

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Interim Chief Executive
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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: Democratic Services
committee.services@tmbc.gov.uk

28 June 2024

To: MEMBERS OF THE CABINET
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Cabinet to be held in the Council Chamber, Gibson Drive, Kings Hill on Monday, 8th July, 2024 commencing at 7.30 pm.

Members of the Cabinet are required to attend in person. Other Members may attend in person or participate online via MS Teams.

Information on how to observe the meeting will be published on the Council's website.

(NB: Background papers to items referred from Scrutiny Select Committees and Committees have been omitted from printed agenda packs.)

Yours faithfully

ADRIAN STANFIELD

Interim Chief Executive

A G E N D A

1. Guidance for the Conduct of Meetings

5 - 8

PART 1 - PUBLIC

2. Apologies for absence 9 - 10
3. Declarations of interest 11 - 12

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/code-of-conduct-for-members).

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting.

4. Minutes 13 - 20

To confirm as a correct record the Minutes of the meeting of the Cabinet held on 4 June 2024

Matters for Corporate Monitoring

5. Corporate Key Performance Indicators 21 - 40

The report provides data on Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis and highlighted positive and negative trends for the period up to end of March 2024.

Matters for Recommendation to the Council

6. Decarbonising and Energy Efficiency Capital Plan Schemes 41 - 54

Following the Council's successful applications for grant funding relating to several decarbonising and energy efficiency projects, this report brings forward several projects under the existing List A capital plan scheme 'Decarbonising the Council's Estate' to enable the Council to progress those projects, as well as projects being funded directly by the Council, to help deliver our Climate Change Strategy.

Decisions to be taken in accordance with Part 3 of the Constitution

Executive Key Decisions

7. Community Development Grants 55 - 72

This report seeks approval of schemes submitted for funding through the second round of the Community Development Grant Scheme.

8. Household Support Fund 73 - 82

This report seeks approval of the Council's approach in use of the current grant of Household Support Fund for the Borough.

Executive Non-Key Decisions

9. 2023/24 Financial Outturn and May 2024 Budgetary Control 83 - 226

In accordance with the Council's Financial Procedure Rules this report informs Members of the 2023/24 Financial Outturn and current financial position to the end of May 2024 for the 2024/25 Financial Year. It also gives details of the savings identified to date against the current year's savings target of £305,000 and asks Cabinet whether it would wish officers to prepare for a budget consultation in the lead up to the 2025/26 budget.

10. Tonbridge and Malling Draft Productivity Plan 227 - 238

This report seeks endorsement for the Draft Tonbridge and Malling Productivity Plan.

Matters submitted for Information

11. Minutes of Panels, Boards and Other Groups 239 - 250

The minutes of meetings of Advisory Panels, Boards and Other Groups are attached. Any recommendations arising from these minutes are set out as individual items on this agenda.

12. Decisions taken by Cabinet Members 251 - 252

A record of the decisions taken by portfolio holders since the last meeting of Cabinet are attached.

13. Notice of Forthcoming Key Decisions 253 - 256

A Notice of forthcoming key decisions to be taken during July/August is attached.

14. Urgent Items 257 - 258

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

15. Exclusion of Press and Public 259 - 260

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

16. Urgent Items 261 - 262

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

Councillor M D Boughton, (Leader)
Councillor R P Betts, (Climate Change, Regeneration and Property)
Councillor M A Coffin, (Transformation and Infrastructure)
Councillor D Keers, (Community Services)
Councillor K B Tanner, (Finance and Housing)
Councillor M Taylor, (Planning)

Members of the Council who are not members of the executive may attend meetings of the Cabinet. With the agreement of the Leader, any such Member may address the Cabinet on any item on the agenda but may not vote.

GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED

- (1) Most of the Borough Council meetings are livestreamed, unless there is exempt or confidential business being discussed, giving residents the opportunity to see decision making in action. These can be watched via our YouTube channel. When it is not possible to livestream meetings they are recorded and uploaded as soon as possible:

<https://www.youtube.com/channel/UCPp-IJISNgoF-ugSzxjAPfw/featured>

- (2) There are no fire drills planned during the time a meeting is being held. For the benefit of those in the meeting room, the fire alarm is a long continuous bell and the exits are via the doors used to enter the room. An officer on site will lead any evacuation.
- (3) Should you need this agenda or any of the reports in a different format, or have any other queries concerning the meeting, please contact Democratic Services on committee.services@tmbc.gov.uk in the first instance.

Attendance:

- Members of the Committee are required to attend in person and be present in the meeting room. Only these Members are able to move/ second or amend motions, and vote.
- Other Members of the Council can join via MS Teams and can take part in any discussion and ask questions, when invited to do so by the Chair, but cannot move/ second or amend motions or vote on any matters. Members participating remotely are reminded that this does not count towards their formal committee attendance.
- Occasionally, Members of the Committee are unable to attend in person and may join via MS Teams in the same way as other Members. However, they are unable to move/ second or amend motions or vote on any matters if they are not present in the meeting room. As with other Members joining via MS Teams, this does not count towards their formal committee attendance.
- Officers can participate in person or online.

- Members of the public addressing an Area Planning Committee should attend in person. However, arrangements to participate online can be considered in certain circumstances. Please contact committee.services@tmbc.gov.uk for further information.

Before formal proceedings start there will be a sound check of Members/Officers in the room. This is done as a roll call and confirms attendance of voting Members.

Ground Rules:

The meeting will operate under the following ground rules:

- Members in the Chamber should indicate to speak in the usual way and use the fixed microphones in front of them. These need to be switched on when speaking or comments will not be heard by those participating online. Please switch off microphones when not speaking.
- If there any technical issues the meeting will be adjourned to try and rectify them. If this is not possible there are a number of options that can be taken to enable the meeting to continue. These will be explained if it becomes necessary.

For those Members participating online:

- please request to speak using the 'chat or hand raised function';
- please turn off cameras and microphones when not speaking;
- please do not use the 'chat function' for other matters as comments can be seen by all;
- Members may wish to blur the background on their camera using the facility on Microsoft teams.
- Please avoid distractions and general chat if not addressing the meeting
- Please remember to turn off or silence mobile phones

Voting:

Voting may be undertaken by way of a roll call and each Member should verbally respond For, Against, Abstain. The vote will be noted and announced by the Democratic Services Officer.

Alternatively, votes may be taken by general affirmation if it seems that there is agreement amongst Members. The Chairman will announce the outcome of the vote for those participating and viewing online.

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

CABINET

MINUTES

Tuesday, 4th June, 2024

Present: Cllr M A Coffin (Vice-Chair, in the Chair), Cllr D Keers, Cllr K B Tanner and Cllr M Taylor.

Cllrs Mrs A S Oakley* and M R Rhodes* were also present pursuant to Access to Information Rule No 23.

(*participated via MS Teams)

An apology for absence was received from Councillor M D Boughton (Chair).

PART 1 - PUBLIC

CB 24/61 DECLARATIONS OF INTEREST

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

CB 24/62 MINUTES

RESOLVED: That the Minutes of the ordinary and extraordinary meetings of the Cabinet held on 2 April and 30 April 2024 respectively be approved as a correct record and signed by the Chairman.

MATTERS SUBMITTED FOR INFORMATION

CB 24/63 MINUTES OF PANELS, BOARDS AND OTHER GROUPS

The Minutes of the Tonbridge Community Forum of 20 May 2024 were received and noted.

CB 24/64 DECISIONS TAKEN BY CABINET MEMBERS

Details of the Decisions taken in accordance with the rules for the making of decisions by executive members, as set out in Part 4 of the Constitution, were presented for information.

DECISIONS TO BE TAKEN IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION

EXECUTIVE NON-KEY DECISIONS

CB 24/65 HOUSING ASSOCIATION PERFORMANCE FRAMEWORK

(Decision Notice D240057CAB)

Consideration was given to recommendation OS 24/20 of the Overview and Scrutiny Select Committee of 4 April 2024 in respect of a housing association performance framework.

Cabinet had due regard to the views of the Committee, the financial and value for money considerations and legal implications and welcomed the opportunity to monitor the performance of registered providers so that potential impacts on the activity and residents could be assessed.

