey Car Park, Crescent Road Car Park, Crescent Road, Tunbrid	ED	R	66,863	55,409	138,320	106,759	95,668	412,247
C001	Multi Storey Car Park, Crescent Road Car Park, Crescent Road, Tunbrid	ED	C	0	0	0	0	0	0
C001_02	WC, Public Convenience, Crescent Road Car Park, Tunbridge Wells	ENV	R	8,900	0	3,183	0	844	3,690
C003	Multi Storey Car Park, Town Hall Yard, Monson Way, Tunbridge Wells	ED	R	19,315	2,319	6,233	33,082	13,216	25,581
C004	Multi Storey Car Park, Great Hall Arcade, Mount Pleasant Road, Tunbrid	ED	R	3,441	143,696	15,724	788	35,252	70,845
C005	Multi Storey Car Park, Car Park, Torrington Vale Avenue, Tunbridge Wel	ED	R	65,720	1,092	41,046	13,899	41,756	126,528
C006	Multi Storey Car Park, Car Park, Linden Park Road, Tunbridge Wells	ED	R	0	3,783	0	6,313	22,510	97,858
C007	Surface Car Park, John Street Car Park, John Street, Tunbridge Wells	ED	R	1,060	0	1,125	0	1,193	1,266
C010	Surface Car Park, Beech Street Car Park, Beech Street, Tunbridge Well	ED	R	1,060	0	0	0	0	0
C011_01	Surface Car Park, Stone Street North Car Park, Stone Street, Tunbridge	ED	R	0	0	0	290	0	0
C011_02	Surface Car Park, Stone Street South Car Park, Stone Street, Tunbridge	ED	R	0	0	0	579	0	0
C012	Surface Car Park, Camden Road Car Park, Camden Road, Tunbridge	ED	R	0	0	0	1,158	0	0
C013	Surface Car Park, Warwick Road Car Park, Warwick Road, Tunbridge	ED	R	0	0	0	0	7,158	0
C014	Surface Car Park, Little Mount Sion Car Park, Little Mount Sion, Tunbrid	ED	R	0	0	0	0	1,193	0
C015	Surface Car Park, Brenchley Car Park, High Street, Brenchley	ED	R	3,180	0	0	0	0	0
C015_03	WC, Public Convenience, High Street Car Park, Brenchley	ENV	R	0	391	1,591	273	0	2,597
C016	Surface Car Park, Goudhurst Car Park, Balcombes Hill, Goudhurst	ED	R	0	2,184	0	0	0	0
C016_02	WC, Public Convenience, Balcombe Hill, Goudhurst	ENV	R	80	597	85	87	90	884
C018	Surface Car Park, Yew Tree Road Car Park, Yew Tree Road, Southboro	ED	R	0	0	0	0	2,386	0
C020	Surface Car Park, Northgrove Car Park, Northgrove Road, Hawkhurst	ED	R	0	0	1,125	0	0	0

Property Ref	Details	User Code	Cap Rev	Year 1 2017/18 £	Year 2 2018/19 £	Year 3 2019/20 £	Year 4 2020/21 £	Year 5 2021/22 £	Years 6 - 10 2022/27 £
C021	Surface Car Park, Paddock Wood East Car Park, Commercial Road, Pa	ED	R	0	3,275	0	0	0	0
C021_02	WC, Public Convenience, Commercial Road Car Park, Paddock Wood	ENV	R	265	1,419	1,236	579	298	186,268
C022	Surface Car Park, Paddock Wood West Car Park, Commercial Road, P	ED	R	0	3,275	0	0	0	0
E002	Shop, 30, Crescent Road, Tunbridge Wells	ED	R	0	0	4,611	695	0	0
E003	Shop, 31, Crescent Road, Tunbridge Wells	ED	R	0	655	0	2,780	0	0
E004	Shop, 33, Crescent Road, Tunbridge Wells	ED	R	0	2,882	0	278	0	4,718
E005	Shop, 35, Crescent Road, Tunbridge Wells	ED	R	8,480	185	6,747	0	2,983	3,458
E006	Shop, 36, Crescent Road, Tunbridge Wells	ED	R	159	185	0	0	0	0
E007_01	Community Hall, Wesley Centre, Paddock Wood	HWB	R	1,929	852	11,983	672	334	14,173
E010	Office, 27, Monson Terrace, Tunbridge Wells	ED	R	10,770	1,571	451	464	839	21,334
E011	Office, 29, Monson Terrace, Tunbridge Wells	ED	R	10,620	1,571	451	2,814	8,244	14,392
E012	Office, 31, Monson Terrace, Tunbridge Wells	ED	R	14,320	1,571	1,618	1,284	11,418	12,536
E014_01	Surgery, The Surgery, Rowan Tree Road, Tunbridge Wells	ED	R	2,893	873	10,311	927	885	1,452
E014_03	Flat, 3A, Rowan Tree Road, Tunbridge Wells	ED	R	5,300	0	2,811	1,042	0	0
E014_04	Flat, 4A, Rowan Tree Road, Tunbridge Wells	ED	R	6,014	0	8,434	1,433	0	426
E016_01	Community Facility, Camden Centre, Market Square, Tunbridge Wells	HWB	R	14,961	12,375	7,461	6,295	19,333	44,540
E017	Community Hall, Showfield Hall, Showfield Road, Tunbridge Wells	ED	R	4,055	273	1,125	290	1,014	6,321
E018	Day Care Centre, The Garden Hall Club, Wood Street, Tunbridge Wells	ED	R	7,002	2,700	1,769	1,822	1,876	20,886
E020	Portico, Chalybeate Spring, Pantiles, Tunbridge Wells	ED	R	250	2,074	265	2,201	281	27,403
E021	Council Depot, North Farm Lane, Tunbridge Wells, Tunbridge Wells	ED	R	795	3,712	17,712	7,413	6,263	922
E022	Community Facility, TN2 Community Centre, Greggs Wood Road, Tunbr	HWB	R	15,105	10,918	12,629	20,618	11,990	53,783
E023	Clock, Millenium Clock, Fiveways, Tunbridge Wells	ED	R	530	546	562	579	597	3,262
H001_01	House, 40, Church Road, Paddock Wood	HWB	R	1,113	3,591	506	2,085	1,478	7,842
H002	House, 32, Crescent Road, Tunbridge Wells	HWB	R	370	4,501	3,257	4,502	416	19,409
H003	House, 34, Crescent Road, Tunbridge Wells	HWB	R	250	258	265	273	281	1,539
H004	House, 25, Monson Terrace, Tunbridge Wells	ED	R	8,510	21,115	1,061	0	9,679	14,315
H005	Nightshelter, North Farm House, Dowding Way, Tunbridge Wells	ED	R	921	1,208	5,123	1,282	1,037	8,640

Property Ref	Details	User Code	Cap Rev	Year 1 2017/18 £	Year 2 2018/19 £	Year 3 2019/20 £	Year 4 2020/21 £	Year 5 2021/22 £	Years 6 - 10 2022/27 £
H006	House, 19, Rankine Road, Tunbridge Wells	HWB	R	1,866	2,140	2,542	1,228	2,100	7,761
H007	House, 172, Sandhurst Road, Tunbridge Wells	HWB	R	5,406	2,250	225	116	4,891	579
H008	House, Packs In The Wood, Hilbert Road, Tunbridge Wells	ED	R	1,670	4,604	3,183	186	0	11,522
H009	Shop & Flats, 59, St Johns Road, Tunbridge Wells	ED	R	14,649	0	4,298	0	0	21,964
H010_01	Flat, 57, Pantiles, Tunbridge Wells	ED	R	9,500	0	0	0	12,381	12,034
H010_02	Flat, 57A, Pantiles, Tunbridge Wells	ED	R	4,350	4,841	3,077	219	225	6,350
H011_01	Flat, 59, Pantiles, Tunbridge Wells	ED	R	5,350	206	3,289	2,404	225	11,798
H012_01	Flat, 61A, Pantiles, Tunbridge Wells	ED	R	9,500	0	0	0	10,692	0
H012_02	Flat, 61B, Pantiles, Tunbridge Wells	ED	R	9,500	0	0	0	10,692	0
H013_01	Flats (Common Areas), 58, London Road, Southborough	HWB	R	6,148	437	2,811	2,102	1,432	9,054
H013_02	Flat A, 58, London Road, Southborough, Tunbridge Wells	HWB	R	212	1,801	5,848	1,622	1,862	0
H013_03	Flat B, 58, London Road, Southborough, Tunbridge Wells	HWB	R	4,039	4,531	2,089	232	1,670	3,210
H013_04	Flat C, 58, London Road, Southborough, Tunbridge Wells	HWB	R	212	1,256	1,518	4,112	3,413	2,909
H013_05	Flat D, 58, London Road, Southborough, Tunbridge Wells	HWB	R	2,544	491	2,305	417	3,818	2,434
H014_01	Flats (Common Areas), 2/2A, Southfield Road, Tunbridge Wells	HWB	R	3,800	0	0	116	4,277	0
H014_02	Flat 2, 2/2A, Southfield Road, Tunbridge Wells	HWB	R	265	273	281	521	477	570
H014_03	Flat 2A, 2/2A, Southfield Road, Tunbridge Wells	HWB	R	0	0	112	0	0	0
H015	House, 1, Pennyfields, Cranbrook	HWB	R	2,544	2,318	5,664	0	8,020	4,284
H016_00	Common Areas, 8 Dudley Road, Tunbridge Wells, Tunbridge Wells	ED	R	400	17,510	3,660	164	2,251	27,037
H016_01	Flats, Flat 1, 8 Dudley Road, Tunbridge Wells	ED	R	200	361	1,804	219	1,238	2,569
H016_02	Flats, Flat 2, 8 Dudley Road, Tunbridge Wells	ED	R	200	361	1,804	219	1,238	2,569
H016_03	Flats, Flat 3, 8 Dudley Road, Tunbridge Wells	ED	R	200	361	1,804	219	1,238	2,569
H016_04	Flats, Flat 4, 8 Dudley Road, Tunbridge Wells	ED	R	200	361	1,804	219	1,238	2,569
H017	Sanitary Facilities, Cinderhill Caravan Site, Cinderhill Wood, Matfield, To	HWB	R	4,000	0	4,244	4,371	0	4,637
L001_01	Crematorium & Chapel, Kent & Sussex Crematorium, Benhall Mill Road,	ENV	R	4,177	3,366	1,408	11,952	481	28,892
L001_02	Office, Crematorium Office, Benhall Mill Road, Tunbridge Wells	ENV	R	2,364	1,910	1,352	2,896	418	7,588
L001_04	House, Crematorium Lodge, Benhall Mill Road, Tunbridge Wells	ED	R	16,700	412	2,652	437	6,866	7,183

Property Ref	Details	User Code	Cap Rev	Year 1 2017/18 £	Year 2 2018/19 £	Year 3 2019/20 £	Year 4 2020/21 £	Year 5 2021/22 £	Years 6 - 10 2022/27 £
L001_05-06	Gardens, Crematorium Grounds, Benhall Mill Road, Tunbridge Wells	ENV	R	0	10,300	0	0	11,255	0
L002_01	Chapel, Cemetery Chapel, Benhall Mill Road, Tunbridge Wells	ENV	R	6,265	309	1,668	328	13,000	6,219
L002_02	House, Cemetery Lodge, Benhall Mill Road, Tunbridge Wells	ED	R	650	670	477	5,190	7,316	10,257
L002_03	WC & Waiting Room, Public Convenience and Waiting Room, Benhall	ENV	R	80	3,166	4,779	2,732	1,790	3,723
L002_04-05	Footpath, Cemetery Footpaths, Benhall Mill Road, Tunbridge Wells	ENV	R	1,000	1,030	1,061	1,093	1,126	3,583
L002_06	Workshops, Cemetery Depot Workshops, Benhall Mill Road, Tunbridge	ENV	R	250	515	265	273	563	1,203
L002_07	Garages, Cemetery Depot Garages, Benhall Mill Road, Tunbridge Wells	ENV	R	500	515	530	273	563	1,194
L002_08	Stores, Cemetery Depot Stores, Benhall Mill Road, Tunbridge Wells	ENV	R	250	515	265	273	563	1,203
L002_09	Depot, Cemetery Depot, Benhall Mill Road, Tunbridge Wells	ENV	R	903	673	958	714	735	2,340
L003	Park, The Grove, Tunbridge Wells	ENV	R	0	0	10,609	0	0	0
L004_01	Café, Café, Calverley Grounds, Tunbridge Wells	ED	R	657	458	3,733	139	143	9,668
L004_02&07	Former Pavilion, Bowling Pavilion, Calverley Grounds, Tunbridge Wells	ENV	R	500	3,863	530	546	563	5,672
L004_03	Groundkeepers Store, Groundkeepers Store, Calverley Grounds, Tunbri	ENV	R	820	1,102	1,135	1,169	923	3,536
L004_04	Store under Bowling Green, Store under Bowling Green, Calverley Groun	ENV	R	0	0	265	0	0	307
L004_06	WC, Public Convenience, Calverley Park, Tunbridge Wells	ENV	R	630	5,960	668	1,782	822	6,502
L004_08	Park, Calverley Grounds, Tunbridge Wells	ENV	R	28,090	0	0	0	0	0
L005_0&7-8	Park, Dunorlan Park, Pembury Road, Tunbridge Wells	ENV	R	0	5,459	0	0	0	6,328
L005_01	Café, Café, Dunorlan Park, Tunbridge Wells	ED	R	1,537	0	7,835	0	477	0
L005_02	Kiosk, Boat Kiosk, Dunorlan Park, Tunbridge Wells	ENV	R	3,360	185	191	197	203	4,117
L005_03	Store, Boat Store, Dunorlan Park, Tunbridge Wells	ENV	R	0	0	0	0	1,551	0
L005_04	WC, Public Convenience, Dunorlan Park, Tunbridge Wells	ENV	R	5,105	600	2,462	985	1,058	2,627
L005_05	Temple, Temple, Dunorlan Park, Tunbridge Wells	ENV	R	122	126	129	133	1,808	2,117
L005_06	Fountain, Fountain, Dunorlan Park, Tunbridge Wells	ENV	R	600	72	923	3,934	79	1,755
L006_01	Pavilion, Bowling Pavilion, Grosvenor Recreation Ground, Tunbridge Wel	ENV	R	4,239	1,087	1,119	1,500	4,502	7,097
L006_02	WC, Public Convenience, Grosvenor Rec Ground, Tunbridge Wells	ENV	R	848	0	1,012	3,833	954	2,027
L006_03-04	Park, Grosvenor Recreation Ground, Tunbridge Wells	ENV	R	0	0	28,114	0	0	0
L007_01	Pavilion, Sports Pavilion, Nevill Ground, Tunbridge Wells	ENV	R	15,838	21,558	84,160	9,540	4,320	287,048

Property Ref	Details	User Code	Cap Rev	Year 1 2017/18 £	Year 2 2018/19 £	Year 3 2019/20 £	Year 4 2020/21 £	Year 5 2021/22 £	Years 6 - 10 2022/27 £
L007_05-06	Sports Ground, The Nevill, Tunbridge Wells	ENV	R	25,000	5,150	17,225	0	0	0
L008	Pavilion, Changing Rooms, Bayham Road Recreation Ground, Tunbridg	ENV	R	500	2,441	1,114	1,622	1,855	4,328
L009_01	Pavilion, Sports Pavilion, Cadogan Recreation Ground, Tunbridge Wells	ENV	R	5,318	3,117	3,221	1,897	6,436	7,876
L009_02	WC, Public Convenience, Cadogan Recreation Ground, Tunbridge Well	ENV	R	1,922	0	690	546	1,882	776
L010	Pavilion, Sports Pavilion, Colebrook Recreation Ground, Tunbridge Well	ENV	R	2,968	1,671	787	2,085	4,221	4,893
L011_01	Pavilion, Sports Pavilion, Hawkenbury Recreation Ground, Tunbridge W	ENV	R	820	999	1,294	1,060	923	3,604
L011_02	Office, Groundkeepers Office, Hawkenbury Recreation Ground, Tunbrid	ENV	R	750	0	1,061	1,257	1,126	597
L011_03	Store, Groundkeepers Store, Hawkenbury Recreation Ground, Tunbridg	ENV	R	0	0	690	0	0	799
L011_04	Store, Garage, Hawkenbury Recreation Ground, Tunbridge Wells	ENV	R	580	0	668	0	428	642
L011_05	WC, Public Convenience, Hawkenbury Road Rec Ground, Tunbridge W	ENV	R	1,830	673	2,193	2,243	597	2,548
L012_01	Pavilion, Changing Rooms, Hilbert Old Oast, Tunbridge Wells	ENV	R	6,645	6,790	6,048	3,902	0	11,745
L013_01	Pavilion, Sports Pavilion, Southwood Road, Rusthall	ENV	R	4,209	8,481	3,106	6,950	2,863	9,554
L014_03	, Ground Keepers Mess, St Johns Recreation Ground, Tunbridge Wells	ENV	R	219	226	349	1,769	472	638
L014_1-2-4	Pavilion, Bowling Pavilion, St Johns Recreation Ground, Tunbridge Well	ENV	R	1,975	2,498	6,869	2,158	3,911	5,421
L016_01	Gardeners Cottage, Dunorlan Nurseries, Pembury Road, Tunbridge Well	ED	R	409	0	169	579	4,039	0
L016_02	Old Laundry, Dunorlan Properties, Pembury Road, Tunbridge Wells	ED	R	0	0	379	0	0	439
L026	Museum, 1-4 Old Rectory Cottages, Carriers Road, Cranbrook	ED	R	280	961	5,323	10,221	1,050	4,109
L027	Theatre, Assembly Hall Theatre, Tunbridge Wells	HWB	R	198,759	220,172	143,903	148,220	16,883	53,748
L028	Sports Centre, Tunbridge Wells Sports Centre, St Johns Road, Tunbrid	ENV	R	263,000	113,815	181,944	60,100	127,745	445,024
L029	Museum, Museum & Art Gallery, Mount Pleasant Road, Tunbridge Wells	HWB	R	10,600	0	14,619	0	14,913	0
L030	Sports Centre, Putlands Sports & Leisure Centre, Mascalls Court Road,	ENV	R	10,759	16,377	16,868	17,374	17,896	18,432
L031	Sports Centre, Weald Sports Centre, Angley Road, Cranbrook	ENV	R	21,200	21,836	22,491	23,166	23,861	24,577
T001	WC, Public Convenience, Crane Lane, Cranbrook	ENV	R	2,040	4,531	169	753	6,144	5,575
T004_01	WC, Public Convenience, Linden Park Road (Union House), Tunbridge	ENV	R	0	2,129	5,623	0	0	0
T005	WC, Public Convenience, London Road (adjacent Bell Inn), Southboroug	ENV	R	130	0	138	1,093	1,835	155
T007	WC, Public Convenience, The Green, Matfield	ENV	R	0	288	0	1,803	0	329
T010	WC, Public Convenience, The Street, Sissinghurst	ENV	R	2,915	55	0	0	0	0

Property Ref	Details	User Code	Cap Rev	Year 1 2017/18 £	Year 2 2018/19 £	Year 3 2019/20 £	Year 4 2020/21 £	Year 5 2021/22 £	Years 6 - 10 2022/27 £
T012	WC, Public Convenience, Wellington Rocks, Tunbridge Wells	ENV	R	954	1,146	5,417	116	119	1,329
Z028	Tourist Information Centre, Unit 2, The Corn Exchange, Pantiles, Tunbri	ED	R	0	2,060	0	0	2,251	0
ZXX001	General, Quinquennial Condition Surveys of Council Properties	GEN	R	21,200	21,836	22,491	23,166	23,861	24,577
ZXX003	General, Planned Maintenance Administration	GEN	R	16,960	17,469	17,993	18,533	19,089	19,661
ZXX004	General, Management of Responsive Repairs	GEN	R	5,300	5,459	5,623	5,791	5,965	6,144
ZXX005	General, Asbestos management	ED	R	10,600	10,918	11,246	11,583	11,930	12,288
ZXX006	General, Legionella management	ED	R	4,240	4,367	4,498	4,633	4,772	4,915
ZXX007	General, Planned Maintenance Contingencies	GEN	R	21,200	21,836	22,491	23,166	23,861	24,577
ZXX008	General, Maintenance of private roads, footpaths, lighting and sewers	ED	R	26,500	27,295	28,114	28,957	29,826	30,721
ZXX009	General, Parks, open spaces, estates walls and memorials	ED	R	26,500	27,295	28,114	28,957	29,826	30,721
				1,342,487	1,103,513	1,565,885	1,127,754	892,614	2,693,849

Shown at out-turn prices 3% pa

TOTAL yr 1 - yr 3 (3 years)	4,011,885
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GRAND TOTAL (10 years)	8,726,103
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Tunbridge Wells Borough Council

Asset Register - Investment

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Investment Commercial				
111 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/537	E001	Freehold Industrial Unit.
219 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/545	E001	Freehold Industrial Unit.
39 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/535	E001 01	Freehold Industrial Unit.
410 Colebrook Industrial Estate Royal Tunbridge Wells Kent		EM/536	E001 02	Freehold Industrial Unit.
10 Colebrook Industrial Estate Longfield Road Tunbridge Wells TN2 3DG				
512 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/538	E001 03	Freehold Industrial Unit.
613 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/539	E001 04	Freehold Industrial Unit.
714 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/540	E001 05	Freehold Industrial Unit.
815 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/541	E001 06	Freehold Industrial Unit.
916 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/542	E001 07	Freehold Industrial Unit.
10 17 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/543	E001 07	Freehold Industrial Unit.
11 18 Colebrook Industrial Estate Royal Tunbridge Wells Kent TN2 3DG		EM/544	E001 08	Freehold Industrial Unit.
12 Calverley Antiques Ltd 30 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ		EM/277	E002	Freehold Retail. End Terrace Victorian Building
13 31 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ		EM/278	E003	Freehold Retail. Mid Terrace Victorian Shop. Property Vacant.
14 33 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ		EM/280	E004	Freehold Retail. End Terrace. Vacant. In need of renovation.
15 35 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ		EM/282	E005	Freehold Retail. Mid Terrace Shop With Flat Over
16 36 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ		EM/283	E006	Freehold Retail. End Of Terrace Shop With Flat Over. Vacant.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Investment Commercial				
17	The Wesley Centre Commercial Road Paddock Wood Tonbridge Kent TN12 6DS	EM/731	E007	Freehold Community. Single Storey Community Hall
18	Terrace Buildings 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/39	E009	Freehold Offices. Row Of Single Storey Terraced Buildings
19	27 Monson Road Royal Tunbridge Wells Kent TN1 1LS	EM/233	E010	Freehold Offices. Mid Terrace House
20	29-31 Monson Road Royal Tunbridge Wells Kent TN1 1LS	EM/234	E011/E012	Freehold Offices. End Terrace Office Building. Vacant.
21	Rowan Tree Surgery Rowan Tree Road Royal Tunbridge Wells Kent TN2 5PX	EM/339	E014 01	Freehold Doctors Surgery. Single Storey End Terrace Building
22	3A Rowan Tree Road Royal Tunbridge Wells Kent TN2 5PX	EM/336	E014 03	Freehold Residential. Mid Terrace 1st and 2nd Floor Maisonette
23	4A Rowan Tree Road Royal Tunbridge Wells Kent TN2 5PX	EM/338	E014 04	Freehold Residential. End Terrace 1st and 2nd Floor Maisonette
24	Shopping Centre Car Park Market Square Ely Court And Common Areas Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SS	EM/224	E015	Freehold Shopping Centre. Major retail shopping mall
25	Community Centre Showfields Road Royal Tunbridge Wells Kent TN2 5PR	EM/351	E017	Freehold Community. Single Storey Detached Building.
26	The Garden Hall Club Wood Street Royal Tunbridge Wells Kent TN1 2QS	EM/229	E018	Freehold Community. Single Storey Structure
27	The Forum The Common Royal Tunbridge Wells Kent TN4	EM/306	E024	Freehold Recreation. 1930's Detached Building
999 year lease to Tenants. 8YU				
28	North Farm House Dowding Way Royal Tunbridge Wells Kent TN2 3UY	EM/552	H005	Freehold Residential. Detached House formerly known as Nightstop. Leased to the Bridge Trust.
29	59A B & C St Johns Road Royal Tunbridge Wells Kent TN4 9TT	12/00301/ASSET	H009	Freehold Retail and residential. Shop and Flats
30	59A St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/140	H009 01	Freehold Retail. End Terrace L/U Shop, Return Frontage
31	59B St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/141	H009 02	Freehold Residential. First Floor Flat
32	59C St Johns Road Royal Tunbridge Wells Kent TN4 9TT	EM/142	H009 03	Freehold Residential. Second Floor Flat
33	57A The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/311	H010 02	Freehold Residential. Ground Floor Flat.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Investment Commercial				
34	10 Sussex Mews Royal Tunbridge Wells Kent TN2 5QJ	EM/312	H010 03	Freehold Residential. Lower Ground Floor Flat. TWBC Own freehold.
(Leasehold sale to Mr and Mrs Smith)				
35	Land And Buildings Including 57- 61 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	12/00302/ASSET		H010 H011 H012 Freehold Residential. Properties in the Pantiles including Corn Exchange.
36	59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE occupancy	EM/313	H011 01	Freehold Residential. Occupies First And Second Floor Maisonette - present lease awaits updating to reflect occupancy
37	59A The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/314	H011 02	Freehold Residential. Ground Floor Flat
Property sold on a long leasehold to Ms A C Knowles 22/08/02 for 77,000				
38	61 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/315	H012	Freehold Retail. Ground Floor Rooms For Art Club
39	61 The Pantiles Royal Tunbridge Wells Kent TN2 5TE	EM/316	H012 01	Freehold Residential. First Floor Flat. Property sold on long lease. TWBC retain the freehold.
40	80 Dudley Road Royal Tunbridge Wells Kent TN1 1LF	EM/219	H016	Freehold Residential. End Terrace House divided into 4 flats.
41	Rematorium Lodge Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	EM/369	L001	Freehold Residential. Semi detached House.
42	Cemetery Lodge Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH	EM/370	L002 02	Freehold Residential. Detached Gothic Style Building
43	Calverley Park Cafe Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 2SH	EM/288	L004 01	Freehold Cafe. Single Storey Detached Building
44	Dunorlan Park Cafe Pembury Road Royal Tunbridge Wells Kent TN2 3QN	EM/245	L005 01	Freehold Cafe. 1/2 Storey Structure, Part On Stilts
45	Boat Kiosk Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN under a flat pitched covered roof.	04/00016/EM	L005 02	Freehold Recreation. A purpose built single storey kiosk and pontoon having a steel frame and timber cladding profile steel covered roof.
46	Boat Store Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN Let	04/00015/EM	L005 03	Freehold Recreation. A purpose built single storey boat store of stone construction under a flat pitched profile steel on a 12 year lease to Norman Matchett and Ronald Matchett.
47	Refreshment Kiosk Grosvenor Recreation Ground Auckland Road Royal Tunbridge Wells Kent TN1 2JB	07/00002/EM	L006 05	Freehold Cafe. Refreshment Kiosk - Panini on the Park

48	Culverden Stadium Culverden Down Royal Tunbridge Wells Kent TN4 9SG	EM/93	L022	Freehold	Recreation.. Football Ground With Stands And Bldngs
49	Rifle Club Warwick Park Royal Tunbridge Wells Kent TN2	04/00906/EM	L040	Freehold	Recreation. Shooting range land.

Lease to Tunbridge Wells _ St. Peters Shooting Club EM/906/LSE
5TA

19 October 2016

Tunbridge Wells Borough Council

Asset Register - Non Operational

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational Land				
1 Playground Fuggles Close Paddock Wood Tonbridge Kent 29.10.2012. Part of land sold to TN12 6EH		EM/506	B005	Freehold Recreation. Area Of Amenity Land With Playground. Land is covered by a blanket TPO dated Raymond John Chapple. Sale completed 22 July 2014. Sold for £150,000.00
2 Part Playground And Road Fuggles Close Paddock Wood KHS at public expense. Tonbridge Kent		15/00413/ASSET	B005 01	Freehold Part of the playground and Cogate Road. The road is adopted highway and maintainable by
3 Land At Corner Of Liptraps Lane And Apple Tree Lane Royal Tunbridge Wells Kent TN2		EM/70	B006	Freehold Land. Odd Bit Of Land Within Fence
4 Land To Rear Of Capel Scrap Yard Sychem Lane Five Oak Green Tonbridge Kent TN12 6TT		EM/485	B010	Freehold Land. Area Of Land Accessed By Dirt Track
5 Land On Corner Of Chestnut Lane And Birch Close Matfield Tonbridge Kent TN12 7JL		EM/483	B015	Freehold Land. Area of land on corner of Chestnut Lane and Birch Close.
6 Land To Rear Of 29-33 Wood Street Royal Tunbridge Wells Kent TN1 2QS		EM/763	B017	Freehold Footpath. Part of footpaths to the side of St James' Court and rear of 29-33 Wood Street
7 Land Adjacent To 1 Brendon Close Royal Tunbridge Wells Kent TN2 3NP		14/00376/ASSET	B019 05	Freehold Land. Area of land adjacent to car port of 1 Brendon Close.
8 Road Salomons Road Rusthall Tunbridge Wells Kent TN4 Waste land transferred to Rusthall Parish Council 8PG		EM/210	B071	Freehold Land. Piece Of Waste Land Adjacent To No 11. Road is adopted highway. 13.08.2015.
9 Grass Area To The Rear Of 11-33 Brewer Street Lamberhurst Royal Tunbridge Wells Kent TN3 8DW		EM/495	B074	Freehold Land. Rough Waste Land With Vehicle Access
10 Land To Rear Of 19 Brewer Street Lamberhurst Royal Tunbridge Wells Kent TN3 8DW		14/00404/ASSET	B074 01	Freehold Land behind 19 Brewer Street.
11 Footpath Fronting 11-29 Brewer Street Lamberhurst Royal Tunbridge Wells Kent		15/00410/ASSET	B074 02	Freehold Part of the footpath fronting the houses.
12 Footpath Fremlin Close Rusthall Royal Tunbridge Wells Kent Amenity land with trees and ponds TN4		EM/204	B075	Freehold Land. Sloped Amenity Land With Trees And Ponds with footpath to Bowen Road. transferred to Rusthall Parish Council 13.08.2015. TWBC retain the footpath.
13 Land At Tower Cottage Sandown Park Royal Tunbridge Wells Kent TN2 4RH		14/00377/ASSET	B115	Freehold Land. Amenity land adjacent to Tower Cottage.
14 Land Adjacent To 15 Parsonage Road Rusthall Royal Tunbridge Wells Kent TN4 8TA		14/00387/ASSET	B122	Freehold Land. Grass and path.
15 Pumping Station Cleeve Avenue Royal Tunbridge Wells Kent		14/00401/ASSET	B127	Freehold Land. Pumping Station.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational Land				
16	Land Adjacent To Tunbridge Wells Boys Grammar School St Johns Road Royal Tunbridge Wells Kent TN4 9XB	14/00403/ASSET		B129 Freehold Land adjacent to TW Boys Grammar School.
17	Verge Fronting 165-169 Hastings Road Pembury Royal Tunbridge Wells Kent TN2 4JY	15/00405/ASSET		B130 Freehold Verge fronting 165-169 Hastings Road
18	Land To Rear Of St Stephens Court Stanley Road Royal Tunbridge Wells Kent	15/00415/ASSET		B132 Freehold Small parcel of land to the rear of St Stephens Court and St Barnaby's Church.
19	Land Along Langton Road Langton Green Royal Tunbridge Wells Kent and Tea Garden Lane.	15/00417/ASSET		B134 Freehold Two small pieces of land. One at Rusthall Common the second on the corner of Langton Road
20	Car Park The Tanyard Cranbrook Kent TN17 3HU EM/400	C008	Freehold	Car Park. Free Public Car Park. Responsibility transferred to Cranbrook Parish Council under lease.
21	Part Of Regal Car Park High Street Cranbrook Kent TN17 3DN	11/00003/TEN	C019	Leasehold Car Park. Part of Regal Car Park
22	Grass Area At Wickham Gardens Rusthall Royal Tunbridge Wells Kent Allotments transferred to Rusthall Parish TWBC now only own the road which is maintainable at public expense.	EM/672	C025	Freehold Grass Area, car parking, allotments and roadway. Road is adopted highway, Council. Parking area sold at auction.
23	Footpath Between 31 and 48 Oakfield Road Matfield Tonbridge adjoining owners and Kent TN12 7LB	EM/498	F006	Freehold Footpath. Track Used As Vehicle Access To Houses plus an area of land that is landlocked by the farmer. Road is adopted highway maintainable by Kent Highway Services.
24	Grass And Paved Areas At Showfields Showfields Road Royal Tunbridge Wells Kent TN2 5PR	EM/340	F013	Freehold Land. Large Amenity Area, Grass/Concrete Slabs
25	Footpath Between 21 And 23 Bowen Road Royal Tunbridge Wells Kent TN4 8SU	14/00358/ASSET		F036 Freehold Footpath. Footpath between 21 and 23 Bowen Road and Fremlin Close
26	Footpath Buckingham Road Royal Tunbridge Wells Kent TN1 1TQ	14/00393/ASSET		F038 Freehold Footpath. Part of the footpath adjacent to The Grove.
27	Footpath Adjacent To Orchard Lodge Dorothy Avenue Cranbrook Kent TN17	14/00396/ASSET		F039 Freehold Footpath. Footath adjacent to and to the rear of Orchard Lodge leading to Kirby Close.
28	Land At North Farm Road Royal Tunbridge Wells Kent TN2	14/00398/ASSET		F040 Freehold Road. Part of road and paths.
29	Land Lying To The East Henwood Green Road Pembury Royal Tunbridge Wells Kent TN2	14/00399/ASSET		F041 Freehold Land. Two pieces of land between Henwood Green Road and Beagles Wood Road.
30	Land At Barnetts Way Southborough Royal Tunbridge Wells Kent	15/00406/ASSET		F042 Freehold Part of grass verge and road.
31	Footpath To Rear Of 25 Kirkdale Road Royal Tunbridge Wells Kent TN1 2SB	14/00420/ASSET		F044 Freehold Footpath to rear of 25 Kirkdale Road.
32	Cinder Hill Wood Five Wents Matfield Tonbridge Kent TN12 7EF	EM/481	H017	Freehold Woodland. Large Area Of Woodland

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational Land				
33	Parking Area Fronting 1-6 Cinder Hill Wood Five Wents Matfield Tonbridge Kent TN12 7ED	EM/484	H017 03	Freehold Land. Rough Parking Area With Trees/Grass
34	Cinder Hill Lane Five Wents Matfield Tonbridge Kent TN17	08/00345/ASSET	H017 05	Freehold Road. Lane leading to Caravan Site and Woodland.
35	27 Wood Street Royal Tunbridge Wells Kent TN1 2QS	14/00364/ASSET	H033	Freehold Land.
36	Land Adjacent To Clifton Cottages Clifton Road Royal Ground but under separate Title. Tunbridge Wells Kent TN2 3AS	14/00357/ASSET	L010 03	Freehold Land. Land adjacent to Clifton Cottages and North Farm Lane. Part of Colebrook Recreation
37	Access Road Leading To The Museum Carriers Road Cranbrook Kent TN17 3JX	12/00337/ASSET	L026 02	Freehold Road. Access road from Carriers Road to the museum.
38	Play Area Sherwood Road Royal Tunbridge Wells Kent TN2 are adopted highway	EM/199	L034 02	Freehold Recreation. Grass Area With Swings, Part Fenced. The remainder of the Title, the roads and footpaths and the responsibility of Kent Highway Services.
39	Land At 44 Hunters Way Royal Tunbridge Wells Kent TN2 5QF	EM/350	L035 01	Freehold Car Park. Concrete/Tarmac Car Park
40	Grass Area Rear Of 42 -60 Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BW	EM/360	L038	Freehold Land. Tarmac Parking, Grass Area With Swings
CONTRACTS EXCHANGED 14.10.16 FOR DISPOSAL SUBJECT TO PLANNING PERMISSION				
41	Recreation Ground Forest Road Royal Tunbridge Wells Kent TN2 5DP	EM/357	L042	Freehold Recreation. Public Recreation Ground
42	Julian Hewitt Recreation Ground Cavendish Drive Royal Tunbridge Wells Kent TN2	EM/321	L043	Freehold Residential. Grass Recreation Area With Play Equipmnt
43	Play Area To Rear Of 37 Huntleys Park Culverden Down Royal Tunbridge Wells Kent TN4 9TD	EM/755	L047	Freehold Recreation. Recreation area.
44	Holly Farm Hawkenbury Road Royal Tunbridge Wells Kent	EM/362	M009 02	Freehold Land. Large Area Of Agricultural Land
CONTRACTS EXCHANGED 14/10/16 FOR DISPOSAL OF LAND SUBJECT TO PLANNING PERMISSION				
45	Land On West Side Of Hilbert Road Royal Tunbridge Wells Kent TN1	12/00336/ASSET	M010 01	Freehold Land. Land between allotments and Hilbert Road registered as a separate title to K925824.
46	Land To Rear Of Grange Road Rusthall Royal Tunbridge Wells Kent TN4	EM/129	M015	Freehold Land. Large overgrown area of Uncultivated Woodland to the rear of Grange Road.
47	Land At 5-10 Southfields Speldhurst Royal Tunbridge Wells Kent TN3 0PD	10/00033/EM	R019	Freehold Road. Part of road and footpaths from 5-10 Southfields. Road is adopted highway.
48	Vale Avenue Royal Tunbridge Wells Kent	EM/269	R038	Freehold Road. Tarmac Road. Adopted highway. Maintained by KCC.
49	Road And Footpath Kirby Close Cranbrook Kent TN17 3DE	14/00397/ASSET	R047	Freehold Footpath. Road and part of the footpath/parking area of Kirby Close

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational Land				
50	Barnetts Close Southborough Royal Tunbridge Wells Kent	15/00423/ASSET		R051 Freehold Road and parking areas.
51	Council Yard Adacent To Royal Victoria Hall 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND	EM/26	S013	Freehold Car Park. Tarmac Area With Gate At Side
52	Land Adjacent To Public Conveniences Crane Lane Cranbrook Kent TN17 3DG	14/00362/ASSET		T001 01 Freehold Land. Strip of land adjacent to the public conveniences in Cranbrook.
53	Land At Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/462	W001 01	Freehold Woodland. Area Of Woodland
54	Part Of Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/460	W001 02	Freehold Woodland. Isolated Area Of Woodland
55	Land At Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BA	EM/461	W001 03	Freehold Woodland. Isolated Area Of Woodland
56	Land - Part Of High Wood High Woods Lane Royal Tunbridge Wells Kent TN3 9AA	EM/445	W003	Freehold Woodland. Area Of Woodland
57	Barnetts Wood Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG	EM/66	W004	Freehold Woodland. Area Of Woodland. Part Licenced for Grazing
58	Land To Rear Of Juniper Close Southborough Royal Tunbridge Wells Kent TN4 9XS Buffer zone between the houses	14/00381/ASSET		W004 01 Freehold Land. Area of land between Juniper Close and Barnetts Wood. Separate Title to the woodland and nature reserve.
59	Land Between Bracken Road And Gorse Road Pembury Road Royal Tunbridge Wells Kent TN2	EM/201	W005 01	Freehold Land. Band Of Wooded Area On Fringe Of Estate
60	Land To Rear Of 8 Squirrel Way Pembury Road Royal Tunbridge Wells Kent TN2	EM/202	W005 02	Freehold Land. Large Wooded Area On Fringe Of Estate between rear of 8 Squirrel Way and 41 Bracken Road.
61	Land Adjacent To Sycamore House Pembury Road Royal Tunbridge Wells Kent TN2 3QB	EM/257	W005 04	Freehold Land. Wooded Area On Fringe Of Estate
62	Marshleyharbour Wood Tonbridge Road Pembury Royal Tunbridge Wells Kent TN2 4QL	EM/446	W007	Freehold Woodland. Area Of Woodland
63	Land To Rear Of Santer House Red Oak Hawkhurst Cranbrook Kent TN18 4QP	EM/377	W008 01	Freehold Land. Overgrown Woodland And Part Of Gardens. Road is adopted highway. Footpaths TWBC.
64	Kevin Lynes Site North Farm Lane Royal Tunbridge Wells Kent TN2 3EE	14/00366/ASSET		Z022 Freehold Land. Old Gypsy site
Asset Grouping: Non-Operational De Minimus Land				
65	Grass Area On Corner Of Queens Road And All Saints Road Hawkhurst Cranbrook Kent TN18	EM/388	B002 01	Freehold Land. Grass Amenity Area. Triangle of land with flower beds. Road is adopted highway.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
66 Roads And Footpaths Around All Saints Road Hawkhurst Cranbrook Kent TN18		10/00081/EM	B002 02	Freehold Road. Roads and footpaths. Road forms part of adopted highway.
67 Grass Adjacent To Oakland All Saints Road Hawkhurst at land registry ie no Cranbrook Kent TN18 4HT		EM/387	B002 03	Freehold Land. Grass Verge running from Oakland to the corner of All Saints Road and Queens Road. No details Title Deeds or Title Plan logged.
68 Grass Areas At Newton Gardens Paddock Wood Tonbridge Kent TN12 6AJ		EM/512	B004 01	Freehold Land. 2 Grass Areas, Trees, Telephone Pole
69 Footpath At 20 Newton Gardens Paddock Wood Tonbridge Road is adopted Kent TN12 6AJ		EM/511	B004 02	Freehold Footpath. Footpath and road. Footpath between 24 and 26 Newton Gardens was transferred to TCHG. highway.
70 Footpath At Newton Gardens Paddock Wood Tonbridge Kent TN12		EM/509	B004 03	Freehold Footpath. Tarmac Footpath
71 Land Between 16 And 17 St Georges Park Royal Tunbridge Wells Kent TN2 5NT expense by Kent Highway		EM/366	B007	Freehold Land. Garden area of Land. Now forms part of the adopted highway system, maintainable at public Services.
72 Access Road Between 24 And 25 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR		12/00335/ASSET	B010 01	Freehold Road. Land to rear of sub station between 24 and 25 Sychem Place.
73 Land Adjacent To The Boundary Of 39 Maidstone Road Pembury Royal Tunbridge Wells Kent TN2 4DB		10/00007/EM	B011	Freehold Land. Area of land adjacent to boundary of 39 Maidstone Road.
74 Parking And Turning Area Belfield Road Pembury Royal Tunbridge Wells Kent TN2		10/00009/EM	B012	Freehold Road. Parking/turning area at the end of the road.
75 Land Rear Of Car Park Adjacent To 76 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG		12/00309/ASSET	B013	Freehold Land. Small area of shrubs to rear of car park adjacent to the footpath.
76 Land Between 17 And 27 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YA		EM/698	B013 01	Freehold Land. Grass Area
77 Grass Area Adjacent 32 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YG		EM/697	B013 02	Freehold Land. Grass Area with footpath.
78 Car Park Area Between 45-47 Blackthorn Avenue Southborough Royal Tunbridge Wells Kent TN4 9YD	EM/700	B013 04	Freehold	Car Park. Small residential car park
79 Land Adjacent 37-43 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN		EM/45	B018 01	Freehold Land. Area Paved With Concrete Slabs
80 Footpath To Rear Of 37-61 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN		EM/44	B018 02	Freehold Footpath. Tarmac Footpath Serving Rear Exits

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
81	Footpath To Rear Of 67-81 Bright Ridge Southborough Royal Tunbridge Wells Kent TN4 0JN	EM/52	B018 03	Freehold Footpath.Tarmac Footpath Serving Rear Exits
82	Land Adjacent To 6 Keel Gardens Southborough Royal Tunbridge Wells Kent TN4 0JQ	EM/42	B018 06	Freehold Land. Grass Recreation Area adjacent to 6 Keel Gardens and parking/garage area.
83	Grass Area Adjacent To 8 Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/177	B019	Freehold Land. Bank With Bushes/Trees
84	Grass Area To Rear Of 54 Pennine Walk Royal Tunbridge Wells Kent TN2 3NW	EM/178	B019 01	Freehold Land. Part Of Grass Verge/Footpath
85	Grass Area At End Of Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/180	B019 02	Freehold Land. Grass Verge
86	Grass Area To Rear Of 50 Pennine Walk Royal Tunbridge Wells Kent TN2 3NW	EM/179	B019 03	Freehold Land. Part Of Grass Verge/Footpath
87	Grass Area Adjacent To 12 Grampian Close Royal Tunbridge Wells Kent TN2 3NR	EM/176	B019 04	Freehold Land. Grass Verge on corner of Grampian Close and Sandhurst Road. Adopted highway maintainable by Services.
88	Land At Bramley Drive Cranbrook Kent TN17 3BE	10/00059/EM B020	Freehold	Footpath. Part of footpath and road. Road is adopted highway.
89	Land Adjacent 7 Mendip Walk Royal Tunbridge Wells Kent TN2 3NL	EM/187	B022 01	Freehold Land. Bed With Bushes/Trees
90	Grass Area Fronting 1-13 Mendip Walk Royal Tunbridge Wells Kent TN2 3NL	EM/186	B022 02	Freehold Land. Grass Area With Trees/Bushes
91	Grass Area Opposite The Lodge Calverley Park Gardens Royal Tunbridge Wells Kent TN1 2JN	EM/237	B023	Freehold Land. Flower Bed With Bushes And Trees
92	Land Adjacent To 17 Pearse Place Lamberhurst Royal Tunbridge Wells Kent TN3 8EJ	04/00001/LIC	B025 01	Freehold Land. Garden Land adjacent to 17 Pearse Place
93	Land Adjacent To 35 Pearse Place Lamberhurst Royal Tunbridge Wells Kent TN3 8EJ	EM/496	B025 02	Freehold Land. Small Triangle Of Grass With Footpath
94	Doorstep Green Open Space Oak Road Royal Tunbridge Wells Kent TN12 6TA	EM/71	B028 02	Freehold Land. Grass Amenity Area
95	Site Of Cherryfields Benenden Cranbrook Kent TN17 4DH	10/00055/EM	B029	Freehold Road. Road and footpaths.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
97	Valance View Mill Lane Frittenden Cranbrook Kent TN17 2DP	EM/434	B030 03	Freehold Land. Grass Amenity Land With Tree And Seat
98	Grass Areas Opposite Summervale Cottage Eridge Road Royal Tunbridge Wells Kent TN4 8HN	EM/331	B031	Freehold Land. Grass Amenity Area With Path
99	Grass Area Adjacent To Sub Station Eridge Road Royal Tunbridge Wells Kent TN4 8HJ	EM/349	B031	Freehold Land. Footpath And Grass Area
100	Grass Area Eridge Road Royal Tunbridge Wells Kent TN4 8LX	EM/330	B031 01	Freehold Land. Large Area Of Grass With Trees
101	Grass Area Rear Of 2-24 Summervale Road Royal Tunbridge Wells Kent TN4 8JB	EM/329	B031 02	Freehold Land. Grass Amenity Area With Trees
102	Grass Area Fronting 120-128 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/50	B032 01	Freehold Land. Large Grass Amenity Area With Trees
103	Grass Area Fronting 102-108 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/54	B032 02	Freehold Land. Large Grass Amenity Area With Trees
104	Grass Area Fronting 128-142 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/48	B032 03	Freehold Land. Grass Amenity Area With Trees
105	Grass Area Fronting 128-142 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JE	EM/49	B032 04	Freehold Land. Large Grass Amenity Area, Trees/Lay-By
106	Grass Area Fronting 118 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/55	B032 06	Freehold Land. Grass Amenity Area
107	Grass Area Corner Speldhurst Road Fronting 102 Speldhurst Road Southborough Royal Tunbridge Wells Kent TN4 0JD	EM/56	B032 07	Freehold Land. Grass Amenity Area
108	Grass Area Opposite 10-16 The Coppice Pembury Royal Tunbridge Wells Kent TN2 4EY	EM/466	B033	Freehold Land. Grass Amenity Land With Trees
109	Milkhouse Cottages Sissinghurst Cranbrook Kent TN17 2JT	10/00038/EM	B034	Freehold Road. Road is adopted highway.
110	Land At Pullington Cottages Benenden Cranbrook Kent TN17 4EG	EM/682	B035	Freehold Land. Grass Area with road and parking. Part of the road has been adopted and is maintained by Kent Highway Services.
111	Town Meadow Frythe Way Cranbrook Kent TN17 3AU	EM/684	B036	Freehold Land. Grass Area. Part unregistered.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
112 Grass Area Fronting 9-15 St Dunstons Walk Cranbrook Kent TN17		EM/677	B037	Freehold Land. Grass Area. Adopted highway maintainable by Kent Highway Services.
113 Road, Footpath And Parking Area Adjacent 6 Cleavers Sissinghurst Cranbrook Kent TN17 2JU		10/00053/EM	B039	Freehold Road, part of parking area and footpath adjacent to 6 Cleavers Close. Part adopted highway.
114 Grass Area Between 1 And 15 Boundary Road Royal Tunbridge Wells Kent TN2 5BH		EM/703	B040 01	Freehold Road. Grass Area and road. Road is adopted highway.
115 Footpath Between 14 And 16 Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BJ		10/00061/EM	B040 02	Freehold Footpath. Footpath between numbers 14 and 16.
116 Footpath Between 105 And 107 Forest Road Royal Tunbridge Wells Kent TN2 5BG		10/00062/EM	B040 03	Freehold Footpath. Footpath between 105 and 107 and front drive between 101 and 103 Forest Road
117 Land On Corner Of Calverley Road And 5 Decimus Place, Calverley Park Gardens Royal Tunbridge Wells Kent TN1 2JX		EM/294	B042	Freehold Land. Grass Area
118 Land Adjacent To 11 Hilbert Road Royal Tunbridge Wells Kent TN2 3SA		EM/670	B043	Freehold Land. Woodland area currently maintained by the local Bee keepers.
119 Land Adjacent 10 Aspen Way Southborough Royal Tunbridge Wells Kent TN4 9YB		EM/695	B044	Freehold Land. Grass and parking area.
120 Grass Area Adjacent To 14-18 Beagles Wood Road Pembury Royal Tunbridge Wells Kent TN2 4HX		EM/688	B045	Freehold Land. Grass Area
121 Land At 176 Sandhurst Road Royal Tunbridge Wells Kent TN2 1SQ		EM/687	B046	Freehold Land. Grass area fronting 172, 174 and 176 Sandhurst Road
122 Grass Area To Rear Of Recycling Point Regal Car Park High under lease. Street Cranbrook Kent TN17 3DN		EM/397	B047	Freehold Car Park. Grass Area Bounded By Fence/Stream. Responsibility transferred to Cranbrook Parish Council
123 Grass Area Adjacent To 1 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ		EM/240	B048 01	Freehold Land. Grass Area With Trees/Bushes
124 Grass Area Adjacent To 12 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ		EM/238	B048 02	Freehold Land. Large Grass Bank With Trees
125 Land By Garages Adjacent To 15 Chiltern Walk Royal Tunbridge Wells Kent TN2 3NJ		EM/188	B048 03	Freehold Land. Small area of land adjacent to garages
126 Grass Area Rear Of 2-36 Allington Road Paddock Wood Tonbridge Kent TN12 6AN		EM/516	B049	Freehold Land. Grass Area Bounded By Fence With Gate
127 Grass Area Fronting 23-27 Cleveland Royal Tunbridge Wells Kent TN2 3NG		EM/239	B052 01	Freehold Land. Grass Bank With Bushes/Trees

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
128 Grass Area Fronting 43 Cleveland Royal Tunbridge Wells Kent TN2 3NH		EM/183	B052 02	Freehold Land. Odd Triangle Of Grass
129 Grass Area Adjacent To 2 Cleveland Royal Tunbridge Wells Kent TN2 3NF		EM/242	B052 03	Freehold Land. Steep Grass Bank With Bushes/Trees
130 Land Between Garages And 40 Cleveland Royal Tunbridge Wells Kent TN2 3NG		EM/195	B052 04	Freehold Land. Footpath, Bed With Bushes
131 Grass Area Adjacent To 11B Cleveland Royal Tunbridge Wells Kent TN2 3NF		EM/241	B052 05	Freehold Land. Grass Area With Trees, Footpath
132 Grass Area Adjacent To 42 Cleveland Royal Tunbridge Wells Kent TN2 3NG		EM/192	B052 06	Freehold Land. Part Of Footpath/Grass Verge
133 Grass Area Adjacent 74 Cleveland Royal Tunbridge Wells Kent TN2 3NH		EM/181	B052 07	Freehold Land. Grass Bank With Trees/Bushes on corner of Cleveland and Ferndale.
134 Grass Area Fronting 60 Cleveland Royal Tunbridge Wells Kent TN2 3NH		EM/182	B052 08	Freehold Land. Grass Bank With Small Trees/Retaining Wall
135 Grass Area Fronting 35 Cleveland Royal Tunbridge Wells Kent TN2 3NH		EM/185	B052 09	Freehold Land. Grass Verge/Walled Bed With Tree
136 Grass Area Adjacent To 40 Cleveland Royal Tunbridge Wells Kent TN2 3NG		EM/194	B052 10	Freehold Land. Part Of Grass Verge With Lamp Post
137 Grass Area Adjacent To 46 Cleveland Royal Tunbridge Wells Kent TN2 3NG		EM/190	B052 11	Freehold Land. Part Of Grass Verge
138 Grass Area Fronting 39 Cleveland Royal Tunbridge Wells Kent TN2 3NH		EM/184	B052 12	Freehold Land. Grass Verge With Tree And Lamp Post
139 Grass Area Adjacent To 44 Cleveland Royal Tunbridge Wells Kent TN2 3NG		EM/191	B052 13	Freehold Land. Part Of Grass Verge
140 Land Fronting 18 Pennine Walk Royal Tunbridge Wells Kent TN2 3NN		EM/196	B052 14	Freehold Land. Tarmac Triangle fronting 18 Pennine Walk.
141 Land At Lampington Row Langton Green Royal Tunbridge Highway Services at Wells Kent TN3 0JG		10/00015/EM	B054	Freehold Land. Road and triangle of grass with footpath. The road is adopted highway and maintainable by Kent public expense.
142 Grass Verge Fronting Greenend Lampington Row Langton Green Royal Tunbridge Wells Kent TN3 0JG		10/00031/EM	B054 01	Freehold Land. Verge adjoining property 'Greenend'.
143 Grass Area Lampington Row Langton Green Royal Tunbridge shown on Title Deed and Wells Kent TN3 0JG		EM/438	B054/02	Freehold Land. Grass Amenity Area Land With Footpath. Land transferred to Speldhurst Parish Council Road Plan forms part of the adopted highway.
144 Tunbridge Wells Borough Council Land To Rear Of 48 Clifton Road Royal Tunbridge Wells Kent TN2 3AT		10/00025/EM	B055 01	Freehold Footpath. Path between 48-50 Clifton Road and land to rear of properties.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
145 Verge Fronting 4-8 Twysden Cottages Bodiam Road Sandhurst Cranbrook Kent TN18 5LF		10/00083/EM	B057 02	Freehold Footpath. Verge fronting 4-8.
146 Land At Front Of 175 Hastings Road Pembury Royal Tunbridge Wells Kent TN2 4JY		10/00005/EM	B058	Freehold Road. Area of land between the front garden and pavement.
147 Verge Fronting 8 Brampton Bank Five Oak Green Road Tudeley Tonbridge Kent TN11 0PN		10/00024/EM	B059	Freehold Land. Verge fronting no. 8.
148 Land Between Front Gardens Of 9 And 10 Spring Lane Bidborough Royal Tunbridge Wells Kent TN3 0UE		10/00012/EM	B061	Freehold Land. Small plot of land between the front gardens of nos. 9 and 10 adjacent to roadway.
149 Land To Rear Of 20-35 Hornbeam Avenue Southborough Royal Tunbridge Wells Kent TN4 9XT		12/00305/ASSET		B062 Freehold Land.
150 Land Adjacent To 65 South View Road Tunbridge Wells Kent TN4 9BU		EM/77	B068	Freehold Land. Open Grass Area between South View Road and Montgomery Road.
151 Roads And Footpaths Around Bankfield Way Goudhurst Cranbrook Kent TN17 1EG		10/00073/EM	B069	Freehold Footpath. Roads and footpaths. Road and footpath adopted.
152 Grass Verge Angley Road Cranbrook Kent TN17	10/00063/EM	B070	Freehold	Land. Verge adjacent to service road off Angley Road. Adopted highway maintainable by Kent Highway Services.
153 Angley Road Cranbrook Kent TN17	10/00064/EM	B070	Freehold	Road. Part verge and road. Adopted highway maintainable by Kent Highway Services.
154 Grass Area Fronting Grounds Of Angley School Angley Road Cranbrook Kent TN17 2PJ	EM/419	B070 01	Freehold	Land. Part Of Grass Bank
155 Grass Area Fronting St Annes To Brooklands Angley Road Cranbrook Kent TN17 2PG	EM/420	B070 02	Freehold	Footpath. Tarmac/Grass Verge
156 Grass Area Ransom Strip To Rear Of 15 Broadcloth Cranbrook Kent TN17 3RG	EM/659	B072	Freehold	Land. Ransom Strip At End Of Road off Wilsons Land.
157 Land To Rear Of 23 Brewer Street Lamberhurst Royal Tunbridge Wells Kent TN3 8DW		15/00411/ASSET		B074 Freehold Area of land to rear of 23 Brewer Street.
158 Footpath Between 37-41 Turner Avenue Cranbrook Kent TN17 3BX	EM/411	B079	Freehold	Land. Small Ransom Strip Adjoining Open Land off Wilsons land.
159 Land Adjoining 8 The Limes The Street Frittenden Cranbrook Kent TN17 2DL TN17 2DL		10/00043/EM	B081	Freehold Land. Grass strip/verge.
160 Frythe Way Cranbrook Kent TN17	10/00048/EM	B082	Freehold	Road. Roads and footpaths. Part of the highway is adopted.
161 Road And Parking Area Lurkins Rise Goudhurst Cranbrook Kent TN17		10/00075/EM	B083	Freehold Road. Road with parking area. Adopted highway maintainable at public expense by Kent Highway Services.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
162 Part Road, Footpath And Verge Lurkins Rise Goudhurst Cranbrook Kent TN17		10/00076/EM	B083	Freehold Road. Road, footpath and verge. Road is adopted highway.
163 Land Adjoining Lilac Cottage Hartley Road Cranbrook Kent TN17 3QP		10/00044/EM	B085	Freehold Land. Verge fronting Lilac Cottage.
164 Strip Of Land Adjacent To 51 Dorking Road Royal Tunbridge Wells Kent TN1 2LN		EM/174	B086	Freehold Land. Odd Bit Of Waste Ground Overgrown
165 Land At Mount Pleasant Paddock Wood Tonbridge Kent TN12		EM/514	B090 02	Freehold Land. Part Road, Part Garden, Part Footpath. Adopted highway maintainable by Kent Highway Services.
166 Road And Verge Adjoining 19 Champion Crescent Cranbrook Kent TN17 3QJ		10/00056/EM	B091	Freehold Road. Part of road and verge adjoining no. 19. Part of the road is adopted highway.
167 Henwoods Crescent Pembury Royal Tunbridge Wells Kent TN2		10/00001/EM	B091	Freehold Road. Part road with verge. Majority adopted highway.
168 Grass Areas At Bulls Place Pembury Royal Tunbridge Wells Kent TN2 4HJ		EM/689	B092 01	Freehold Land. Various Grass Areas
169 Land At Grange Road Rusthall Royal Tunbridge Wells Kent		10/00027/EM	B099	Freehold Road. Road, footpaths, circular verge and parking. The road and footpaths form part of the adopted highway.
170 Land Adjacent To 39 Albert Street Royal Tunbridge Wells Kent TN1 2QH		10/00002/EM	B100	Freehold Land. Verge adjacent to 39 Albert Street and four small pieces of land. The circular verge is owned by TWBC.
171 Land Adjacent To 39 Albert Street Royal Tunbridge Wells Kent back shrubs and bushes. TN1 2QH		11/00300/ASSET	B100	Freehold Land. Grass strip of land adjacent to 39 Albert Street. Estates to clear initial fly tipping and cut Following initial cut Parks will add to the grass cutting contract. Estates to continue monitoring for fly tipping.
172 Strip Of Land Adjacent To The Firs Langton Road Langton Green Royal Tunbridge Wells Kent TN3 0BA		12/00325/ASSET	B104 04	Freehold Land. Strip of land along Langton Road between The Firs and Dornden.
173 Land Opposite 49 Birling Road Royal Tunbridge Wells Kent TN2		12/00332/ASSET	B105	Freehold Land. Triangle of land maintainable as verge by TWBC.
174 Land At 1 Brook Cottages Town Hill Lamberhurst Royal Tunbridge Wells Kent TN3 8EN		10/00057/EM	B106	Freehold Land. Triangle of land fronting number 1 Brook Cottages.
175 Land To Rear Of 18 Redleaf Close Royal Tunbridge Wells Kent TN2 3UD		10/00092/EM	B107	Freehold Land. Large area of land with trees and culvert.
176 Grass Area At Herons Way Pembury Royal Tunbridge Wells Kent		EM/458	B108	Freehold Grass Verge With Tree Stump. Adopted highway maintainable by Kent Highway Services.
177 Grass Area Fronting 41 Herons Way Pembury Royal Tunbridge Wells Kent TN2 4DW		EM/456	B108 01	Freehold Land. Grass Area With Trees, Divided By Drives. Adopted highway, maintainable by Kent Highway Services.
178 Grass Area Fronting 51 Herons Way Pembury Royal		EM/457	B108 02	Freehold Land. Grass Area With Trees, Divided By Drives. Adopted highway, maintainable by Kent Highway

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
179 Area Of Land Fronting 10-12 Banner Farm Road Royal Tunbridge Wells Kent TN2 5EA		EM/320	B109	Freehold Part Highway/Footpath/Grass Verge. Land is adopted highway. Maintainable by Kent Highway Services.
180 Land At 98 Queens Road Royal Tunbridge Wells Kent TN4 9JU		14/00359/ASSET		B118 Freehold Land. Verge fronting 98 Queens Road.
181 Land On South Side Of Upper Grosvenor Road Royal Tunbridge Wells Kent TN1		14/00385/ASSET		B120 Freehold Land. Triangle of land on corner of Upper Grosvenor Road and Grosvenor Bridge
182 Corner Of Garden 35 Mount Pleasant Paddock Wood Tonbridge Kent TN12 6AH		14/00361/ASSET		B124 Freehold Land. Corner of garden. pavement fronting 35 Mount Pleasant
183 Land Fronting 60A Newton Road Royal Tunbridge Wells Kent TN1 1RU		14/00392/ASSET		B125 Freehold Land. Land fronting 60A Newton Gardens.
184 1 & 2 Hope Cottages St Johns Road Royal Tunbridge Wells brown on the title plan. Kent TN4 9TS		15/00402/ASSET		B128 Freehold Land to rear of 1 and 2 Hope Cottages. The land has a benefit of a right of way where tinted
185 Road And Parking At Common View Royal Tunbridge Wells expense. Kent		15/00412/ASSET		B131 Freehold Roadway and parking spaces. Majority of title is adopted highway and maintainable at public expense.
186 Land To Rear Of St Stephens Cottages Stanley Road Royal Tunbridge Wells Kent		15/00416/ASSET		B133 Freehold Land to rear of St Stephens Cottage adjacent to garages.
187 Land At St Barnabas Church Stanley Road Royal Tunbridge Wells Kent		15/00429/ASSET		B135 Freehold Small strip of land.
188 Grass Area At The Coppice Pembury Royal Tunbridge Wells Kent TN2 4EY		EM/467	BO33	Freehold Land. Grass Area, Divided By Drives
189 Land At Hunting Gate Chalket Lane Pembury Royal Fletchers in Hastings Road. Tunbridge Wells Kent TN2 4AA		EM/451	BO64	Freehold Land. Large grass area with access footpaths. Land is between Chalket Farm in Chalket Lane and
190 Road Fronting Balcombe Cottages Balcombes Hill Goudhurst Cranbrook Kent TN12 1AZ		10/00071/EM	C016	Freehold Road. Road fronting Balcombe Cottages. Adopted highway. maintainable by Kent Highway Services.
191 Land Opposite Carolyn Balcombes Hill Goudhurst Cranbrook Services. Kent TN17 1AT		10/00072/EM	C016	Freehold Road. Part of footpath opposite 'Carolyn'. Land is adopted highway and maintainable by Kent Highway Services.
192 Road, Footpaths And Parking Areas Leybourne Dell TCHG 24.10.2014. The Benenden Cranbrook Kent TN17		10/00045/EM	C026	Freehold Road, footpaths and parking areas. Parking and garage area to right hand side of road transferred to road and footpaths are all adopted highway, maintainable by Kent Highway Services at public expense.
193 Land Fronting Colebrook Industrial Estate Longfield Road Royal Tunbridge Wells Kent TN2		EM/450	E001	Freehold Land. Grass Verge Adjoining Road
194 Colebrook Industrial Estate Access Road, Parking And Land has been removed To Rear Of Units 11-19 Royal Tunbridge Wells Kent TN2 3DG		EM/546	E001	Freehold Road. Road, Gravel Parking And Grass Bank. Part of land transferred to Knights Developments Ltd and from the plan.
195 Footpath To The Rear Of 25 - 31 Monson Road Royal		13/00355/ASSET		E010 11 12 Freehold Footpath. Footpath including wall to rear of the row of terrace houses.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
196 Public Open Space Five Ways Mount Pleasant Road Royal Tunbridge Wells Kent TN1		EM/217	E023	Freehold Road. Paved area with Millenium clocktower. Paved area is adopted highway.
197 285 St Johns Road Royal Tunbridge Wells Kent TN4 9XE		05/00002/EM	E025	Leasehold Monitoring Station. Air Value Monitor managed by Environmental Services
TWBC own the structure but this is not TWBC				
owned land that the substation resides on.				
198 Footpath/Driveway Rear Of 15-25 Salisbury Road Southborough Royal Tunbridge Wells Kent TN4 9DJ	EM/64	F001	Freehold	Footpath. Concrete Driveway To Garages
199 Footpath To Rear Of 1-5 Silverden Cottages Sandhurst Cranbrook Kent TN18 5LU		10/00087/EM	F002	Freehold Footpath. Footpath to rear of 1-5 and verge on corner fronting no. 1.
200 Footpath Leading To rear of the houses in Kent TN12		10/00070/EM	F003	Freehold Footpath. Footpath with grass verges. Footpath runs from the car park at the end of The Ridings to the Le Temple Road.
There is a possible contamination issue regarding the use of the land prior to the development. TWBC				
have				
201 Hawkenbury Close Royal Tunbridge Wells Kent TN2 5BL		10/00047/EM	F005	Freehold Roads, footpaths with areas of verge fronting Hawkenbury Road and large amenity area. Road is adopted highway
202 Road And Footpath Basden Cottages Cranbrook maintainable by Kent Kent TN18 4EB		10/00079/EM	F008	Freehold Footpath. Road and footpath with steps. Road and layby form part of the adopted highway and are Highway Services.
203 Grass Area Adjacent 41 George Street Royal Tunbridge Wells Kent TN2 4SR		EM/300	F009	Freehold Land. Paved/Grass Area With Seats And Footpath
204 Footpath From The Hill To Doctor Hopes Road Cranbrook Kent TN17		EM/401	F010	Freehold Footpath. Footpath/Track Part Tarmac/Gravel
205 Grass Area And Footpath At Down Avenue Royal Tunbridge Wells Kent TN3		EM/492	F011	Freehold Footpath. Grass Footpath/Verge With Trees. Road is adopted highway.
206 Grass Area At The Corner Of Furnace Avenue Royal Tunbridge Wells Kent TN3 8LB		EM/493	F012 01	Freehold Land. Grass Verge With Footpath.
207 Grass Area At The Corner Of Furnace Avenue Royal Tunbridge Wells Kent TN3 8LB		EM/494	F012 02	Freehold Land. Grass Verge And Footpath
208 Furnace Avenue Lamberhurst Royal Tunbridge Wells Kent TN3 8LB		10/00050/EM	F012 03	Freehold Land. Garages and verge with road. Road is adopted highway.
209 Road And Footpath Queens Road Hawkhurst Cranbrook Kent		10/00082/EM	F015	Freehold Road. Road and footpaths opposite Hammonds. Road is adopted highway.

