

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Committee Services
committee.services@tmbc.gov.uk

13 September 2016

To: MEMBERS OF THE FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Finance, Innovation and Property Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Wednesday, 21st September, 2016 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

- | | | |
|----|--------------------------|-------|
| 1. | Apologies for absence | 5 - 6 |
| 2. | Declarations of interest | 7 - 8 |

3. Minutes 9 - 12

To confirm as a correct record the Notes of the meeting of the Finance, Innovation and Property Advisory Board held on 20 July 2016

Matters for recommendation to the Cabinet

4. Financial Planning and Control 13 - 40
5. Application for Discretionary Rate Relief 41 - 46
6. Rural Rate Relief - Rural Settlement List 47 - 50
7. Council Tax Recovery Policy 51 - 58
8. Reforming Business Rates Appeals 59 - 62
9. Tonbridge Castle Gatehouse Charges 63 - 68

Matters submitted for Information

10. Revenues and Benefits Update 69 - 74
11. River Walk Improvements 75 - 78
12. Urgent items 79 - 80

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

Matters for consideration in Private

13. Exclusion of Press and Public 81 - 82

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

Matters for Recommendation to the Cabinet

14. Debts for Write Off 83 - 86
- LGA 1972 Sch 12A Paragraph 2 – Information likely to reveal information about an individual
15. Tonbridge and Malling Leisure Trust IT Infrastructure and Support Arrangements 87 - 94

LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person

16. Proposed Disposal of Amenity Land at Roman Close, Chatham 95 - 100
LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person
17. Proposal for Castle Lodge, Tonbridge 101 - 102
LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person
18. New Lease to Tonbridge Indoor Bowls Club 103 - 104
LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person
19. Request by Six in One Club, Tonbridge for New Long Lease 105 - 106
LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person
20. Urgent items 107 - 108

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr S M King (Chairman)
Cllr T C Walker (Vice-Chairman)

Cllr Mrs S Bell
Cllr R P Betts
Cllr T Bishop
Cllr J L Botten
Cllr Mrs B A Brown
Cllr T I B Cannon
Cllr D J Cure

Cllr M O Davis
Cllr S R J Jessel
Cllr R D Lancaster
Cllr Miss J L Sergison
Cllr A K Sullivan
Cllr F G Tombolis
Cllr B W Walker

Apologies for absence

This page is intentionally left blank

Declarations of interest

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

Wednesday, 20th July, 2016

Present: Cllr S M King (Chairman), Cllr T C Walker (Vice-Chairman), Cllr R P Betts, Cllr T Bishop, Cllr J L Botten, Cllr Mrs B A Brown, Cllr T I B Cannon, Cllr D J Cure, Cllr M O Davis, Cllr Miss J L Sergison, Cllr F G Tombolis and Cllr B W Walker

Councillors Mrs J A Anderson, O C Baldock, P F Bolt, M A Coffin and N J Heslop were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs S Bell, S R J Jessel, R D Lancaster and A K Sullivan

PART 1 - PUBLIC

FIP 16/28 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

FIP 16/29 MINUTES

RESOLVED: That the notes of the meeting of the Finance, Innovation and Property Advisory Board held on 1 June 2016 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 16/30 APPLICATIONS FOR DISCRETIONARY RATE RELIEF

Decision Notice D160052MEM

Further to Decision No D160039MEM (1), the report of the Director of Finance and Transformation gave details of a renewal application for discretionary rural rate relief in respect of Hadlow Post Office which had been deferred to enable more information to be obtained concerning the closure and relocation of the post office. It was noted that the property had been vacated on 27 May 2016 so the award of relief could be considered for the period 1 April 2015 to 26 May 2016.

RECOMMENDED: That the renewal application for discretionary relief be determined as follows:

Hadlow Post Office, Commercial House, High Street, Hadlow - 30% discretionary rural rate relief be awarded for the period 1 April 2015 to 26 May 2016.

FIP 16/31 FINANCIAL PLANNING AND CONTROL

Decision Notice D160053MEM

The report of the Director of Finance and Transformation provided information on the Council's key budget areas of salaries, major income streams and investment income. It also gave an update on the variations agreed in relation to the revenue budget and areas identified through revenue budget monitoring, summarised to provide an indicative overall budget position for the year which showed a net favourable variance of £380,150.

An update was also given on capital expenditure and variations agreed in relation to the capital plan.

RECOMMENDED: That the contents of the report be noted and endorsed.

FIP 16/32 CAPITAL PROGRAMME: POST IMPLEMENTATION REVIEWS MONITORING REPORT AND TWO REVIEWS

Decision Notice D160054MEM

The report of the Director of Finance and Transformation identified post implementation reviews carried out since July 2015 and the capital schemes for which reviews were due. Reviews in respect of Tablet Devices for Members and Senior Officers and Corporate Document Management System Expansion were also presented.

RECOMMENDED: That the post implementation reviews for the capital schemes detailed in the report be endorsed.

FIP 16/33 CONTRACT RENEWALS 2017 - (1) INSURANCE AND (2) CASH COLLECTION

Decision Notice D160055MEM

The report of the Director of Finance and Transformation advised that the Council's existing contracts for the provision of cash collection and insurance arrangements were due to expire in January and June 2017 respectively. It was noted that the cash collection contract was a county wide procurement exercise led by Maidstone Borough Council. However, details were given of the appointment of a broker in accordance with the Financial Procedure Rules to assist with the

administration of the insurance tender process and identify where savings might be achieved.

RECOMMENDED: That the current situation regarding renewal of the cash collection contract be noted and the appointment of a broker to administer renewal of the Council's insurance arrangements be endorsed.

MATTERS SUBMITTED FOR INFORMATION

FIP 16/34 BENEFITS UPDATE

Members were advised of current issues arising in the benefits field including performance and workload of the Benefits Service, progress with the rollout of Universal Credit and applications for discretionary housing payment. Reference was made to responses to date to the ongoing consultation on changes to the Local Council Tax Reduction Scheme.

FIP 16/35 COUNCIL TAX AND BUSINESS RATES UPDATE

The report gave details of recent developments in respect of council tax and business rates including collection rates to 30 June 2016. Reference was made to a Government consultation on the retention by local government of 100 per cent of business rates which was likely to be reported to the extraordinary meeting of the Cabinet on 6 September.

FIP 16/36 IT SERVICES UPDATE

The report provided an update on the implementation of the new email platform and amendments to the network password policy. Reference was made to feedback from the survey of councillors' use of tablets and other devices. Progress was reported on Members' appointments with IT Services to arrange migration of the individual email accounts to Outlook and installation of a new password which would improve the reliability of their tablets.

MATTERS FOR CONSIDERATION IN PRIVATE

FIP 16/37 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 16/38 DEBTS FOR WRITE OFF

(LGA 1972 Sch 12A Paragraph 2 – Information likely to reveal information about an individual)

Decision Notice D160056MEM

The report of the Director of Finance and Transformation sought approval of the writing-off of debts considered to be irrecoverable. Details were also given of debts under £1,000 which had been written-off in accordance with Financial Procedure Rule 17.2 together with cumulative totals of debts in the current and previous financial years and information on budgeted bad debt provision.

RECOMMENDED: That the 25 items shown in the schedule of amounts over £1,000, totalling £125,050.78 be written-off for the reasons stated within the schedule.

FIP 16/39 HOUSING STOCK TRANSFER AGREEMENT - REQUEST FOR VARIATION OF EXISTING TERMS

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

Decision Notice D160057MEM

Consideration was given to the report of the Director of Central Services regarding a request for variation of the existing rules of Russet Homes Limited (included within the original stock transfer agreement with the former Tonbridge and Malling Housing Association) as part of an intended transfer to Circle Thirty Three Housing Trust Limited.

RECOMMENDED: That the Stock Transfer Agreement dated 15 January 1991 be varied by removing the covenant "...not to change the rules of the Association insofar as they relate to its objects and to Board Membership without the Council's consent, which is not to be unreasonably withheld" which is set out in paragraph 8 of the Schedule to the Sixth Schedule on page 118 of the Agreement.

The meeting ended at 8.29 pm

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

21 September 2016

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 FINANCIAL PLANNING AND CONTROL

This report brings together information on the Council's key budget areas of Salaries, Major Income Streams and Investment Income. The performance of the key budget areas, together with the approved variations to the revenue budget and areas identified through revenue budget monitoring are then summarised to provide an indicative overall budget position for the year. The report also updates Members on capital expenditure and variations that have been agreed in relation to the capital plan.

1.1 Salaries Monitoring Statement

1.1.1 Appended for information at **[Annex 1]** is a budgetary control statement that compares actual expenditure on basic salaries, temporary staff, overtime, superannuation and national insurance to the end of August 2016, with the appropriate proportion of the original estimate for 2016/17. The statement identifies **net management savings of £20,800** have been achieved.

1.2 Income Monitoring Statement

1.2.1 Appended for information at **[Annex 2]** is a budgetary control statement that compares actual income from fees and charges to the end of August 2016, with the appropriate proportion of the original estimate for 2016/17. Members will note that overall income to the end of June is **£24,400 more** than anticipated.

1.3 Treasury Management

Internally Managed Core Funds

1.3.1 The Council achieved a return of 0.8% on its internally managed core fund investments for the period ended August 2016, compared to a 3-Month LIBID benchmark of 0.29%. Investment income achieved for the period ended August 2016 is £53,550.

1.3.2 At the end of August 2016 the value of the fund stood at £19.6m. This was invested at an average rate of 0.74% and an average maturity of 107 days.

Internally Managed Cash flow Funds

- 1.3.3 The Council achieved a return of 0.69% on its internal cash flow investments for the period ended August 2016, compared to a 7-day LIBID benchmark of 0.16%. Investment income achieved for the period ended August 2016 is £42,600.
- 1.3.4 In cash terms, the value of internally managed cash flow investments at the end of August 2016 was £12.8m. This was invested at an average rate of 0.77% and an average maturity of 82 days.

All Investments

- 1.3.5 The combined return figure for internally managed investments is compared with the original estimate for 2016/17 later in this report.
- 1.3.6 Whilst the August rate cut and the potential for a second has limited impact on investment income this financial year, the impact over the course of the medium term is significant. The potential to mitigate some of that impact through alternative types of investment e.g. property funds is to be explored and reported to the January 2017 meeting of the Audit Committee.