RESOLVED: That the Housing Association Performance Framework be adopted.

CB 24/66 RISK MANAGEMENT

(Decision Notice: D240058CAB)

Consideration was given to recommendation AU 24/14 of the Audit Committee of 15 April 2024 in respect of risk management and the Strategic Risk Register (SRR).

Cabinet had due regard to the views of the Committee, the financial and value for money considerations and the legal implications and noted that the number of 'red' risks on the SRR had reduced to 4 as set out below:

- Savings and Transformation Strategy
- Local Plan
- Implementation of Agile Software
- Procurement

RESOLVED: That

- (1) the updates to the Strategic Risk Register since the last iteration with particular emphasis on those risks categorised as 'RED' be noted; and
- (2) the general positive 'direction of travel' be noted.

CB 24/67 TREE ENFORCEMENT PROTOCOL AND TREE PRESERVATION ORDER

(Decision Notice: D240059CAB)

Consideration was given to recommendation HP 24/23 of the Housing and Planning Scrutiny Select Committee of 21 May 2024 in respect of Tree Enforcement and Tree Preservation Order (TPO) Protocols.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations, the legal implications and noted the measures proposed in reducing and monitoring the backlog of outstanding TPOs and improving communication and engagement between Officers and local Members.

RESOLVED: That

- (1) the Tree Enforcement Protocol (Annex 1) be adopted; and
- (2) the Tree Preservation Order Protocol (Annex 2) be adopted, subject to the approach on informal communications between Members and Officers being detailed.

CB 24/68 LOCAL PLAN - DUTY TO CO-OPERATE UPDATE

(Decision Notice: D240060CAB)

Consideration was given to recommendation HP 24/24 of the Housing and Planning Scrutiny Select Committee of 21 May 2024 in respect of the Local Plan and the legal obligations of the duty to co-operate and partnership working.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations, the legal implications and noted that the Duty to Co-operate was a legal requirement on local planning authorities to engage with other relevant authorities and bodies constructively, actively and on an ongoing basis in relation to strategic planning matters.

The Cabinet Member for Planning (Cllr Taylor) observed that lessons had been learnt from previous experience in respect of demonstrating co-operation with neighbouring authorities.

RESOLVED: That the contents of the report and the legal requirement regarding the Duty to Co-operate as part of the Local Plan process be noted.

CB 24/69 TRANSFER INCENTIVE SCHEME

(Decision Notice: D240061CAB)

Consideration was given to recommendation HP 24/25 of the Housing and Planning Scrutiny Select Committee of 21 May 2024 in respect of proposals for a new transfer incentive scheme policy to assist with making best use of existing housing stock.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations, the legal implications and recognised that a financial incentive might not be the only factor in encouraging tenants to downsize. The Borough Council would work with relevant housing providers and other agencies to offer support where required.

RESOLVED: That the Transfer Incentive Scheme (at Annex 1) be approved.

CB 24/70 GRAFFITI UPDATE

(Decision Notice: D240062CAB)

Consideration was given to recommendation CE 24/16 of the Communities and Environment Scrutiny Select Committee of 22 May 2024 in respect of tackling graffiti in the Borough and the development of a graffiti policy.

Cabinet had due regard to the views of the Scrutiny Select Committee, the financial and value for money considerations, the legal implications and noted the lack of evidence proving the effectiveness of graffiti walls in reducing incidents of illegal tagging in the area.

The draft Graffiti Policy (attached at Annex 2) clarified the responsibilities related to graffiti clearance.

RESOLVED: That

- (1) the Graffiti Policy (attached at Annex 2) be adopted; and
- (2) the report and the lack of evidence of the effectiveness of graffiti walls to reduce illegal tagging be noted.

CB 24/71 CORPORATE STRATEGY ACTION PLAN

(Decision Notice: D240063CAB)

The report of the Interim Chief Executive provided an update on the progress being made in delivering the priority actions set out in the

Corporate Strategy Action Plan 2023/24 (attached at Annex 1) and presented an Action Plan for 2024/25 (attached at Annex 2) for approval.

The Corporate Strategy Action Plan demonstrated how the Borough Council aimed to deliver on its key priorities as set out in the Corporate Strategy 2023-27. To avoid any reputational risk if the Borough Council failed to deliver the actions identified it was important that the Plan was regularly monitored to ensure progress was being made. Regular updates would be provided setting out progress on the Action Plan 2024/25 if it was approved.

Despite a number of positive steps being undertaken in 2023/24, as detailed in 1.3.1 of the report, the majority of actions remained ongoing and these would appear in the Action Plan for 2024/25. Additional actions which had increased priority over the course of the past year had also been identified for the new Plan. These were detailed in 1.4.1 of the report and included improvements to the procurement function, implementation of Biodiversity Net Gain and Green Infrastructure Strategies.

Cabinet recorded appreciation to officers for the significant amount of work undertaken over the year and for the success in securing the Decarbonisation Grants

RESOLVED: That

- (1) the report be noted and the Corporate Strategy Action 2023/24 (attached at Annex 1) be noted; and
- (2) the Corporate Strategy Action Plan 2024/25 (attached at Annex 2) be approved.

CB 24/72 TONBRIDGE TOWN CENTRE PROGRAMME BOARD - TERMS OF REFERENCE

(Decision Notice: D240064CAB)

Consideration was given to the proposed Terms of Reference (ToR) (attached at Annex A) for the newly established Tonbridge Town Centre Programme Board. It was essential for any board supporting a wide ranging and complex programme of work that clear and concise terms of reference were set out to facilitate efficient and effective decision making.

The proposed ToR detailed the responsibilities of the Programme Board, its Membership and frequency of meetings. Due to the nature of the information being considered by the Board all items, including agendas, reports and minutes, would be confidential. This was supported by the Cabinet as it enabled the Board to reach considered recommendations

in private and offered reassurance to partners and third parties with whom the Borough Council might be working closely with.

However, the Board would not have any decision-making powers and would make recommendations on Key Decisions to Cabinet directly or via the Finance, Regeneration and Property Scrutiny Select Committee. In accordance with the Borough Council's Constitution, Cabinet Members would be able to take Non-Key Decisions related to their portfolios, whilst any recommendations on non-executive matters would be referred to Council.

Cabinet welcomed the establishment of a Programme Board, the engagement of a dedicated Programme Board Manager and the clarification in respect of confidentiality.

RESOLVED: That the Terms of Reference for the Tonbridge Town Centre Programme Board (attached at Annex A) be approved.

EXECUTIVE KEY DECISIONS

CB 24/73 ADOPTION OF THE HIGH WEALD NATIONAL LANDSCAPE AREA OF OUTSTANDING NATURAL BEAUTY MANAGEMENT PLAN 2024 - 2029

(Decision Notice: D240065CAB)

The report of the Director of Planning, Housing and Environmental Health outlined the process through which the High Weald National Landscape Area of Outstanding Natural Beauty (AONB) Management Plan 2024/29 had been prepared and recommended its adoption. Tonbridge and Malling contained a small area of this AONB to the south of Tonbridge which accounted for less than 1% of the total area.

The Management Plan was a statutory policy document for the whole of the protected landscape and guided local authorities plan and decision making. It also set a 20-year strategy for everyone who lived in, worked in or visited the High Weald and set out the management policy for conservation and enhancement.

Under the terms of the Countryside and Rights of Way Act (CRoW) 2000 (part IV Section 89), the Borough Council and other local authorities within the AONBs had a statutory duty to act jointly to prepare and review the Management Plans. Details of the review process and external consultation undertaken were set out in 1.2.3 of the report.

Cabinet had due regard to the financial and value for considerations and legal implications and noted that failure to adopt the High Weald AONB Management Plan would mean that the Borough Council would be in breach of the CRoW Act 2000, which could lead to funding sanctions from Natural England. It was also noted that the agreed Tonbridge and

Malling financial contribution for the High Weald Joint Advisory Committee for the next three years from 2024/25 was £1545.

RESOLVED: That

- (1) the High Weald National Landscape Management Plan 2024/29 be adopted as a material planning consideration; and
- (2) preparation of the High Weald National Landscape Management Plan 2024/29 be delegated to the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Member for Planning, to make further minor changes during the adoption process.