TN18

210 Grass Area At The Corner Of 94 Mount Pleasant Paddock
Wood Tonbridge Kent TN12 6AQ

EM/510

F018

Freehold

Land. Small Piece Of Land, Footpath

19 October 2016

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
211 Footpath From Southfield Road To Culverden Down Royal public expense. Tunbridge Wells Kent TN4		EM/96	F020	Freehold Footpath. Tarmac Footpath, Poor Condition. Adopted highway and public right of way maintainable at
212 Tanyard Lane Off Holden Road Adjacent Holden House Public Rights of Holden Road Southborough Royal Tunbridge Wells Kent		EM/16	F021	Freehold Footpath. Tarmac Footpath (Poor Surface). Public Right of Way No. 0234/WS23/1. Maintainable by KCC Way office.
213 Tarmac Footpath Adjacent To Rammell Playing Field Bakers Cross Cranbrook Kent TN17		EM/402	F022	Freehold Footpath. Tarmac footpath and bank adjacent to road. Part of footpath is adopted highway.
214 Footpath In Front Of 17-26 Porters Wood Petteridge Lane Matfield Tonbridge Kent TN12 7LR		EM/501	F023	Freehold Tarmac Footpath. KCC adopted highway, maintained by Kent Highway Services.
215 Land Opposite 35-39 Calverley Street Royal Tunbridge Wells Kent TN1 2XD		EM/230	F024	Freehold Footpath. Tarmac Footpath With Trees. Adopted highway maintainable by Kent Highway Services.
216 Footpath Wellington Cottages Hawkhurst Cranbrook Kent TN18 5EL		10/00086/EM	F025	Freehold Footpath. Footpath to rear of Wellington Cottages.
217 Wellington Cottages Hawkhurst Cranbrook Kent TN18 5EL		10/00085/EM	F025 01	Freehold Road. Road with verges and footpath. Road is adopted highway.
218 Footpath To Rear Of 66 Victoria Road Royal Tunbridge Wells Kent TN1 2PW		12/00308/ASSET	F027	Freehold Footpath. Footpath to rear of number 66 Victoria Road only.
219 Footpath To Rear Of 20 Wiltshire Way Royal Tunbridge Wells Kent TN2 3DD		10/00040/EM	F029	Freehold Footpath. Footpath to the rear of 20 Wiltshire Way.
220 Land At Weald View Pearsons Green Road Brenchley Tonbridge Kent TN12 7DA		10/00035/EM	F030	Freehold Footpath. Footpath fronting numbers 2-4 Weald View
221 Footpath Fronting 1-12 The Beeches Horns Road Hawkhurst Cranbrook Kent TN18 4QJ		10/00080/EM	F031	Freehold Footpath. Footpath fronting 1-12.
222 Land Frontiong 70-78 Rusthall High Street Rusthall Royal Tunbridge Wells Kent TN4 8SG		10/00028/EM	F032	Freehold Land. Strip of land fronting 70-78 Rusthall High Street. Part of land adopted highway.
223 Footpath At Sandhurst Park Royal Tunbridge Wells Kent TN2 public expense by KCC		10/00030/EM	F033	Freehold Footpath. Footpath between 39 and 41 Sandhurst Park. Part of a Public Right of Way. Maintainable at PROW office.
224 Land At Chestnut Close Frittenden Cranbrook Kent TN17 2DE does not form part of		10/00054/EM	F034	Freehold Footpath. Footpath and layby fronting Chestnut Close. Part now adopted highway. Land fronting no. 1 adopted highway.
225 Church Road And Old Kent Road Paddock Wood Tonbridge of way but regular Kent TN12		10/00090/EM	F035	Freehold Footpath. Alleyway and footpath between Church Road and Old Kent Road. The footpath is a public right cleaning and litter clearing is carried out by TWBC client services.
226 Footpath To Rear Of 70-72 Victoria Road Royal Tunbridge Wells Kent TN1 2PW		14/00389/ASSET	F037	Freehold Footpath. Footpath to the rear of 2 houses at 70 and 72 Victoria Road.
227 Footpath To Rear Of 50 Norman Road Royal Tunbridge Wells Kent TN1 2RT		15/00419/ASSET	F043	Freehold Footpath to rear garden of 50 Norman Road

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
228 Land Fronting 59 St Johns Road Royal Tunbridge Wells Kent TN4 9TT		15/00428/ASSET		F045 Freehold Footpath fronting property.
229 Land Lying To The South Of Mount Pleasant Paddock Wood Tonbridge Kent		14/00430/ASSET		F046 Freehold 4 small pieces of footpath
230 Land Adjacent Hopping Hooden Horse Church Road Paddock Wood Tonbridge Tonbridge Kent TN12 6HB		EM/522	H001	Freehold Footpath. Part Of Tarmac Footpath
231 Parking Area Hunters Way Royal Tunbridge Wells Kent TN2		13/00354/ASSET		L035 Freehold Car Park. Parking area adjacent to 44 Hunters Way and fronting recreation ground
232 24 Napier Road Royal Tunbridge Wells Kent TN2 5AT		EM/554	L041	Freehold Land. Area Of Land Licensed As Garden Extn.
233 30 Napier Road Royal Tunbridge Wells Kent TN2 5AT		EM/557	L041	Freehold Land. Area Of Land Licensed As Garden Extn.
234 14 Napier Road Royal Tunbridge Wells Kent TN2 5AT		EM/327	L041	Freehold Land. Area Of Land Licensed As Garden Extension.
235 20 Napier Road Royal Tunbridge Wells Kent TN2 5AT		EM/553	L041	Freehold Land. Area Of Land Licensed As Garden Extension.
236 30 Napier Road Royal Tunbridge Wells Kent TN2 5AT		EM/558	L041	Freehold Land. Area Of Land Licensed As Garden Extension.
237 30 Napier Road Royal Tunbridge Wells Kent TN2 5AT		EM/556	L041	Freehold Land. Area Of Land Licensed As Garden Extn.
238 30 Napier Road Royal Tunbridge Wells Kent TN2 5AT		EM/722	L041	Freehold Land. Area Of Land Licensed As Garden Extension
239 26 Napier Road Royal Tunbridge Wells Kent TN2 5AT		EM/555	L041	Freehold Land. Area Of Land Licensed As Garden Extn.
240 16 Napier Road Royal Tunbridge Wells Kent TN2 5AT		12/00307/ASSET		L041 Freehold Land. Land at rear licensed as garden land.
241 Land Adjacent To Grange Road Allotments Wickham Gardens Council. Rusthall Royal Tunbridge Wells Kent TN4 8TD		EM/128	M004	Freehold Land. Land adjacent to allotments. Cultivated Allotments Fenced With Gate transferred to Rusthall Parish Council.
242 Grass Verges At Sandhurst Avenue Pembury Royal Kent Highway Tunbridge Wells Kent TN2 4JZ		EM/685	R001 03	Freehold Land. Grass Verges and road. Road and verges form part of the adopted highway and are maintained by Kent Highways Services.
243 Lomas Lane Sandhurst Cranbrook Kent TN18	EM/426	R002	Freehold	Road. Concrete Road With Speed Hump.
244 Road Winstone Scott Avenue Langton Green Royal Tunbridge Wells Kent TN3 0JJ		10/00016/EM	R003	Freehold Road. Road and footpath. Part adopted highway.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
245 Access Road Northfields Speldhurst Royal Tunbridge Wells Kent TN3		10/00014/EM	R005	Freehold Road. Access road.
246 Road And Footpath At Sandhurst Road And Blakeway Royal highway. Tunbridge Wells Kent TN2		10/00026/EM	R007	Freehold Road. Roadway and a triangle of land with footpath fronting 168-176 Sandhurst Road. Road is adopted
247 Part Of Road Causton Road Cranbrook Kent TN17 3ES footpaths and road		10/00049/EM	R008	Freehold Road. Part of the road and footpaths. Road is a Public Right of Way but TWBC still responsible for the beneath surface including drainage and culvert under road.
248 Part Of Road And Footpath At Henwoods Crescent Pembury Services. Royal Tunbridge Wells Kent TN2		10/00010/EM	R010	Freehold Road. Part of road and footpath. Adopted highway maintainable at public expense by Kent Highway
249 Land At The Glebe Bidborough Royal Tunbridge Wells Kent TN3 0UR		10/00011/EM	R011	Freehold Road. Adopted highway maintainable at public expense by Kent Highway Services.
250 Land Fronting 6-16 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR		10/00017/EM	R012	Freehold Footpath. Footpath verge fronting numbers 6-16.
251 Road Sychem Place Five Oak Green Tonbridge Kent TN12		10/00018/EM	R012	Freehold Road. Cul de sac road. Adopted highway maintainable at public expense by Kent Highway Services.
252 Land Fronting 1-6 Sychem Place Five Oak Green Tonbridge Kent TN12 6TR		10/00019/EM	R012	Freehold Land. Verge/path frontig numbers 1-6.
253 Bowls Place Paddock Wood Tonbridge Kent TN12 6HX		10/00065/EM	R013	Freehold Road. Road and footpaths.
254 Land At Elmhurst Avenue Pembury Royal Tunbridge Wells Kent TN2 4DA		10/00004/EM	R014	Freehold Road. Road and footpath. Road is adopted highway and footpath is a Public Right of Way.
255 Henwoods Mount Pembury Royal Tunbridge Wells Kent TN2 4BH		10/00003/EM	R015	Freehold Land. Road and land/verge. Road is part adopted highway.
256 Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG		EM/486	R016	Freehold Land. Grass Amenity Area.
257 Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG		EM/487	R016 01	Freehold Land. Small Grass Amenity Area
258 Grass Area At Larkfield Five Oak Green Tonbridge Kent TN12 6TG		EM/488	R016 02	Freehold Land. Grass Amenity Area
259 Grass Area Fronting 13 Larkfield Five Oak Green Tonbridge Kent TN12 6TG		EM/489	R016 03	Freehold Land. Grass Amenity Area
260 Land At Larkfield Five Oak Green Tonbridge Kent TN12 6TG		10/00021/EM	R016 04	Freehold Road. Path and verges fronting Five Oak Green Road at junctions of Larkfield. Road is adopted highway.
261 Footpath At Great Footway And Gibbetts Langton Green Royal Tunbridge Wells Kent TN3		10/00013/EM	R017	Freehold Road. Roads, footpaths and verges the majority of which now forms part of the adopted highway system.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
262 Land At Gipps Cross Lane Langton Green Royal Tunbridge Wells Kent TN3 0DH the land dated 4		10/00020/EM	R018	Freehold Road. Road and footpaths/verges, the majority of which are adopted highway. There is a conveyance on April 1927 and a Deed of Grant dated 11 April 1932 (filed under Title No. K320086.
263 Land Fronting Houses At The End Of Gipps Cross Lane Conveyance on the land dated 22 Langton Green Royal Tunbridge Wells Kent TN3 0DH		12/00326/ASSET	R018	Freehold Road. Land used as driveway for the two houses at the end of the road. There is a November 1943. There is a Deed of Grant dated 7 January 1974 containing Covenants.
264 Land Fronting Half Acre Southfields Speldhurst Royal Tunbridge Wells Kent TN3 0PD		10/00032/EM	R019	Freehold Land. Triangle of land fronting property ' Half Acre'.
265 Ringden Avenue Paddock Wood Tonbridge Kent TN12 expense. Footpath is		10/00066/EM	R020 00	Freehold Road. Road, footpath and parking areas with garages. Road is adopted highway maintainable at public PROW maintainable by KCC PROW office. Garage and parking area transferred to TCHG 24.10.2014.
266 Footpaths And Road At Falmouth Place Five Oak Green Tonbridge Kent TN12 6RD		10/00022/EM	R021	Freehold Road. Road, footpaths and layby. Road adopted highway.
267 Access Road And Car Park Fronting The Co-op High Street Cranbrook Kent TN17 3DQ		10/00029/EM	R022	Freehold Road. Access road, car park fronting the Co-op.
268 Right Of Way From Hastings Road Pembury Through Chalk Farm. Palket Lane Pembury Royal Tunbridge Wells Kent TN2 4AA		EM/453	R025	Right of Way Footpath. Vehicle Acc. Over A21/Path Through Fields. Right of Way only. Path owned by
269 Souththorpe Paddock Wood Tonbridge Kent TN12	13/00340/ASSET		R026	Freehold Road. Part of road adjacent to MacDonald Court. Remainder of road is adopted highway
270 Site Of Swifts View, Quaker Drive And Angley Walk Cranbrook Kent TN17		10/00036/EM	R027	Freehold Road. Roads and footpath with steps. Majority of Title is adopted highway.
271 Sandhurst Close Sandhurst Cranbrook Kent TN18	10/00084/EM	R029	Freehold	Road. Adopted highway maintainable by Kent Highway Services.
272 Caley Road Royal Tunbridge Wells Kent TN2	10/00039/EM	R031	Freehold	Road. Part of Caley Road adjoining Liptraps Lane. Adopted highway maintainable by Kent Highway Services.
273 Wiltshire Way Royal Tunbridge Wells Kent TN2	10/00041/EM	R032	Freehold	Road. Part of the road at Wiltshire Way. Adopted highway maintainable by Kent Highway Services.
274 Liptraps Lane Royal Tunbridge Wells Kent TN2 Highway	10/00042/EM	R033	Freehold	Road. Rectangular piece of land fronting the access to 46-48 Liptraps Lane. Adopted highway maintainable by Kent Highway Services.
275 Street Record Orchard Close Horsmonden Tonbridge Kent TN12 8LU		10/00088/EM	R035	Freehold Road. Adopted highway maintainable by Kent Highway Services.
276 Site Of Wise Acre Lamberhurst Royal Tunbridge Wells Kent TN3 8HL		10/00034/EM	R036	Freehold Road. Adopted highway maintainable by Kent Highway Services.
277 Site Of Oakfields Benenden Cranbrook Kent TN17 4HD		10/00037/EM	R037	Freehold Road. Access road. Adopted highway maintainable by Kent Highway Services.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
278 Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1		EM/268	R039	Freehold Road. Private Tarmac Road
279 Orchard Crescent Horsmonden Tonbridge Kent TN12		10/00077/EM	R040	Freehold Road. Road is part of the adopted highway system.
280 Access Road Clavadel Road Paddock Wood Tonbridge Kent TN12 6EW		12/00330/ASSET	R041	Freehold Road. Access road for car park and rear of shops and flats
281 Clavadel Road Paddock Wood Tonbridge Kent TN12 6EW		13/00339/ASSET	R041 01	Freehold Road. Part of road to rear of 13-17 Commercial Road
282 Land Fronting Priplan House 11 - 12 Crescent Road Royal Tunbridge Wells Kent TN1 2LU		10/00051/EM	R042	Freehold Footpath. Area of footpath and road fronting Priplan House. Adopted highway maintainable by Kent Highway Services.
283 Land On North East Side Of London Road Royal Tunbridge Wells Kent TN1		14/00383/ASSET	R043	Freehold Land. Small piece of land adjacent to Vale Avenue and fronting Tunbridge Wells and Counties and maintainable at public expense by Kent Highway Services.
284 Land On The East Side Of Lansdowne Road Royal Tunbridge Wells Kent TN1		14/00384/ASSET	R044	Freehold Land. Strip of land crossing either side of Lansdowne Square. Adopted highway maintainable by Kent Highway Services.
285 Land On Corner Of Broadwater Lane Royal Tunbridge Wells Kent TN2 5RT		15/00388/ASSET	R045	Freehold Land. Strip of land adjacent to 1-6 Eridge Court. Adopted highway maintainable at public expense by Kent Highway Services.
286 Road And Footpath At Granary Paddock Wood Tonbridge Kent TN12 6HJ		14/00390/ASSET	R046	Freehold Road. Road and part of the footpath. The road is adopted highway and maintenance for the road lies with Kent Highways Services at KCC,
287 Land On South East Side Of Camden Road And Garden Street Royal Tunbridge Wells Kent		15/00414/ASSET	R048	Freehold Land. Part of road and pavement for Camden Road and Garden Street. This is adopted highway and maintainable by Kent Highway Services at public expense.
288 Strip Of Land Fronting Tunbridge Wells Fire Station Grove Hill Road Royal Tunbridge Wells Kent TN1 1SD		15/00418/ASSET	R049	Freehold Strip of land fronting the fire station. Land is adopted highway and maintainable by Kent Highway Services at public expense.
289 Road And Land Greenfield Close Rusthall Royal Tunbridge Wells Kent		15/00427/ASSET	R054	Freehold Road and land adjacent to site. Road is adopted highway, maintainable at public expense.
290 Land At Broadwater Lane Royal Tunbridge Wells Kent TN2		10/00058/EM	RO34	Freehold Road. Part road and footpath fronting Cobbetts Ride and footpath to the rear of number 31. Adopted highway maintainable at public expense.
291 Land And Open Space Goldings Paddock Wood Tonbridge Kent TN12 6EQ		EM/507	S009	Freehold Land. Area Of Land, Parking, Grass Road is adopted highway maintainable at public expense.
292 Land At Goldings Paddock Wood Tonbridge Kent TN12 6EQ		10/00067/EM	S009	Freehold Land. Large grass areas with parking and road. Most of the road is adopted highway.
293 Grass Verge Opposite Church Of King Charles The Martyr Conservators. London Road Royal Tunbridge Wells Kent TN1 1YX		EM/307	S011	Freehold Land. Part Of Grass Bank Including Cold Bath. Land is common land and maintainable by the Commons

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
295 Grass Area Fronting Garages Adjacent To 73 Ridgeway Pembury Royal Tunbridge Wells Kent TN2 4ES		EM/468	V001 02	Freehold Land. Area of grass verge fronting garages.
296 Grass Area At Corner Of London Road And Lime Hill Road Royal Tunbridge Wells Kent TN1		EM/221	V002 01	Freehold Land. Area Of Grass Verge, Illuminated Sign
297 Grass Area At Corner Of London Road Fronting Russell Hotel 80 London Road Royal Tunbridge Wells Kent TN1 1DZ		EM/220	V002 02	Freehold Land. Area Of Grass Verge, Illuminated Sign
298 Grass Verges At Gunlands Horsmonden Tonbridge Kent TN12 8NG		EM/692	V003	Freehold Land. Grass Verge area and part road. Part of the road is adopted highway.
299 Land Adjacent 37 Cobbetts Ride Royal Tunbridge Wells Kent TN2 5QG		EM/674	V004	Freehold Land. Grass Verge area. Part adopted highway.
300 Grass Verge 1 Ramslye Road Royal Tunbridge Wells Kent TN4 8LT		EM/363	V006	Freehold Land. Grass Verge With Tree
301 Grass Areas Sweeps Hill Close Pembury Royal Tunbridge Wells Kent TN2 4LT		EM/471	V007	Freehold Land. Grass Verges. Road adopted highway.
302 Grass Area Fronting Beechwood Cottage Halls Hole Road Royal Tunbridge Wells Kent TN2		EM/259	V008	Freehold Land. Large Grass Verge
303 Footpath From 149 Forest Road To Benhall Mill Road Royal Tunbridge Wells Kent TN2 5EX		EM/358	V009	Freehold Footpath. Public Dirt Track. Public Right of Way.
304 Part Of Grass Verge And Grass Bank 106 Forest Road Royal Tunbridge Wells Kent TN2 5BE		EM/323	V009	Freehold Land. Part Of Grass Verge And Grass Bank
305 Verges At Gibbet Lane Horsmonden Tonbridge Kent TN12 8NA		10/00074/EM	V012	Freehold Footpath. Verges fronting nos. 1, 3, 5, 7 and 16 Gibbet Lane.
306 Land Adjacent The Old Coach House Manor Close Royal Tunbridge Wells Kent TN4 8YB		EM/216	V013	Freehold Part Of Tarmac Footpath. Adopted highway maintained by Kent Highway Services.
307 Land At End Of Alder Close Southborough Royal Tunbridge Wells Kent TN4 9YE		12/00321/ASSET	V11	Freehold Land. Small piece of land with trees and shrubs.
308 Land Adjacent To Snipe Wood Romford Road Pembury Royal Tunbridge Wells Kent TN2 4BB		10/00008/EM	W001 04	Freehold Land. Large triangle of land adjacent to road, and Snipe Wood
309 Land Adjacent To The Lodge Pembury Road Royal Tunbridge Wells Kent TN2 3QG		EM/200	W005 03	Freehold Land. Small Wooded Triangle Of Land
310 Land Opposite 283 Upper Grosvenor Road Royal Tunbridge Wells Kent TN4 9EX		EM/85	W011	Freehold Land. Wooded Bank Between Road And Railway

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Non-Operational De Minimus Land				
311 Former Telephone Exchange Town Hill Lamberhurst Royal Tunbridge Wells Kent TN3 8EN		13/00349/ASSET		Z005 Freehold Land. Miscellaneous land area. Building has been demolished.
Asset Grouping: Non-operational				
312 Footpath Adjacent To Tunbridge Wells Adult Education Centre Monson Way Royal Tunbridge Wells Kent TN1 1LS		15/00408/ASSET		A003 01 Freehold Footpath along side and rear of building situation in Monson Way
313 Footpath To Rear Of 38 Goods Station Road Royal Tunbridge footpath. See Title Documents. Wells Kent TN1 2DB		14/00407/ASSET		B077 Freehold Footpath at rear of 38 Goods Station Road only. TWBC has a right of way over the rest of the
314 Benenden Waste Treatment Works Walkhurst Road Benenden Cranbrook Kent TN17		14/00378/ASSET		B119 Freehold Land. Land used as part of waste treatment works.
315 Calverley Church 1 Market Square Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SW		05/00001/EM	E016 02	Freehold Church. Church building
316 STREET RECORD Frythe Close Cranbrook Kent	15/00426/ASSET		R053	Freehold Road, footpath and verge. Part adopted by Kent Highway Services.

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Tunbridge Wells Borough Council

Asset Register - Operational

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Allotments				
1 Allotments Sandhurst Road Royal Tunbridge Wells Kent TN2		EM/89	M001	Freehold Allotments. Working Allotments
2 Allotments Southwood Road Rusthall Royal Tunbridge Wells Kent TN4		EM/124	M003	Freehold Allotments. Cultivated Allotment Gardens. Allotments being transferred to Rusthall Parish Council.
3 Ferrars Allotments Cornford Lane Royal Tunbridge Wells Kent TN2		EM/258	M006	Freehold Allotments. Functional Allotments
4 Allotments Eridge Road Royal Tunbridge Wells Kent TN4		EM/364	M007	Freehold Allotments. (In Use)
5 Hawkenbury Allotments Halls Hole Road Royal Tunbridge Wells Kent TN2 4TU		EM/302	M008	Freehold Allotments. Functional Allotments
6 Holly Farm Allotments Hawkenbury Road Royal Tunbridge Wells Kent TN2 4TU		EM/361	M009 01	Freehold Allotments. Functional Allotments
CONTRACTS EXCHANGED 14/10/16 FOR DISPOSAL SUBJECT TO PLANNING PERMISSION				
7 Allotments Hilbert Road Royal Tunbridge Wells Kent TN1		EM/107	M010	Freehold Allotments. Functional Allotments
8 Charity Farm Allotments King George V Hill Royal Tunbridge Wells Kent		EM/171	M011	Freehold Allotments. Functional Allotments
9 Allotments Hilbert Road Royal Tunbridge Wells Kent TN1		EM/175	M012	Freehold Allotments. Functional Allotments
10 Allotments Reynolds Lane Royal Tunbridge Wells Kent TN4		EM/94	M013	Freehold Allotments. Part Waste Land, Part Allotments
11 Land At Allotments Between And To The Rear Of 174-178 Upper Grosvenor Road Royal Tunbridge Wells Kent TN1		EM/641	M014	Freehold Allotments.
12 Allotments Cunningham Road Royal Tunbridge Wells Kent TN4		EM/529	M016	Freehold Allotments. Functional Allotments
13 Allotments Merrion Way Royal Tunbridge Wells Kent TN4 9JL		EM/79	M017	Freehold Allotments. Functioning Allotments

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Allotments				
14 Barnetts Wood Allotments Andrew Road Southborough Royal Tunbridge Wells Kent TN4 9DN		14/00386/ASSET	M018	Freehold Allotments. Functional Allotments.
Asset Grouping: Operational Car Parks				
15 Car Park 9 - 10 Calverley Terrace Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/276	A001 02	Freehold	Car Park. Private Car Park, Barrier Controlled. Part leased to Kent Police.
16 Crescent Road Multi Story Car Park Crescent Road Royal Tunbridge Wells Kent TN1 2LU	EM/235	C001 01	Freehold	Car Park. Multi Storey Car Park
17 Car Park Meadow Road Royal Tunbridge Wells Kent TN1 2YG	EM/218	C002	Freehold	Car Park. Pay And Display Car Park, Multi Storey. Subject to lease with Hermes and RVP.
18 Town Hall Yard Car Park Monson Way Royal Tunbridge Wells Group for a period of 500 Kent TN1 1LS	EM/657	C003	Freehold	Car Park. Private Car Park, Covered, Marked Tarmac. Top floor leased to Town _ Country Housing years from 21.10.1992. Peppercorn rent.
19 Great Hall Car Park Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1QQ	EM/285	C004	Freehold	Car Park. Public Car Park - Pay And Display
20 Torrington Car Park Vale Road Royal Tunbridge Wells Kent TN1 1BT	EM/272	C005	Freehold	Car Park.
21 Car Park Linden Park Road Royal Tunbridge Wells Kent TN2	EM/318	C006	Freehold	Car Park. Underground Pay And Display Car Park
22 Car Park John Street Royal Tunbridge Wells Kent TN4 9RU	EM/131	C007	Freehold	Car Park. Public Car Park
23 Car Park Beech Street Royal Tunbridge Wells Kent TN1 2RU	EM/169	C010	Freehold	Car Park. Tarmac Pay And Display Car Park
24 Car Park Adjacent 23 Stone Street Royal Tunbridge Wells Kent TN1 2QU	EM/655	C011	Freehold	Car Park. Free Public Car Park, Tarmac
25 Car Park Between 24 And 28 Stone Street Royal Tunbridge Wells Kent TN1 2QT	EM/227	C011 02	Freehold	Car Park. Free Public Car Park, Tarmac
26 Car Park Camden Road Royal Tunbridge Wells Kent TN1 2QZ	EM/170	C012	Freehold	Car Park. Tarmac Short Stay Pay And Display Car Pk

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Car Parks				
27 Car Park Warwick Road Royal Tunbridge Wells Kent TN1 1YL		EM/308	C013	Freehold Car Park. For Season Ticket Holders Only. Tree on border of car park has a TPO.
28 Car Park Warwick Road Royal Tunbridge Wells Kent TN1 1YL		EM/309	C014	Freehold Car Park. Pay And Display Public Car Park, Tarmac
29 Car Park Little Mount Sion Royal Tunbridge Wells Kent TN1		04/00007/EM	C014	Freehold Car Park. Pay and display car park with tarmacadam surface
30 Car Park Adjacent To White House High Street Brenchley Tonbridge Kent TN12 7NQ		EM/723	C015	Freehold Car Park.
31 Public Car Park Adjacent 47 High Brooms Road Southborough Royal Tunbridge Wells Kent TN4		EM/63	C017	Freehold Residents car park, regulated by permits, Tarmac
32 Car Park Yew Tree Road Southborough Royal Tunbridge Wells Kent TN4 0BA		EM/57	C018	Freehold Car Park. Public Car Park - Tarmac/Marked Out
33 Regal Car Park High Street Cranbrook Kent TN17 3DN		EM/661	C019	Freehold Car Park. Car Parking to the South of the High Street. Leased to Cranbrook Parish Council.
34 Car Park Northgrove Road Hawkhurst Cranbrook Kent TN18		EM/379	C020	Freehold Car Park. Free Public Car Park
35 Car Park East Commercial Road Paddock Wood Tonbridge Kent TN12 6EN		EM/517	C021 01	Freehold Car Park. Public Pay And Display Car Park
36 Car Park West Commercial Road Paddock Wood Tonbridge Kent TN12 6EL		EM/515	C022	Freehold Car Park. Public Pay & Display Car Park
37 Part Of The Car Park The Tanyard Cranbrook Kent TN17 3HU		EM/399	C024	Freehold Car Park. Accessed Through Tanyard C/P. Leased to Cranbrook Parish Council.
38 Car Park Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY		EM/284	C028	Freehold Car Park. Tarmac Car Park -Leased to PPP/Public at weekends
39 West Station Coach Park Linden Park Road Royal Tunbridge Wells Kent TN2 5QL		EM/662	C029	Freehold Car Park. Coach Park, Open Mon-Sat 8:40-4:30
40 Car Parking Area Carriers Road Cranbrook Kent TN17 3JX		EM/416	C035	Freehold Car Park. Small Car Park With Height Barrier
41 Car Park Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SS		EM/726	E015 01	Freehold Car Park. Subject to lease with Hermes - RVP.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Car Parks				
42 Car Park Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN		EM/248	L005	Freehold Car Park. Free Tarmac Car Park For Visitors
43 Car Park Carriers Road Cranbrook Kent TN17 3JX		EM/417	L035 01	Freehold Car Park. Small unofficial parking area in Carriers Road Cranbrook Kent
44 Car Park Union House Eridge Road Royal Tunbridge Wells Kent TN4 8HF		95/00001/EM	T004	Leasehold Car Park. An open, surface level public car park. There are 55 spaces
45 Basement Car Park Union House Eridge Road Royal Tunbridge Wells Kent TN4 8HF		EM/654	T004	Leasehold Car Park. Underground Pay And Display Car Park
46 Car Park At Fowlers Park Rye Road Hawkhurst Cranbrook		EM/660	Z013	Leasehold Car Park. Free Public Car Park

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Asset Grouping: Operational Cemeteries

47 Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ		EM/371	L001	Freehold Cemetery and Crematorium. Maintained Burial Ground
48 Kent & Sussex Crematorium Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ		EM/368	L001	Freehold Cemetery and Crematorium. Crematorium Complex
49 Crematorium Offices And Garages Kent & Sussex 04/00014/EM Crematorium Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ		L001 02	Freehold	Cemetery and Crematorium. Offices and Garages forming part of the complex
50 Tunbridge Wells Borough Cemetery And Crematorium Benhall and Memorial Gardens Mill Road Royal Tunbridge Wells Kent TN2 5JH		11/00002/ASSET	L001 AND L002	Freehold Cemetery and Crematorium. Tunbridge Wells Borough Cemetery Crematorium
51 Tunbridge Wells Borough Council Benhall Mill Depot Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JH		EM/374	L002	Freehold Land. Yard Area With Greenhouses Etc
52 Chapel Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ		EM/372	L002 01	Freehold Cemetery and Crematorium. Chapel. Detached Gothic Style Building
53 Woodbury Park Cemetery Woodbury Park Road Royal		EM/148	L017	Freehold Cemetery. (Not Used)

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Commercial				
54 Land At Royal Victoria Place Royal Tunbridge Wells Kent TN1		14/00400/ASSET		E015 03 Freehold Land. Rear of building 7-11 Grosenor Road. Forms part of RVP Shopping Centre.
55 Tourist Information Centre 2 The Corn Exchange The Pantiles Royal Tunbridge Wells Kent TN2 5TE		14/00425/TEN	Z028	Leasehold Lease of Unit 2 for use by TWBC Tourist Information Centre
Asset Grouping: Operational Community				
56 Mount Ephraim Royal Tunbridge Wells Kent TN4 Society. Nil	10/00089/EM		Freehold	Panorama. Transfer of ownership of the panorama at Mount Ephraim on Tunbridge Wells Common from the Civic consideration
57 Day Centre Dowding House Commercial Road Paddock Wood Tonbridge Kent TN12 6DP		EM/508	E008	Freehold Community. Single Storey Detached Structure
58 Camden Centre 2 Market Square Royal Victoria Place Royal Tunbridge Wells Kent TN1 2SW		EM/905	E016 01	Freehold Community. Community Centre
59 TN2 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3LZ		06/00004/EM	E022	Leasehold Community. YMCA Community Building
60 Mary Caley Recreation Ground Ashley Gardens Rusthall Royal Tunbridge Wells Kent TN4		EM/127	L018	Freehold Recreation. Formal Playground Area With Swings Etc
61 Recreation Ground Allandale Road Royal Tunbridge Wells Kent TN2 3TY		EM/109	L019	Freehold Recreation. Grass Area With Play Equipment
62 The Museum Carriers Road Cranbrook Kent TN17 3JX		EM/413	L026	Freehold Museum. Part Of Large Detached Tudor Building, Museum
63 Assembly Hall Theatre Crescent Road Royal Tunbridge Wells Kent TN1 2LU		EM/273	L027	Freehold Theatre. Part Of Civic Building Complex
64 Tunbridge Wells Museum & Art Gallery Mount Pleasant Road		EM/121	L029	User Rights Museum. First Floor Of Detached Building
The freehold owner of this building is KCC. TWBC have lease for the First floor Royal Tunbridge Wells Kent TN1 1JN				of the building, please refer to EM/121/LSE
65 Tunbridge Wells Borough Council The Old Fire Station Stone Street Cranbrook Kent TN17 3HF		12/00338/TEN	Z025	Leasehold Offices. Use of office space in Weald Information Centre, Cranbrook

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Housing				
66 40 Church Road Paddock Wood Tonbridge Kent TN12 6HB		EM/21	H001	Freehold Residential. Mid Terrace House
67 32 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ		EM/279	H002	Freehold Residential. Mid Terrace Victorian Building
68 34 Crescent Road Royal Tunbridge Wells Kent TN1 2LZ		EM/281	H003	Freehold Residential. End Terrace House. Vacant awaiting renovation.
69 25 Monson Road Royal Tunbridge Wells Kent TN1 1LS		EM/232	H004	Freehold Residential. Mid Terrace House.
70 19 Rankine Road Royal Tunbridge Wells Kent TN2 3BJ		EM/2	H006	Freehold Residential. Semi Detached House
71 172 Sandhurst Road Royal Tunbridge Wells Kent TN2 3TQ		EM/4	H007	Freehold Residential. Mid Terrace House
72 Packs In The Wood Hilbert Road Royal Tunbridge Wells Kent TN2 3SE		EM/105	H008	Freehold Residential. Detached House
73 57 The Pantiles Royal Tunbridge Wells Kent TN2 5TE		EM/310	H010 01	Freehold Residential. First And Second Floor Maisonette
74 59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE		EM/530	H011	Freehold Residential. Storage Cupboard In Basement
75 59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE		EM/532	H011	Freehold Residential. Storage Cupboard In Basement
76 59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE		EM/531	H011	Freehold Residential. Storage Cupboard In Basement
77 59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE		EM/534	H011 01	Freehold Residential. Storage Cupboard In Basement
78 11 Sussex Mews Royal Tunbridge Wells Kent TN2 5QJ		EM/547	H011 03	Freehold Residential. Lower Ground Floor Flat
79 59 The Pantiles Royal Tunbridge Wells Kent TN2 5TE		EM/533	H011 01	Freehold Residential. Storage Cupboard In Basement
80 61B The Pantiles Royal Tunbridge Wells Kent TN2 5TE		EM/317	H012 02	Freehold Residential. Second Floor Flat
81 12 Sussex Mews Royal Tunbridge Wells Kent TN2 5QJ		EM/548	H012 03	Freehold Residential. Lower Ground Floor Flat

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Housing				
82 58A London Road Southborough Royal Tunbridge Wells Kent TN4 0PR		EM/22	H013 02	Freehold Residential. Victorian Conversion Flat
83 58B London Road Southborough Royal Tunbridge Wells Kent TN4 0PR		EM/23	H013 03	Freehold Residential. Victorian Conversion Flat
84 58C London Road Southborough Royal Tunbridge Wells Kent TN4 0PR		EM/24	H013 04	Freehold Residential. Victorian Conversion Flat
85 58D London Road Southborough Royal Tunbridge Wells Kent TN4 0PR		EM/25	H013 05	Freehold Residential. Victorian Conversion Flat
86 2 Southfield Road Royal Tunbridge Wells Kent TN4 9UL		EM/97	H014	Freehold Residential. End Terrace House
87 2A Southfield Road Royal Tunbridge Wells Kent TN4 9UL		EM/97.1	H014 03	Freehold Residential. Flat in end terrace house
88 1 Pennyfields Cranbrook Kent TN17 3BZ	EM/20	H015	Freehold	Residential. End Terrace House
89 Cinder Hill Wood Gypsy Caravan Site Five Wents Matfield Tonbridge Kent TN12 7EF		EM/550	H017	Freehold Residential. 4 Plots With Amenity Blocks, 3 Tolerated
90 59 Dudley Road Royal Tunbridge Wells Kent TN1 1LE accommodation.		12/00316/TEN	H022	Leasehold Residential. Property leased from Town and Country Housing Group and used as temporary
91 65 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JQ accommodation		12/00314/TEN	H023	Leasehold Residential. Property leased from Town and Country Housing Group and used as temporary
92 31 Allandale Road Royal Tunbridge Wells Kent TN2 3TZ		12/00312/TEN	H024	Leasehold Residential. Property rented from Town and Country Housing Group for temporary accommodation
93 41 Hornbeam Avenue Southborough Royal Tunbridge Wells Kent TN4 9XT		12/00313/TEN	H027	Leasehold Residential. Property leased from Town and Country Housing Group for temporary accommodation.
94 35 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JJ accommodation.		12/00315/TEN	H028	Leasehold Residential. Property leased from Town and Country Housing Group and used for temporary
95 11 Edward Street Rusthall Royal Tunbridge Wells Kent TN4 8RP		14/00363/ASSET	H032	Freehold Residential. House
96 31 Elmhurst Avenue Pembury Royal Tunbridge Wells Kent TN2 4DA		14/00365/ASSET	H034	Freehold Residential. Residential property.
97 7 Marconi Place Exchange Mews Culverden Park Road Royal Tunbridge Wells Kent TN4 9TW		14/00375/TEN	H042	Leasehold Residential. Property leased from TCHG for temporary accommodation.

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Housing				
98 22 The Goodwins Royal Tunbridge Wells Kent TN2 5RS temporary accommodation.		14/00394/ASSET		H043 Leasehold Residential. Property leased from Town _ Country Housing Group and used as temporary accommodation.
99 Gardeners Cottage Dunorlan Pembury Road Royal Tunbridge Wells Kent TN2 3QB		EM/250	L016 01	Freehold Residential. Detached House
100 7 Beresford Close And Site Of Beresford Close Kildown adopted highway. Cranbrook Kent TN17 3SB		12/00328/ASSET		R009 Freehold Residential. No 7 Beresford Close plus the road and parking areas. Part of the road is adopted highway.
101 40 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH		14/00370/TEN	XX	Leasehold Residential. Property leased from TCHG for temporary accommodation.
102 80 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH		14/00371/TEN	XX	Leasehold Residential. Property leased from TCHG as temporary accommodatin.
103 60 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH		14/00372/TEN	XX	Leasehold Residential. Property leased from TCHG for temporary accommodation.
104 29 Willow Tree Road Royal Tunbridge Wells Kent TN2 5PU		14/00373/TEN	XX	Leasehold Residential. Property leased from TCHG as temporary accommodation
105 Flat 5 3 Molyneux Park Road Royal Tunbridge Wells Kent TN4 8DG		14/00374/TEN	XX	Leasehold Residential. Property leased from TCHG for temporary accommodation.
106 30 Greggs Wood Road Royal Tunbridge Wells Kent TN2 3JH structure, roof and other hot water caused by		14/00369/TEN	XX	Leasehold Residential. Property leased as temporary housing accommodation from TCHG. TCHG to keep exterior parts of the property including common areas in good and proper repair. TCHG to maintain heating and installations and electrics. Sanitary installations including bath, sinks, basis TCHG. TWBC liable for damage negligence or deliberate acts by occupiers or visitors
Asset Grouping: Operational Offices				
107 9 - 10 Calverley Terrace Crescent Road Royal Tunbridge Wells Kent TN1 2LU		04/00008/EM	A001	Freehold Offices. Detached structure with basement and 3 upper floors.
108 Tunbridge Wells Borough Council Town Hall Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1RS		EM/265	A003	Freehold Civic Building. Part Of Civic Building Complex

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Offices				
109 8 Grosvenor Road Royal Tunbridge Wells Kent TN1 2AB		07/00001/EM	A004	Freehold Offices. Gateway - One stop shop providing Council and other public and voluntary sector services
110 137 London Road Southborough Royal Tunbridge Wells Kent		EM/28	E009	Freehold Offices. Part of Victorian Semi Detached Building
TN4 0ND				
111 Southborough Town Council 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND		EM/29	E009	Freehold Victorian Semi Detached Building
112 Southborough Town Council 137 London Road Southborough Royal Tunbridge Wells Kent TN4 0ND		EM/40	E009	Freehold Offices. Large Detached Structure
113 Tunbridge Wells Borough Council Council Depot North Farm Lane Royal Tunbridge Wells Kent TN2 3EE		12/00331/ASSET		E021 Freehold Depot. Council depot, offices and access road.
114 Garage 1 Brookside Cranbrook Kent TN17 3BU	14/00382/ASSET		E026	Freehold Garage. Garage not sold with property
Asset Grouping: Operational Parks				
115 Reynolds Lane Wildlife Site Reynolds Lane Royal Tunbridge Wells Kent TN4		14/00380/ASSET		B123 Freehold Land. Leisure/Woodland open space
116 The Grove Buckingham Road Royal Tunbridge Wells Kent TN1 1TQ		EM/319	L003	Freehold Recreation. Public Recreation Ground
117 Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY		EM/286	L004	Freehold Recreation. Public Park With Tennis/Bowling Facils.
118 Bowling Pavilion & Green Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY		EM/290	L004 02	Freehold Recreation. Single Storey Detached Building
119 Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN		EM/244	L005	Freehold Recreation. Public Park With Lake, Cafe Etc.
120 Boating Lake Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QA		EM/247	L005	Freehold Recreation. Boating Lake

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Parks				
121 Grecian Temple Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN		07/00003/EM	L005 05	Freehold Statue. The temple is an ornate summer house build in a Grecian Style in the lat 19th Century
122 Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB		EM/99	L006	Freehold Recreation. Public Recreation Ground
123 Pavilion Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB		EM/102	L006 01	Freehold Recreation. Single Storey Detached Structure
124 Land Adjacent To Electricity Sub Station Rochdale Road Ground Royal Tunbridge Wells Kent TN1 2JB		14/00367/ASSET		L006 07 Freehold Recreation. Land adjacent to 65 Rochdale Road and forming part of Grosvenor Recreation
125 Colebrook Recreation Grounds Apple Tree Lane Royal Colebrook Recreation Ground and Tunbridge Wells Kent TN2 3BT		10/00091/EM	L010	Freehold Recreation. Land with footpath, parking area and highway. This Land Registry title includes Pavilion. These are logged and mapped separately under EM/71 and 04/00003/EM.
126 Hawkenbury Recreation Ground And Land Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP		13/00341/ASSET		L011 11 Freehold Recreation. Recreation land and land at High Woods Lane
127 Hilbert Recreation Ground Hilbert Road Royal Tunbridge Wells Kent TN1		EM/108	L012	Freehold Recreation. Public Recreation Grnd, Football Pitches
Part of the land adjacent to the sub station was transferred to South Wells Kent TN1				Eastern Power Networks on 09.09.2013 for £17,500.00.
128 Land Lying To South Side Of Addison Road Royal Tunbridge Wells Kent TN2 3GG		14/00368/ASSET		L012 04 Freehold Recreation. Amenity land adjacent to Hilbert Recreation Ground
129 St Johns Recreation Ground Beltring Road Royal Tunbridge Wells Kent TN4 9RG Kiosk subject to lease.		EM/95	L014/00/01/02/0	Freehold Recreation. Public Recreation Grnd, with bowls club and Sports Facilities.
Road fronting recreation ground is adopted highway		3/04/05/06		and footpath either side of rec is Public Right of Way WBX5.
130 St Marks Recreation Ground Frant Road Royal Tunbridge Wells Kent TN2 5LS		EM/444	L015	Freehold Recreation. Recreation Ground With Rugby Pitches
131 The Hunters Play Area (Showfields) Hunters Way Royal Tunbridge Wells Kent TN2 5QD		EM/721	L035 02	Freehold Recreation. Land To Be Used As Public Open Space

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Public Conveniences				
132 Public Conveniences Crescent Road Multi Story Car Park Crescent Road Royal Tunbridge Wells Kent TN1 2UL		04/00006/EM	C001	Freehold Public Convenience. Single storey purpose built toilet block
133 Public Conveniences Crescent Road Multi Story Car Park Crescent Road Royal Tunbridge Wells Kent TN1 2UL		EM/236	C001 03	Freehold Public Convenience. Single Storey Building Attached To Car Park
134 Public Conveniences High Street Brenchley Tonbridge Kent TN12 7NQ		EM/633	C015 03	Freehold Public Convenience. Single Storey Detached Building
135 Tunbridge Wells Borough Council Public Conveniences Car Park East Commercial Road Paddock Wood Tonbridge Kent TN12 6EN		EM/632	C021	Freehold Public Convenience. Single Storey Detached Building
136 Public Conveniences Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ		EM/628	L002 03	Freehold Public Convenience. Single Storey Building Attached To Crem.
137 Public Conveniences Tunbridge Wells Borough Cemetery Benhall Mill Road Royal Tunbridge Wells Kent TN2 5JJ		EM/373	L002 03	Freehold Public Convenience. Detached Single Storey Structure
138 Public Conveniences Calverley Grounds Mount Pleasant Avenue Royal Tunbridge Wells Kent TN1 1QY		EM/292	L004 06	Freehold Public Convenience. Single Storey Detached Structure
139 Public Conveniences Dunorlan Park Pembury Road Royal Tunbridge Wells Kent TN2 3QN		EM/246	L005 04	Freehold Public Convenience. Single Storey Detached Structure
140 Public Conveniences Grosvenor Recreation Ground Auckland Road Royal Tunbridge Wells Kent TN1 2JB		EM/626	L006 02	Freehold Public Convenience. Part Of Single Storey Pavillion
141 Public Conveniences Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP		EM/325	L011 05	Freehold Public Convenience. Single Storey Detached Structure
142 Public Conveniences St Johns Recreation Ground Beltring Road Royal Tunbridge Wells Kent TN4 9RG		EM/627	L014 02	Freehold Public Convenience. Single Storey Detached Structure
143 Public Conveniences Crane Lane Cranbrook Kent TN17 3DG		EM/637	T001	Freehold Public Convenience. Single Storey Detached Building

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Public Conveniences				
144 Public Conveniences Linden Park Road Royal Tunbridge Wells Kent TN4 8HE		EM/623	T004 01	Leasehold Public Convenience. P/C's Under Union Square Shops
145 Public Conveniences London Road Southborough Royal		EM/41	T005	Freehold Public Convenience. Single Storey Detached Building
Previously known as Bat and Ball. Tunbridge Wells Kent TN4 0NA				
146 Public Conveniences Maidstone Road Matfield Tonbridge Kent TN12 7LW		EM/480	T007	Freehold Public Convenience. Single Storey Detached Structure
147 Public Conveniences Sissinghurst Road Sissinghurst		EM/432	T010	Leasehold Public Convenience. Single Storey Detached Building
(Leased to TWBC by Parish Council) Cranbrook Kent TN17 2JA				
148 Public Conveniences The Common Royal Tunbridge Wells Kent TN4 8AH		EM/625	T012	Freehold Public Convenience. Single Storey Detached Structure
Asset Grouping: Operational Sports Facility				
149 Land Forming Access To Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9PH		EM/903	B021	Freehold Land. Small strip of land giving part access to playing field
150 Pavilion Grosvenor Recreation Ground Upper Grosvenor Road Royal Tunbridge Wells Kent TN1 2JB		EM/101	L006 06	Freehold Recreation. Semi Derelict Corrugated Metal Shed
151 Pavilion Nevill Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES		EM/354	L007	Freehold Recreation. Detached Pavillion
152 Blue Mantle Stand Nevill Cricket & Athletic Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES		04/00013/EM	L007 02	Freehold Recreation. New spectator's stand
153 Nevill Ground Nevill Gate Royal Tunbridge Wells Kent TN2 5ES		EM/353	L007 05/06	Freehold Recreation. Public Recreation Ground With Hockey Pitch and Grandstand
154 Recreation Ground Bayham Road Royal Tunbridge Wells Kent TN2 5HX		04/00017/EM	L008 01	Freehold Recreation. Changing Room/Shed at Recreation Ground
155 Cadogan Playing Fields St Johns Road Royal Tunbridge		EM/74	L009	Freehold Recreation. Playing Field Marked As Football Pitch with toilets

Property	Est Ref	File Ref	Tenure	Description
Asset Grouping: Operational Sports Facility				
156 Pavilion Cadogan Playing Fields St Johns Road Royal Tunbridge Wells Kent TN4 9UY		EM/902	L009 01	Freehold Recreation. Sports pavilion
157 Colebrook Pavilion Apple Tree Lane Royal Tunbridge Wells Kent TN2 3BT		04/00003/EM	L010	Freehold Recreation. Single storey pavilion
158 Hawkenbury Pavilion And Car Park Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5BW		04/00010/EM	L011 01	Freehold Recreation. Single storey pavilion
159 Hawkenbury Recreation Ground Hawkenbury Road Royal Tunbridge Wells Kent TN2 5AP		EM/324	L011 06	Freehold Recreation. Public Park, Football/Bowling Facilities
160 Changing Rooms Hilbert Recreation Ground Hilbert Road Royal Tunbridge Wells Kent TN1		EM/106	L012 01	Freehold Recreation. Detached Single Storey Building
161 Rusthall Pavilion Southwood Road Rusthall Royal Tunbridge Wells Kent TN4		EM/125	L013 01	Freehold Recreation. Detached Single Storey Structure
162 Recreation Ground Southwood Road Rusthall Royal Tunbridge Wells Kent TN4		EM/126	L013 05	Freehold Recreation. Formal Recreation Ground, Grassed
163 Tunbridge Wells Sports Centre St Johns Road Royal Tunbridge Wells Kent TN4 9TX		EM/73	L028	Freehold Sports Centre. Sports Centre/Swimming Pool
164 Putlands Sports & Leisure Centre Mascalls Court Road Raddock Wood Tonbridge Kent TN12 6NZ		04/00009/EM	L030	Leasehold Sports Centre. Purpose built sports centre
165 Weald Sports Centre Angley Road Cranbrook Kent TN17 2PJ		EM/901	L031	Freehold Recreation. Sports centre
166 Play Area St Marks C Of E Primary School Ramslye Road Royal Tunbridge Wells Kent		15/00409/TEN	L048	Leasehold Lease of part of the recreation area
167 Tunbridge Wells Lawn Tennis Club Nevill Gate Royal Tunbridge Wells Kent TN2 5ES		EM/355	L07/07	Freehold Recreation. Tennis Courts And Pavilion

Cabinet

1 December 2016

Is the final decision on the recommendations in this report to be made at this meeting?	Yes
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Revenue Management Report: Quarter 2 (to 30 September 2016)

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Paul Barrington-King – Portfolio Holder for Finance and Governance
Lead Director	Lee Colyer – Director of Finance and Corporate Services
Head of Service	Jane Fineman – Head of Finance and Procurement
Lead Officer/Report Author	Clare Hazard – Accountancy Manager
Classification	Non-Exempt
Wards affected	Not Applicable

This report makes the following recommendations to the final decision-maker:

1. This report compares the year to date actual and budgeted position to show that at Quarter 2 the net expenditure on services year to date was £7.805 million, £405,000 less than budgeted.
2. This report also compares the forecast outturn with the budget, which shows that by year end the Council is anticipating net expenditure of £14.728 million on services which is £145,000 under budget, a further decrease of £95,000 from Quarter 1.
3. Approval is sought to make a transfer of £4,700,000 from the General Fund to the Revenue and Capital Initiatives Reserve to replenish it in order to fund the Capital Programme and the Property Development Programme.

This report relates to the following corporate priorities:

- A Prosperous Borough
- A Green Borough
- A Confident Borough

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Team	26 October 2016 (Verbal update)
Discussion with Portfolio Holder	
Cabinet Advisory Board	8 November 2016 (Verbal update)
Cabinet	1 December 2016

Revenue Management Report: Quarter 2 (to 30 September 2016)

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report shows the actual expenditure on services compared to the revised budget for the period ended 30 September 2016, and the forecast outturn position, highlighting significant variances from the revised annual budget.
- 1.2 The net expenditure on services for the year is forecast to be £14,728,000 which is an underspend to budget of £145,000.

2. INTRODUCTION AND BACKGROUND

Summary Outturn – See Appendix A

- 2.1 Appendix A shows the overall income and net expenditure on services outturn position as at 30 September 2016. Total income and expenditure on services can be seen in greater detail within Appendix B, which provides information per service area. The approved budget was set by Full Council on 24 February 2016 and does not change. The revised budget is used to record virements amongst service areas and from reserves, whilst the forecast outturn is used to record the reporting of savings, overspends and allocations from reserves.
- 2.2 It can be seen that the forecast outturn for expenditure on services is £14,728,000, £145,000 below budget. The various movements to forecast can be seen in Appendix C.
- 2.3 Net investment interest is forecast to meet budget at £569,000. The forecast for investments is £762,000 set at 1.77% based upon average funds of £42.97m. The outstanding PWLB loan is now £8m. Interest is being paid at 2.38%, the total cost of which is £192,910 for 2016/17.
- 2.4 Appendices A and F show that £80,000 has been recorded and transferred to the Vacancy Factor from Directorate budgets. Vacancy factor is the saving created whilst a budgeted post is vacant.

Usable Reserves – See Appendix D

- 2.5 Appendix D has been expanded to show all Usable reserves including the Earmarked reserves. Usable reserves are those that the Council can use to provide services, subject to the need to maintain a prudent level of reserves. Earmarked reserves are amounts set aside to meet identified future liabilities.
- 2.6 It was the Council's ambition not to use any of the Earmarked reserves to pay for revenue operating costs. However, due to the far greater than expected reduction in grant settlement, the budget for 2016/17 included a withdrawal of £159,000 from the Grant Volatility Reserve. The Council created the Grant Volatility Reserve when it was first proposed that Local Authority funding would be linked to business rates, to ensure that the provision of local services was not dependent on local economic volatility or Government funding.

- 2.7 The 2016/17 budget included an additional £550k to meet the required resources to deliver the Development Programme. The positions funded from this budget have not been fully recruited and to the end of September there is an underspend of £80,000. Therefore the amount required to be withdrawn from the Grant Volatility Reserve has been reduced from £159,000 to £79,000. The £80,000 has been vired out of the forecast and budget and back into the Grant Volatility Reserve. The intention is to replenish the Grant Volatility Reserve further if an underspend continues in the Development Programme staff costs during the remainder of the year.
- 2.8 The 2016/17 budget includes transfers back to reserves of £268,000. This is comprised of £215,000 to the pension settlement reserve to continue to reimburse the £2.1 million taken from reserves to settle past pension liabilities, £25,000 to the insurance reserve to fund any small claims and £28,000 from interest received from the Local Authority Mortgage Scheme to protect against any future default within this scheme.
- 2.9 The Capital and Revenue Initiatives Reserve is generally used to finance the capital programme, where it is financed from TWBC resources. The Property Development Programme is also funded from this reserve. The opening balance on the reserve this year was £2,458,000.
- 2.10 The funding required for the Capital Programme for 2016/17 is now forecast to be £3,171,000. Also a sum of £5,000,000 was approved for the Property Development Programme of which £1,000,000 had been spent to the end of 2015/16. £1,532,000 has been spent to date in 2016/17 with a further £2,468,000 left to spend of the approved amount.
- 2.11 Therefore a total of £7,131,000 is forecast to be required from the Capital and Revenue Initiatives Reserve for 2016/17 but the current balance is £2,458,000. Approval is sought therefore to transfer a sum of £4,700,000 from the General Fund to the Capital and Revenue Initiatives Reserve to replenish it. Appendix D shows the resultant position on these reserves should this approval be given.
- 2.12 It may be that projects are slipped into future years and income from the sale of assets is used to finance capital projects in which case the reserve will be carried forward for use in future years.
- 2.13 The Invest to Save Reserve funds projects that will reduce ongoing revenue expenditure or generate income streams into the future. The Crematorium capital projects (£181,000), the new parking machines (£205,000), the Car Park LED Lighting scheme (£148,000), the new payroll and HR system (£80,000), new payment kiosks (£31,000), a new shredding machine (£30,000), car park CO2 monitoring and controls (£65,000) and a new facilities vehicle (£10,000) will be financed from this reserve. All these capital projects will create cost savings or generate new income, as well as improving products and services to customers.
- 2.14 £32,000 and £18,000 will be used from the Maintenance of Graves and Garden of Remembrance Reserves for the approved memorial schemes capital project.
- 2.15 The Planning Disaggregation project has cost a further £13,000 in this quarter bringing the total to £19,000 this year. This has been funded from the Strategic Plan Reserve. A further £7,000 was spent from this reserve on grants to parishes for events to celebrate the Queen's 90th birthday.
- 2.16 The Government Grants reserve contains any remaining unspent grant from previous years, so that the income can be matched with actual expenditure. £35,000 is expected

to be withdrawn this year, £33,000 for Winter Warmth capital grants and £2,000 for environmental projects.

- 2.17 The Housing Renewal Reserve was set up to capture all loan repayments. It is intended that Cabinet use these sums to fund new loans, reducing or removing the necessity to draw from other Council reserves for funding. This year £30,000 is expected to be used from this reserve.

Major Virements

- 2.18 A total of £80,000 was vired in the quarter from Service Department budgets to the Vacancy Factor budget to remove underspends in salary budgets. There have also been virements for the revenue expenditure financed by the earmarked reserves.

Financial Performance of Major Expenditure Accounts – See Appendix E

- 2.19 In Quarter 2 there is a forecast overspend in premises costs of £80,000 due to an increase in the use of emergency temporary accommodation. A combination of factors such as the difficulty of finding permanent accommodation due to the demand on social housing, the cost of private rented accommodation in our borough and the impact of welfare reform, mean that the number of families the housing service are helping is rising. The Housing Service continues to work tirelessly on prevention and the impact would be far greater if it was not for this approach. Going forward the service is looking at innovative ways to tackle this issue. This overspend is partially offset by additional income of £40,000 charged to tenants, mainly through housing benefit.

Employee Related Costs – See Appendix F

- 2.20 Salary costs are forecast to be £168,000 under budget, £80,000 of which has been vired to the Vacancy Factor. The remaining £88,000 along with forecast of £6,000 for National Insurance and £11,000 for pension costs are a saving in staff costs resulting from exiting the Planning Support Partnership and bringing the team in house.

Income Streams – See Appendix G

- 2.21 The Crematorium forecast outturn has been increased by £55,000, a further £30,000 this quarter. In January 2015 the length of time allocated to each service was lengthened and the price was increased accordingly. There were also a small number of shorter, cheaper time allocations created for very simple funerals. These changes have been very popular and continue to be so, driving this additional revenue.
- 2.22 Forecast income from rents has been increased by £40,000 due to increased usage of temporary accommodation as explained in Paragraph 2.19.

Variations by Portfolio Holder– See Appendix H

- 2.23 This table shows variations by Cabinet Portfolio Holder.

Council Tax and Business Rates

- 2.24 The Council is a billing authority for Council Tax, which is collected on behalf of precepting bodies including Kent County Council, Kent Police and the Kent and Medway Fire & Rescue Services along with Town and Parish Councils. The total due for 2016/17 is £69.4 million of which £6.9 million is due to this Council.
- 2.25 The Council is also the billing authority for Business Rates which are collected on behalf of the Government, TWBC, Kent County Council and the Kent and Medway Fire & Rescue Services. The total due for 2016/17 is £55.2 million. The Council receives back £2.2 million in Redistributed Business Rates from the Government.
- 2.26 The table below shows the Quarter 2 recovery rate for Council Tax to be 0.47% below target and 0.42% below collection rates at this time last year. The Quarter 2 recovery

rate for Business Rates was above target by 0.25% and 0.64% below last years' actual rate.

Revenue Billing Stream	2016/17 Collection as at 30/09/2016	2016/17 Target as at 30/09/16	2015/16 Collection as at 30/09/2015
Council Tax	57.43%	57.90%	57.85%
Business Rates	56.99%	56.74%	57.63%

Write Off/Excusal of Debts

2.27 Financial Procedure Rule (FPR) 20.4 regarding the Write Off/Excusal of Debts requires a summary of debts written off by the Section 151 Officer to be reported to Cabinet on a regular basis. There have not been any debts written off in Quarter 2.

3. AVAILABLE OPTIONS

3.1 This report is essentially for information.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 That Members acknowledge the forecast outturn position for the year and the variances to the revised budget and forecast outturn as at Quarter 2.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 The budget was approved by Full Council on 24 February 2016. Service Accountants have liaised with Heads of Service and where appropriate Cost Centre managers to ensure that the information provided is robust.

RECOMMENDATION FROM CABINET ADVISORY BOARD

5.2 The Finance and Governance Advisory Board were given a verbal update on 8 November 2016 and there were no recommendations.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 The decision will be published on the Council's website.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	Under section 151 of the local government act (LGA 1972), the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including advising on the corporate financial position and providing financial information.	Legal fee earner

Finance and other resources	The report updates on the Authority's unaudited outturn net revenue position compared to revised budget.	Head of Finance and Procurement
Staffing establishment	The report monitors the establishment to the post occupied.	Head of HR or deputy
Risk management	To ensure that the unaudited outturn net revenue remains within the Council's Medium Term Financial Strategy.	Head of Audit Partnership, Deputy Head of Audit Partnership or Audit Manager
Environment and sustainability	There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.	Sustainability Manager
Community safety	There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.	Community Safety Manager
Health and Safety	There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.	Health and Safety Advisor
Health and wellbeing	There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.	Healthy Lifestyles Co-ordinator
Equalities	There are no specific implications that arise from the process of Revenue Management over the fact that the budget supports the Council's priorities.	West Kent Equalities Officer

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

Appendix A Overall Revenue and Net Expenditure on Services

Appendix B Detailed Total Income, Expenditure and Headcount on Services

Appendix C Key Variances

Appendix D Usable Reserves

Appendix E Financial Performance of Major Expenditure Accounts

Appendix F Employee Related Costs

Appendix G Income Streams

Appendix H Variances by Portfolio Holder

9. BACKGROUND PAPERS

Budget 2016/17 (Full Council 24 February 2016)

Appendix A - Overall Revenue and Net Expenditure on Services
Financial Year 2016/17

	Forecast to 30/09/16	Actuals to 30/09/16	Variance to 30/09/16 Increase/ (Decrease)	Full Year Revised Budget	Full Year Forecast Outturn as at Q2	Full Year Variance to Revised Budget Increase/ (Decrease)
	£000's	£000's	£000's	£000's	£000's	£000's
NET EXPENDITURE ON SERVICES-ORIGINAL BUDGET				13,387	13,387	0
Forecast Outturn Increase funded from Reserves				261	211	(50)
NET EXPENDITURE ON SERVICES-QTR 1				13,648	13,598	(50)
Forecast Outturn Increase funded from Reserves				1,225	1,130	(95)
NET EXPENDITURE ON SERVICES-QTR 2				14,873	14,728	(145)
Comprised of:						
Chief Executive	78	76	(2)	153	153	0
Director of Finance & Corporate Services	70	65	(5)	135	135	0
Head of Finance & Procurement	1,242	1,228	(14)	2,852	2,852	0
Mid Kent Services Client	2,025	2,041	16	2,161	2,161	0
Head of Policy & Governance	231	224	(7)	638	633	(5)
Head of Business Support	626	587	(39)	1,380	1,250	(130)
Director of Change & Communities	62	50	(12)	123	123	0
Head of HR & Customer Services	525	502	(23)	965	955	(10)
Project Executive (Community Hubs)	(1,288)	(1,375)	(87)	(2,740)	(2,750)	(10)
Head of Communities & Engagement	832	805	(27)	1,767	1,796	29
Head of Digital Services & Transformation	157	168	11	432	432	0
Director of Planning & Development	63	63	0	125	125	0
Head of Environment & Street Scene	1,946	1,833	(113)	4,430	4,350	(80)
Head of Economic Development	1,404	1,357	(47)	1,959	1,940	(19)
Head of Planning	237	181	(56)	653	653	0
Vacancy Factor	0	0	0	(160)	(80)	80
TOTAL	8,210	7,805	(405)	14,873	14,728	(145)
Funded by:						
Net Interest Receivable				(681)	(681)	0
Parish Precepts & Levies				2,073	2,073	0
NNDR, RSG and Central Grants				(5,456)	(5,456)	0
Council Tax Precepts				(9,196)	(9,196)	0
Non Govt Grants				(235)	(235)	0
Transfer to & From Earmarked Reserves - Revenue Budgeted				(1,378)	(1,378)	0
Transfer to & From General Fund				0	145	145
TOTAL FUNDING				(14,873)	(14,728)	145
(SURPLUS)/DEFICIT				0	0	0

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Net Direct Expenditure on Services**Appendix B****Chief Executive**

HEAD OF SERVICE	Actuals £	Budget £	Variance £	Full Year Budget £	Variance Actuals - Full Yr Bud £	Full Year Budget Projection £
Direct Expenditure	76,965	77,730	(765)	152,750	(75,785)	152,750
Direct Income	(739)	0	(739)	0	(739)	0
CHIEF EXECUTIVE	76,226	77,730	(1,504)	152,750	(76,524)	152,750
Director Total:	76,226	77,730	(1,504)	152,750	(76,524)	152,750

Finance & Corporate Services

HEAD OF SERVICE	Actuals £	Budget YTD £	Variance YTD £	Full Year Budget £	Variance Actuals - Full Yr Bud £	Full Year Budget Projection £
Direct Expenditure	64,701	70,150	(5,449)	134,510	(69,809)	134,510
Direct Income	0	0	0	0	0	0
D OF FINANCE & CORP SERVICES	64,701	70,150	(5,449)	134,510	(69,809)	134,510
Direct Expenditure	1,232,373	1,248,943	(16,570)	2,705,180	(1,472,807)	2,785,180
Direct Income	(4,519)	(6,450)	1,931	(12,900)	8,381	(12,900)
FINANCE & PROCUREMENT	1,227,854	1,242,493	(14,639)	2,692,280	(1,464,426)	2,772,280
Direct Expenditure	19,370,069	19,349,254	20,815	36,909,204	(17,539,135)	36,909,204
Direct Income	(17,329,507)	(17,324,287)	(5,220)	(34,748,454)	17,418,947	(34,748,454)
MID KENT CLIENT SERVICES	2,040,562	2,024,967	15,595	2,160,750	(120,188)	2,160,750
Direct Expenditure	539,533	546,850	(7,317)	954,820	(415,287)	949,820
Direct Income	(315,297)	(316,000)	703	(317,020)	1,723	(317,020)
POLICY & GOVERNANCE	224,237	230,850	(6,613)	637,800	(413,563)	632,800
Direct Expenditure	630,198	658,116	(27,918)	1,429,370	(799,172)	1,299,370
Direct Income	(43,311)	(31,890)	(11,421)	(49,440)	6,129	(49,440)
BUSINESS SUPPORT	586,888	626,226	(39,338)	1,379,930	(793,042)	1,249,930
Director Total:	4,144,241	4,194,686	(50,445)	7,005,270	(2,861,029)	6,950,270

Change & Communities

HEAD OF SERVICE	Actuals £	Budget £	Variance £	Full Year Budget £	Variance Actuals - Full Yr Bud £	Full Year Budget Projection £
Direct Expenditure	64,046	62,440	1,606	123,340	(59,294)	123,340
Direct Income	(14,186)	0	(14,186)	0	(14,186)	0
D OF CHANGE & COMMUNITIES	49,860	62,440	(12,580)	123,340	(73,480)	123,340
Direct Expenditure	564,828	587,302	(22,474)	1,152,620	(587,792)	1,142,620
Direct Income	(63,366)	(62,140)	(1,226)	(187,340)	123,974	(187,340)
HR & CUSTOMER SERVICES	501,462	525,162	(23,700)	965,280	(463,818)	955,280
Direct Expenditure	2,214,296	2,244,048	(29,752)	4,274,400	(2,060,104)	4,264,400
Direct Income	(3,589,786)	(3,532,636)	(57,150)	(7,014,660)	3,424,874	(7,014,660)
COMMUNITY HUBS	(1,375,490)	(1,288,588)	(86,902)	(2,740,260)	1,364,770	(2,750,260)
Direct Expenditure	1,934,998	2,130,224	(195,226)	5,040,010	(3,105,012)	5,109,010
Direct Income	(1,129,694)	(1,297,776)	168,082	(3,273,240)	2,143,546	(3,313,240)
COMMUNITIES & ENGAGEMENT	805,303	832,448	(27,145)	1,766,770	(961,467)	1,795,770
Direct Expenditure	271,625	252,950	18,675	614,180	(342,555)	614,180
Direct Income	(103,178)	(96,150)	(7,028)	(182,190)	79,012	(182,190)
DIGITAL SERVICES & TRANSFORM	168,447	156,800	11,647	431,990	(263,543)	431,990
Director Total:	149,581	288,262	(138,681)	547,120	(397,539)	556,120

Planning & Development

HEAD OF SERVICE	Actuals £	Budget YTD £	Variance YTD £	Full Year Budget £	Variance Actuals - Full Yr Bud £	Full Year Budget Projection £
Direct Expenditure	63,027	63,480	(453)	125,570	(62,543)	125,570
Direct Income	0	0	0	0	0	0
D OF PLANNING & DEVELOPMENT	63,027	63,480	(453)	125,570	(62,543)	125,570
Direct Expenditure	3,461,194	3,472,487	(11,293)	7,906,510	(4,445,316)	7,881,510
Direct Income	(1,627,699)	(1,527,003)	(100,696)	(3,476,410)	1,848,711	(3,531,410)
ENVIRONMENT & STREET SCENE	1,833,495	1,945,484	(111,989)	4,430,100	(2,596,605)	4,350,100
Direct Expenditure	2,150,657	2,179,965	(29,308)	3,159,960	(1,009,303)	3,140,960
Direct Income	(794,141)	(776,030)	(18,111)	(1,201,170)	407,029	(1,201,170)
ECONOMIC DEVELOPMENT	1,356,516	1,403,935	(47,419)	1,958,790	(602,274)	1,939,790
Direct Expenditure	913,136	999,197	(86,061)	2,178,430	(1,265,294)	2,178,430
Direct Income	(731,678)	(762,666)	30,988	(1,525,300)	793,622	(1,525,300)
PLANNING	181,458	236,531	(55,073)	653,130	(471,672)	653,130
Director Total:	3,434,496	3,649,430	(214,934)	7,167,590	(3,733,094)	7,068,590

Grand Total:	7,804,545	8,210,108	(405,563)	14,872,730	(7,068,185)	14,727,730
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Note: There may be small rounding differences compared to the Core Paper.