1.4 Approved Variations to the Revenue Budget

- 1.4.1 Listed below are the variations that have been agreed to the revenue budget. It has been based upon those variations approved by Portfolio Holders, Committees, Cabinet and Council up to the meeting of Cabinet on 6 September 2016.
- 1.4.2 Planning and Transportation Advisory Board 12 January 2016
- Approved proposals following the review of car parking fees and charges. This is estimated to generate net additional income of £85,000 per annum (£37,000 of which is reflected in the Salaries Monitoring Statement and Income Monitoring Statement above).
- 1.4.3 Overview and Scrutiny Committee 26 January 2016
- Recommended that the Council withdraw from the direct provision of the Summer Playscheme and Activate Programme. This is expected to generate savings of £59,000 per annum.
- 1.4.4 General Purposes Committee 1 February 2016
- Approved a 2% pay award over two years from 1 April 2016 with the next pay review not then due until 1 April 2018. This will result in a one-off cost of £93,800 in 2016/17 (£39,100 of which is reflected in the Salaries Monitoring Statement above).
- 1.4.5 Housing and Environmental Services Advisory Board 22 February 2016

- Recommended changes to Bulky Household Waste charges and introduction of charges for separate Fridge/Freezer Collection. These, together with changes to the contract, are expected to generate net savings of £40,000 per annum.

1.4.6 Communities Advisory Board 1 March 2016

- Approved changes to grant support for key voluntary sector bodies which will generate savings of £23,000 per annum.

1.4.7 Cabinet 22 March 2016

- Approved the launch of an online community lottery. The one-off cost of appointing the lottery operator (£10,000) and initial marketing cost (£3,000) are to be met from the Invest to Save earmarked reserve.

1.4.8 General Purposes Committee 27 June 2016

- Approved various establishment changes which will generate permanent savings of £89,300 per annum. In addition, there are time limited costs of £8,600 and a one-off redundancy cost of £90,000.

1.4.9 Communities and Housing Advisory Board 25 July 2016

- Noted that budgetary provision of up to £10,000 is to be set aside in each of the next three years, fully funded from the Housing Assistance Reserve, in order to modernise the Housing Service.

1.4.10 Cabinet 28 July 2016 (subject to approval by Council)

- Recommended that the grants to parish councils in respect of the Council Tax Reduction Scheme be withdrawn from 1 April 2017, saving £175,000 per annum.
- Recommended that the Scheme of Financial Arrangements cease upon the introduction of the Special Expenses Scheme on 1 April 2017, saving £226,000 per annum.

1.4.11 A summary of the approved variations to the revenue budget is given in the table below.

Description	Paragraph Reference	2016/17 £	2017/18 £	
Review of Car Parking Fees and Charges	1.4.2	(48,000)	(85,000)	*
Holiday Activity Programmes	1.4.3	(44,000)	(59,000)	*
Pay Award	1.4.4	54,700	-	

Bulky Waste/Fridge/Freezer Collection	1.4.5	(40,000)	(40,000) *
Key Voluntary Sector Bodies Grant Support	1.4.6	(23,000)	(23,000) *
Online Community Lottery	1.4.7	-	-
Establishment Changes – Permanent	1.4.8	(66,900)	(89,300) *
Establishment Changes – Time Limited Costs	1.4.8	8,600	-
Establishment Changes – Redundancy	1.4.8	90,000	-
Housing Service Modernisation	1.4.9	-	-
Council Tax Reduction Scheme Grants (subject to Council approval)	1.4.10	-	(175,000) *
Special Expenses Scheme (subject to Council approval)	1.4.10	-	(226,000) *
Total		(68,600)	(697,300)

Those items marked with an asterisk* will need to be considered and reflected as appropriate in updating the Medium Term Financial Strategy.

1.5 Virements

- 1.5.1 At the time of writing this report there are no virements to the original revenue estimates for 2016/17 that were approved by Council on 16 February 2016.

1.6 Revenue Budget Monitoring

- 1.6.1 As part of our budget monitoring and control arrangements Chief Officers confirm that budgetary control has been undertaken within the Service areas under their control each month and at the same time highlight those areas, if any, that they wish to bring to the attention of the Director of Finance and Transformation. In addition, the Accountancy Section also monitors budgetary performance across the whole range of services during the year. At the time of writing this report the following areas have been brought to my attention.
- 1.6.2 The RPI increase from 1 March 2016 in respect of the Refuse Collection and Recycling, Amenity and Street Cleansing contracts was 0.2% less than estimated. As a consequence the contract payments will be in the order of £7,000 less than the current estimate.
- 1.6.3 A new catering concession is to be provided at Tonbridge Racecourse Sports Ground generating income of £6,000 per annum.
- 1.6.4 Prices paid for recyclate materials (cans, glass and textiles) continue to fall. Based on latest prices income is expected to be £26,000 less than originally estimated (£4,500 of which is reflected in the Income Monitoring Statement above).

- 1.6.5 Funding has been received from the National Lottery (£8,800) and Tonbridge Round Table (£2,700) to install table tennis tables at Tonbridge Racecourse Sports Ground.
- 1.6.6 The Council has secured funding of £8,000 from Tesco's "Bags of Help" scheme to assist with improvement works at Leybourne Lakes Country Park.
- 1.6.7 The Local Council Tax Support Administration Grant for 2016/17 is £22,800 more than estimated.
- 1.6.8 On the introduction of the Local Council Tax Support Scheme in April 2013 the Council accounted for overpayments/underpayments in respect of the old Council Tax Benefits scheme and penalties in respect of council tax discounts/exemptions within the Collection Fund. It has since been established that these should be accounted for within the General Fund. As a result one-off adjustments of £210,100 and £4,700 have been actioned covering the period 2013/14 to 2015/16. It should be noted that the annual sum to be accounted for in the future in respect of overpayments/underpayments will reduce over time to nil.
- 1.6.9 The engine of one of the Council's recycling vehicles needed to be replaced at a cost of £14,000 half of which will be met by Tunbridge Wells Borough Council.
- 1.6.10 The mobile catering contractor at Tonbridge Castle has withdrawn resulting in loss of income of £5,000 per annum.
- 1.6.11 A developer contribution of £25,400 in respect of Isles Quarry West is to be used to fund expenditure previously incurred in respect of the customer services surgery at Borough Green.
- 1.6.12 Kent County Council has agreed to pay the Council £50,100 in respect of the changes made to council tax discounts and exemptions and £15,600 following the withdrawal of the second homes grant.
- 1.6.13 Tonbridge and Malling Leisure Trust have submitted a loss of income claim of £6,100 in respect of the closure of the health suite at Larkfield Leisure Centre during the recent refurbishment.
- 1.6.14 The Council has been awarded the following grants from central government which will be used to fund as yet unbudgeted expenditure:
- Benefit Cap New Burdens Grant £24,909
 - Brownfield Register Grant £10,000
 - Discretionary Housing Payments £30,280 (in addition to budgeted £141,000)
 - Electoral Registration Grant £4,153 (in addition to budgeted £20,000)

- Fraud and Error Reduction Incentive Scheme Maintenance Fund £16,175
- New Homes Bonus Returned In-Year £4,797
- Local Authority Data Sharing Grant £12,389
- Pension Credit Assessed Income Period Reform Grant £747
- Real Time Information New Burdens Grant £2,010
- Self-Build & Custom Housebuilding Register Grant £5,850
- Single Fraud Investigation Service Project Grant £1,928
- Welfare Reform Grant £16,983

1.6.15 A summary of the items identified through budgetary control is given in the table below.

Description	Paragraph Reference	2016/17 £	2017/18 £
Environmental Health Contracts RPI Increase	1.6.2	(7,000)	(7,000) *
Racecourse Catering Concession	1.6.3	(6,000)	(6,000) *
Recycling Income	1.6.4	21,500	26,000 *
Table Tennis Project	1.6.5	-	-
Leybourne Lakes Project	1.6.6	-	-
Local Council Tax Support Admin. Grant	1.6.7	(22,800)	-
Council Tax Benefits	1.6.8	(245,100)	(35,000)
Penalties	1.6.8	(8,700)	(4,000) *
Recycling Vehicle	1.6.9	7,000	-
Tonbridge Castle Catering Concession	1.6.10	5,000	5,000 *
Developer Contribution	1.6.11	(25,400)	-
Council Tax Discounts and Exemptions	1.6.12	(50,100)	-
Second Homes Grant	1.6.12	(15,600)	-
Loss of Income Claim	1.6.13	6,100	-
Central Government Grants	1.6.14	-	-
Total		(341,100)	(21,000)

Those items marked with an asterisk* will need to be considered and reflected as appropriate in updating the Medium Term Financial Strategy.

1.7 Revenue Budget Summary

1.7.1 The table below brings together information on the Council's key budget areas, the variations agreed to the revenue budget and items identified through budgetary control to provide a broad overview of the expected financial performance for the year.

Description	Budget to August £	Actual to August £	Variance £
Salaries Monitoring Statement	3,957,950	3,937,150	(20,800)
Income Monitoring Statement	(1,955,950)	(1,980,350)	(24,400)
Treasury Management	(78,000)	(96,150)	(18,150)
Approved Variations to the Revenue Budget			(68,600)
Revenue Budgetary Control			(341,100)
Net Favourable Variance			(473,050)

1.7.2 This would suggest if nothing else changed, the contribution to the General Revenue Reserve would be in the order of £948,000 compared to £474,500 anticipated when the budget was set in February 2016.

1.8 Savings and Transformation Strategy

1.8.1 Members will be aware that alongside the Medium Term Financial Strategy now sits a Savings and Transformation Strategy. Its purpose to provide structure, focus and direction in addressing the significant financial challenge that lies ahead and, in so doing, recognise there is no one simple solution and we will need to adopt a number of ways to deliver the savings within an agreed timetable.

1.8.2 When the budget was set in February 2016 the projected funding gap was £1.825m with a savings target in 2016/17 of £625,000. From the information above it can be seen that good progress has been made towards meeting the savings target for this year.

1.8.3 Unsurprisingly, there are factors that take the funding gap in the wrong direction, e.g. the pending withdrawal of KCC from the Gateway, apprenticeship levy and recent cut in the bank rate.

1.9 Capital Monitoring Statement

1.9.1 Appended for information at **[Annex 3]** is a capital monitoring statement which compares actual capital expenditure for the period 1 April 2016 to 31 August 2016 with the 2016/17 Capital Plan.