CB 24/74 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.

EXECUTIVE KEY DECISIONS

CB 24/75 GROUNDS MAINTENANCE CONTRACT

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

(Decision Notice: D240066CAB)

Following a formal tender and evaluation process, the report provided an update on the retender of the Borough Councils Ground Maintenance Contract for public open spaces and advised on options for alternative herbicide/pesticide use.

Cabinet had due regard to the options presented, the financial and value for money considerations and the legal implications and noted that the value of the successful tender was within anticipated costs allocated within the Borough Councils Medium Term Financial Strategy. The environmental impact of alternative options for herbicide/pesticide use had been discussed in detail with the Borough Council's Climate Change Officer and given the cost implications and debatable environmental benefits identified it was recommended that these options not be taken up at the current time. This approach was supported by Cabinet.

RESOLVED: That Commercial Services Trading Ltd T/A Landscape Services be awarded the Borough Councils Ground Maintenance Contract from 1 January 2025 at an annual cost of £731,370.17.

The meeting ended at 7.56 pm

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

08 July 2024

Report of Management Team

Part 1- Public

Matters for Corporate Monitoring

1 CORPORATE KEY PERFORMANCE INDICATORS

This report provides data on Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis. The data provided in this report relates to the period up to the end of March 2024. The main headlines show a number of positive trends including those relating to Affordable Housing delivery, the running of our Leisure Centres, Anti-Social Behaviour and resident signing up to Myaccount and the TMBC app. Conversely, decisions on planning applications have seen a negative trend as have the number of fly tipping incidents in the borough.

1.1 Overview of KPIs

1.1.1 The aligned KPIs are provided in **Appendix 1**, with the data for January – March 2024 representing the most up-to-date available statistics in most instances. However, due to the lag in some statistics and the very tight turnaround in this quarter, the previous quarter does still represent the most up to date figures.

1.1.2 There are some quarterly **trends** that can be identified and highlighted in this report. These include:

Positive Trends:

- **003:** Total attendance at our leisure facilities reached 1,325,233 by the end of Q4, which is 11.2% higher than last year.
- **004:** The number of clients referred to the One You Service increased to 194 in Q4, getting closer to the target of 200 referrals per quarter.
- **005:** The total number of Anti-Social Behaviour (ASB) cases dropped to 65 in Q4 meaning that the target of under 350 cases per annum was met (328 in 2023/24)
- **006:** The total number of victim-based crimes dropped markedly to 1,690 in Q4. This was not quite enough of a drop to meet the target of under 7,500 crimes per annum (7,621 in 2023/24)

- **009:** Myaccount registrations grew to 40,323 in Q4, far exceeding the target of 35,000 by year end.
- **010:** My TMBC app downloads grew to 9,561 in Q4, again far exceeding the target of 8,500 by year end.
- **011 and 012:** staff numbers grew to 228.78 (Full-Time Equivalent) in Q4 having dipped in Q1 and Q2 of 2023/24. Vacancy rates are the lowest they have been for over a year, with 10 vacancies exceeding the target of 12 by the end of March 2024.
- **015:** the Gender Pay Gap has dropped to 22.24% which met our target. However, this is still high in comparison to the public sector as a whole (circa 15%).
- **016:** Salary Monitoring Data shows that in Q4 spend was £127,450 below profile.
- **020:** Outstanding debt dropped to £866,189 in Q4 from £898,560 in Q3. However, this was still above the target of below £800,000.
- **034:** The Number of Affordable Homes built in 2023/24 increase sharply from 30 in 2022/23 to 133.
- **038:** The number of people in temporary accommodation has decreased very slightly from 120 in October-December 2023 to 118 in January-March 2024.
- **041:** 21 disabled facilities grants were completed in the borough meaning the target of 80 during 2023/24 was exceeded.
- **043:** the ratio of enterprise births to deaths met the target with 1.02 births for every business death, indicating a growth in the number of businesses in the borough.
- **050 and 051:** in Q4, Leisure Centres income was above profile (107.1%) whilst expenditure was below profile (99.6%).
- **052:** Total income from Council run/supported events increased to £51,712 in 2023/24 from £50,600 in 2022/23.
- **104 and 105:** overall the number of planning appeals being determined was lower in Q4 than any other quarter in 2023/24, with 6 out of the 9 appeals dismissed (66.7%) which is also a slightly higher dismissal rate than previous quarters.
- **113:** Total number of vehicle licences has increased to 577 in Q4 up from 560 in Q3.

- **115-118:** The KPIs relating to Waste Services have shown positive trends, with 100% of scheduled collections completed in Q4. The most recent data for complaints and individual collections missed (Q3) all show improvement.

Negative Trends:

- **008:** Social media clicks/engagement dropped slightly in Q4 to 5,085. This was a similar figure to the same quarter in 2022/23 (5,200). Overall, the target of 25,000 clicks per annum was missed, predominantly due to summer campaigns (Q2) which were delivered with partners such as Visit Kent that were recorded on third party, rather than TMBC social media channels.
- **013 and 014:** Both short term and medically signed off sickness absence increased in Q4. Short term sickness absence increased to 2.91 days in Q4. This was still below the target of 3 days and lower than the figure for 2022/23 of 3.5 days. Medically signed off sickness absence increased to 4.59 days representing a notable increase from 2.89 days in 2022/23.
- **018:** Council Tax collection was 98.03% in 2023/24, which is down from 98.4% in 2022/23, but still high in comparison to other authorities.
- **024:** The % of household waste sent for recycling and composting dropped to 47.54% in Q3. However, the average for Q1-3 was 50% which compares to 49% in the same period of 2022/23.
- **029:** The number of fly tipping incidents increased to 257 in Q4, resulting in an 11% increase in 2024/25 in comparison to the previous financial year. Despite this increase, it should be noted that the borough continues to perform well in comparison to other areas of Kent.
- **045:** Unemployment rates have crept up over the course of 2023/24 from 2.1% to 2.3%. This increase is mirrored by the picture across Kent and amongst the other West Kent authorities.
- **100:** 67% of major planning applications were decided in time, which is down from 80% in the previous quarter.
- **101:** 85% of minor planning applications were decided in time. This has crept down from 92% at the start of 2023/24.
- **102:** 84% of 'other' applications were decided in time, which is down from 87% in the previous quarter.
- **109:** % handled rate (customer services) has dropped from 84% in Q3 to 82% in Q4. This has been caused by software issues as well as the need to train up new staff.

- **112:** the total number of licenced drivers dropped from 623 in Q3 to 619 in Q4, just missing the end of year target. However, it should be noted that the figure of 619 still represents an increase of 4% over the course of 2023/24.

1.1.3 Looking beyond the Quarter 4 trends and giving consideration to the entirety of 2023/24, Tables 1 and 2 show the more long-term trends for the Corporate KPIs and the 'other' KPIs respectively.

1.1.4 Through the use of a traffic lights system progress on each of the KPIs is set out. Where a KPI is monitored on an annual basis, the quarter within which the KPI is monitored is coloured with the other quarters in grey. Where the KPI is coloured entirely in grey, this indicates that either:

- The data has not been made available
- The data has been made available but is currently not meaningful (this is the case with KPIs 035-037 for example)
- The data has been made available but it is not possible to put a positive or negative value on the trend, as they are predominantly responding to demand.