FULL TIME EQUIVALENTS IN POST AS AT 30 SEPTEMBER 2016

Appendix B

Service	Budget FTE's as at 1 Apr 2016	FTE's in Post as at 30 Sep 2016	Key Variances
Chief Executive	1.00	1.00	- No variance
Chief Executive	1.00	1.00	
Director of Finance & Corp Serv	1.00	1.00	- No variance
Finance & Procurement	17.54	16.54	- Procurement Accountant (1.00 FTE less)
Mid Kent Client Services	18.77	18.77	- No variance
Policy & Governance	13.40	12.40	- Democratic Assistant (1.00 FTE less)
Business Support	11.49	18.49	- Planning Support Team (7.00 FTE more)
Finance & Corporate Services	62.20	67.20	
Director of Change & Comm	1.00	1.00	- No variance
HR & Customer Services	25.24	24.24	- Customer Service Advisor (1.00 FTE less)
Community Hubs	41.99	40.99	- Civil Enforcement Officer (1.00 FTE less)
Partnerships & Engagement	40.60	37.60	- Housing Advisor (1.00 FTE less) - Technical Assistant (2.00 FTE less) - Community Safety Co-ordinator (1.00 FTE less) - Sherwood Community Pilot (1.00 FTE more)
Digital Services & Transformation	11.81	13.81	- Project Manager (2.00 FTE more)
Change & Communities	120.64	117.64	
Director of Plan & Develop	1.00	1.00	- No variance
Environmental and Street Scene	45.73	41.25	- Borough Engineering Officer (1.00 FTE less) - Sustainability Officer (1.00 FTE less) - Student EHO (1.00 FTE less) - Administrative Assistant (0.91 FTE less) - Street Scene Enforcement Officer (0.57 FTE less)
Economic Development	14.75	13.75	- Economic Development Officer (1.00 FTE less)
Planning	40.61	39.61	- Urban Designer (1.00 FTE less)
Planning & Development	102.09	95.61	
Total	285.93	281.45	
Variance		(4.48)	

Key Variances

Details	Quarter 1 £000's	Quarter 2 £000's
Quarter 1 – Reported Saving/ Increase in income		
Reduction in Business Rates for the Town Hall	(25)	
Increase in Cremations income	(25)	
	(50)	
Net Deficit/(Surplus) reported for Quarter 1	(50)	(50)
Quarter 2 – Reported Saving/ Increase in income		
Saving in Planning Support Costs		(105)
Increase in Cremations income		(30)
Increase in rental income due to higher B&B usage		(40)
		(175)
Quarter 2 – Reported Overspend/ Decline in income		
Increase in B&B usage and costs		80
		80
Net Deficit/(Surplus) reported for Quarter 2		(145)

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Usable Reserves	Balance			Balance
	01/04/16	Receipts	Payments	31/03/17
	£000's	£000's	£000's	£000's
General Fund	7,951	145	(4,700)	3,396
Capital Grants & Contributions	1,133	0	0	1,133
Capital Receipts	1,000	0	0	1,000
Earmarked Reserves				
Section 106 Interest	35			35
Maintenance of Graves	32		(32)	0
Maintenance of Garden of Remembrance	18		(18)	0
Torrington Car Park	40			40
Capital and Revenue Initiatives	2,458	4,700	(4,703)	2,455
Strategic Plan	528		(26)	502
Performance Reward	89		(4)	85
Royal Victoria Place Car Park Maintenance	766			766
Carbon Reduction Scheme	50			50
Local Development Framework	606			606
Cultural	63			63
Government Grants	300		(35)	265
Pension Settlement	927	215		1,142
Housing Renewal	180		(30)	150
Insurance	88	25		113
Local Authority Mortgage Scheme Interest	100	28		128
Municipal Mutual Insurance	50			50
Invest to Save	1,631		(750)	881
Grant Volatility	1,120		(79)	1,041
ICT MKIP Partnership	317			317
Establishment	316			316
Parish Enabling	15			15
Ice Rink	95			95
On Street Parking	129			129
Digital Transformation	50		(2)	48
Traveller Protocol	7			7
Land Charges Transition after loss of income	42			42
Earmarked Reserves	10,052	4,968	(5,679)	9,341
TOTAL USABLE RESERVES	20,136	5,113	(10,379)	14,870

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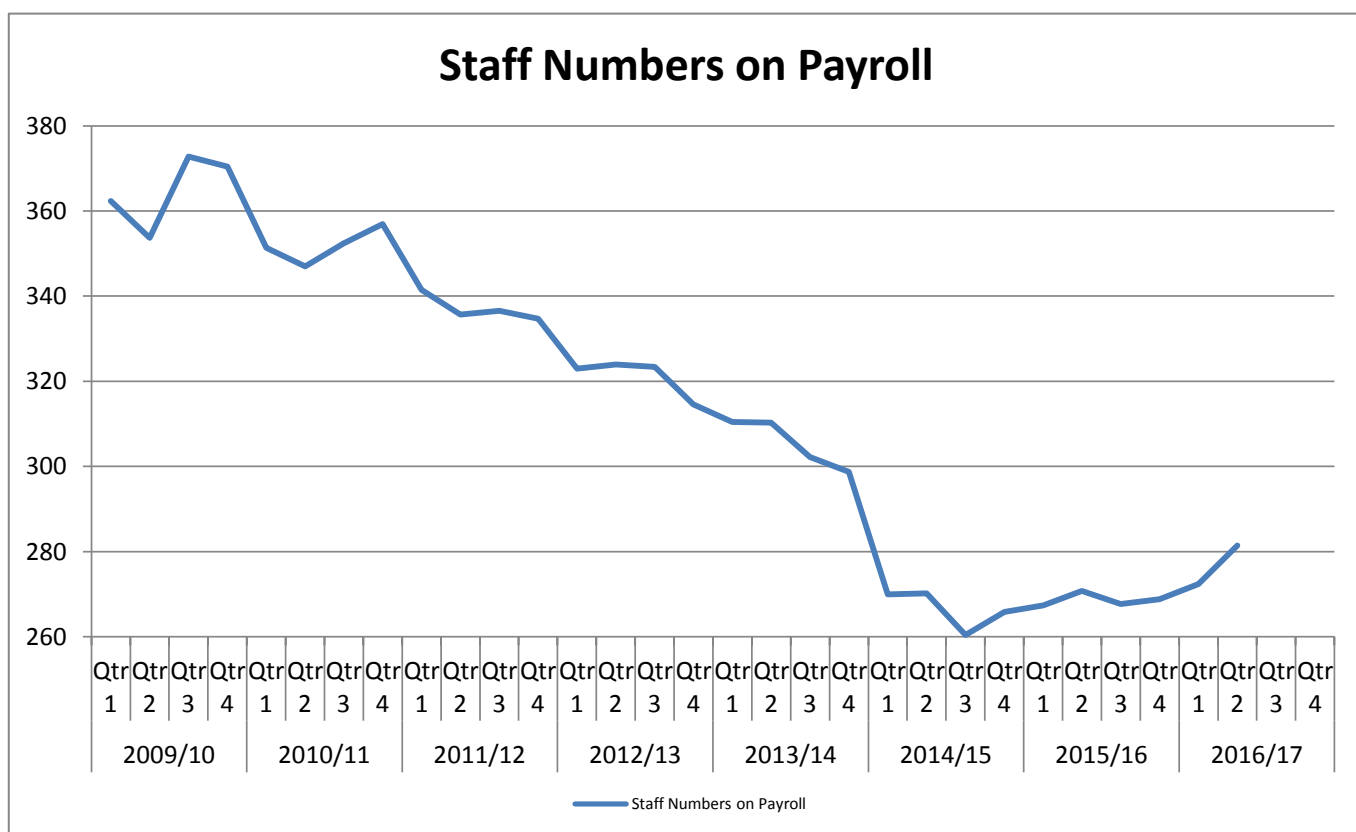
Financial Performance of Major Expenditure Accounts

	Forecast to 30/09/16	Actuals to 30/09/16	Variance to 30/09/16 Increase/ (Decrease)	Full Year Revised Budget	Full Year Forecast Outturn As at Q2	Full Year Variance to Revised Budget Increase/ (Decrease)
	£000's	£000's	£000's	£000's	£000's	£000's
Building Maintenance/Repairs	483	460	(23)	1,209	1,209	0
Grounds Maintenance	496	489	(7)	1,231	1,231	0
Business Rates	1,184	1,181	(3)	1,209	1,184	(25)
Utility Bills	226	151	(75)	568	568	0
Other Premises Costs	596	657	61	1,483	1,563	80
Transport	63	59	(4)	141	141	0
External Contract Payments	1,343	1,386	43	3,401	3,401	0
IT & Communications	604	602	(2)	1,116	1,116	0
Grants	196	210	14	415	415	0
Consultants/Legal Fees	1,685	1,693	8	1,899	1,899	0
Other Fees	682	533	(149)	1,698	1,698	0
Members Allowances	190	189	(1)	380	380	0
Other Supplies & Services	719	677	(42)	2,186	2,186	0
Net Benefits Income	983	983	0	0	0	0
TOTAL OTHER COSTS	9,450	9,270	(180)	16,936	16,991	55

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Employee Related Costs

	Forecast to 30/09/16	Actuals to 30/09/16	Variance to 30/09/16	Full Year Revised Budget	Full Year Forecast Outturn As at Q2	Full Year Variance to Revised Budget Increase/ (Decrease)
	£000's	£000's	£000's	£000's	£000's	£000's
Salaries & Casual Hours	4,623	4,456	(167)	9,796	9,628	(168)
National Insurance	472	452	(20)	991	985	(6)
Pension Costs	1,066	1,038	(28)	2,420	2,409	(11)
Severance Costs	3	3	0	3	3	0
Training	74	45	(29)	154	154	0
Other Employee Costs	1,187	1,220	33	2,486	2,486	0
Vacancy Factor	0	0	0	(160)	(80)	80
TOTAL EMPLOYEE COST:	7,425	7,214	(211)	15,690	15,585	(105)



The staff numbers on payroll have remained relatively steady over the last two years. The 2016/17 figures now include the Planning Support posts which have transferred following the disaggregation of the Planning Support Partnership

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Income Streams

	Forecast to 30/09/16	Actuals to 30/09/16	Variance to 30/09/16	Full Year Revised Budget	Full Year Forecast Outturn As at Q2	Full Year Variance to Revised Budget Increase/ (Decrease)
	£000's	£000's	£000's	£000's	£000's	£000's
Off Street Parking	(2,753)	(2,730)	23	(5,448)	(5,448)	0
On Street Parking	(681)	(753)	(72)	(1,348)	(1,348)	0
Assembly Hall	(957)	(755)	202	(2,382)	(2,382)	0
Grants	(352)	(352)	0	(543)	(543)	0
Rents	(924)	(982)	(58)	(1,423)	(1,463)	(40)
Crematorium Income	(830)	(909)	(79)	(1,684)	(1,739)	(55)
Revenue Contribution	(419)	(435)	(16)	(1,271)	(1,271)	0
Planning Income	(627)	(578)	49	(1,254)	(1,254)	0
Land Charges	(135)	(153)	(18)	(270)	(270)	0
Other Income	(987)	(1,032)	(45)	(2,130)	(2,130)	0
TOTAL INCOME	(8,665)	(8,679)	(14)	(17,753)	(17,848)	(95)

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Variances by Portfolio Holder

	Forecast to 30/09/16	Actuals to 30/09/16	Variance to 30/09/16	Full Year Revised Budget	Full Year Forecast Outturn As at Q2	Full Year Variance to Revised Budget Increase/ (Decrease)
	£000's	£000's	£000's	£000's	£000's	£000's
Leader	2,556	2,473	(83)	4,254	4,224	(30)
Finance & Governance	3,494	3,502	8	5,580	5,580	0
Sustainability	2,006	1,996	(10)	4,441	4,405	(36)
Communities & Well-Being	485	489	4	937	977	40
Tourism Leisure & Econom. Dev.	1,000	833	(167)	2,309	2,223	(86)
Planning & Transportation	(1,331)	(1,488)	(157)	(2,488)	(2,601)	(113)
Vacancy Factor	0	0	0	(160)	(80)	80
TOTAL	8,210	7,805	(405)	14,873	14,728	(145)

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Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Capital Management Report: Quarter 2 (to 30 September 2016)

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Paul Barrington-King – Portfolio Holder for Finance and Governance
Lead Director	Lee Colyer – Director of Finance and Corporate Services
Head of Service	Jane Fineman – Head of Finance and Procurement
Lead Officer/Report Author	Zoe Jagniaszek – Service Accountant
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. Cabinet note the actual gross and net expenditure for the year and the sources of finance, as shown in Appendices B to D.
2. Approval is given for the proposed movement between years set out in paragraph 4.3.
3. Approval is given for the proposed variations to the 2016/17 Capital programme, set out in notes 4.4 to 4.9.

This report relates to the following Five Year Plan Key Objectives:

This report supports all of the Key Objectives. Managing and forecasting capital expenditure effectively is vital in order to support all of the services provided by the Council.

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	26 October 2016
Discussion with Portfolio Holder	
Cabinet Advisory Board	8 November 2016 (Verbal Update)
Cabinet	1 December 2016

Capital Management Report: Quarter 2 (to 30 September 2016)

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report summarises the actual and forecast outturn expenditure on capital schemes as at the 30 September 2016. The total capital expenditure is forecast to be £14,342,000, a decrease of £642,000 from the previously approved budgets. This consists of a decrease of £10,000 in spending rescheduled to 2017/18 and a net decrease in the forecast project spend of £632,000.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 At their meeting on 3 March 2016, Cabinet approved schemes to be met from the Capital Programme for the years 2016/17 to 2018/19.
- 2.2 The figures approved by Cabinet were on the basis of the net cost after specific funding to be met by the Council, either from reserves or from the sale of existing assets. The total approved spending was £18,508,000 during that period, of which £15,999,000 was to be spent during 2016/17.
- 2.3 As the Capital Programme is a 4 year rolling plan an additional £740,000 for 2019/20, has now been approved.
- 2.4 As shown in Appendix A, the approved programme for 2016/17 moved to £17,116,000 by the end of the 2015/16 financial year, accounting for new schemes, deletions and deferrals into future years.
- 2.5 New movements for 2016/17 are now forecasting an outturn of £14,342,000.
- 2.6 Appendices B and C set out in gross and net terms the actual spend and amounts approved against the forecast outturn to 31 March 2017, while Appendix D summarises the movement in approvals and in sources of finance for the year.
- 2.7 Approval is sought for £10,000 gross expenditure to be deferred into future years for the Mobile Responsive Website scheme (TFV) (see note 4.3).
- 2.8 Approval is also sought for a decrease in the capital programme of £632,000 as explained in the notes below.
-

3. AVAILABLE OPTIONS

- 3.1 Leave the approved rolling capital programme the same as at the end of Quarter 1. This would not reflect delays, advancements, underspends or new schemes and therefore provide an inaccurate forecast to the end of the financial year.
- 3.2 Amend the rolling capital programme to reflect changes since the end of Quarter 1. These projections help to manage the public finances effectively which support the objectives and priorities of the Council.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

New Budget Approvals

- 4.1 The table below shows how the approved capital expenditure has evolved since the programme was first agreed (CAB 159/15). The amounts approved for schemes at the September Cabinet meeting have been added to the figure then reported as total approvals to date:

<u>Approved Capital Spend as at 30 September 2016</u>		£000's
Original gross approvals		15,999
Rescheduled from 2015/16	CAB 20/16	1,117
Disabled Facilities Grants	CAB 67/16	224
Grosvenor and Hilbert Park	CAB 67/16	175
Kevin Lynes Site	CAB 67/16	(2,510)
Memorial Schemes	CAB 67/16	94
Second Crem Chapel Feasibility	CAB 67/16	(29)
Trinity Theatre Extension	CAB 67/16	(68)
Data Analysis Software	CAB 67/16	20
Facilities Vehicle	CAB 67/16	10
Single Customer Account	CAB 67/16	(50)
Total approvals as at Quarter 1		14,983

Projected capital expenditure and funding for 2016/17

- 4.2 Appendices B and C set out the actual expenditure and income to date and the projection for the year for gross and net capital expenditure. Appendix D shows the sources of funding and specifically that required from TWBC reserves or usable capital receipts. It can be seen that £4,034,000 will be required from earmarked reserves to deliver the complete capital programme of £14,342,000.

Schemes deferred into future years

- 4.3 There is one project where implementation has been delayed, and Cabinet approval is requested to defer gross expenditure totalling £10,000 into future years (see Appendix B):

- £10,000 for the Mobile Responsive Website (TFV). Implementation of this scheme has been delayed until a website redesign has taken place.

Variations requiring approval

- 4.4 Tenders for the North Farm Depot scheme (TCB) have come in over the approved budget of £156,300. Having carried out a value engineering process,

an additional £5,000 is now required in order to award the contract and progress with the scheme.

- 4.5 The Asset Acquisition Fund (TDI) of £9m was approved on the basis that the Council would purchase investment properties when and if the possibility arose, and that purchases would be funded from the PWLB loan taken out in 2010/11. £1m of this was repaid in July, so a variation is sought to reduce the budget for 2016/17 by the same amount.
- 4.6 The final invoice for retention monies has now been paid for the Sherwood Lake Redevelopment (TFB) and a Certificate of Practical Completion issued. Further budget of £2,300 is required to fulfil the final retention and complete the scheme.
- 4.7 The Single Customer Account (TGQ) has been purchased on behalf of MKIP resulting in the approved budget of £130,000 increasing by £100,000 to reflect the entire cost of the scheme for Tunbridge Wells, Maidstone and Swale, rather than just the TWBC third. £80,000 of this budget is funded by the Capital and Revenue Initiatives reserve and £150,000 by the Transformation Challenge Award Grant.
- 4.8 Similarly, the original budget of £130,000, of which £128,840 is remaining, for the Telephony MKIP Project (TGV) is increasing to £390,000. This is completely financed from the Transformation Challenge Award Grant we are holding on behalf of all the MKIP partners.
- 4.9 Due to a projected overspend of £1,120 in the Data Analysis Software (TGW) scheme, this amount has been moved from the Telephony MKIP Project (TGV). As both of these are financed by the Transformation Challenge Award Grant, it is possible to vire budgets between the schemes where necessary.

Housing Renewal Advances

- 4.10 Housing Renewal Advances (TAD) are discretionary loans given to vulnerable householders, owners of empty properties and accredited landlords to help improve the living conditions in the Borough. £516 has been distributed this year, while £29,000 has been received year to date from repayments of previous loans.
- 4.11 As approved by Cabinet in September 2012, a Housing Renewal Reserve was set up to capture all loan repayments. It was intended that in the future Cabinet would use these sums to fund new loans, reducing or removing the necessity to draw from other Council reserves for funding. From 2016/17 we are utilising this reserve for all future advances. Appendix F gives a summary of expenditure and receipts over the last 4 years.

Section S106 Developer Funding

- 4.12 Section 106 of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer in association with the granting of planning permission. Total Section 106 monies unspent and available as at 31 March

2017 is £2,055,000. Of this sum, £196,000 has been approved and allocated in 2016/17 by Cabinet for various projects. The report Affordable Housing Commuted Sums Expenditure, which will go to the same Cabinet meeting as this report, requests approval to release section 106 monies for Affordable Housing. If approved, this amount will be included in the quarter 3 report.

- 4.13 It should be noted that a number of these agreements are required to be repaid should the Council not find appropriate projects upon which the monies can be spent within the agreed time period. Appendix G summarises the allocation of Section 106 money and also analyses the dates on which these agreements expire.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 All capital adjustments have been discussed with the appropriate Officers responsible for each scheme. Management Board have also reviewed these proposals and consider them appropriate.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Finance and Governance Advisory Board were given a verbal update on 8 November 2016 and there were no recommendations.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Finance will communicate decisions to the appropriate services and reflect the budget changes in the financial management system.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	Under section 151 of the local government act (LGA 1972), the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including advising on the corporate financial position and providing financial information.	Legal fee earner
Finance and other resources	The report updates on the Authority's capital programme and sets out whether capital expenditure is incurred within approvals by Cabinet.	Head of Finance and Procurement
Staffing establishment	None	Head of HR or deputy

Risk management	To ensure that spending on the capital programme is in line the Council's Medium Term Financial Strategy.	Head of Audit Partnership, Deputy Head of Audit Partnership or Audit Manager
Environment and sustainability	No implications	Sustainability Manager
Community safety	No implications	Community Safety Manager
Health and Safety	No implications	Health and Safety Advisor
Health and wellbeing	No implications	Healthy Lifestyles Co-ordinator
Equalities	No implications	West Kent Equalities Officer

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Gross capital expenditure previously approved
- Appendix B: Gross capital budgets and actual expenditure for Quarter 2 2016/17
- Appendix C: Net capital budgets and payments for Quarter 2 2016/17
- Appendix D: Summary of expenditure and funding for the 4 years to 2019/20
- Appendix E: Housing Renewal Grants – Summary of loans issued and repaid
- Appendix F: Funding from Section 106 Agreements

9. BACKGROUND PAPERS

Quarter 1 2016/17 Capital Management to 30 June 2016 – CAB 67/16
 Budget 2016/17 and Medium Term Financial Strategy Update – CAB 142/15

Appendix A: Schemes Approved and Awaiting Approval

	2016/17 £000	2017/18 £000	2018/19	2019/20	Total £000	
Original Gross Approvals	15,999	1,769	740	-	18,508	CAB159/15
Re-scheduled From 2015/16 Recurrent Schemes	1,117			740	1,117 740	CAB20/16 CAB67/16
Total Approvals as at 1st April 2016	17,116	1,769	740	740	20,365	
TAC Disabled Facilities Grants	224				224	CAB67/16
TFE Grosvenor and Hilbert Park	175				175	CAB67/16
TGA Kevin Lynes Site	(2,510)	(60)			(2,570)	CAB67/16
TGB Memorial Schemes	94				94	CAB67/16
TGM Second Crem Chapel Feasibility	(29)				(29)	CAB67/16
TGR Trinity Theatre Extension	(68)				(68)	CAB67/16
TGW Data Analysis Software	20				20	CAB67/16
THQ Facilities Vehicle	10				10	CAB67/16
TGQ Single Customer Account	(50)	50			-	CAB67/16
Total Approvals at Quarter 1	(2,133)	(10)	-	-	(2,143)	
TCB North Farm Depot	5				5	
TDI Asset Acquisition Fund	(1,000)				(1,000)	
TFB Sherwood Lake Redevelopment	2				2	
TGQ Single Customer Account	100				100	
TGV Telephony MKIP Project	261				261	
TGV Telephony MKIP Project	(1)				(1)	
TGW Data Analysis Software	1				1	
Total approvals at Quarter 2	(632)	-	-	-	(632)	
Total approvals at Quarter 3	-	-	-	-	-	
Total approvals at Quarter 4	-	-	-	-	-	
Movement between Years in Quarter 2 report						
TFV Mobile Responsive Website	(10)	10			-	
Total Approvals	14,342	1,769	740	740	17,591	

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Appendix B: CAPITAL MONITORING - Gross capital budgets and payments for 2016/17

Code	Scheme	Open/ Closed	FY Original Budget £000	Amendments to budget £000	FY Revised Budget £000	Actual £000	Forecast £000	Difference £000	Re-scheduled To 2017/18 £000	Re-scheduled From 2017/18 £000	New Schemes £000	Over/Under Budget £000
Leader - Councillor David Jukes												
TGA	KEVIN LYNES SITE	O	2,540	(2,510)	30	-	30	-				-
TGK	JOHN STREET CAR PARK	O	1,407	(124)	1,283	900	1,283	-				-
Leader Total			3,947	(2,634)	1,313	900	1,313	-	-	-	-	-
Finance and Governance - Councillor Paul Barrington-King												
TCA	FINANCIAL MANAGEMENT SYSTEM	O	-	90	90	84	90	-				-
TDI	ASSET ACQUISITION FUND	O	9,000	-	9,000	-	8,000	(1,000)				(1,000)
TFV	MOBILE RESPONSIVE WEBSITE	O	10	-	10	-	-	(10)	(10)			-
TGI	ITRENT PAYROLL & HR SYSTEM	O	80	-	80	-	80	-				-
TGM	PSN REQUIREMENTS	O	-	30	30	-	30	-				-
TGT	DATA CENTRE CONSOLIDATION	O	-	34	34	-	34	-				-
TGQ	SINGLE CUSTOMER ACCOUNT	O	120	10	130	47	230	100				100
TGV	TELEPHONY MKIP PROJECT	O	-	129	129	1	389	260				260
TGW	DATA ANALYSIS SOFTWARE	O	-	29	29	29	30	1				1
THE	DEBT RECOVERY SERVICE	O	100	(6)	94	-	94	-				-
THF	CARD PAYMENT SOFTWARE	O	31	-	31	-	31	-				-
THG	PAYMENT KIOSKS	O	31	-	31	-	31	-				-
THH	SHREDDING MACHINE	O	30	-	30	30	30	-				-
THI	FMS UPGRADE	O	24	-	24	-	24	-				-
THQ	FACILITIES VEHICLE	O	-	10	10	-	10	-				-
Finance and Governance Total			9,426	326	9,752	190	9,103	(649)	(10)	-	-	(639)
Communities and Wellbeing - Councillor Lynne Weatherly												
TAC	DISABLED FACILITIES GRANTS	O	600	224	824	220	824	-				-
TAD	HOUSING RENEWAL ADVANCES	O	30	33	63	1	63	-				-
TCE	COMMUNITY GRANTS	O	20	1	21	13	21	-				-
THJ	CCTV HUB	O	195	-	195	-	195	-				-
Communities and Wellbeing Total			845	258	1,103	233	1,103	-	-	-	-	-
Planning and Transportation - Councillor Alan McDermott												
TBF	CONSERVATION AREA ENHANCE	O	70	31	101	5	101	-				-
TBG	HERITAGE PARTNER GRANTS	O	40	15	55	1	55	-				-
TCB	NORTH FARM DEPOT	O	153	4	156	1	161	5				5
TDC	QUALITY BUS PARTNERSHIP	O	20	4	24	-	24	-				-
TFB	SHERWOOD LAKE REDEVELOPMENT	O	-	-	-	2	2	2				2
TGD	CAR PARKS LED LIGHTING	O	143	5	148	-	148	-				-
TGX	CAR PARKS PAYMENT SYSTEM	O	44	161	205	26	205	-				-
THK	RVP CO2 MONITORING & CONTROLS	O	65	-	65	-	65	-				-

Appendix B: CAPITAL MONITORING - Gross capital budgets and payments for 2016/17

Code	Scheme	Open/ Closed	FY Original Budget £000	Amendments to budget £000	FY Revised Budget £000	Actual £000	Forecast £000	Difference £000	Re-scheduled To 2017/18 £000	Re-scheduled From 2017/18 £000	New Schemes £000	Over/Under Budget £000
Planning and Transportation Total			535	219	754	34	761	7	-	-	-	7
Sustainability - Councillor Ronen Basu												
TDD	STREET LIGHTING COLUMNS	O	29	-	29	-	29	-				-
TDP	LAMBERHURST FLOOD PROTECTION	O	-	8	8	-	8	-				-
TGH	PUBLIC REALM IMPROVEMENTS	O	392	288	680	92	680	-				-
Sustainability Total			421	296	717	92	717	-	-	-	-	-
Tourism Leisure and Economic Development - Councillor Jane March												
TCX	GOUDHURST PAVILION	O	-	3	3	-	3	-				-
TEH	CREMATORS	O	9	-	9	-	9	-				-
TFD	NORTH FARM ART WORKS	O	35	-	35	-	35	-				-
TFE	GROSVENOR AND HILBERT PARK	O	-	175	175	148	175	-				-
TFS	CHRISTMAS LIGHTS	O	7	-	7	-	7	-				-
TGB	MEMORIAL SCHEMES	O	-	202	202	1	202	-				-
TGE	MONSON ROAD DEVELOPMENT	O	-	92	92	59	92	-				-
TGM	SECOND CREM CHAPEL	O	-	-	-	-	-	-				-
TGO	ASSEMBLY HALL ICT	O	-	12	12	-	12	-				-
TGR	TRINITY THEATRE EXTENSION	O	100	(68)	32	-	32	-				-
TGY	BEREAVEMENT SERVICES ICT	O	24	5	29	-	29	-				-
TGZ	SPORTS CENTRES TILING & PLANT	O	-	80	80	-	80	-				-
THA	ASSEMBLY HALL IMPROVEMENTS	O	-	18	18	6	18	-				-
THL	CALVERLEY GROUNDS PLAY AREA	O	30	-	30	0	30	-				-
THM	ASSEMBLY HALL GRID UPGRADE	O	50	-	50	36	50	-				-
THN	DUNORLAN CAR PARK	O	30	-	30	29	30	-				-
THO	SPORTS PITCHES DRAINAGE	O	25	-	25	18	25	-				-
THP	CULTURAL HUB	O	515	-	515	490	515	-				-
Tourism Leisure and Economic Development Total			825	519	1,344	788	1,344	-	-	-	-	-
Total Projects			15,999	(1,016)	14,983	2,237	14,342	(642)	(10)	-	-	(632)

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Appendix C: CAPITAL MONITORING - Net capital budgets and payments for 2016/17

Code	Scheme	Open/ Closed	FY Original Budget £000	Amendments to budget £000	FY Revised Budget £000	Actual £000	Forecast £000	Difference £000	Re-scheduled To 2017/18 £000	Re-scheduled From 2017/18 £000	New Schemes £000	Over/Under Budget £000
Leader - Councillor David Jukes												
TGA	KEVIN LYNES SITE	O	2,540	(2,510)	30	-	30	-				-
TGK	JOHN STREET CAR PARK	O	1,407	(124)	1,283	900	1,283	-				-
Leader Total			3,947	(2,634)	1,313	900	1,313	-	-	-	-	-
Finance and Governance - Councillor Paul Barrington-King												
TCA	FINANCIAL MANAGEMENT SYSTEM	O	-	90	90	84	90	-				-
TDI	ASSET ACQUISITION FUND	O	-	-	-	-	-	-				-
TFV	MOBILE RESPONSIVE WEBSITE	O	10	-	10	-	-	(10)	(10)			-
TGJ	ITRENT PAYROLL & HR SYSTEM	O	80	-	80	-	80	-				-
TGM	PSN REQUIREMENTS	O	-	30	30	-	30	-				-
TGT	DATA CENTRE CONSOLIDATION	O	-	34	34	-	34	-				-
TGQ	SINGLE CUSTOMER ACCOUNT	O	120	(40)	80	0	80	-				-
TGV	TELEPHONY MKIP PROJECT	O	-	-	-	(0)	-	-				-
TGW	DATA ANALYSIS SOFTWARE	O	-	-	-	(0)	-	-				-
THE	DEBT RECOVERY SERVICE	O	100	(6)	94	-	94	-				-
THF	CARD PAYMENT SOFTWARE	O	31	-	31	-	31	-				-
THG	PAYMENT KIOSKS	O	31	-	31	-	31	-				-
THH	SHREDDING MACHINE	O	30	-	30	30	30	-				-
THI	FMS UPGRADE	O	24	-	24	-	24	-				-
THQ	FACILITIES VEHICLE	O	-	10	10	-	10	-				-
Finance and Governance Total			426	118	544	113	534	(10)	(10)	-	-	-
Communities and Wellbeing - Councillor Lynne Weatherly												
TAC	DISABLED FACILITIES GRANTS	O	81	(81)	-	(0)	-	-				-
TAD	HOUSING RENEWAL ADVANCES	O	30	33	63	1	63	-				-
TCE	COMMUNITY GRANTS	O	20	1	21	13	21	-				-
THJ	CCTV HUB	O	195	-	195	-	195	-				-
Communities and Wellbeing Total			326	(47)	279	13	279	-	-	-	-	-
Planning and Transportation - Councillor Alan McDermott												
TBF	CONSERVATION AREA ENHANCE	O	70	31	101	5	101	-				-
TBG	HERITAGE PARTNER GRANTS	O	40	15	55	1	55	-				-
TCB	NORTH FARM DEPOT	O	153	4	156	1	161	5				5
TDC	QUALITY BUS PARTNERSHIP	O	10	4	14	-	14	-				-
TFB	SHERWOOD LAKE REDEVELOPMENT	O	-	-	-	2	2	2				2
TGD	CAR PARKS LED LIGHTING	O	143	5	148	-	148	-				-
TGX	CAR PARKS PAYMENT SYSTEM	O	44	161	205	26	205	-				-
THK	RVP CO2 MONITORING & CONTROLS	O	65	-	65	-	65	-				-
Planning and Transportation Total			525	219	744	34	751	7	-	-	-	7

Appendix C: CAPITAL MONITORING - Net capital budgets and payments for 2016/17

Code	Scheme	Open/ Closed	FY Original Budget £000	Amendments to budget £000	FY Revised Budget £000	Actual £000	Forecast £000	Difference £000	Re-scheduled To 2017/18 £000	Re-scheduled From 2017/18 £000	New Schemes £000	Over/Under Budget £000
Sustainability - Councillor Ronen Basu												
TDD	STREET LIGHTING COLUMNS	O	29	-	29	-	29	-				-
TDP	LAMBERHURST FLOOD PROTECTION	O	-	-	-	-	-	-				-
TGH	PUBLIC REALM IMPROVEMENTS	O	-	288	288	(0)	288	-				-
Sustainability Total			29	288	317	(0)	317	-	-	-	-	-
Tourism Leisure and Economic Development - Councillor Jane March												
TCX	GOUDHURST PAVILION	O	-	-	-	-	-	-				-
TEH	CREMATORS	O	9	-	9	-	9	-				-
TFD	NORTH FARM ART WORKS	O	-	-	-	-	-	-				-
TFE	GROSVENOR AND HILBERT PARK	O	-	-	-	(0)	-	-				-
TFS	CHRISTMAS LIGHTS	O	7	-	7	-	7	-				-
TGB	MEMORIAL SCHEMES	O	-	202	202	1	202	-				-
TGE	MONSON ROAD DEVELOPMENT	O	-	42	42	9	42	-				-
TGM	SECOND CREM CHAPEL	O	-	-	-	-	-	-				-
TGO	ASSEMBLY HALL ICT	O	-	12	12	-	12	-				-
TGR	TRINITY THEATRE EXTENSION	O	-	-	-	-	-	-				-
TGY	BEREAVEMENT SERVICES ICT	O	24	5	29	-	29	-				-
TGZ	SPORTS CENTRES TILING & PLANT	O	-	80	80	-	80	-				-
THA	ASSEMBLY HALL IMPROVEMENTS	O	-	18	18	6	18	-				-
THL	CALVERLEY GROUNDS PLAY AREA	O	-	-	-	0	-	-				-
THM	ASSEMBLY HALL GRID UPGRADE	O	50	-	50	36	50	-				-
THN	DUNORLAN CAR PARK	O	30	-	30	29	30	-				-
THO	SPORTS PITCHES DRAINAGE	O	25	-	25	18	25	-				-
THP	CULTURAL HUB	O	336	-	336	311	336	-				-
Tourism Leisure and Economic Development Total			481	359	840	411	840	-	-	-	-	-
Total Projects			5,734	(1,698)	4,037	1,471	4,034	(3)	(10)	-	-	7

Appendix D

Summary of Expenditure and funding for the 4 years programme to 2019/20

	Original £000	Extra Items						
		Approved	Approved	Approved	Approved	Proposed	Proposed	Projected
		Q1 £000	Q2 £000	Q3 £000	Q4 £000	Adjustmts Q2 £000	Movements between Yrs Q2 £000	Outturn Q4 £000
All years								
2016/17	15,999	(1,016)				(632)	(10)	14,342
2017/18	1,769	(10)				-	10	1,769
2018/19	740	-				-	-	740
2019/20	740	-				-	-	740
Gross Expenditure	19,248	(1,026)	-	-	-	(632)	-	17,591
Government Grants	2,076	521				361	-	2,959
HLF Lottery grant	179	142				-	-	321
Section 106 contributions	165	(65)				-	-	100
Other External Contributions	1,010	83				-	-	1,093
Public Works Loan Board Loan	9,000	-				(1,000)	-	8,000
Maintenance of Graves reserve	-	32				-	-	32
Garden of Remembrance reserve	-	19				-	-	19
Invest to Save Reserve	417	333				-	-	750
Housing Renewal Reserve	-	30				-	-	30
Government Grants Reserve	33	-				-	-	33
Capital and Rev Initiatives Reserve	6,368	(2,120)				7	-	4,255
Sale of Fixed Assets	-	-				-	-	-
Total Funding	19,248	(1,026)	-	-	-	(632)	-	17,591

Appendix D

Summary of Expenditure and funding for 2016/17

	Original £000	Extra Items						Year End Projected Outturn Q4 £000
		Approved	Approved	Approved	Approved	Proposed	Proposed	
		Q1 £000	Q2 £000	Q3 £000	Q4 £000	Adjustmts Q2 £000	Movements between Yrs Q2 £000	
Gross expenditure	15,999	(1,016)				(632)	(10)	14,342
Government Grants	519	521				361	-	1,402
HLF Lottery grant	179	142				-	-	321
Section 106 contributions	165	(65)				-	-	100
Other external Contributions	402	83				-	-	485
Public Works Loan Board Loan	9,000	-				(1,000)	-	8,000
Maintenance of Graves reserve	-	32				-	-	32
Garden of Remembrance reserve	-	19				-	-	19
Invest to Save Reserve	417	333				-	-	750
Housing Renewal Reserve	-	30				-	-	30
Government Grants Reserve	33	-				-	-	33
Capital and Rev Initiatives Reserve	5,284	(2,110)				7	(10)	3,171
Sale of Fixed Assets	-	-				-	-	-
Total Funding	15,999	(1,016)	-	-	-	(632)	(10)	14,342

Housing Renewal Grants - summary of loans issued and repaid

	2016/17	2015/16	2014/15	2013/14	2012/13
Advances made during the year	516.00	33,090.84	28,759.76	123,179.22	117,284.59
Repayment of loans received	(29,026.81)	(69,327.39)	(44,900.58)	(32,137.36)	(28,964.13)
Other contributions			(5,043.55)		
Transferred to the reserve	29,026.81	69,327.39	49,944.13	32,137.00	28,964.13
Net position	516.00	33,090.84	28,759.76	123,178.86	117,284.59
Housing Renewal Reserve	(209,399.82)	(180,373.01)	(111,045.62)	(61,101.49)	(28,964.13)

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Quarter 2 - Capital Management to 30 September 2016**S106 as at 30 September 2016****Allocated to schemes in capital programme:**

North Farm Artworks (2016/17)	35
Trinity	32
Goudhurst	3
Calverley Grounds Play Area	29

Allocated to third party:

Tunbridge Wells FC	96
--------------------	----

196

Reserved for purposes set out in Section 106 agreements:

Youth and Adult recreation	689
Childrens Playspace	206
Cycleways	322
Car Parking	86
Highways & Transport	57
Air Quality & Renewable Energy	159
Nature Res/Planting/Commons	1
Reptile & Ecology	15
Public Art	10
Affordable Housing	314

1,859

Total Section 106 contributions in hand as at 30 September 2016**2,055****These contributions expire in the following years:**

2016/17	11
2017/18	132
2018/19	0
2019/20	260
2020/21	509
2021/22	143
2022/23	0
2023/24	333
2024/25	0
2025/26	147
	1,535

Contributions without expiry dates 520

Total Section 106 contributions in hand as at 30 September 2016**2,055**

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Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Treasury and Prudential Indicator Management Report: Quarter 2 (to 30 September 2016)

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Paul Barrington-King – Portfolio Holder for Finance and Governance
Lead Director	Lee Colyer – Director of Finance and Corporate Services
Head of Service	Jane Fineman – Head of Finance and Procurement
Lead Officer/Report Author	Clare Hazard – Accountancy Manager
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That Members acknowledge the 2016/17 Treasury Management and Prudential Indicator position.
2. The projected interest rate for investments has decreased from 1.86% to 1.77% but interest is expected to be on budget at £762,000 due to higher than forecast investment funds available. This is unchanged from the Quarter 1 forecast.

This report relates to the following Five Year Plan Key Objectives:

This report supports all of the key objectives. Ensuring effective cash flow management is vital in order to support all the services provided by the Council. The interest received from the Council’s investments is an important source of income in helping the Council set a balanced budget.

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	26 October 2016 (Verbal update)
Discussion with Portfolio Holder	
Cabinet Advisory Board	8 November 2016 (Verbal update)
Cabinet	1 December 2016

Treasury and Prudential Indicator Management Report: Quarter 2 (to 30 September 2016)

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report monitors compliance with the Treasury Management Policy & Strategy 2016/17 for the period 1 April 2016 to 30 September 2016.
 - 1.2 The report updates Members on the investments held by the Council and informs that interest from investments for 2016/17 is forecast to be £762,000, the same as the approved budget.
 - 1.3 The report also updates Members on the borrowed funds held by the Council. The cost of the interest on the PWLB loan for 2016/17 is forecast to be £192,910, the same as the approved budget.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 Under its Financial Procedure Rules, the Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to Cabinet.
- 2.2 This report monitors, for the period 1 April 2016 to 30 September 2016, compliance with the Treasury Management Policy and Strategy 2015/16 recommended by Cabinet at its meeting 11 February 2016 (CAB143/15) and approved by Full Council at its meeting of 24 February 2016 (FC56/15).

Current Investments

- 2.3 The 2016/17 approved limits on the amount of money and the time period the Council can invest with any given counterparty is shown in **Appendix A**.
- 2.4 As at 30 September 2016 the Council had £41 million of investments and the institution categories and the maturity profile of these investments are shown in **Appendix B**.

Investment Interest

- 2.5 The bank interest rate set by the Bank of England's Monetary Policy Committee (MPC) had been 0.50% since March 2009 but was cut to 0.25% on 4 August 2016.
- 2.6 Capita Asset Services, who are the Council's treasury advisors, regularly review interest rates and produce a forecast of the rate over future years. They currently predict that interest rates will stay at 0.25% and only begin rising again slowly during 2019.

- 2.7 Clearly the reduction in the base rate will affect the investment levels achieved from the Council's investment portfolio, this year and into future years. The Council has protected itself, in part, by making long term fixed investments, which continue into this year and next, and by diversifying its investments into a property fund.
- 2.8 Investment interest of £762,000 was included in the revenue budget for 2016/17 which was based on a target average interest rate of 1.86%. The average interest rate is now expected to be 1.77%, an overall reduction of 0.09%.
- 2.9 The estimated average funds available for investment in 2016/17 were £40.97 million. The projected funds are now forecast to be £42.97 million due to a higher than estimated opening balance resulting from the rescheduling of the capital programme during 2015/16.
- 2.10 Taking the reduction in estimated interest rate and the increase in available funds into account, the forecast investment income remains the same at £762,000.
- 2.11 A summary of the forecast position is shown below:

	Budget 2016/17	Forecast Quarter 2	Forecast Quarter 1
Equated Investments	£40.97 million	£42.97 million	£42.97 million
Average Interest Rate	1.86%	1.77%	1.77%
Investment Income	£762,000	£762,000	£762,000

Treasury Management Strategy Prudential Indicators and Targets

- 2.12 Details of the Prudential Indicators and Treasury Management Targets compared to the position as at 30 September 2016 are set out in **Appendix C**.
- 2.13 None of the Prudential Indicators were breached in this period. The projected interest rate achieved from investments has been reduced from 1.86% to 1.77%, as explained in paragraph 2.8, but due to a higher than estimated opening balance the overall interest budget should still be achieved.

Local Authorities Property Fund

- 2.14 The Council has purchased £9 million worth of units in The Local Authorities' Property Fund. The Fund pays a dividend to the Council on a quarterly basis. The dividend has been in the region of 6% although a management fee of around 0.7% is paid back to the Fund.
- 2.15 The value of the investment is calculated at year end to be included in the Council's Financial Statements at its fair value (market price). The value of the Council's £9 million investment was £10,387,162 as at 31st March 2016.

- 2.16 The estimated value of the £9 million invested as at 30th September 2016 is £10,011,962, a loss this year of £375,200, and a further loss of £47,166 since Quarter 1 but still a gain since purchase of over £1 million. Any gain or loss at year end is transferred to an unusable reserve called the 'Available for Sale Reserve'. The cumulative gain or loss on this reserve will only be recognised in the Income and Expenditure Statement on disposal of the investment.
- 2.17 The dividend received from the Fund dropped slightly in September to a net average of 5.13%. If the dividend drops further over coming months this will have a significant effect on interest received and the forecast of income from interest may need to be reduced.

Other Interest Received

- 2.18 The Council also receives interest in addition to investment interest from a variety of sources as shown below:

	Budget
Mortgages	£5,520
Local Authority Mortgage Scheme	£55,800
Bank Interest	£12,000
Other Loans	£3,400
Total Other Interest	£76,720

- 2.19 The Council has negotiated an attractive rate of interest on the balances it holds in its Lloyds current account which means at times it is more advantageous to leave funds in the bank account short term, rather than invest them elsewhere. If the £12,000 bank interest budget shown above is over achieved at year end these additional funds would help offset any underachievement of investment income.
- 2.20 The Council has provided a loan to Fusion Lifestyle, who manage the Council's sports centres, to fund improvements to the sports centres. The timings of the loan were uncertain when setting the 2016/17 budget so were not built into the Other Interest budget. This money could therefore also be used to offset any underachievement of investment income. If the interest is not required for this purpose it will be transferred to the Strategic Plan Reserve. This reserve has been added to in previous years when interest received has exceeded budget.

Current Borrowing

- 2.21 The Council borrowed £20 million from the Public Works Loans Board (PWLB) to fund potential property purchases in July 2010 at a rate of 2.38%. This loan is for a period of 10 years and is repaid in sums of £1 million every six months. Therefore £8 million of this loan was outstanding as at 30 September 2016.
- 2.22 The cost of interest on this borrowing for 2016/17 will be £190,910.

3. AVAILABLE OPTIONS

3.1 This report is essentially for information.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 That Members acknowledge the 2016/17 Treasury Management and Prudential Indicator position and note that investment interest is currently forecast to be on budget at £762,000.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 The Council takes advice from Capita Asset Services on all treasury management activities.

RECOMMENDATION FROM CABINET ADVISORY BOARD

5.2 The Finance and Governance Advisory Board were given a verbal update on 8 November 2016 and there were no recommendations.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 The investment income and borrowing costs are also included within the Quarter 2 Revenue Management report which is an accompanying report on this agenda.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	Under Section 151 of the Local Government Act 1972 (LGA 1972) the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including securing effective arrangements for treasury management.	Legal fee earner
Finance and other resources	The net investment interest is an important source of income for the Council's revenue budget.	Head of Finance and Procurement
Staffing establishment	No implications	Head of HR or deputy
Risk management	The Treasury Management Policy and Strategy sets out how the Council aims to control the risks associated with treasury management. The security of the Council's investments is the top	Head of Audit Partnership, Deputy Head of Audit Partnership

	priority when making investments and is always considered before yield.	or Audit Manager
Environment and sustainability	No implications	Sustainability Manager
Community safety	No implications	Community Safety Manager
Health and Safety	No implications	Health and Safety Advisor
Health and wellbeing	No implications	Healthy Lifestyles Co-ordinator
Equalities	No implications	West Kent Equalities Officer

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Treasury Management Investment Limits
- Appendix B: Current Investments
- Appendix C: Prudential Indicators and Treasury Management Targets

9. BACKGROUND PAPERS

Treasury Management Policy and Strategy 2016/17 – CAB143/15

APPENDIX A: Treasury Management Investments Limits**Banks/Building Societies**

	Fitch Rating (minimum)		Maximum Investment per Institution/ Group	Maximum Duration
	LT	ST		
1st tier institutions	AA+ AA AA-	F1+	£20 million	5 years
2nd tier institutions	A+ A A-	F1	£10 million	3 years

Nationalised/Part Nationalised Banks

	Fitch Rating (minimum)		Maximum Investment per Institution/ Group	Maximum Duration
	LT	ST		
1st tier institutions	AA+ AA AA-	F1+	£20 million	5 years
2nd tier institutions	A+ A A-	F1	£10 million	3 years

Lloyds Banking Group

	Maximum Investment	Maximum Duration
Lloyds Banking Group	£20 million	5 years

Local Authorities/Debt Management Office

	Maximum Investment	Maximum Duration
Unitary Councils	£5 million	5 years
County Councils	£5 million	5 years
Police Authorities	£5 million	5 years
Other Local Authorities	£5 million	5 years
Government's Debt Management Office	£30 million	5 years

Money Market Funds

	Maximum Investment	Maximum Duration
Money Market Funds	£5 million	5 years

Collective Investments Schemes (Pooled Funds)

	Maximum Investment	Maximum Duration
Collective Investments Schemes (Pooled Funds)	£10 million	-

Organisations for the purposes of improving Council's Assets

	Maximum Investment	Maximum Duration
Organisations for the purposes of improving Council's Assets	£5 million	5 years

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APPENDIX B: Current Investments

	Investments
Banks/Building Societies	15,000,000
Nationalised/Part Nationalised	0
Lloyds Banking Group	17,000,000
Debt Management Office	0
Other Local Authorities	0
Collective Investment Schemes	9,000,000
Total	41,000,000

	Investments
On Call	10,000,000
0 - 3 months	7,000,000
4 - 6 months	5,000,000
7 - 9 months	0
10 - 12 months	5,000,000
12 months +	14,000,000
Total	41,000,000

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APPENDIX C: Prudential Indicators and Treasury Management Targets

	Target 2016/17	Actual Q2
<u>Prudential Indicators</u>		
External Debt Prudential Indicators		
1 Code of Practice The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. The Council adopted the code in March 2002 and continues to conduct its treasury activities in accordance with it.	Adopt the Code of Practice	No Breach
2 Ratio of financing costs to net revenue stream Identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against net revenue stream. Ratio	1.50%	1.50%
3 Incremental impact of capital investment decisions on Council Tax Identifies the revenue costs associated with proposed changes to the three year programme compared to the existing approved commitments. Impact	£0	£0
4 Authorised Limit for External Debt The Council is expected to set a maximum authorised limit for external debt. This limit should not be exceeded and is therefore calculated on the basis of the worst case scenario for cash flow requirements in the short term. Authorised limit for external debt	£20 million	£8 million
5 Operational boundary for external debt The Council is required to set an operational boundary for external debt. This indicates the most likely maximum level of external debt for cash flow requirements in the short term. This indicator may be breached temporarily for operational reasons. Operational boundary for external debt	£20 million	£8 million

APPENDIX C: Prudential Indicators and Treasury Management Targets

	Target 2016/17	Actual Q2
<p>6 Interest Rate Exposures The Council needs to set upper limits to its exposure to the effects of changes in interest rates. This indicator has been set to allow 100% of the portfolio to be placed in fixed rate investments. The upper limit on variable rate exposure is set at 40% of the total value of the portfolio.</p> <p>Upper limit for fixed rate investments Upper limit for variable rate investments</p>	<p>100% 70%</p>	<p>54% 46%</p>
<p>6 Maturity Structure of Borrowing The Council needs to set upper and lower limits with respect to the maturity structure of its borrowing. As the Council has now entered into long term borrowing, as approved by Full Council, the upper and lower limit for borrowings with a maturity over 12 months is 100%.</p> <p>Limits for the maturity structure of fixed term borrowings</p> <p>Upper limit for under 12 months Lower limit for under 12 months</p> <p>Upper limit for over 12 months Lower limit for over 12 months</p>	<p>100% 0% 100% 0%</p>	<p>Nil Nil 100% 0%</p>

APPENDIX C: Prudential Indicators and Treasury Management Targets

	Target 2016/17	Actual Q2
<u>Treasury Management Targets</u>		
1 Target Investment Interest Rate Base Rate 0.50% from 5th March 2009 Base Rate 0.25% from 4th August 2016	1.86%	1.77% projected
2 Longer term investment decisions Made in the context of a minimum investment	1.00%	One year investment made at 1.00%
3 Cash flow Overall cash flow to be managed to achieve a nil borrowing requirement although borrowing will be considered an option where it is prudent to do so	Nil	Nil

APPENDIX C: Prudential Indicators and Treasury Management Targets

	Target 2016/17	Actual Q2
Other Key Data		
1 Estimated average equated sums for investment 2016/17	£40.97 million	£42.97 million projected
2 Investment Income	£762,000	£762,000 projected (Year to date £394,000)
3 Interest Paid	£192,910	£192,910 projected (Year to date £103,000)
4 Actual Investments at end of quarter Total Investments		£41.0 million

Actual Q1
No Breach
1.50%
£0
£9 million
£9 million

Actual Q1
44%
56%
Nil
Nil
100%
0%

Actual Q1
1.77% projected
No long term investments made
Nil

Actual Q1
£42.97 million projected
£762,000 projected
(Year to date £199,000)
£192,910 projected
(Year to date £53,000)
£34.0 million

Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Draft Budget 2017/18

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Paul Barrington-King, Portfolio Holder for Finance and Governance
Lead Director	Lee Colyer, Director of Finance and Corporate Services
Head of Service	Jane Fineman, Head of Finance and Procurement
Lead Officer/Report Author	Lee Colyer, Director of Finance and Corporate Services
Classification	Non-exempt
Wards affected	All

This report makes the following recommendation to the final decision-maker:

1. That Cabinet comments on the draft budget and identifies any areas that they believe need to be strengthened or where there are omissions; and
2. That, subject to the above recommendation, Cabinet agrees the draft budget for public consultation.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough
- A Green Borough
- A Confident Borough

The Council's budget involves the allocation of financial resources to deliver the Council's Key Objectives.

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	26 October 2016 (verbal update)
Discussion with Portfolio Holder	31 October 2016
Finance & Governance Cabinet Advisory Board	8 November 2016
Cabinet	1 December 2016

Draft Budget 2017/18

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

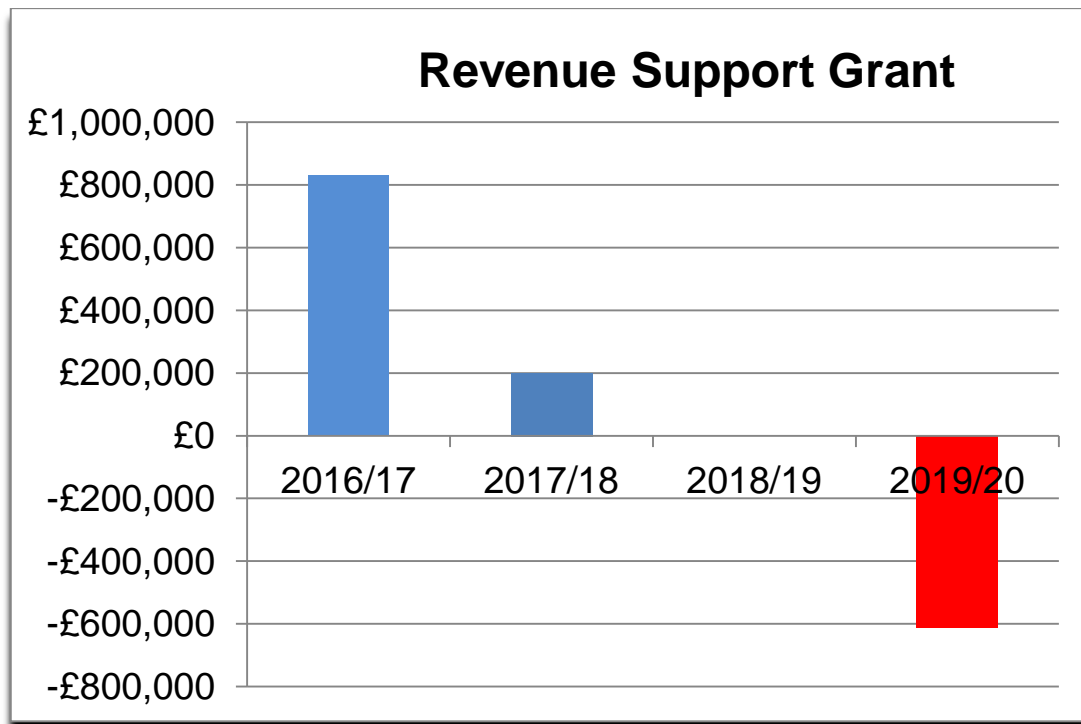
- 1.1 This report outlines the assumptions that have been built into the draft budget for 2017/18.
 - 1.2 The draft budget still has a funding gap of £642,000 which is an improvement of £67,000 on the previously reported projection. However, if left unmanaged this would increase to an annual deficit of £1.2 million by 2021/22, which would need to be funded from new income, further cost reductions or from reserves.
 - 1.3 For 2017/18 Revenue Support Grant for this Council is expected to be cut from £830,000 to £200,000 before disappearing altogether in 2018/19. This will bring the total reduction in central government support for local services to £4.6 million since 2010.
 - 1.4 The draft budget is a projection and following approval it will be published on to the Council's consultation portal.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 Cabinet received the first report leading to the setting of the 2017/18 budget at the meeting on 4 August 2016 entitled Budget Projection and Strategy which had also been considered by the Finance & Governance Cabinet Advisory Board. This was followed by a Budget Update report on 27 October 2016.

Four-Year Settlement Offering

- 2.2 On 12 October 2016 Full Council agreed to accept the Government's offer of a four-year funding settlement and submitted the required efficiency plan. There are still a number of uncertainties surrounding the four-year offer but the Revenue Support Grant element published for this Council is shown below.



Autumn Statement

- 2.3 The Government will issue the Autumn Statement on 23 November 2016. A verbal update will be provided on any issues which will impact on the Council's budget following this announcement.

Government consultations

- 2.4 The Government has issued a large number of consultations which have the potential substantially to impact on the budget for 2017/18 and the Council's financial standing over the medium-term. The major ones are summarised below:

- LG Finance Settlement 2017/18 technical consultation issued 15 September 2016;
- Self-sufficient Local Government: 100% Business Rates Retention issued 5 July 2016;
- Business Rates Reform Fair Funding Review: Call for evidence on Needs and Redistribution issued 5 July 2016; and
- New Homes Bonus 'sharpening the incentive' issued 17 December 2015 closed 10 March 2016 - the results of this consultation are still awaited.

New Homes Bonus Strategy

- 2.5 Following the decision in 2016/17 to use the New Homes Bonus (NHB) to resource the Development Programme the Council is using all £1.8 million NHB in the base budget. The NHB scheme is likely to change with fewer years of new housebuilding being taken into account. In the short term this may not actually result in less NHB if housebuilding continues at a higher rate than during the past six years. Regardless of the amount of NHB awarded it is

proposed to set an upper limit of £1.8 million being used within the base revenue budget. NHB above this amount will be transferred into the Capital and Revenue Initiatives Reserve to help fund future capital programmes.

- 2.6 Over time the reliance on NHB in the revenue budget will be reduced to limit the exposure to this form of growth incentive scheme coming to an end.

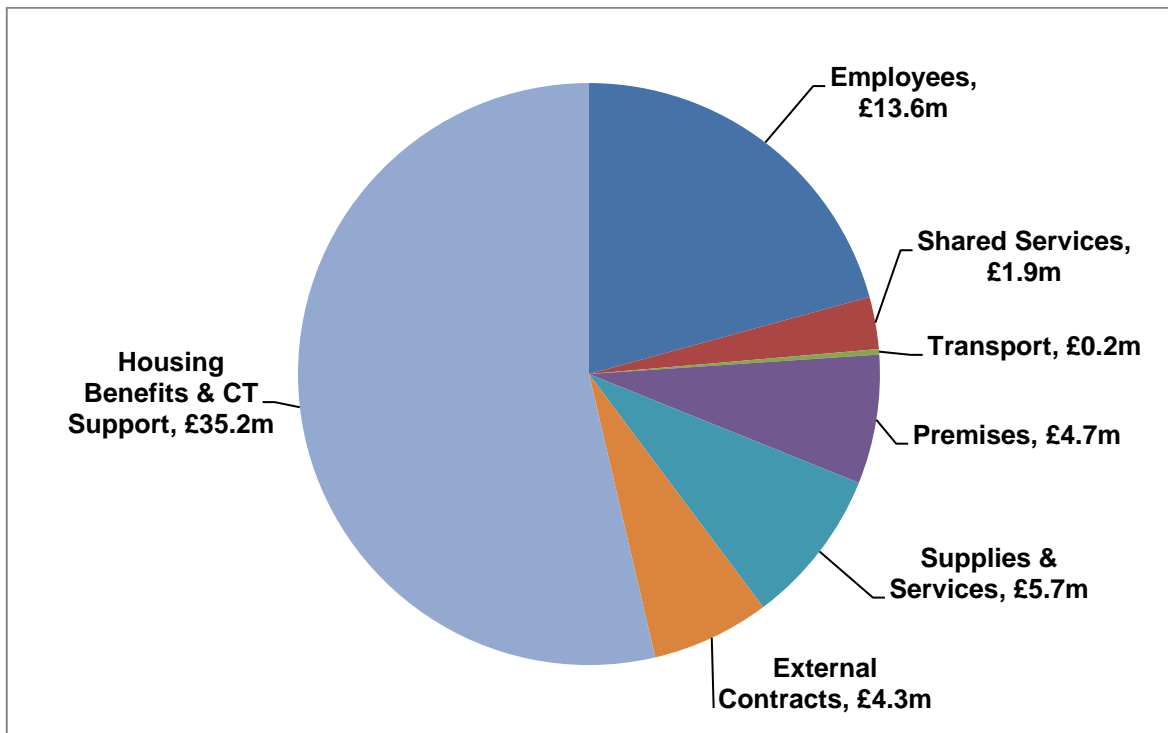
Retention of 100 per cent of Business Rates

- 2.7 The Chancellor of the Exchequer announced that local government will retain all revenue from business rates by 2020. This is welcome news and one which this Council has been calling for over many years. However, it is important to understand that it is local government overall that by 2020 will be able to keep all the revenues from business rates, not individual councils. There will still be a system of distributing business rates from economically successful areas such as Tunbridge Wells to other parts of the country whose public expenditure exceeds the amount they generate from business rates. This Council will still only be guaranteed the amount set out in the four-year funding settlement currently £2.2 million of the £52.6 million collected.
- 2.8 The proposals consulted on would allow individual councils to keep a share (currently 40 per cent for this Council) of the extra business rates from new growth over the existing baseline after the impact from appeals. So there is now a stronger financial incentive to encourage development and grant planning permission for new business growth.
- 2.9 From 2018/19 this Council will not receive any Revenue Support Grant so the challenge is to grow the business rate base sufficiently to fund essential and valued local services in the Borough.
- 2.10 The Valuation Office Agency (VOA) has recently published the draft rateable values to be used in the calculation of business rate bills from April 2017. It is important to understand that whilst rateable values have increased on average by six per cent in the Borough this does not financially benefit the Council. Business rates are fiscally neutral at a national level and the Government will rebalance the share of business rates so that individual councils still receive the same amount from business rates as they currently did before the revaluation.

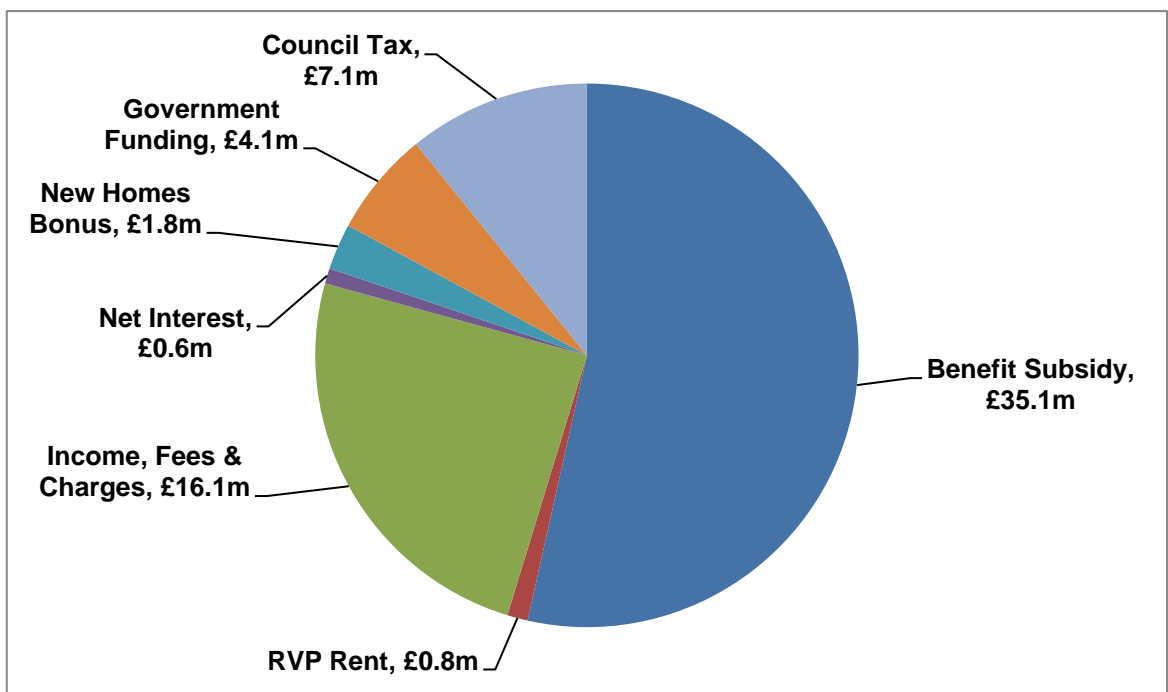
Budget Breakdown

- 2.11 The Council provides a diverse range of services across the Borough which currently cost £65.6 million. The services are provided either by contractors, through partnership with other councils or by directly employing staff. As at 30 June 2016 the Council employed 272 FTEs (full time equivalents). The following pie charts show the current revenue expenditure and how this is funded.

2016/17 Revenue Expenditure



2016/17 Revenue Funding



2.12 A further subjective breakdown of the budget per cost centre for 2016/17 is available on the Council's website:
http://www.tunbridgewells.gov.uk/_data/assets/pdf_file/0014/105206/Codebook-2016-17.pdf

Latest Budget Projection 2017/18

- 2.13 The latest budget projection has been developed using broad assumptions on how various types of costs and income will look when the budget is built up using detailed estimates in January.
- 2.14 There are still some uncertainties that will impact on the budget for 2017/18. Notwithstanding these, portfolio-holders have been busy with their directors/heads of service in trying to identify efficiency options and ideas to reduce the cost of services or to increase income. These ideas are listed in Appendix A for discussion.
- 2.15 The Council has already taken difficult decisions since 2008, which have mitigated the impact of the financial and economic crisis. But the culture of innovation and rigorous reduction combined with income optimisation will need to continue and there are likely to be further strategic decisions required. The Council is now on a firm financial footing and has an embedded culture of change and efficiency from which to face the challenges ahead.
- 2.16 Provided all the corporate savings and budget work streams are delivered then there is still a funding gap at this stage. The major changes over the current year are summarised in the table below.