- 1.9.2 The Capital Plan for 2016/17 is based on the 2016/17 budgets that were approved by Council on 16 February 2016, amended for slippage from 2015/16.
- 1.9.3 Prior year's expenditure is only shown for finite schemes for which there is a budget in 2016/17. Where schemes are of a rolling programme nature, prior year's expenditure has not been shown in order to avoid large, generally meaningless, totals building up.
- 1.9.4 Capital Plan schemes which are scheduled to start after 2016/17 have not been shown. The budget profile for these schemes can be found in the 2016/17 Budget Book.
- 1.9.5 Members will note that at the end of August net expenditure of £321,000 has been incurred against an amended 2016/17 net expenditure budget of £2.7m.

1.10 Approved and Other Variations to the Capital Plan

- 1.10.1 The Haysden Country Park Site Improvement scheme was approved by Cabinet on 1 March 2016. The scheme which is mainly funded by external grant provides for general improvements to the Country Park including works to the western end of Barden Lake.
- 1.10.2 In 2015/16 KCC funded a winter warmth programme to improve the safety and warmth of properties housing vulnerable people. Additional funding from KCC of £18,000 has been received to extend the scheme into 2016/17.
- 1.10.3 The Communities and Housing Advisory Board (25 July 2016) were notified of a significant increase in Government support for disabled facility adaptations in 2016/17 and 2017/18. The level of grant was sufficient to enable the £665,000 mandatory element of the Disabled Facility scheme to be funded in full and the excess grant of £105,000 set aside to fund a new Discretionary Disabled Facility scheme.
- 1.10.4 The Communities and Housing Advisory Board (25 July 2016) also reviewed the level of need for and funding arrangements for Housing Assistance. The gross budget of £90,000 was reduced to £60,000 per annum.

1.11 Capital Plan Issues

- 1.11.1 The capital plan monitoring statement, as presented to this Board, is essentially aimed at monitoring the financial performance of the capital plan overall and on a Service and scheme basis. Notes have been provided to supply further information where this is felt to be particularly relevant. Other monitoring reports, which provide greater information about individual schemes, are presented by the Services to the relevant Advisory Board.

1.12 Legal Implications

1.12.1 This report fulfils the requirement of the Local Government Act 2003 which places a statutory duty on the authority to monitor income and expenditure against budget and to take action if overspends or shortfalls in income emerge. If monitoring establishes that the budget situation has deteriorated, authorities are required to take such action as they consider necessary. This might include action to reduce spending in the rest of the year, to increase income or to finance all or part of the shortfall from reserves.

1.13 Financial and Value for Money Considerations

1.13.1 As set out above.

1.14 Risk Assessment

1.14.1 Budgetary control is a prerequisite of good financial management, financial planning and control and needs to be reviewed to ensure it remains effective and relevant.

1.15 Equality Impact Assessment

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

1.16 Recommendations

1.16.1 Members are asked to **note** and **endorse** the contents of the report.

The Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Neil Lawley

Nil

Sharon Shelton
Director of Finance and Transformation

This page is intentionally left blank

Salaries Budgetary Control Monitoring Statement

Annex 1

Period Ended Last Day of August 2016

2016/17 Financial Year

	Annual Budget 2016/17	Budget to end of August (a)	Actual to end of August (b)	Above (Below) Budget (b - a)
Service	£	£	£	£
Central				
Administrative & Property	808,950	336,750	326,150	(10,600)
Legal	418,500	174,350	177,150	2,800
Personnel	514,650	208,200	191,100	(17,100)
Executive	484,500	197,150	200,900	3,750
Finance & Transformation				
Finance	1,781,050	741,100	744,500	3,400
Information Technology	888,700	374,550	364,650	(9,900)
Planning, Housing & Environmental Health				
Environmental Health & Housing	1,229,250	512,200	504,750	(7,450)
Planning	1,800,100	749,500	739,550	(9,950)
Street Scene, Leisure & Technical				
Street Scene & Leisure	1,152,300	488,800	478,100	(10,700)
Technical	561,200	233,800	218,650	(15,150)
Management Savings	9,639,200	4,016,400	3,945,500	(70,900)
Shared Working Arrangements	(47,200)	(16,800)	(16,500)	300
Sub-total	9,592,000	3,999,600	3,929,000	(70,600)
Non-budgeted spend on recruitment & other expenses to the end of August				4,250
Payments outstanding for the period to the end of August				20,100
Funded by Government grant				(16,200)
Budgeted management savings to the end of August				41,650
Net Management Savings				(20,800)

NB: The budget assumed a 1% pay award from April 2016.

This page is intentionally left blank

Income Budgetary Control Monitoring Statement

Annex 2

Period Ended Last Day of August 2016

2016/17 Financial Year

Service	Annual Budget 2016/17	Budget to end of August (a)	Actual to end of August (b)	(Above) Below Budget (b - a)
	£	£	£	£
Central				
Land Charges	(293,600)	(132,400)	(126,400)	6,000
Licensing	(261,050)	(91,350)	(107,550)	(16,200)
Sub-Total	(554,650)	(223,750)	(233,950)	(10,200)
Planning, Housing & Environmental Health				
Planning Fees	(660,000)	(275,000)	(287,400)	(12,400)
Building Regulations	(350,000)	(136,000)	(100,750)	35,250
Sub-Total	(1,010,000)	(411,000)	(388,150)	22,850
Street Scene, Leisure & Technical				
Recycling	(532,650)	(113,200)	(100,800)	12,400
Short Stay Car Parking	(1,760,000)	(728,000)	(723,650)	4,350
Long Stay Car Parking	(634,000)	(268,000)	(273,700)	(5,700)
Penalty Charge Notices	(195,000)	(85,000)	(80,600)	4,400
Car Parks Season Tickets	(175,500)	(74,000)	(124,850)	(50,850)
Residents Parking Permits	(112,500)	(53,000)	(54,650)	(1,650)
Sub-Total	(3,409,650)	(1,321,200)	(1,358,250)	(37,050)
Grand Total	(4,974,300)	(1,955,950)	(1,980,350)	(24,400)

[1] In discussion with Sevenoaks District Council over the accounting treatment of fee income due.

[2] Bulk purchase of season tickets by business customer/s.

Financial Services
9 September 2016

[1]

[2]

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
SUMMARY OF SERVICES

	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
	£'000	£'000	£'000
Capital Plan Schemes			
Planning, Housing & Environmental Health	74	46	(4)
Street Scene, Leisure & Technical Services	1,734	1,261	225
Corporate	(8)	38	15
Sub-total	1,800	1,345	236
Capital Renewals			
Planning, Housing & Environmental Health	n/a	2	0
Street Scene, Leisure & Technical Services	n/a	1,028	72
Corporate	n/a	324	13
Sub-total	n/a	1,354	85
Total	1,800	2,699	321

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
	£'000	£'000	£'000
Capital Plan Schemes			
Housing Investment Programme	74	46	(4)
Environmental Health	0	0	0
Sub-total	74	46	(4)
Capital Renewals	n/a	2	0
Total Planning, Housing and Environmental Health	74	48	(4)

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Code	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
		£'000	£'000	
Capital Renewals				
(a) Environmental Protection	P02EB CR01	n/a	2	
Total Capital Renewals to Summary		n/a	2	0

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
	£'000	£'000	£'000
Capital Plan Schemes			
Street Scene	n/a	92	32
Leisure			
Larkfield Leisure Centre	477	25	17
Sports Grounds	154	0	1
Open Spaces	0	11	96
Other Leisure Schemes	115	14	4
Technical Services			
Car Parking	129	117	9
Transportation	376	13	0
Environmental Improvements	436	(36)	61
Land Drainage / Flood Defence	47	1,025	5
Sub-total	1,734	1,261	225
Capital Renewals	n/a	1,028	72
Total Street Scene, Leisure & Technical Services	1,734	2,289	297

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
		£'000	£'000	£'000
Street Scene				
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	31	9
(b) Refuse Bins Growth / Replacement	P02DA	n/a	61	23
Total Street Scene to Summary		n/a	92	32
Larkfield Leisure Centre				
(a) Refurbishment of Lifestyles Health Suite Less TMLT Contribution	P05LL	394 (62)	28 (8)	17
Sub-total		332	20	17
(b) Pool Disinfectant and Backwashing System	P05LN	145	5	
Total Larkfield Leisure Centre to Summary		477	25	17
Sports Grounds				
(a) Tonbridge Racecourse Sports Ground Bridge Renewal	P05DT	154		1
Total Sports Grounds to Summary		154	0	1

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016	
		£'000	£'000	£'000	
Open Spaces					
(a) Open Spaces Site Improvements - Phase 1 Less Developer Contributions	P05FT	96 (96)	3 (3)	2 (2)	
Sub-total		0	0	0	
(b) Open Spaces Site Improvements - Phase 2 Less Developer Contributions	P05FV	57 (57)	12 (12)		
Sub-total		0	0	0	
(c) Haysden Country Park Extension of Play Area Third Party Payment Less SITA Grant LSP Contribution	P05FS	6 (6)	55 (50) (5)	56 (5)	
Sub-total		0	0	51	
Haysden Country Park Site Improvements Third Party Payment Less Grants & Contributions	P05FX		46 3 (38)	51 3 (9)	
Sub-total		0	11	45	
Total Open Spaces to Summary		0	11	96	
Other Leisure Schemes					
(a) Tonbridge Cemetery - Memorial Safety	P05KV	86	7		
(b) Memorial Garden Improvement Less Fund Raising & Developer Contributions	P05KA	325 (296)	5 (5)	8 (5)	
Sub-total		29	0	3	
(c) Community Group Funding	P05KS	n/a	7	1	
Total Other Leisure Schemes to Summary		115	14	4	

New scheme approved by Cabinet 1 March 2016. Scheme in liaison with Haysden Country Park Volunteers provides for general improvements to the site including works to the Western end of Barden lake.