KPI Ref	Key Performance Indicator	Frequency	Trend over 2023/24			
			Q1	Q2	Q3	Q4
001	% of due food safety inspections undertaken (Risk Category A-C)	Quarterly				
002	% of due food safety inspections undertaken (Risk Category D-E)	Quarterly				
003	Total attendance at LLC/AC/TSP/PWGC (cumulative for year by quarter)	Quarterly				
004	Number of clients referred into the One You service	Quarterly				
005	Total number of ASB cases	Quarterly				
006	Total number of victim-based crimes	Quarterly				
007	No. of red flags on our annual safeguarding self-assessment framework (SAF) and Section 11 audit.	Annually				

008	Social media clicks/engagement	Quarterly	Green	Red	Green	Red
009	Website Myaccount Registrations (total)	Quarterly	Red	Green	Green	Green
010	My TMBC app downloads (total)	Quarterly	Green	Green	Green	Green
011	Staff Numbers (FTE)	Quarterly	Red	Red	Green	Green
012	Vacant Posts (FTE)	Quarterly	Red	Green	Green	Green
013	Sickness absence (days) - short term	Quarterly	Green	Green	Red	Red
014	Sickness absence (days) - medically signed off	Quarterly	Red	Green	Red	Red
015	Gender Pay Gap - Median	Annually	Grey	Grey	Grey	Green
016	Salary Monitoring data (£)	Quarterly	Green	Green	Green	Green
017	Income Monitoring data (£)	Quarterly	Red	Red	Green	Grey
018	Council Tax collection (%) - cumulative	Quarterly	Yellow	Yellow	Yellow	Red
019	NNDR collection (%) - cumulative	Quarterly	Yellow	Yellow	Yellow	Yellow
020	Sales ledger - outstanding debt (£)	Quarterly	Green	Red	Red	Green
021	T&M carbon dioxide emissions data (tCO2e)	Annually	Grey	Grey	Grey	Grey
022	TMBC annual carbon audit emissions data (tCO2e)	Annually	Grey	Grey	Grey	Grey
023	<i>Biodiversity KPI - TBC</i>	Annually	Grey	Grey	Grey	Grey
024	% of household waste sent for recycling and composting	Quarterly	Green	Green	Red	Grey
025	Number of contaminated land enquiries	Annually	Grey	Grey	Grey	Grey
026	Total number of service requests leading to investigation	Annually	Grey	Grey	Grey	Grey
027	Number of enforcement notices served	Annually	Grey	Grey	Grey	Grey
028	No. of AQMA's in T&M (currently 6) where NO2 results exceed the National Air Quality objective for which they were declared	Annually	Grey	Grey	Grey	Yellow

029	Number of fly tip incidents	Quarterly	Red	Green	Green	Red
030	Total attendance at LLC/AC/TSP/PWGC (duplicate - see 3)	Quarterly	Green	Green	Green	Green
031	No of parks with Green Flag status	Annually	Grey	Grey	Grey	Yellow
032	Housing Land Supply (years)	Annually	Grey	Grey	Green	Grey
033	Milestones achieved on delivering the T&M Local Development Scheme	Quarterly	Yellow	Yellow	Yellow	Yellow
034	Number of affordable homes built out per annum	Annually	Grey	Grey	Grey	Green
035	Number of people on housing register	Quarterly	Grey	Grey	Grey	Grey
036	Number of HR applications received	Quarterly	Grey	Grey	Grey	Grey
037	Waiting time for assessment of HR applications (days)	Quarterly	Grey	Grey	Grey	Grey
038	Number of people in Temporary Accommodation	Quarterly	Red	Red	Red	Yellow
039	Number of properties where property conditions have been improved	Quarterly	Green	Red	Green	Green
040	Number of housing enforcement notices served	Quarterly	Grey	Grey	Grey	Grey
041	Number of disabled facilities grants completed in the borough.	Quarterly	Yellow	Yellow	Yellow	Green
042	Number of economic projects delivered through the UKSPF and REPF	Quarterly	Grey	Yellow	Yellow	Green
043	Ratio of enterprise births to deaths	Annually	Grey	Grey	Green	Grey
044	Town Centre Vacancy Levels (%)	Annually	Grey	Green	Grey	Grey
045	Unemployment rate (%)	Quarterly	Yellow	Red	Yellow	Red
046	% Occupation of rental properties	Quarterly	Yellow	Yellow	Yellow	Yellow
047	Total income generated from property rentals (£)	Annually	Grey	Grey	Grey	Green

048	Progress made on Tonbridge Town Centre Regeneration Plans.	Quarterly				
049	Total income generated by Tonbridge Castle (£)	Annually				
050	Leisure Centres - overall income (% to profile)	Quarterly				
051	Leisure Centres - overall expenditure (% to profile)	Quarterly				
052	Total income from council run/supported events	Annually				
053	External funding spent (UKSPF/REPF) on economic initiatives (£) - cumulative	Annually				
054	No of economic projects jointly delivered with strategic partners.	Annually				

Table 1: Corporate KPIs

1.1.5 It should be noted that in a number of instances, a KPI that has an ongoing 'amber' rating indicates that there is a consistent high level of performance. This is particularly the case for KPIs 001, 002, 019, 046 (in Table 1) and 110 (in Table 2).

KPI Ref	Key Performance Indicator	Frequency	Trend over 2023/24			
			Q1	Q2	Q3	Q4
100	% against Government target of 60% (for major apps)	Quarterly				
101	% against Government target of 65% (for minor apps)	Quarterly				
102	% against Government target of 80% (for 'others')	Quarterly				
103	Number of appeals received	Quarterly				
104	Number of appeals determined - allowed	Quarterly				
105	Number of appeals determined - dismissed	Quarterly				

106	Number of planning enforcement cases opened	Quarterly				
107	Number of planning enforcement cases closed	Quarterly				
108	Number of planning enforcement notices served	Quarterly				
109	% Handled rate (Customer Services)	Quarterly				
110	% emails responded to within 24 hrs (Customer Services)	Quarterly				
111	% webchat answer rate (Customer Services)	Quarterly				
112	Total number of licenced drivers	Quarterly				
113	Total number of vehicle licences	Quarterly				
114	Total number of premises licences	Quarterly				
115	% completion of scheduled collections	Quarterly				
116	Number of formal complaints received - collections	Quarterly				
117	Number of formal complaints received - street cleansing	Quarterly				
118	% of individual collections missed (waste)	Quarterly				

Table 2: Other KPIs

1.2 Recent Internal Audit

- 1.2.1 In March 2024, the Corporate Performance Management Framework Internal Audit Report was completed. This report gave an audit opinion of **Substantial** based on a number of identified strengths in the framework, and identified one area for development, namely to ensure that the KPIs are used to their maximum potential and help to give direction to the Council where needed.
- 1.2.2 Despite this, the prospects for improvement were stated as **Very Good** on the basis that LGInform Plus will allow the council to assess its performance against other authorities and that previously raised issues regarding data assurance and benchmarking have already been addressed.

1.3 Benchmarking

- 1.3.1 Since the previous reporting round, a number of additional KPIs are now benchmarked using LGINform Plus. This helps to provide additional context when considering our performance, although it should be noted that sometimes direct comparison is not straightforward.
- 1.3.2 There are still a number of KPIs that are not benchmarked. Some of these will never be easily benchmarked either because they are difficult to compare in a meaningful way or because, even with LGINform Plus, the comparable data isn't available. However, further work will be undertaken during 2024 to further embed benchmarking into the reporting process.

1.4 Legal Implications

- 1.4.1 The matters set out in this briefing note are considered routine or uncontroversial and a legal opinion has not been sought.

1.5 Financial and Value for Money Considerations

- 1.5.1 The Corporate Key Performance Indicators are administered, analysed and reported in-house.

1.6 Risk Assessment

- 1.6.1 Performance Management is identified in the Strategic Risk Register and currently assessed as a medium risk with a positive direction of travel. Within the register it is highlighted that without an effective performance management framework in place, the authority will not be able to understand any required improvements or achieve value for money.

1.7 Policy Considerations

- 1.7.1 The Corporate Key Performance Indicators are aligned to the Corporate Strategy 2023-2027, and aim to provide data and analysis about the performance of the authority and support its improvement.