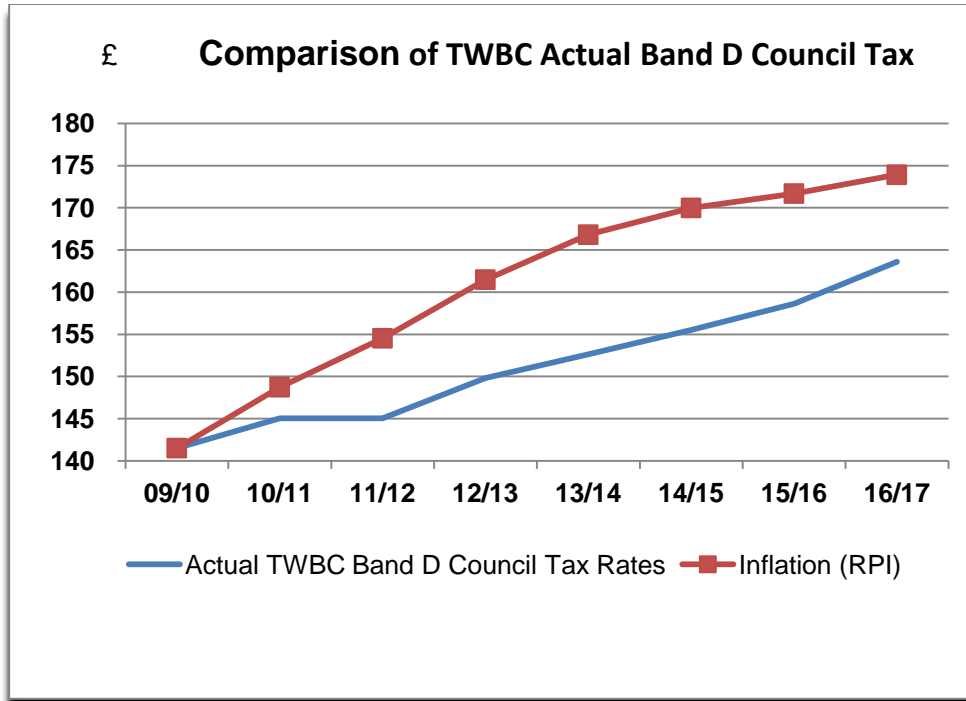
Cut in Government Grant	830
Loss of income from centralising local land charges	270
Government apprentice levy	50
Extra costs of temporary housing (B&B)	40
Lower interest on cash deposits	50
Repay grant volatility reserve	159
Increase in Business Rates from revaluation 2017	50
Council Tax increase of £5	(290)
Proposed efficiencies	(400)
New banking contract	(17)
Fees and charges above the MTFS target	(24)
Changes to Council Tax Support Scheme	(76)
Increase in car parking charges	TBC
Use of general reserves	0
Funding Shortfall	642

Council Tax Strategy

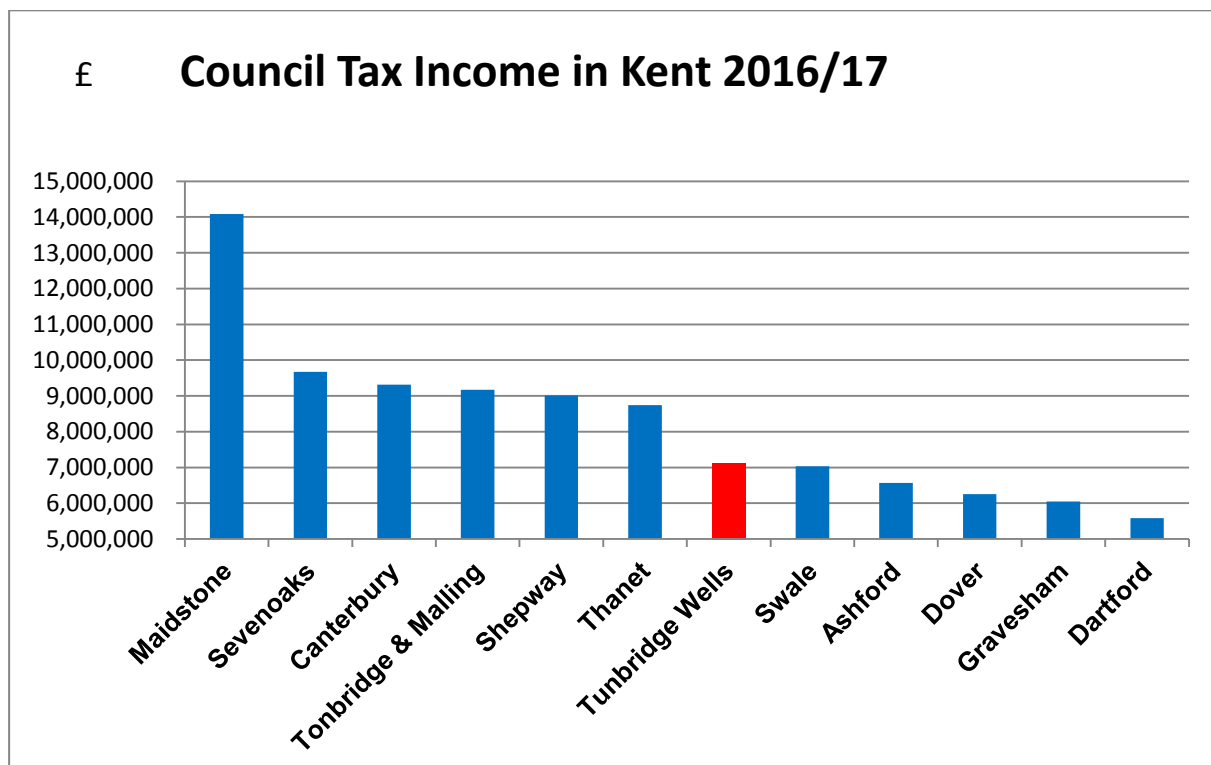
- 2.17 One source of funding for the provision of local services is council tax. This Council has historically had a policy of very low council tax levels and the strategy is for council tax to increase up to the threshold for triggering a referendum.
- 2.18 For the remainder of this Parliament the Government has allowed the most efficient authorities such as this Council to be able to increase council tax up to £5.00 a year, indeed the Government assumes this Council will do so in their

assessment of this Council's available financial resources. It will be for Full Council in February 2017 to decide the level of Council Tax.

2.19 The following graph shows that since 2009/10 council tax has been cut in real terms compared to inflation and was frozen in 2011/12.



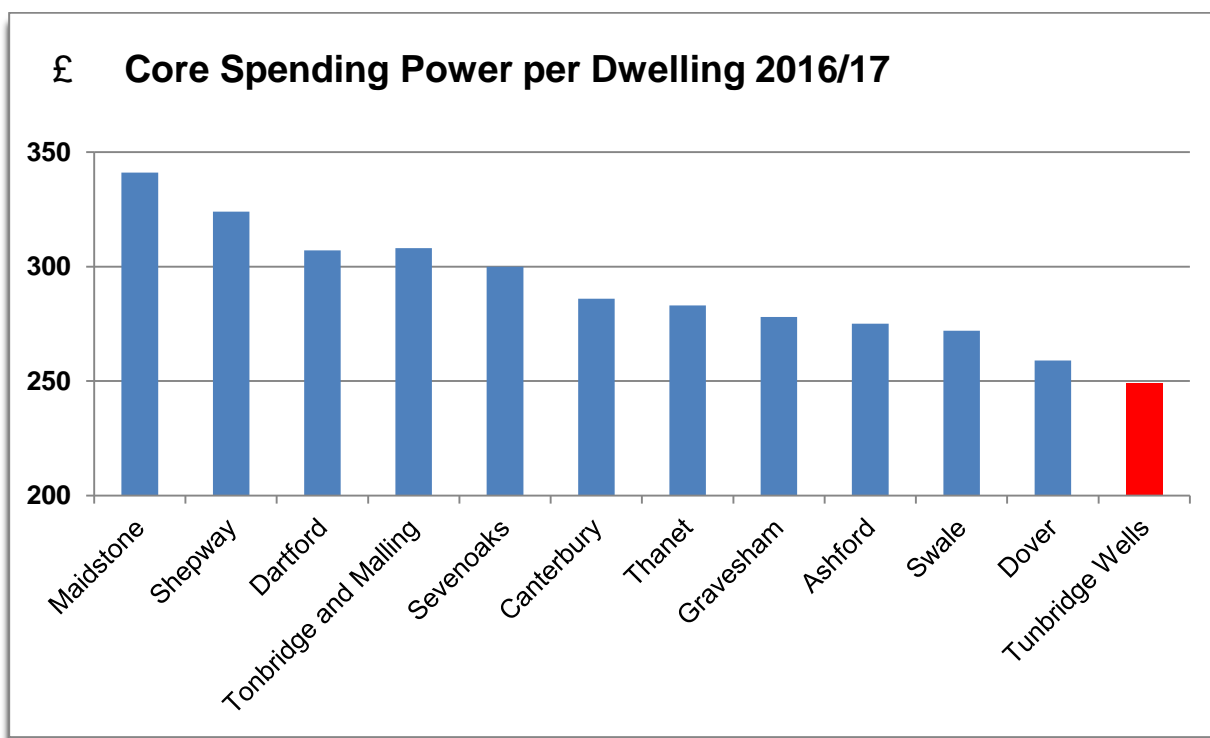
2.20 The graph below shows the comparison across Kent of the amount of income raised through council tax for 2016/17.



2.21 The basic amount of Council Tax in the Borough is currently £163.61 (45p a day) which is the fourth lowest in Kent. By way of example if Sevenoaks and Maidstone Councils freeze their council tax every year and this Council agrees an increase up to the capping limit every year then it would take 8 years and 17 years respectively for the TWBC rate to reach the level charged by these councils.

Spending Power

2.22 The Government has developed a universal benchmarking indicator called 'Spending Power' to enable comparisons between councils of the income they receive from national and local tax payers. This indicator appears to be the best available for identifying how much funding each council receives per household to provide local services. The graph below shows that using the Government's own calculation TWBC has by far the lowest spending power in Kent at just £249 per household (£263 in 2015/16).



2.23 This graph explains why despite being very efficient (as evidenced by the external auditor's unprecedented sixth clean Annual Audit Letter) and delivering excellent value for money (2015 Residents' Survey) this Council still faces financial challenges to set a balanced budget. In addition any budget gap will widen as more services that generate an income are nationalised (Local Land Charges) and those that cost money are localised (business rate appeals).

User Pays Principle

2.24 With operating costs and taxation driving up expenditure it will be necessary to recover these costs from the user of those services rather than all council tax payers.

- 2.25 In November 2016, Cabinet will consider the 'fees and charges' report for areas which are not dictated by central government. The budget projections have assumed for modelling purposes that the total income from the charges set out in the report is achieved.

Car Parking Charges

- 2.26 Car Parking charges have not increased for a number of years and, with demand exceeding supply and increased costs, a consultation is underway on a new schedule of charges. The report will be considered by Cabinet in December 2016.

Staff savings and efficiencies

- 2.27 Directors/ Heads of Services and Portfolio Holders have been busy trying to identify further efficiency options to reduce the cost of their services and to increase income; these currently total £400,000.

Digital Transformation

- 2.28 It is not possible to keep working harder and faster with fewer resources and still provide safe, effective services. The Council will need to find new ways of working smarter and deliver services in a more digitally efficient form which meets with the way the public now interact with service providers. The Council has a Digital Services and Transformation Team in place to improve operational delivery and transform the way that services are provided. Details of these projects are reported quarterly to Cabinet and the resulting efficiencies will be incorporated in the budget setting process.

Budget Calculations and Adequacy of Reserves

- 2.29 When the budget is set in February the Council's Section 151 Officer must give his view on the robustness of the estimates and adequacy of reserves.
- 2.30 The Council's Medium Term Financial Strategy 2012/13 to 2016/17 (MTFS) was agreed by Full Council on 22 February 2012 and projected the financial impact of the Council's current and proposed policies in the short and medium term. This report and the projections in Appendix B will form part of the MTFS for 2017/18 to 2021/22 which is also on this agenda.
- 2.31 It is important to recognise that there are a number of factors that can affect some budgets and where variances could be significant requiring closer budget management; these areas include:

Risk Area	Management
Planning Inquiry Costs	Whilst the primacy of planning is paramount, decisions taken by the Planning Committee can lead to formal planning inquiries which have the potential for substantial costs to arise which are not budgeted for.
Business Rates Retention Scheme	Part of the Council's government grant is now linked to the amount of business rates in the Borough. However, the Government has also transferred the liability for business rate appeals already in the system. To help mitigate the impact of appeals the Council maintains a Grant Volatility Reserve and is part of a Kent Business Rate Pool.
Economic Conditions	The majority of the Council's income is derived from sources which are subject to the prevailing economic conditions. Economic conditions can also alter the demand for Council services and those provided by partners and the voluntary sector.
Employee Costs	The move to local pay offers some protection but a watching brief is still required especially regarding the vacancy factor. Changes to pensions, national insurance and the introduction of an apprentice levy have been included where known but such further changes can have a significant cost. Demand for some professionals exceeds supply and this is exacerbated by the higher salaries available in London and parts of the private sector.
Welfare Reform	Dependant on rent levels, unemployment rates and the huge uncertainty surrounding much of the legislative changes from Welfare Reform.
Parking Income	Dependant on usage and the economic environment.
Planning and Building Control Income	Dependant on the economy and the impact of legislative changes which limit the full recovery of the cost of providing these services.
Crematorium Income	Dependant on mortality rates.
Contracts	Dependant on inflation indices and a competitive market.
Utilities	Global supply and demand plus above inflation price rises.
Land Charges	The Infrastructure Bill was approved, paving the way for Local Land Charges to be centralised into a single computer system. No details of timeframe or how the Land Registry will provide the service have been released.
Investment Returns	New cash deposits are dependent on interest rates and levels of balances. Property investments are dependent on the type of asset and rental demands.

Targeted Options to Reduce Net Expenditure	Assumes that savings identified are delivered and there are no unintended consequences.
Capital Receipts	Capital is tied up in non-operational assets which if released will help to reduce the use of cash reserves to fund the capital programme.
Government Policy and Announcements by Ministers	There has been a significant increase in volume of legislation and announcements which can undermine strategic planning and compromise budget assumptions.

Capital and Revenue Reserves

2.32 The Medium Term Financial Strategy maintains the following as an adequate level of reserves:

	Minimum
General Reserves (Revenue)	£2.0 million
Capital Receipts	£2.0 million

2.33 The reserves and balances are currently forecast to meet the above levels although maintaining this position relies on delivering not just a balanced budget in 2017/18 but a sustainable budget for the future.

2.34 In addition to the revenue and capital budget, the Council has earmarked reserves which form part of the Budget and Policy Framework and are available to fund the specific purpose of the reserve in accordance with the virement procedure rules. The projected balances of these reserves are shown below:-

Reserves	Opening Balance 1/4/2016	Movements in Reserves 2016/17	Forecast Closing Balance 31/03/2017
	£000's	£000's	£000's
General Fund	7,951	108	8,059
Earmarked Reserves	10,052	(7,983)	2,069
Capital Grants & Contributions	1,133	0	1,133
Capital Receipts Reserve	1,000	0	1,000
Total Reserves	20,136	(7,875)	12,261

3. AVAILABLE OPTIONS

3.1 The budget-setting process is well rehearsed and has largely been successful in delivering a balanced budget and engaging with the public. There may be other alternatives but ultimately the Council must produce a budget which meets its statutory responsibilities.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 To agree the content and recommendations of the report to set a balanced budget that will meet the Council's priorities.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The Council already has a wealth of information from previous budget consultation exercises and residents' surveys, the most recent being undertaken in 2015.
- 5.2 Early public engagement is essential to arrive at suitable feedback which can be developed in time to be incorporated within the budget. A well-rehearsed process of public engagement will be used. Already an article has been published in the Local magazine which is delivered free to every household in the Borough, seeking views on how the Council should set a balanced budget.
- 5.3 This is the third report in the process of setting the 2017/18 budget and builds on the previous views and recommendations of the Finance and Governance Cabinet Advisory Board and Cabinet.
- 5.4 The above will form an overall picture of prioritisation. Cabinet proposals for savings and growth will be tested through consultation.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 8 November 2016 and agreed the following recommendation:
- That the recommendations set out in the report be supported.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The draft budget will be placed onto the Council's consultation portal with responses included in the final report to Cabinet and Full Council in February 2017.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The Five Year Plan and budget form part of the Council's Policy Framework.	Head of Legal Partnership
Finance and other resources	This report forms part of the Council's Budget and Policy Framework.	Director of Finance and Corporate

		Services
Staffing establishment	Where savings proposals impact on staff then this will be managed in accordance with Human Resources policies.	Head of HR
Risk management	An assessment of the risk factors underpinning the budget will accompany the final budget report. The Strategic Risk Register also includes a risk on funding streams which is being monitored by Cabinet and the Audit and Governance Committee.	Head of Audit Partnership
Environment and sustainability	The budget has regard to the environmental sustainability priorities within the Five Year Plan.	Sustainability Manager
Community safety	The budget has regard to the community safety priorities within the Five Year Plan.	Community Safety Manager
Health and Safety	The budget has regard to the Health and Safety obligations and priorities within the Five Year Plan.	Health and Safety Advisor
Health and wellbeing	The budget has regard to the health and wellbeing priorities within the Five Year Plan.	Healthy Lifestyles Co-ordinator
Equalities	Changes to service delivery may impact on equalities; however heads of service will ensure that an equality assessment is in place where this has been identified.	West Kent Equalities Officer

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Five Year Budget projections
- Appendix B: Budget work streams

9. BACKGROUND PAPERS

None

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5 YEAR BUDGET PROJECTIONS

Year	Annual (Surplus) / Deficit	Explanation	
	£000s		
0	2016/17	-	Balanced without use of general reserves
1	2017/18	642	Cut to government grant
2	2018/19	1,426	Zero government grant
3	2019/20	2,116	Negative government grant
4	2020/21	1,351	Increase share of business rate income
5	2021/22	1,213	Increase share of business rate income
NET 5 YEAR (SURPLUS)/ DEFICIT		6,748	IMPACT ON THE GENERAL FUND

Major Assumptions

- 1 These projections assume Council Tax increase by £5 a year.
- 2 Fees and Charges income is forecast to increase by 3% each year.
- 3 Existing Car Park Income is frozen.
- 4 New Homes Bonus of £1.8m continues to be received regardless of changes.
- 5 Business Rates retained income grows at £200k each year from 2020/21

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BUDGET WORK STREAMS Appendix B

Cost Reductions

£000s

1	Efficiency	Reduced electricity costs in RVP from LED lighting	(20)
2	Efficiency	In-house operation of the Ice Rink	(5)
3	Efficiency	Community Safety savings from events support	(5)
4	Digital	Reduced publications	(10)
5	Contracts	New stationery and paper contract	(10)
6	Contracts	Trade waste collection	(13)
7	Contracts	Higher sports centre income from the upgrade	(30)
8	Community Support	Agreed reduction to multi-year grants	(9)
9	Community Support	Removal of Housing Grant	(6)

		Total Non-Staff Savings	(108)
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10	Staffing	Reductions subject to internal HR policies	(292)
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		Total Efficiencies	(400)
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Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Draft Medium Term Financial Strategy 2017/18 – 2021/22

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Paul Barrington-King, Portfolio Holder for Finance and Governance
Lead Director	Lee Colyer, Director of Finance and Corporate Services
Head of Service	Jane Fineman, Head of Finance and Procurement
Lead Officer/Report Author	Lee Colyer, Director of Finance and Corporate Services
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That Cabinet comment on the Draft Medium Term Financial Strategy and identify any areas they believe need to be strengthened or where there are omissions; and
2. That, subject to the first recommendation, Cabinet agrees the Draft Medium Term Financial Strategy for public consultation.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough
- A Green Borough
- A Confident Borough

The Council’s budget involves the allocation of financial resources to deliver the Council’s Key Objectives.

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	26 October 2016 (verbal update)
Discussion with Portfolio Holder	31 October 2016
Finance & Governance Cabinet Advisory Board	8 November 2016
Cabinet	1 December 2016

Draft Medium Term Financial Strategy 2017/18 – 2021/22

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The current Medium Term Financial Strategy (MTFS) runs to the end of 2016/17. The MTFS supports the Five-Year Plan, along with other strategic documents including the Asset Management Plan and the HR Strategy.
- 1.2 This report introduces the MTFS for consideration alongside the budget process and together will form part of the Budget and Policy Framework.
- 1.3 Following approval the draft MTFS will be published on the Council’s consultation portal.
- 1.4 The MTFS proposes the following three strategic financial objectives that underpin the financial sustainability of the Council:
 - Develop broader and stronger sources of income;
 - Deliver growth to benefit from government financial incentives; and
 - Create a balanced budget without the use of general reserves.

2. INTRODUCTION AND BACKGROUND

- 2.1 In February 2012 the Council approved the current MTFS 2012/13 – 2016/17. Each year since 2012 a summary MTFS update has been provided as part of the budget report.
- 2.2 The MTFS sets out the approach to ensure that the Council has the financial resources available to meet its corporate and statutory responsibilities over the medium-term. The MTFS also considers the ending of Revenue Support Grant which will require this Council to be financially self-sufficient by 2018/19.

Four Year Settlement Offering

- 2.3 In October 2016 Full Council decided to accept the four year offer and submitted an efficiency plan to demonstrate that the Council can effectively manage over this timeframe. The government funding offer is shown below:

	2016/17	2017/18	2018/19	2019/20
	£000s	£000s	£000s	£000s
Available Funding				
Revenue Support Grant	834	202	0	-606
Retained Business Rates	2,173	2,216	2,281	2,354
Settlement Funding Assessment	3,007	2,418	2,281	1,748

- 2.4 After 2019/20 Revenue Support Grant will no longer exist and the only source of funding from national taxation will be the retained share of business rates. If a negative grant of £606,000 is required in 2019/20 then this Council would have provided savings of £5 million for the benefit of the national exchequer.
- 2.5 This Council is still showing as being liable for £606,000 of negative grant (equivalent to an 8.5 per cent increase in Council Tax) in 2019/20. However, the Minister did indicate that if the introduction of 100 per cent business rates' retention was brought forward to 2019/20, this adjustment would not be relevant for that year.

Delivering Growth

- 2.6 Whenever full localisation of business rates occurs the Council will then be hugely dependent on growing the local economy to ensure that sufficient funds are generated to fund essential and valued local services in the Borough.

Income

- 2.7 The other two major income sources of fees and charges and Council Tax are both constrained by national legalisation and impact directly on local residents. This strategy looks to improve other sources of income such as returns on property investments and the commercial operation of in-house services.

Expenditure

- 2.8 Cost reductions will need to continue but with an already efficient base it will be necessary to exploit digital technology and service transformation to extract further savings.
- 2.9 Procurement opportunities will also need to be seized with a strategy to take contracts to market in the most advantageous form.

Sensitivity Analysis

- 2.10 To support the principles of maintaining a balanced budget and setting the framework for a robust and sustainable budget, the MTFs will forecast budgets over a ten year term.
- 2.11 This will allow officers and members to focus their attention on key areas of income and expenditure and to introduce scenarios to consider the impact on the overall forecasts.
- 2.12 The modelling will also focus attention on how the Council might look and change during the period thus aiding the strategic nature of the document.

3. AVAILABLE OPTIONS

- 3.1 The Council is a complex organisation providing a strategic place-shaping role and a diverse range of services that local people rely upon, regardless of the

level of funding available. This responsibility requires careful strategic planning to ensure the best use of available resources and forecasting of scenarios. The constitution requires that the Council must have in place a Medium Term Financial Strategy.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The MTFS is a key strategic planning document that will support the Council in delivering its priorities by complementing the Five Year Plan. Adoption of the MTFS will strengthen the Council's financial management and aid the decision-making process.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Previous budget reports have included an update to the MTFS projections highlighting future budget gaps. The removal of central government support for the provision of local services has been well documented.
- 5.2 The Council already has a wealth of information from previous budget consultation exercises and residents' surveys, the most recent being undertaken in 2015.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 8 November 2016 and agreed the following recommendation:
- That the recommendation set out in the report be supported.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The draft MTFS will be published on the Council's consultation portal with responses included in the final report to Cabinet and Full Council in February 2017.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The MTFS forms part of the Council's Budget and Policy Framework.	Head of Legal Partnership
Finance and other resources	The MTFS provides the framework for the financial allocation of resources to deliver the Council's priorities.	Director of Finance and Corporate Services

Staffing establishment	Where savings proposals impact on staff then this will be managed in accordance with Human Resources policies.	Head of HR
Risk management	An assessment of the risk factors underpinning the budget will accompany the final budget report. The Strategic Risk Register also includes a risk on funding streams which is being monitored by Cabinet and the Audit and Governance Committee.	Head of Audit Partnership
Environment and sustainability	The budget has regard to the environmental sustainability priorities within the Five Year Plan.	Sustainability Manager
Community safety	The budget has regard to the community safety priorities within the Five Year Plan.	Community Safety Manager
Health and Safety	The budget has regard to the Health and Safety obligations and priorities within the Five Year Plan.	Health and Safety Advisor
Health and wellbeing	The budget has regard to the health and wellbeing priorities within the Five Year Plan.	Healthy Lifestyles Co-ordinator
Equalities	Changes to service delivery may impact on equalities; however heads of service will ensure that an equality assessment is in place where this has been identified.	West Kent Equalities Officer

8. REPORT APPENDICES

The following document is to be published with this report and form part of the report:

- Appendix A: Draft Medium Term Financial Strategy 2017/18 - 2021/22

9. BACKGROUND PAPERS

None

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DRAFT

MEDIUM TERM FINANCIAL
STRATEGY
2017/18 to 2021/22

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1. INTRODUCTION

1.1 OVERVIEW

The Medium Term Financial Strategy (MTFS) is the Council's key financial planning document and sets out the Council's strategic approach to the management of its finances and Council Tax levels. This strategy underpins the Council's priorities for the community as set out in the Five Year Plan and other strategic documents of the authority. It is important to realise and accept that the key aim of the MTFS is to facilitate the Council in achieving the targets set out in those documents, by setting parameters to work within, setting financial targets, identifying additional resources for priorities and developing financial projections to manage any deliverability or sustainability issues. This is especially important when considering the financial challenges faced by local government as the government attempts to reduce the size of the national deficit. The strategy considers the impact on both the community and the Council.

The MTFS looks to complement The Vision for Kent 2012-22 (developed by the Kent Forum of local authorities) which sets out three countywide ambitions which align with the Council's Five Year Plan:

- To grow the economy
- To tackle disadvantage
- To put the citizen in control

Consideration is given to the General Fund Revenue Account, Capital Programme and Treasury Management Policy. The MTFS also takes full account of other key plans and strategies including the Asset Management Plan and the HR Strategy (a full list of Council plans and strategies is available on the Council's website).

Consideration is also given to:

- Aspirations or policy objectives which will be delivered over the next five years;
- Financial projections for the next ten years;
- Risks which will need to be minimised or managed;
- Key developments in the external environment and their impact; and
- The Government's plans for the role and financing of Local Government.

The dynamic nature of the strategy means that an annual review of this document will be required to reflect developments and changes arising from new policies and changes to the external environment.

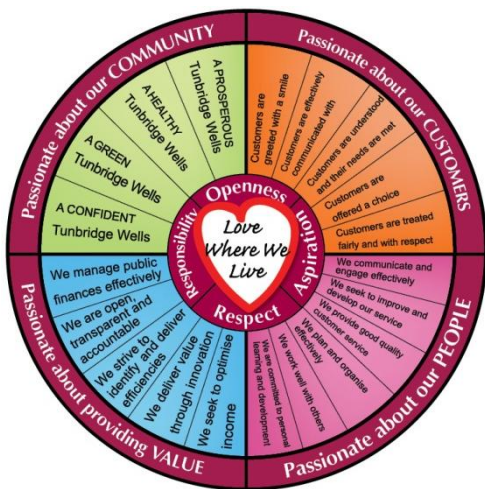
1.2 NATIONAL ECONOMIC OUTLOOK

The Chancellor of the Exchequer will make his Autumn Statement to the House of Commons on 23 November 2016.

An analysis will follow:

1.3 OUR FIVE YEAR PLAN

The Council has set out its ambitions for the Borough in our Five Year Plan, which was subject to widespread consultation and engagement. The Council's overarching vision is 'Love Where We Live' under which we have three priority themes: 'Prosperous', 'Green' and 'Confident'. These are distilled into a programme of activity that are our Corporate Priorities, through the annual priority-setting process.



We set out our approach to service delivery in a simple graphic known as our 'Strategic Compass'. The 'North' of the Compass sets out what we deliver externally for residents, businesses, visitors and communities. The 'South' of the Compass sets out how we support the delivery of those projects and services through our staff and financial resources.

The Five Year Plan sets out the Council's mission statement as:

"The council is an enabler of change – encouraging economic growth and investment into the borough whilst ensuring the appropriate infrastructure is in place to support growth and enhance quality of life"

1.4 STRATEGIC FINANCIAL OBJECTIVES

The Council's Financial Strategy, outlined within this document, balances the Council's commitment to a regime of financial rigour, prudence and discipline with the need to facilitate innovation and strong financial management.

The 2015 Spending Review (SR15) has continued to reduce the amount of formula grant which adds to the financial pressures facing district councils. The Localism agenda has

transferred various responsibilities to the Council but these are not fully funded which puts a further strain on to the Council's finances.

If the Council is to achieve its strategic financial objectives, further difficult decisions will need to be made. Effective prioritisation and management of resources, at the setting of the budget and in response to in-year variances, value for money initiatives and partnership working will therefore become increasingly significant in the coming years.

Overall, the MTFS proposes three strategic financial objectives that underpin the financial sustainability of the Council:

- Develop broader and stronger sources of income;
- Deliver growth to benefit from government financial incentives; and
- Create a balanced budget without the use of general reserves.

1.5 CORPORATE POLICY AND PLANNING FRAMEWORK

The Medium Term Financial Strategy forms part of the policy and governance framework and ensures that members, officers and the public are aware of the Council's financial position and the threats and opportunities that may affect that position.

1.6 THE ROLE OF FINANCE

Finance supports both the planning of services and challenging of their plans in a positive and constructive way. The specific responsibilities for Finance are listed below:

- Providing a minimum of five-year projections of the Council's financial position;
- Supporting and working with Heads of Service and Service Managers to develop the policy and strategic frameworks;
- Assisting in the identification, development and costing of options;
- Acting as a gatekeeper for the allocation and stewardship of resources including the monitoring and management of Financial and Contractual Procedure Rules;
- Advising on affordability, prudence and sustainability of the Council's plans and options;
- Assisting in obtaining and demonstrating value for money;
- Communicating the decisions made on options and their financial implications;
- Putting in place structures to help the delivery of the Council's financial plans whilst ensuring sound governance; and
- Co-ordinating the budget management processes of the Council.

Simply, to enable the Council's member and officer structure to achieve the Council's stated priorities.

1.7 SERVICE DELIVERY

Services should be supplied by those best-suited, whether in-house, other public providers, private or voluntary sectors. A number of joint working initiatives are already taking place. Management of the Council's leisure centres was outsourced during 2006/07; waste and parks are also contracted out to the private sector. A summary of current joint working involving staffing with other local authorities is shown below:

Service	Ashford B.C.	Maidstone B.C.	Sevenoaks D.C.	Swale B.C.	Tonbridge & Malling B.C.
Debt Recovery					
CCTV					
Equalities					
Licensing					
ICT					
Internal Audit					
Revenues and Benefits					
Legal					
Recycling					
Environmental Health					

1.8 EXTERNAL FUNDING

External funding should only be sought where funding will assist the Council in achieving its Five Year Plan and should not result in an increase to net expenditure in current or future years.

1.9 LIMITATIONS OF THE MTFS

There are a number of potential limitations to what a Council can achieve with its MTFS. For example:

- Timescales for implementation – even with revenue expenditure, there are commitments and changes with associated costs that may impact upon the time required to implement the necessary changes;
- Government targets and policy – informal pressure to comply with Government targets and policy objectives; and
- Statutory duties – these set out what the Council must do, although in most cases the Council can decide how it will perform its duties. For example, refuse must be collected – however, there is discretion on the frequency and method of collection.

1.9 CONSULTATION

The overall consultation for the MTFS is determined at three levels:

- **Technical Consultation:** carried out by officers individually across services as well as collectively through Management Board;
- **Member Consultation:** carried out through the Cabinet Advisory Board, one-to-one meetings with Portfolio Holders and through the normal Cabinet and Scrutiny process; and
- **Public Consultation:** carried out through a number of avenues that have been informed by the Council's Communications Strategy, Residents' Survey, Parish Chairmen, Town Forum, through the website consultation portal, as well as a more conventional budget consultation exercise through the Council's magazine, Local.

1.10 FINANCIAL PERFORMANCE

This is reviewed by Cabinet quarterly and annually by the Audit and Governance Committee. The Statement of Accounts also includes details on performance which is reviewed by External Auditors and included within their opinion in the Annual Audit Letter. Internally this area is managed through quarterly performance meetings of the Council's Senior Management Team prior to the publication of the suite of governance and performance reports.

2. GENERAL FUND REVENUE ACCOUNT

2.1 OVERVIEW

The General Fund Revenue Account is concerned with the day to day running of the Council's services. Tunbridge Wells Borough Council's 2016/17 General Fund Revenue Budget is £65.6m; after allowing for fees and charges and subsidies, the net budget to be financed by government grant and Council Tax is £12.8m.

2.2 STRATEGIC FINANCIAL OBJECTIVES

The main strategic objectives of the General Fund Revenue Account, which provides the underlying principles for financial planning, can be summarised as follows:

- To achieve and maintain a balanced General Fund Budget such that ongoing expenditure matches income from Council Tax, fees and charges, and government and other grants, with reserves and excess investment income only being used to finance one-off items of priority-related expenditure. Note: this will remain the Council's strategic aim, but the Council should consider on an annual basis whether to set this objective aside where severe economic pressures exist;
- To deliver growth to benefit from government financial incentives such as the New Homes Bonus and the Localisation of Business Rates;
- To invest in property as a means of diversifying the risk away from deposits with financial institutions and to seek a more reliable long term alternative to current major income streams;
- To develop broader and stronger sources of income;
- To use the Council's reserves in a cost-efficient and planned manner to deliver the Council's priorities;
- To maximise the Council's income by promptly raising all monies due and minimising the levels of arrears and debt write-offs;
- To maintain the General Revenue Reserve at not less than £2m;
- To incur only additional ongoing spending when matched by increased income or identified savings;
- To increase Council Tax levels by £5.00 a year for modelling purposes;
- To ensure that resources are aligned with the Five Year Plan and corporate priorities; and
- To engage local residents in the financial choices facing the Council.

The Council faces a number of difficult decisions if it is to achieve its corporate priorities without the use of reserves. Effective prioritisation and management of resources will therefore become increasingly significant in the coming years.

2.3 FINANCIAL CONTEXT

Tunbridge Wells Borough Council's financial planning must take place within the context of the national economic and public expenditure confines; these are outlined below.

2.3.1 Austerity

Even before the credit crunch was apparent, the Council and the community were under financial pressures from rising inflationary costs - specifically those that are fuel-related such as utilities and petrol - that also led to increased costs in goods. This then turned into negative inflation and a recession, then high inflation and low levels of growth.

The volatility and spiralling decline in financial markets has resulted in unprecedented interventions by national governments – individually and collectively. The UK Government has acted to shore-up a number of banks with a multi-billion pound bail-out package that will continue to have implications in the medium and longer term for public expenditure.

The Council used the two years between 2008 and the Comprehensive Spending Review in October 2010 to take early decisive actions to reduce costs, extract procurement efficiencies and to set the tone for a permanent fiscal climate change. A summary of these and more recent actions is shown below:

Year	Action	Impact
2008	Implement Action Plans across services to reduce direct costs associated with lower usage and attendance.	Savings of £320k.
2008	Fix investments at high rate of 6 per cent.	Additional income of £870k.
2009	In light of the economic downturn, undertake extensive public consultation on services which are most valued and those where users are prepared to pay more.	Over 700 responses which provided a good mandate to confirm spending plans and keep under review the option of raising fees and charges.
2009	Award new Waste Contract.	Savings of £800k per year.
2009	Successfully challenge HMRC in recovering leisure VAT back to 1994.	Additional income of £650k.
2009	Undertake a complete staff restructure.	Savings of over £1m per year.
2009	Greater partnership working.	Savings of £340k per year.
2010	Move away from National Pay bargaining to Local Pay.	Puts the Council's greatest cost under local control.
2010	Seize procurement opportunity of letting new Parks Contract.	Savings of £250k per year.
2011	Revenues and Benefits Partnership.	Savings of £150k per year.
2011	Award new Banking Contract.	18 months' free banking, saving £130k over five years.
2012	Staff Benefits and Allowances Review	Allowances significantly reduced reflecting modern working requirements and public expectation of service availability.
2013	Insurance Contract	Savings of £25k pa placed in Self Insurance Reserve
2014	Cleaning contract and further staff reductions	Combining of contracts and further reduction in FTEs

Appendix A

2015	Partnership savings	£100k of savings across Mid Kent Services
2015	Return on Property Investments	Returns of 6 per cent plus capital appreciation
2016	In-house Debt Recovery Service	Savings of £130k from setting up Mid Kent Services Debt Recovery Team
2016	Banking and Merchant Services Contact	Savings of £84k over 5 years

The impact on the Council's finances from the downturn was significant, with a loss from budgeted income totalling £1.5m since 2007/08.

Although the national economy has recovered the government has continued its programme of austerity and significantly reduced the level of funding provided to local government. This is likely to continue until Revenue Support Grant comes to an end and is replaced by a share of business rates.

2.3.2 Comprehensive Spending Review 2015 (SR 2015)

The Chancellor of the Exchequer published the Government's Spending Review on 25 November 2015 intending to deliver 12 billion of savings.

The Department for Communities and Local Government (DCLG) was given the greatest percentage reduction in Department Expenditure Limits of 53 per cent as more central government departments received protected status.

	2015/16 £bn	2016/17 £bn	2017/18 £bn	2018/19 £bn	2019/20 £bn	% Change
Defence	27.2	27.8	28.5	29.2	30.0	10%
Home Office	10.3	10.7	10.6	10.6	10.6	3%
Health	111.6	115.6	118.7	121.3	124.1	11%
Work and Pensions	5.8	6.1	6.3	5.9	5.4	-7%
Education	53.6	54.4	55.5	56.4	57.1	7%
Business, Innovation & Skills	12.9	13.4	12.3	11.7	11.5	-11%
Justice	6.2	6.5	6.3	5.8	5.6	-10%
DCLG Local Government DEL	11.5	9.6	7.4	6.1	5.4	-53%

The table below shows that the DCLG Department Expenditure Limits (DEL) which forms the basis for funding Local Government will be reduced by 16.5 per cent for 2016/17.

	2015/16 £bn	2016/17 £bn	2017/18 £bn	2018/19 £bn	2019/20 £bn
DCLG Local Government DEL	11.5	9.6	7.4	6.1	5.4
DCLG Local Government DEL % change		-16.5%	-22.9%	-17.6%	-11.5%
Locally Financed Expenditure	28.8	29.0	31.5	33.6	35.1
Locally Financed Expenditure % change		0.7%	8.6%	6.7%	4.5%

This resulted in the following settlement for this Council:

	2016/17	2017/18	2018/19	2019/20
	£000s	£000s	£000s	£000s
Available Funding				
Revenue Support Grant	834	202	0	-606
Retained Business Rates	2,173	2,216	2,281	2,354
Settlement Funding Assessment	3,007	2,418	2,281	1,748

The Government has been clear that its priorities are to reduce the financial deficit, deliver economic growth, both nationally and locally, and reform public services.

Following the BREXIT vote on 23 June 2016 and the subsequent new Prime Minister and Chancellor of the Exchequer, there has been a relaxation of the previous policy of achieving a budget surplus by 2020/21.

2.3.3 Localism Bill

The Bill received Royal Assent on 15 November 2011 and is now an Act of Parliament. The Act provides for a General Power of Competence that allows the Council to do anything that an individual can do, except where specifically prohibited in other legislation, although the Secretary of State has the power to override any council's use of this power as he/she so decides.

No major additional spending implications arising from the Act will impact on the MTFs. The Act does give residents the power to veto excessive Council Tax increases through a local referendum, but the trigger for this still rests with the Secretary of State as it does at present.

2.3.4 New Homes Bonus

The government introduced an incentive to local authorities that increase their Council Tax base. Whereas previously an increase in tax base was essentially offset by a reduction in Formula Grant, the Government intends to match-fund the additional council tax for each new home for the six years after the home is built. This policy was introduced as a 'powerful, permanent and reliable incentive', but these type of growth incentives tend to follow the political policies of the national government and can be rather fickle.

The Council's policy was to be careful in the use of New Homes Bonus (NHB) in the base budget as there will come a time when the grant comes to an end. Although the Council is currently using all £1.8 million of NHB in the base budget this was a recent decision to enable the temporary funding of internal resources for the development programme.

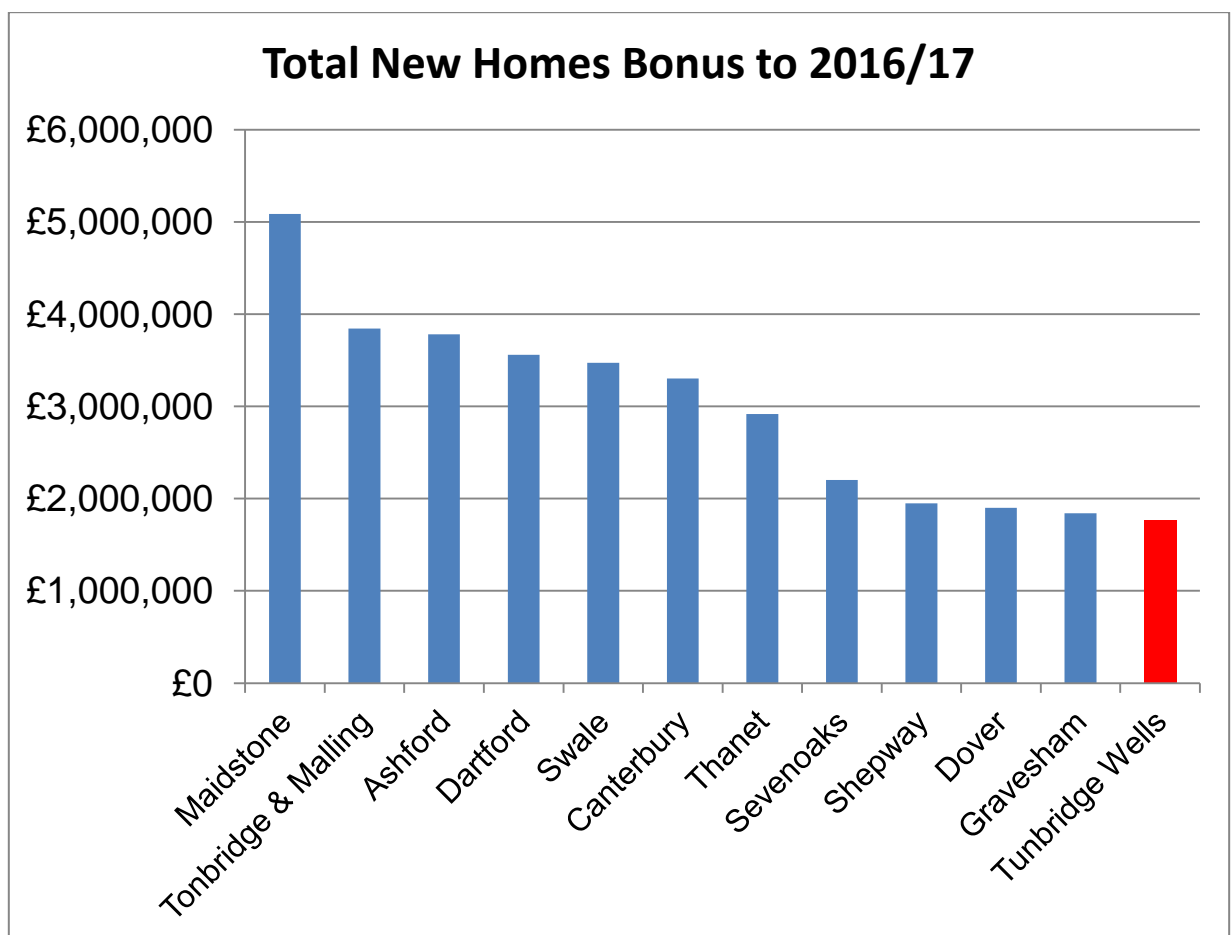
Under the current NHB scheme the Council will receive 80 per cent of the national average Council Tax for the following six years. There is an additional bonus of £350 for every affordable property or travellers-pitch.

The NHB scheme has been in use for six years and would then recycle with year seven allocations replacing year one allocations. Below is a summary of the first six years' allocations which have been included in the base budget:

Appendix A

	11/12 £000s	12/13 £000s	13/14 £000s	14/15 £000s	15/16 £000s	16/17 £000s
Year 6 - Actual						554
Year 5 - Actual					135	135
Year 4 - Actual				96	96	96
Year 3 - Actual			390	390	390	390
Year 2 - Actual		339	339	339	339	339
Year 1 - Actual	259	259	259	259	259	259
NHB in Budget	259	598	988	988	988	1,773
NHB in Reserves				96	231	0
Total	259	598	988	1,084	1,219	1,773

The receipt of £1.8 million of NHB for this Council is the lowest within Kent and needs to be seen in the context of the amounts received elsewhere in the county.



In December 2015 the Government issued a consultation titled 'sharpening the incentive', the main proposals are as follows;

- Only paying NHB for four years rather than six.
- Withholding NHB for those areas which do not have a compliant Local Plan; and
- Reducing payments for homes build on appeal.

The results on this consultation are still awaited.

In the short-term the amount of NHB received by the Council is likely to increase as more housebuilding is taking place than was the case in the early years of the scheme. If the average number of homes referred to in planning terms are delivered then the estimated NHB receivable under the current and proposed scheme would be as follows:

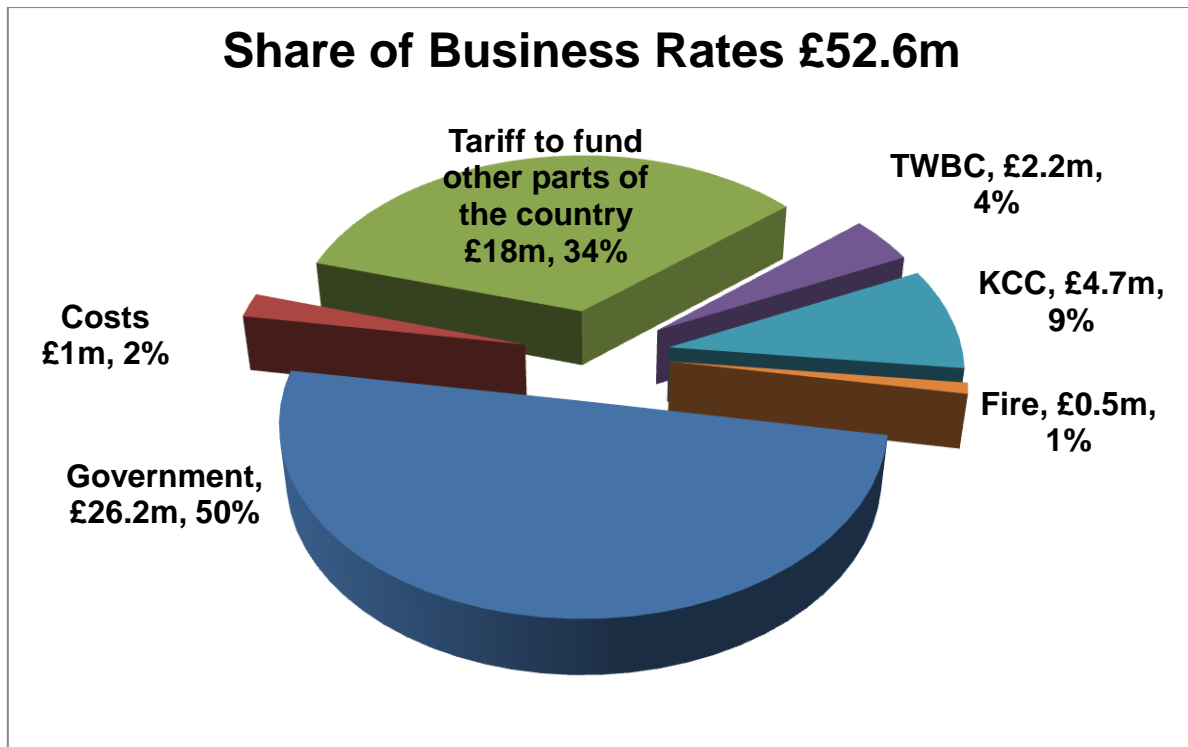
Planning Driver	Homes per year	NHB scheme Years	Estimated NHB (£)
Core Strategy	300	6	1,800,000
Objectively Assessed Need	648	4	2,592,000

The Council should limit the amount of NHB used to fund general revenue expenditure and instead use the funds to reinvest in growth. This strategy will limit the maximum amount of NHB in the base budget to the current level of £1.8 million. Any NHB received will be transferred into the Capital and Revenue Initiative Reserve to help fund the Capital Programme.

Over time the reliance on NHB in the revenue budget will need to be reduced to limit the exposure to this form of growth incentive scheme coming to an end.

2.3.5 Localisation of Business Rates

Currently this Council collects £52.6m in business rates on behalf of the Government and receives back £2.2m through the grant system. Under the current scheme local government retains 50 per cent of business rates collected which results in KCC receiving 9 per cent and Kent Fire Rescue receiving 1 per cent. The Borough Council would then receive the remaining 40 per cent. However, this Council is not allowed to keep all this 40 per cent which would be £21 million as the Government applies a 'needs assessment' so no Council receives more or less than their calculated needs. A 'tariff adjustment' is applied to this Council's share and the proceeds are used to fund other parts of the country. This is illustrated below:



The costs associated with the scheme include a payment to a safety net levy to limit the losses to a council should the business rates in their area fall by more than 7.5 per cent of their base.

In theory, councils will receive a share of any business rate growth (excluding increases due to the multiplier and revaluations which will be kept by the Government) in excess of national growth forecasts. If the business rate tax base in 2013/14 were to exceed the DCLG growth forecasts then this Council would receive 40 per cent of that growth. However, because the Government localised responsibility for past business rate appeals, these are netted off of any growth and are substantial, which limits the returns from delivering growth.

There are many components of the current system which inhibit the ability of the Council to receive a higher return from business rate growth but one which does help is the ability to create a Business Rate Pool with other authorities. This Council is part of the Kent Business Rates Pool which results in a greater share of business rates being retained in Kent and used to reinvest in economic development by only paying for a single safety net.

This Council will continue to be part of the Kent Business Rates Pool all the time this is available.

The MTFs assumes that under the current 50 per cent scheme an additional £100,000 will be generated from net business rates growth.

Retention of 100 per cent of Business Rates

With the ending of Revenue Support Grant the Government announced that by 2020 local government will receive the proceeds of 100 per cent of business rates. It is important to understand that there will still be a system of tariffs and top ups to redistribute funds from economically successful areas such as Tunbridge Wells to other parts of the country. The

Government is consulting on how this 'needs assessment' should work but the primary driver of this government policy is to incentivise growth.

This is an opportunity that this Council needs to focus on in that the ability to deliver business rate growth is fundamental in determining whether the Council will have the funds to provide for local services.

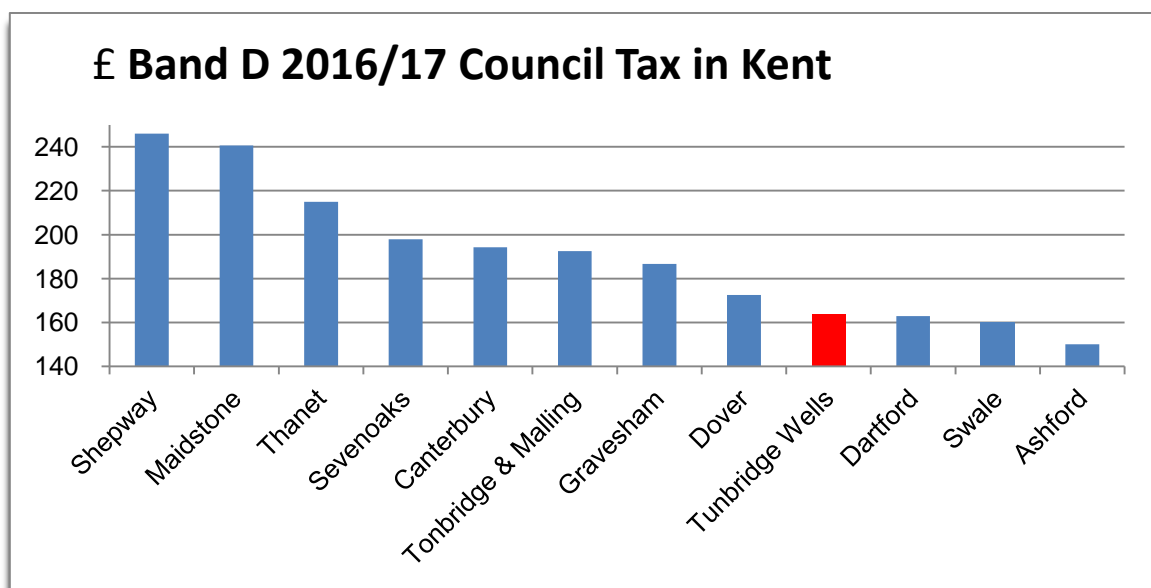
The MTFS assumes that should a 100 per cent scheme be introduced then an additional £200,000 will be generated from net business rates growth. Depending on this Council's appetite for growth then the amount could be far higher.

2.3.6 Tax Increment Financing (TIF)

The Local Growth White Paper provided further information on the introduction of TIF which will allow councils to borrow against future additional uplift within their business rate base. Of more interest to this Council is the opportunity to use TIF to support transport infrastructure schemes and these have been provided in response to the consultation. The introduction of TIF will be subject to proposed changes around the retention of locally-raised business rates.

2.3.7 Council Tax Levels

Council Tax is an important means of helping to fund local services. Despite this Council operating in one of the most expensive parts of the country and providing many discretionary services, the level of Council Tax is relatively low in comparison with other areas. The basic Council Tax rates for Kent are shown below;



From 2016/17 the Government allowed the most efficient authorities such as this Council the ability to increase council tax by either 2 per cent or £5.00 a year, whichever is the greater. The Government assumes that this Council will do so for the rest of this Parliament in their assessment of this Council's available financial resources. This is illustrated below:

Year	Tax Base	Increase £	Increase %	Band D Rate £	Per day £	Total Council Tax £
2016/17	43,538.39	4.98	3.1	163.61	0.45	7,123,316
2017/18	43,973.77	4.98	3.0	168.59	0.46	7,413,539
2018/19	44,413.51	4.98	3.0	173.57	0.48	7,708,853
2019/20	44,857.65	4.98	2.9	178.55	0.49	8,009,333
2020/21	45,306.22	4.98	2.8	183.53	0.50	8,315,051
2021/22	45,759.29	4.98	2.7	188.51	0.52	8,626,083

This strategy assumes that Council Tax will increase by £4.98 a year to 2021/22 which would still be below both the rates charged and total raised from Council Tax at today's levels of other West Kent councils.

The above modelling assumes that the Council Tax base will increase by 1 per cent a year with a collection rate of 99 per cent.

With regard to the treatment of any surplus or deficit arising between Council Tax due (after bad debt provisions) and precepts paid, the Council distributes in full any significant surplus or recovers any deficit in full the following year from the major precepting authorities.

2.3.8 Special Expenses

Since 1974 this Council has used special expenses as a way of ensuring that different areas pay according to the cost of services that are provided, specifically for the benefit of that area. The need for special expenses predominantly relates to the status of Royal Tunbridge Wells not having a town council and because of concurrent services. These are discretionary services provided by parish and town councils within their own area, as well as by the Borough Council in another area. An example would be footway lighting, which in TWBC's area is provided by parish councils in some areas and by TWBC in others (Royal Tunbridge Wells (RTW), and to a lesser extent Southborough, Capel and from 2012/13 the new Parish of Rusthall).

If there were no adjustment to the amount paid to TWBC from areas that receive additional services, for example RTW, people in that area would be receiving those services for only a proportion of the full cost. This would contrast with people in other parts of the Borough who would be paying for the entirety of their own services via parish precepts (i.e. for local recreation grounds), as well as a share of the concurrent services provided via the Borough precept. The parished areas would therefore be paying twice. This situation is known as 'double taxation'. Special expenses are employed in order to correct this.

2.3.9 Urban Parishing

The Local Government and Public Involvement in Health Act 2007 devolved the power to make decisions about the creation of parishes and their electoral arrangements from the Secretary of State to 'principal councils'. In 2011 the Council successfully enabled Rusthall to become a parish.

2.3.10 Tunbridge Wells Property Holdings Limited

The Council established a property company with the purpose of owning and managing some of the Council's property portfolio, particularly those properties being developed as part of the capital programme. On 9 March 2015 Tunbridge Wells Property Holdings Limited was incorporated. The company is wholly owned by the Council and as stated elsewhere in this strategy, property investment, development and yields will be an area of increasing focus over the medium to longer term.

Group accounts have not been prepared as the revenue was immaterial in 2015/16.

2.3.11 Value for Money

The Code of Audit Practice that came into effect on 1 April 2005 puts an emphasis on value for money and overall financial management and performance management. The Code requires auditors to include a statement on how organisations manage their resources to ensure value for money.

In March 2009 a new Value for Money strategy was agreed that identified six key elements to the Council's approach to value for money:

- Ensuring the existence of a sound framework for service delivery;
- Consulting service users and residents to make sure that the Council delivers the right services at the right quality;
- Promoting awareness and monitoring performance;
- Benchmarking our services and performance to ensure that we keep pace with the best performing councils;
- Challenging the way we work and promoting new ways of working; and
- Maximising external investment.

This framework is integral to the delivery of the Five Year Plan, this Medium Term Financial Strategy and service planning.

The 2015 Residents' Survey reported that 67 per cent agreed that the Council delivers value for money, whereas in 2008 only 30 per cent agreed.

2.3.12 Transparency

The Council has embraced the transparency agenda of the Government and has placed all information on procurement, spend, senior managers' salaries, members' allowances, grant payments and creditors' payments on to a single page on the Council's website. The DCLG published a 'Code of Recommended Practice for Local Authorities on Data Transparency' which the Council is using to make published information easier to interpret. This is just the start and further publication of financial information will follow.

2.3.13 Expenditure Pressures

The balancing of the 2016/17 budget is a sound footing upon which future years can be projected, assuming all income and expenditure behaves as expected and there are no further negative changes from government or legislative changes. The table below shows a summary of the forecast position over the four-year period of the settlement offer

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accepted by the Council and the level of savings still to be identified to balance the revenue budget.

	2016/17	2017/18	2018/19	2019/20
	£000s	£000s	£000s	£000s
Available Funding				
Revenue Support Grant	834	202	0	-606
Retained Business Rates	2,173	2,216	2,281	2,354
Settlement Funding Assessment	3,007	2,418	2,281	1,748
Other Grants	1,096	1,096	1,096	1,096
Benefit Subsidy	35,151	35,151	35,151	35,151
General Income	16,974	17,253	17,540	17,836
Net Interest	604	604	604	604
New Homes Bonus	1,778	1,778	1,778	1,778
Council Tax	7,123	7,414	7,709	8,009
Total Income	65,733	65,714	66,159	66,222
Service Expenditure	65,625	66,706	67,372	68,075
Transfer to reserves	108	108	108	108
Projected Net Budget	0	1,100	1,321	1,961
Requirements to balance				
New income and share from growth		-700	-800	-1,000
Efficiency and innovation savings		-400	-521	-961
Budget Gap	0	0	0	0

2.4 FINANCIAL PROJECTIONS

2.4.1 Summary

The financial projections for the General Fund Revenue budget are based on achieving the strategic financial objectives outlined above and having due regard to the financial context. The approach adopted to compile the five year projections has been to use the current financial year as a base position, inflate this to the price base of the following year and adjust for known variances. This was then measured against the projection of available funding to determine affordability.

The Council faces difficult choices if the strategic objectives are to be achieved, due to increases from inflationary pressures combined with reductions to government grant and volatile income sources. The Council continues to seek efficiency savings through digital transformation, improved procurement and joint working. Although this will go some way to balancing the budget, difficult decisions are required as the Council will need to reduce service provision in some areas to achieve a sustainable budget position.

Where costs do rise and a budget gap occurs then this will be closed by increasing fees and charges under the principle of the 'user pays' rather than the 'Council Tax payer pays'.

One way of mitigating the need to cut services and raise income is for the Council to play a leading role in growing the local economy and actively investing in property, developing assets and generating rental yields.

2.4.2 Sensitivity Analysis

The main assumptions and their impact are shown below:

- Employment costs – there is expected to be an increase of 2 per cent in the gross cost of employing, training, insuring and pension provision of staff per annum. Local pay rates will be determined by the need to recruit and retain staff to deliver the services required with reference to the market rates across the Public and Not for Profit Sector across the South East but excluding London. One per cent variance equates to approximately £140,000 per annum;
- Contracts – the cost of the Council's main contracts is forecast to increase by 4 per cent based on historical experience of those indices which drive the costs within the major contracts. The main contracts are the joint street cleansing and household waste and recycling collection services, along with the parks contract. One per cent variance equates to approximately £40,000 in the total contract costs;
- Utility costs – gas and electricity charges can be rather volatile. The recent award of a four-year contract to LASER Energy Buying Group is expected to add some stability. When combined with energy efficiency measures a 1 per cent increase is forecast. One per cent variance equates to approximately £4,000;
- Business Rates – the Government determines the inflationary increase through changes to the multiplier which tend to follow the Retail Prices Index. Increases of 2 per cent have been included within the future years' budgets. One per cent variance equates to approximately £12,000;
- General income from fees and charges is assumed to increase by 3 per cent per annum. One per cent variance equates to £93,000 per annum;
- Car park income is assumed to be maintained at the current projected budget and will not be forecast to increase annually. However, it will still be necessary to increase parking charges to manage supply and demand and the costs of operation. One per cent variance equates to approximately £63,000;
- Increases in the Council Tax base – the Council Tax base for years 2016/17 onwards has assumed an increase in Band D properties of 1 per cent, which equates to approximately £73,000;
- The Council Tax has assumed to increase each year by £5.00 (or slightly below due to rounding). One per cent change in the Council Tax equates to £71,000;
- Revenue Support Grant has been included at the level set out in the four-year funding settlement and then ending in 2019/20 when it is replaced by the 100 per cent localisation of Business Rates. If the Government reneges on this, then the Council's financial situation will be completely different with the return of year on years loss of funding rather than the prospect of sharing in growth.

2.4.3 Ten Year Projection and other adjustments

In addition to the above assumptions, a number of financial adjustments have been made for items not within the base budget. These will be subject to the necessary formal decisions being taken, but for modelling purposes they have been estimated as follows:

- No use of earmarked reserves has been assumed in the base budget;
- The cost of Borough elections is in the base budget so an adjustment of £80,000 is made every fourth year to remove the cost of there not being a Borough election to fund;
- The first six years of New Homes Bonus (£1.8 million) is in the base budget;
- The loss of £270,000 of Local Land Charges Income has been assumed. At this stage it is not clear whether the £50,000 of costs will remain the responsibility of the Council;
- The draft Business Rates Revaluation 2017 will add £250,000 to the cost of the Council paying business rates on its own properties. However the Government will introduce transitional arrangement before these come into force to smooth the impact over the next five years; and
- The next triennial valuation of the pension fund will be undertaken in 2016. Following the latest HM Treasury proposals for the LGPS, no additional costs have been allowed for as the scheme is now a career average scheme.

The table below shows the annual overall impact of the above projections and the level of reserves required to balance each year:

Year		Annual (Surplus) / Deficit
		£000s
0	2016/17	-
1	2017/18	642
2	2018/19	1,426
3	2019/20	2,116
4	2020/21	1,351
5	2021/22	1,213
6	2022/23	1,086
7	2023/24	980
8	2024/25	775
9	2025/26	492
10	2026/27	291
NET 10 YEAR (SURPLUS)/ DEFICIT		10,373

2.4.4 Strategic Risk Review

The Council has identified ten Strategic Risks following a review facilitated by the Council's insurers to reflect changes to the national government, the economy, staff structure and internal governance. This will provide greater focus on those areas which present the greatest risk to the Council not being able to deliver on its Five Year Plan. Risk owners keep the risks and controls under review with periodic reporting to the Cabinet and attendance at the Audit and Governance Committee.

2.4.5 Digital Transformation

The Council has been, and is, committed to delivering efficiencies. It is not possible to keep working harder and faster with fewer resources and still provide safe, effective services. The Council will look for new ways of working smarter and deliver services in a more digitally efficient form which meets the way the public now interact with service providers. The Council has a Digital Services and Transformation Team in place to improve operational delivery and transform the way that services are provided. Details of these projects are reported quarterly to Cabinet and the resulting efficiencies will be incorporated in the budget setting process.

2.4.6 Fees and Charges

The income raised through sales, fees and charges that the Council is able to determine is £4.7m in 2016/17. This is after a reduction in real terms of £1.5m since 2007/08 due to the economic downturn and the recession.

The Council's Budget Initiatives Group produces an annual report on the appropriate level of fees and areas of new charges, to ensure the correct balance is struck between the principle of the user pays and that charges appropriately reflect the cost of the service and legislative parameters. This group has been tasked with improving the Council's income collection procedures, reducing transaction costs, identification of new income streams and debt management.

There is still a concern over fees and charges which are set by central government at a uniform rate across the whole country regardless of different cost bases or levels of complexity. This Council operates in one of the most expensive parts of the country and has tried to reduce its operating costs through partnership working and efficiencies both within Planning and Licensing functions. However, both of these services require an ever increasing level of subsidy and it is not financially sustainable or fair to all Council Tax payers for this situation to continue.

The Council will continue to make representations to central government that charges for Planning and Licensing are best set locally and should be set at a level that enables full cost recovery.

3. CAPITAL PROGRAMME

3.1 OVERVIEW

The Capital Programme sets out how capital resources are used to achieve the Council's priorities where they are quantifiable. The Council has agreed a number of corporate projects in principle, however budgetary provision is only made when the concepts reach a sufficient stage to enable a business case and costings to be produced.

The Council faces decisions over the use of its reserves in contributing to this agenda and the balance that it wishes to strike between maximising income from asset disposals and using its assets to deliver the Council's priorities.

The Capital Programme is now maintained on a four year rolling basis, with Full Council approving the funding in principle of new additions. Detailed applications are now required from Heads of Service for approval by Cabinet.

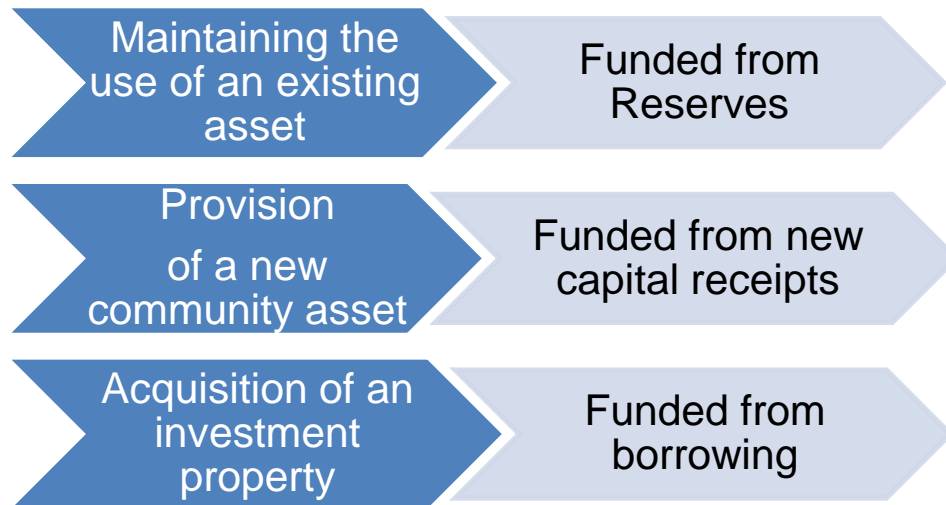
3.2 STRATEGIC FINANCIAL OBJECTIVES

The main strategic objectives of the Capital Programme, which provides the underlying principles for financial planning, can be summarised as follows:

- To maintain a rolling capital programme which remains within the approved sustainability limits and takes into account any decisions or actions which may have a material impact on future years;
- To maintain the Capital Receipts Reserve at no less than £2 million;
- To ensure that capital resources are aligned with the Council's strategic plan and corporate priorities;
- To maximise available resources by actively seeking external funding, use of planning contributions, use of on-street parking funds and disposal of surplus assets for cash or other contributions;
- To meet remaining commitments from the Capital and Revenue Initiatives Reserve so long as this resource can be maintained;
- Prudential borrowing to be undertaken only where there are sufficient monies to meet in full the implications of capital expenditure, both borrowing and running costs; and
- To engage local residents in the allocation of capital resources.