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
		£'000	£'000	£'000
Environmental Improvements				
(a) Tonbridge Town Lock	P01LD	1,900	54	61
Less Developer Contributions		(734)	(88)	
Environment Agency Grant		(730)		
Other Grants and Contributions			(2)	
Sub-total		436	(36)	61
Total Environmental Improvements to Summary		436	(36)	61
Land Drainage / Flood Defence				
(a) Drainage	P01HR			
(i) Drainage Improvement Programme		75	27	
Less DEFRA Grant and other income		(30)		
Sub-total		45	27	0
(b) Wouldham River Wall	P01HS	2	998	5
(c) Tonbridge Castle River Bank	P01HT	9	141	11
Less Environment Agency Grant		(9)	(141)	(11)
Sub-total		0	0	0
Total Land Drainage / Flood Defence to Summary		47	1,025	5

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
		£'000	£'000	£'000
Capital Renewals				
Street Scene				
(a) Recycling Initiatives	P02EBCR02	n/a	5	
Leisure				
(b) Sports Grounds & Open Spaces	P05KGBC05	n/a	236	16
Technical Services				
(c) CCTV Capital Renewals	P01BA	n/a	13	
(d) Car Parking	P01JF	n/a	164	
Provision for Inflation		n/a	8	
		n/a	426	16
Leisure Trust				
(e) Angel Centre	P05KGBC01	n/a	212	2
(f) Larkfield Leisure Centre	P05KGBC02	n/a	219	11
(g) Tonbridge Swimming Pool	P05KGBC04	n/a	112	7
(h) Poulton Wood Golf				
Grounds Maintenance	P05KGBC06	n/a	142	35
Clubhouse	P05KGBC03	n/a	104	1
Course	P05KGBC07	n/a	3	
		n/a	792	56
Provision for Inflation	P05KZ	n/a	11	
Savings Target (assumes 25%)		n/a	(201)	
Sub-total		n/a	602	56
Total Capital Renewals to Summary		n/a	1,028	72

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
CORPORATE

	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
	£'000	£'000	£'000
Capital Plan Schemes			
Information Technology Initiatives	0	30	10
Other	(8)	8	5
Sub-total	(8)	38	15
Capital Renewals	n/a	324	13
Total Corporate	(8)	362	28

CAPITAL PLAN MONITORING STATEMENT 2016/17 TO 31 AUGUST 2016
CORPORATE

	Code	Expenditure To 31/03/16	2016/17 Revised Inc Prior Year Slippage	2016/17 Actual to 31 August 2016
Information Technology Initiatives				
(a) General IT Developments	P06DA	n/a	30	10
(b) Revenues & Benefits Document Management Less Government Grant	P06DG	33 (33)	27 (27)	8 (8)
Sub-total		0	0	0
Total Information Technology Initiatives to Summary		0	30	10
Other				
(a) Local Strategic Partnership Less Performance Reward Grant	P06FJ	141 (149)	8	5
Sub-total		(8)	8	5
Total Other to Summary		(8)	8	5

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

21 September 2016

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 APPLICATION FOR DISCRETIONARY RATE RELIEF

A report giving details, at paragraph 1.1, of a new application for discretionary rate relief.

The previously agreed criteria for determining applications for discretionary rate relief are attached at [ANNEX 1].

1.1 New application for discretionary rate relief

1.1.1 Since the last meeting of the Board, I have received a new application for rate relief that has reached a stage where it is ready for Members' consideration. I give below further details of this application.

1.1.2 **The Air-Britain Trust Ltd, Unit 1A Munday Works, Morley Road, Tonbridge TN9 1RA. Rateable Value £18,500**

1.1.3 The applicant is a registered charity and I have therefore granted 80% mandatory rate relief. It is for Members to decide whether discretionary relief should be granted as well.

1.1.4 The aim of the charity is to record and preserve historical aviation information and material for the public good.

1.1.5 The property is used for the storage of historical archives, to distribute books based on members' researches and to sell/distribute donated books and magazines to raise funds to support the objectives of the charity.

1.1.6 Having considered the application, I do not believe the organisation meets at least two of the main criteria and therefore, Members might be inclined to refuse an award of discretionary relief.

1.1.7 Should Members decide to award the maximum 20% 'top up' relief, the applicant will receive £1,813.71 for the period 6 April 2016 to 31 March 2017.

- 1.1.8 Members are **REQUESTED** to consider the application and make an appropriate **RECOMMENDATION** to Cabinet regarding discretionary rate relief. If relief is awarded, Members might wish, in view of the uncertainty surrounding Government funding for future financial years, to consider time-limiting any awards of relief, initially, to 31 March 2017.

1.2 Legal Implications

- 1.2.1 As the granting of relief is a discretionary action, the only implication would be a challenge by way of judicial review if an organisation were unhappy with a decision. Such a challenge can succeed only when the Council behaves unreasonably.

1.3 Financial and Value for Money Considerations

- 1.3.1 In respect of all applications for rate relief, the financial considerations of granting relief are as set out in the body of the report. If relief is not granted, there is a beneficial impact on the Council's finances. This should not prevent each application being considered on its own merits however, as there must be some degree of consistency to prevent a legal challenge.

1.4 Risk Assessment

- 1.4.1 The only risk that I am aware of is a legal challenge to the Council's decisions (see above). This is unlikely.

1.5 Equality Impact Assessment

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

The Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Glen Pritchard
01732 876146

Applications for relief from the organisations referred to in the main body of the report received since May 2016 and held in Financial Services.

Sharon Shelton
Director of Finance and Transformation

CRITERIA TO BE USED IN DETERMINING APPLICATIONS FOR DISCRETIONARY RATE RELIEF

Part 1 - Non profit-making bodies

Previous awards of discretionary rate relief

The Council wishes to promote equality between organisations when granting discretionary rate relief. Therefore, when considering an application for discretionary rate relief, it will have regard to previous awards of relief to bodies of a similar nature to the applicant body. Unless specific considerations apply, the Council is likely to award relief to the same value as previously awarded to such similar bodies. Previous grants of relief for properties occupied by charities or non profit-making organisations include as follows:

100% discretionary rate relief granted to:

- Sports clubs where community amateur sports club status has been refused

20% top-up relief granted to:

- Sports clubs if registered as community amateur sports clubs
- Recreational facilities, sports grounds and playing fields occupied by charities

Applications where special considerations may apply

Where the applicant body does not fall into one of the categories where relief has been awarded in the past (see above), relief may be granted only if the applicant body:

- caters for special needs (see below for an explanation of this term); or
- supplies facilities that would not otherwise be available in the area; or
- provides a service that supports the Council's key priorities. For the year 2012/15 (see footnote # below) these priorities are:
 - Continued delivery of priority services and a financially viable Council.
 - Sustainable regeneration of Tonbridge town centre and economic development in communities across the Borough.
 - A continuing supply of homes, including affordable housing to buy and rent, and prevention of homelessness.
 - Children and young people who are safe, involved, with access to positive activities.
 - A clean, smart, well maintained and sustainable Borough.
 - Low levels of crime, anti-social behaviour and fear of crime.

- Healthy living opportunities and community well-being

Footnote - The new Corporate Strategy for 2017/19 is presently being considered by Overview & Scrutiny Committee and Cabinet. The 2012/15 Strategy was 'extended' in the interim.

Meaning of 'special needs'

Does the organisation cater for a section of the community which the Council considers particularly deserving of support, e.g. persons with disabilities, persons with learning difficulties, the very young or the very old?

Where the applicant body provides such special needs or supplies facilities that would not otherwise be available in the area or supports the Council's key priorities, the maximum amount of relief will generally be awarded, subject to the following.

Other considerations

In determining awards of relief, the Council will bear in mind all the facts of each case. In particular, the Council may consider the following factors:

- **Membership**
Does the organisation operate a membership scheme?
- **Membership discounts**
Are discounts available for members (for example elderly/disabled etc.)?
- **Key priorities**
Do the organisation's objectives meet at least one of the Council's key priorities?
- **Sole facility**
Is the organisation's property the sole facility in its area of operation?
- **Fees, charges etc**
Is the cost of membership such that it would exclude a large section of the community?
- **Access to facilities**
Are the organisation's facilities available generally or at certain times to non-members?
- **Provision of facilities**
Have the facilities been provided by self-help or grant aid from the Borough Council, local or public authorities or others?
- **Development of skills**
Does the organisation provide training or education for its members? Are there schemes for particular groups, e.g. young people, the disabled, the retired, the unemployed etc?

Restrictions on the granting of relief

In determining whether relief should be awarded, the Council will be inclined not to grant relief or to limit the amount of relief awarded in the following cases.

- **National charities**

As a general rule, the Council is unlikely to grant relief to national charities located within the Council's area unless there is some specific benefit to the residents of Tonbridge and Malling over and above the benefit to the residents of other areas in which the charity operates.

- **Charity shops and other premises operated by trading arms of charities**

The Council is unlikely to grant relief to charity shops and other premises operated by the trading arms of charities.

- **Bodies operating in only part of the Council's area**

Where an applicant body is a national organisation but operates only in part of the Council's area, any relief that may be awarded will generally be reduced pro rata the population of the area of the Borough that receives benefit from that organisation. This restriction will not generally apply if the body is not a national body and has been established to benefit only a part of the Council's area.

- **Bodies operating a restrictive membership policy**

It is not the Council's general policy to grant relief to bodies that operate a restrictive membership policy unless such restrictions are necessary because of the size of the property occupied by the body or in order to ensure a pre-determined level of ability or required standard of achievement for a particular sport or activity.

- **Bodies occupying premises with high rateable values**

The Council, when determining an application for relief will consider the rateable value and location of the applicant's premises. Are the premises of a size, and their location, appropriate to the organisation?

Special cases

The Council recognises that there will be occasions when an applicant body does not satisfy the above criteria. Nothing in these criteria shall be taken as restricting the Council's ability to depart from its general policy as to the granting of relief if it sees fit to do so bearing in mind the facts of the case.

Affordability

Applicants for discretionary rate relief should note that the cost of discretionary relief falls partly on the Council. As such, in determining the level of relief to be granted, the Council must have regard to its budgetary position.

Part 2 – Applications not falling within Part 1

From 1 April 2012, the Council may also award relief to any local ratepayer to encourage new business and investment as well as to support local shops or community services.

Businesses located in rural settlements can currently apply for relief and these applications are considered using the criteria listed in the Council's policy in respect of Rural Rate Relief.

For all other applications (either not falling within Part 1 of these criteria or within the criteria for rural businesses), a decision on whether relief should be granted in any particular case should only be considered once the Borough Council has sought the views of the appropriate parish council, local members and the county council. Members should also consider if the other precepting authorities are willing to fund (partly or otherwise) the cost of relief awarded.

Affordability

Applicants for discretionary rate relief should note that the cost of awards of such relief is borne by the Council. For awards of discretionary relief falling within Part 2 of these criteria (and excluding rural businesses), the Council is liable to fund 100% of the amount awarded.

Part 3 - General

In determining the level of relief to be granted, the Council must have regard to its budgetary position. Although the Council will aim to achieve equality between applicants in terms of the level of relief that it grants, this might not always be possible. The Council has the right, subject to giving the requisite notice required by law, to vary or terminate the level of relief that it has previously granted either in respect of a particular organisation/business or in respect of a class of organisation/business or to all organisations/businesses in receipt of relief.