Background papers:

Nil

contact: Jeremy Whittaker,
Strategic Economic
Regeneration Manager

Management Team

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Appendix 1 – KPIs January - March 2024 (Q4)

Page 31

CS Priority Action	Ref. No.	Aligned KPI	Lead	BASELINE				SSC	2023/24				Target/Aspiration 2023/24	TREND	Data Assurance	BENCHMARKING			Source	Explanatory Comments
				Value	Date	Frequency	Source		Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar				Value	Date	Comparator		
Promote well-being and help people live healthy and active lifestyles.	001	% of due food safety inspections undertaken (Risk Category A-C)	MH	33 due/47 done	Jan-Mar 2023	Quarterly	SSRS Reports from IDOX Uniform	CESSC	30 due/34 done	37 due/45 done	26 due/39 done	37 due/57 done	100% of due inspections undertaken	↑	Yes	TBC	TBC	TBC	Food Standards Agency	One inspection A-C still due 31/03/24
	002	% of due food safety inspections undertaken (Risk Category D-E)	MH	49 due/85 done	Jan-Mar 2023	Quarterly	SSRS Reports from IDOX Uniform	CESSC	45 due/91 done	83 due/74 done	81 due/63 done	127 due/104 done	100% of due inspections undertaken	↑	Yes	TBC	TBC	TBC	Food Standards Agency	Zero inspections D-E due 31/03/24
	003	Total attendance at LLC/AC/TSP/P WGC (cumulative for year by quarter)	SG	1,191,704	2022/23	Quarterly	TMLT Management System	CESSC	347,928	679,664	975,127	1,325,233	1.3m	↑	Yes	TBC	TBC	TBC	TMLT/ Sport England	11.2% increase on previous year.
	004	Number of clients referred into the One You service	CP	214	Jan-Mar 2023	Quarterly	ReferAll OYWK	CESSC	199	170	124	194	200 per quarter	↑				N/A	Still fell slightly below the 200 target this quarter, but a large increase from Q3.	
Through key partnership working with Kent Police and other partners, support residents and ensure safeguarding is an integral part of council activity.	005	Total number of ASB cases	AF	78	Jan-Mar 2023	Quarterly	ASB Database	CESSC	94	98	71	65	Under 350 per annum	↑				N/A	328 in total so target exceeded.	
	006	Total number of victim-based crimes	AF	1,894	Jan-Mar 2023	Quarterly	Kent Police	CESSC	1,972	1,988	1,971	1,690	Under 7,500 per annum	↑		6,801 (S); 12,910 (M) and 6,781 (TW)	Total Year (2023)	S'oaks, M'stone and TW	LGInform Plus	Total of 7,621, so despite drop in Q4, target just missed.
	007	No. of red flags on our annual safeguarding self-assessment framework (SAF) and Section 11 audit.	GF	0	2022	Annually	Annual SAF	CESSC	0	0	0	0	0	→	Yes	TBC	TBC	TBC	KCC	

				BASELINE				2023/24					BENCHMARKING							
CS Priority Action	Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SSC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance	Value	Date	Comparator	Source	Explanatory Comments
Make our services and advice available to residents 24 hours a day through digital innovation.	008	Social media clicks/engagement	JS	5,200	Jan-Mar 2023	Quarterly	Orlo	O&S	7,462	3,029	5,772	5,085	25,000 pa	↓	Yes				N/A	Total of 21,676. Reduction due to campaigns with partners which have meant clicks recorded on third party social media channels rather than TMBC.
	009	Website Myaccount Registrations (total)	JS	31,387	Jan-Mar 2023	Quarterly	Jadu	O&S	31,161	32,506	38,066	40,323	35,000 by end of March 2024	↑	Yes				N/A	Exceeded target for the year.
	010	My TMBC app downloads (total)	JS	6,474	Jan-Mar 2023	Quarterly	One Signal	O&S	7,306	8,017	8,531	9,561	8,500 by end of March 2024	↑	Yes				N/A	Exceeded target for the year.
Further move the borough council forward so its services are delivered innovatively and in the most cost-effective and efficient way.	011	Staff Numbers (FTE)	MB	224	Jan-Mar 2023	Quarterly	Chris 21 Reports	O&S	221.78	220.77	224.27	228.76	225 by end of March 2024	↑		387 (SDC); 506 (MBC); 282 (TWBC)	Apr-Jun 2023	SDC, MBC and TWBC	LGInfor m Plus	Staffing targets all met except for 014.
	012	Vacant Posts (FTE)	MB	17	Jan-Mar 2023	Quarterly	Chris 21 Reports	O&S	19	14	11	10	Under 12 by end of March 2024	↑		48 (TWBC) and 47 (MBC)	Q4 (Jan-Mar) of 2022/23	TWBC and MBC	LGInfor m	
	013	Sickness absence (days) - short term	MB	3.5	Jan-Mar 2023	Quarterly	Chris 21 Reports	O&S	2.07	1.61	2.45	2.91	Under 3.0	↓		1.3	Q4 (Jan-Mar) 2022/23	MBC	LGInfor m Plus	
	014	Sickness absence (days) - medically signed off	MB	2.89	Jan-Mar 2023	Quarterly	Chris 21 Reports	O&S	4.01	3.93	4.47	4.59	Under 2.75	↓		2.6	2022/23	MBC	LGInfor m Plus	
	015	Gender Pay Gap - Median	MB	30.60%	2022	Annually	Chris 21 Reports	O&S	29.89%	29.89%	29.89%	22.24%	Under 25%	↑	Yes	15.10%	2022/23	Public Sector	gov.uk	
	016	Salary Monitoring data (£)	PW	£106,150 below profile budget	Jan-Mar 2023	Quarterly	Financial Ledger System	FRPSSC	£34,200 below profile	£59,700 below profile	£115,100 below revised profile.	£127,450 below revised profile	To profile	↑	Yes				N/A	

				BASELINE				2023/24				BENCHMARKING								
CS Priority Action	Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SSC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance	Value	Date	Comparator	Source	Explanatory Comments
Further move the borough council forward so its services are delivered innovatively and in the most cost-effective and efficient way.	017	Income Monitoring data (£)	PW	£65,409 over profile budget	Jan-Mar 2023	Quarterly	Financial Ledger System	FRPSSC	£128,739 below profile	£361,298 below profile	£85,959 above revised profile.	N/A	To profile		Yes				N/A	Currently unavailable but should be available for verbal update.
	018	Council Tax collection (%) - cumulative	GP	98.40%	2022/23	Quarterly	Revenues System	FRPSSC	27.63%	55.63%	83.95%	98.03%	98.50%	↓	Yes	97.20%	2022/23	Shire Districts	gov.uk	Slightly below target but higher than benchmarks.
	019	NNDR collection (%) - cumulative	GP	99.40%	2022/23	Quarterly	Revenues System	FRPSSC	30.52%	57.95%	84.1%	99.38%	99.50%	→	Yes	97.50%	2022/23	Shire Districts	gov.uk	Marginally missed target despite impact of Panattoni Park development.
	020	Sales ledger - outstanding debt (£)	PW	£786,627.80	Jan-Mar 2023	Quarterly	Financial Ledger System	FRPSSC	£535,813	£811,131	£898,560	£866,189	Below £800,000	↑					N/A	Improved picture but missed target.
Deliver climate change plans which focus on cutting emissions and increasing biodiversity.	021	T&M carbon dioxide emissions data (tCO2e)	CS	816.4	2021	Annually	BEIS - CO2 Emissions Statistics	CESSC	N/A	N/A	N/A	N/A	675 tCO2e		Yes	849.5 - Maidstone Borough; 811.3 - Sevenoaks District; 479.8 - Tunbridge Wells Borough	2021	Adjoining Authorities	gov.uk	Per capita amounts - Sevenoaks - 6.7; T&M - 6.2; Maidstone - 4.8; TW - 4.1 New data likely to be released June 2024.
	022	TMBC annual carbon audit emissions data (tCO2e)	CS	3.3	2022/23	Annually	Primary Research /gov.uk	CESSC	N/A	N/A	N/A	N/A	3.1		Yes				N/A	