The level of reserves will decline as they are used to fund the Capital Programme. New schemes will need specifically to consider alternative funding options, taking into account the cost of using capital reserves and the impact of the revenue budget.

The following Capital Funding Strategy will be used when considering new capital schemes:



3.3 FINANCIAL CONTEXT

3.3.1 Financing from Loans

The Council has healthy revenue and capital reserves, but will borrow for strategic purposes to deliver the policy of developing a Property Investment Portfolio (PIP) to provide more secure alternative income streams and to diversify the placing of reserves away from cash deposits for both the objective of diversification of risk and due to the erosion of the value of cash.

The Council is also prepared to borrow money where it is considered to be economically prudent for long term capital projects and assets.

Borrowing for capital purposes is governed by the Prudential Code of Borrowing, introduced in 2004. Local authorities have the freedom to borrow where they determine it to be affordable, sustainable and prudent. This would enable local authorities to fund new borrowing from savings in revenue expenditure or the generation of additional revenue income, for example investment in car parking where this increases income.

3.3.2 Commitments on Planned and Responsive Maintenance

The Council has a significant annual budget requirement for responsive and planned maintenance that, with the Council's financial position, is not sustainable. The cost of planned maintenance is no longer part of the capital programme and is included within the revenue budget and for 2016/17 the total budget is £525,000. The review of the Council's assets and the Asset Disposal Scheme is mindful of the need to reduce the cost of maintenance in their determinations.

3.3.3 Disability Discrimination Act

The Act aims to end the discrimination which many disabled people face. This Act gives disabled people rights in the areas of employment, access to facilities and services and buying or renting land. The requirements of the Act were phased in over a nine-year period.

3.3.4 Mercury Emissions

Tunbridge Wells Borough Council operates a crematorium in Royal Tunbridge Wells. The cremators have been updated to meet current mercury abatement targets as required by the Environmental Protection Act (1990).

3.3.5 ICT Enhancements

ICT is essential to the operation of any organisation and local authorities are no exception. With growing emphasis on efficiency savings and the need to minimise the use and ownership of physical assets, greater investment in ICT is required.

The Council's ICT is provided by Mid Kent Services and requests for new hardware and software are determined locally through an IT Commissioning Group. The allocation of funding follows the Council's budget approval process.

3.3.6 Acquisition of Property

At its meeting in April 2009 and also in July 2010, Full Council approved a capital scheme to acquire property, which is planned to provide alternative income streams and diversify the Council's assets away from financial institutions. Cabinet approved the criteria for property required in November 2010 and agents have been instructed to identify suitable properties.

3.3.7 Capital Receipts and Priorities

To fund the Council's programme, it is important to realise capital resources from the disposal of assets but, at the same time, seeing if greater value for money can be achieved by releasing these assets towards the Council's priorities.

The Council's Development Advisory Panel is tasked with reviewing the Council's assets and identifying options for their optimum use. The Council's asset portfolio will also be considered as part of any master planning exercise.

3.4 FINANCIAL PROJECTIONS

Currently there are no new capital additions requested in the Draft Budget 2017/18. The funding of the current capital programme is summarised below:

As at 31 March	2016	2017	2018	2019	2020	2021
	£000s	£000s	£000s	£000s	£000s	£000s
General Fund	7,951	5,951	3,951	3,951	3,951	3,951
Earmarked Reserves	10,052	4,177	4,015	4,064	2,423	1,287
Capital receipts reserve	1,000	1,000	1,000	1,000	1,000	1,000
Capital & grant cont. reserve	1,133	1,133	1,133	1,133	1,133	1,133
Total Reserves	20,136	12,261	10,099	10,148	8,507	7,371

4 TREASURY MANAGEMENT

4.1 OVERVIEW

Treasury management is an important part of the overall financial management of the Council's affairs.

This Council defines its treasury management activities as:

'The management of the authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.'

4.2 TREASURY MANAGEMENT REQUIREMENTS

The Council's treasury management activities are strictly regulated by statutory requirements and in accordance with the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management which was revised in November 2009.

The primary requirements of the Code of Practice are as follows:

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities;
- Creation and maintenance of treasury management practices which set out the manner in which the Council will seek to achieve those policies and objectives;
- Receipt by Full Council of an annual Treasury Management Strategy Statement, a mid-year review report and an annual report covering activities during the previous year;
- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions; and
- Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specified named body. For this Council the delegated body is the Audit and Governance Committee.

4.3 STRATEGIC FINANCIAL OBJECTIVES

The strategic objectives of the Council's treasury management function are outlined below:

- To ensure that the Council at all times has the level of funds available which is necessary for the achievement of its objectives;
- To present annually to Council a Treasury Management Policy Statement stating the policies and objectives of its treasury management activities, and suitable treasury management practices setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities;

- To present annually to Cabinet a Treasury Management Strategy outlining the expected treasury management activity for the duration of the forthcoming Medium Term Financial Strategy;
- To ensure that all investments are undertaken in line with the Council's Treasury Management Strategy, prevailing legislation, regulations and financial procedure rules;
- Where economically prudent, to borrow to finance capital expenditure of a long term nature, in order to match the revenue resource available to support in full the implications of the capital expenditure in terms of both borrowing and running costs;
- To set and monitor annual performance indicators to assess the adequacy of the treasury management function over the year; and
- To seek investment opportunities to maximise investment returns, including the use of external fund managers.

4.4 FINANCIAL CONTEXT

The Council's capital financing and treasury activities are undertaken under the Prudential Code, the basis of which is to ensure that the Council is fully aware of the implications of all its treasury actions. This is demonstrated by Full Council's agreement to a series of prudential indicators that demonstrate that its activities are affordable, prudent and sustainable.

4.5 INVESTMENT STRATEGY

The main principle governing the Council's investment criteria is that priority is given to the security of the principal invested. The yield or return on an investment is important and will always be considered, but the priorities are security followed by liquidity.

None of the Council's funds were at risk as a result of the banking crisis and no investments were made in Icelandic banks. Some issues still remain about the strength of the banking sector which is why the Council has diversified some reserves in to a Property Investment Fund.

4.6 FIVE YEAR INVESTMENT FORECAST

Interest rates are forecast to be very low for some but overall net investment returns are still forecast to be at the same level as at current of £500,000 due to the higher yield from property.

5. RESERVES

5.1 INTRODUCTION

The setting, justification and monitoring of the reserves and balances held is a major part of the financial planning of the local authority.

This section provides an assessment of the level of reserves and balances held by Tunbridge Wells Borough Council based on past experience and an examination of the risks facing the authority. The recommended levels of reserves and balances will need to be kept under constant review.

It is important that the Council has sufficient reserves and balances to enable it not only to maintain its financial standing but also to ensure that the Council can realise its service provision expectations.

Reserves can be held for three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- A contingency to cushion the impact of unexpected events or emergencies; and
- A means of building up funds to meet known or predicted liabilities. (This is often referred to as earmarked reserves.)

The CIPFA Local Authority Accounting Bulletin 77, Guidance Note on Local Authority Reserves and Balances, gives the following guidance:

Extracts from LAAP 77 relevant to Tunbridge Wells Borough Council

Category of Earmarked Reserves	Rationale
Sums set aside for major schemes, such as capital developments or asset purchases, or to fund major reorganisations	Where expenditure is planned in future accounting periods, it is prudent to build up resources in advance
Reserves of trading and business units	Surpluses arising from in-house trading may be retained to cover potential losses in future years, or to finance capital expenditure
Reserves retained for service departmental use	Increasingly authorities have internal protocols that permit year-end underspends at departmental level to be carried forward

For each reserve held by a local authority there should be a clear protocol setting out:

- The reason for/purpose of the reserve;
- How and when the reserve can be used;
- Procedures for the reserve's management and control; and
- A process and timescale for review of the reserve to ensure continuing relevance

and adequacy.

The Council's Audit and Governance Committee receives reports on the movement of earmarked reserves in the Statement of Accounts as part of the notes to the Consolidated Balance Sheet.

5.2 LEVEL OF RESERVES

As mentioned above, the Council's reserves can be regarded as general and earmarked reserves but can also be broken down to reflect whether the reserves are Revenue or Capital Reserves. The Council's main reserve, that is designed to cushion the impact of unexpected events/emergencies and help absorb the impact of uneven cash flows, is the General Fund Revenue Balance.

In addition to this balance, the Council also maintains an earmarked reserve for capital and revenue initiatives. This reserve currently stands at £2.4m and will be considered as part of the Reserve Policy detailed above.

In addition to the above, the Council maintains a number of other earmarked reserves specifically set up to meet particular service requirements.

The principal reserves held as at 31 March 2016 are:

General Revenue Reserves	£000s	
General Fund Balance	7,951	To cushion the impact of unexpected events/emergencies.
Capital Grants & Contributions Reserve	1,133	Used to manage the receipt of grants which straddle financial years.
Usable Capital Receipts Reserve	1,000	Available to fund capital schemes and act as a minimum capital balance.
Earmarked Revenue Reserves		
Capital & Revenue Initiatives Reserve	2,458	The reserve will be used to support future capital and revenue schemes in accordance with the Council's Corporate and Financial Plan.
Torrington Car Park	40	To carry out essential enhancements to the car park, particularly relating to security.
On-Street Parking Reserve	129	The ring-fenced parking surplus that is used to fund environmental enhancements and transport-related schemes in the Borough.

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Local Development Framework	606	A reserve for costs associated with the Local Development Framework due to rescheduling of timeframes and costs.
General Reserve	0	This is used to finance revenue projects which are committed at year end but where expenditure is delayed until the following year.
Section 106 Contributions	35	Developers' contributions to be used to finance capital projects.
Maintenance of Graves	32	Money donated and retained until spent for this purpose.
Maintenance of Garden of Remembrance	18	Money donated and retained until spent for this purpose.
Strategic Plan Reserve	528	Funded by unbudgeted investment interest, this reserve has been created to provide funding for one-off initiatives that contribute to the delivery of the Council's Strategic Plan.
Performance Reward Grant	89	Money received as a result of reaching targets under the first Local Area Agreement and has been set aside to fund individual projects, 50% of which is reserved for capital schemes.
RVP Car Park Maintenance	766	To carry out essential enhancements to the car park, particularly relating to lighting and security.
Carbon Reduction	50	To meet the costs of participating in the Carbon Reduction Commitment Scheme.
Government Grants	300	Contains grants received during the financial year but which cannot be used until after 31 March.
Invest to Save	1631	To fund upfront costs of initiatives, which will deliver savings over the longer term.
Cultural Reserve	63	To support grant applications and encourage fund-raising to undertake key cultural projects.
Pensions Settlement	927	The amount the Council would have paid for unfunded pensions had the one-off settlement not been made in 2012/13.
Housing Renewal	180	When housing renewal grants are repaid an equivalent contribution is made to this reserve, which will be used to finance future grants.

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Insurance	88	Savings made through higher excess thresholds in the new insurance contract are paid into this reserve, and will be used where necessary to finance expenditure that would previously have been recovered from the insurers.
Local Authority Mortgage Scheme Interest	100	An amount equal to the net interest receivable from the mortgage scheme deposit is placed in this reserve to meet possible future defaults.
MMI	50	This reserve is maintained for use in case the Council's share of the overall MMI deficit rises beyond the current estimate.
Land charges refunds	0	This reserve was used to finance the repayment of land charge search fees.
Grant volatility	1120	This reserve will be used to cushion the impact of any further changes to government grant funding that could not have been anticipated from information available at the time of setting the budget.
ICT MKS	317	All Information technology services are now provided from Maidstone Borough Council via a partnership agreement. This reserve will be used to hold any budget surpluses or fund deficits between financial years. This enables the agreed budgets to be retained although project implementation timetables may flex.
Establishment Reserve	316	This reserve manages the volatility from establishment pressures and changes to the cost of employment such as pay, National Insurance, pension and training.
Parish Enabling	15	This reserve is to be used to assist parish and town councils who wish to take on responsibility of discretionary services or who may face financial difficulties.
Ice Rink	95	This reserve will be used to smooth the impact of inclement weather on the financial success of the Ice Rink and accompanying events.
Digital Transformation	50	This reserve has been created from the ICT MKS Partnership reserve to fund digital transformation projects.
Traveller Protocol	7	This reserve will be used to manage traveller incursions and will be matched by parish and

		town council contributions. The reserve will be used to enable the Borough Council to enforce a Section 77/78 court-ordered eviction or to restore land after the vacation of an unauthorised encampment.
Land Charges Loss of Income	42	This reserve has been created from an over-achievement in land charges income to mitigate against the surplus revenue that will be lost when land charges are centralised.
TOTAL	20,136	

5.3 ASSESSING THE ADEQUACY OF RESERVES

Although CIPFA in guidance issued in June 2003 states that the Institute 'does not accept a case for introducing a statutory minimum level of reserves, even in exceptional circumstances' it does confirm that 'authorities, on the advice of their finance directors, should make their own judgments on such matters taking into account all relevant local circumstances'.

There are a number of issues that need to be taken into account in assessing the adequacy of the reserves held by an authority:

- What are the strategic, operational and financial risks facing the authority?
- Does the authority comply with the requirements to ensure that there is an adequate system of internal control?
- Are the key financial assumptions in formulating the authority's budget robust and reasonable?
- Does the authority have adequate financial management and cash flow arrangements?

There are a number of questions an authority can ask to demonstrate if it is managing its financial affairs satisfactorily, for example:

- What is the track record of the authority in its budgetary and financial management?
- What is the authority's record regarding the Council Tax collection?
- What is the authority's capacity to manage in-year budgetary pressures?
- What is the strength of the authority's financial reporting?
- What are the procedures to deal with under- and over-spends during and at the year end?
- In the case of earmarked reserves, will there be the expected calls on the reserves that prompted the setting up of the reserves in the first place?

There is also a need to look at assumptions that have been made in setting the budget, not just for the coming year but also under the Medium Term Financial Strategy (MTFS) for at least the next three years.

The major budgetary assumptions cover:

- Inflation and interest rate projections;
- Estimates and timing of capital receipts;
- The treatment of service demand-led pressures;
- The treatment of planned efficiency savings;
- The financial risks involved in any major funding arrangements; and
- The realisation of budgeted income.

In considering the adequacy of reserves and balances it is important to consider past experience.

It should be noted that £16m was transferred from the Council's Capital and Revenue Initiatives Reserve to the general reserve as at 31 March 2007. Even adjusting for this, it is apparent that there is still an annual reduction in reserves and this is largely due to the capital programme requirements.

There is a need to hold reserves to provide for unforeseen circumstances but also to reflect the Council's future plans. The Council has stated an intention to maintain a balanced budget that only requires the withdrawal from reserves for planned contributions to expenditure on the Council's priorities, thus the Reserve Policy must reflect the optimum use of these reserves and action is required to create a sustainable annual budget.

5.4 DETERMINING THE APPROPRIATE LEVEL OF RESERVES

The Council's Section 151 Officer considers that the Council has adequate systems of internal control and that the financial assumptions underpinning the Council's budget are robust and reasonable.

The Council has worked with Zurich on a corporate risk assessment for the authority and this will be used in consideration of a minimum level of reserves. At this time, the Section 151 Officer has considered the net operating expenditure and the reliance on income from Royal Victoria Place. Based on this analysis, a minimum level of £2m is required.

With regard to capital, the Council owns a large number of properties and considering the responsibility to keep these operational, a minimum level of £2m is required.

5.5 OPPORTUNITY COST OF HOLDING RESERVES

Having set a minimum level and desirable/target level for reserves, the opportunity cost of holding balances above this level needs to be considered as all balances held in reserves are invested. Therefore, in measuring any opportunity cost of holding these reserves, account needs to be taken of the investment income. The opportunity cost of holding these reserves is therefore a judgment as to whether the worth of expenditure foregone is worth more than the income generated.

With such a high level of reserves, the Council has been overly reliant on the full level of investment interest to finance day to day service expenditure and has taken action to reduce this reliance. This has worked and the target of net interest in the base budget £500,000 has been achieved. Any surplus interest income will be used for priority projects or transferred to reserves.

5.6 REPORTING FRAMEWORK

It is not only important to review the level of balances and reserves on an annual basis, it is also essential to monitor their level throughout the year. The monitoring of reserves will be incorporated into the Council's financial monitoring programme.

6. CONCLUSION

The past five years have seen probably the most dramatic financial turmoil of modern times. Following the near collapse of the banking sector the Bank of England invested billions of pounds in quantitative easing to stimulate the economy but growth remained fragile. With interest rates already at record lows of 0.5 per cent forecasters were consistently wrong in predicting when the next increase would occur. The movement was actually a reduction to 0.25 per cent in August 2016.

The Coalition Government elected in 2010 set a course of reducing the national deficit which came to be known as austerity. Up until this point government grant had always increased albeit for this Council very modestly with an extra £35,000 against a revenue budget of £65 million. This is against a backdrop of constantly increasing demands and a growing population. However, for the first time, the Government decided to start reducing the amount of grant to support local services. In 2010 this Council received £4.5 million in revenue support grant and in 2018/19 this will disappear completely.

In 2015 a new government was elected which set out financial plans to continue the period of austerity and for the Government to set a balanced budget by 2020/21. This would require further cuts to public expenditure but with a greater number of central government departments being protected it would be left to local government to shoulder the greatest burden of funding reductions. The Secretary of State for Local Government announced that local government as a sector will retain 100 per cent of Business Rate income by 2021 as an incentive to deliver growth and break the reliance on central government funding.

Then in 2016 the UK voted to leave the European Union and following this result a new Prime Minister and Chancellor of the Exchequer came to power and the tone of austerity was softened and the target of the Government balancing its budget was dropped.

However, during the turmoil of the past five years the current MTFs has successfully weathered these events and has delivered:

- A balanced budget without the use of general reserves;
- No major reductions to core services;
- Delivered over £15 million of capital investment;
- Cash reserves have reduced by £548,000 to £20.1 million;
- The value of property assets has increased by £29 million to £102 million;
- Six consecutive completely clean Annual Audit Letters; and
- Public satisfaction that the Council delivers value for money has increased from 30 per cent (in 2008) to 67 per cent.

This new MTFs sets the approach for the next five years which may be no less dramatic as the previous period but in an era of no central government financial support for local services one thing that is perfectly clear is that the Council must deliver economic growth.

This is the one way that the existing range and level of services currently valued by residents can be sufficiently resourced in the future. Growth will need to exceed current levels as the population of the Borough continues to grow, along with expectations and demands on the infrastructure.

This Borough is in a great place to benefit from growth with many of the sound fundamentals already in place to make this such as an attractive destination for new house buyers, business looking to relocate and existing ones expanding. The Government has put in place two important financial incentives to access the funds needed to provide local services in the future which are:

- New Homes Bonus to reward new housing building; and
- 100 per cent localisation of Business Rates.

The next five years could well be the most important in the Borough's history and success will depend on the ability to deliver sustainable growth.

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Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Cash Collection Services Contract

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Paul Barrington-King, Portfolio Holder for Finance and Governance
Lead Director	Lee Colyer, Director of Finance and Corporate Services
Head of Service	Jane Fineman, Head of Finance and Procurement
Lead Officer/Report Author	Jane Fineman, Head of Finance and Procurement
Classification	Non-Exempt
Wards affected	Not Applicable

This report makes the following recommendations to the final decision-maker:

1. That Cabinet approve the award of a five year contract, beginning 10 January 2017, to Contract Security Services Limited, to supply cash collection services to Tunbridge Wells Borough Council; and
2. That Cabinet approve a further two annual extensions to the contract, contingent upon the contract continuing to provide value for money and satisfactory service performance levels.

This report relates to the following corporate priorities:

- A Prosperous Borough
- A Green Borough
- A Confident Borough

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	26 October 2016
Finance & Governance Cabinet Advisory Board	8 November 2016
Cabinet	1 December 2016

Cash Collection Services Contract

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report requests approval to award a five year contract, with an option for a further two annual extensions, to Contract Security Services Limited for the Council's cash collection services. The contract is valued at approximately £342,000 for the five year term and £479,000 if the term becomes seven years to include the extension.

2. INTRODUCTION AND BACKGROUND

- 2.1 Tunbridge Wells Borough Council currently has a cash collection contract with Contract Security Services Limited. A five year contract began on 10 January 2010. It was subsequently extended twice by one year and therefore now expires on 9 January 2017.
- 2.2 The Kent Buying Consortium, a group comprising representatives from all of the councils in Kent with the exception of Kent County Council and Thanet District Council, has undertaken a formal Official Journal of the European Union (OJEU) compliant procurement process for a new five year contract, with the option for a further two annual extensions, for these services.
- 2.3 Two bids were received, clarifications have been resolved and all financial and qualitative responses have been assessed. The bids were from Contract Security Services Limited and BDI Securities Limited.
- 2.4 Contract Security Services Limited provided the tender that was the most competitively priced and also scored the highest on the qualitative assessment.
- 2.5 The total cost of the five year contract is estimated to be £342,336 as can be seen in the table below. This is calculated using the tendered prices and the usage volumes forecast for 2016/17. The prices will be increased by the Consumer Price Index (CPI) annually. The tender provides the ability to vary the number of collections without penalty, throughout the term.

	Forecast Outturn 2016-2017	Contract Security Services Limited	BDI Securities Limited
Annual Cost: Cash Collection Services	68,467	68,467	73,144
Total 5 Year Cost (excl. CPI increases)	342,336	342,336	365,720

It can be seen that the total cost is identical to that contracted at present.

- 2.6 The Council has been working hard over the last seven years to change customer behaviour to pay by cheaper methods. When the contract was tendered in 2010, the cost was approximately £104,000 per year. Pay by Phone was then introduced, more parking permits have been issued, new payment machines that take card payments have been installed and the cash paid to Exchequer and into the kiosk at the Gateway

has reduced, the combination of which has enabled the Council to reduce significantly the number of cash collections required. The cost has therefore fallen by some £36,000 (34%) per year. This implies some success and migrating customers to more cost effective methods of payment will continue to be an objective.

- 2.7 Contract Security Services Limited has worked well with the Council over the past seven years and there are no significant issues that have gone unresolved. Operationally, the service has worked smoothly and they have varied our collections successfully as requested.
- 2.8 Contract Security Services Limited has been operating for over 25 years and is fully licenced by the British Security Industry Authority. All of their operatives are also Criminal Records Bureau checked. The cash from Tunbridge Wells will go to their depot at Aylesford, Kent to be processed, so a local company will be supported.

3. AVAILABLE OPTIONS

- 3.1 There are two options for the Council. They are as follows:

Option 1 – Accept the tender from Contract Security Services Limited
The Council must have a cash collection service to continue its functions. An OJEU procurement exercise has been undertaken and this was the best tender offer.

Option 2 – Accept the tender from BDI Securities Limited
This is more expensive and the service provision is inferior. This could also be challenged under procurement legislation.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Option 1 – Accept the tender from Contract Securities Services Limited.
This is the most cost efficient option and gives best value for money for the taxpayer. Historically, they have performed well and they are local to Kent. Our bankers, Lloyds, are also comfortable with dealing with them and their depot.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 External consultation is covered in paragraph 2.2 of the report.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Finance and Governance Cabinet Advisory Board were consulted on this decision on 8 November 2016 and agreed the following recommendation:

- That the recommendation set out in the report be supported.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The decision will be published on the Council's website and on the Kent Business Portal. The contract will also be listed on the Council's Contract List to comply with the Local Government Transparency Code.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	The tender process has been carried out in conjunction with the Legal team as Maidstone Borough Council were the lead authority and OJEU requirements have been met. A contract will be entered into with the supplier for the duration of the services. There are no consequences arising from the recommendations that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.	Team Leader - Contracts and Commissioning (Solicitor)
Finance and other resources	This enables best value for money from the market.	Head of Finance and Procurement
Staffing establishment	There are no specific implications that arise from the process of awarding this contract.	Head of HR
Risk management	The OJEU process assesses risk as part of the assessment criteria.	Head of Audit Partnership
Environment and sustainability	Environmental policies were considered as part of the tendering process.	Sustainability Manager
Community safety	There are no specific implications that arise from the process of awarding this contract.	Community Safety Manager
Health and Safety	Health & Safety policies were considered as part of the tendering process.	Health and Safety Advisor
Health and wellbeing	There are no specific implications that arise from the process of awarding this contract.	Healthy Lifestyles Co-ordinator
Equalities	Equalities policies were considered as part of the tendering process.	West Kent Equalities Officer

8. REPORT APPENDICES

None

9. BACKGROUND PAPERS

None

Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Parking Charges Review

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Alan McDermott, Portfolio Holder for Planning and Transportation
Lead Director	Paul Taylor, Director of Change and Communities
Head of Service	Kevin Hetherington, Head of Communities and Wellbeing
Lead Officer/Report Author	Rosemarie Bennett, Parking Manager
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That the Cabinet approves all changes summarised in paragraph 2.5(a) to (g) below, to take effect from 1 April 2017; and
2. That, in order to give effect to these changes, the Parking Places Orders 2017 and the Traffic Regulation Order 2017, set out in Appendices B, C and D, be approved.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough

Proposed changes will enable continued improvements to residential permit schemes and car parks and the maximisation of car park provision to meet current demands of residents, visitors and businesses.

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	26 October 2016
Discussion with Portfolio Holder	24 October 2016
Cabinet Advisory Board	14 November 2016
Cabinet	1 December 2016

Parking Charges Review

1. PURPOSE OF REPORT

- 1.1 To present the results of the public consultation carried out in October 2016 on replacement Parking Places Orders 2017 and an amended Traffic Regulation Order for on-street resident permit parking charges for consideration by December Cabinet.

2. BACKGROUND

Introduction

- 2.1 The Parking Review report 2017 was first presented to the Planning & Transportation Cabinet Advisory Board on 22 August for 15 September Cabinet approval. The report proposed changes to numerous parking charges and requested permission to conduct a public consultation. The Planning and Transportation Cabinet Advisory Board felt that the report lacked sufficient information to support the proposals and recommended that Cabinet defer any decision until further information was provided and brought back to the Planning & Transportation Cabinet Advisory Board for reconsideration. Cabinet accepted the deferment subject to providing additional information.
- 2.2 A replacement report with more in-depth information was presented to the Planning & Transportation Cabinet Advisory Board on 19 September where it was recommended that Cabinet allow the public consultation to proceed on the changes as proposed.
- 2.3 A final report was presented to Cabinet on 22 September (See Appendix A) when permission was given to allow public consultation and take the results back to Cabinet on 1 December 2016 for consideration.
- 2.4 The consultation has now ended with a summary of results shown at paragraph 2.8.

Summary of items for consultation

- 2.5 **(a) Day time tariff review** – this proposed that in the main town centre car parks the first hour of parking be increased by 10p for payments made by phone and 20p for payments at the machines by cash or card. All other tariff bands would increase by 20p for phone payments and 40p for cash or card paid at the machines - additional revenue to the Council: £450,000 per annum.
- (b) Evening tariff review** – this proposed increasing the evening rate by 50p - additional revenue to the Council: £30,000 per annum.
- (c) ¹Phone payment service charge** – this proposed that the 20p service charge made by the phone company is paid for by the user. This is a charge that has been paid for by the Council since 2014 as a temporary measure to encourage a move from cash to phone payments - additional revenue to the Council: £87,000 per annum.
- (d) Coach car park** – this proposed that the Linden Park Road coach park be changed to a car park for season ticket holders at £1,000 per annum, with the displacement of

¹ This is a charge made by the service provider and not subject to parking legislation consultation.

coaches being accommodated at the London Road site that is under-utilised - additional revenue to the Council £29,000 per annum.

(e) North Grove car park, Hawkhurst – this proposed that the car park would be resurfaced to bring it up to a quality standard and reserve a specific number of spaces for (i) resident permit holders and (ii) daily turnover, with a maximum stay of 2 hours - additional revenue to the Council £3,000 (£1,000 net).

(f) Car park season tickets – this proposed an additional £100 maximum for a full time car park season ticket - additional annual revenue to the Council £44,000.

(g) Resident permit review – this proposed that residents' permit prices in town centre zones area be increased by £20 per annum but offering permit holders free parking on town centre multi-storey on evenings - additional annual revenue to the Council: £57,000.

2.6 Full details can be found in the Cabinet Report of 22 September 2017 at Appendix A together with the relevant Orders at Appendices B to D.

2.7 The additional revenue will enable the Council to continue to provide quality customer services, including delivery of the Parking Strategy.

Consultation Results

2.8 Sixteen responses to the consultation have been received.

- 11 from residents
- 2 from visitors
- 1 from a member (Councillor Heasman)
- 2 from the Town Forum

2.9 Their consultation comments can be found at Appendices E and F, together with the Parking Service's responses.

3 AVAILABLE OPTIONS

3.1 That all items outlined in detail at Appendix A and summarised above be approved as proposed.

3.2 That variations of the items outlined at Appendix A and summarised above be approved.

3.3 That no change is made.

4 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 Option 3.1 is preferred, to ensure the Council can deliver the Parking Strategy whilst effectively managing the demand on current and future parking requirements. It will also enable the authority to keep pace with increasing costs that will allow the Council to continue to provide quality services and facilities for its communities and visitors at a time when government funding is reducing year on year.

5 CONSULTATION

- 5.1 In line with parking legislation replacement draft Parking Places Orders and an amended draft Traffic Regulation Order have been consulted upon and no further consultation is necessary.
- 5.2 Sixteen responses from the consultation were received that can be seen at Appendices E and F.

RECOMMENDATIONS FROM CABINET ADVISORY BOARD

- 5.3 The Planning and Transportation Cabinet Advisory Board were consulted on this decision on 14 November 2016 and agreed the following recommendation:
- That the recommendation set out in the report be supported.

6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The proposed changes, if approved, will form the basis of new Parking Places Orders (2017) and an amended Traffic Regulation Order 2017.

Issue	Implications	Sign-off
Legal including Human Rights Act	<p>The Council has legal powers under the Road Traffic Regulation Act 1984 (as amended) to impose, or vary, charges for both on- and off-street car parking, subject to the making of the necessary traffic orders. The orders require consultation and publication. Objections to the proposed charges may be lodged. The Council may exercise discretion in setting the level of charges, taking into account any consultation responses or objections received and any other material considerations.</p> <p>There are no consequences arising from the recommendations that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	Senior Lawyer and Deputy Monitoring Officer – Keith Trowell
Finance and other resources	Any additional revenue or capital costs will form part of the budget setting process for 2017/18.	Director of Finance and Corporate Services (s.151 Officer) – Lee Colyer
Staffing establishment	No staffing implications identified	Report Author

Risk management	Unlikely to have risks	Report Author
Environment and sustainability	No impact identified	Report Author
Community safety	No impact identified	Report Author
Health and Safety	No impact identified	Report Author
Health and wellbeing	No impact identified	Report Author
Equalities	<p>Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (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 paper could directly impact on end users.</p> <p>We have not identified any specific impacts on people with protected characteristics. We continue to offer a choice of payment methods and take steps to ensure these are accessible. The alterations to on-street parking will not affect the availability of spaces for people with disabilities.</p>	Sarah Lavallie - West Kent Equalities Officer

7. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Copy of September 2016 Cabinet report with appendices
- Appendix B: Parking Places Order 2017
- Appendix C: Amendment to Parking Places Order 2017
- Appendix D: Amendment to Traffic Regulation Order 2017 (resident permit zone changes only)
- Appendix E: Consultation responses to Parking Places Orders
- Appendix F: Consultation responses to Traffic Regulation Order (resident permit zone changes only)

8. BACKGROUND PAPERS

None

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Cabinet**22 September 2016**

Is the final decision on the recommendations in this report to be made at this meeting?

Yes**Draft Parking Charges Review**

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Alan McDermott, Portfolio Holder for Planning and Transportation
Lead Director	Paul Taylor, Director of Change and Communities
Head of Service	Kevin Hetherington, Head of Communities and Wellbeing
Lead Officer/Report Author	Rosemarie Bennett, Parking Manager
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That the Parking Places Order be amended to reflect the changes contained in this report and be approved for public consultation in line with relevant legislation; and
2. That a Traffic Regulation Order be made to reflect the relevant changes contained in this report and be approved for public consultation in line with relevant legislation.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough

Proposed changes will enable continued improvements to residential permit schemes and car parks and the maximisation of car park provision to meet current demands of residents, visitors and businesses.

Timetable	
Meeting	Date
Management Board	31 August 2016
Discussion with Portfolio Holder	25 August 2016
Cabinet Advisory Board (Special)	19 September 2016
Cabinet (Special)	22 September 2016

Draft Parking Charges Review

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval to consult with the public on various amendments to charges and management structures detailed in this report. These will then be drafted into a replacement Parking Places Order for 2017 and a new Traffic Regulation Order ready for the consultation.
- 1.2 The results of the consultation will be presented to Cabinet in December 2016. The Orders will be amended, if necessary, with the recommendations of Cabinet, for implementation.

2. BACKGROUND

Introduction

- 2.1 We have seen an increase in the demand for urban parking space over recent years to an extent where demand has exceeded supply, both in our car parks (see Appendix C) and on-street, particularly in residential areas which was evidenced by public feedback received from the draft Parking Strategy consultation, hence extra restrictions are being implemented. This often results in frustration for residents and visitors as well as adding to congestion, all of which needs investment to redress, albeit there is no quick or simple solution. (See car park occupancy data at Appendix C and a summary in table 4 below).
- 2.2 The Parking Strategy included an implementation programme of 23 items that contained some of the most urgent and shorter term actions to remedy various issues and to make improvements. One objective of the Strategy that was approved by Cabinet in April 2016 was to regularly monitor and review parking needs and charging structures; this report presents that review with proposed recommendations.
- 2.3 To enable us to fulfil the Strategy's implementation programme monies have already been set aside from parking surplus. For example, last year the cost of the refurbishment of Great Hall came from parking revenue along with funding for new post-payment machines. These funds are also now allowing us for example, in part, to fund the following projects:
 - Wi-fi is being installed to allow more people to pay by phone and benefit from the lower hourly rate.
 - The resurfacing and relining of floors is currently underway.
 - We have just committed to some cosmetic improvements to the car park including new signage.
 - We have ordered replacement payment machines that also allow people to pay when they leave the car park by contactless card payment, including Apple and Android pay – these will be installed in October ready to support the Christmas trade.
- 2.4 A key objective of the Parking Strategy is also to reduce congestion, improve traffic flow and address other areas of public concern, for example:

- footway parking
 - residential permit zone restructures
 - new restrictions, including permit schemes, in non-restricted areas
- 2.5 Another objective of the Parking Strategy is continually to review and identify the need for change. One recent variance identified was the need to address the displacement of customers from Union House car park when development work starts in the near future – see ‘coach parking facilities’ below.
- 2.6 We are also currently discussing medium to longer term future developments and how these might impact on congestion and parking needs which will now add more actions and costs to the implementation programme. The Parking Strategy funding needs are summarised in the background report at Appendix E.
- 2.7 Although revenue from parking helps fund the improvements to our parking offer the lack of finance resulting from reduced government funding means that we have to depend on revenue from parking to continue with infrastructure projects, including the replacement of payment machines across the entire Borough.
- 2.8 In summary, this report proposes various changes to enable us to start addressing the commitments of the Parking Strategy and help support current and future demands for parking provision whilst mindful of the impact of the substantial reductions in government funding.

Parking Charges

- 2.9 To keep pace with rising costs and start addressing the needs of parking provision in Royal Tunbridge Wells now and in the future, a review of parking charges has been carried out that explored various options for 2017. Those options can be seen at Appendix D.
- 2.10 Whilst revenue from parking has been rising over recent years so have the costs. To sustain and improve current parking provision requires continual investment. The table below shows recent car parking expenditure and the capital investment.

Table 1 – car parking expenditure and capital

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Budget
direct and indirect costs	£ 1,839,479	£ 2,062,776	£ 2,118,986	£ 2,044,149	£ 2,549,700
% increase since 2012/13		16%	16%	10%	38%
Cum. capital expenditure	£ 60,750	£ 129,714	£ 301,451	£ 324,872	£ 742,952

- 2.11 The Consumers' Price Index has increased by 8% since 2012; the above table reveals a cumulative increase in our car parking costs over the same period of 38%.
- 2.12 Both car park tariffs and season tickets were included in our review of parking charges, along with residential permits and other modifications to address imminent change.
- 2.13 The following sections summarise the considerations made when carrying out each area of the review, together with supporting data where possible.
- 2.14 As schedule of tariff increases can be found at Appendix F. These will be included in the new Parking Places Order for consultation.

Car park tariff review – day time charging

Background

- 2.15 Car park tariffs were increased by 20p per tariff band in April 2012.
- 2.16 Two years later in April 2014, a further 20p per tariff band was applied for those who paid by cash at the pay and display machines, leaving those who chose to pay by phone on the 2012 rates. This created a 20p differential between cash and phone payments.
- 2.17 The costs of providing each of these two services were very different:
- Cash payment costs** - cash collection and banking, pay and display tickets, scheduled maintenance, vandalism, theft, rapid response for breakdowns and customer service.
- Phone payment costs** – none to the Council – the user pays a service charge directly to the service provider – PaybyPhone (PbP) and they also provide direct customer service.
- 2.18 It was therefore decided that differential charging at source was fair and relative to the associated costs.
- 2.19 A phone payment system had been available to Tunbridge Wells' customers since 2009 but the take up had been slow despite lots of publicity. In March 2013, some four years after the system was introduced in Tunbridge Wells, phone revenue still only represented 12% of total car park revenue. Since the differential charging was introduced in April 2014 the revenue from this source now represents 34%, with ¹two car parks achieving in excess of 60%.
- 2.20 Financially, incentivising customers to use this digital method has also helped support both the Government and this Council's digital agenda, apart from the benefits it offers the users.

The proposal

- 2.21 When undertaking this review for 2017 it was decided that due to the success of phone payments, we would continue to offer a differential between cash and phone tariffs to help sustain the growth of our digital customer base.

¹ Torrington 65%, Little Mount Sion 60%

2.22 In deciding new tariffs we explored a few options which have been summarised at Appendix D. The new proposed increases are:

- 10p for the first hour - pay by phone
- 20p for the first hour - pay at machines
- 20p for subsequent tariff bands – pay by phone
- 40p for subsequent tariff bands – pay at machines

2.23 This is likely to return additional annual revenue of £450,000.

2.24 Table 2 below illustrates the actual increase per hour being proposed:

Table 2 – increases per hour

Tariff bands	Pay by Phone		Pay at machines	
	Increase per tariff band	Increase per hour	Increase per tariff band	Increase per hour
Up to 1 hour	10p	10p	20p	20p
Up to 2 hours	20p	10p	40p	20p
Up to 3 hours	20p	7p	40p	13p
Up to 4 hours	20p	5p	40p	10p
Up to 5 hours	20p	4p	40p	8p
Up to 6 hours+	20p	3p	40p	6p
² All day	20p	2p	40p	4p
³ All day	20p	0p	40p	1p

2.25 These increases, proposed for introduction in April 2017, represent an average increase of:

- 5% for pay by phone (first increase since 2012)
- 9% for pay and display (first increase since 2014)

2.26 ⁴Table 3 below illustrates the current and proposed rates per tariff band alongside the new hourly rate and percentage increase across key car parks.

² Current rate £10 on most car parks

³ Current rate £5.90 on some car parks

⁴ The same increases apply to other car parks with different tariff structures (Camden Rd, Beech St and Union House, and RVP where floors 8a and above have a different all day tariff rate - See Appendix F)

Table 3 –Existing and proposed new tariff rates

Tariff bands	⁵ Pay by Phone rates				Machine rates			
	Now	New	New rate p/hr.	% increase	Now	New	New rate p/hr.	% increase
Up to 1 hour	£1.20	£1.30	£1.30	7.6%	£1.40	£1.60	£1.60	12.5%
Up to 2 hours	£2.20	£2.40	£1.20	8.3%	£2.40	£2.80	£1.40	14.2%
Up to 3 hours	£3.20	£3.40	£1.13	5.8%	£3.40	£3.80	£1.27	10.5%
Up to 4 hours	£4.20	£4.40	£1.10	4.3%	£4.40	£4.80	£1.20	8.3%
Up to 5 hours	£5.00	5.20	£1.04	3.8%	£5.20	£5.60	£1.12	7.1%
Up to 6 & 24 hr	£5.70	£5.90	£0.98	3.4%	£5.90	£6.30	£1.05	6.3%
Up to 24 hours	£10.00	£10.20	£0.42	2.0%	£10.00	£10.40	£0.43	3.8%
Average				5%				9%

- 2.27 Whilst season tickets offer the best deal for regular car park use, those wanting the occasional all day parking can park safely in our car parks for as little as 42p per hour (table 3).
- 2.28 There are around 100 streets under review for parking restrictions within the remit of the Parking Strategy. Most of these are in unrestricted residential areas that suffer from all day vehicle parking, many causing safety and congestion issues. By retaining low increases for longer term parking will make car parks a more attractive alternative when restrictions are implemented.
- 2.29 In considering our options we also looked at the impact of previous tariff changes on both car park usage and income. Both comparators saw an upward trend.
- 2.30 Whilst we do not have adequate transactional data prior to 2013/14 to accurately assess occupancy, a parking study was carried out by Peter Brett in 2010/11 which revealed the average car park occupancy on weekdays at peak level of demand (defined as 11am) was 64% across all town centre car parks.
- 2.31 The following table shows the continual increase in usage over the past three years including peak and low demand levels.

⁵ PaybyPhone also charges customers a fee per transaction as well as for any other services a customer subscribes to, such as text message reminders.

Table 4 – Car park occupancy averages

Car Park	2013/14	2014/15	2015/16
Crescent Road	57%	88%	119%
Great Hall	49%	70%	80%
Meadow Road	33%	34%	36%
RVP	58%	59%	58%
Torrington	56%	79%	90%
Linden Park Road	58%	58%	67%
Union House	55%	47%	64%
Beech Street	51%	52%	53%
Camden Road	109%	120%	126%
Little Mount Sion	102%	101%	103%
Yearly Average	63%	71%	80%

- 2.32 The Parking Strategy will look to redress the imbalance of occupancy across the car parks, as such continued growth is likely to adversely affect queuing and congestion more frequently.
- 2.33 As part of the tariff review, and as a benchmark, we also looked at car park prices in other destination towns offering a comparable shopping experience and facilities. The results of these comparators can be found at Appendix A.

Car parks affected by the day time tariff increases

- Crescent Road;
 - Town Hall Yard;
 - RVP;
 - Meadow Road;
 - Linden Park Road;
 - Beech Street;
 - Camden Road;
 - Little Mount Sion;
 - Torrington;
 - Great Hall;
 - Union House;
 - Mount Pleasant Avenue.
- 2.34 Beech Street, Camden Road and Union House car parks have slightly different tariff structures but the same tariff increases apply.
- 2.35 The car parks unaffected by the proposed increases are:
- Yew Tree Road - subject to part-closure with the development of a new car park in around two years' time
 - Paddock Wood East and West – new tariffs implemented in April 2016
 - The new John Street car park – new tariffs implemented in August 2016

Evening tariff review

- 2.36 An evening tariff of £1 on multi-storey town centre car parks was also introduced in 2014. Due to continued car park costs to offer evening parking, it was considered an additional 50p increase was necessary to enable the continuance of evening parking. This charge is not out of step with many other car parks offering evening rates.
- 2.37 This is likely to increase annual revenue by £30,000.

Car parks affected by the night tariff increase

- Crescent Road;
- Town Hall Yard;
- RVP;
- Meadow Road;
- Torrington;
- Great Hall.

PaybyPhone service charge

- 2.38 Phone payment companies charge the users a service charge fee for each parking transaction. This is an amount set by them and usually reflects the level of service they provide. Those offering a contact centre help line, as does our provider - PaybyPhone, may have a slightly higher service charge than those who offer no customer support.
- 2.39 When Tunbridge Wells first offered this phone payment option in 2009, users paid a 20p service charge. In 2014 the Council decided to absorb that fee as a temporary concession to help encourage more phone payments and support our digital objectives.
- 2.40 Whilst 2017 will see that service charge revert to the user, with the increased level of differential between cash and phone payments, it will still be cheaper to pay by phone.
- 2.41 Likely savings to the Council £87,000.

Coach parking facilities

- 2.42 Tunbridge Wells has two coach parking facilities. There is one sited in Linden Park Road and one running alongside the Common on London Road. The merging of these two coach parks into one is being proposed:

Linden Park Road Coach Park – change of use

- 2.43 This coach park has space for about 12 coaches/caravans/motor homes. It offers free parking for coaches and charges £10 per day for caravan/ motorhomes. The total revenue taken by the Council in 2015/16 was £250.
- 2.44 The usage is very low as proven by a survey carried out last year between August and November. 86 visits were made over various days and there was no usage at all on 63 occasions. On 19 occasions, one vehicle was observed and on four occasions two were observed.

- 2.45 It is proposed therefore that its use be changed to a car park that will accommodate approximately 35 vehicles. Because of its location it is unlikely to attract a high volume of short stay visitors but could attract season ticket holders and will particularly help those customers being displaced from Union House car park when it closes for development in the near future.
- 2.46 This car park would offer a guaranteed space to each season ticket holder similar to that of Calverley Terrace car park. Because of its less prominent location however, it is proposed that the price for an annual season ticket be offered at £1,000, some £160 less than that proposed for Calverley Terrace.
- 2.47 This is likely to provide additional annual revenue of £29,000 with a capital investment of £12,000 for car park resurfacing and lining.

London Road coach parking facility

- 2.48 This on-street coach parking facility can handle the displacement of vehicles from Linden Park Road coach park. It has space for between four and six coaches, depending on size.
- 2.49 An occupancy survey was also carried out last year of this facility over the same period. 86 visits were made over various days and there was no usage on 57 occasions, one vehicle was parked on 23 occasions, two vehicles on five occasions and four were parked on one occasion.
- 2.50 Therefore this one facility could accommodate the demand for large vehicle parking.
- 2.51 Additional to the surveys carried out on these car parks, they are regularly visited by enforcement officers who confirm the results of the survey.

North Grove car park, Hawkhurst

- 2.52 This is a car park that is not well used. It however costs the Council approximately £2,000 per annum to maintain and it is currently in need of resurfacing and some other essential works to make it safe for users.
- 2.53 The Parish Council have been consulted and are not in a position to take on the responsibility for this car park in the way several others parishes have. Therefore the Council needs to recover the costs of maintenance and business rates whilst providing a safe, quality facility for its users.
- 2.54 Following consultation with the Parish Council it is proposed that we improve the quality of the car park, allocating approximately 28 dedicated spaces for residents/local worker permits holders, with the balance of spaces (approximately 7) for daily public use, with up to two hours free parking.
- 2.55 The initial works needed on this car park to bring it up to standard are likely to require a capital investment of £17,000.
- 2.56 To make this car park self-financing it is proposed to sell annual resident/local worker permits at the same rate being proposed for a similar car park situated in High Brooms of £125.

- 2.57 This new car park is then likely to produce an annual revenue of £3,000 to offset against its running costs of ⁶£2,000 and capital investment costs and most importantly offer all users a quality car park
- 2.58 These changes will be reflected in the Parking Places Order.
- 2.59 Likely net revenue per annum is £2,000.

Car park season ticket review

- 2.60 Season ticket prices in key town centre car parks were set at £950 in 2009 and reduced to £850 in 2010 as demand was very low. Since then, demand increased and the price reverted to £950 with a £50 discount for residents.
- 2.61 Demand for season tickets is now even greater with a waiting list of around 100. Also, some car parks will soon be temporarily closing for development and whilst this creates a temporary shortfall of space, in the long term, it will substantially improve the quality of the parking offer.
- 2.62 The short term challenge however, is to ensure we are able to balance available car park space between the needs of short stay and long stay users, without it adversely affecting car park revenue. When occupancy levels are high from a daily high turnover of vehicles revenue is maximised. The reverse applies for lower occupancy levels and/or a high season ticket parking.
- 2.63 To help minimise some of the negative financial impact of allocating more space for season ticket holders it is proposed that a further £100 per annum be applied for full-time permits, whilst maintaining the £50 residents' discount.
- 2.64 Increases would be applied pro-rata for part-time permits. Variations will also be applied for those car parks with different base levels including 'residential only' car parks. A schedule of all changes by car park is at Appendix B which will be reflected in the amended Parking Places Order.
- 2.65 The new full time season ticket on key town centre car parks is therefore proposed at £1050.
- 2.66 This change is likely to increase annual revenue by £44,000.

Residents' on-street permit review

- 2.67 It is proposed that the current permit price of £60 be increased to £80. We have not seen an increase in the permit price for five years since April 2012 when it was increased by £20. This change will affect town centre on-street residential permit zones A, B, C, D, and G. All residential permits or residential-only car parks will be adjusted in line with season ticket changes outlined above and detailed in Appendix B.
- 2.68 The additional revenue provided from this increase will be ring-fenced to contribute to the investment needed for the forthcoming improvement to residents' schemes as detailed in section seven of the Parking Strategy 2016-2026.

⁶ Likely to be halved once car park is resurfaced

2.69 The benefits to the resident permit holders are:

- Increased 'permit only' parking time every day
- Extra enforcement to prevent abuse
- New lines and signs with clear messages for non-permit holders
- Easier to find a space closer to home
- Reduction the amount of circulating traffic looking for space
- Extended end of day restriction

2.70 The likely additional annual revenue will be £57,000.

Financial

Revenue & capital investment

2.71 The summary of likely additional revenue:

- Potential additional revenue: £690,000
- Potential capital costs: £29,000

One-off costs

2.72 Costs associated with implementation will be absorbed from within the existing parking resource. There will however be some one-off costs:

- New tariff board manufacture and installation – estimated at £8,000
- Reprogramming existing payment systems – estimated at £3,000
- Making the new Orders – estimated at £4,000

2.73 Direct costs associated with delivering elements of the Parking Strategy are not included in this section. Such funding would come from current and future parking surplus and budget planning.

3 AVAILABLE OPTIONS

3.1 That all items be approved as proposed.

3.2 That variations of the proposal be approved.

3.3 That no change is made.

4 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 Option 3.1 is preferred to ensure we can deliver the parking strategy whilst effectively managing the demand on current and future parking requirements. Also to keep pace with increasing costs that will allow us to continue to provide quality services and facilities for our communities and visitors at a time when government funding is reducing year on year.

5 CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Consultation with Hawkhurst Parish Council has already taken place and this report now requests permission for appropriate public consultation on a replacement Parking Places Order and Traffic Regulation Order based on the proposed changes in this report.

RECOMMENDATION OF THE CABINET ADVISORY BOARD

- 5.2 The Planning and Transportation Cabinet Advisory Board will have been consulted on this decision at its meeting on Monday 19 September 2016. A verbal update will be given at the meeting of the Cabinet.

6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The proposed changes within this report will form the basis of a replacement draft Parking Places Order and Traffic Regulation Order for public consultation in accordance with relevant legislation.
- 6.2 Results of the consultation will be presented to Cabinet in December 2016 for consideration.

Issue	Implications	Sign-off (name of officer and date)
Legal including Human Rights Act	<p>The Council has legal powers under the Road Traffic Regulation Act 1984 (as amended) to impose, or vary, charges for both on- and off-street car parking, subject to the making of the necessary Traffic Orders. The Orders require consultation and publication. Objections to the proposed charges may be lodged. The Council may exercise discretion in setting the level of charges, taking into account any consultation responses or objections received and any other material considerations.</p> <p>There are no consequences arising from the recommendations that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	Keith Trowell, Deputy Monitoring Officer 25 August 2016
Finance and other resources	Any additional revenue or capital costs will form part of the budget setting process for 2017/18.	Lee Colyer, Director of Finance and Corporate Services 25 August 2016
Staffing establishment	No staffing implications identified	Rosemarie Bennett, Parking Manager 25 August 2016

Appendix A

Risk management	Unlikely to have risks	Rosemarie Bennett, Parking Manager 25 August 2016
Environment and sustainability	No impact identified	Rosemarie Bennett, Parking Manager 25 August 2016
Community safety	No impact identified	Rosemarie Bennett, Parking Manager 25 August 2016
Health and Safety	No impact identified	Rosemarie Bennett, Parking Manager 25 August 2016
Health and wellbeing	No impact identified	Rosemarie Bennett, Parking Manager 25 August 2016
Equalities	<p>Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (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 paper could directly impact on end users.</p> <p>We have not identified any specific impacts on people with protected characteristics. We continue to offer a choice of payment methods and take steps to ensure these are accessible. The alterations to on-street parking will not affect the availability of spaces for people with disabilities.</p>	Sarah Lavallie, West Kent Equalities Officer 25 August 2016

REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Car park comparison data
- Appendix B: Season ticket increases by car park (for Parking Places Order)
- Appendix C: Car park occupancy report
- Appendix D: Tariff review options considered
- Appendix E: Background report
- Appendix F: Car park Increases by tariff structures (for Parking Places Order)

BACKGROUND PAPERS

None

Appendix A - car park comparison data

LEGEND		
	Value is Equal to or Greater than TW	
	Value is Less than TW	

Page 1

Comparison of Rates per tariff bands (CASH)

Hours	TWBC proposed		Ashford	Canterbury	Folkestone	Maidstone	Maidstone	Maidstone	Sevenoaks	Tonbridge	Tonbridge	Brighton	Brighton	Eastbourne
	PbP	Cash	County Square	Whitefriars	Bouverie Place	Fremlin Walk m/w	Fremlin Walk w/e	The Mall	Bligh's	Angel Centre	Station	The Lanes m/w	The Lanes w/e	Trinity Place
up to 1	£1.30	£1.60	£1.40	£1.80	£1.50	£1.80	£3.00	£1.00	£1.50	£1.20	£6.30	£2.00	£4.00	£1.50
up to 2	£2.40	£2.80	£2.60	£3.60	£2.60	£2.30	£3.00	£1.50	£3.00	£2.10	£6.30	£6.00	£8.00	£2.50
up to 3	£3.40	£3.80	£3.70	£5.40	£3.70	£3.00	£5.00	£2.00	£5.00	£2.80	£6.30			£3.50
up to 4	£4.40	£4.80	£4.80	£7.20	£5.00	£4.00	£5.00	£2.50	£10.00	£3.40	£6.30	£13.00	£15.00	£4.00
up to 5	£5.20	£5.60	£4.80	£9.00	£6.00	£5.00	£9.00	£3.50			£6.30			£4.00
up to 6	£5.90	£6.30	£9.50				£9.00	£8.00			£6.30			£4.00
up to 9	N/A	N/A	£9.50				£11.00	£8.00			£6.30	£20.00	£20.00	£4.00
24 hours	£5.90 or £10.20	£6.30 or £10.40	£9.50								£6.30	£23.00	£25.00	£4.00

Comparison of hourly rates (CASH)

Hours	TWBC proposed		Ashford	Canterbury	Folkestone	Maidstone	Maidstone	Maidstone	Sevenoaks	Tonbridge	Tonbridge	Brighton	Brighton	Eastbourne
	PBP	Cash	County Square	Whitefriars	Bouverie Place	Fremlin Walk m/w	Fremlin Walk w/e	The Mall	Bligh's	Angel Centre	Station	The Lanes m/w	The Lanes w/e	Trinity Place
up to 1	1.30	1.60	1.40	1.80	1.50	1.80	3.00	1.00	1.50	1.20	6.30	2.00	4.00	1.50
up to 2	1.10	1.20	1.20	1.80	1.10	0.50		0.50	1.50	0.90		4.00	4.00	1.00
up to 3	1.00	1.00	1.10	1.80	1.10	0.70	2.00	0.50	2.00	0.70				1.00
up to 4	1.00	1.00	1.10	1.80	1.30	1.00		0.50	5.00	0.60		3.50	3.50	0.50
up to 5	0.80	0.80		1.80	1.00	1.00	4.00	1.00						
up to 6	0.70	0.70	4.70					4.50						
up to 9	n/a	n/a										3.50	3.50	
24 hours	0.00	0.00												

Appendix A

Comparison rates per tariff bands (PbP)

Hours	TWBC proposed		Ashford	Canterbury	Folkestone	Maidstone	Maidstone	Maidstone	Sevenoaks	Tonbridge	Tonbridge	Brighton	Brighton	Eastbourne
	PbP	Cash	County Square	Whitefriars	Bouverie Place	Fremlin Walk m/w	Fremlin Walk w/e	The Mall	Bligh's	Angel Centre	Station	The Lanes m/w	The Lanes w/e	Trinity Place
up to 1	£1.30	£1.60	£1.40	£1.80	£1.50	£1.80	£3.00	£1.00	£1.50	£1.20	£6.30	£2.00	£4.00	£1.50
up to 2	£2.40	£2.80	£2.60	£3.60	£2.60	£2.30	£3.00	£1.50	£3.00	£2.10	£6.30	£6.00	£8.00	£2.50
up to 3	£3.40	£3.80	£3.70	£5.40	£3.70	£3.00	£5.00	£2.00	£5.00	£2.80	£6.30			£3.50
up to 4	£4.40	£4.80	£4.80	£7.20	£5.00	£4.00	£5.00	£2.50	£10.00	£3.40	£6.30	£13.00	£15.00	£4.00
up to 5	£5.20	£5.60	£4.80	£9.00	£6.00	£5.00	£9.00	£3.50			£6.30			£4.00
up to 6	£5.90	£6.30	£9.50				£9.00	£8.00			£6.30			£4.00
up to 9	N/A	N/A	£9.50				£11.00	£8.00			£6.30	£20.00	£20.00	£4.00
24 hours	£5.90 or £10.20	£6.30 or £10.40	£9.50								£6.30	£23.00	£25.00	£4.00

Comparison hourly rates (PBP)

Hour	TWBC proposed		Ashford	Canterbury	Folkestone	Maidstone	Maidstone	Maidstone	Sevenoaks	Tonbridge	Tonbridge	Brighton	Brighton	Eastbourne
	PBP	Cash	County Square	Whitefriars	Bouverie Place	Fremlin Walk m/w	Fremlin Walk w/e	The Mall	Bligh's	Angel Centre	Station	The Lanes m/w	The Lanes w/e	Trinity Place
up to 1	1.30	1.60	1.40	1.80	1.50	1.80	3.00	1.00	1.50	1.20	6.30	2.00	4.00	1.50
up to 2	1.10	1.20	1.20	1.80	1.10	0.50		0.50	1.50	0.90		4.00	4.00	1.00
up to 3	1.00	1.00	1.10	1.80	1.10	0.70	2.00	0.50	2.00	0.70				1.00
up to 4	1.00	1.00	1.10	1.80	1.30	1.00		0.50	5.00	0.60		3.50	3.50	0.50
up to 5	0.80	0.80		1.80	1.00	1.00	4.00	1.00						
up to 6	0.70	0.70	4.70					4.50						
up to 9	n/a	n/a										3.50	3.50	
24 hours	0.00	0.00												

Appendix B – Season Ticket proposed changes for 2017

Car park	No of Permit spaces	Current price	Proposed price	Increase	Notes
Crescent Rd	700 Full/wl	£950	£1050	£100	A mixture of full time, part time and discounted permits
Meadow Road	70 Full/wl	£950	£1050	£100	Negotiating more season ticket spaces with Hermes.
Great Hall	50 Full/wl	£950	£1050	£100	Potentially closing during 2017
Mt. Pleasant Avenue	20 Full/wl	£950	£1050	£100	Potentially closing during 2017
Beech St & Camden Road	45 Full/wl	£905	£1005	£100	A mixture of full and part time
Calverley Terrace	11 Full/wl	£1060	£1160	£100	Potential to sell 11 more spaces when police move or purchase permits.
Yew Tree Road	**35	£200 & £400	No change	none	£200 res rate £400 general rate (little uptake)
*High Brooms	10 Full/wl	£100	£125	£25	Res. only
*Stone St.	26 Full	£115	£140	£25	Res only
*Warwick Road	20 Full/wl	£445	£470	£25	Res only
Paddock Wood	15	£750	£800	£50	Full most of time
John Street	30	£200 & £400	No change	none	Car park will reopen August 2016. £200 res rate, £400 gen rate.

Key: Full/WL means season ticket spaces sold with a waiting list

*Resident only parking with guaranteed space.

** Permit spaces being reduced for the temporary relocation of a GP surgery.

Appendix C – Occupancy by car park 2015/16

Average Occupancy Summary - 2015/16

Car Park	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Avg. per car park
Crescent Road	102%	112%	107%	117%	89%	97%	123%	140%	157%	133%	130%	119%	119%
Great Hall	72%	73%	77%	78%	73%	73%	81%	74%	105%	87%	83%	83%	80%
Meadow Road	27%	31%	30%	35%	29%	31%	39%	47%	52%	40%	36%	37%	36%
RVP	48%	60%	57%	55%	48%	57%	62%	74%	54%	59%	60%	58%	58%
Torrington	87%	85%	84%	84%	68%	86%	93%	100%	90%	97%	101%	103%	90%
Eden Park Road	62%	68%	67%	72%	72%	66%	66%	66%	74%	58%	67%	68%	67%
Union House	57%	59%	62%	60%	61%	69%	69%	68%	78%	66%	50%	66%	64%
Beech Street	49%	49%	50%	48%	49%	56%	53%	55%	61%	56%	57%	58%	53%
Camden Road	120%	117%	123%	120%	110%	125%	125%	134%	146%	125%	139%	133%	126%
Little Mount Sion	91%	107%	100%	106%	101%	110%	106%	105%	102%	97%	105%	105%	103%
Avg. per month	71%	76%	76%	78%	70%	77%	82%	86%	92%	82%	83%	83%	80%

Notes:

- 1) ¹Data comes from ticket sales and season ticket data Monday to Saturday, 8am to 6pm
- 2) It assumes that if someone purchases two hours for example that they stay two hours, but if they stay less then this space can be used by someone else, hence in excess of 100% occupancy in some cases.
- 3) It is also assumed that if someone has purchased a full time season ticket that they use it only on Monday to Fridays from 8am to 6pm. Crescent Road for example has 66% of its spaces occupied by season ticket holders.
- 4) We also know that occupancy levels throughout the day vary. Peak demand is usually from around 11am until 3.30pm, with lower demand outside those hours.

¹ A vehicle counting system will soon be made available for four key town centre car parks.

Appendix D – Tariff review 2017 – Options considered

It was agreed that irrespective of the tariff options discussed, a differential between cash and phone payments would remain. When this was introduced in 2014 a significant and continual shift from cash to phone payments was seen. A continuation of this trend would ultimately reduce the provision for cash parking and all its associated costs.

Option 1: increase all tariff bands with some exceptions for short and long term stays.

Proposal	Benefits	Drawbacks
Average increase of 8% across PbP and cash options , possible adjustments of first hour and all day to support parking strategy in helping displacement of vehicles. Check out possibilities for discussion.	By offering a lower one hour rate increase and all day rate could help with displacement of forthcoming restrictions in delivering the parking strategy.	Could reduce potential additional income.

Option 2: Encourage longer stays to promote dwell time in the town centre

Proposal	Benefits	Drawbacks
Increase 1 and 2 hour charges and freeze 3 and 4 hour tariffs to encourage visitors to stay longer. Increase 5, 6 and 24 hour stays to discourage commuters.	Would encourage people to stay for longer in the town by making the longer tariffs comparatively cheaper. Could possibly introduce alongside a new 30 minute tariff (see below).	Would increase the percentage increase for 1 and 2 hours. May discourage people coming in for shorter stays which already represent a high percentage of users.

Option 3: Variable charging profiled to demand

Proposal	Benefits	Drawbacks
Vary charges according to usage across days or even times of day as many car parks now do	Would match charges to demand – incentivising people to visit when demand is currently weak and where they can receive reduced rates and optimising the use of car parks. For weekends for instance it would encourage more use of the car parks and less parking in residential areas (although this will be managed to an extent by the change in residential parking restrictions.	Potentially confusing for visitors. Insufficient car parking profile to allow an accurate assessment of what the variant charging times should be. Very high risk to Council income without adequate data but possible in the future when new data systems are available.

Appendix A

Option 4: vary charges by car park

Proposal	Benefits	Drawbacks
Increase RVP by a greater amount and other town centre car parks as it is the only car park that is integral to the shopping centre.	<p>Many shopping centres charge higher rates where parking is integral due to their convenience.</p> <p>People are getting an improved offer over other town centre car parks.</p>	<p>This would attract opposition from Hermes/RVP and may be confusing for visitors.</p> <p>Any increase would be minimal and with current occupancy levels on RVP would not give us the level of income needed.</p> <p>People who would normally park on RVP will possibly move to Crescent or Meadow which are both very close.</p> <p>Could have a negative impact on RVP traders.</p>

Option 5: Limit increases to car park charges but charge for on-street parking to improve traffic flows by driving people in to the car parks

Proposal	Benefits	Drawbacks
We could limit increases to car park charges by charging for the 1,000+ free on-street spaces. We would have to do this by PbP only to avoid huge infrastructure costs and the price for on-street must be higher than car parks.	<p>Car park tariffs could be frozen or reduced to encourage displacement from on-street parking that carries higher tariffs.</p> <p>People could park for longer and traffic circulation would reduce along with congestion and harmful emissions.</p>	<p>Not everyone uses PbP but that may just move them to car parks which is an objective. We have consulted on this previously and it was exceptionally unpopular amongst traders, particularly paying by phone, although uptake is now a lot higher.</p> <p>On street charging will be investigated as part of the parking strategy to address congestion.</p>

Appendix E – Background Report

Note on proposed increases to parking charges and the discussions at the
Cabinet Advisory Board

Car Parking

The Parking strategy (2015 - 2026) has four key objectives as set out below:

FOUR KEY OBJECTIVES	
OB1	To ensure that the quantity, type and quality of parking provision meets current demand and is sufficiently flexible to meet the future needs of residents, businesses, visitors, and commuters as well as helping to support the character of the Borough.
OB2	To proactively review and consult on current parking restrictions and enforcement, including unrestricted streets, to ensure safety and congestion issues are adequately addressed.
OB3	To ensure that parking tariffs are competitive with Boroughs providing similar offerings and parking income is able to support and maintain parking infrastructure as well as other key public services to benefit its communities, visitors and economy.
OB4	To improve navigation, payment and digital systems as well as parking performance data to ensure transparency to all stakeholders.

The Strategy has identified 23 Actions divided into a three stage plan that supports the four key objectives listed above. Those objectives aim to improve parking provision, reduce congestion, and improve the safety and appearance of our streets to enhance the lives of our communities and also to support businesses and the local economy. The Council owns and/or operates 26 car parks throughout the Borough, 12 of which are free and mainly located outside the urban area.

The proposals to review parking charges should be viewed within the context of this overarching strategy and it is important to recognise that it is one of a number of strategies designed to achieve the right balance to complex issues of sustainable transport and congestion.

The Council invests significant sums of money in funding cultural and leisure activities and keeping the Borough prosperous. In 2015 130,000 visitors came to see a show in the Assembly Hall Theatre, 35,000 people skated on our ice rink and 60,000 people visited the Museum. The Council is considering further investment and economic impact assessments

for a potential new theatre and the Cultural and Learning Hub have estimated a value to the local economy of circa £20m, with car parking being a key consideration in any urban design.

However, car parking is an emotive subject and even small increases in parking charges can illicit a disproportionate reaction from some. Income from parking is reinvested in the service and since 2012 approximately £750,000 capital investment has been made in improving the parking offer, with costs (indirect and direct) of providing the service at £2.5m. Surplus income helps to ensure we can continue to maintain a quality parking provision that always meets demand as well as providing investment in services that contribute to the vitality of the town and Borough including addressing congestion.