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

21 September 2016

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 RURAL RATE RELIEF – RURAL SETTLEMENT LIST

A report informing Members of the requirement to review the Council's rural settlement list and recommending that the current list should be retained, unaltered, for the financial year 2017/18.

1.1 Members will be aware that the Council grants relief to certain types of businesses that are located in rural settlements. For the purpose of granting relief, the rural settlements within the area of Tonbridge and Malling Borough Council are shown in the Council's rural settlement list. The list is in the form of a map, which shows the location and boundaries of each rural settlement. The map is shown at **ANNEX 1**.

1.2 At this time of year, the Council has to consider whether it wishes to amend the rural settlement list for the forthcoming financial year. If it wishes to do so, then it must consult on any changes that it proposes to make.

1.3 Members should be aware that I have received no suggestions for amendment of the list. I am also unaware of any problems arising from the definitions of the rural settlements in the current list.

1.4 Legal Implications

1.4.1 None.

1.5 Financial and Value for Money Considerations

1.5.1 None.

1.6 Risk Assessment

1.6.1 No risks identified.

1.7 Equality Impact Assessment

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

1.8 Recommendations

1.8.1 In view of the above, Members are **REQUESTED** to **RECOMMEND** to Cabinet that the current rural settlement list should remain in force for the year 2017/18.

The Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Glen Pritchard

Nil

Tel: 01732 876146

Sharon Shelton

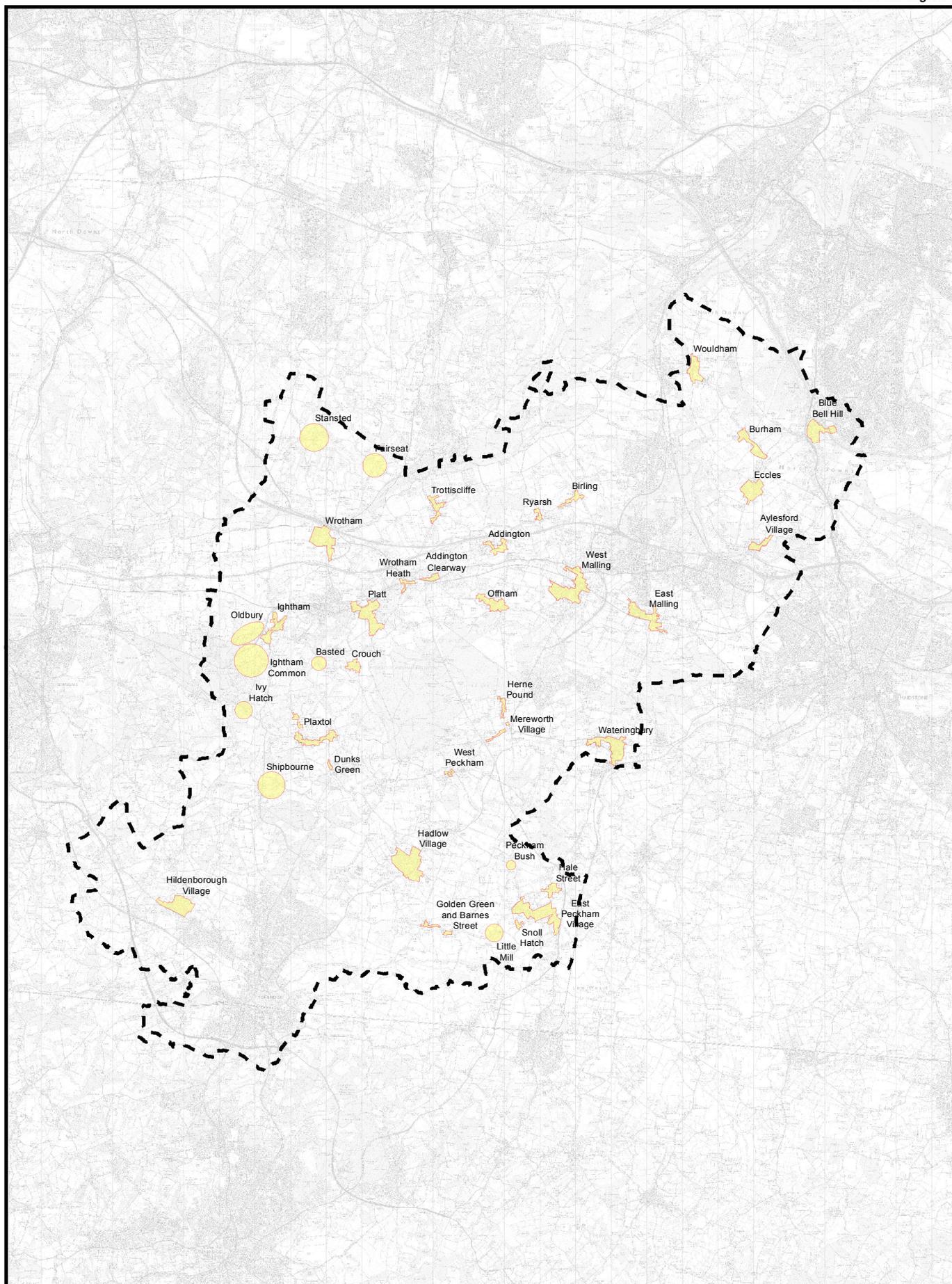
Director of Finance and Transformation

RURAL SETTLEMENTS MAP



www.tmbc.gov.uk

Map of Rural Settlements within Tonbridge and Malling Borough Council



Scale 1:150,000

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

21 September 2016

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 COUNCIL TAX RECOVERY POLICY

This report seeks Members' approval of an update to the Council Tax Recovery Policy.

1.1 Introduction

1.1.1 Following a Local Government Ombudsman report in 2012, a Corporate Debt Recovery Policy was created, bringing the various debt collection procedures together into one document.

1.1.2 The current version is available on the Council's website, https://www.tmbc.gov.uk/_data/assets/pdf_file/0005/71168/Corporate-debt-recovery-policy_1.pdf

1.1.3 Since the Local Council Tax Reduction scheme was introduced in 2013, it has become apparent that the current procedure of recovering debts from residents in receipt of this reduction is no longer appropriate.

1.1.4 The current procedure (Annex A of the Corporate Debt Recovery Policy covering Council Tax) involves applying for a deduction to be made from a resident's benefit. The amount to be taken is specified in legislation (£3.70 per week); however, as this amount is insufficient to clear a year's council tax plus court costs (and only one deduction may be done at a time), this is resulting in multiple debts accruing as the resident is unable to maintain payments for their ongoing council tax charges.

1.1.5 With the pressures being placed on the Council's finances, I therefore feel it is now appropriate for this procedure to be updated. I propose that in cases where debtors are making no attempt to pay their ongoing charges, it should (subject to the merits of the case) be an option for the council tax team to pass these debts to the Council's enforcement agent.

1.1.6 I therefore propose that the policy is amended accordingly as shown at **ANNEX 1**. The proposed changes are shown in red font. I have also taken the opportunity to

update the policy with regards to now being able to apply for deductions from a person's Universal Credit entitlement.

1.2 Legal Implications

1.2.1 As set out in the attached annex as appropriate.

1.3 Financial and Value for Money Considerations

1.3.1 As set out in the attached annex.

1.4 Risk Assessment

1.4.1 The current procedure allows residents to accrue multiple debts, placing them in financial hardship. It also reduces the Council's ability to collect unpaid debts in an effective manner, impacting on the collection rate and increasing the level of unpaid debt.

1.5 Equality Impact Assessment

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

1.6 Recommendations

1.6.1 Members are **REQUESTED** to **RECOMMEND** to Cabinet the approval of the amended Corporate Debt Recovery Policy.

The Director Of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

Nil

contact: Glen Pritchard
01732 876146

Sharon Shelton
Director of Finance and Transformation

Council Tax Recovery Policy (Annex A of the Corporate Debt Recovery Policy)

Foreword

The Council aims to ensure that all monies due to the Council are recovered economically, efficiently and effectively in order for it to continue to provide services and keep the council tax down for everyone who is liable to pay it. In pursuit of that aim, the Council will endeavour to treat all customers equally, and in-line with the Council's standards of customer-care, and differentiate between those who can pay, but do not, and those having genuine difficulty in paying. This policy specifically addresses issues relating to the recovery of council tax debts. However, it must be read in the context of the Council's Corporate Debt Recovery Policy.

The recovery process

- Reminder notices, final notices and summonses are issued in accordance with the recovery timetable approved each year by the Director of Finance and Transformation.
- Following the hearing of summonses by the Magistrates, information request letters will be issued within seven days, or as soon as practicable thereafter.
- Pre-bailiff/enforcement agent letters will be issued 21 days after the issue of information request letters, or as soon as practicable thereafter.
- **All cases not subject to either a payment arrangement (see below), or other certain types of recovery action, will be sent to the Council's bailiff/enforcement agent 14 days after the issue of pre-bailiff/enforcement agent letters.**

Payment arrangements

- Except in exceptional circumstances, all arrangements will require the debt to be paid within the current financial year.
- Arrangements for payment of a debt, where the debt will not be cleared by the end of the current financial year, will be agreed only where there is a proven inability to clear the debt by the end of the year. Unless agreed otherwise by a senior officer, such arrangements will be made only if the debtor completes and returns a financial statement form.
- All payment arrangements will be confirmed in writing to the debtor.
- If an information request letter has already been sent to the debtor, a payment arrangement will be made only on condition that the information request is completed by the debtor and returned to the Council (unless the arrangement is over a period of less than one month).
- Once a case has been passed to the bailiff/enforcement agent, it is not the Council's practice to intervene in discussions between the bailiff/enforcement agent and the debtor as to collection of the debt. The Council will intervene in exceptional circumstances, by, for example, coming to a payment arrangement direct with the debtor. However, such payment arrangements will not be made without the express agreement of a senior officer.

- The purpose of all arrangements is to achieve payment of the debt in the shortest possible time, at a rate that is realistically affordable by the debtor. Where possible, a lump sum payment “up front” will be sought from the debtor.
- Where more than one council tax account is involved (e.g. if the debtor has moved), priority will be given to keeping payments for the current year up-to-date. Debtors will be encouraged to set up a direct debit for the current year’s payments.
- **Where a debtor is on Income Support/JSA (IB)/ESA (IR)/Pension Credit/Universal Credit**, an arrangement will not be agreed to (unless there are exceptional circumstances) that allows the debtor to pay less than the current recovery amount that can be attached from their state benefit.
- If an arrangement is broken, the debtor will be contacted no later than one month after the default occurs. The debtor will be given the chance to bring the arrangement up-to-date before it is cancelled.
- Where a debtor has defaulted on one arrangement, a further arrangement will not be agreed unless there is a good reason why the original one was broken.