				BASELINE				2023/24				BENCHMARKING									
CS Priority Action	Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SSC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance	Value	Date	Comparator	Source	Explanatory Comments	
Deliver climate change plans which focus on cutting emissions and increasing biodiversity.	023	Biodiversity KPI - TBC	CS/JK	TBC	TBC	Annually	TBC	CESSC	N/A	N/A	N/A	N/A	TBC		N/A				N/A		
Build on our track record of recycling more than anywhere else in Kent.	024	% of household waste sent for recycling and composting	DCL	51.6	2020/21 (audited)	Quarterly	Waste Data Flow (DEFRA)	CESSC	52.49	52.73	47.54	N/A	55%	↓	Yes	47.5% (TW) and 36.6% (S'oaks)	2020/21 (audited)	TW and Sevenoaks	Waste Data Flow (DEFRA)	Finalised Q3 data awaited from KCC. Average for Q1-3 is 50% compared to 49% in same period of 2022/23.	
Improve environmental quality in the borough by tackling sources of pollution.	025	Number of contaminated land enquiries.	CK	6	2022/23	Annually	EP Database	CESSC	N/A	N/A	N/A	13	Reactive to need						N/A	Q4 figure relates to the whole year (2023/24)	
	026	Total number of service requests leading to investigation	CK	518	2022/23	Annually	Reports from IDOX	CESSC	N/A	N/A	N/A	499	Reactive to need						N/A	Q4 figure relates to the whole year (2023/24)	
	027	Number of enforcement notices served	CK	8	2022/23	Annually	EP Notices Register	CESSC	N/A	N/A	N/A	3	Reactive to need						N/A	Q4 figure relates to the whole year (2023/24)	
	028	Number of AQMA's in the Borough (currently 6) where NO2 results exceed the National Air Quality objective for which they were declared	CK	1	2022	Annually	Annual Status Report (ASR)	CESSC	N/A	N/A	N/A	1	0	→						N/A	
	029	Number of fly tip incidents	DCL	836	2022/23	Quarterly	Waste Data Flow (DEFRA)	CESSC	259	244	183	257	5% reduction	↓		2,391 (MBC); 2,148 (GBC); 801 (SDC); TWBC (721)	2022/23	Adjoining LAs	LGInform Plus	11% increase (although includes some multiple reports of same fly tips). Despite this TMBC ranked 4 th lowest in the county in terms of incidents reported, but 2 nd highest in terms of FPNs issued overall and highest in terms of number of FPNs issued per fly during Q1-3.	

				BASELINE				2023/24				BENCHMARKING								
CS Priority Action	Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SSC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance	Value	Date	Comparator	Source	Explanatory Comments
Continue our successful management of parks, open spaces and leisure centres.	030	Total attendance at LLC/AC/TSP/P WGC (duplicate - see 3)	SG	1,191, 704	Apr-Jun 2022	Quarterly	TMLT Management System	CESSC	347,928	679,664	975,127	1,325,233	1.3m	↑	Yes	TBC	TBC	TBC	TMLT/ Sport England	See comment 003
	031	No of parks with Green Flag status	JF	3	Jun-22	Annually	Green Flag Award website	CESSC	3	3	3	3	3	→	Yes	48	Sep-23	Kent and Medway	N/A	4 Green Parks in the borough (3 owned by TMBC and Manor Park in West Malling)
Develop a Local Plan which will ensure the provision of new homes in appropriate locations, focusing on tackling the need to deliver a range of housing for the whole community.	032	Housing Land Supply (years)	JB	3.22	2022	Annually	HLS Study	HPSSC	N/A	N/A	3.65	3.65	5-year supply	→	Yes	2.9 (GBC) 3.9 (SDC) 4.29 (TWBC) 6.0 (MBC)	2022/23	Adjoining Authorities	Publicly available on websites.	Improved situation but still well below the 5-year target.
	033	Milestones achieved on delivering the T&M Local Development Scheme	JB	Regulation 18 Consultation Closed	Nov-22	Quarterly	Local Development Scheme	HPSSC	Report to Cabinet on impact of NPPF on plan-making	Feedback on the Reg 18 consultation to HPSSC.	Working towards Reg 18b approval	Reg 18b to be presented to Members in May/June 2024	Reg 18B consultation approved for April 2024.	→	Yes				N/A	Very slight delay due to the need to assess the impact of the Levelling Up and Regeneration Act (LURA) 2023 on the plan making process.
Ensure a supply of affordable housing for people who would struggle to buy on the open market	034	Number of affordable homes built out per annum	GiA	30	2022/23	Annually	New Homes Bonus	HPSSC	N/A	N/A	N/A	133	75	↑		8% (SDC); 27% (TWBC) 27% (MBC); 39% (GBC)	2022/23	Adjoining LAs	40% of annual housing target (LGIinform Plus)	133 consists of 88 homes for rent and 45 shared ownership.

				BASELINE				2023/24					BENCHMARKING							
CS Priority Action	Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SSC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance	Value	Date	Comparator	Source	Explanatory Comments
Use every power we can to support those who are most in need of housing support and at risk of becoming homeless.	035	Number of people on housing register	LH	1208	Jan-Mar 2023	Quarterly	Locata	HPSSC	N/A	N/A	85	167	1000 by end of financial year.		Yes	TBC	TBC	TBC	Kent Housing Group	A new IT system was implemented from June 2023 and all households on the housing register were asked to reapply. There is a backlog in HR assessments and so the number on the register is artificially low at the moment. We are unable to provide the waiting time for assessment of HR applications at the moment.
	036	Number of HR applications received	LH	541	Jan-Mar 2023	Quarterly	Locata	HPSSC	N/A	N/A	571	772	350 by end of financial year		Yes				N/A	
	037	Waiting time for assessment of HR applications (days)	LH	140	Jan-Mar 2023	Quarterly	Locata	HPSSC	N/A	N/A	N/A	N/A	100 by end of financial year		Yes				N/A	
	038	Number of people in Temporary Accommodation	CKe	91	Jan-Mar 2023	Quarterly	Locata/T A System	HPSSC	110	113	120	118	80-100	→	Yes				N/A	
Improving standards in rented accommodation.	039	Number of properties where property conditions have been improved	HS	10	Jan-Mar 2023	Quarterly	Uniform	HPSSC	19	14	19	23	60 for 2023/24	↑	Yes				N/A	75 properties improved during 2023/24
	040	Number of housing enforcement notices served	HS	0	Jan-Mar 2023	Quarterly	Notices Register	HPSSC	0	0	0	2	Reactive to Need						N/A	
	041	Number of disabled facilities grants completed in the borough.	TM	80	2022/23	Quarterly	Housing Improvement Team Database	HPSSC	22	20	18	21	80	↑		TBC	TBC	TBC	DFG Delta Return	81 DFGs completed, so exceeded target.
Deliver a range of measures to help our local economy bounce back.	042	Number of economic projects delivered through the UKSPF and REPF	JW	0	Jan-Mar 2023	Annually	DLUHC	FRPSSC	N/A	0	0	11	11 (cumulative by end March 2024)	→	Yes				N/A	11 projects completed in total. Not included Safer Sustainable Car Parks Project, Digital Inclusion or Tonbridge Wayfinding Project as these are still in early stages or in progress to be completed in 2024/25.

				BASELINE				SSC	2023/24				Target/ Aspiration 2023/24	TREND	Data Assurance	BENCHMARKING				Explanatory Comments
CS Priority Action	Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source		Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar				Value	Date	Compa rator	Source	
Deliver a range of measures to help our local economy bounce back.	043	Ratio of enterprise births to deaths	JW	0.97	2021	Annually	Kent Analytics/ KCC		FRPSSC	N/A	N/A	1.02				1.02	Greater than 1	↑	Yes	
	044	Town Centre Vacancy Levels (%)	JW	7.82%	Jul-22	Annually	TMBC Town Centres Survey	FRPSSC	N/A	6.48%	N/A	N/A	Less than 7%	↑	Yes	13.80%	Oct-Dec 2022	National	British Retail Consortium	Annual survey in August 2023 – much lower than the national average. Next survey in Aug 2024
	045	Unemployment rate (%)	JW	2.10%	Jan-Mar 2023	Quarterly	NOMIS LA Profile	FRPSSC	2.10%	2.20%	2.20%	2.3%	Under 2%	→	Yes	3.50%	Feb-24	Kent	NOMIS (LA Profile)	Figure for Kent 3.5%, Sevenoaks 2.1% and Tunbridge Wells 2.4%.
Identify ways we could use our land and other assets better, especially in Tonbridge Town Centre.	046	% Occupation of rental properties	SE	96%	Jan-Mar 2023	Quarterly	Property Database	FRPSSC	100%	100%	100%	100%	100%	→					N/A	Consists of retail and office units let on commercial terms - 27 properties in total
	047	Total income generated from property rentals (£)	SE	£349,000	2021/22	Annually	Integra	FRPSSC	N/A	N/A	N/A	£389,917	£380,000	↑	Yes	£356,500	2022/23	-	TMBC Accounts (2022/23)	Q4 is a provisional figure.
	048	Progress made on Tonbridge Town Centre Regeneration Plans.	SE	Approval to proceed with Phase 2	Jul-22	Quarterly	Project Management	FRPSSC	Options analysis work	Reports being drafted.	Finalising Phase 2 work.	Phase 2 work approved by Members	Progress to detailed site proposals.	→	Yes				N/A	
Develop proposals to raise the profile of Tonbridge Castle and all council assets.	049	Total income generated by Tonbridge Castle (£)	LM	£79,100	2022/23	Annually	Integra	FRPSSC	N/A	N/A	N/A	N/A	£85,000		Yes	£79,100	2022/23	TMBC	TMBC Accounts (Previous Year)	2023/24 figure available shortly.
	050	Leisure Centres - overall income (% to profile)	SG	117%	Jan-Mar 2023	Quarterly	TMLT Management System	FRPSSC	107.1%	107.3%	110.6%	107.1%	Over 100%	↑		TBC	TBC	TBC	TMLT/Sport England	Overall for the year, income exceeded expenditure by circa £470,000.
	051	Leisure Centres - overall expenditure (% to profile)	SG	110%	Jan-Mar 2023	Quarterly	TMLT Management System	FRPSSC	96.9%	101.6%	97.1%	99.6%	Under 100%	↑		TBC	TBC	TBC	TMLT/Sport England	
	052	Total income from council run/supported events	LM/AG	£39,244	2022/23	Annually	Integra	FRPSSC	N/A	N/A	N/A	£51,712	£50,600	↑	Yes	TBC	TBC	TBC	TMBC Accounts (Previous Year)	