Whilst the Council has made significant capital investment in parking, the car park tariffs for pay by phone customers have not been increased since 2012 and for cash payers since 2014 when a 20p per tariff band was introduced.

The forthcoming reduction in short stay parking provision within the town centre's residential parking zones will put greater demand on car park space. Therefore by maintaining the first hour at a lower tariff increase than the others will offer a more affordable alternative.

Increases in tariffs since 2011 have also continued to increase our revenue year on year with a similar trend in car park occupancy that now averages 80%. The optimum occupancy for a car park is between 85% and 90%. This level of occupancy can maximise the financial return per space whilst allowing slack for continual vehicle turnover, without creating queues and congestion.

Tunbridge Wells has a strong cultural and shopping offer with car parking prices that are competitive with other comparable towns in Kent and beyond (particularly when using PayByPhone). Appendix A to the Cabinet report shows some of those ¹'comparables'. It is inevitable that there is concern that increasing parking prices will impact upon the economic viability of the town, however this is not borne out by our calculations of local demand as supported by the occupancy report outlined in the Cabinet report. Also there has been plenty of research that shows increases in car parking prices do not have a huge impact on visitor numbers or driver behaviour.

¹ 2015 data

Finance

TWBC has the lowest spending power in Kent yet provides one of the widest ranges of services in the county. Many funding mechanisms are capped or constrained – Council Tax is capped, Planning and Licensing fees are set centrally and cover only 40 per cent of the cost of the service and the government grant has been removed in its entirety (a loss of £4.6m). We are also vulnerable to changes in other funding streams and 'land grabs' from government (e.g. Business Rates appeals or the centralisation of Land Charges, the development of a new Crematorium in Wealden).

Other councils have coped by relying on the use of reserves, huge amounts of New Homes Bonus or additional Business Rates. (Sevenoaks nets more than £2m more than us in Council Tax, Maidstone gets more than £2.8m more than us per year in New Homes Bonus and Swale nets considerable amounts from Business Rates and now has a higher Council Tax base than TWBC).

Cabinet Advisory Board Concerns

1) This will have an impact on the town in terms of visitor numbers

A wide range of research has demonstrated that there is an extremely weak link between car parking prices (see Appendix B) and car park usage levels. Fuel and the availability of car parking have both been found to be more important factors. Our prices are comparable with nearby towns (see Appendix A) and nationally (British Parking Association research in 2012 found that the average cost of two hours parking was £2.57 – in Tunbridge Wells the equivalent was £2.40). When we last increased prices (in 2012) the number of car parking visits actually went up.

The RAC Foundation has also found that the average spend per household on parking was around £47 per household per year compared to over £1,600 per vehicle spent on fuel. The cost of fuel alone to drive to Bluewater and back would be £6.50. It is known that Tunbridge Wells has congestion when approaching the town along with many other successful shopping destinations. Bluewater on the other hand has the M25 to encounter where traffic tail backs are very common adding a considerable time to the journey.

What is happening with the money?

We are continuing to invest in our car parks including:

- The installation of new post-payment machines.
- The installation of Wi-Fi in Royal Victoria Place car park (approximately £160K)

Appendix A

- The repainting of Great Hall car park (already spent £70,000)
- Post Payment installed on Great Hall (already spent £25,000)
- The introduction of LED lights (already on RVP and Meadow, Crescent to follow at approx. £50K)
- Resurfacing of the upper floors in RVP (works currently underway)
- Bringing new car parks on line (if the proposals for the Coach Park are approved)
- Renewal of Great Hall car park
- Resurfacing of Hawkhurst car park
- Investment required for future car park requirements to handle growth
- Cosmetic makeover of RVP (approximately £50K)
- Complete overhaul of lift maintenance Great.Hall/Torrington/Crescent (approximately £100K)

Plus the total additional amounts estimated for fulfilment of the short-term projects of the Parking Strategy are:

- Amend, expand and implement new Resident Permit Zones including design work, consultations, making of traffic regulation orders, purchase and installation of all new signs lines, posts - approximate cost: £165,000.
- Prioritise the areas where footway parking causes most safety issues and begin the processes of implementing appropriate restriction. This will involve consultations, making traffic regulation orders, new signs/posts and lines. This objective will be phased in over two/three financial years starting 2016/17 at an approximate cost of £25,000.
- A review of unrestricted problematic areas. Over 100 streets have been identified for review and again a phased in approach will be adopted over the next three years in line with the implementation programme. This will comprise surveys, consultations, planning and installing appropriate schemes including numerous traffic regulation orders, lines, signs, posts and likely to cost up to £100,000. This could increase should we need to use consultants to assist with the design work.

Total funding to support the early stages of the Parking Strategy is therefore in the order of £290,000.

It is true that car park income not only helps us maintain car park standards but provides investment to create new and improved parking provision. It also helps us maintain the vitality of our town in other ways by providing investment in services such as the theatre, museum and parks that are key attractors.

It is notoriously difficult to predict the impact of parking charges on both visitors and travel. There is no science or statistics around to support such impact. However we have based the proposals on historic trends, see Cabinet Report, and in the knowledge that we are not out of step with other comparable towns with similar attractions, some of these are shown in Appendix A to the main report.

2) How do these proposals help reduce congestion?

We have worked harder and smarter over the past 18 months to help tackle congestion and improve road safety through improved appraisals of parking restriction and enforcement management, which ultimately resulted in the development of a Parking Strategy covering the period to 2026. The parking strategy contains actions to reduce congestion for by allowing resident permit holders to park closer to their homes at key times of the day and to apply restrictions consistently across RPZs. This will help avoid the unnecessary circulation of residential traffic and other traffic looking for a space to park, thus improving traffic flow and air quality.

The parking strategy is only one tool for managing congestion and a Cycling Strategy offering more sustainable methods of transport and safer road networks for cyclists was also adopted in 2016 with a Transport Strategy introduced during the latter part of 2015. A car club called 'Co-Wheels' was also introduced in 2015 starting off with two vehicles. Within a short time we increased this to six vehicles to meet demand. Car clubs make an important contribution in reducing car ownership and congestion. Over the past five years, there has been sustained growth in car club membership to over 22,500 members using almost 700 vehicles in England and Wales outside of London. National statistics show that for each car club vehicle, four cars have been removed from the road as a result of car club members who have sold a car.

Finally, we have been successful in leveraging funding from the County Council and the South East LEP as well as government including works to the A26 (Yew Tree Road/Speldhurst Road junction), North Farm (an £8m road improvement scheme), the A21 (a £70m dualling scheme) and we have had funding bids included in the next round of funding for both improvements to junctions in both Paddock Wood and the Pembury Road.

3) This is just about generating income

There is a significant cost to running, maintaining and improving our parking offer and this will continue to increase. Since 2012 the annual cost of running our car parks has increased in the region of 12% each year. As stated previously we estimate that to implement all the

short term actions within the parking strategy will cost an additional £290,000 and further investment needed for additional/new space.

Tunbridge Wells was recently ranked as the third happiest place to live in the South East (the best in Kent) largely because of its parks, cultural and leisure facilities which we fund. The Council does not and can not make a profit. Any surplus income is invested in services to the public or projects to benefit the Borough. It is a sad reality however that with low Council Tax, government grant having been cut altogether (a loss of £4.6m) many services unable to generate income and others running at a loss – either because of the nature of the service or because of government restrictions on charging (e.g. the nationally-set fees only allow us to recoup 40 per cent of our planning costs) that we need to raise income to deliver the wide range of services that residents enjoy and expect.

Our Medium Term Financial Strategy, Budget and Asset Management Plan explicitly state that the Council will seek to optimise income. That means finding the appropriate blend between making money to support other key public services whilst ensuring fees and charges are appropriate. We are fortunate in that the Borough Council owns the overwhelming proportion of car parks in the Borough – in many other towns, those car parks are owned by private operators who charge more and who channel any profits to their owners (who are often based outside of the UK).

Conclusion and possible way forward

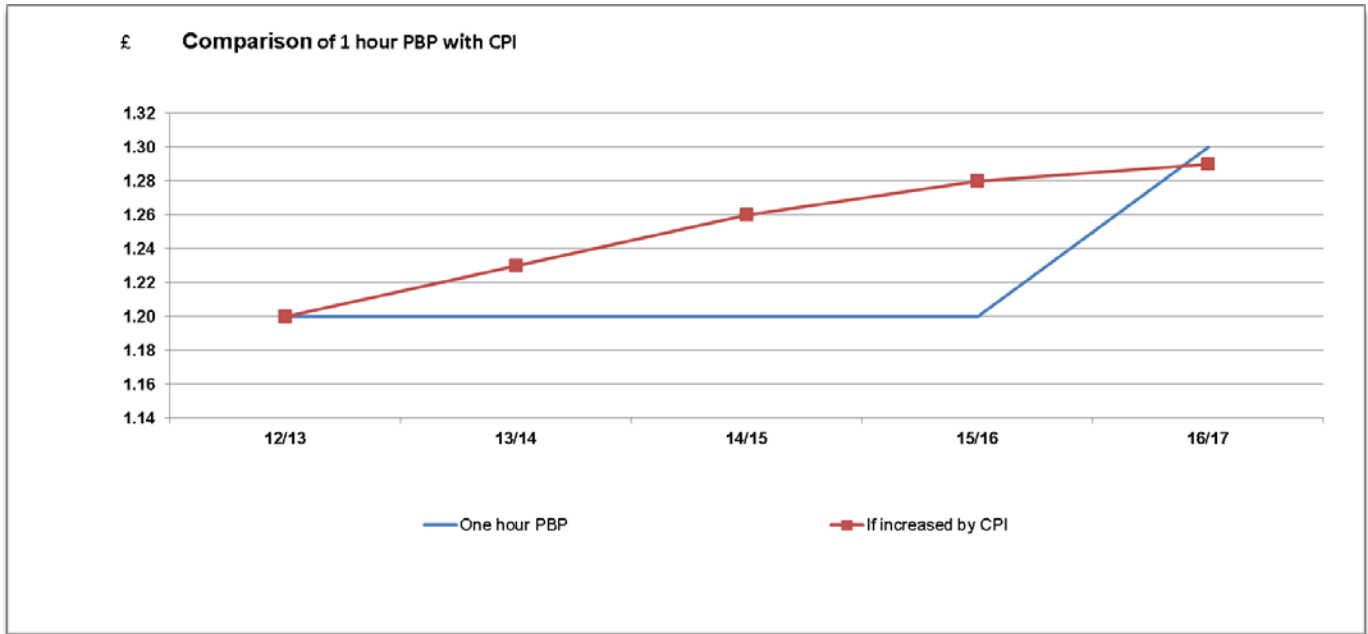
- Retain existing proposals for on-street resident's permits and North Grove car park in Hawkhurst, season tickets and coach parks, PaybyPhone service charge
- Revise tariffs as follows in line with CPI (see graph below):
 - 20p for the 1 hour rate for cash/10p PbP (approximately £91,432)
 - 40p for all other tariff bands for cash/20p PbP (approximately £357,187)
 - 50p increase for night parking cash & PbP (£32,244)

Total additional revenue from tariff changes: approximately £480,000

Additional revenue from all changes proposed: approximately £690,000

Retaining a differential between cash and phone payments when compared with CPI allows us to give customers good value for money and by retaining a lower increase in the one hour rate means we will continue to remain close to the CPI increase. And maintain an average tariff increase of 5% for PbP and 9% for cash.

Appendix A



Background evidence from the industry on car parking prices and visitor numbers

BPA – Rethinking Car Parking (2013)

The relationship between footfall and the cost of parking is not clear-cut. The cost of parking is higher in some towns with lower footfall levels. For example, in towns with footfall of between 200,000 and 250,000 per week, the first two hours of parking is an average of £2.57 compared an average of £2.20 in towns with a greater volume of footfall, of between 250,000 and 300,000 per week.

British Parking Association (2011)

Research showed that in order to achieve an immediate reduction in parking acts of 20% would require a tariff increase of between 60% and 210% (i.e. raising parking charges from £0.90 per hour to between £1.40 and £2.80). Increasing parking charges by 25% (from £0.90 to £1.10) should, in the short term reduce parking demand by 3%

Bates and Leibling/RAC Foundation (2012)

Using data from the National Travel Survey, they have found that (excluding any charges for residential parking) the average cost of parking per vehicle is about £42 per year. Assuming 1.14 cars per household, this works out as about £47 per household per year. They compare this cost to the amount spent on fuel, which is estimated to be £1,600 per vehicle per year.

Mingardo and van Meerkerk (2011)

Note that the call for free or cheaper parking is often most prominent from retailers, as they believe that no parking equals no business. Mingardo and van Meerkerk explain that there are three assumptions made by retailers that are used to support the argument: 1) most shoppers drive; 2) drivers are the 'best' customers; and 3) the choice of shopping destination is strongly influenced by availability of parking.

TRL (2010)

Highlights research into motoring habits which suggests that there are other more important factors than car parking that limit car travel. Citing evidence from Betts (2009) and Litman (2010) they also explain that parking fees can be correlated to the level of service in an area (quality of retail mix). For example a convenient, diverse and quality mix of retail will attract people to one centre over another, even if the second centre offers free parking. They continue that pricing structures are often most objected to, not by the user, but by retailers

who believe that parking fees discourage customers. However as an example of the unbalanced nature of retail centres, some of the most successful charge for parking, and some that offer free parking are economically unviable simply because the real pull [or push] factors are the shops themselves.

Kelly and Clinch (2009)

In a study of Dublin, looked at how parking patterns changed in light of changes to the pricing structure (i.e. pricing 'brackets'), in an environment where there is already pricing implemented for on-street parking. The most notable result is that even with a 50 per cent increase in cost, there is very little change to the patterns of parking, implying that willingness to pay is not necessarily an issue in this case. However, they do note that the pattern is not uniform and that the biggest change in user pattern is the 08:00-09:00 user group, who are more likely to be commuters than shopping or leisure drivers, implying that price of parking is not conducive to encouraging retail spend. They also looked at the impact of 'late night Thursday shopping' (with free parking). However they conclude that the success of this initiative was not as a result of the free parking, but as a result of shops being available midweek outside of normal business hours.

Sustrans (2006)

Give details of one of the few surveys to establish how shoppers travel and their shopping behaviour compared to how shopkeepers thought their customers travelled. It quotes the example of a similar study carried out in Graz, Austria in the 1990s where retailers significantly overestimated the number of customers traveling by car and underestimated those coming on public transport, by bicycle or on foot.

Sustrans replicated the survey used in Graz in two neighbourhood shopping streets in Bristol with 840 customers and 126 retailer interviews. They looked at how far shoppers were travelling, by what mode and how many shops they visited per trip. The key findings were as follows:

- Shopkeepers overestimated how far their customers were travelling. For example, they estimated that 12 per cent of customers lived within half a mile, whereas the real figure was 42 per cent.
- Walking rather than cars (as thought by the shopkeepers) was the most frequently used mode
- According to shoppers, traffic reduction and environmental improvements would improve shoppers' experience, as opposed to parking (the top priority for shopkeepers)
- Those travelling by bus, cycling or walking are more likely to visit two to five shops than those arriving by car.

DFT

Research from DFT suggests that there are other factors that limit car use with key concerns being as follows:

- 35 per cent of people limited car travel because of fuel costs
- 28 per cent because of the lack of availability of parking
- 27 per cent because of the cost of parking.

Appendix F - Proposed car park increases for Parking Places Order

CAR PARKS	1 hr		2 hr		3 hr		4 hr		5 hr		6 hr		All Day (24 hr)								
	Tariff 1	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	Tariff 1		Tariff 2		Tariff 3			
Crescent Road	£1.30	£1.60	£2.40	£2.80	£3.40	£3.80	£4.40	£4.80	£5.20	£5.60	£5.90	£6.30	£5.90	£6.30							
Town Hall Yard													£5.90	£6.30							
Mont Pleasant Ave.													£5.90	£6.30							
Little Mnt Sion													£5.90	£6.30							
RVP																				£10.20	£10.40
Linden Park Road																				£10.20	£10.40
Great Hall																				£10.20	£10.40
Meadow Road																				£10.20	£10.40
Tariff 2	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash			
Beech Street	£1.10	£1.40	£1.90	£2.30	£2.60	£3.00	£3.40	£3.80	£4.20	£4.60	£4.90	£5.30			£4.90	£5.30					
Camden Road																					
Union House																					
Tariff 3	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash	PBP	Cash			
Pyrrington	£0.50	£0.80	£1.00	£1.40	£3.40	£3.80	£4.30	£4.70	£5.60	£6.00	£10.20	£10.40					£10.20	£10.40			

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THE TUNBRIDGE WELLS BOROUGH COUNCIL

(PARKING PLACES) ORDER 2017

The Tunbridge Wells Borough Council (hereinafter called the “Council”) in exercise of their powers under Sections 32, 35 and 124 (and Part IV of Schedule 9) of the Road Traffic Regulation Act 1984 (hereinafter referred to as the “Act of 1984”), the Traffic Management Act 2004 (hereinafter referred to as the “Act of 2004”), the Road Traffic (Permitted Parking Area and Special Parking Area) (County of Kent) (Borough of Tunbridge Wells) Order 1999 as amended by the Act of 2004 and of all other enabling powers, with the consent of the County Council of Kent and after consultation with the Chief Officer of Police in accordance with Schedule 9 of the Act of 1984, **HEREBY MAKES THE FOLLOWING ORDER:-**

PART I

GENERAL

Commencement and Citation

1. This Order shall come into operation on the 1st day of April 2017 and may be cited as the Tunbridge Wells Borough Council (Parking Places) Order 2017.

Interpretation

2. (1) Any reference in this order to a numbered Article is a reference to the Article bearing that number in this Order, and any reference to “the Schedule” in this Order is a reference to the Schedule to this Order.
- (2) In this Order;

Term	Meaning
“bus”	<i>Includes a coach and has the same meaning as in Schedule 1 in Part 2 of The Traffic Signs Regulations and General Directions 2016</i>
“caravan”	<i>means any structure permanently mounted on wheels and designed or adapted for human habitation which is capable of being moved from one place to another by being towed and any motor vehicle so designed or adapted</i>
“card”	<i>means those credit and debit cards specified on notice boards within car parks operating a post payment system</i>
“charging hours”	<i>means any period specified in Column 2 of PART TWO of the Schedule to this Order in respect of which a charge is specified in Column 3 of PART TWO of the Schedule</i>
“charging point”	<i>means an installation in or adjacent to a parking place for the purposes of recharging the battery of an electric vehicle by way of a connection lead.</i>
“civil enforcement officer”	<i>means a person employed by Tunbridge Wells Borough Council in pursuance of powers granted by the Traffic Management Act 2004 (Civil Enforcement Area)</i>
“disabled persons vehicle”	<i>means a vehicle lawfully displaying a disabled person’s badge</i>

Appendix B

Term	Meaning
<i>“disabled persons badge”</i>	<i>has the same meaning as in the Disabled Persons (Badges for Motor Vehicles)(England) Regulations 2000 as amended.</i>
<i>“driver”</i>	<i>in relation to a vehicle waiting in a parking place, means the person driving the vehicle at the time it was left in the parking place.</i>
<i>“electric vehicle”</i>	<i>means a vehicle that is powered entirely or partially by electricity and is capable of being charged from an external source.</i>
<i>“electric vehicle parking place”</i>	<i>means a bay or bays within a car park indicated by markings on the surface and/or by signs where a charging post is provided for the use of drivers to charge electric vehicles.</i>
<i>“exemption permit”</i>	<i>means a permit issued by Tunbridge Wells Borough Council in respect of a specified vehicle for use in a parking place.</i>
<i>“final charges”</i>	<i>mean charges due at the termination of a period of stay when a post payment system is used</i>
<i>“handheld device”</i>	<i>means a handheld computer operated by the Council which records evidence and/or prints Penalty Charge Notices and/or records information in respect of charges paid by telephone</i>
<i>“initial charge”</i>	<i>means the charge specified in Column 3 of PART TWO of the Schedule to this Order including, where appropriate, those for which there is a nil charge</i>
<i>“junction”</i>	<i>means the intersection point of the centrelines, or projected centrelines, of the roads specified</i>
<i>“local business”</i>	<i>means any business trading from an address within the Borough of Tunbridge Wells where non domestic rates are payable.</i>
<i>“Location Identification Number”</i>	<i>means the unique number assigned to each parking place where the telephone payment parking system is operational</i>
<i>“motor car”, “motor cycle” and “invalid carriage”</i>	<i>have meanings respectively as in Section 136 of the Road Traffic Regulation Act of 1984;</i>
<i>“non-transferable ticket”</i>	<i>means a ticket, season ticket or permit issued by the Council that:-</i> <i>i) must not be transferred from the vehicle or vehicles for which it was originally issued or purchased to any other vehicle, and</i> <i>ii) is not valid in any parking place other than the one indicated on that ticket.</i>

Appendix B

Term	Meaning
"owner" and "traffic sign"	have meanings as in Section 142 of the Act of 1984
"parking attendant"	means a parking attendant employed by Tunbridge Wells Borough Council in pursuance of powers granted by The Road Traffic (Permitted Parking Area and Special Parking Area) (County of Kent) (Borough of Tunbridge Wells) Order 1999 as amended by the Traffic Management Act 2004;
"parking place"	means any part of a road or any area of land specified by name in Column 1 of PART ONE of the Schedule, provided by the Council under Section 32 (1) of the Act of 1984
"Pay by Phone"	means the telephone payment system provided by the Council.
"penalty charge"	means a charge set in accordance with the provisions of the Traffic Management Act 2004 payable to the Council, the amount of the charge being any amount recommended by the Secretary of State for the time being and approved by Members of the Council.
"post payment"	means a system of payment requiring pre registration at the commencement of any period of stay and payment of final charges at the termination of that period of stay
"pre register"	means to commence a parking transaction for a vehicle by inputting required information at a ticket machine or pay station within the car park where that vehicle is parked
"relevant details"	<p>means;</p> <ol style="list-style-type: none"> 1) in the case of a ticket from a ticket issuing machine, the printed information showing the valid until time and date, amount paid and car park to which it is applicable; 2) in the case of a season ticket from the issuing authority, the printed information showing the valid until date, registration number(s) and the car park to which it is applicable.
"relevant position"	<p>means;</p> <ol style="list-style-type: none"> 1) in the case of a vehicle fitted with a front glass windscreen, adhered to the inside of such windscreen facing forward or on the dashboard or fascia panel, or in a conspicuous position in the vehicle so that all information is legible from outside the vehicle; 2) in the case of a vehicle not fitted with a front glass windscreen, dashboard or fascia panel, on the nearside of the vehicle not more than 2000mm and not less than 750mm above the surface of the parking place in the immediate vicinity of the vehicle, 3) in the case of a parking exemption permit, in a conspicuous position inside the vehicle so that the permit is visible in full and legible from outside the vehicle.
"reserved bay" and "reserved space"	means a bay, space or area within a parking place which has been reserved for a specified user, and which is not available for general use
"season ticket"	means a non-transferable season ticket issued by the Council (or the Railways Board and its successors and agents for use in designated bays on the third and fourth floor levels at Torrington Car Park) which when displayed in the relevant position shall permit the vehicle specified on the said season ticket to park without displaying a valid parking ticket;

Appendix B

Term	Meaning
"Service Provider"	<i>means the company authorised and appointed by the Council to operate, administer and maintain the payment of parking charges using the telephone payment parking system.</i>
"specified road"	<i>means the road or roads specified in the Schedule to this Order.</i>
"specified user"	<i>means someone authorised by the Council to park in a reserved bay, space or area</i>
"telephone payment parking system"	<i>means a system to facilitate and monitor the payment of parking charges using telephone communication with the Service Provider in accordance with instructions indicated on signs located at each parking place where the system is operational.</i>
"ticket", "parking ticket", "pay & display ticket" and "free ticket"	<i>means a permit to park, whether charged for or where an initial free period applies issued without charge received from a ticket issuing machine or issuing authority, allowing the purchaser to park a vehicle in a relevant parking place.</i>
"weekday"	<i>means any day of the week except Sunday.</i>

PART II

AUTHORISATION AND USE OF PARKING PLACES

3. (1) Unless otherwise stated, each parking place is authorised to be used and may be used, subject to the following provisions of this Order, as a parking place, parking not to exceed 24 hours from the time that an act of parking commences or, where applicable, the of issue of the ticket, or where a post payment system of payment is in operation, from the time of initial registration or the recording of the time as first seen by a Civil Enforcement Officer or other person authorised by the Council, (subject always to the maximum permitted waiting period set out in Article 5 hereof) for such classes of vehicles as are specified in Column 2 of PART ONE of the Schedule to this Order in relation to that road and/or land detailed in Column 1 of PART ONE of the said Schedule.
- (2) In relation to any parking place specified in PART ONE of the Schedule to this Order, in the areas indicated by yellow lines or hatched areas and words "disabled drivers only" and signs to diagram 661A of the Traffic Signs Regulations and General Directions 2002 only vehicles driven by a person who is a disabled person or a vehicle being used to convey a disabled person at the time it was left in a parking place subject to a valid disabled badge issued to the aforementioned disabled person being displayed on the vehicle in the relevant position may use that area of the parking place.
- (3) In relation to any parking place specified in PART ONE of the Schedule to this Order, in the areas indicated by the words "electric vehicles only", only electric vehicles may use that parking place and must at all times be connected via a recharging lead to the charging point installed in respect of that parking place. A maximum stay of 4 hours with no return within 4 hours shall apply to all bays thus marked.
- (4) Nothing in this Article shall restrict the power of the Council with or without prior notice to close any parking place or part thereof on a temporary or permanent basis.
- (5) Nothing in this Article shall restrict the power of the Council, with or without prior notice, to reserve any parking place or part thereof, for use by a specified user and to denote such areas by signs and/or road markings.

Appendix B

4. Where in the Schedule to this Order a parking place is described as available for vehicles of a specified class, the driver of a vehicle shall not permit it to wait in that parking place
- (1) unless it is of the specified class; or
 - (2) unless it is wholly within a marked bay; or
 - (3) in a position other than that specified in Article 3 hereof.
5. (1) Except as otherwise provided in this Order the driver of a vehicle shall not permit it to wait in a parking place for longer than twenty four hours except where the driver of the vehicle holds a Season Ticket as referred to in Articles 14, 15, 16, 17, 18, 22, 23, 25, 26, 27, 28, 29, 31 and 32 hereof in respect of that vehicle, or an exemption permit, or is authorised to park in a reserved bay, such vehicle may be left in the parking place for any period not exceeding the unexpired portion of the period for which the permit, Season Ticket or authorisation is issued.
- (2) Season tickets may be subject to additional conditions of use, details of which are given at the time of purchase. Non compliance with any such condition will invalidate the season ticket for that period of stay.
- (3) The Season Ticket or exemption permit shall be exhibited on the vehicle at all times of its stay so that the relevant details are clearly visible:-
- (a) where the vehicle is fitted with a front glass windscreen, adhered to the inside of such windscreen facing forward or on the dashboard or fascia panel, or in a conspicuous position in the vehicle so that all information is legible from outside the vehicle or,
 - (b) where the vehicle is not fitted with a front glass windscreen, on the nearside of the vehicle not more than 2000mm and not less than 750mm above the surface of the parking places in the immediate vicinity of the vehicle.
6. The driver of a vehicle left in a parking place shall pay such charges and at such times as are specified in the following provisions of this Order and the Schedule thereto, providing always that the aforesaid charges shall not be payable (i) by the driver of a vehicle who is a disabled person or by the driver of a vehicle being used to convey a disabled person at the time it was left in a parking place subject to a valid disabled badge issued to the aforementioned disabled person being displayed on the vehicle in the relevant position and (ii) by the driver of a motor cycle.
7. (1) Vehicles displaying a valid Zone A, B, C, D or G Tunbridge Wells Borough Council Resident Parking Permit are permitted to park in the Crescent Road (multi storey) Car Park, Great Hall Car Park or Meadow Road Car Park between the hours of 6pm and 8am the following day subject to the conditions contained in Article 7(2)
- (2) The Residents Parking Permit shall be exhibited on the vehicle at all times of the stay so that the relevant details are clearly visible in the manner described in Article 5(3)

Amount of Initial Charge at certain Parking Places

8. The initial charge for a vehicle left in any of the parking places listed in Column 1 of PART TWO of the Schedule shall be as set out in Column 3 of PART TWO of the Schedule.

Method of Payment of the Initial Charge

9. (1) The initial charge specified in the last preceding Article shall, unless otherwise stated, be payable on the leaving of the vehicle in any of the parking places specified in the last preceding Article by the insertion in a ticket issuing machine of coins making up the amount of the initial charge for the period for which payment is being made, and such coins shall be inserted in the ticket issuing machine immediately one after the other. Alternatively, where an initial charge is nil, a free ticket shall be taken from the ticket issuing machine and exhibited in accordance with Article 9 (2). Where applicable, the charge specified may be made by payment to the Council (or Railways Board, or its successors and agents for Torrington Car Park only) for the issue of a ticket.

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- (2) Upon payment of the initial charge for a vehicle left in any of the parking places specified in the last preceding Article the driver thereof shall exhibit on the vehicle in accordance with the following provisions of this Article the ticket issued by the ticket issuing machine, or the season ticket issued by the Council or the Railways Board.
- (3) The ticket, season ticket or exemption permit shall be exhibited on the vehicle at all times of the stay so that the relevant details are clearly visible in the manner described in Article 5(3)
- (4) Alternatively, but subject to Articles 24 (3) and 31 (4) and unless otherwise stated the initial charge specified in the last preceding Article may be payable on the leaving of the vehicle in any of the parking places specified in the last preceding Article by using Pay by Phone. Pay by Phone information signs and the relevant Location Identification Number signs will be located in each parking place where Pay by Phone is in operation and will provide information in relation to the operation and use of Pay by Phone. The payment of a parking charge will only relate to the Parking Places as indicated by the Location Identification Number displayed on the Location Identification sign situated in the Parking Place.
- (5) Where a vehicle has been left in a Parking Place operating Pay by Phone an indication that the relevant parking charge has been made in respect of that vehicle using Pay by Phone together with an indication of the parking periods for which payment has been made shall appear on the Councils handheld device or mobile phone.
- (6) Where a vehicle has been left in a parking place operating a Post Payment system, an option to paying the initial charge shall be to pre-register the start of a period of stay in the parking place by following instructions given on a Post Payment machine. Prior to leaving that parking place, payment in accordance with charges set out in Column 3 of PART TWO of the Schedule shall be made by following instructions on a Post Payment machine. Failure to register the end of a period of stay shall result in a charge being made at the 24 hour rate as set out in Column 3 of PART TWO of the Schedule.
- (7) Where a period of parking has been pre-registered using the Post Payment system, an indication to that effect shall appear on the Councils handheld device or mobile phone. Registration of the termination of a period of stay using the Post Payment system shall also appear on the Councils handheld device or mobile phone.

Indication by Machine Issued Numbered Ticket

10. Payment of the initial charge or, where applicable, commencement of a free period of parking for a vehicle left in any of the parking places specified in Article 8 shall be indicated by the issue by machine of a numbered ticket indicating (a) the amount of the initial charge paid and (b) either the month, day and time that parking is valid to or the week, day and time that parking is valid to.

Issue of a Penalty Charge at Parking Places

11. (1) If a vehicle is left in any of the parking places specified in PART ONE of the Schedule to this Order at any time and is not;
 - (a) wholly within a marked bay; or
 - (b) of the specified class

then in any such case a civil enforcement officer or other person authorised by the Council shall be empowered to attach to the vehicles windscreen or where none exists, in a conspicuous position, a penalty charge notice which shall include the particulars set out in paragraph (5) of this Article.

- (2) If a vehicle is left in any of the parking places specified in PART ONE of the Schedule to this Order during the charging hours on any day and:-
 - (a) no valid ticket is clearly exhibited on the vehicle in accordance with Articles 9 (3) indicating that a period of free parking has commenced or that the initial charge has been paid or

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- (b) no valid season ticket or exemption permit is clearly exhibited on the vehicle in accordance with Article 5: or
- (c) in respect of Articles 24 (2) and 31 (6) that no valid ticket is clearly exhibited on the vehicle in accordance with Articles 9 (3) and indicating that the additional charge has been paid: or
- (d) a ticket or season ticket is exhibited on the vehicle indicating that the period paid for has expired; or
- (e) the vehicle is parked in an area defined in Article 3 (2) of this Order and either
 - (1) does not clearly display a valid disabled badge in the relevant position or
 - (2) the disabled person to whom the valid disabled badge displayed was issued was not in the vehicle at the time it was left in a parking place,
- (f) the vehicle is parked in an area defined in Article 3 (3) of this Order and either
 - (1) is not an electric vehicle, or
 - (2) is not connected to the charging point by a recharging lead, or
 - (3) remains in the bay for longer than the period specified in Article 3 (3) or returns to that bay within the time specified in Article 3 (3)
- (g) the vehicle is parked in a reserved bay without authorisation from the Council.
- (h) in respect of Article 9 (6) that no indication of pre-registration appears on a Council handheld device or mobile phone; or
- (i) in respect of Article 9 (6) that a vehicle remains in a parking place following payment of final charges using the Post Payment system, or
- (j) in respect of Article 3 (1) that a vehicle remains in a parking place for longer than the maximum permitted period of stay

then in any such case a civil enforcement officer or other person authorised by the Council shall be empowered to attach to the vehicles windscreen or where none exists, in a conspicuous position, a penalty charge notice which shall include the particulars set out in paragraph (5) of this Article.

- (3) Without prejudice to the provisions of Article 9 (1), (2) and (3) of this Order if at any time while a vehicle is left in a Parking Place operating Pay by Phone no indication appears on a Council handheld device or mobile phone that payment of the relevant parking charge has been made using Pay by Phone or the device indicates that the payment period for which payment was made using Pay by Phone has expired it shall be presumed that either:
 - (a) The relevant parking charge has not been duly paid in respect of that vehicle in accordance with the provisions of Articles 8 and 9 of this order; or
 - (b) The parking period for which payment was made using Pay by Phone has expired,

then in any case a Civil Enforcement Officer or any other person authorised by the Council shall be empowered to attach to the vehicles windscreen or where none exists, in a conspicuous position, a penalty charge notice which shall include the particulars set out in paragraph (5) of this Article.

- (4) If the vehicle is left in a restricted part of the parking places specified in PART ONE of the Schedule to this Order such as:-
 - (a) parked on yellow lines; or
 - (b) parked on a hatched area

and does not display an exemption permit, then in any such case a civil enforcement officer or other person authorised by the Council shall be empowered to attach to the

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vehicle in a conspicuous position a penalty charge notice which shall include the particulars set out in paragraph (5) of this article.

- (5) The notice referred to in the last preceding paragraphs of this Article shall comply with the requirements of Regulation 10 and the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 (as amended or superseded from time to time)

Restriction on Removal of Notices and Tickets

12. (1) When a notice has been attached to a vehicle in accordance with Articles 11 (1), (2), (3) and (4) of this Order, no person not being the driver of the vehicle or a person duly authorised by the Council, shall remove the notice from the vehicle unless authorised to do so by the driver.
- (2) When a ticket has been exhibited on a vehicle in accordance with the provisions of Article 9 (3) of this Order, no person shall remove such ticket from the vehicle unless authorised to do so by the driver.

Manner of Payment of Penalty Charge

13. (1) The penalty charge shall be paid to the Council in accordance with the instructions contained on the reverse of the Penalty Charge Notice

Crescent Road (Multi-Storey) Car Park

14. The following provisions apply to the Crescent Road (Multi-Storey) car park only
- (1) The owner and/or driver of a vehicle may on application to the Council purchase a season ticket for use at all times at the Crescent Road (Multi-Storey) Car Park subject to the charges as set out in PART THREE (a) of the Schedule. These are issued on a first-come first-served basis (maximum 700 unless otherwise agreed by Tunbridge Wells Borough Council's Parking Manager). Full time and part time (4 day) season Tickets are available.
- (2) The owner and/or driver of a vehicle may on application to the Council purchase an "overnight" season ticket for use at the Crescent Road (Multi-Storey) Car Park during the periods specified and subject to the charges set out in PART THREE (d) of the Schedule. These are issued on a first-come first-served basis and will not be available at the discounted rate set out in Article 14 (4).
- (3) The season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in Crescent Road Car Park at any given time.
- (4) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-
- 5 – 9 season tickets 5% discount
 - 10 – 19 season tickets 10% discount
 - 20 or more season tickets 15% discount
- (5) Subject to satisfactory proof of identity, residence and possession or ownership of a vehicle, residents of Crescent Road, Calverley Road, Cadogan Gardens, Monson Road, Calverley Street, Garden Street, Lansdowne Road and Newton Road are permitted to purchase Crescent Road car park season tickets at the reduced charge residents rates set out in PART THREE (a) of the Schedule to this Order, provided that such tickets are available.

Beech Street, Camden Road and Union House Car Parks

15. The following provisions apply to the Beech Street, Camden Road and Union House car parks only:-
- (1) The owner and/or driver of a vehicle may on application to the Council purchase a season ticket for use at all times at the Union House (covered) car park (maximum

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30 unless otherwise agreed by Tunbridge Wells Borough Council's Parking Manager) or the Beech Street and Camden Road car parks (maximum 45 unless otherwise agreed by Tunbridge Wells Borough Council's Parking Manager) subject to the charges as set out in PART THREE (a) of the Schedule. These are issued on a first-come first-served basis. Full and part time season tickets are available for Beech Street and Camden Road Car Parks and full time for Union House.

- (2) Season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in the specified car park at any given time, and for the purposes of which Beech Street and Camden Road are considered to be one car park..
- (3) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-
 - 5 – 9 season tickets 5% discount
 - 10 – 19 season tickets 10% discount
 - 20 or more season tickets 15% discount

Warwick Road Car Park

16. The following provision applies to the Warwick Road car park only

- (1) Subject to satisfactory proof of identity, residence and possession of a vehicle, residents of the Village area may on application to the Council purchase a season ticket for use at all times at the Warwick Road car park subject to the charges as set out in PART THREE of the Schedule to this Order. These are issued on a first-come first-served basis (maximum 20). The Village area is defined as being all properties with a postal address in Warwick Road, Belgrove, Frog Lane, Berkeley Road, Berkeley Place, Little Mount Sion, South Grove, High Street and Mount Sion only. Only one season ticket per household may be purchased, and the car park shall be restricted to season ticket holders at all times.

Mount Pleasant Avenue On-Street Car Park

17. The following provisions apply to the Mount Pleasant Avenue on-street car park only.

- (1) The owner and/or driver of a vehicle may on application to the Council purchase a season ticket for use at all times in that part of Mount Pleasant Avenue specified in PART ONE of the Schedule to this Order subject to the charges as set out in PART THREE(a) of the Schedule. These are issued on a first-come first-served basis. These are issued in the first instance to the bank and shops backing onto the car park and thereafter may be issued to the shops immediately to the south of the car parking area subject to a maximum issue of 20. Full time and part time (4 day) season tickets are available
- (2) Season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in Mount Pleasant Avenue On-Street Car Park at any given time.
- (3) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-
 - 5 – 9 season tickets 5% discount
 - 10 – 19 season tickets 10% discount
 - 20 season tickets 15% discount
- (4) Subject to satisfactory proof of identity, residence and possession or ownership of a vehicle, residents of Mount Pleasant Avenue shall be permitted to purchase Mount Pleasant Avenue on-street parking area season tickets at the reduced price set out in PART THREE (a) of the Schedule to this Order provided that such tickets are available. Full time and part time (4 day) season tickets are available.

Meadow Road Car Park

18. The following provisions apply to the Meadow Road Car Park only:-

- (1) The owner and/or driver of a vehicle may, on application to the Council, purchase a season ticket for use at all times at the Meadow Road car park subject to the driver being able to pay the charges as set out in PART THREE (a) of the Schedule to this Order. These are issued at the Council's discretion on a first-come first-served basis, subject to a maximum of 70 unless otherwise agreed by the Tunbridge Wells Borough Council Parking Manager. Full time and part time (4 day) season tickets are available.
- (2) The owner and/or driver of a vehicle may on application to the Council purchase an "overnight" season ticket for use at the Meadow Road Car Park during the periods specified and subject to the charges set out in PART THREE (d) of the Schedule. These are issued on a first-come first-served basis and will not be available at the discounted rate set out in Article 18 (4).
- (3) Season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in Meadow Road Car Park at any given time.
- (4) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-
 - 5 – 9 season tickets 5% discount
 - 10 – 19 season tickets 10% discount
 - 20 or more season tickets 15% discount
- (5) Meadow Road Car Park is closed between the hours of 11pm and 6am the next following day, although vehicles may be left in the car park during those hours subject to payment of the charges set out in PART TWO of the Schedule to this Order or possession of a valid season ticket.

Mount Pleasant Avenue Car Park

19. The following provision applies to the Mount Pleasant Avenue car park only.

- (1) The parking place shall be available for use every Friday from 1800 hours to 2400 hours inclusive and during all hours on every Saturday and Sunday (terminating at midnight on Sundays).

Town Hall Yard Car Park

20. The following provisions apply to the Town Hall Yard car park only:-

- (1) The parking place shall be available for use Monday to Sunday. However, between 0800 and 1800 Monday to Friday, other than on Bank Holidays and Public Holidays, parking is restricted to vehicles displaying a valid permit. Permit holders must display a valid permit in a relevant position.
- (2) The owner and/or driver of a vehicle may on application to the Council purchase an "overnight" season ticket for use at the Town Hall Yard Car Park during the periods specified and subject to the charges set out in PART THREE (d) of the Schedule. These are issued on a first-come first-served basis.

Torrington Car Park

21. The following provisions apply to the Torrington car park only:-

- (1) The Railways Board, and its successors and agents, will have the right to issue up to 214 tickets in respect of the 3rd and 4th floor levels of the car park only which will initially be allocated (i) up to 164 season tickets (which will not guarantee the holder a space) current at any one time, such tickets to be for up to 7 days per week (ii) up to 50 daily tickets on any one day. The Board may retain all net income from such tickets and may make such charges therefore as it thinks fit. Holders of Railways Board tickets may only park on the 4th floor levels of the parking place and on a specified area

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of the third floor level (such bays being edged in red) and displaying a ticket issued by the Board. After 10.30am daily, any vehicle may park in said bays but must purchase a ticket from Tunbridge Wells Borough Council Pay & Display machines and must clearly display this ticket as described in Article 9 (3).

- (2) The owner and/or driver of a vehicle may on application to the Council purchase an “overnight” season ticket for use at the Torrington Car Park during the periods specified and subject to the charges set out in PART THREE (d) of the Schedule. These are issued on a first-come first-served basis.

High Brooms Car Park

22 The following provisions apply to the High Brooms car park only.

- (1) Use of the car park shall be restricted to season ticket holders only.
- (2) Subject to satisfactory proof of identity, residence and possession of a vehicle, residents of that part of High Brooms Road between its junctions with Yew Tree Road and Gordon Road may on application to the Council purchase a season ticket (maximum one per household) for use at all times in the High Brooms car park subject to the charges set out in PART THREE (c) of the Schedule to this Order. A maximum of 10 season tickets will be available for purchase.
- (3) The season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in High Brooms Car Park at any given time.

Stone Street (North and South) Car Parks

23 The following provisions apply to the Stone Street (North and South) car parks only.

- (1) Use of the car parks shall be restricted to season ticket holders only at all times.
- (2) Subject to satisfactory proof of identity, residence and possession of a vehicle, residents of Stone Street; Wood Street, Beech Street and that part of Camden Road between its junctions with Victoria Road and Albion Road; may on application to the Council purchase a season ticket (maximum one per household) for use at all times in the Stone Street (North and South) car parks subject to the charges set out in PART THREE (c) of the Schedule to this Order. A maximum of 26 season tickets will be available for purchase.
- (3) The season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in Stone Street Car Park at any given time.

John Street Car Park, Tunbridge Wells and Yew Tree Road, Southborough Car Parks

24 The following provisions apply to the John Street and Yew Tree Road car parks only

- (1) In respect of each vehicle, only one period of zero charge parking may be claimed in any four hour period.
- (2) Second or subsequent tickets displayed in contravention of Article 24 (1) shall be regarded as not being valid.
- (3) The Pay by Phone option shall not be available for registering any zero charge period of parking or for any charge of less than £1.00.

Yew Tree Road Car Park, Southborough

25. The following provisions apply to the Yew Tree Road car park only

- (1) Subject to satisfactory proof of identity, residence or employment and possession of a vehicle, residents and employees within the area defined in PART FOUR of the Schedule to this Order may on application to the Council purchase a season ticket at the lower rate subject to the charges set out in Column 2 of PART THREE (b) of the Schedule to this Order. Anybody not qualifying on the basis of residence or employment may, on application

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to the Council purchase a season ticket at the higher rate subject to the charges set out in Column 3 of PART THREE (b) of the Schedule to this Order. A maximum of 35 season tickets will be available for purchase unless otherwise agreed by Tunbridge Wells Borough Council's Parking Manager. Up to 20 of these will be available at the lower rate and up to 15 available at the higher rate, unless otherwise agreed by Tunbridge Wells Borough Council's Parking Manager. These are issued on a first-come first-served basis.

- (2) The season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in Yew Tree Road Car Park at any given time.
- (3) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-

- 5 – 9 season tickets 5% discount
- 10 – 15 season tickets 10% discount

John Street Car Park, Tunbridge Wells

26. The following provisions apply to the John Street car park only

- (1) Subject to satisfactory proof of identity, residence or employment and possession of a vehicle, residents and employees within the area defined in PART FOUR of the Schedule to this Order may on application to the Council purchase a season ticket at the lower rate subject to the charges set out in Column 4 of PART THREE (b) of the Schedule to this Order. Anybody not qualifying on the basis of residence or employment may, on application to the Council purchase a season ticket at the higher rate subject to the charges set out in Column 5 of PART THREE (b) of the Schedule to this Order. A maximum of 30 season tickets will be available for purchase unless otherwise agreed by Tunbridge wells Borough Council's Parking Manager. Up to 20 of these will be available at the lower rate and up to 10 available at the higher rate, unless otherwise agreed by Tunbridge Wells Borough Council's Parking Manager. These are issued on a first-come first-served basis.
- (2) The season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in John Street Car Park at any given time.
- (3) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-

- 5 – 9 season tickets 5% discount
- 10 season tickets 10% discount

Calverley Terrace Car Park, Tunbridge Wells

27. The following provisions apply to the Calverley Terrace car park only

- (1) The owner and/or driver of a vehicle may on application to the Council purchase a season ticket for use at all times at the Calverley Terrace car park subject to the charges as set out in PART THREE (a) of the Schedule to this Order
- (2) A maximum of 10 season tickets will be available for purchase unless otherwise agreed by the Council's Parking Manager. These will be issued on a first come first served basis, and will only be sold for a full 12 month period.
- (3) Local businesses will be entitled to a 5% discount for the purchase of 5 or more season tickets, or 10% for the purchase of 10 season tickets.
- (4) Each season ticket will be validated for a maximum of 3 vehicle registration numbers, only one of which may be parked in the Calverley Terrace Car Park at any given time..
- (5) An additional £30 fee will be charged for the issue of an entry fob for the Calverley Terrace car park for each season ticket. This will be refunded upon return of the fob. Any lost or damaged entry fobs requiring replacement will incur a further charge of £30 each.
- (6) A valid permit must be displayed at all times.

Old Coach Park, Tunbridge Wells

28. The following provisions apply to the Old Coach Park car park only

- (1) The owner and/or driver of a vehicle may on application to the Council purchase a season ticket for use at all times at the Old Coach Park subject to the charges as set out in PART THREE (a) of the Schedule to this Order.
- (2) A maximum of 35 season tickets will be available for purchase. These will be issued on a first come, first served basis, and will only be sold for a full 12 month period.
- (3) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-
 - 5 – 9 season tickets 5% discount
 - 10 – 19 season tickets 10% discount
 - 20 or more season tickets 15% discount
- (4) Each season ticket will be validated for a maximum of 3 vehicle registration numbers, only one of which may be parked in the Old Coach Park at any given time.
- (5) A valid permit must be displayed at all times.

Great Hall Car Park

29. The following provisions apply to the Great Hall Car Park only.

- (1) The owner and/or driver of a vehicle may on application to the Council purchase a season ticket for use at all times at Great Hall car park subject to the charges as set out in PART THREE (a) of the Schedule to this Order. These are issued on a first-come first-served basis subject to a maximum of 50 unless otherwise agreed by Tunbridge Wells Borough Council's Parking Manager.
- (2) The owner and/or driver of a vehicle may on application to the Council purchase an "overnight" season ticket for use at the Great Hall Car Park during the periods specified and subject to the charges set out in PART THREE (d) of the Schedule. These are issued on a first-come first-served basis and will not be available at the discounted rate set out in Article 29 (4).
- (3) The season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in Great Hall Car Park at any given time.
- (4) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-
 - 5 – 9 season tickets 5% discount
 - 10 – 19 season tickets 10% discount
 - 20 or more season tickets 15% discount
- (5) Parts of the parking place may from time to time be leased to third parties and bays marked accordingly. Bays marked in this way will be available for use by the lessees only, and any other vehicles parked in the bays thus marked will be deemed to be out of bay and subject to a penalty charge in accordance with Articles 4 (2) and 11 (1)(a)

Royal Victoria Place Car Park

30. The following provisions apply to the Royal Victoria Place Car Park only:-

- (1) The owner and/or driver of a vehicle may on application to the Council purchase an "overnight" season ticket for use at the Royal Victoria Place Car Park during the periods specified and subject to the charges set out in PART THREE (d) of the Schedule. These are issued on a first-come first-served basis.
- (2) Royal Victoria Place Car Park is closed during the hours of 11pm and 6am the next

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following day, although vehicles may be left in the car park during those hours subject to payment of the charges set out in PART TWO of the Schedule to this Order or possession of a valid season ticket.

Commercial Road West Car Park, Paddock Wood

31. The following provisions apply to the Commercial Road West Car Park only.

- (1) The owner and/or driver of a vehicle may on application to the Council purchase a season ticket for use at all times at Commercial Road West car park subject to the charges as set out in PART THREE (a) of the Schedule to this Order. These are issued on a first-come first-served basis. A maximum of 15 season tickets will be available for purchase unless otherwise agreed by Tunbridge Wells Borough Council's Parking Manager
- (2) The season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in Commercial Road West Car Park at any given time.
- (3) Local businesses will be entitled to a discount for multiple 12 month season ticket purchases at the following rates:-
 - 5 – 9 season tickets 5% discount
 - 10 – 19 season tickets 10% discount
- (4) The Pay by Phone option shall not be available for registering any zero charge period of Parking or for any charge of less than £1.00.
- (5) In respect of each vehicle, only one period of zero charge parking may be claimed in any four hour period.
- (6) Second or subsequent tickets displayed in contravention of Article 31 (5) shall be regarded as not being valid.

North Grove Road Car Park, Hawkhurst

32 The following provisions apply to the North Grove Road Car Park only

- (1) Subject to satisfactory proof of identity, residence or employment and possession of a vehicle, residents and employees within the area defined in PART FOUR of the Schedule to this Order may on application to the Council purchase a season ticket at the lower rate subject to the charges set out in Column 4 of PART THREE (b) of the Schedule to this Order. A maximum of 28 season tickets will be available for purchase unless otherwise agreed by Tunbridge wells Borough Council's Parking Manager and these will be issued on a first come first served basis.
- (2) The season tickets are to be issued to specified vehicles, with each season ticket being valid for a maximum of 3 vehicle registration numbers, only one of which may be parked in North Grove Road Car Park at any given time.
- (3) Non permit holders may park in spaces marked for short term use for a maximum period of two hours, with no return to the car park permitted within four hours,.

General Conditions

33. The access roads to and from any of the parking places specified in Column 1 of PART ONE of the Schedule to this Order shall be deemed to be a part of the said parking places except where such access roads are adopted highways.

34. The driver of a vehicle shall not use a parking place

- (1) so as unreasonably to prevent access to any premises adjoining the road or parking place or the use of the road by other persons or so as to be a nuisance.
- (2) when the Council have closed that parking place and exhibited notices of such closing on or near the parking place.

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35. The driver of a vehicle using a parking place shall stop the engine as soon as the vehicle is in position in the parking place and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place.
36. The driver of a vehicle shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from any parking place specified in PART ONE of the Schedule to this Order.
37. The driver of a vehicle shall not permit that vehicle to wait in a parking place specified in PART ONE of the Schedule to this Order unless the vehicle is licensed in accordance with the provisions of the Vehicle Excise and Registration Act 1994 and unless there is in relation to the use of the vehicle by the driver such policy of insurance as complies with the requirements of the Road Traffic Act 1988 as amended.
38. No person shall use a vehicle while it is in a parking place in connection with the sale of any article to persons in or near the parking place or in connection with the selling or offering for hire of his skill or services unless with the written consent of the Parking Manager, Tunbridge Wells Borough Council.
39. No person shall permit the carrying out of any work of construction or repair to a vehicle while it is in a parking place except such as may be necessary to enable the vehicle to be moved from the parking place.
40. No person shall, except with the permission of any person duly authorised by the Council drive any vehicle in a parking place specified in PART ONE of the Schedule to this Order other than for the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place.
41. No person shall in a parking place:-
- (a) use any threatening or abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned; or
 - (b) wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking place or residents of premises in the neighbourhood.
42. No person shall use any part of a parking place or any vehicle left in a parking place:-
- (a) for sleeping or camping purposes
 - (b) for cooking purposes
 - (c) for the purpose of washing any vehicle or part thereof, unless agreed in accordance with Article 38 to this Order, other than is reasonably necessary to enable that vehicle to depart from the parking place ;
43. No person shall use a parking place as a means of passage for vehicles proceeding from one road to another road.
44. Where in a parking place signs are erected or surface markings are laid for the purpose of:-
- (a) indicating the entrance to or exit from the parking place; or
 - (b) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place;
- no vehicle shall be driven:-
- (i) so that it enters the parking place otherwise than by an entrance or leaves the parking place otherwise than by an exit, so indicated; or
 - (ii) in a direction other than that specified, as the case may be.
45. No person shall in any parking place listed in PART ONE of the Schedule to this Order skate on rollers, wheels or other mechanical contrivances including skateboards.

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46. No person except a duly authorised employee of the Council shall without the prior consent in writing of the Council place upon or affix to a vehicle in any parking place a notice, leaflet or other material of whatever nature.
47. Subject to the proviso hereto, when a vehicle is left in a parking place in contravention of any of the provisions contained in Article 4 or 5 of this Order a person authorised in that behalf by the Council may remove the vehicle or arrange for it to be removed from that parking place provided that when a vehicle is waiting in a parking place in contravention of Article 4 (2) or (3) of this Order, a person authorised in that behalf by the Council may alter or cause to be altered the position of the vehicle in order that its position shall comply with that provision.
48. Any person removing a vehicle by virtue of the last preceding Article of this Order may do so by towing or driving the vehicle or in such other manner as he may think necessary and may take such measures in relation to the vehicle as he may think necessary to enable him to remove it or alter its position as the case may be.
49. When a person authorised by the Council removes or makes arrangements for the removal of a vehicle from a parking place by virtue of Article 47 of this Order, he shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.
50. Access over all parking places listed in PART ONE of the Schedule, either on foot or by vehicle, does not create a public right of way.
51. In a parking place no person shall:-
- (a) erect or cause or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council;
 - (b) light or cause or permit to be lit any fire.

PART III

CONSOLIDATION AND REVOCATION

52. The Tunbridge Wells Borough Council (Parking Places) Order 2016, The Tunbridge Wells Borough Council (Parking Places)((Amendment) Order No 1 2016 and The Tunbridge Wells Borough Council (Parking Places)(Amendment) Order No.2 of 2016 are hereby revoked.

PART IV

SAVINGS AND TRANSITIONAL PROVISIONS

53. The following savings and transitional provisions shall have effect:-
- (a) nothing in this Order shall affect an Order hereby revoked in relation to contraventions committed before the commencement of this Order.

Given under the Common Seal of Tunbridge Wells Borough Council the xxnd day of xxxxx 2017.

**THE COMMON SEAL OF TUNBRIDGE
WELLS BOROUGH COUNCIL was hereunto affixed
in the presence of**

Authorised Signatory

Seal Book Reference number

THE SCHEDULE

PART ONE

Location of Parking Place	Class of Vehicle
Column 1	Column 2
Beech Street Car Park - being land situated on the north side of Beech Street, Tunbridge Wells	Motor car, invalid carriage and motor cycle
Mount Pleasant Avenue On-Street Car Park - . being an on-street parking place located on a private road off Crescent Road and Mount Pleasant Road, Tunbridge Wells	as above
Mount Pleasant Avenue - being land situated on the eastern side of Mount Pleasant Avenue, Tunbridge Wells.	as above
Union House (covered) Car Park - being part of the upper basement floor of Union House, Eridge Road, Tunbridge Wells.	as above
Union House (open air) Car Park - being land situated on the south side of Eridge Road immediately west of Union House, Eridge Road Tunbridge Wells.	as above
Crescent Road (Multi-Storey) Car Park - being a multi-storey car park on land between Monson Road, Cadogan Gardens and Crescent Road, Tunbridge Wells.	as above
Town Hall Yard Car Park - being a two-storey car park on land south of Monson Road at the rear of the Town Hall.	as above
Little Mount Sion Car Park - being land situated on the north side of Little Mount Sion, Tunbridge Wells	as above
Warwick Road Car Park - being land on the north side of Warwick Road	as above
Camden Road Car Park - being land on the north side of Camden Road, lying between Beulah Road and Albert and Eden Cottages, Tunbridge Wells	as above
Great Hall Car Park - being a multi-storey car park on land situated to the east (rear) of the building known as the Great Hall, Mount Pleasant Road, Tunbridge Wells (but excluding area marked for use by third party lessees)	as above
Meadow Road Car Park - being a multi-storey car park on land bounded on the north by Upper Grosvenor Road, on the east by Meadow Road, on the south by Goods Station Road and on the west by Coronation Parade, Tunbridge Wells	as above
Torrington Car Park - being a multi-storey car park on land lying between Station Approach (off Vale Road) and Vale Avenue, Tunbridge Wells	as above
Linden Car Park - being two-storey car park on land on the north eastern side of Linden Park Road between Linden Park Road and Sussex Mews, Tunbridge Wells	as above
Royal Victoria Place Car Park - being a multi-storey car park on land to the south of Victoria Road between Victoria Road and the Royal Victoria Place shopping centre, Tunbridge Wells	as above

Appendix B

Location of Parking Place	Class of Vehicle
Column 1	Column 2
Yew Tree Road Car Park – being land situated on the north side of Yew Tree Road, Southborough, lying between London Road and Crendon Park.	Motor car, invalid carriage and motor cycle
High Brooms Car Park – being land situated on the south side of High Brooms Road, High Brooms, lying between High Brooms Road and Nursery Road.	as above
John Street Car Park – being land situated on the north side of John Street, Tunbridge Wells, lying between St John’s Road and William Street.	as above
Stone Street (North) Car Park – being land situated on the north side of Stone Street, Tunbridge Wells, lying east of Camden Road.	as above
Stone Street (South) Car Park – being land situated on the south side of Stone Street, Tunbridge Wells, lying east of Camden Road and north of Wood Street.	as above
Brenchley Car Park – being land situated on the south side of The High Street, Brenchley, lying adjacent to the Council operated public conveniences.	as above
Goudhurst Car Park – being land situated on the east side of Balcombes Hill, Goudhurst, lying adjacent to the Council operated public conveniences.	as above
The Regal Car Park – being land situated on the south side of the High Street, Cranbrook, formerly known as the High Street (open air) Car Park.	as above
Tanyard Car Park – being land situated on the south side of The Tanyard and on the east side of The Hill, Cranbrook.	as above
North Grove Road Car Park – being land situated on the east side of Western Road, lying between Western Avenue and Northgrove Road, Hawkhurst.	as above
Tunbridge Wells Sports Centre Car Park – being land situated on the west of St. Johns Road and south of Tunbridge Wells Grammar School for Boys, Tunbridge Wells, lying adjacent to Floyd Close.	as above
Calverley Terrace Car Park – being land situated to the immediate south of nos 9 and 10 Calverley Terrace, Tunbridge Wells	as above
Commercial Road East Car Park, Paddock Wood – being land situated between Commercial Road and Old Kent Road, Paddock Wood	as above
Commercial Road West Car Park, Paddock Wood – being land situated between Commercial Road and Station Road, Paddock Wood	as above
Old Coach Park – being land situated immediately to the south of Linden Park Road and east of Montacute Road at the junction of those two roads.	as above

Appendix B

PART TWO

Name of Car Park	Charging Hours	Scale of Charges	
Column 1	Column 2	Column 3	
		Cash and (where available) Card	Payment by Phone
Crescent Road Car Park, Little Mount Sion Car Park,	Monday to Saturday from 8am to 6pm and Sunday 10am to 5pm	Up to 1 hour £1.60 Up to 2 hours £2.80 Up to 3 hours £3.80 Up to 4 hours £4.80 Up to 5 hours £5.60 Up to 24 hours £6.30	Up to 1 hour £1.30 Up to 2 hours £2.40 Up to 3 hours £3.40 Up to 4 hours £4.40 Up to 5 hours £5.20 Up to 24 hours £5.90
Crescent Road Car Park	Any day (except Thursday) from 6pm to 5am on next following day. Thursday from 8.30pm to 5am on next following day	Any period of stay £1.50	Any period of stay £1.50
Mount Pleasant Avenue Car Park	Saturday from 8am to 6pm and Sunday 10am to 5pm	Up to 1 hour £1.60 Up to 2 hours £2.80 Up to 3 hours £3.80 Up to 4 hours £4.80 Up to 5 hours £5.60 Up to 24 hours £6.30	Up to 1 hour £1.30 Up to 2 hours £2.40 Up to 3 hours £3.40 Up to 4 hours £4.40 Up to 5 hours £5.20 Up to 24 hours £5.90
Town Hall Yard Car Park	Saturday from 8am to 6pm and Sunday 10am to 5pm Bank Holiday and Public Holiday from 8am to 6pm.	Up to 1 hour £1.60 Up to 2 hours £2.80 Up to 3 hours £3.80 Up to 4 hours £4.80 Up to 5 hours £5.60 Up to 24 hours £6.30	Up to 1 hour £1.30 Up to 2 hours £2.40 Up to 3 hours £3.40 Up to 4 hours £4.40 Up to 5 hours £5.20 Up to 24 hours £5.90
Town Hall Yard Car Park	Any day (except Thursday) from 6pm to 5am on next following day. Thursday from 8.30pm to 5am on next following day	Any period of stay £1.50	Any period of stay £1.50
Camden Road Car Park, Beech Street Car Park, Union House (Open Air) Car Park, Union House (Covered) Car Park	Monday to Saturday from 8am to 6pm and Sunday 10am to 5pm	Up to 1 hour £1.40 Up to 2 hours £2.30 Up to 3 hours £3.00 Up to 4 hours £3.80 Up to 5 hours £4.60 Up to 24 hours £5.30	Up to 1 hour £1.10 Up to 2 hours £1.90 Up to 3 hours £2.60 Up to 4 hours £3.40 Up to 5 hours £4.20 Up to 24 hours £4.90
Great Hall Car Park, Linden Park Road Car Park, Meadow Road Car Park,	Monday to Saturday from 8am to 6pm and Sunday 10am to 5pm	Up to 1 hour £1.60 Up to 2 hours £2.80 Up to 3 hours £3.80 Up to 4 hours £4.80 Up to 5 hours £5.60 Up to 6 hours £6.30 Up to 24 hours £10.40	Up to 1 hour £1.30 Up to 2 hours £2.40 Up to 3 hours £3.40 Up to 4 hours £4.40 Up to 5 hours £5.20 Up to 6 hours £5.90 Up to 24 hours £10.20
Great Hall Car Park Meadow Road Car Park Torrington Car Park Royal Victoria Place Car Park	Any day (except Thursday) from 6pm to 5am on next following day. Thursday from 8.30pm to 5am on next following day	Any period of stay £1.50	Any period of stay £1.50

Appendix B

Name of Car Park	Charging Hours	Scale of Charges	
Column 1	Column 2	Column 3	
		Cash and (where available) Card	Payment by Phone
Royal Victoria Place Car Park	Monday to Saturday from 8am to 6pm and Sunday 10am to 5pm	Up to 1 hour £1.60 Up to 2 hours £2.80 Up to 3 hours £3.80 Up to 4 hours £4.80 Up to 5 hours £5.60 Up to 6 hours £6.30 Up to 24 hours (Levels 1 to 8) £10.40 Up to 24 hours (Levels 8a & above) £6.30	Up to 1 hour £1.30 Up to 2 hours £2.40 Up to 3 hours £3.40 Up to 4 hours £4.40 Up to 5 hours £5.20 Up to 6 hours £5.90 Up to 24 hours (Levels 1 to 8) £10.20 Up to 24 hours (Levels 8a & above) £5.90
Torrington Car Park	Monday to Saturday from 8am to 6pm and Sunday from 10am to 5pm	Up to 1 hour £0.80 Up to 2 hours £1.40 Up to 3 hours £3.80 Up to 4 hours £4.70 Up to 5 hours £6.00 Up to 24 hours £10.40	Up to 1 hour £0.50 Up to 2 hours £1.00 Up to 3 hours £3.40 Up to 4 hours £4.30 Up to 5 hours £5.60 Up to 24 hours £10.20
John Street Car Park	Monday to Saturday from 8am to 4pm	Up to 30 minutes £0.00 Up to 2 hours £0.40 Up to 3 hours £1.30 Up to 4 hours £1.70 Up to 5 hours £2.10 Up to 24 hours £4.70	Option not available Option not available £1.10 £1.50 £1.90 £4.50
Yew Tree Road Car Park	Monday to Saturday from 8am to 6pm and Sunday 10am to 5pm	Up to 2 hours £0.00 Up to 3 hours £0.80 Up to 4 hours £1.00 Up to 5 hours £1.20 Up to 6 hours £2.70 Up to 24 hours £5.20	Option not available Option not available Option not available Up to 5 hours £1.00 Up to 6 hours £2.50 Up to 24 hours £5.00
Commercial Road East Car Park, Commercial Road West Car Park	Monday to Saturday from 8am to 6pm excluding bank and public holidays	Up to 1 hour £0.00 Up to 2 hours £0.40 Up to 3 hours £1.40 Up to 4 hours £1.70 Up to 6 hours £3.20 Up to 24 hours £8.70	Option not available Option not available Up to 3 hours £1.20 Up to 4 hours £1.50 Up to 6 hours £3.00 Up to 24 hours £8.50

PART THREE (a) Car Park Season Ticket Charges

Duration	Beech Street/Camden Road	Beech Street/Camden Road -Part Time (4 day)	Crescent Road/Mount Pleasant Avenue On-street/ Meadow Road /Great Hall	Crescent Road/Mount Pleasant Avenue On-street/ Meadow Road – Part Time (4 day)	Crescent Rd/ Mount Pleasant Ave On-street residents rate
12 months	£1005.00*	£603.00	£1050.00*	£630.00	£536.00

Duration	Calverley Terrace	Warwick Road Residents only	Commercial Road West
12 months	£1160.00*	£470.00	£800.00

12 month season tickets marked with an asterisk (*) will be discounted by £50 for residents of Tunbridge Wells Borough subject to satisfactory proof of identity and residence.