Reminders, final notices and summonses

- Once issued, a reminder, final notice or summons will be withdrawn only for one of the following reasons:
 1. It has been issued in error; or
 2. the issue of the notice has crossed with the taxpayer’s payment (a notice is unlikely to be withdrawn on more than one occasion for this reason); or
 3. a senior officer has agreed the withdrawal; or
 4. it appears that the person will not be liable to pay the amount of the debt shown on the notice, for example because they have moved or they have a pending benefit claim. The notice will be withdrawn only once it has been confirmed that there will be nothing left to pay.
- A final notice may be withdrawn if the taxpayer agrees to change to payment by direct debit (and sets up an instruction).
- Where appropriate, the withdrawal of summonses will be confirmed in writing.
- Debtors in receipt of reminders, final notices and summonses are encouraged to convert to direct debit.

Costs

- Costs may be cancelled where:
 1. the Magistrates’ Court has ordered their cancellation; or
 2. although the issue of the summons was legally correct, the Council has reason to believe that the taxpayer was genuinely unaware of the debt; or
 3. there is evidence of extreme hardship; or
 4. a senior officer of the Council has agreed to their withdrawal.
- The amount of the costs is not negotiable.

Bailiff/enforcement agent

- Once the Council has passed a debt to its bailiff/enforcement agent for collection, the bailiff/enforcement agent will generally be allowed to collect the debt with minimal interference from the Council. Any debtor wishing to make a payment arrangement against a debt that is with the bailiff/enforcement agent will be referred to the bailiff/enforcement agent.
- The Council wishes to ensure that its bailiff/enforcement agents are acting within the law and in accordance with the standards expected by the Council. Any evidence of malpractice by the bailiff/enforcement agent will be investigated by the Council.
- **The Council cannot interfere with the level of fees charged as they are prescribed by law.**
- The Council will withdraw a case from the bailiff/enforcement agent if:
 1. it was sent to the bailiff/enforcement agent in error; or
 2. **the Council is collecting another debt from the debtor by means of deductions from income support/JSA (IB)/ESA (IR)/pension credit/Universal Credit (but not in exceptional cases);** or
 3. it would be more effective to use a different recovery method, for example attachment of the debtor's earnings; or
 4. at a senior officer's discretion, the circumstances of the debtor are exceptional for any reason.

Attachment of Earnings Orders (AEOs)

- An AEO is the Council's preferred method of recovery.
- Once an AEO has been issued to an employer of the debtor, it will not be withdrawn without the express agreement of a senior officer.
- Generally employers will be instructed to implement orders strictly in accordance with the legislation.
- Where an employer fails to implement an AEO, the case will be referred to a senior officer who will pursue the matter with the Council's solicitor.

Deductions from Income Support/JSA (IB)/ESA (IR)/Pension Credit/Universal Credit

- **On account of the low income from these payment methods, they are generally used only when it is not possible to secure a higher level of payment from the debtor.**
- **Since April 2013, working age residents are required to make a contribution towards their council tax where they have previously been entitled to a full reduction.**
- **As the Council is restricted by law regarding the amount that can be deducted from these benefits, debts will increase if no additional payments are made by the debtor.**
- **Therefore, in exceptional cases, where multiple debts have accrued over a number of years, the Council may consider passing some debt that is not being recovered through deductions to the bailiff/enforcement agent.**

Debt Counselling

- **If someone has contacted a debt counselling agency (e.g. StepChange, CAB, West Kent Debt Advice), we will take a sympathetic line. Where a financial statement has been prepared, and the information supplied has**

been accepted, any reasonable offer of payment that is based on the statement will be considered and accepted if appropriate.

- If a case is already with the bailiff/enforcement agent by the time the debtor seeks advice, the case will be left with the bailiff/enforcement agent until he has been able to ascertain the debtor's circumstances. However, he will be requested to cease further action unless it is apparent that the debtor is able to pay the debt.

Bankruptcy

- The Council recognises that sometimes it might have no alternative other than to commence bankruptcy proceedings for the recovery of unpaid council tax. In order to establish whether bankruptcy is the most appropriate method of recovery, the officers of the Council will refer to the Council's document entitled "Guidelines for staff in respect of the use of bankruptcy".

Charging Orders

- A charging order may be made against a dwelling where the owner is subject to a liability order for unpaid council tax, subject to the amount of the liability order plus costs being at least £1,000.
- In deciding whether to apply for a charging order, each case will be considered, on its merits, by a senior officer of the Council. An application for an order is made to the County Court.
- In deciding whether to grant an order, the court must consider all aspects of the case, such as the personal circumstances of the debtor and whether any other person would be unduly prejudiced by the making of an order.
- If the making of a charging order by the Court does not produce payment from the debtor, then the Council will consider asking the Court for an Order for Sale.
- If the debtor's outstanding debts (mortgage, council tax etc.) might exceed the estimate of the likely sale price of the property at auction, we will still proceed in applying for a charging order if the difference between the two were marginal. If the difference were more than marginal, then we might still proceed if other factors were relevant, for example:
 1. the general good of the community, taking into account factors such as the appearance of the area; or
 2. the desire to bring an empty property onto the market and available for occupation; or
 3. the prevention of an ever-accumulating debt.

Committal

- Where all other methods of recovery have either failed or are considered inappropriate, the Council will apply to the Magistrates' Court for a warrant of commitment against the debtor.
- On account of the potentially serious consequences to the debtor of imprisonment, all of the debtor's personal circumstances will be fully considered by a senior officer before pursuing this course of action.

Irrecoverable Debts

- The council may write off the whole, or a proportion, of a debt depending on the circumstances of the particular case. The most common circumstances in which the council will write off a debt are where:
 1. It is uneconomical to pursue recovery; or
 2. There are humanitarian grounds for not pursuing recovery; or
 3. The debtor has died; or
 4. The debtor cannot be traced; or
 5. The debtor is subject to insolvency proceedings (Bankruptcy, Debt Relief Order, IVA)

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

21 September 2016

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 REFORMING BUSINESS RATES APPEALS

On the 16 August 2016 the Department for Communities and Local Government published a further consultation document on the proposals for reforming the business rates appeals process.

1.1 Introduction

- 1.1.1 The Government is committed to delivering an improved business rates appeals system. There is widespread agreement that the current system is not working. Too many appeals are held up for too long, creating costs and uncertainty for businesses and local authorities.
- 1.1.2 In October 2015, the Department for Communities and Local Government consulted on proposals for a new approach to business rates appeals. The reforms would see the introduction of a three stage approach: check, challenge, appeal; and reported to the January meeting of the Board, together with our proposed response to the consultation.
- 1.1.3 The guiding principles for reform are that ratepayers should set out their issues fully and clearly at the start of each stage, so that the Valuation Office Agency can respond quickly and ratepayers can make an informed decision about whether they need to proceed to the next stage. There should be a structured and transparent approach with clear expectations on all sides about timescales, requirements and action.
- 1.1.4 The aim of the system overall is to provide a streamlined and efficient system in which the key issues are identified by the ratepayer early, and are resolved as quickly as possible as the case proceeds.
- 1.1.5 The consultation closed in January 2016 and the Government policy statement in response to this consultation can be found at the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/535295/Reforming_business_rates_appeal_-_govt_response.pdf

- 1.1.6 The next steps are to make amendments to the existing regulations to reflect the agreed policy and to finalise a number of outstanding policy issues. This latest consultation document deals with these matters.
- 1.1.7 The consultation can be found at the following link:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/546100/Business_rates_appeals_reforms_consulation_draft_regs.pdf
- 1.1.8 The return date for responses to the consultation is 11 October 2016. A copy of the proposed response can be found at **[Annex 1]**.
- 1.1.9 The intention is that the reformed system will apply when the new rating list comes into effect in April 2017.

1.2 Legal Implications

- 1.2.1 Primary legislation amending existing enabling powers enacted and regulations subsequently to be brought forward setting out the details of the various stages.

1.3 Financial and Value for Money Considerations

- 1.3.1 A more efficient system should deliver savings, in time, money and resources.

1.4 Risk Assessment

- 1.4.1 None.

1.5 Equality Impact Assessment

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

1.6 Recommendations

- 1.6.1 Members are asked to **endorse** the proposed response to this latest consultation on reforming the business rates appeals process **[Annex 1]**.

The Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

Nil

contact: Neil Lawley
Mike Bytheway

Sharon Shelton
Director of Finance and Transformation

Summary of questions – Reforming Business Rates Appeals

Q1. Do you agree that the draft Regulations put in practice the agreed policy intention as set out in the Government policy statement?

Agree

Q2. We would welcome your views on the approach to implementing fees for the appeal stage.

We agree with a fee being introduced and that small businesses should pay a lower fee however we do not feel that the fee for other businesses will be enough of a disincentive to reduce the number of speculative appeals. Therefore we suggest that fees should be based on the RV of the property and be consistent with the levels suggested for the multiplier.

Q3. We would welcome your views on the approach to implementing penalties for false information.

Agree to the approach but again for consistency suggest the fee is linked to the RV of the property and be consistent with the levels suggested for the multiplier.

Q4. We would welcome your views on the approach to implementing the package for small businesses and small organisations.

Our view is that the definition for small businesses and small organisations should attach to the size of the property for which they pay business rates.

Q5. We would welcome your views on the approach to dealing with Material Changes in Circumstances.

Agree to establishing a material change start date but we would also encourage a provisional end date to help with budgeting estimates

Q6. We would welcome your views on the amended approach to determining appeals against valuations.

The proposal is that the VTE, in considering an appeal, should only order a change in the RV only where their view is that the valuation is outside the bounds of reasonable professional judgement. This is ok if the officers involved are sufficiently qualified and experienced to make this judgement.

Q7. We would welcome your views on the role of local authorities in the reformed system.

For relevant authorities it's more about having the ability to inform the Valuation Office Agency of circumstances that they become aware of that might impact on the rateable value attributed to the hereditament however we agree with the approach of discussions between the LGA and the VOA on the framework within which the VOA provides information to LA's.

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

01 September 2016

Report of the Director of Central Services and the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 TONBRIDGE CASTLE GATEHOUSE CHARGES

Summary

The report recommends revised charges for the Tonbridge Castle Gatehouse tourist attraction for implementation from 1 April 2017.