				BASELINE				2023/24				BENCHMARKING				Explanatory Comments				
CS Priority Action	Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SSC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance		Value	Date	Comparator	Source
Strengthen our links with strategic partners and funding bodies.	053	External funding spent (UKSPF/REPF) on economic initiatives (£) - cumulative	JW	£73,594	2022/23	Annually	Integra	FRPSSC	N/A	£149,841	N/A	£370,500	£400,000	→	Yes				N/A	UKSPF funding for Year 2 at almost 100% spent. REPF (West Kent Rural Grants Scheme) was 100% allocated by September 2023 but c. 70% spent by year end, with remainder carried over into 2024/25.
	054	No of economic projects jointly delivered with strategic partners.	JW	13	2022/23	Annually	Annual Economic Strategy Action Plan	FRPSSC	N/A	N/A	N/A	15	15	↑	Yes				N/A	15 projects in partnership with Invest West Kent; Federation of Small Business; Tonbridge Town Team; Department for Work and Pensions, KCC/Digital Kent; NIAB EMR; Environment Agency; Panattoni & RBLI

Additional KPIs:

Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SSC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance	Value	Date	Comparator	Source	Explanatory Comments	
Planning																				
100	% against Government target of 60% (for major apps)	JB	100%	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	100%	100%	80%	67%	75%	↓	Yes	60%	2023/24	Govt Targets	HMCLG - NI157a		
101	% against Government target of 65% (for minor apps)	JB	85%	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	92%	88%	86%	85%	80%	→	Yes	65%	2023/24	Govt Targets	HMCLG - NI157b		
102	% against Government target of 80% (for 'others')	JB	93%	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	94%	96%	87%	84%	92%	↓	Yes	80%	2023/24	Govt Targets	HMCLG - NI157c		
103	Number of appeals received	JB	15	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	11	5	11	N/A									
104	Number of appeals determined - allowed	JB	3	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	8	5	5	3		↑							Fewer appeals allowed in most the recent quarter but fewer determined overall.

Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SCC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance	Value	Date	Comparator	Source	Explanatory Comments	
105	Number of appeals determined - dismissed	JB	4	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	12	7	9	6		↑							Fewer appeals dismissed in the most recent quarter but fewer determined overall.
106	Number of planning enforcement cases opened	JB	80	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	66	81	N/A	54									
107	Number of planning enforcement cases closed	JB	117	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	45	64	N/A	N/A									
108	Number of planning enforcement notices served	JB	0	Jan-Mar 2023	Quarterly	PS1/2 Returns	HPSSC	0	0	1	2									
Customer Services and Licensing																				
109	% Handled rate (Customer Services)	LM	93%	Jan-Mar 2023	Quarterly	AW365	O&S	88%	87%	84%	82%	93%	↓		TBC	TBC	TBC	TBC		Mar24 Note - Annual billing system issues along with Adelante upgrade to SP6 system issues, generated more calls. No vacant posts but training of new staff continues
110	% emails responded to within 24 hrs (Customer Services)	LM	100%	Jan-Mar 2023	Quarterly	Outlook	O&S	100%	100%	100%	100%	100%	→		TBC	TBC	TBC	TBC		Castle team is picking up emails on the weekend when service allows.
111	% webchat answer rate (Customer Services)	LM	99%	Jan-Mar 2023	Quarterly	Webchat Tool	O&S	99%	98%	98%	99%	99%	↑		TBC	TBC	TBC	TBC		
112	Total number of licenced drivers	AG	596	Jan-Mar 2023	Quarterly	IDOX Uniform	O&S	601	615	623	619	620	↓	Yes	TBC	TBC	Kent	Dept of Transport		Despite drop in Q4, an increase in 23 drivers during course of the year.
113	Total number of vehicle licences	AG	538	Jan-Mar 2023	Quarterly	IDOX Uniform	O&S	558	565	560	577	565	↑	Yes	TBC	TBC	Kent	Dept of Transport		
114	Total number of premises licences	AG	398	Jan-Mar 2023	Quarterly	Home Office Return	O&S	403	402	403	402	400	→		TBC	TBC	Kent	Dept of Transport		
Waste Services																				
115	% completion of scheduled collections	DCL	97.80%	2022/23	Quarterly	Whitespace Analytics	CESSC	97.50%	99.40%	99.9%	100%	99.0%	↑		TBC	TBC	TBC	TBC		
116	Number of formal complaints received - collections	DCL	274	2022/23	Quarterly	Whitespace Analytics	CESSC	47	48	37	N/A	10% reduction	↑		TBC	TBC	TBC	TBC		Q1-3 totals 132 formal complaints.

Ref. No.	Aligned KPI	Lead	Value	Date	Frequency	Source	SCC	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Target/Aspiration 2023/24	TREND	Data Assurance	Value	Date	Comparator	Source	Explanatory Comments
117	Number of formal complaints received - street cleansing	DCL	29	2022/23	Quarterly	Whitespace Analytics	CESSC	14	7	3	N/A	10% reduction	↑		TBC	TBC	TBC	TBC	
118	% of individual collections missed (waste)	DCL	0.00%	2022/23	Quarterly	Whitespace Analytics	CESSC	0.20%	0.15%	0.11%	N/A	Under 0.2%	↑	Yes				N/A	

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

08 July 2024

Report of the Interim Chief Executive

Part 1- Public

Executive Non Key Decisions

Matters for Recommendation to Council

1 **DECARBONISING AND ENERGY EFFICIENCY CAPITAL PLAN SCHEMES**

Following the Council's successful applications for grant funding relating to several decarbonising and energy efficiency projects, this report brings forward several projects under the existing List A capital plan scheme 'Decarbonising the Council's Estate' to enable the Council to progress those projects, as well as projects being funded directly by the Council, to help deliver our Climate Change Strategy.

1.1 Introduction

1.1.1 One of the Council's four key priorities set out in the Corporate Strategy 2023-2027 is 'Sustaining a borough which cares for the environment', with one of the priorities being to 'deliver climate change plans which focus on cutting emissions and increasing biodiversity'.

1.1.2 The Council's Climate Change Strategy is a key document which helps support those priorities and one which we use to actively assess opportunities to reduce the carbon emissions from our estate as well as to improve energy efficiency and therefore reduce energy costs.

1.1.3 Members will be aware that the largest utility users within the Council's estate are the leisure centres, due to both the size of the facilities and also the need to maintain high levels of air and water temperatures, meaning we have focused our efforts in assessing where improvements can be made to those facilities.