Season tickets for periods of less than 12 months may be available in some car parks and charged for on a pro rata basis but will incur an additional administration charge. This is detailed on the Council's website – www.tunbridgewells.gov.uk

PART THREE (b)
Car Park Season Ticket Charges

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Yew Tree Road, Southborough Low Rate (Max 20)	Yew Tree Road, Southborough High Rate (Max 15)	John Street, Tunbridge Wells Low Rate (Max 20)	John Street, Tunbridge Wells High Rate (Max 10)	North Grove Road, Hawkhurst Max 28
Duration					
12 months	£200.00	£400.00	£200	£400	£125

PART THREE (c)
Car Park Season ticket Charges

Duration	High Brooms Car Park	Stone Street (North and South) Car Parks
12 months	£125.00	£140.00

PART THREE (d)
Overnight Car Park Season Ticket Charges

Name of Car Park	Period of day for which overnight season ticket is valid	Annual Charge
Crescent Road (Multi Storey) Car Park Town Hall Yard Car Park Great Hall Car Park Meadow Road Car Park Royal Victoria Place Car Park Torrington Car Park	Monday to Friday from 6pm to 8am on next following day. Saturday from 6pm to 10am on next following day. Sunday from 5pm to 8am on next following day.	£60.00

PART FOUR

Areas Qualifying for Lower Rate at John Street Car Park, Yew Tree Road Car Park and North Grove Car Park

Column 1	Column 2
Car Park	Defined Area
John Street, Tunbridge Wells	John Street, William Street, Thomas Street and Standen Street – All Properties Culverden Down – All Properties between its junctions with St Johns Road and Standen Street St Johns Road – Odd numbers 45 – 85 inclusive and Even numbers 48 – 68 inclusive
Yew Tree Road, Southborough	Speldhurst Road – Even numbers 2 – 72 Edward Street, Taylor Street, Charles Street, Holden Park Road, Forge Road, Western Road, Norton Road, Bedford Road, Meadow Road, Springfield Road, St Andrews Park Road, Hythe Close and Crendon Park – All Properties London Road – All even numbers 40 and higher, all odd numbers 77a and higher. C J Gallards Almshouses – All Numbers Yew Tree Road – Odd numbers 1 – 27 inclusive and even numbers 2 – 16b inclusive plus Coppers Court
North Grove Road, Hawkhurst	Any Hawkhurst postal address

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THE TUNBRIDGE WELLS BOROUGH COUNCIL

(PARKING PLACES)(AMENDMENT) ORDER NO.1 2017

The Tunbridge Wells Borough Council (hereinafter called the "Council") in exercise of their powers under Sections 32, 35 and 124 (and Part IV of Schedule 9) of the Road Traffic Regulation Act 1984 (hereinafter referred to as the "Act of 1984"), the Traffic Management Act 2004 (hereinafter referred to as the "Act of 2004"), the Road Traffic (Permitted Parking Area and Special Parking Area)(County of Kent)(Borough of Tunbridge Wells) Order 1999 as amended by the Act of 2004 and all other enabling powers, with the consent of the County Council of Kent and after consultation with the Chief Officer of Police in accordance with Schedule 9 of the Act of 1984, **HEREBY MAKES THE FOLLOWING ORDER:-**

PART I

GENERAL

Commencement and Citation

1. This Order shall come into operation on the 1st day of April 2017 and may be cited as the Tunbridge Wells Borough Council (Parking Places)(Amendment) Order No.1 2017.

Interpretation

2. Interpretation of this Order shall be provided for in the Tunbridge Wells Borough Council (Parking Places) Order 2017, ("the Principal Order"), subject to the following amendments.

Amendments

3. Schedule Three (a) shall be amended to include the following additional car park season ticket tariff.

Duration	Old Coach Park
12 months	£1000.00*

12 month season tickets marked with an asterisk (*) will be discounted by £50 for residents of Tunbridge Wells Borough subject to satisfactory proof of identity and residence.

Given under the Common Seal of Tunbridge Wells Borough Council the day of 201*.

**THE COMMON SEAL OF TUNBRIDGE
WELLS BOROUGH COUNCIL was hereunto affixed
in the presence of**

Authorised Signatory

Seal Book Reference number

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ROAD TRAFFIC REGULATION ACT 1984

THE KENT COUNTY COUNCIL

(RESIDENTS PERMIT PARKING ZONE CHARGES) (TUNBRIDGE WELLS)

ORDER 2017

The Kent County Council, in exercise of powers given to them under sections 1, 2, 4, 45, 46 and Part IV of Schedule 9 of the Road Traffic Regulation Act, 1984, (hereinafter referred to as “the act of 1984”), as amended and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the Act of 1984, hereby make the following Order:-

This Order shall come into effect on xx day of xxx 201x and may be cited as The Kent County Council (Residents Permit Parking Zone Charges)(Tunbridge Wells) Order 2017

The charge in connection with the issuing of a residents parking permit for the leaving of a vehicle in those residents parking places listed in this Order is specified in the Schedule to this Order. A permit is valid for a period of 12 months from the date of issue.

The charge in connection with the issuing of visitor parking permits for the leaving of a vehicle in a residents parking place is specified in the Schedule to this Order. A visitor’s permit shall authorise parking for up to a maximum of one day. The allocation is for one set of ten visitors’ permits, subject to a maximum of five sets being issued per year per household unit with further sets of visitor’s permits being issued at the discretion of officers.

The Kent County Council (Residents Parking Zone Charges Order) (Tunbridge Wells) Order 2012 is hereby revoked.

Given under the Seal of the Kent County Council

This xxth day of xxxx 2017

THE COMMON SEAL OF THE
KENT COUNTY COUNCIL was
hereunto affixed in the
presence of:

Authorised Signatory

THE SCHEDULE

Zone	Annual Charge for First Resident Permit	Annual Charge for Second Resident Permit	Charge for 10 Visitor Permits
A, B, C & D	£80*	£80*	£15
G	£80*	N/A	£15
HB & PW	£60	£60	£15

First and second permits marked * in the Schedule are also valid between 6pm and 8am the next following day in Great Hall Car Park, Meadow Road Car Park and Crescent Road Car Park, Tunbridge Wells subject to conditions contained in the current Parking Places Order.

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Appendix E – consultation feedback

Tunbridge Wells Borough Council (Parking Places) Orders 2017

	R/B/V/O	Consultees responses	Tunbridge Wells responses
1	Resident TN4 0UY	<p>I understand that TWBC needs to raise revenue through car park charges.</p> <p>However, it also needs to provide parking to encourage people to come into the town to shop etc.</p> <p>It would help in this if the first hour of parking was free - this would let people 'pop in' to do a quick shop, whereas otherwise they will go elsewhere.</p> <p>This system works well in other parts of the Borough, where it has greatly benefited the local businesses.</p>	<p>Comments noted, however the cost to maintain town centre multi-storey car parks is enormous compared to surface car parks where there is a free first hour such as John Street and Paddock Wood to support trade and local school run traffic.</p> <p>There is ample free parking in the town also for up to one hour on the High Street and Mount Pleasant Road for example to allow people to have that quick 'pop-in'.</p> <p>Pricing structures need to also match the demand of such town centre car parks as many others within Kent and East Sussex. Torrington multi-storey prices however have been kept low compared to many other towns which help again promote the High Street in particular.</p>
Page 379 2	Visitor TN6 2SB	<p>Your proposed increase in car parking charges in Tunbridge Wells will not be helping the retail trade. In order to keep the town alive, I would suggest you lower the price back to £1 an hour.</p> <p>If this does not happen more and more people will drive to Bluewater where the shops are better and you can park the car free all day !</p> <p>Perhaps the Council should consider what Tunbridge Wells has to offer, not much from what I can see, large amounts of empty shops, people sleeping in doorways during the day, buskers and beggars. Not exactly a good incentive to shop in Tunbridge Wells and with the rise in car park fee that should just about kill the town.</p> <p>I have noticed that even with a Car wash occupying some of the parking space in Victoria Place car park and just recently 2 floors closed due to maintenance work, the car park is still quite empty and the shops are very quiet.</p>	<p>Thank you for your comments.</p> <p>The number of car park spaces and pricing structures are designed to support the economy and whilst places like Bluewater may appear to offer free parking, the traders' rents or service charges reflect costs to provide car such free parking and as such are likely to be reflected in their retail prices to the users. Also, the distance from TW to Bluewater without traffic is around 30 minutes with a return journey costing in excess of £8 for a small engine vehicle.</p> <p>Bluewater can be an all day shopping and leisure destination which is a little bit different to Tunbridge Wells. However, you can still park all day in Tunbridge Wells for £5.90 if you pay by phone and £6.30 if you choose to pay at the machines by cash or credit card, which is also competitive with other nearby towns offering the same shopping experience and less than the travel to Bluewater for many.</p> <p>Many towns have empty shops as traders do come and go for various reasons. We have very few beggars, if any, compared to many towns in Kent and East Sussex. Most of our car parks have a high occupancy, but with some space for growth.</p>

Appendix E

		<p>Please look at ways to encourage people to come to Tunbridge Wells, not to discourage them.</p> <p>Yours sincerely</p> <p>Robin and Lesley Elliott</p>	
3	Resident TN18 4AN	<p>as a resident living next door to the car park we are concerned that people will not use the car park but park in the roads round here. We do not have a car but when we have visitors they are very often unable to park in the car park or in front of our house. Also if we decide to pay the £125 approx. can we guarantee having a space and how will it be policed. I can see people ignoring the marked permit holders spaces and still using them Most of the cars parked in the car park do not come from Northgrove Road (as is the general opinion) and also cars are stored in there waiting to be sold which would at least stop this.</p>	<p>We are proposing to offer resident/local worker permits on this car park which we understand to be the main users currently, leaving a few spaces for daily turnover but limiting the parking to two hours maximum stay. There are other car parks in the area offering the same two hour maximum stay free parking which together we consider will provide ample space to meet the demand. It will also prevent this car park being used for other reasons.</p> <p>Our enforcement officers will visit the car park frequently to ensure residents and free spaces are being used as intended.</p> <p>Plus the car park will be resurfaced to a high standard.</p>
Page 380	Visitor ME16 0UW	<p>I have been working in Tunbridge Wells for 9 years, enduring the horrendous traffic commuting from Maidstone every day but contributing to the economy in Tunbridge Wells by being employed in the town and spending money in the local shops etc. I think it is absolutely disgusting how much I will now have to pay to merely park in Tunbridge Wells to come to work. Having to spend over £1000 on parking is unfair on many people, and there is no option in this town to park for free anywhere as no park and ride exists. These increases are far too steep and happening far too often. I think the council should reconsider increasing the cost of season tickets yet again, and instead consider offering a discount for employees of businesses within Tunbridge Wells to encourage people to come and work in this town, as the wider economy will benefit from this.</p>	<p>The season tickets in 2009 were being sold at £950. It is proposed that in 2017 that the price increases by £100, just 10% more in 8 years which we believe is a reasonable increase and in line with many other main line commuter towns and the Network Rail car park. This equates to £2.87 a day (using 365 days) or £4.00 a day if using weekdays only (260) or £4.16 a day if you exclude public holidays. The full day rate for parking on most car parks is being proposed at £10.20 if you pay by phone and £10.40 if you pay tariffs at the machines.</p> <p>We already offer discounts to small and larger businesses for their employees for their employees to take advantage of if they choose to do this.</p>
	Resident TN3 0YD	<p>Not every resident has a smart phone and need to make payments in cash - and yet they are being immediately penalised by having to pay higher parking charges. This</p>	<p>It costs the Council much more to provide and manage cash/card payments at the car park machines and the parking price to the customer reflects these costs.</p>

5		<p>surely is unreasonable.</p> <p>Those who do have smart phone may be reluctant - because of security issues - to use them to make payments by phone.</p> <p>Why can't the charging structure in Tunbridge Wells be similar to other areas in Kent & Sussex? - by far the best is the car reg is identified when you enter the car park. When you return to collect your car, you key in your reg, the parking charge is displayed and you have the option to pay by cash (with NO penalty for paying by cash) or debit or credit card. No more tickets to issue and display, no need for the car parks to have foot patrols to check cars have bought a ticket - far simpler all round.</p>	<p>There are no security issues with the phone company we use – they are fully PCI compliant. Also you don't have to have a Smart phone to pay by phone; any mobile phone will work by sending a text or making a phone call.</p> <p>Our Great Hall car park and more recently our RVP shopping centre car park both have new machines that allow you to check in when you arrive and check out when you leave so you pay for the time you have used and you don't have to display a ticket in your vehicle, but you do have to input your vehicle registration number.</p>
Page 381	Resident TN18 4AP	<p>I write in my capacity as a Landlord of both residential and retail premises in Hawhurst who will be directly impacted by the proposed order on the North Grove Road car park.</p> <p>Unfortunately the proposed scheme will not work and will cause significant disruption and resentment for very limited gain (£3,500). To provide just 28 permits is totally inadequate as significantly more people use this car park throughout the year.</p> <p>There is both an overnight population (residents and visitors) and a daytime population (residents, shop workers, office workers, tradesmen, builders, shoppers and visitors). All of these categories need to be catered for and the proposal fails to address this whereas the current unregulated arrangement caters for all. There can be no justification for introducing a scheme of this nature and it would be far better for all if there was no change.</p> <p>It is therefore requested that the North Grove Road car park be excluded from the proposed order. To do</p>	<p>It guarantees local residents a parking space on a resurfaced and safe car park which they don't currently have, whilst leaving a small amount of spaces for short term daily vehicle turnover.</p> <p>Other car parks also offer two hour maximum stay and together we consider provide adequate parking space for the area.</p> <p>It will also eliminate an apparent 'car lot' business that may be operating from there.</p> <p>As aforementioned, residents and local workers are being offered a dedicated space 24/7, visitors can park for a short periods of time and after 6pm at night those visitor spaces can be used without restriction by anyone until 8am the following morning.</p>

		<p>otherwise will cause significant hardship, resentment and unnecessary bureaucracy where none is needed.</p>	
<p>7 Page 382</p>	<p>Organisation TN12SL</p>	<p>Response To The TWBC (Parking Places) Order 2017 on behalf of the RTW TOWN FORUM Transport Working Group.</p> <p>The Transport Working Group of the RTW Town Forum has prepared this response. Town Forum members have been encouraged to make representations on their own behalf.</p> <p>The review of parking tariffs in this Parking Places Order 2017 is welcomed in so far as it recognises the need to match income with costs of parking administration and investment. However, The Town Forum regrets that its most significant purpose appears to be to raise charges as high as possible to enhance income to the TWBC while recognising that a chorus of objections will ensue and be ignored.</p> <p>The Town Forum's response to the Parking Strategy 2015-26 (henceforth referred to as our response to the Parking Strategy 2015) stressed the need for a strategic approach to parking that assesses the need for different types of parking and different ways of meeting these needs in a way that supports the local economy and regulates traffic congestion.</p> <p>This Order is a blanket approach to raising parking fees and does not appear to fully recognise the important strategic role that parking plays in RTW's success as a residential town with a vibrant but vulnerable economy.</p> <p>Car Park Tariffs: 2017</p> <p>The data upon which the assumptions against which the fees increases have been calculated is inadequate and</p>	<p>Thank you for your response and comments are made below:</p> <p>Whilst careful consideration has been given to the increase in prices, it is true to say that extra funds are required to continue to maintain adequate and quality parking provision.</p> <p>The parking strategy does indeed say that we will look at the possibility of differential charging by time of day to address parking demand both on and off street. It also says that parking will be reviewed annually and this will be one area we will explore in later years when our new data collection systems are fully developed.</p> <p>Car park tariffs: 2017</p> <p>CPI and not RPI has been used as published by the Office of National Statistics. TWBC has used 6 calendar years which gives 5 full years of CPI Index resulting</p>

incorrect.

1. The RPI and CPI have been confused in the calculations to increase charges. The Draft Parking Charges review document submitted to the Planning and Transportation CAB stated CPI as having increased by 8% since 2012. Our expert advice on this point is as follows:

“The figure of 8% seems to refer to the Retail Price Index. This is not kite-marked as a national statistic due to weaknesses in the way it is compiled.

The Consumer Price Index - the Government's preferred measure of inflation and one which is technically better - rose by 4.5% between April 2012 and April 2016 (from an index value of 96.0 to an index value of 100.2).

Broadly over the same time period prices in the "Transport Services" part of the CPI - which includes the cost of all modes of transport, including the cost of running a car - fell by 1.2% (from a annual average index for 2012 of 100.9 to 99.0 in April 2016).”

We feel that this discrepancy needs to be investigated and the consequential level parking charges increases re-examined.

2. The TWBC does not possess accurate data on car park usage which calls into question its change within a year of having “1000 car parking spaces available on any day except the festive period” (2015) to “demand

in 8% CPI compounded.

The TF has used 5 calendar years which gives 4 full years of CPI index, resulting in 5%. See tables below:

Year	TWBC calculation		TF Calculation	
	CPI Rate % Change	CPI Compounded	CPI Rate % Change	CPI Compounded
11/12		1		1
12/13	2.5	1	0	1
13/14	2.7	1.03	2.7	1
14/15	1.5	1.06	1.5	1.03
15/16	0.01	1.08	0.01	1.05
To Aug 16	0.6	1.08	0.6	1.05
		8.00%		5.00%

The CPI % rate change was used to August 2016 which was the last set of figures prior to publication of the September Cabinet Report, although this changes monthly. We view users of our car parks as consumers so CPI was used.

It should be noted that whilst CPI is only at 8% the costs of maintaining our car parks have risen by a much larger percentage. New payment machines are being rolled across all car parks in the next few years and whilst this will incur capital costs it should at least reduce machine maintenance moving forward, but maintenance of the ageing structures of our multi-storey car parks will continue to be very high to ensure we keep them safe, clean and appealing to customers.

2. The data we have is accurate but it isn't extensive in that it doesn't yet measure usage by time of day. The occupancy reports provided in 2013/14

	<p>exceeding supply” in 2016.</p> <p>3. The cost of car parking services are stated as having increased by 38% over the same period but there is no data provided or explanation of this increase, nor any that shows how much income is derived from fines, nor a differentiation between car park season tickets and tickets purchased on the day, or the costs of collecting and banking cash. This information should be made publicly available.</p> <p>4. The comparison with other ‘comparable’ towns’ parking fees is limited in that it fails to compare with the North Farm retail park where parking is free, with Bluewater where parking is free and with the many ‘free of charge’ on street parking places within RTW.</p> <p>5. Matching demand to unused capacity should be a key focus of a parking fees strategy. The fact that some car parks have a capacity of less than 40%, some less than 60% while others are ‘over capacity’ should be an opportunity for variable pricing to attract more vehicles to the emptier car parks.</p> <ul style="list-style-type: none"> • Low capacity car parks should be priced to attract more vehicles. Better signage around the town to locate the car parks, perhaps colour coded to show the cheaper options. For example red for Crescent Road, and green for Meadow Road. • We suggest TWBC should offer reduced price daytime season tickets to employers within RTW who are able to demonstrate that they operate policies that encourage 	<p>2014/15 and 2015/16 have all been calculated using the same data format and assumptions.</p> <p>It is true to say that the over-occupancy figures in 2015/16 do reflect the fact that season ticket sales have increased on some car parks which means the figures are slightly skewed but the trends year on year are correct that show an increased occupancy – future data systems will provide layers to the occupancy reports in the future.</p> <p>3. No detailed breakdown of these areas was included in the report but obviously can be provided if required by the Town Forum.</p> <p>4. The comparison is clear. It is difficult to compare a retail park with a town centre. The cost of parking in retail parks is often reflected in the rents and service charges paid by the traders and sometimes reflected in the price of goods to their consumers. However, it is the traders that pay for car park provisions and maintenance and not the Council, as is the case in Tunbridge Wells.</p> <p>5. In a small town centre like TW where all multi-storey car parks are within walking distance of each other means that if you reduced the price in one car park that would be the one filling up first – so we would just see a different displacement pattern. As we have already said, with new data systems coming on stream in the near future this will give us improved information on what we can do in pricing structures to meet user demands and maximise financial return from these valuable Council assets.</p> <ul style="list-style-type: none"> • We agree signage could be improved and that will fall within the remit of delivering the parking strategy, with new variable message signage shortly coming on stream also.
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active travel, car sharing, public transport etc,. Places should be made available to their staff who currently park on street, to move into an affordable car park space by agreement with their employer.

6. Any price increase is to be regretted particularly on the first hour. Our response to the Parking Strategy 2015 recommended the first hour should be free to reduce on street parking and congestion. However, the variable range of price increases across the day that gives lower increase for longer term parking is welcome, but with already high parking fees this may not be enough incentive to tempt on-street parkers into the car parks.

7. There is a lack of data on season ticket income compared to fees paid for on the day. Furthermore, there is also no transparency on the arrangements made with local employers for parking places in specific car parks. There is no indication in this Order that increases applied to the residents and general public have also been reflected in these 'private' arrangements. We suggest that these also be subject to a separate review and the test in 5 above applied, namely 'to demonstrate that they operate policies that already encourage active travel, car sharing, public transport etc' before season tickets and spaces are allocated.

8. The 50% increase in the night time tariff is not welcomed. This is a 'tax' on the evening economy and such a huge increase will only encourage on-street parking for 'free' which creates congestion and nuisance for residents. With the proposed extension to RVP that includes several cinemas, the current closure of the RVP car park at 11pm is no longer acceptable and it must be changed to 24 hour opening.

Pay by phone

- Car sharing and other incentives are good ideas and could be considered as part of the parking strategy and in the light that we now have a Town Centre Manager to work alongside. We already offer discounts for business season tickets that they can pass on to employees.

6. The imminent changes to residents permit parking zones will prevent as many people parking on street. However, we are aware that the best option would be to perhaps look at an on street charging structure like many towns in the country and indeed in Kent.

The parking strategy states that we will annually review parking and this may be up for discussion in the future. We would, however, like to see the effect of the permit parking zone changes first.

7. For the purpose of this report such detail was not considered necessary but can be provided to the Town Forum if required.

The management of parking will be a constantly moving item within the parking strategy and we will welcome the Town Forum's input and ideas moving forward and work also with our new Town Centre Manager.

8. We will review night parking in RVP and in the town in general for the extension of the RVP centre which may well mean that the car park must stay open beyond the current 11pm closure time. Also our new payment systems can give retailers the option to give refunds off parking fees for their customers – similar to the arrangement we had with Morrison's. Again the Town Centre Manager can assist in promoting such

	<p>9. In so far as the Order creates a greater distinction between paying by cash and pay by phone to account for the differential costs of collecting parking fees this is welcomed. However, as stated in our response to the Parking Strategy 2015 we called in B9 for the abolition of payment systems using coins in favour of card and digital payments systems. We feel that given the increased price differentiation imposed that there should be a strategic decision made to discontinue coin payment within say 3 years for the purpose of reducing parking administration costs.</p> <p>10. Furthermore, given the difficulties encountered in using pay by phone (see B10 our response to the Parking Strategy 2015) and the costs of installing wi-fi in the RVP car park at £160,000, that pay by phone should be withdrawn within a set period to be determined. Ultimately, the MSCP car parking payment systems should be pay on exit and all digital payments using credit/debit cards, proximity payment, and/or whatever payment systems are subsequently developed.</p> <p>11. The withdrawal of the pay by phone service charge incentive is regrettable as it effectively reduces the price distinction between cash and pay by phone, but it is understandable.</p> <p>Coach Parking Facilities:</p> <p>1. In our response to the Parking Strategy 2015, we noted that there is a shortage of car parking facilities at the south of the town. This appears to be exacerbated by recent plans to reduce parking at Union House and the Linden Park Road car parks, and plans to demolish the Great Hall car park for the theatre development. The proposal to change the coach park at Sainsburys is not welcomed:</p>	<p>customer incentives.</p> <p>Pay by phone</p> <p>9. We note your comments about abolishing coins and TW is most certainly in favour of that. If it was possible now I am sure it would be done but currently we cannot; but maybe in three years time as suggested.</p> <p>The new payment systems in Gt. Hall and now being installed in RVP take card, Apple and Android pay for either pay and display or check in check out, so coupled with pay by phone there are many opportunities to move from coin.</p> <p>10. Phone coverage is good in most car parks. RVP had problems on the first three floors that have now been rectified with the installation of wi-fi which only cost £14,000 – the £160,000 included in appendix E of the September Cabinet report was not clear in that this amount included wi-fi and machine replacement.</p> <p>Most certainly we will be making use of new parking technology as it emerges, where permitted for use by local authorities.</p> <p>11. Noted</p> <p>Coach Parking Facilities</p> <p>Noted and see comments below</p>
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- Coach parking on London Road adjacent to the Commons at such a scenic location is not ideal
- Passengers of left hand drive vehicles have to either access the coach on the roadway, and those in right – hand drive vehicles have to step onto the grass verge of the Commons where there is no footpath. A footpath needs to be provided at the very least to the traffic lights.
- This proposed change of the coach park to a public car park should be temporary and reviewed in light of future developments in car park capacity in this part of the town and in planned tourist and arts attractions.

Car Park Season Tickets:

1. The proposal to allow residents with parking permits to park free of charge overnight in three town centre car parks is welcomed as an added benefit to residents and as a significant contribution to the reduction of on-street parking at night.
2. We note that at least three proposed residential developments in the town centre will not provide any or sufficient parking for the residents. We urge that residents parking permits should not be offered to these residents but that these properties are added to the list of roads on the TWBC website where a residents' may apply for residents car park permits. No permits should be issued for properties where no permits were issued before.

The Transport Working Group of the Town Forum welcomes a constructive dialogue with the Parking Department of TWBC and is happy to discuss any of the above in future.

- There is already a coach park there – we are not expanding or changing it except improving lines and signage.
- Coaches drop their passengers off at their destination, not in the coach parks. They can then, if they wish, use the coach park whilst waiting to collect them again.
- The conversion of the coach park to season ticket holder car park is to take the demand for season tickets from other car parks when Union House closes shortly. It was not considered that this car park would be well used by daily turnover due to its location. When that area gets developed then the car park may need to change its use.

Car Park Season Tickets:

1. Noted

2. As part of the parking strategy we are in the process of reviewing the residents permit policy and would welcome a discussion with the Town Forum on this before it is finalised. We are exploring various options for inclusion as outlined in the parking strategy at 7.8 – Permit Parking Policy.

		<p>Kind regards</p> <p>Jane Fenwick</p> <p>Chair, Transport Working Group of the RTW Town Forum</p>	<p>Noted and welcomed.</p>
8	Resident TN18 4AW	<p>I agree with the proposals put forward for residents permits for this car park. I would like to know when and how a resident can apply for a permit</p>	<p>Noted</p>
Page 388	Resident tn48dh	<p>I have read through your plans to increase parking fees in Tunbridge Wells Town Centre. Although this will not doubt make more more for the council it will cause further chaos for residents who live in the surrounding roads such as Molyneux Park Road, Court Road, Mount Ephraim etc.</p> <p>If the objective is to make more more for the council and ease the pressure on local residents; try wavering parking fees on a Sunday; encouraging more shoppers. This happens in many other parts of the control. Maybe an invest in a park and ride scheme during the week for workers and the weekend for shoppers.</p> <p>We have been here for 12 years now; parking as a resident of TW has reached crisis point. For each change that is made in one area there is an impact on another. There appears to be no ONE plan that takes into consideration parking needs for residents, shoppers and workers. TW Borough Council do not appear to be working with their counter parts again to encourage one plan.</p>	<p>Areas outside the scope of current residents permit zones are currently being reviewed as part of the parking strategy for inclusion in current permit zones or by the creation of new ones so an holistic approach can be taken in the future as opposed to a street by street decision.</p> <p>Suggestions noted and a park and ride scheme was consulted on when preparing the Borough transport strategy, but was not approved.</p> <p>The parking strategy will try to address such competing needs.</p>

		<p>There needs to be a sensible plan that eases the strain on residents of TW who face hell each day should they leave a parking spot to venture out of their property for a couple of hours which is not reachable by foot 'priority number one'. Encourage businesses to come into the town 'provision of parking solution for workers'. Look at the traffic chaos.</p> <p>This change will add to the chaos.</p>	<p>The new and amended residents permit zones will help.</p>
10	Resident TN2 3SX	<p>Local businesses need free 2 hour parking to bolster business. Charging for car parking reduces customers and causes empty shops. High Street shops have to compete with free car parking in the out of town shopping malls such as Bluewater. Unacceptable.</p>	<p>We have many one and two hour free parking spaces on street that support the High Street and other key shopping streets in the town centre.</p>
11	Page 389 Councillor	<p>Transcript from Cllr Heasman's e mail on 23 October to various other councillors.</p> <p>"While there is discussion on changing the current coach park alongside Sainsbury to I think 35 car parking spaces these would be permit designated not for general public or short term parking for visitors to the Pantiles. I also have some concerns over the change of use as from my recent observations the coach park is more used than recent announcements might suggest, for example in early October on a Wednesday there were 5 coaches, somewhat more than "it is always empty and not used". As far as I am aware the only other place for coaches to park in TW is up the London Road; is this sufficient in the summer tourist session."</p>	<p>A survey of both coach park locations was conducted between August and November 2015 by visiting them on 86 occasions that proved minimum use on all occasions. Details can be found at item 2.6 in the Cabinet Report of 22 September.</p> <p>Short stay parking was considered but felt that it would not be a very popular car park due to its awkward location.</p> <p>By offering season tickets it will help displace those vehicles from Union House when it closes shortly for development leaving spaces free for shoppers on other car parks better located for short term parking.</p>

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Appendix F – Consultation feedback

Kent County Council (Residents Permit Parking Zone Charges) (Tunbridge Wells) Order 2017 – increase in resident permit prices

	Customer responses	Tunbridge Wells responses	Res Y/N	RPZ?	Permit holder?
1	<p>There are not enough spaces for all residents. We have people parking in the "free" spaces who use public transport during working hours meaning we can't get childcare help add no where for them to park.</p> <p>I refuse to pay an additional £20 a year when there are</p> <p>It's all too expensive. insufficient places to park for demand, and no policing of cars paling for public transport</p>	<p>Many residents parking zones are currently shared use with the public for most of the day and free for anyone to use after 6pm.</p> <p>This generally does mean that there is insufficient kerbside space for all residents that live in these areas.</p> <p>The parking strategy will soon change the permit zones to give permit holders 5 hours a day where only they can park and extending permit holder restrictions to 7pm Monday to Friday. This will mean new signage and lines and more enforcement.</p> <p>B zone will start these changes in March/April 2017.</p> <p>Also, to help with night parking the town centre multi-storeys will allow free parking overnight for resident permit holders with Beech Street and Camden Road car parks in B zone already allow this. Beech Street is almost full most evenings but usually lots of space left on Camden Road car park.</p>	Yes	B	Yes
2	<p>I strongly object to the proposed increase in the residents parking permit. This is because of the lack of available spaces and lack of restrictions placed on non-residents. I want to be able to park in my Band zone when I get home from work, Eg After 5pm and there are no restrictions on non-residents then. More often than not, I am unable to find a space and have to pay to park in the Victoria Centre until</p>	<p>See comments to item 1 above.</p> <p>C zone is currently undergoing change giving permit holders more parking time and more enforcement. Due to be complete in March 2017, subject to approval.</p>	Yes	Zone C	Yes

	Customer responses	Tunbridge Wells responses	Res Y/N	RPZ?	Permit holder?
	6pm. Why I am paying for a permit that does not allow me to park in neighbouring streets, when non-residents can? This is just an easy way to raise money and little thought has been give to providing adequate parking to cope with the increase in population. Change the restrictions and then it might be worth a hike in charges.				
3 Page 392	<p>1. Car park tariffs - 2017</p> <p>A 20p increase per tariff band for cash payments was introduced in 2012. In 2014 a further 20p was added for those choosing to pay by cash, with phone payments remaining on the 2012 rate. The following changes to car park charges are being proposed in April 2017 to help us maintain and enhance our car park facilities:</p> <p>In 2017 to raise the phone tariff by 10p for the first hour and 20p for cash or card at the machines. All other tariff bands from 2 hours plus will see a rise of 20p increase for phone payments and 40p for cash or card at the machines.</p> <p>The evening tariff rate will rise by 50p.</p> <p>Car parks exempt from these changes are Yew Tree Road, Paddock Wood and John Street.</p> <p>My comment:- I think that it is appalling that the Council is proposing to introduce car park increases which may well serve to drive people away from using shops and services in Tunbridge Wells. Also, why should people requiring a stay longer than 2 hours be penalised by double the increase on other tariffs. Surely this penalises people who either have lengthy business in Tunbridge Wells or are less mobile and therefore take longer to complete what they need to do. Also, it is extremely difficult to understand why the Council has taken a view to make parking more</p>	<p>1. All points outlined have been noted.</p> <p>The actual rate per hour reduces the longer you stay and in line with many nearby towns offering the same shopping experience.</p> <p>We also have free parking for the first hour on some surface car parks that support local trade, but multi-storeys in the middle of town have very high maintenance that need to be paid for by the users of the facilities.</p>	Yes		No

	Customer responses	Tunbridge Wells responses	Res Y/N	RPZ?	Permit holder?
Page 393	<p>expensive for those who are unable to pay for their parking by telephone. They may not have a mobile phone or may be charged for the call. Finally, having any evening tariff let alone increasing it by 50p is outrageous. It is well known that Councils are having to cut costs but increasing car park charges is not the right way to do it. This could well discourage people from making the journey into Tunbridge Wells. If that is your motive, then only local shops and businesses will suffer. Elsewhere in the country it is not unusual to have an initial free period of parking.</p> <p>2. Pay by Phone service charge</p> <p>To encourage more phone payments and as a temporary concession, the Council has been paying the user service charges made PaybyPhone since April 2014. This charge was previously paid by the users and will now revert to user from 1 April 2017. The charges that will be made to the user will be found on the PaybyPhone website.</p> <p>My comment:- Arguably paying by phone is a convenient way of paying especially if you don't usually have loose change. Probably people who are used to paying by using their phone will accept that the Council is coming in line with other service providers.</p> <p>3. Coach parking facilities</p> <p>The Council offers two coach park facilities in the town. It is proposed that these will be merged into one, freeing up the facility on Linden Park Road for season ticket holders only at £1,000 per annum for a dedicated space. This will also help with the displacement of vehicles from Union House development when that car park closes shortly.</p>	<p>Many private sector car parks in other towns charge much more.</p> <p>2 PaybyPhone service charge</p> <p>Comments noted</p> <p>3. Coach parking facilities</p>			

	Customer responses	Tunbridge Wells responses	Res Y/N	RPZ?	Permit holder?
	<p>No comment on item 3.</p> <p>4. Car park season tickets</p> <p>It is proposed to increase these by a maximum of £100 per annum</p> <p>No comment on item 4.</p> <p>5. North Grove car park</p> <p>The Council will resurface and line the car park for use by 28 permit holders who will have dedicated spaces at an annual charge of £125. A further seven spaces (approximately) will be offered for a two hour maximum stay, free of charge, to members of the public.</p> <p>No comment on item 5.</p>	<p>Not applicable</p> <p>4. Car park season tickets</p> <p>Not applicable</p> <p>5. North Grove car park</p> <p>Not applicable</p>			
<p>Page 394</p> <p>4</p>	<p>Parking spaces have recently been lost around the central part of town with the addition of 2 new crossings by royal wells hotel and the car-pool scheme nearby and opposite the council building.</p> <p>Painting some additional parking bays (for example reducing the coach park space on London road) does not cost £20 per resident per year.</p> <p>Money has been wasted repairing the cracked new tiles in the town center (by the millennium clock) the tiles/company selling them - should not have been chosen in the first place as they are clearly not suitable.</p> <p>The posters around the old cinema site cost thousands, these could have been sourced cheaper by using local artists. We do not need posters advertising Tunbridge Wells</p>	<p>All comments are noted</p>	<p>Yes</p>	<p>Zone C</p>	<p>Yes</p>

	Customer responses	Tunbridge Wells responses	Res Y/N	RPZ?	Permit holder?
	<p>- we are already here!</p> <p>I would suggest a more careful spending policy will negate the need for this rise.</p>				
5	<p>Consultation Response to KCC (Residents Permit Parking Zone Charges) (Tunbridge Wells) Order 2017 prepared by the Transport Working Group of RTW Town Forum.</p> <p>The Transport Working Group of the RTW Town Forum has prepared this response. Town Forum members have been encouraged to make representations on their own behalf.</p> <p>1. In our response to the TWBC Parking Strategy 2015-26 we highlighted some of the key issues surrounding residents parking in the RTW town centre. We suggested that the following actions were urgently needed.</p> <p>a) Reduce the size of the parking zones to enable residents to park nearer their homes</p> <p>b) Remove 'free' on-street parking in the central zone/s (see 3.1 above) and elsewhere extend the restrictions on 'free' parking..</p> <p>c) Limit the issue of residents permits to align with the number of available spaces within the zone, and/or offer residents car park season ticket permits as an alternative (see 4.4 below)</p> <p>d) Residents parking permits should also cover overnight and long term parking in MSCPs. (see 4.4 below) . Consider differential rates for residents parking if they choose to not park on the street but park in the car parks instead.</p>	<p>Comments below:</p> <p>a) not planned within the parking strategy and would not necessarily achieve this.</p> <p>b) will be considered as part of the parking strategy and the next charges review.</p> <p>c) being considered as part of the residents permit parking policy review currently in progress.</p> <p>d) overnight parking on MSCPs for resident permit holders is being proposed</p>	Yes		No

	Customer responses	Tunbridge Wells responses	Res Y/N	RPZ?	Permit holder?
Page 396	<p>e) Abolish or reduce fees for Sunday parking in car parks to reduce congested on-street parking (outside the proposed no 'free' parking zone/s)</p> <p>f) Enforce zero tolerance of pavement parking on red bricks in the conservation area and use enforcement and parking income to help fund repairs these historic features in RTW.</p> <p>We welcome that some of these ideas were adopted in the final parking Strategy and indeed that some have been implemented in some zones.</p> <p>2. However, the very significant increase in residents parking permits is to be regretted especially as the Parking Strategy did not indicated that these zone by zone improvements would come at the cost of such a large increase in residents parking permit fees. In effect, residents have no choice but to pay up.</p> <p>We recommended therefore that the increase in residents parking permits should only be implemented when the work has been completed, and/or in the financial year that it is scheduled to be completed. Furthermore that residents should be fully involved and aware of the changes.</p> <p>3. There is an increasingly strong case to remove all 'free' on street parking places in the zones B, C D and G to reduce congestion and limit frustration of residents. This should be considered.</p> <p>4. In c) above we suggested that the number of permits</p>	<p>e) this is not being considered under this charges review.</p> <p>f) footway parking is being worked on as part of the parking strategy.</p> <p>2. Comments and recommendations noted</p> <p>3. We think you mean A, B C and D zones as G zone is already 24/7 resident only. Consideration will be given as part of the next charges review, but to do so we would need to ensure we have adequate car park space for displacement as otherwise the economy could be adversely affected. The parking strategy will look at this.</p> <p>4. We would welcome TF input to the new</p>			

	Customer responses	Tunbridge Wells responses	Res Y/N	RPZ?	Permit holder?
Page 397	<p>issued should better match the number of spaces in any zone. We repeat this suggestion and add that new residential developments planned without or with insufficient parking should not be offered residents parking permits. This should also be applied to properties split into flats from single properties. Where residents permits have not already been issued, there should not be an automatic right to have them issued. The offer of residents' rate season tickets and waiting lists for parking permits only should be the norm.</p> <p>5. We welcome the proposal to offer holders of residents permits in Zones A, B, C and D, free overnight parking in certain car parks.</p> <p>6. Residents should expect as in f) above that zero tolerance of pavement parking on red bricks is enforced for all pavements but particularly in the conservation area, and that enforcement and parking income be used to fund repairs.</p> <p>Submitted by Jane Fenwick Chair, Transport Working Group of RTW Town Forum</p>	<p>Permit Parking Policy – first draft currently a work in progress.</p> <p>5. Noted</p> <p>6. There will be mixed feelings amongst residents on this, and the parking strategy (Section 8) will soon start to address footway parking, working alongside KCC.</p>			

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Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Review of the Housing Assistance Policy

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Lynne Weatherly – Portfolio Holder for Communities and Wellbeing
Lead Director	Paul Taylor – Director of Change and Communities
Head of Service	Adam Chalmers – Head of Partnerships and Engagement
Lead Officer/Report Author	Janice Greenwood – Private Sector Housing Manager
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That the proposed amendments to the Housing Assistance Policy be approved for the next five years 2016 – 2021; and
2. That the changes to the funding of Disabled Facilities Grants, which reflect greater integration with health and social care, be noted.

This report relates to the following Five Year Plan Key Objectives:

- **A Prosperous Borough**
The Housing Assistance Policy changes will make a further positive contribution to targeting increased financial assistance to those most in need to improve their living conditions and independence. The Policy continues to provide financial assistance schemes to encourage landlords to bring empty properties back into use.
- **A Green Borough**
The Policy provides a range of advice and financial assistance to support improvements to the energy efficiency of homes in the Borough.
- **A Confident Borough**
The Policy impacts on the Department of Health agenda to “Encourage areas to think strategically about the use of home aids/adaptations, use of technologies to support people in their own homes and to take a joined-up approach to improving outcomes across health, social care and housing.”

Agenda Item 20

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	Wednesday 26 October 2016
Discussion with Portfolio Holder	Friday 16 September 2016
Cabinet Advisory Board	Wednesday 16 November 2016
Cabinet	Thursday 1 December 2016

Tunbridge Wells Committee Report, version: September 2016

Review of the Housing Assistance Policy

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The report informs Members of the increased funding received through the Better Care Fund, which includes funding for Disabled Facilities Grants (DFGs). It details proposals on utilising this additional funding, including widening the scope of financial assistance provided by the Private Sector Housing team, and working with partner organisations to improve services which will promote well-being and improve quality and outcomes for residents.
-

2. INTRODUCTION AND BACKGROUND

Review of the current Housing Assistance Policy 2011

Introduction

- 2.1 A review of the Housing Assistance Policy coincides with the changes in funding to the Disabled Facility Grant programme via the Better Care Fund in 2015.
- 2.2 The provision of DFGs is a key component in delivering the Government's objective of providing increased levels of care and support to both disabled and vulnerable people to help them live independently in their own homes. When these grants are delivered alongside other preventative measures, they can contribute to reducing admissions to hospital and residential care. Disabled Facility Grants are a mandatory grant which the Council has a duty to deliver. The proposed amendments to the Policy seek to introduce discretionary DFG assistance to enable a broader range of locally identified needs to be met for the next five years.

Background

- 2.3 Prior to 2015/16 the Department of Communities and Local Government provided funding to local housing authorities to assist them in carrying out their statutory duty to provide DFGs. From April 2015, the DFG funding from Government was transferred to the Department of Health and was included as part of the Better Care Fund. It is now paid direct to upper tier authorities (Kent County Council, KCC), with a requirement to pass onto District Authorities to enable them to deliver their statutory duty to provide DFGs.
- 2.4 The Better Care Fund (BCF) provides a framework for partnerships working to review local systems and to improve the lives of older and disabled people. Given that the NHS budget is now providing the majority of funding for DFGs, there is likely to be greater scrutiny of the delivery and more conversations taking place with the Clinical Commissioning Groups about how the system can be improved as part of a wider view of the needs of residents. More recently, the establishment of Local Authority based Health and Wellbeing Boards and

changes to the funding of Adult Social Care have created the environment for more joined up responses to the needs in particular of older and disabled people.

- 2.5 The allocated funding for DFGs for the period 2016/17 has almost doubled. There is a need for Local Authorities to think strategically about the use of home adaptations, to encourage where appropriate, the use of technologies to support people and to work with Social Services and NHS Trusts to deliver personal care and practical support to older and disabled people living in their homes. The large increase in this year's allocation is partly due to the inclusion of the Social Care Capital Grant which was £2.1m for Kent County Council in 2015/16. Previously, the social care grant was paid to KCC to fund minor equipment, ceiling track hoists and the Home Support Fund. The inclusion of this in the DFG allocation was unexpected, and its announcement created a shortfall in funding for KCC of £2.1 m to finance commitments for works already commenced or in the pipeline.
- 2.6 When the announcement regarding the cessation of the social care part of the capital grant was made, the following was also advised:
- “In order to maximise value for money of central funding, the Department of Health has concentrated its social care capital grant funding into the Disabled Facilities Grant, as research suggests it can support people to remain independent in their own homes – reducing or delaying the need for care and support, and improving the quality of life of residents.”
- 2.7 So as not to disadvantage the residents of Kent, it was agreed across the County at a meeting held in May 2016, that the 2016/17 DFG allocation would be top sliced for each District and Borough by 16% to enable KCC to fulfil existing commitments and meet demand for 2016/17. In Tunbridge Wells this amounted to £163,000. This was retained by KCC and the remaining £824,331 which was a significant increase from the previous year (£521,000 -2015/16) is sufficient to meet statutory demand for DFGs and to provide an enhanced service without the need for the Council to contribute anything from its own resources.
- 2.8 The percentage of DFG allocation returned to KCC in future years will be monitored and decisions on its future taken in consultation with KCC over the next year. For the next year 2017/18, the amount will reflect the actual spend in the Tunbridge Wells area and the commitment forecast for the following year. This is to ensure that Tunbridge Wells is giving back an appropriate amount to cover activity and commitment in the Borough, not a percentage of the total spend/ commitment across the County.

Future Developments

- 2.9 In 2016-17, the national DFG allocation is £394m - up from £220m in 2015-16. Allocations to specific local authorities are published annually, but will reflect the national increase. In the BCF framework for 2016/17 local areas are required to use the increased funding for DFGs, to fund NHS commissioned out of hospital

services and to develop and implement a clear focussed action plan for managing delayed transfers of care (DTOC).

- 2.10 Two pilot projects have been developed specifically aimed with the requirements of the BCF guidance in mind, which will utilise this additional funding.

The Integrated Housing, Health and Social Care Project

- 2.11 A Kent wide project has been agreed to consider DFG work across Kent and the wider integration with social care and health. Objectives of the project are to:

- Review the existing DFG process and identify options and recommendations for the most effective, efficient and holistic way to deliver DFGs. The aim of the review is to improve client experience, reduce timescales (waiting and delivery) and to maximise value for money and economies of scale in procurement of equipment and works.
- Make recommendations for integrated delivery of DFGs and services.
- Support health and social care integration. Help to prevent, delay or reduce care home placements and demand on social services by encouraging people to remain independent in their homes as far as possible. Aim to avoid hospital admissions/readmissions and facilitate hospital discharge.
- Recognise the diverse nature of Kent and the need for services to be responsive to local need.

- 2.12 As part of this project, Tunbridge Wells are funding a part time Occupational therapist from the KCC team, who is working with the Private Sector Housing Team for a six month period. The aim is to clear any backlog of referrals and look at developing closer links with the hospital Occupational Therapy team to provide a more streamlined hospital discharge service.

Improve Hospital Discharge into the Community

- 2.13 Delayed transfers of care and readmission to hospital, which are key health priorities, can be supported by using some of the DFG finance incorporated in the Better Care Fund.
- 2.14 Many hospital trusts provide a rapid discharge response team, usually involving Occupational Therapists to enable older people to be discharged from hospital back to home. Safe and suitable housing is essential for people to be able to remain independent at home. Inclusion of a Housing/Care Options co-ordinator role in the discharge team who is trained to assist with the accuracy of a discharge assessment will optimise the outcome for the person leaving hospital.

- 2.15 The suitability of housing (need for adaptations or to move house) can be identified at an early stage and fast tracked, and if needed, a joint care plan identified with the co-ordinator as the link member of the team.
- 2.16 Following discharge, people will be followed up quickly, not only for their health requirements, but to ensure that the support, housing modifications or assistive technology is provided to help the person maintain their health, independence and well being, including connecting people with community/charitable resources.
- 2.17 The co-ordinator role will also signpost clients to both professional and voluntary organisations in the area. The Good Neighbour project for example, offer a volunteer service to assist clients with household tasks and shopping, encourage socialisation and gives advice on falls prevention.
- 2.18 This project is being developed with neighbouring local authorities in conjunction with Family Mosaic. The pilot will run for 9 months at Pembury Hospital, Tunbridge Wells. A Coordinator will be based at Pembury hospital in the discharge team, but with some community based activity, and a Handyperson will operate across the districts purely to assist with hospital discharge responsibilities, which might include installing key safes and moving beds to facilitate ground floor living on a temporary basis allowing the client to return home.

Proposed Amendments to the Housing Assistance Policy

- 2.19 It is proposed that the Council introduces amendments to the existing 2011 Policy which include additional discretionary provision for Disabled Facility grants to enable a broader range of locally identified needs to be met, delivering quicker outcomes through flexible procedures which introduce local discretion.
- 2.20 Introducing these discretionary measures gives residents of the Borough a wider set of choices to meet their individual needs for the next five years:
- Discretionary “top up” to mandatory grants up to a maximum of £25,000
 - Disabled Person’s Equipment Grant, to fund the cost of equipment up to £5,000, to facilitate rapid hospital discharge or palliative care needs of the patient and removing the means testing criteria in these cases.
 - Empty Property repayable grants are offered to owners of empty properties to bring them back into use and maximise the use of the existing housing stock. Assistance has been conditional on the Council having tenant nominations rights for a five year period with the rent set 10% below local housing allowance. Amendments to these conditions are proposed to re-energise the scheme and encourage take up of it..
 - The Council’s nomination rights (where we put forward tenants to properties where a grant has been provided to a landlord) to be reduced from five years to three years.

- Rents to be set at local housing allowance.
-

3. AVAILABLE OPTIONS

- 3.1 **Approve the recommendations to introduce amendments to the Housing Assistance Policy** to allow a more comprehensive range of works to be delivered for the next five year period, in accordance with the Government's aim of reducing reliance on primary and secondary care. The updated policy will enable the Council to increase the preventative measures available to enable people to live independently in their homes for longer, and to assist the owners of empty properties to bring them back into use to maximise the use of the existing housing stock.
- 3.2 **'Do nothing'** If no changes are made to the Housing Assistance Policy, we will be unable to make best use of the additional funds from Central Government or deliver the aims and objectives of the Better Care Fund.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Preferred Option is Option 3.1 – Approve the changes to the Housing Assistance Policy to enable wider use of discretionary funding.
- 4.2 To note for information progression with the pilot projects to utilise the additional funding from the Better Care Fund.
-

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Regular discussions are taking place with Social Services, NHS, Clinical Commissioning Group, West Kent Local Authorities and the Home Improvement Agency.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Communities Cabinet Advisory Board were consulted on this decision on 16 November 2016 and agreed the following recommendation:
- That the recommendation set out in the report be supported.
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Once recommendations have been agreed, the revised Housing Assistance Policy will be placed on the Council website, communicated to all partners both internal and external to the Council, by email, written or verbal communication.
-

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The Council has a mandatory duty to deliver adaptations through the Disabled Facility Grant scheme as set down in the Housing Grants, Construction and Regeneration Act 1996. Use of discretionary assistance powers must be specified by the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 and detailed in a published Council Policy.	Robin Harris Senior Lawyer (Contentious) September 2016
Finance	The budget for mandatory DFG has been £600,000 for several years which can be met from the Better Care Fund and should be sufficient for the 2016/17 demand. The proposal is that a discretionary DFG budget be established representing the remaining Better Care Fund allocation of £224,000. The DFG discretionary spend will be reviewed on an annual basis as grant announcements are received. No additional funding from Tunbridge Wells Borough Council is required.	Jane Fineman Head of Finance and Procurement September 2016
Staffing establishment	The increased take up of discretionary funds may have an impact on staffing numbers. Use of the Home Improvement Agency staff may mitigate this impact and monitoring of the new schemes will be reviewed every six months.	Janice Greenwood Private Sector Housing Manager September 2016
Risk management	No relevant considerations	
Environment and sustainability	No relevant considerations	
Community safety	No relevant considerations	
Health and Safety	No relevant considerations	
Health and wellbeing	Strengthening the relationship between health and housing matters is a key component of the determinants of health and well being.	
Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	

8. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Housing Assistance Policy 2016-2021

9. BACKGROUND PAPERS

- None



**Housing Assistance
Policy 2016-2021**

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The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, as amended, gives local authorities the power to adopt discretionary housing assistance policies to improve the living conditions in their areas and for adaptations to disabled person's homes.

Discretionary Housing Assistance may be offered by Tunbridge Wells Borough Council in accordance with this Policy towards the cost of:

- The improvement, repair, adaptation and energy efficiency of living accommodation including mobile homes, caravans and houseboats
- To provide adaptations to either fulfil needs not covered by mandatory DFGs or, to deliver urgent adaptations.
- Relocation assistance, where a home is not suitable for adaptation.
- To provide top-up assistance to mandatory disabled facility grants where the costs of adaptations exceed the mandatory level.
- Empty Property Assistance
- Energy Efficiency Schemes

Mandatory Disabled Facilities Grants will remain payable under the Housing Grants, Construction and Regeneration Act 1996.

1. Corporate Priorities and Strategies

The Housing Renewal Assistance Policy 2016 - 2021 supports the Corporate Priorities, the Sustainable Community Strategy and the Housing Strategy by targeting assistance to:

- adaptations for disabled owner occupiers and tenants.
- improve the living conditions of vulnerable people,
- increase the energy efficiency of homes (so reducing heating costs and CO2 emissions)
- reduce the number of vacant properties

2. Persons eligible to apply for discretionary housing assistance

Any person who makes an application for assistance must live in the dwelling as his /her only or main residence, and

- have an owner's interest in the dwelling
- have a duty to carry out the works in question or have the owner's consent in writing to do so, and
- satisfy such test(s) of financial resources as the Council may impose from time to time, more specifically explained in the *Housing Renewal Assistance & Criteria*.

3. Form of Assistance

Assistance may be in any form including, but not restricted to, advice, grant assistance, repayable assistance and loan assistance via an intermediary organisation.

4. Applications for assistance

An application for assistance shall be in a form prescribed by the Council and shall include:

- full particulars, including, where relevant, plans and specifications of the works for which the assistance is sought ('the assisted works');
- at least two estimates from different contractors of the cost of carrying out the assisted works, unless the Council otherwise directs in any particular case;
- particulars of any professional fees and other charges which relate to the preparation for and the carrying out of the assisted works;
- proof that the applicant is an owner or a tenant of the dwelling;
- consent in writing from all owners/tenants of the dwelling to the carrying out of the assisted works;
- if the applicant is the owner of the dwelling(s), an undertaking to repay the grant in the circumstances described in sections 13 and 14 below.

5. Prior qualifying period

The Council may specify in its *Housing Renewal Assistance & Criteria* a period of time during which the applicant must have lived in the dwelling as his/her only or main residence prior to the date of application for assistance and may specify different periods for different purposes.

6. Amount of assistance

The Council may specify in its *Housing Renewal Assistance & Criteria* a maximum amount that may be paid in respect of an application for assistance and may specify different maximum sums for works of different descriptions.

7. Exclusion of works already carried out

The Council will not approve an application for assistance if the assisted works have been carried out before the application is approved, except where:

- the relevant works have begun but have not been completed (in which case, the application may be approved if the Council is satisfied that there were good reasons for beginning the works before the application was approved), or
- the Council decides to approve an application in accordance with this paragraph it may, with the consent of the applicant, treat the application as approved, or
- the Council decides to approve an application in accordance with this paragraph it may, with the consent of the applicant, treat the application as varied so that the assisted works do not include any that are completed.

8. Decision and notification

The Council will notify an applicant for assistance whether the application is approved or refused. The notification will be in writing as soon as reasonably practicable. The Council has a statutory duty to provide notification within six months in the case of Disabled Facilities Grants. However, in order to provide the best possible service to clients, the Council aims to provide notification no later than three months after the date of the application concerned.

If the application is approved, the notification will also specify the works eligible for assistance, the value of the assistance and the form that the assistance will take. The Council, by awarding funding assists the applicant with the works. The contractual agreement is between the applicant and the contractor.

If the application is refused, the Council will at the same time explain the reasons for the refusal and the procedure for appealing against the decision.

If the Council is satisfied that owing to circumstances beyond the control of the applicant the cost of the assisted works has increased or decreased, it may re-determine the amount of the assistance and notify the applicant accordingly.

9. Supervision of works

The Council does not accept any responsibility for supervision of works. This responsibility rests with the applicant, unless he/she appoints a professional advisor or agent for that purpose.

10. Payment of assistance: conditions as to carrying out of the works

The assistance will only be paid if:

- the assisted works are completed within 12 months from the date of approval, or such further period as the Council may allow,
- the assisted works are carried out in accordance with such specifications as the Council determines,
- the assisted works are carried out by one of the contractors whose estimates accompanied the application,
- the assisted works are executed to the satisfaction of the Council, and
- the Council is provided with an acceptable invoice, demand or receipt for payment for the works and any professional fees and other charges. For this purpose an invoice, demand or receipt is acceptable if it satisfies the Council and is not given by the applicant or a member of his/her family.

11. Payment of assistance

The Council will normally pay the assistance direct to the contractor, either in instalments as work proceeds or in one lump sum following completion of works. Where assistance is payable, but the assisted works have not been executed to the satisfaction of the applicant, the Council may at the applicant's request and if it considers it appropriate to do so withhold payment from the contractor. If it does so, the Council may make the payment to the applicant instead.

12. Repayment where an applicant is not entitled to assistance

If an application for assistance is approved but it subsequently appears to the Council that the applicant (or, in the case of a joint application, any of the applicants) was not, at the time of making a valid application to the Council, entitled to the assistance, no payment shall be made or, as the case may be, no further instalments shall be paid.

The Council may also demand that any payments that have already been made be repaid, together with interest from the date on which they were paid until repayment, at a reasonable rate determined by the Council.

13. Conditions for repayment of assistance

Discretionary assistance in respect of the following initiatives will be repayable in full on transference of ownership of the property to people other than a spouse, unless otherwise agreed in accordance with any exceptions policy that may be agreed from time to time by the Council:

- **Discretionary Disabled Facilities Assistance.**
- Relocation Assistance
- Decent Homes Assistance
- Energy Efficiency Assistance
- Empty Property Assistance

Mandatory Disabled Facilities Grants (DFGs) exceeding £5000 to owner occupiers will be repayable up to a maximum of £10,000 on the sale of the property within ten years.

14. Additional conditions

Where the Council approves an application for assistance it may impose additional conditions with the consent of the applicant. The additional conditions may include but are not restricted to:

- the applicant to make a contribution towards the assisted work,
- the right of the Council to recover specialised equipment when no longer needed,
- provision of nomination rights to the Council, for a period of five years from the certified date of completion.

Breach of any of these additional conditions will give the Council the right to demand repayment of the assistance.

15. Security for assistance

Any condition above which creates a liability to repay the assistance will be a local land charge.

The liability to repay any assistance may be discharged at any time by paying to the Council a sum equal to the amount of the assistance or such lesser sum agreed by the Council.

16. Appeals procedure

A review panel will be established to consider variations to the application of the Policy and appeals from those deemed ineligible for assistance. The recommended membership of the panel is:

- the Council's Private Sector Housing Manager and
- the Council's Head of Housing Services or such other officer designated by the Head of Customers and Communities.

17. Administration of policy

The Council may use the services of a home improvement agency or other external organisation to administer this Policy and to:

- help older, disabled and vulnerable people to remain independent in their own homes by identifying necessary repairs and improvements, finding suitable contractors and ensuring the work is properly carried out,
- help people to access public and other resources for housing renewal, including Disabled Facilities Grants.

18. Variations to the Policy

The Council retains the right at any time to introduce a mechanism for further prioritisation of assistance under this policy to reflect budgetary requirements at the time.

Housing Assistance Policy 2016 - 2021

This policy will be reviewed as necessary to comply with changes in statute or delegated responsibility.

The Council may specify in detail in its *Housing Assistance & Criteria* the purposes for which applications for assistance are to be invited and may specify different purposes from time to time to reflect current priorities and budgetary constraints.

The net capital budget for funding works under the Policy is set out in the Council's Capital Programme. It is anticipated that monies recovered under repayment conditions or any breach of conditions will be repaid into the capital budget thus allowing money to be "recycled".

All assistance is subject to funding availability

HRA APPENDIX I

Housing Assistance and Criteria

The Council retains the right at any time to introduce a mechanism for further prioritisation of grant assistance under this Policy to reflect budgetary requirements at the time.

1. **Disabled Facilities Grants (DFGs)**

These grants are **mandatory** and are available for owner-occupiers and private tenants who are, or would be eligible to be, registered with Social Services as disabled. DFGs are means tested with the exception of grants which are given to children and are generally non-repayable. A grant is considered once an assessment has been carried out by an Occupational Therapist to determine any works that would be necessary and appropriate, including the following:

1.1 Facilitating access to:

- a property, or to a building in which a flat is situated
- a room which is or will be used as the principal family room
- a room used or to be used for sleeping, or providing a suitable room for the disabled occupant
- a room in which there is a toilet, bath shower or wash basin, or providing a room which has the required facilities
- amenities for preparing and cooking food
- heating, lighting and power at the property, improved heating, and the relocation of controls or power points to make them more accessible

1.2 Making the property safe for the disabled occupant

1.3 Works to enable a disabled occupant to care for another dependant person, who normally resides at the property

The applicant must either be the owner or private tenant of the relevant dwelling, park home or houseboat.

Where grant assistance of more than £5,000 is given to an owner occupied property the Local Authority may demand repayment of part or all of the grant (but may not demand in excess of £10,000) if the property is disposed of within 10 years of completion of the grant.

Discretionary Grants are given subject to funding availability

2 Discretionary Disabled Facilities Assistance

- To provide adaptations for needs not covered by mandatory DFG's or delivery of urgent adaptations.
- To provide top-up assistance to mandatory DFG where the works exceed the maximum mandatory assistance.
- The level of assistance will be determined on an individual case by case basis, but the maximum will be £25,000.

Disabled Persons Equipment Assistance (Discretionary)

- A grant of up to £5,000 to replace obsolete or defective equipment OR
- A grant to fund the installation of a stair-lift or shower cubicle to assist hospital discharge or a patient in palliative care.

Applications will be considered from:

- Homeowners or private tenants who are in palliative care.
- A person in palliative care living at home with family.
- Applications from or supported by hospices to enable people to return home for care.

All applications will require consultation with Social Services, which will usually be a referral from a County Occupational Therapist.

3 Relocation Assistance

In cases where homes are unsuitable for improvement, repair or adaptation and/or owners are unable to afford the maintenance and running costs even after improvement, assistance may be awarded to help an applicant to move to more suitable accommodation provided they are willing to do so. The maximum award for this purpose is £10,000 in any five-year period. This assistance is repayable.

4 Housing Improvement

Discretionary assistance is provided to carry out repairs and improvements which affect the health and safety of the occupants and/or enable them to remain in their own home.

Works that would be considered include energy efficiency measures and security works.

Applicants must be homeowners who meet the Definition of Vulnerability in Appendix II(b). or homeowners over 70 where state pension is more than 50% of the applicants income their and the applicant has savings less than £16,000. This Assistance is repayable.

5 Landlords Assistance

Repayable assistance of up to £2,000 maximum for improvement works to accredited properties under the Council's Private Accredited Lettings Scheme. Only works for improvements to energy efficiency or security will be eligible for this assistance.

6 Empty Property Assistance

Repayable assistance may be available in the following circumstances to help owners renovate long term empty properties and return them to use as affordable housing:

- The property has been identified as an 'empty property' (ie, vacant for at least six months) and
- There is a housing need for the identified units of accommodation in the area (determined by way of consultation with the Council's Housing Needs Team).

Housing Assistance Policy 2016 - 2021

Consideration will be given to offering the owner of the property assistance towards the cost of bringing the property back into use, either through repair or conversion, or by providing self-contained flats within the property. The property must be brought up to the Decent Home Standard which would include any fire protection works necessary under housing legislation and in consultation with the Fire Safety Officer.

The Assistance will provide for up to 75% of the cost to a maximum of:

- 1 bed unit (flat or house) - £10,000
- 2 bed unit (flat or house) - £15,000
- 3 bed unit (flat or house) - £20,000

There will be a £100,000 limit for conversion works to any one property.

As a condition of this assistance the Council will be given nomination rights for a three-year period (from the date the Council certifies that the works are completed to a satisfactory standard) on the house or flat. The owner must sign a contract to this effect when making a valid application to the Council. The rent will be set at local Housing Allowance level, to provide increased affordable accommodation in the borough.

Eligible works will not include decoration, carpets, curtain poles or curtains, furniture or fittings that would need to be provided by the owner prior to letting.

7 'No Use Empty Loan' Interest Payments

Assistance is available to owners of properties that have been empty for more than six months and qualify for the Kent County Council 'No Use Empty Loan' to fund the interest payments on these loans. The loan is to bring the property up to the Decent Homes Standard. This assistance is not repayable.

HRA APPENDIX II – Eligibility definitions

19.1

(a) – Possible works considered towards reducing the health and safety risk of hazards identified under the Housing Health and Safety Rating System

Hazards associated with excessive low or high indoor temperatures

- Any dampness in such a position, and sufficiently extensive and persistent as to reduce the effectiveness of the thermal insulating material and / or structure.
- Inappropriate type of heating system / Inadequate size of heating system / Poorly maintained heating system (Warm Front).
- Inadequate controlled means of ventilation such as permanently louvered windows.
- Disrepair to ventilation system such as warped and ill fitting metal windows or windows that are unable to be opened and provide poor ventilation.
- Faulty, inappropriately designed, or inadequate controls to the heating system.

Fall hazards

- The absence of stairs where access is required from one level to another.
- Very narrow tread lengths and / or high riser heights.
- Alternating tread stairs / narrow stair widths.
- Absence of any handrailing to stairs / Inappropriately positioned handrailing.
- Inadequate natural / artificial lighting to the top and foot of stairs.
- Disrepair to stairs / handrailing.
- Excessive slope / unevenness to a floor, path or yard.
- The presence of any trip steps or projecting thresholds.
- Disrepair to the structure of a floor, path or yard.
- Inadequate slip resistance to a floor, path or yard.
- Lack of safety catches to windows / disrepair to any window catches.
- Insufficient guarding to any balconies.
- Handrailing to baths insufficient or lacking.

Hazards from fire

- Insufficient and / or inappropriately sited electrical sockets.
- Defects to the electrical installation to the dwelling.
- Lack of smoke detectors.

Hazards associated with hot surfaces and materials

- Unprotected exposed surfaces to fixed appliances or pipework with surface temperatures of 70oC or more.

Hazards associated with damp and mould growth etc.

- Lack of controllable background ventilation especially for the extraction of moisture laden air during cooking / bathing.
- Inadequate damp proofing / disrepair to damp proofing.
- Disrepair to floors, walls or roofs.
- Inadequately installed and sealed facilities such as baths, showers, wash hand basins and WC basins.

Hazards from carbon monoxide etc.

- From any open flued appliances.
- Inadequate ventilation in rooms with any appliance.
- Disrepair to any ventilation in such rooms such as inability to open windows.
- Disrepair to appliances.

Hazards from electrocution

- Electrical hazards.
- Disrepair to wiring, sockets, light fittings or switches.
- Inadequate number of, and badly sited, sockets.

Hazards from noise

- Inadequate insulation and / or construction of floor / ceiling structure within a dwelling.

Hazards from lead

- Disrepair to old paint likely to contain lead.
- The presence of lead pipework for domestic water.

Hazards from asbestos and other fibrous materials

- Damage or disrepair to any fibrous material.

Hazards associated with entry by intruders

- Disrepair to doors and windows in a dwelling.
- Inadequate locks to external doors and windows.

Hazards associated with crowding and space

- N/A.

Hazards from explosions

- Inappropriate siting of LPG cylinders.
- Defects to gas installation / appliances

Hazards associated with domestic hygiene, pests etc.

- Uneven and / or cracked walls, floors and / or ceilings.
- Disrepair to drains, sewers and / or inspection chambers.

Hazards from inadequate provision for food safety

- Disrepair to any sinks, drainers or worktops.
- The absence of sufficient space for the installation of cooking facilities.

Hazards associated with inadequate provision for personal hygiene

- Lack of sufficient and / or appropriately sited baths, showers, wash hand basins.
- Disrepair to baths, showers, wash hand basins.

Hazards associated with inadequate sanitation or drainage

- Cracked or otherwise non-impervious bowl to a water closet.
- Inadequate supply of water to the flushing cistern serving a water closet.
- Defective mechanism to a flushing cistern serving a water closet.
- Defects to waste pipe serving a water using facility.
- Defects to a foul drainage system.
- Defects to the waste water drainage system.

Hazards from contaminated domestic water

- The supply of mains water of inadequate quality or inappropriate pressure.
- Defects to water pipework within the dwelling.

Hazards from structural failure

- Evidence of continuing structural movement.
- Structural cracks and / or bulges to external walls.
- Open jointed brick, stone or blockwork to external walls.
- Cracked or other disrepair to lintels or sills to opening to external walls.
- Loose or slipped roof slates or tiles.
- Loose pots to chimney stacks.
- Insecure rain water goods and / or external pipework.
- Cracked, damp and / or bulging ceilings and / or walls.

Hazards from inadequate lighting

- Inadequate means and / or inappropriate siting of artificial lighting.

Hazards from uncombusted fuel gas

- Defects to gas installation / appliances.

Entrapment and collision hazards

- Difficulty operation of door and window catches, and of doors and opening lights.
- Windows opening across pathways.

Hazards from poor ergonomics

- Inappropriate positioning of a wash hand basin, bath, shower, bidet, kitchen worktop, sink, etc.
- Inappropriate positioning of window controls.