1.1 Gatehouse Charges – Background

- 1.1.1 As Members may be aware, the charges for Tonbridge Castle Gatehouse are reviewed at this time for implementation in the next financial year. This allows the revised prices to be incorporated in tourism marketing material, much of which is published during the winter months.
- 1.1.2 Visitors to the Gatehouse continue to be very positive about the experience and the value for money offered. The schools and wedding markets have shown growth this year, but tours are stable. However, it is essential to remain competitive in this market. Tonbridge Castle saw over 3000 paying customers during 2015/16 with income amounting to over £20,000.
- 1.1.3 Feedback forms for monitoring customer comments have been introduced for schools and general visits. To date all elements of the service provided at the Gatehouse have been rated as either “very good” or “excellent”. Trip Adviser reviews currently amount to 101 comments which show customer satisfaction levels of 4 out of 5 confirming the messages received on feedback forms.
- 1.1.4 The current 2016/17 charges for a number of neighbouring attractions, along with the current charges for Tonbridge Castle Gatehouse are shown at **[Annex 1]**. Members will be aware that when reviewing charges, the general approach is to consider not only the prevailing inflation figures, but to also take account of competitor charges and local market conditions. The following table shows the proposed charges:

	Existing Charge 2016/17 (£)	Proposed Charge 2017/18 (£)
Adult	8.50	8.90
Concessions (Jun/OAP/Student/Leisure Pass)	5.00	5.50
Family ticket	23.00	24.00
Education Facilities includes toys, dressing up clothes, games, paper, pens and 2 tour guides (1 teacher free per 10 children. For special needs groups, carers admitted free as required)	65.00	70.00
Season ticket (adult)	20.00	20.00
Season ticket (concession)	15.00	15.00

It is estimated that the proposed increases will provide approximately £1,400 of additional income.

1.2 Legal Implications

1.2.1 None

1.3 Financial and Value for Money Considerations

1.3.1 These proposals are in accordance with the guidance in the Council's budget strategy.

1.3.2 Feedback from customers identifies that the charging regime provides value for money for casual visitors as well as group visits.

1.4 Risk Assessment

1.4.1 There is a risk that excessive increases in charges could deter visitors and lead to a fall in overall income. Dialogue with customers and comparison with other attractions has been taken into consideration in bringing these charges forward.

1.5 Equality Impact Assessment

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

1.6 Policy Considerations

1.6.1 Community – These proposals will maintain access to the local heritage by all sectors of the community.

1.6.2 Young People – The educational elements of visits to the castle are an important aspect. The educational visits are designed to encourage “hands-on” learning and continue to be well received by the visit organisers and the children.

1.7 Recommendations

1.7.1 The proposed charges have been brought forward to reflect the current market conditions.

1.7.2 It is, therefore, **RECOMMENDED** to Cabinet that:

- 1) the proposed charges for Tonbridge Castle Gatehouse as outlined above be agreed for implementation from 1 April 2017; and
- 2) these charges be reflected in the appropriate tourism marketing material.

The Director of Central Services confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Tina Levett

Nil

Adrian Stanfield - Director of Central Services

Sharon Shelton - Director of Finance and Transformation.

This page is intentionally left blank

TONBRIDGE CASTLE GATEHOUSE CHARGES

2016 TOURIST ATTRACTION CHARGES

Venue	Adult (£)	Child (£)	Family (£)
Tonbridge Castle	8.50	5.00	23.00
Lullingstone Castle	8.00	4.00	18.00
Arundel Castle	16.00	9.00	45.00
Hever Castle	16.50	9.30	43.60
Chiddingstone	9.00	4.00	23.50
Penshurst Place	10.50	6.50	30.50
Leeds Castle	24.50	16.50	-
Groombridge Place	12.95	9.95	39.95

Prices may vary as these are set at different times of the year

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

21 September 2016

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Information

1 REVENUES AND BENEFITS UPDATE REPORT

A report detailing recent developments in respect of council tax, business rates, council tax reduction and housing benefits.

1.1 **Collection of council tax and business rates**

- 1.1.1 As at 31 August 2016, the collection rate for council tax stood at 45.59%. For the same period in the year 2015/16, the collection rate was 45.66%.
- 1.1.2 As at 31 August 2016, the collection rate for business rates stood at 48.75%. For the same period in the year 2015/16, the collection rate was 48.88%.
- 1.1.3 In respect of the customers receiving a council tax reduction (CTR), approximately 89% of the council tax due for 2013/14, 2014/15 and 2015/16 has been paid. For the current financial year, 38.5% has been paid compared to 38.1% for the comparative period in the previous financial year (approx. £6,000 difference).
- 1.1.4 I am pleased to advise that the number of recovery notices issued this financial year continues to reduce, with approximately 13% fewer notices being sent compared to 2015/16 (see **ANNEX 1**).
- 1.1.5 In respect of businesses that have chosen to pay over 12 monthly instalments, there are currently 305 accounts with a remaining annual charge of £8.4M. This equates to roughly 9% of the total number of accounts and 29% of the remaining annual charge.

1.2 **Performance and Workload of the Benefits Service**

- 1.2.1 The average number of days to process new housing benefit claims since April is 14.7. It takes an average of 5.3 days for changes in circumstances.
- 1.2.2 The caseloads for both council tax reduction and housing benefit continues to fall, however, there are some differences in the trends, shown in the table below.

	Pension Age Claims		Working Age Claims	
	% of total caseload	Change since 1 st January 2016	% of total caseload	Change since 1 st January 2016
Housing Benefit	36%	53 fewer claims	64%	96 fewer claims
Council Tax Reduction	44%	94 fewer claims	56%	32 more claims

- 1.2.3 The impact on workload also varies compared to the same point in time last year. Since 1 April, 200 fewer new claims have been received and over 1000 more changes in circumstances in 2016/17.
- 1.2.4 Excluding 'homeless' temporary accommodation payments, the Department for Work and Pensions (DWP) forecast nationally a decrease in housing benefit expenditure of 3.5% in 2016/17. Payments made by the Council so far this year are very similar to those of last year. This is surprising given that social rents decreased by 1%, local housing allowance rates have been frozen and fewer households are claiming. It indicates that households with claims receive more help now. This would be down to a decrease in household income, such as lower earnings and reductions in other state benefits, again, lowering total household income.
- 1.2.5 The introduction of the new level benefit cap around November will certainly decrease payments, although overall, not substantially.
- 1.2.6 The DWP forecast nationally an increase in housing benefit payments for 'homeless' accommodation of 6.5%. The current housing benefit expenditure made by the Council for this type of accommodation has increased on last year by around 35%. This is due to more households being placed into temporary accommodation and longer stays.

1.3 Benefit Cap

- 1.3.1 The Government announced that the cap for non-working households, excluding pensioners, will be revised from £500 per week (£26,000 pa) to £384 (£20,000 pa) for couples and single parents. The level for single claimants will reduce to £257.69 per week.
- 1.3.2 In my report to the Board on 1 June, based on information from DWP, I advised members that the changes will come into effect around Autumn. I have now been advised that the new levels start in mid-November. I still anticipate around 200 households having restrictions to their incomes once the new cap is in place, compared to 17 currently affected.

1.4 Local Council Tax Reduction Scheme (LCTRS)

- 1.4.1 The consultation on changes to our working age council tax reduction scheme closed at the end of August. Officers are currently working to compile a report of the responses, along with a full equality impact assessment of the options. I shall be presenting a full report to Cabinet on 12 October with options and recommendations. At this stage I cannot provide any further details of the responses to the Board.

1.5 Legal Implications

- 1.5.1 None

1.6 Financial and Value for Money Considerations

- 1.6.1 The percentage of council tax and business rates collected during the year impacts on the Council's finances and, consequently, on the level of council tax for future years.

1.7 Risk Assessment

- 1.7.1 Performance monitored on ongoing basis

Background papers:

1. In respect of the collection of council tax and business rates, data held within Financial Services.

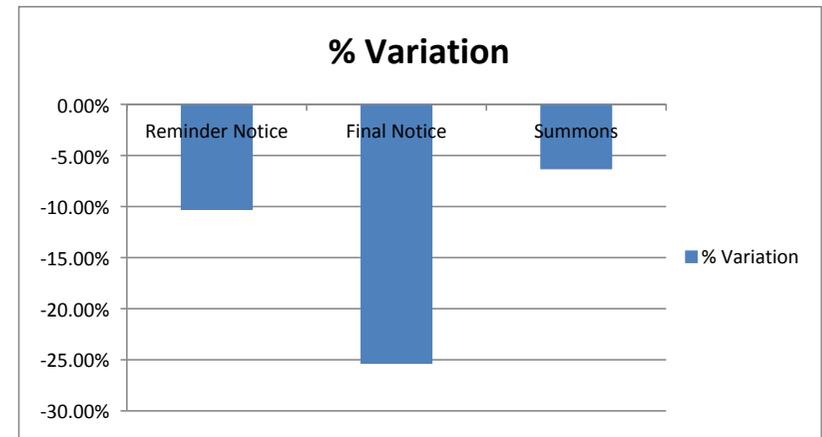
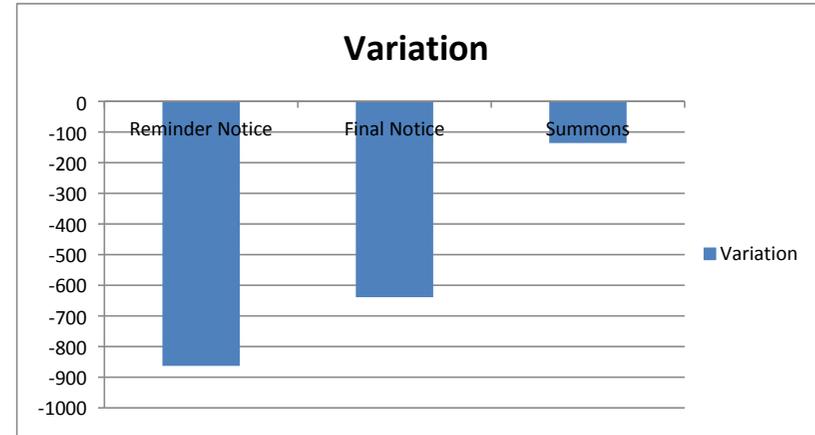
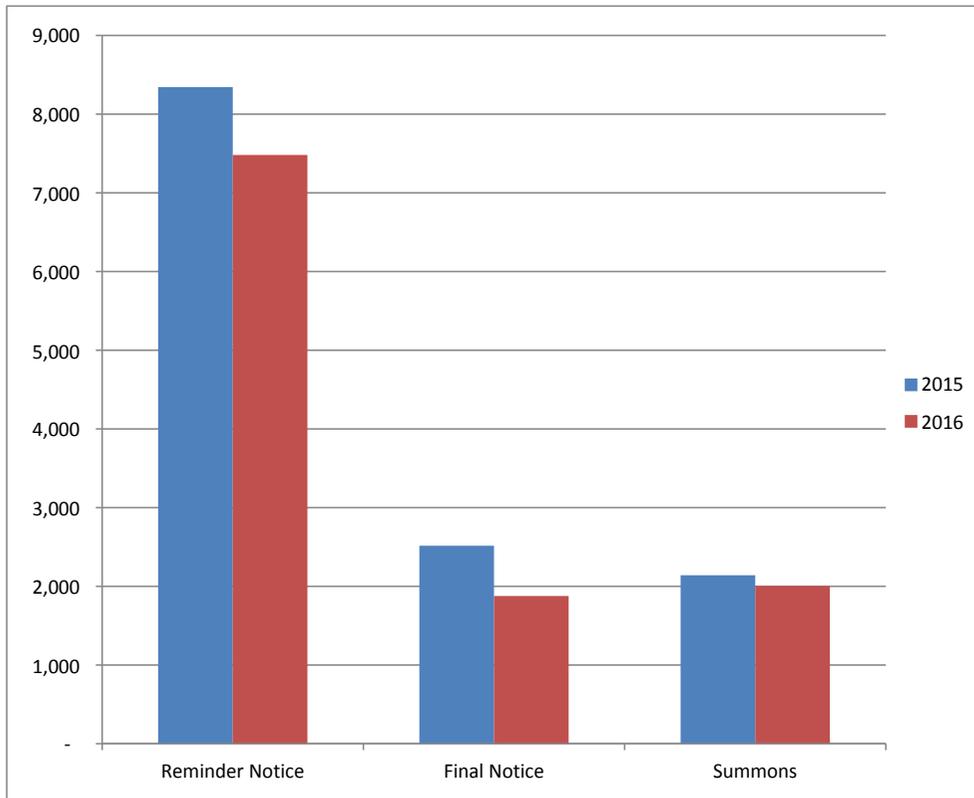
contact: Glen Pritchard
01732 876146
Andrew Rosevear
01732 876143

Sharon Shelton
Director of Finance and Transformation

This page is intentionally left blank

	Reminder Notice	Final Notice	Summons	Total
2015	8,344	2,516	2,141	13,001
2016	7,481	1,877	2,005	11,363
Variation	-863	-639	-136	-1638
% Variation	-10.34%	-25.40%	-6.35%	-12.60%

ANNEX 1



This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

21 September 2016

Report of the Director of Street Scene, Leisure & Technical Services

Part 1- Public

Matters for Information

1 RIVER WALK IMPROVEMENTS

This report updates Members on planned improvements to River Walk in Tonbridge and confirms action being taken to grant a licence for works to be progressed on Council owned land.

1.1 Background

1.1.1 At the June 2016 meeting of the Joint Transportation Board KCC Officers reported to Members on planned improvement works to the River Walk area, which are due to commence prior to Christmas.

1.1.2 The project, which is funded in full by the Local Growth Fund, is being progressed by KCC in close liaison with Officers from this authority. The land being improved by the works is in the ownership of this Council and the project will significantly enhance the riverside location to encourage visitors to come to the area and stimulate local growth.

1.2 Scheme Design

1.2.1 The scheme has been designed by consultant landscape designers in liaison with County and Borough Officers and will improve the surfacing materials and street furniture along the whole River Walk. A copy of the design is shown at **Annex 1**.

1.2.2 The improvements will link to the newly refurbished High Street at one end and the Memorial Garden at the other, and will continue a programme of externally funded investment into the town centre.

1.2.3 The new design will encourage more people to use the riverside walk and will promote the use of shops and amenities in and around the town centre.

1.2.4 Local Members have been consulted on the design which will also see the removal of the 6 car parking spaces adjacent to the HSBC Bank. The loss of these bays can be accommodated within the overall provision of parking in the town centre. Whilst one of these bays is marked for disabled, its loss will be

addressed by the previously agreed approach to convert existing unused taxi bays for the use of disabled drivers.

1.3 Licence

1.3.1 In order to enable the project to progress a licence to enter land and carry out works will be issued by the Director of Central Services under delegated powers. It is the intention within the licence to utilise the vacant car park serving the River Walk offices as a site compound.

1.4 Legal Implications

1.4.1 None arising from this report.

1.5 Financial and Value for Money Considerations

1.5.1 The project is funded in full by the Local Growth Fund and there are no costs to this Council. Once the works are complete the area will be returned to the Borough Council to be maintained from within existing revenue budgets.

1.6 Risk Assessment

1.6.1 None arising from this report.

Background papers:

contact: Andy Edwards

Nil

Robert Styles.

ANNEX 1

KEY

-  Vehicle crossing in Blue Ketley square edged pavers
-  Red/Brown/Blue mix Ketley square edged pavers (65% Red, 25% Brown, 10% Blue).
-  Transverse banding in Blue Ketley pavers, width varies
-  Resin bound surfacing
-  Yorkstone effect paving
-  Grassed area
-  Flexible footway construction over existing carriageway
-  Marshalls 145 x 255mm Silver Grey Conservation kerbing
-  Marshalls 63 x 150mm Silver Grey Conservation edging
-  New 1.2m high 'Diamond' interlaced bowtop railings by Steelway Fensecure Ltd or similar approved.
-  New screen fencing
-  New Marshalls Ferrocast 'Cheltenham' polyurethane bollard coloured black
-  Existing bollard to be retained
-  Bench
-  Litter Bin
-  Existing lighting / CCTV column to be repainted.

Rev	Revision details	Chkd	Appd	Date
A	Minor amendments to layout and notes following client progress meeting.	RBF	RJHF	23.08.16
Rev	Revision details	Chkd	Appd	Date
Drawn:	JR			Preliminary
Design:	-			For comment
Chkd:	RBF			For tender
Appd:	RJHF			For construction
Date:	22.08.2016			As constructed
				Other



Client
Kent County Council
 kent.gov.uk

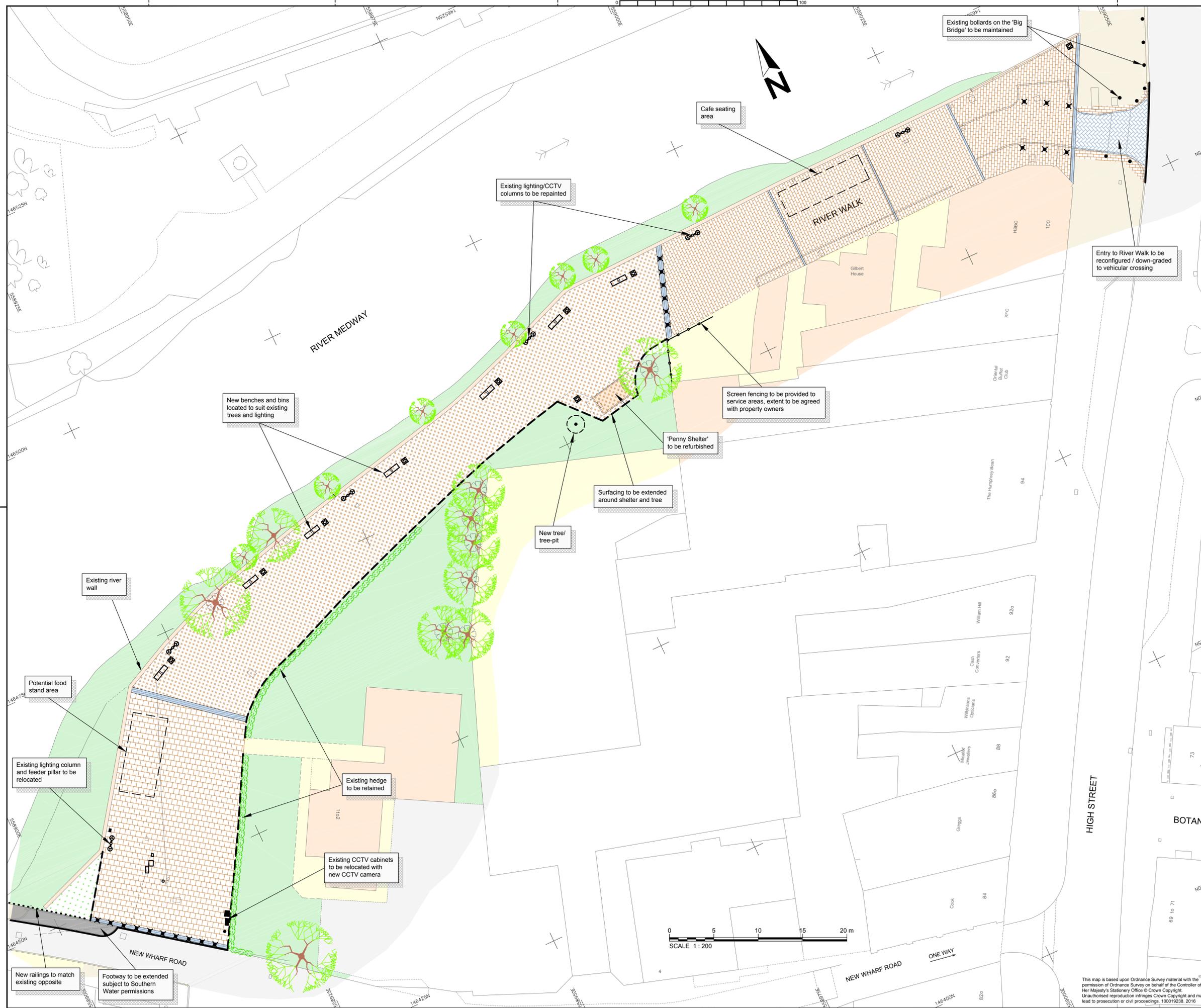
Project Name
RIVER WALK IMPROVEMENTS TONBRIDGE

Drawing Title
OUTLINE PROPOSALS

Original Drawing Size : A1 Dimensions : Metres
 Scale : 1:200 Copyright © Amey

Drawing No
4300508/000/04

Rev
A



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. 100019235, 2016

This page is intentionally left blank

Agenda Item 12

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

This page is intentionally left blank

Agenda Item 13

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

This page is intentionally left blank

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Agenda Item 20

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

This page is intentionally left blank