HRA APPENDIX II
(b) – Definition of Vulnerability

For the purposes of this policy a vulnerable householder is one in receipt of one of the principal income related benefits and is either:
over 60 years old, or
considered disabled or suffering from a limiting long term illness, or
has children under the age of 16 years

Qualifying benefits include:
Income Support
Council Tax Benefit
Guaranteed Pension Credit
Working Tax Credit with an income of less than £16140 + Disability Premium
Child Tax Credit with an income of less than £16140
Income based Job Seekers Allowance

NOTES:

- 'Householder' includes the applicant's spouse or partner if they are living with the applicant.
- Partner means the spouse or person with whom the applicant lives as husband or wife or civil partner. This includes same sex partners.

HRA APPENDIX III – Summary of Tunbridge Wells Borough Council Housing Renewal Assistance Policy Activities 2016 – 2021

Activity	Who can apply	Objective
<ul style="list-style-type: none"> • Discretionary Disabled Facilities Assistance • <i>Discretionary</i> • <i>Repayable</i> • <i>Maximum £25,000</i> 	<p>Disabled people supported by an Occupational Therapist</p>	<p>To provide adaptations for disabled people which are not covered by mandatory DFG To provide “top- up” assistance to mandatory DFG where works exceed maximum assistance.</p>
<ul style="list-style-type: none"> • Disabled Persons Equipment Grant - Discretionary • <i>Discretionary</i> • <i>Grant</i> • <i>Up to £5,000</i> 	<p>Disabled people supported by an Occupational Therapist</p>	<p>To fund the installation of a stair-lift or shower cubicle to assist hospital discharge or a patient in palliative care. Replacement of obsolete or defective equipment.</p>
<ul style="list-style-type: none"> • Relocation Assistance • <i>Discretionary assistance</i> • <i>Up to £10,000</i> • <i>For legal and removal costs only</i> • <i>Repayable if another move is made within 10 years</i> 	<p>People eligible for a DFG but whose homes are not suitable for adaptation.</p>	<p>Where it not considered reasonable or practical to adapt the home of an applicant for a DFG, assistance may be provided to help the person move to more suitable accommodation, provided they are willing to do so.</p>

<ul style="list-style-type: none"> • Housing Improvement <p>Discretionary assistance for essential improvements or repairs to make homes occupied by vulnerable owner occupiers decent. Remedial works to which may be eligible include:</p> <ul style="list-style-type: none"> • <i>Rewiring</i> • <i>Replacement windows</i> • <i>Damp and mould</i> • <i>Kitchen and bathroom improvements</i> <p>Maximum £20,000. Repayable.</p>	<p>Vulnerable owner occupiers as defined in Appendix II(b) (ie in receipt of a qualifying benefit) or who are over 70 years of age and whose state pension is more than 50% of their income with savings less than £16,000</p>	<p>To increase the number of vulnerable people living in a decent home. To enable vulnerable owner occupiers to remain living in their own home.</p> <p>Recycle more monies for private sector renewal.</p>
<ul style="list-style-type: none"> • Landlords Assistance <p>Discretionary assistance (maximum £2,000) for landlords to bring properties up to the Decent Homes Standard and above. Repayable on sale within 10 years.</p>	<p>Landlords of properties accredited under the Council's Private Accredited Lettings Scheme.</p>	<p>Link with accreditation scheme to improve the management and conditions of rented properties including Houses in Multiple Occupation (HMOs).</p>

Activity	Who can apply	Objective
<p>Energy Efficiency Assistance</p> <p>Discretionary assistance to provide energy efficient heating and insulation for vulnerable private sector households at risk of fuel poverty. Eligible works may include::</p> <ul style="list-style-type: none"> • <i>Central heating systems</i> • <i>Replacement boilers and heating controls</i> • <i>Insulation measures not funded by national schemes</i> • <i>Wood fuel heating for properties not connected to mains gas</i> 		<p>Reduce the number of vulnerable households living in fuel poverty.</p> <p>Increase the number of vulnerable households living in decent homes that are affordable to heat.</p> <p>To provide top up funding when the cost of heating and insulation exceeds government grant funding</p>

Housing Assistance Policy 2016 - 2021

<ul style="list-style-type: none"> • Empty Property Assistance <p>Discretionary assistance to renovate, improve or convert long term empty properties (including flats above commercial properties) and return them to use.</p> <p>Assistance is conditional on the Council having tenant nomination rights for a three-year period with the rent set at Local Housing Allowance level.</p> <p>Repayable on sale of the property.</p>	<p>Owners of properties that have been vacant for more than six months.</p>	<p>To increase the supply of affordable housing and reduce housing waiting lists.</p> <p>To maximise the use of the existing housing stock and reduce the number of empty homes in the borough.</p>
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Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Affordable Housing Commuted Sums Expenditure

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Lynne Weatherly – Portfolio Holder for Communities and Wellbeing
Lead Director	Paul Taylor – Director of Change and Communities
Head of Service	Adam Chalmers – Head of Partnerships and Engagement
Lead Officer/Report Author	Sarah Lewis – Housing Register and Development Manager
Classification	Non-exempt
Wards affected	Benenden & Cranbrook, Culverden, Paddock Wood East and Paddock Wood West

This report makes the following recommendations to the final decision-maker:

1. To release Section 106 funding for affordable housing totalling £313,526.64 held by the Council in lieu of affordable housing provision on site at the former Council offices, Cranbrook, (Planning permission TW/13/02502 applies);
2. That the sums are used as grant funding for two affordable housing projects, one at the Quakers Meeting House, Grosvenor Park and the other for affordable rented housing provision in Paddock Wood to be owned and managed by Habinteg; and
3. That the sum of £313,526.64 is subsequently transferred from as yet uncollected Section 106 Developer funding for affordable housing due from the Kent and Sussex development, (planning permission TW/10/04041 applies) in early 2018 for the provision of affordable housing in Cranbrook.

This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough
The provision of affordable rented housing allows local households on low incomes to continue to live in the Borough and contribute to local prosperity
- A Green Borough
The housing projects are both centrally located close to all local amenities and public transport
- A Confident Borough
Households have appropriately priced housing allowing them to access employment and training

Agenda Item 21

Timetable	
<i>Meeting</i>	<i>Date</i>
Management Board	26 October 2016
Discussion with Portfolio Holder	17 September 2016
Cabinet Advisory Board	16 November 2016
Cabinet	1 December 2016

Tunbridge Wells Committee Report, version: September 2016

Affordable Housing Commuted Sums Expenditure

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To obtain Cabinet approval for affordable housing commuted sums to be released to assist in the provision of eight, bedsit flats for young people at Grosvenor Park, Tunbridge Wells and three, two bed houses for affordable rent, Paddock Wood

2. INTRODUCTION AND BACKGROUND

- 2.1 The background issues that need to be addressed are a lack of affordable well managed shared accommodation homes for young people in the town centre and increasing the provision of affordable rented family housing.
- 2.2 We continue to see an increase in the numbers of households needing social rented housing on the TWBC Housing Register, (currently around 1000 applicants) and households approaching the Council as homeless Currently we rely on housing associations to deliver additional affordable housing to meet these needs.
- 2.3 Traditionally capital funding has been available for housing associations to develop rented housing from the Homes and Communities Agency, (HCA). However the programme of funding for the next 5 years is only available for shared ownership and other low cost home ownership products.
- 2.4 In addition there have been enforced rent reductions across housing association stock, (-1% per annum), restricting their ability to develop new housing.
- 2.5 Due to an over supply of affordable rented sheltered housing in the Borough the Planning Policy requirement of 35% affordable housing was not sought on the Cranbrook Council offices site.
- 2.6 Instead the Council negotiated an off site affordable housing sum to provide affordable housing elsewhere in the Borough secured through the planning obligation agreement, (S106), attached at Appendix A.
- 2.7 We have been approached by two small housing associations who have requested a grant from the Council to enable them to bridge the gap in funding they have experienced due to the rent reductions and lack of government grant for rented homes. The viability of the schemes has been carefully examined and we are satisfied that the projects have progressed sufficiently to be completed in the required time scale for the spending of the S106 funding.

Project One

- 2.8 Housing and Planning Officers have been working for a number of years on an affordable housing project with the West Kent Quakers , Habitat for Humanity and the West Kent YMCA at the Friends Meeting House, Grosvenor Park
- 2.9 The West Kent Quakers own the building in which they worship in the centre of the town. However the building is Victorian and in a conservation area and the Quakers were finding it increasingly difficult to fund the maintenance of the building. They approached the Council to discuss their requirements for a new, smaller meeting hall and wanted to use the rest of the building to provide affordable housing and in particular for young, homeless households in Tunbridge Wells
- 2.10 The Quakers formed a partnership with West Kent YMCA who already provide and manage supported housing for vulnerable young homeless households at Ryder House.
- 2.11 Planning permission was subsequently sought and approved, (Appendix B refers) to provide eight bedsit flats for affordable housing together with new facilities for the Quakers
- 2.12 The bedsits will provide affordable rented housing with shared bathrooms for young people who have been living at the YMCA Ryder House supported housing and who are now ready to move into independent accommodation
- 2.13 The project has taken several years to develop. Appendix B is the Section 106 Agreement securing affordable housing following the grant of planning permission and Appendix C is the most recent letter of support for the management of the project by the YMCA
- 2.14 The scheme will not be as intensively managed as Ryder House but the YMCA facilities are close enough for them to continue to provide support to these young households in their first tenancies.
- 2.15 Rental values in the town are very high and this, combined with a lack of social housing, makes moving on from Ryder House very difficult. There is therefore a resultant lack of spaces at Ryder House.
- 2.16 The accommodation provided at Ryder House is regularly used by the Housing Needs department for placing young homeless households approaching us for assistance and is an extremely valuable resource. Having move-on accommodation will allow us to place further homeless young people.
- 2.17 The whole project, including the accommodation and new hall, is being developed by a charitable housing association, Habitat for Humanity as neither the Quakers or the YMCA have the skills or financial backing to undertake this type of re-development.
- 2.18 Habitat for Humanity has presented their appraisal for the project to us. The Quakers have raised £52,000 to assist with costs and Habitat for Humanity is contributing charitable reserves amounting to £200,000. However there is still a

shortfall in the costs mainly because the project is one of refurbishment in a conservation area therefore making it considerably more expensive

- 2.19 Grant of £250,000 will enable Habitat for Humanity to gain Board approval to progress works on site in January 2017 with expected completion one year later

Project Two

- 2.20 The second project has been presented to us by Habinteg Housing Association. Habinteg are a national association who own approximately 40 units of housing in the Borough. Their stock is mainly for disabled households which are built to exceptionally high standards in order to provide full accessibility for wheelchair users. We provide regular nominations to Habinteg properties for those needing this type of housing on the Housing Register
- 2.21 Habinteg have already purchased a site adjacent to their housing in the Old Kent Road, Paddock Wood and have planning permission to build three, two bedroom houses and one, two bedroom disabled adapted bungalow, (Appendix D)
- 2.22 The appraisal for the scheme from Habinteg was prepared prior to the changes to capital; funding from the HCA and the rent reduction mentioned previously at 2.3 and 2.4. The current scheme appraisal has been presented to us. Without the provision of £63,526 as a subsidy it is unlikely that Habinteg can proceed with the development
- 2.23 The grant required from TWBC amounts to £21,175 per two bedroom house, (they are not requesting a subsidy for the building of the wheelchair adapted bungalow) Habinteg themselves will also be providing a £400,000 internal subsidy
- 2.24 The Council will have full nomination rights to the homes when built via the housing register from Habinteg. There are currently fifty-five households registered for two bedroom social housing in Paddock Wood. With little prospect of other housing associations developing in the area then spending the affordable housing commuted sum represents an excellent opportunity for the Council to subsidise affordable housing and support local families.

3. AVAILABLE OPTIONS

- 3.1 **Option 1 'Do nothing'**- Appendix A of this report includes the Section 106 agreement for the former Cranbrook Council Offices. This states that the affordable housing contribution is to be used for the purpose of providing affordable housing in the Borough. The funds must be spent for this purpose within the specified five years, (by 2020), or be returned, with interest, to the developer. The funds therefore need to be spent or there is a risk of return to the developer with no additional affordable housing gained by the Council.

- 3.2 **Option 2** - wait for an affordable housing project to be available in Cranbrook. Having spoken with our housing association partners in the area and with planning colleagues, there are no projects sufficiently progressed in Cranbrook to achieve the deadline for spending the affordable housing sum by 2020. This option could also result in a return of funds to the developer and no gain in affordable housing.
- 3.3 **Option 3** - use the commuted sum of £313,526, received from the Cranbrook Council offices, to provide funding for affordable housing at Grosvenor Park and Paddock Wood, and to transfer the same sum from the expected commuted sums for the Kent & Sussex site for affordable housing in Cranbrook.
-

4. **PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The two affordable housing schemes proposed are not financially viable without capital funding subsidy. As previously mentioned grant funding for affordable housing was traditionally provided by the Homes and Communities Agency, (HCA). However funding has been significantly reduced over the past five years and currently the only schemes being funded are those that are for subsidised home ownership products such as shared ownership.
- 4.2 New rented affordable housing provision over the last 5 years has contributed substantially to assisting the Council in its Corporate priorities and fulfilling its statutory duties in tackling homelessness and reducing the numbers of households waiting for social housing.
- 4.3 By assisting in funding the two projects at Grosvenor Park and Paddock Wood the Council can assist in tackling homelessness and meeting local need for affordable rented housing for households on the Housing Register.
-

5. **CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 The relevant Ward Members have been informed of these proposals

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Communities Cabinet Advisory Board were consulted on this decision on 16 November 2016 and agreed the following recommendation:

That the recommendations set out in the report be supported subject to the following issues being taken into account by the Cabinet:

- That the report explain the extent to which Section 106 funds could be recovered should the recipients cease operating or the properties come onto the open market and that suitable legal agreements are put in place.

- 5.3 Paragraphs 6.2 and 6.3 have been subsequently added to the report
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Should Cabinet agree to the proposals outlined then the capital sum of £250,000 will be paid to Habitat for Humanity for the Grosvenor Park scheme and £63,526 will be paid to Habinteg Housing Association from the commuted sum held. 60% of the funds will be paid at the start on site and the remaining 40% on completion of the projects
- 6.2 In response to the comments by Councillors at the Communities Cabinet Advisory Board a 'grant agreement' has been drafted by both parties to secure that the Section 106 monies will be used for affordable housing including a 'clawback' period of 15 years paid. We are obtaining internal legal advice on the agreement which will be in place prior to Section 106 funding being released to the two associations.
- 6.3 The grant agreement includes clauses to ensure that the accommodation is used for local people

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	<p>Section 106 planning obligation agreements provide a mechanism for collecting contributions from developers through the planning process. Section 106 contributions may only be used for the purpose specified in the agreement. The proposed use for the contributions in this instance are in accordance with the terms of the relevant agreements and the funding can be utilised as proposed.</p> <p>There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	<p>Keith Trowell Senior Lawyer (Corporate Governance) 17/10/16</p>
Finance and other resources	<p>The funding is from Section 106 monies which are specifically allocated for affordable housing.</p> <p>The additional affordable housing will assist the Council in its statutory homelessness duty, reducing the need for emergency B & B housing and assist in managing local social housing demand.</p> <p>The project will be managed through existing budgets as part of the role of the Housing Development Manager working with the Service Accountant.</p>	<p>Jane Fineman Head of Finance and Procurement 21/10/16</p>

Staffing establishment	There are no staffing implications.	Sarah Lewis Housing Register and Development Manager 10/10/16
Risk management	This matter is not featured in the Risk Register. The risks of the project would be that the schemes don't get built. These risks will be minimised by releasing the S106 monies only when the project starts on site, (60%) and then the remainder when the project is complete	
Environment and sustainability	There are no implications because both projects already have planning permission where environmental implications would have been taken into account. Neither project are in the AONB.	
Community safety	There are no implications under the Crime and Disorder Act 1998. The young persons project should have a positive impact as it will provide good quality housing for young people managed by the YMCA.	
Health and Safety	There are no health and safety implications.	
Health and wellbeing	No implications. Providing affordable housing for both young people and families can have a positive impact on their mental health. Both projects are located in central areas which means that households can make healthy lifestyle choices by walking to local shops, schools and using public transport alongside contributing to the local community. The projects will improve the living conditions of residents who need access to more affordable homes.	
Equalities	Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (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 paper could contribute towards advancing equality of opportunity by taking steps to meet the needs of young people on low incomes who require affordable housing.	Sarah Lavallie West Kent Equalities Officer 18/10/16

8. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Section 106 Agreement for Cranbrook Council Offices
 - Appendix B: Section 106 Agreement for Friends Meeting House, Grosvenor Park
 - Appendix C Letter from YMCA dated 11th October 2016
 - Appendix D: Planning Permission for Habinteg scheme at Old Kent Road, Paddock Wood
-

9. BACKGROUND PAPERS

- None

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DATED 11th February

2014

- (1) MCCARTHY & STONE RETIREMENT LIFESTYLES LIMITED
- (2) TUNBRIDGE WELLS BOROUGH COUNCIL

Planning obligation under section 106 of the Town and Country Planning Act 1990 relating to the land at the former Council Offices, High Street, Cranbrook

26 - Retirement apartments.

Lester Aldridge LLP
Solicitors
Real Estate Team
Aileyn House
Carlton Crescent
Southampton
Hampshire
SO15 2EU

Tel: 02380 827400
Fax: 02380 827410
E mail: enquiries@la-law.com
Ref: RBA.MCC.33.1303

THIS AGREEMENT is made the 11th day of February 2014

BETWEEN

- (1) **MCCARTHY & STONE RETIREMENT LIFESTYLES LIMITED** : incorporated and registered in England and Wales with company number 06622231 whose registered office is at Homelife House, 26-32 Oxford Road, Bournemouth, BH8 8EZ
("The Owner")

AND

- (2) **TUNBRIDGE WELLS BOROUGH COUNCIL** : of Town Hall, Royal Tunbridge Wells, Kent, TN17 1RS

BACKGROUND

- (1) The Council is the local planning authority for the purposes of Section 106 of the Act for the area within which the Land is located and the local planning authority by whom the planning obligations in this Agreement are enforceable.
- (2) The Owner is the freehold owner of the Land.
- (3) The Council has granted the Planning Permission for the Development on the understanding that the planning obligations herein will be entered into by the Owner.
- (4) The Owner by entering into this Agreement does so to create planning obligations in respect of the Land and each part of it in favour of the Council pursuant to Section 106 of the Act and agrees to be bound by and observe and perform the covenants agreements conditions and stipulations hereafter contained.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

In this Agreement:

- 1.1 the following words and expressions shall have the following meanings unless otherwise stated:

"Agreement" : this document, including the schedules, as amended, modified or supplemented from time to time in accordance with its terms.

"Act" : means the Town and Country Planning Act 1990 (as amended).

"Adult Social Services Contribution" : means the sum of one thousand nine hundred and fourteen pounds eighty nine pence (£1,914.89) Index Linked to be applied towards the provision of adult social services

- within the locality of Tunbridge Wells.
- “Affordable Housing”** : subsidised housing that will be available to persons who cannot afford to rent or buy housing generally available on the open market.
- “Affordable Housing Contribution”** : means the sum of three hundred and nine thousand four hundred pounds (£309,400) Index Linked to be applied towards the provision of Affordable Housing within the locality of Tunbridge Wells.
- “Commencement of Development”** : means the date on which any material operation (as defined in Section 56(4) of the Act) forming part of the Development begins to be carried out pursuant to the Planning Permission granted in respect of the Planning Application other than (for the purposes of this Agreement and for no other purpose) operations consisting of site clearance, demolition work, archaeological investigations, investigations for the purpose of assessing ground conditions, remedial work in respect of any contamination or other adverse ground conditions, diversion and laying of services, erection of any temporary means of enclosure, the temporary display of site notices or advertisements and Commence Development and Commenced Development shall be construed accordingly.
- “Community Learning Contribution”** : means the sum of one hundred and thirty one pounds twenty three pence (£131.23) Index Linked to be applied towards the provision of community learning facilities within the locality of Tunbridge Wells
- “Development”** : means the development of the Land to form 26 later living retirement apartments (category II type) with associated communal facilities and car parking as more particularly described in the Planning Application
- “Dwelling”** : any dwelling (including a house flat or maisonette) constructed pursuant to the Planning Permission
- “Index”** : means :
- (a) in respect of the Affordable Housing Contribution only, the General Cost Build

Index as published by the BCIS on behalf of the RICS; and

(b) in respect of the Adult Social Services Contribution, Community Learning Contribution Local, Libraries Contribution and the Traffic Regulation Order Contribution, the Retail Prices Index as published by the Office for National Statistics

or any successor (or equivalent index should the Index cease to be compiled) and if the reference base used to compile that Index changes after the change is to be the figure that would have been shown in that Index if the reference base current at the date of this Agreement has been retained.

- “Index Linked”** : Any sum expressed to be Index Linked shall be increased proportionately in line with the amount (if any) by which the relevant Index for the month preceding the date on which any sum is required by this Deed to be paid exceeds the Index for the month preceding the date hereof.
- “Land”** : the land against which this Agreement may be enforced at the former Council Offices, High Street, Cranbrook, Kent, TN17 3EN currently registered at the Land Registry under title number K919966 and shown for the purposes of identification edged red on the Plan attached to this Agreement.
- “Local Libraries Contribution”** : means the sum of two hundred and thirty six pounds and twenty nine pence (£236.29) Index Linked to be applied towards the provision of library facilities within the locality of Tunbridge Wells
- “Monitoring Fee”** : means the sum of fifteen thousand seven hundred and nine pounds and twelve pence (15,709.12)
- “Occupation” and “Occupied”** : means occupation for the purposes permitted by the Planning Permission but not including occupation by personnel engaged in construction, fitting out or decoration or occupation for marketing and Occupy shall be construed accordingly.

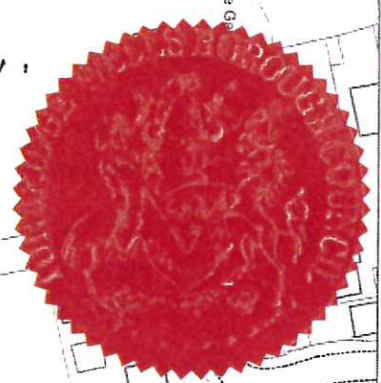
- “Planning Application”** : The application for full planning permission submitted to the Council for the Development and allocated reference number 13/02502/FULMAJ
- “Planning Permission”** : means planning permission for the Development subject to conditions to be granted by the Council pursuant to the Planning Application.
- “Plan”** : means the plan attached to this Agreement.
- “Reasonable Endeavours”** : all those reasonable steps which a prudent and determined person or company acting in his or its best interests and anxious to achieve the stated objective would take (save where the Agreement otherwise indicates)
- “Traffic Regulation Order Contribution”** : means the sum of two thousand five hundred pounds (£2,500) Index Linked to be applied towards the regulation of traffic within the locality of Tunbridge Wells.
- “Working Day”** : any day from Monday to Friday (inclusive) that is not Christmas Day, Good Friday or a statutory Bank Holiday.

2. CONSTRUCTION OF THIS AGREEMENT

- 2.1 Where in this Agreement reference is made to any clause, paragraph or schedule or recital such reference (unless the context otherwise requires) is a reference to a clause, paragraph or schedule or recital in this Agreement.
- 2.2 Clause headings shall not affect the interpretation of this Agreement.
- 2.3 Words importing the singular meaning where the context so admits include the plural meaning and vice versa.
- 2.4 Words of the masculine gender include the feminine and neuter genders and words denoting actual persons include companies, corporations and firms and all such words shall be construed interchangeable in that manner.
- 2.5 Wherever there is more than one person named as a party and where more than one party undertakes an obligation all their obligations can be enforced against all of them jointly and severally unless there is an express provision otherwise.
- 2.6 An obligation in this Agreement on a person not to do something includes an obligation not to agree or allow that thing to be done.



[Handwritten Signature]
 Authorised Signatory
[Handwritten Signature]
 Authorised Signatory



SEAL BOOK REFERENCE NUMBER:- 888

<p>10-1897-101.1</p> <p>10-1897-101.1</p>	<p>10-1897-101.1</p> <p>10-1897-101.1</p>	<p>10-1897-101.1</p> <p>10-1897-101.1</p>	<p>10-1897-101.1</p> <p>10-1897-101.1</p>	<p>10-1897-101.1</p> <p>10-1897-101.1</p>	<p>10-1897-101.1</p> <p>10-1897-101.1</p>
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2.7 Any reference to an Act of Parliament shall include any modification, extension or re-enactment of that Act for the time being in force and shall include all instruments, orders, plans regulations, permissions and directions for the time being made, issued or given under that Act or deriving validity from it.

2.8 References to any party to this Agreement shall include the successors in title to that party and to any person deriving title through or under that party and in the case of the Council the successors to their respective statutory functions.

2.9 The headings and contents list are for reference only and shall not affect construction.

3. THE PLANNING OBLIGATIONS

3.1 The obligations set out in Schedule 1 of this Agreement constitute planning obligations for the purpose of section 106 of the Act and the planning obligations are to be discharged by the Owner and are enforceable against them and any person deriving title from them (subject to clause 5.1).

3.2 This Agreement shall come into effect upon the grant of the Planning Permission with the exception of the obligations contained in clauses 7 and 12 which shall come into effect on the date of this Agreement.

4. COVENANTS TO AND BY THE COUNCIL

4.1 The Owner covenants with the Council and County Council to observe and perform the covenants and obligations on their part contained within Schedule 1.

4.2 The Council covenants with the Owner to observe and perform the covenants and obligations on its part contained within Schedule 2.

5. ENFORCEABILITY

5.1 No person shall be liable for breach of a covenant, restriction or obligation contained in this Agreement after parting with its interest in the Land except in respect of any breach subsisting prior to parting with such interest and neither the reservation of any rights or the inclusion of any covenants or restrictions over the Land in any transfer of the Land will constitute the retention of an interest for the purposes of this clause.

5.2 This Agreement shall not be enforceable against a statutory undertaker (within the meaning of section 262 of the Act) after the transfer of any freehold or leasehold interest in the Land by the Owner to that statutory undertaker as appropriate.

6. DETERMINATION OF AGREEMENT

6.1 The obligations in this Agreement shall cease to have effect (insofar only as it has already been complied with) if prior to the Commencement of Development, the Planning Permission:

6.1.1 expires;

6.1.2 is varied or revoked other than at the request of the Owners; or

6.1.3 is quashed or otherwise withdrawn.

7. LOCAL LAND CHARGE

7.1 This Agreement is a local land charge and shall be registered as such by the Council.

7.2 Following the performance and satisfaction of all the obligations contained in this Agreement the Council shall forthwith upon written request effect the cancellation of all entries made in the Register of Local Land Charges in respect of this Agreement.

8. FUTURE PERMISSIONS

Nothing in this Agreement shall prohibit or limit the right to develop any part of the Land in accordance with any planning permission (other than the Planning Permission or modification, variation or amendment thereof) granted after the date of the Planning Permission.

9. NOTICES

9.1 Any notice required to be given under this Agreement shall be in writing and shall be delivered personally, or sent by pre-paid first class post or recorded delivery or by commercial courier, to any person required to receive the notice or communication at its address or as otherwise specified by the relevant person by notice in writing to each other person.

9.2 Any notice shall be deemed to have been duly received:

9.2.1 if delivered personally, when left at the address set out in this Agreement;

9.2.2 if sent by pre-paid first class post or recorded delivery, on the second Working Day after posting; or

9.2.3 if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed.

10. MISCELLANEOUS

Nothing contained or implied in this Agreement shall prejudice or affect the rights discretions powers duties and obligations of the Council under all statutes by-laws statutory instruments orders and regulations in the exercise of their functions as a local authority.

11. COSTS

The Owner shall pay the Council one thousand five hundred pounds £1,500 towards the Council's reasonable legal fees incurred in the negotiation

preparation and execution of this Agreement on completion of this Agreement.

12. CHANGE OF OWNERSHIP

The Owner covenants to give the Council written notice within 10 days of any change in ownership of any of its interests in the Land occurring before all the obligations under this Agreement have been discharged such notice to give details of the transferee's full name and registered office (if a company or usual address if not) together with the area of the Land or unit of occupation purchased by reference to a plan save for the transfer of any individual Dwelling.

13. THIRD PARTY RIGHTS

No provisions of this Agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999.

14. SEVERANCE

Insofar as any clause or clauses of this Agreement are found (for whatever reason) to be invalid, illegal or unenforceable, then such invalidity illegality or unenforceability shall not affect the validity or enforceability of the remaining provisions of this Agreement.

15. VAT

All consideration given in accordance with the terms of this Agreement shall be exclusive of any value added tax properly payable.

16. JURISDICTION

This Agreement is governed by and interpreted in accordance with the law of England and Wales and the parties submit to the non-exclusive jurisdiction of the courts of England and Wales.

17. DELIVERY

The provisions of this Agreement (other than this clause which shall be of immediate effect) shall be of no effect until this Agreement has been dated.

IN WITNESS whereof the parties hereto have executed this Agreement as a deed on the day and the year first before written.

SCHEDULE 1 – COVENANTS BY THE OWNER

The Owner covenants with the Council as follows –

1. AFFORDABLE HOUSING CONTRIBUTION

- 1.1 to pay the Affordable Housing Contribution to the Council prior to the first Occupation of a Dwelling
- 1.2 not to Occupy or permit Occupation of any Dwelling until the whole of the Affordable Housing Contribution has been paid to the Council.

2. TRAFFIC REGULATION ORDER CONTRIBUTION

- 2.1 to pay the Public Traffic Regulation Order Contribution to the Council prior to the first Occupation of a Dwelling.
- 2.2 not to Occupy or permit Occupation of any Dwelling until the whole of the Traffic Regulation Order Contribution has been paid to the Council.

3. COMMUNITY LEARNING CONTRIBUTION

- 3.1 to pay the Community Learning Contribution to the Council prior to the first Occupation of a Dwelling
- 3.2 not to Occupy or permit Occupation of any Dwelling until the whole of the Community Learning Contribution has been paid to the Council.

4. ADULT SOCIAL SERVICES CONTRIBUTION

- 4.1 to pay the Adult Social Services Contribution to the Council prior to the first Occupation of a Dwelling.
- 4.2 not to Occupy or permit Occupation of any Dwelling until the whole of the Adult Social Services Contribution has been paid to the Council.

5. LOCAL LIBRARIES CONTRIBUTION

- 5.1 to pay the Public Local Libraries Contribution to the Council prior to the first Occupation of a Dwelling.
- 5.2 not to Occupy or permit Occupation of any Dwelling until the whole of the Local Libraries Contribution has been paid to the Council.

6. MONITORING FEE

- 6.1 to pay the Monitoring Fee to the Council prior Commencement of Development
- 6.2 not to Commence Development until the whole of the Monitoring Fee has been paid to the Council.

7. NOTIFICATIONS

To notify the Council one month in advance of:

- 7.1 the Commencement of Development; and
- 7.2 the first Occupation of a Dwelling

SCHEDULE 2 – THE COUNCIL'S COVENANTS**1. REPAYMENT OF CONTRIBUTIONS**

- 1.1 The Council hereby covenants with the Owner to use the Affordable Housing Contribution received from the Owner within the district in which it operates and for the purposes specified in this Agreement.
- 1.2 The Council hereby covenants with the Owner to use its Reasonable Endeavours to ensure the Adult Social Services Contribution, the Community Learning Contribution, the Local Library Contribution and the Traffic Regulation Order Contribution received from the Owner is spent for the purposes specified in this agreement.
- 1.3 The Council hereby covenants with the Owner to use its Reasonable Endeavours to ensure all sums received in respect of the Affordable Housing Contribution, the Traffic Regulation Order Contribution, the Community Learning Contribution, the Adult Social Services Contribution and the Local Libraries Contribution are used within 5 years of receiving them and to use its Reasonable Endeavours to ensure any monies which remain unspent or uncommitted after 5 years are repaid to the party that paid the relevant contribution together with accrued interest from the date of receipt until and including the date of repayment.
- 1.4 The Council shall use its Reasonable Endeavours to provide the Owner with such evidence as the Owner shall reasonably require in order to confirm the expenditure of the sums paid under this Agreement.

2. DISCHARGE OF OBLIGATIONS

At the written request of the Owner the Council shall provide written confirmation of the discharge of the obligations contained in this Agreement when satisfied that such obligations have been performed.

EXECUTED as a deed by MCCARTHY)
& STONE RETIREMENT)
LIFESTYLES LIMITED acting by one)
director in the presence of)

[Handwritten Signature]
.....
Director

[Handwritten Signature]
.....)

Witness Name: H. J. HOMER

Witness Address: 26-32 OXFORD RD
BOURNE MOUTH
BH8 8EZ

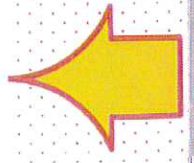
Witness Occupation: LEGAL ASSISTANT

EXECUTED as a deed by affixing the)
COMMON SEAL of TUNBRIDGE)
WELLS BOROUGH COUNCIL in the)
presence of)

[Handwritten Signature]
.....
Authorised Signatory



[Handwritten Signature]
.....
Authorised Signatory



SEAL BOOK REFERENCE
NUMBER:- 8888

DATED 11 November 2015

TUNBRIDGE WELLS BOROUGH COUNCIL

- and -

FRIENDS TRUSTS LTD

PLANNING OBLIGATION AGREEMENT

Relating to
Friends Meeting House, 1A Grosvenor Park, Tunbridge Wells, Kent TN1 2YA.

Head of Legal Services
Town Hall
Royal Tunbridge Wells
Kent TN1 1RS

Ref: T007084 15/505188

DEED OF AGREEMENT

DATED: 11th November

2015

BETWEEN:

- (1) **TUNBRIDGE WELLS BOROUGH COUNCIL** of Town Hall Royal Tunbridge Wells Kent TN1 1RS ("the Borough Council") and
- (2) **FRIENDS TRUSTS LIMITED** (Company Number: 00188362) of Friends House, whose registered office is at 173-177 Euston Road, London NW1 2BL ("the Owner").

RECITALS

A Definitions

A.1 Words and phrases used in this agreement are defined in clause 2.1.

B Interests in the Site

B.1 The Owner is the freehold owner of the Land.

C The Council

C.1 The Borough Council is the local planning authority for the purposes of section 106 of the 1990 Act for the area in which the Land is situated.

D Planning

D.1 The Application dated 24 June 2015 was submitted to the Borough Council.

D.2 The Borough Council is minded to grant planning permission for the Development subject to the terms of the Permission and this agreement.

D.3 The Owner and the Borough Council agree that the obligations contained in this agreement are necessary to make the Development acceptable in planning terms, are directly related to the Development and are fairly and reasonably related in scale and kind to the Development.

E Trustees

The Owner is a custodian trustee as provided for by the Public Trustee Act 1906. As custodian trustee the Owner is the legal registered proprietor of the Land, but holds the Land on trust for West Kent Area Quaker Meeting ("the Managing Trustees").

OPERATIVE PROVISIONS

1 Operative Powers

This agreement is entered into pursuant to section 106 of the 1990 Act and section 111 of the Local Government Act 1972.

2 Interpretation

- 2.1 In this agreement the following expressions shall unless the context otherwise requires have the following meanings:
- | | | |
|-------|--------------------------|--|
| 2.1.1 | 1990 Act | The Town and Country Planning Act 1990 (as amended). |
| 2.1.2 | The Application | The planning application submitted to the Borough Council for planning permission for the Development and bearing reference number 15/505188. |
| 2.1.2 | The Bed Spaces | The 8 Bed spaces developed pursuant to the Permission. |
| 2.1.3 | Development | Re-development of the property consisting of the conversion and extension of the hall and second floor of the main building to provide 8 bed spaces for West Kent YMCA; and refurbishment of the ground and first floor of the main building for continued use as a Quakers Meeting Hall and the demolition of a single storey side entrance, behind the main building as set out in the Application. |
| 2.1.4 | Head of Housing Services | The Council's Head of Housing Services and shall be deemed to mean the officer for the Council from time to time holding that appointment or (if no officer holds that appointment) carrying out the duties of that appointment. |
| 2.1.5 | Implementation | The carrying out on the Land of a material operation as defined in section 56(4) of the 1990 Act pursuant to the Permission but not otherwise save that for the purpose of this definition the carrying out of any works of demolition works of site clearance ground investigation and site survey works construction of boundary fencing or hoardings construction of temporary accesses and/or highway works archaeological investigation site decontamination or remediation works landscaping works laying of sewers and other services creation of site compounds and noise attenuation works shall not be |

Appendix B

deemed to be the carrying out of a material operation and "Implement" shall be construed accordingly.

- | | | |
|-------|------------|--|
| 2.1.6 | Land | All that land against which this Agreement may be enforced registered at the Land Registry with Title number K847396 and shown for identification purposes only edged red on the Plan. |
| 2.1.7 | Occupation | Beneficial occupation of the Bed Spaces or other parts of the Development other than occupation for the purposes of construction fitting out security marketing or repair and 'Occupied' shall be construed accordingly. |
| 2.1.8 | Permission | Planning permission for the Development pursuant to the Application. |
| 2.1.9 | Plan | The attached plan. |

- 2.2 Where in this agreement reference is made to a clause sub-clause paragraph schedule plan or recital such reference (unless the context otherwise requires) is a reference to a clause paragraph schedule plan or recital of or (in the case of a plan) attached to this agreement.
- 2.3 Words denoting any one gender only shall include both genders and may be used interchangeably and words denoting natural persons include firms companies and corporations and vice versa.
- 2.4 Words importing the singular number only shall include the plural number and vice versa and where there is more than one covenantor the obligation of such covenantors shall be joint and several.
- 2.5 Any reference to a statute or statutory instrument (whether or not specifically named) includes any statute or statutory instrument amending consolidating or replacing them respectively and for the time being in force and references to a statute include all statutory instruments orders plans regulations byelaws

permissions and directions for the time being made issued or given or deriving validity pursuant to them.

- 2.6 Where the agreement approval consent or an expression of satisfaction is required by the Owner under the terms of this agreement from the Borough Council that agreement approval consent or satisfaction shall be given in writing and shall not be unreasonably withheld or delayed.
- 2.7 Save where the context otherwise requires references to any party shall include the successors in title of that party.
- 2.8 References in this agreement to the Borough Council and Owner shall include references to its successors.

3 Legal Effect

- 3.1 This agreement is executed by the parties as a deed and will constitute a planning obligation for the purposes of section 106 of the 1990 Act to the extent that it shall bind the Owner and their successors in title to each and every part of the Land.
- 3.2 This agreement shall be enforceable by the Borough Council.
- 3.3 The Owner shall upon parting with the fee simple in any part of the Land be released from all obligations rights and duties under the terms of this agreement insofar as they relate to such part of the Land (save in respect of liability for any antecedent breach of the agreement) and shall upon parting with the entirety of their interest in the Land as a whole be released from all liability whatsoever under the terms of this agreement save insofar as it relates to an antecedent breach of this agreement.
- 3.4 This agreement (save for clauses 1, 2, 3, 5, 6 and 7 which shall take effect on the date hereof) shall not take effect until the following conditions precedent have been satisfied:
 - 3.4.1 the Permission being granted by the Borough Council; and
 - 3.4.2 the Implementation of the Development.
- 3.5 Nothing in this agreement shall be construed as prohibiting limiting or affecting any right to develop any part of the Land in accordance with a planning permission (other than the Permission) granted by the Borough Council or the Secretary of State on appeal or by reference to her after the date of this agreement and for the avoidance of doubt any operations works or development in accordance with such a planning permission shall not constitute Implementation under the terms of this agreement.
- 3.6 Each clause sub-clause paragraph schedule or plan shall be separate distinct and severable from each other to the extent only that if any clause sub-clause paragraph schedule or plan becomes or is invalid because of a change of circumstances or any other unforeseen reasons or if any one or more of such clause sub-clause paragraph schedule or plan shall be held by the courts to be void for any reason whatsoever but would be valid if severed or any wording was deleted or any time period reduced or scope of activities or area covered diminished then any modifications necessary to ensure such clause sub-clause paragraph schedule or

plan be valid shall apply without prejudice to any other clause sub-clause paragraph schedule or plan contained therein.

- 3.7 Except insofar as legally or equitably permitted nothing contained within this agreement shall fetter the Borough Council in its future exercise of rights and powers under the 1990 Act Local Government Act 1972 or any other statutory power.
- 3.8 For the purposes of (inter alia) the Contracts (Rights of Third Parties) Act 1999 nothing in this agreement is intended to confer any benefit upon or create rights in favour of any party other than the parties executing this agreement and their respective successors in title.
- 3.9 Nothing in this agreement shall be construed as imposing any obligation on any Statutory Undertaker who acquires an interest in the Land for the purpose of undertaking their statutory functions.
- 3.10 This Agreement shall cease to have effect (insofar only as it has not already been complied with) if the Permission shall be quashed, revoked or otherwise withdrawn or (without the consent of the Owner) it is modified by any statutory procedure or expires before the Development is Implemented.

4 Occupation Covenant

The Owner covenants not to permit the Occupation of any of the Bed Spaces unless the Occupation is managed by the West Kent YMCA or such other similar organisation as may be agreed in writing by the Council's Head of Housing Services.

5 Costs

The Owner covenants with the Borough Council to procure that the Managing Trustees pay on completion of this agreement the Borough Council's legal costs incurred in connection with the preparation and completion of this agreement in the sum of £205.

6 Land Charge

This agreement is a local land charge and is to be registered as such by the Borough Council.

7 Service Provisions

- 7.1 Any notice or other written communication to be served upon or given by one party to any other under the terms of this agreement shall be deemed to have been validly served or given if transmitted by facsimile (and confirmed by transmission confirmation slip) delivered by hand or sent by recorded delivery post to the party upon whom it is to be served or to whom it is to be given or as otherwise notified for the purpose by notice in writing.

Appendix B

- 7.2 The address for any notice or other written communication shall only be within the United Kingdom and is:
- 7.2.1 for the Owner as specified above
 - 7.2.2 for the Borough Council as specified above marked for the attention of the Head of Planning Services.

EXECUTED and delivered as a deed on the date of this agreement

EXECUTED as a deed by affixing the common seal of **TUNBRIDGE WELLS BOROUGH COUNCIL** in the presence of:

K. Harau
Authorised signatory

SEAL BOOK REFERENCE
NUMBER:-

9131



SIGNED as a deed by **Friends Trusts Ltd** acting by

Director Signature

Print Full Name:

Secretary Signature

Print Full Name:

Paul Whitehouse

PAUL WHITEHOUSE

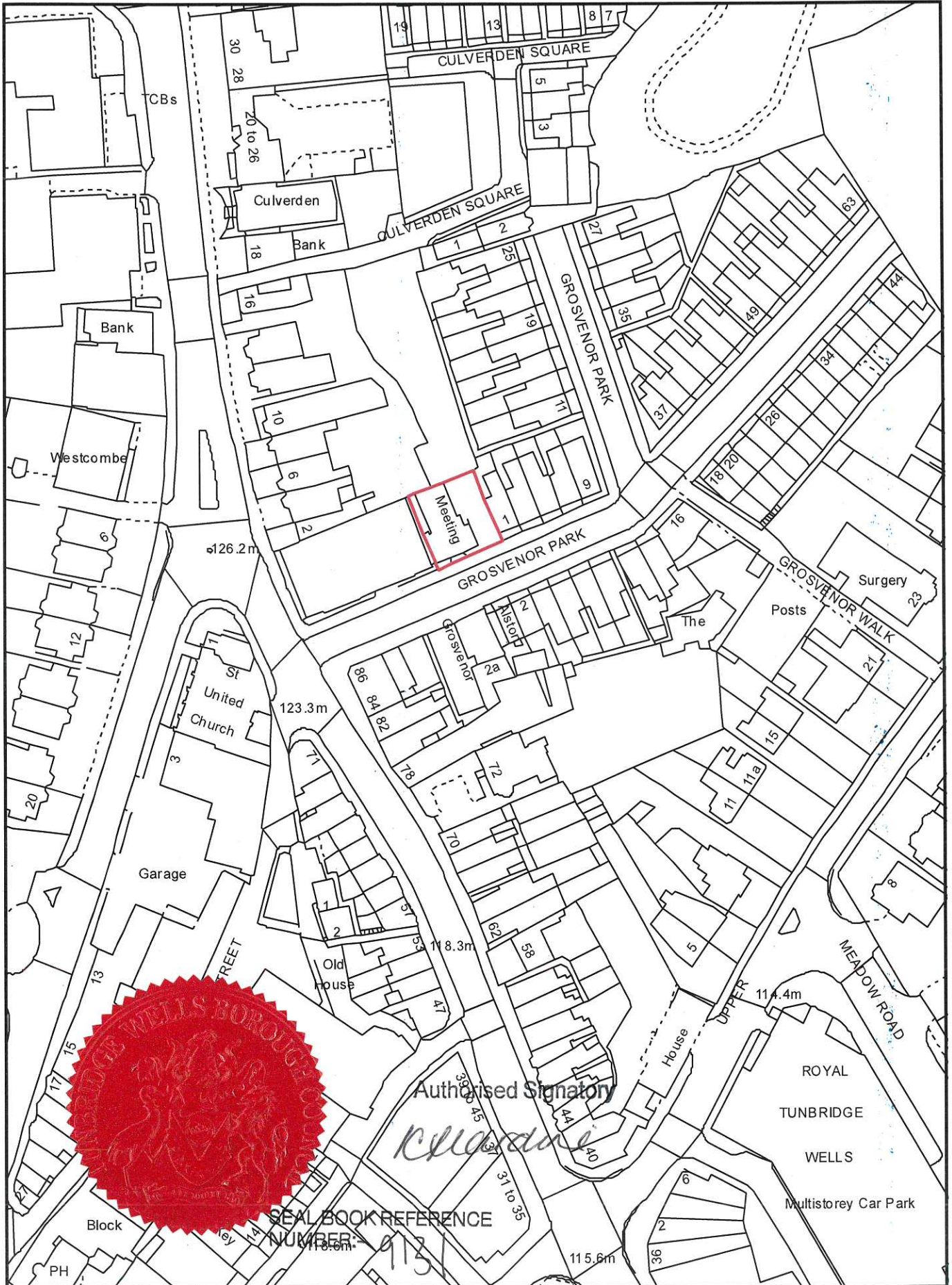
Christopher Gregory

CHRISTOPHER GREGORY



S.106 OBLIGATION

Friends Meeting House, Grosvenor Park, Tunbridge Wells - 15/505188



Authorised Signatory

Claire

SEAL BOOK REFERENCE NUMBER: 0113





Sarah Lewis
Housing Register and Development Manager
Tunbridge Wells Borough Council
Town Hall
Royal Tunbridge Wells
Kent TN1 1RS

11^h October 2016

Dear Sarah,

**QUAKER MEETING HOUSE - DEVELOPMENT OF AFFORDABLE FLATS
WEST KENT YMCA COMMITMENT TO HOUSING MANAGEMENT**

I am writing to confirm continuing YMCA board approval in principle and firm commitment to managing affordable housing at the Quaker Meeting House. **Housing for young people in need** remains core to our [updated vision](#), mission, strategy and business plan. As you know there is a continuing need for affordable housing – particularly for young people; and anything that helps to achieve a faster [but positive and sustainable] move on from Ryder House will help address local housing issues in a cost-effective manner for many years to come.

West Kent YMCA and Habitat for Humanity will sign contracts for a long-term under-lease and/or long-term management agreement for the flats at the Quaker Meeting House, Tunbridge Wells. Our joint intention is smooth transition when the new flats are ready – so we can manage this vital affordable housing for vulnerable young people who have a local housing need.

As you know, we still intend to form 'West Kent YMCA Housing Association Ltd', a subsidiary to buy Ryder House, and assuming this goes forward any contract with West Kent YMCA would be novated to the housing subsidiary to provide appropriate governance [under HCA scrutiny]. This process is only 'on hold' as the HCA will not consider new RP registrations whilst national policy for LHA and supported housing is clarified.

We appreciate there have been considerable delays to this project but all three charities remain committed to this vital development. We recommend and request your s106 funding allocation remains committed to this development; to ensure viability. Any payment made to West Kent YMCA would be passed in full to Habitat for Humanity to fund development; alternatively TWBC may prefer to pay s106 grant to Habitat for Humanity on the basis that they will develop affordable housing that will be managed by West Kent YMCA.

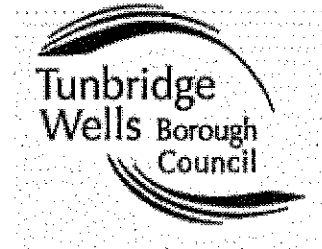
Yours sincerely,

Rob Marsh
Chief Executive West Kent YMCA
Mobile 07941 388852 Email Rob.Marsh@WestKentYMCA.org.uk

Copy to: Habitat for Humanity, West Kent Quakers

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Habinteg Housing Association
C/O AHR Building Consultancy
Norwich Union House
High Street
Huddersfield
West Yorkshire
HD1 2LF



30 July 2015

PLANNING DECISION NOTICE

APPLICANT:	Habinteg Housing Association
DEVELOPMENT TYPE:	Minor Dwellings
APPLICATION REFERENCE:	14/505896/FULL
PROPOSAL:	Erection of 4 No. 2-bedroomed dwellings.
ADDRESS:	Land Adjacent 18 Old Kent Road Paddock Wood Tonbridge Kent

The Council hereby **GRANTS** planning permission subject to the following Condition(s):

- (1) The development hereby permitted shall be begun before the expiration of 3 years from the date of this decision.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

MKPS – Working in Partnership with: Tunbridge Wells Borough Council

Please Note: All planning related correspondence for TWBC should be sent to:

Mid Kent Planning Support, Maidstone House, King Street, Maidstone ME15 6JQ

Tel: 01622 602736 email: planningsupport@midkent.gov.uk

Access planning services online at: www.tunbridgewells.gov.uk or submit an application via www.planningportal.gov.uk

- (2) The development hereby permitted shall be carried out in accordance with the following approved plans:

Design and Access Statement Ref BCHUD.2013.00803.000/06 Rev. 1 received on 4th February 2015

Flood Risk Assessment and Drainage Strategy Report by Hemsley Orrell Partnership received on 23rd February 2015

Tree Survey, Arboricultural Impact Assessment and Method Statement by ECUS received on 11th March 2015

Drawings:

[PW]_P_03 Rev. A - Proposed Floor Plans;

[PW]_P_04 - Bungalow Elevations;

[PW]_P_05 - House Elevations;
Received on 3rd December 2014

[PW]_P_06 Rev. A - Proposed Detailed Site Plan received on 11th February 2015

[PW]_P_02 Rev. A - Existing and Proposed Site Plan and Sectional Elevations received on 4th March 2015

[PW]_P_01 Rev. A - Location Plan received on 20th April 2015

SE 5463/03 - Tree Replacement Planting received on 8th June 2015

Reason: To clarify which plans have been approved

- (3) The area shown on the approved drawing as vehicle parking space, and turning facility shall be provided and retained for the use of the occupiers of, and visitors to, the development, and no permanent development, whether or not permitted by the Town and Country Planning (General Permitted Development)(England) Order 2015 (or any Order revoking and re-enacting that Order), shall be carried out on that area of land so shown or in such a position as to preclude vehicular access to this reserved parking space.

Reason: Development without provision of adequate accommodation for the parking of vehicles is likely to lead to parking inconvenient to other road users.

- (4) As an initial operation on site, before any other work commences, the area of land within the vision splays shown on the approved plan shall be reduced in level as necessary and cleared of any obstruction exceeding a height of 0.6 metres above the level of the nearest part of the carriageway and be so retained in accordance with the approved plan

Reason: In the interests of highway safety.

- (5) Prior to the commencement of the development the off-site highway works necessitated by the development and as shown on the approved drawings shall be carried out and completed in full agreement with the scheme and to the satisfaction of the Local Highway Authority.

Reason; To ensure the revised access is available for use during the construction phase and in the interests of highway safety.

- (6) No equipment, machinery or materials shall be brought onto the site prior to the erection of approved barriers and/or ground protection as set out in the approved Arboricultural Impact Assessment, unless required to carry out pre commencement operations approved in writing by the local planning authority. These measures shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed, nor fires lit, within any of the protected areas. No alterations shall be made to the siting of barriers and/or ground protection, nor ground levels changed, nor excavations made within these areas without the written consent of the local planning authority

Reason; To safeguard existing trees to be retained and to ensure a satisfactory setting and external appearance to the development.

- (7) All planting, seeding and turfing comprised in the approved details of landscaping shall be carried out in the first planting season following the completion of the development. Any planting whether new or retained which within a period of 5 years from the completion of the development dies, is removed or becomes seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species.

Reason: In order to protect and enhance the amenity of the area.

- (8) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and re-enacting that Order), no windows, or similar openings shall be inserted in the first floor, side elevations of the approved dwellings other than as hereby approved.

Reason: In the interests of the amenity of occupants of the adjoining property.

- (9) The finished floor levels of the dwellings hereby approved shall be as indicated on the approved drawings.

Reason; In order to result in a satisfactory development of the land.

- (10) Written details including source/ manufacturer, of bricks, tiles and cladding materials and external surfacing materials to be used shall be submitted to and approved in writing by the Local Planning Authority before the development is commenced and the development shall be carried out using the approved external materials.

Reason: In the interests of visual amenity

Appendix D

- (11) Before any building is occupied, details for the storage and screening of refuse shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To facilitate the collection of refuse, preserve visual amenity and to reduce the occurrence of pests.

- (12) No dwelling hereby permitted shall be occupied until a 1.8m high close boarded fence has been erected on the boundary with 18 Old Kent Road, unless otherwise agreed in writing by the Local planning Authority.

Reason; To protect the amenity of adjoining occupiers.

- (13) Prior to the erection of the building(s) hereby approved, written details for water conservation within the development, shall be submitted to, and approved in writing by the Local Planning Authority and the development shall be carried out in accordance with the approved details.

Reason: In the interests of water conservation.

Informative(s):

- (1) Your attention is drawn to the following working practices which should be met in carrying out the development:
- Your attention is drawn to Sections 60 & 61 of the COPA 1974 and to the Associated British Standard COP BS 5228: 2009 for noise control on construction sites. Statutory requirements are laid down for control of noise during works of construction and demolition: if necessary you should contact the Council's environmental health department regarding noise control requirements.
 - Clearance and burning of existing woodland or rubbish must be carried without nuisance from smoke etc. to nearby residential properties. Advice on minimising any potential nuisance is available from the Council's environmental health department.
 - Plant and machinery used for demolition and construction should only be operated within the application site between 0800 hours and 1900 hours on Mondays to Fridays and between 0800 hours and 1300 hours on Saturdays and at no time on Sunday and Bank Holidays.
 - Vehicles in connection with the construction of the development should only arrive, depart, be loaded or unloaded within the general site between the hours of 0800 hours and 1900 Mondays to Fridays and 0800 to 1300 hours on Saturdays and at no time on Sundays and Bank Holidays.

- The importance of notifying local residents in advance of any unavoidably noisy operations, particularly when these are to take place outside the normal working hours is advisable. Where possible, the developer shall provide residents with a name of a person and maintain dedicated telephone number to deal with any noise complaints or queries about the work.
- Adequate and suitable provision in the form of water sprays should be used to reduce dust from the site.
- It is recommended that the developer produces a Site Waste Management Plan in order to reduce the volumes of waste produced, increase recycling potential and divert materials from landfill. This best practice has been demonstrated to both increase the sustainability of a project and maximise profits by reducing the cost of waste disposal.
- Adequate and suitable measures should be carried out for the minimisation of asbestos fibres during demolition, so as to prevent airborne fibres from affecting workers carrying out the work, and nearby properties. Only contractors licensed by the Health and Safety Executive should be employed.
- If relevant, the applicant must consult the Environmental Health Manager regarding an Environmental Permit under the Environmental Protection Act 1990.

The Council's approach to this application:

In accordance with paragraphs 186 and 187 of the National Planning Policy Framework (NPPF), the Council takes a positive and proactive approach to development proposals focused on solutions. We work with applicants/agents in a positive and proactive manner by:

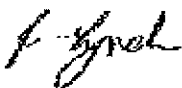
Offering pre-application advice.

Where possible, suggesting solutions to secure a successful outcome.

As appropriate, updating applicants/agents of any issues that may arise in the processing of their application.

In this instance:

The applicant/agent was advised of minor changes required to the application and these were agreed.



Jane Lynch
Head of Planning Services
Tunbridge Wells Borough Council

IMPORTANT - YOUR ATTENTION IS DRAWN TO THE ATTACHED NOTES

NOTIFICATION TO APPLICANT FOLLOWING REFUSAL OF PERMISSION OR GRANT OF PERMISSION SUBJECT TO CONDITIONS

This decision does not give approval or consent that may be required under any act, bylaw, order or regulation other than Section 57 of the Town and Country Planning Act 1990.

Appeals to the Secretary of State

If you are aggrieved by the decision of your local planning authority (LPA) to refuse permission for the proposed development, or to grant it subject to Conditions, then you can appeal to the Secretary of State (SoS) under Section 78 of the Town and Country Planning Act 1990.

Please see “Development Type” on page 1 of the decision notice to identify which type of appeal is relevant.

- If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice and if you want to appeal against the LPA's decision on your application, then you must do so within **28 days** of the date of this notice.
- If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against the LPA's decision on your application, then you must do so within **28 days** of the date of service of the enforcement notice, or within **6 months [12 weeks** in the case of a **householder** or **minor commercial** application decision] of the date of this notice, whichever period expires earlier.
- If this is a decision to refuse planning permission for a **Householder** application or a **Minor Commercial** application and you want to appeal the LPA's decision, or any of the conditions imposed, then you must do so within **12 weeks** of the date of this notice.
- In all other cases, you will need to submit your appeal against the LPA's decision, or any of the conditions imposed, within **6 months** of the date of this notice.

Appeals must be made using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN or online at www.planningportal.gov.uk/pcs.

The SoS can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The SoS need not consider an appeal if it seems to the SoS that the LPA could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

Cabinet	1 December 2016
Is the final decision on the recommendations in this report to be made at this meeting?	Yes

Preventative Health Services in West Kent

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Lynne Weatherly – Portfolio Holder for Communities and Wellbeing
Lead Director	Jonathan MacDonald – Director of Planning and Development
Head of Service	Gary Stevenson – Head of Environment and Street Scene
Lead Officer/Report Author	Tracey Beattie – Mid Kent Environmental Health Manager
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That the West Kent Public Health Preventative Service model be endorsed;
2. A partnership agreement between Kent County Council, Tonbridge and Malling and Tunbridge Wells Borough Councils and Sevenoaks District Council be developed as a basis to work together to deliver the West Kent Public Health Preventative Services model over the three years 2017/18 to 2019/20; and
3. Authority is delegated to the Head of Environment and Street Scene, in consultation with Leader and Portfolio Holder for Communities and Wellbeing, to enter in to the partnership agreement.

This report relates to the following Five Year Plan Key Objectives:

- A Confident Borough
The report supports the delivery of preventative health services through sustainable way to communities and residents within the Borough by working with partners to ensure services are accessible, appropriate and effective.

Timetable (* please delete or add as applicable)	
Meeting	Date
Discussion with Portfolio Holder	4 November 2016
Cabinet Advisory Board	16 November 2016
Cabinet	1 December 2016

Tunbridge Wells Committee Report, version: April 201

Preventative Health Services in West Kent

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This further report sets out proposed arrangements for a devolved integrated approach towards public health (preventative services) across West Kent between Kent County Council, this Council and Sevenoaks and Tonbridge and Malling Councils. It follows on from the report considered by this Board on 24 August 2016 (COM16/16 refers) and Cabinet on 15 September (CAB72/16 refers).
 - 1.2 Cabinet endorsed the approach of the Council being involved in and influencing the provision of preventative public health services commissioning with KCC and the development of a new West Kent public health service model. Work has been continuing and reported to West Kent Integration Board comprising Council Leaders. This report now seeks approval to develop and enter in to partnership with Kent County Council, and Sevenoaks DC and Tonbridge and Malling BC.
 - 1.3 KCC and the three West Kent Districts have a history of working closely together to reduce health inequality and improve health and there is a real opportunity for closer collaborative working and to make better use of the diminishing preventative resources to improve health outcomes.
 - 1.4 The Sevenoaks DC and Tonbridge and Malling BC Cabinets are also considering these proposals during November.
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2. INTRODUCTION AND BACKGROUND

- 2.1 Kent County Council has a statutory duty to deliver the Public Health function, in partnership with others, to improve the health and wellbeing of Kent residents and reduce health inequalities. All Councils have a duty to plan for the health and wellbeing of the residents they serve. District and Borough Councils have a role to play in delivering health protection, health improvement and key services to address the wider determinants of health.
- 2.2 The 2015 King's Fund report 'The District Council Contribution to Public Health: a time of challenge and opportunity' looked at the opportunities for District and County Councils to work together holistically to deliver the public health agenda. The report demonstrates that 'district councils are in a good position to influence many factors of good health through their key functions' and describes a 'radical upgrade in prevention'.
- 2.3 The County Council's new countywide preventative service strategy is to offer seamless support to individuals who need to make change lifestyle changes to improve their health, to help motivate this change, to support making the change and then maintain it so that it becomes a new norm to their lifestyle.

Their aim is to do this through a service based around the individual and this approach is supported by the district and borough councils.

Current Position

- 2.4 Together with KCC commissioned services, delivery of preventative health within Tunbridge Wells is undertaken through the Healthy Lifestyles team. KCC Public Health fund and set the Service Level Agreement for the service. For Tunbridge Wells the focus for the borough is on reducing obesity levels within the population, with particular emphasis on communities where inequalities in health significantly impact on life expectancy levels for individuals. The team also commission services for mental health priorities from the voluntary sector, for example provide programmes to schools with the aim of reducing hospital admissions for self harm, or domestic abuse. All programmes are evidence based and closely monitored and reported back to KCC Public Health. Other preventative health services such as Smoking Cessation, sexual health services are delivered by specialist health services commissioned by KCC Public Health for the district.

Proposed Partnership

- 2.5 The proposed West Kent Health Improvement Model (Appendix A) is informed by the King's Fund report and the West Kent Health Deal. The model provides for the four councils to manage their collective resources in a way that not only generates best value for money and delivers against outcomes but also provides a platform for further integrated working that delivers longer-term health improvements.
- 2.6 It is envisaged that a Health Improvement Partnership Board would be established to oversee delivery arrangements under the West Kent Integration Board. The governance arrangements for the Integration Board are being considered under a separate work stream and are not in the scope of this report. Such governance arrangements will require the approval of Full Council in due course.
- 2.7 This report seeks approval for a more collaborative way of working between the councils and the implementation of a partnership agreement that could stand alone from Integration Board.
- 2.8 The partnership agreement would work to ensure that maximum value for money and effectiveness is provided by preventative services in West Kent. Where it is jointly agreed that a service should be externally procured, all four councils will play an equal role in the specification and evaluation processes
- 2.9 District and Borough Councils will, through a local hub model, play a full role in the co-ordination and delivery of the local public health (preventative services) provision, ensuring that services address local needs and are co-ordinated with other local delivery.
- 2.10 It is envisaged that there should be one single referral point for the three Districts that feeds into a local arrangement for each district or borough that

enables a holistic assessment of individual needs and considers the wider determinants of health such as debt, employment and housing conditions. Co-location of locally procured services within the District and Borough Council offices will enable the integration of this new assessment function and make for efficiencies in delivery and better outcomes for the customer.

- 2.11 The District, Borough and County Councils would work together to bring the necessary range of skills and experience together to maximise health outcomes. The delivery model should provide for arrangements to be responsive to changing needs.
 - 2.12 It is proposed that a partnership agreement will be drafted for approval under a delegated power after all of the Councils have had the opportunity to consider and endorsed the proposed approach. This will ensure that the final agreement can take account of comments raised.
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3. AVAILABLE OPTIONS

- 3.1 To further engage with Tonbridge and Malling and Sevenoaks and KCC to finalise and implement a new model for a West Kent Preventative Health Service through a new partnership agreement. To ensure that the needs of the communities in Tunbridge Wells are met through a combination of co-commissioning, direct provision of services by districts and boroughs and the use of thematic delivery of specialist services.
 - 3.2 To partially engage with the process of devolution of services to West Kent and risk poorly designed service delivery for the residents of the borough with partial integration of preventative health with other closely aligned Tunbridge Wells' services.
 - 3.3 Not to participating with the devolution process and failing to take the opportunity to redesign preventative health delivery within the borough. Failing to recognise the importance of designing in health to policy and strategy decisions.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 To continue to engage with Tonbridge and Malling and Sevenoaks and KCC to finalise and implement a model for a West Kent Preventative Health Service and enter in to a partnership agreement. To ensure that the needs of the communities in Tunbridge Wells are met through a combination of co-commissioning, direct provision of services by districts and boroughs and the use of thematic delivery of specialist services.
- 4.2 This will enable members and officers to ensure that the needs of the residents are recognised, that services are designed to meet local need and reduce inequality of health where possible.

- 4.3 That best practice and value are considered across a wider area when co-commissioning services with the other authorities to provide more efficient use of resource.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The Advisory Board considered this item at its meeting on 24 August 2016 (COM16/16 refers) No specific public consultation has been undertaken but the proposal reflects information gathered from the Residents' Survey and the 2016 Health Profile for the borough.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.2 The Communities Cabinet Advisory Board were consulted on this decision on 16 November 2016 and agreed the following recommendation:
- That the recommendation set out in the report be supported.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 To work with Kent County Council, Tonbridge and Malling Borough Council and Sevenoaks District Council to develop a partnership agreement for approval, prepare for the implementation of the new KCC county wide commissioned preventative service and its interaction with services provided by the borough and district council, and work with the WK Clinical Care Commissioning Group and Health and Wellbeing Board.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The statutory responsibility for the provision of Public Health preventative services to which this report relates is with Kent County Council. TWBC is commissioned to provide some of the services that KCC is responsible for.	To be confirmed
Finance and other resources	The report does not seek approval for any additional resources.	To be confirmed
Staffing establishment	The report does not propose any changes to the Council's staffing establishment.	To be confirmed
Risk management	No relevant issues identified.	Gary Stevenson Head of Environment & Street Scene 8/11/16

Environment and sustainability	No relevant issues identified.	Gary Stevenson Head of Environment & Street Scene 8/11/16
Community safety	No relevant issues identified.	Gary Stevenson Head of Environment & Street Scene 8/11/16
Health and Safety	No relevant issues identified.	Gary Stevenson Head of Environment & Street Scene 8/11/16
Health and wellbeing	The devolution of decision making on targeting health outcomes that are more relevant to West Kent and delivering services in a way that meets local needs will improve effectiveness that should lead to a reduction in health inequality.	Gary Stevenson Head of Environment & Street Scene 8/11/16
Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users on the basis of this report.	Gary Stevenson Head of Environment & Street Scene 8/11/16

8. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A - West Kent Health Improvement Model

9. BACKGROUND PAPERS

Kings Fund Report – Districts councils contribution to Public Health

https://www.kingsfund.org.uk/sites/files/kf/field/field_publication_file/district-council-contribution-to-public-health-nov15.pdf (last accessed 8/11/16)

Working in Partnership

MOTIVATE CHANGE

Community intelligence

- Understanding local need, gaps and resources

Harnessing local presence

- Community assets, Community events, Gateways, one public estate

Universal promotion

- Communicating health messages, District Council magazines, KCC website, resources linked to One YOU, joint campaigns

Assessments & co-ordinated referrals

- Sign posting to local opportunities through social prescribing including, District, KCC and VCS assets

MAKE CHANGE

Empower change of behaviours & improve wellbeing

- Making Every Contact Count
- Innovation in approach

Co-commissioned Procured service

New Integrated service – Jointly agreed outcomes, jointly resourced

- Utilising technology and digital services
- Offering seamless support to those with multiple lifestyle behaviours
- Connecting with wider resource to maintain change
- Locally flexible

MAINTAIN CHANGE

Jointly:

- Improving utilisation of local community provision
- Brokering low cost activities
- Promoting indoor and outdoor leisure and clubs
- Development of training for local volunteers, peer led support and advocates at community spaces
- Increasing active travel opportunity and support
- Grant giving to develop community capacity
- Supporting workplace leadership and healthy business awards
- Enabling access to community assets

Strategic embedding of Public Health Outcomes

Influencing across council policy	Strategic role on place shaping	Co-Commissioning & innovation	Co-ordination with Partners General Practice	Residents' Voice	Growing investment	Utilisation of community assets and resources	Maximising impact
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