1.2 External Grant Awards

1.2.1 Members will be aware that the Council was successful in its two recent applications for external grant funding.

1.2.2 The first was through the Government's Swimming Pool Support Fund (SPSF) scheme in January 2024, which included an award of £393,000 for the installation of additional solar PV and £12,039 for the installation of LED lighting in pool related areas, both at Larkfield Leisure Centre.

- 1.2.3 The grant needs to have been spent by March 2025 and includes several conditions the Council must adhere to, including the regular reporting of progress and installation of sub-metering to be able to effectively monitor energy usage.
- 1.2.4 The second was through the Public Sector Decarbonisation Scheme in March 2024, which included an award of £1,164,760 for the installation of air source heat pumps to serve the fitness pool at Larkfield Leisure Centre.
- 1.2.5 The grant needs to have been spent by March 2026 and includes several requirements which the Council must meet, including the regular reporting of progress and a requirement to fund at least the like-for-like cost of replacing the current gas boilers, or 12% of the total project value, whichever is the higher. It is recommended the Council allocate £175,000 for this purpose.
- 1.2.6 It should be noted that the figures set out above are pre-tender estimates of costs.
- 1.2.7 Now that we know the fund amounts being awarded we have been able to assess which projects need to be progressed and therefore what capital plan schemes need to be established.

1.3 Additional Projects

- 1.3.1 In addition to the projects for which external funding has been obtained, there are several other projects which are either linked to those set out above or had already been approved by the Council utilising its own funding. These projects are set out below:

Solar PV Installation at Tonbridge Swimming Pool

- 1.3.2 This project saw the installation of 150 solar PV panels on the roof at Tonbridge Pool, generating approximately 65,000 kWhs per annum, with an estimated CO2 saving of 12.7 tonnes per annum and a saving in electricity of approximately £15,000 per annum.

- 1.3.3 The installation was completed in March this year at a cost of £110,000.

LED Lighting Installation at Tonbridge Swimming Pool

- 1.3.4 This project saw the installation of 146 LED lights throughout the facility to replace older fittings, with an estimated CO2 saving of 9,000 kg per annum and £7,800 of saving in electricity.

- 1.3.5 The installation was completed in December 2023 at a cost of £22,000.

LED Lighting Installation at Larkfield Leisure Centre

- 1.3.6 This project will see the installation of approximately 340 LED lights throughout the facility to replace older fittings, with an estimated CO2 saving of 17,660 kg per annum and £15,000 of saving in electricity the result.

- 1.3.7 It is anticipated this project will be completed by December 2024 at a cost of £60,000.

Re-Felt of Flat Roof Areas at Larkfield Leisure Centre

- 1.3.8 The flat roof areas on which the additional solar PV would be installed at Larkfield Leisure Centre, utilising the external grant funding, are currently felted, which has been in place for at least 20 years and is showing signs of deterioration in the form of blisters developing and water ingress occurring in some localised areas. While the felt is not in need of urgent replacement, it will certainly require replacing within the next 3-5 years and would necessitate the removal of any PV array in order to complete the work.
- 1.3.9 It is therefore recommended that the felt be renewed now, prior to the installation of the PV system. By carrying out this work while the existing felt is still predominantly watertight it means the existing felt can be overlaid, saving the time and cost of having to remove it. This work will come with a 25-year guarantee.
- 1.3.10 The current roof area benefits from 40mm of PIR rigid board insulation. However as part of the re-felting work we are proposing to install an additional 100mm of insulation to improve the thermal efficiency of the building thereby helping to reduce energy usage and reduce operating costs.
- 1.3.11 As part of the insulation installation a fire rated boarding will be included to satisfy the requirements of the Council's insurers.
- 1.3.12 A specification for the re-felt has been developed and is currently out to tender. If Members approve the proposed capital scheme (see below) it is anticipated that works would commence in early September and be complete by the end of October this year. This will then allow the installation of the PV system thereafter, and by March 2025.
- 1.3.13 The estimated cost of the work is £575,000, which can be broken down as follows:

- Re-felt - £300,000
- Insulation improvements - £175,000
- Fire proof board - £100,000

Sub-Metering at Larkfield Leisure Centre and Tonbridge Swimming Pool

- 1.3.14 One of the requirements of the SPSF external grant (obtained for the installation of solar PV at Larkfield Leisure Centre) is that the Council installs sub-metering throughout the site to assist in the monitoring and management of energy usage.
- 1.3.15 Although Tonbridge Pool was not awarded any funding, it is recommended that sub-metering also be installed so that a consistent approach can be taken to energy monitoring, management and reduction at both sites.

1.3.16 It is anticipated this project will be completed by March 2025 at a cost of £75,000. It is proposed this project is funded from the Council's UK Shared Prosperity Fund allocation, which for 2024/25 includes an allocation of £75,000 toward energy efficiency measures at Larkfield Leisure Centre and Tonbridge Swimming Pool as part of their carbon descent plans.

1.4 Capital Plan Scheme

1.4.1 Members had previously approved the capital plan scheme 'Decarbonising the Council's Estate (P06AM)'. The scheme was submitted and approved at a time when we were still waiting to hear whether our external grant applications were successful and so was based on Council funding of £430,000 and external funding of £800,000, leading to an overall budget of £1,230,000. This scheme included PV and LED installation at Tonbridge Pool and LED installation at Larkfield Leisure Centre.

1.4.2 Now that we know which elements of the applications were awarded funding, the suggestion is that all of the projects outlined in this report form part of the 'Decarbonising the Council's Estate' capital scheme.

1.4.3 It is recommended that the budget for all of the projects are held at the P06AM level, with funding then being allocated to the individual projects as set out below, recognising that most of these are pre-tender estimates and that funding allocation to individual projects may need to be reviewed once tendered prices are known, from the totals set out.

Project	TMBC Funding	External Funding
Air source heat pumps at Larkfield Leisure Centre	£175,000	£1,164,760
Solar PV at Larkfield Leisure Centre	£0	£393,000
Solar PV at Tonbridge Pool (completed)	£110,000	£0
LED at Tonbridge Pool (completed)	£22,000	£0
LED at Larkfield Leisure Centre	£48,000	£12,039
Re-felt and roof insulation upgrade at Larkfield Leisure Centre	£575,000	£0
Sub-metering at Larkfield Leisure Centre and Tonbridge Pool	£0	£75,000
Total	£930,000	£1,644,799

1.4.4 Although the individual projects will be progressed under the main 'Decarbonising the Council's Estate' capital plan scheme, individual project evaluations for the new schemes can be found at:

- Installation of air source heat pumps at Larkfield Leisure Centre (**Annex 1**)
- Installation of solar PV at Larkfield Leisure Centre (**Annex 2**)
- Re-felting of roof areas at Larkfield Leisure Centre (**Annex 3**)

1.4.5 An additional £500,000 of Council funding would be required as part of the updating of the 'Decarbonising the Council's Estate' capital plan scheme, which could be added from a combination of the revenue reserve for capital schemes and the Climate Change Reserve.

1.5 Legal Implications

1.5.1 The matters set out in this report are considered routine or uncontroversial.

1.5.2 There are numerous conditions under the two external grant schemes which the Council must comply with, this includes regular reporting to the grant operators.

1.5.3 If approved, appropriate contracts would be entered into with companies to deliver the works.

1.6 Financial and Value for Money Considerations

1.6.1 Quotations and tenders will be sought in line with the Council's financial procedure rules, including the use of frameworks where appropriate.

1.6.2 The projects are being discussed with the Mid-Kent Procurement Partnership as part of the arrangement the Council now has in place to provide procurement support.

1.6.3 In respect of the re-felt work at Larkfield Leisure Centre it is proposed the LHC RS4 Roofing Systems Framework is utilised. This will involve six registered companies being invited to tender for the work.

1.6.4 For the installation of solar PV at Larkfield Leisure Centre it is proposed the Laser Consult, Design, Install Framework is utilised. The existing installations at Larkfield Leisure Centre and Tonbridge Pool were completed via this framework and were delivered successfully.

1.6.5 For the installation of air source heat pumps at Larkfield Leisure Centre it is proposed an open tender exercise be undertaken.

- 1.6.6 The installation of energy efficiency measures, such as solar PV, LED lighting and roof insulation, will result in reduced energy usage and therefore reduced cost. Under the management agreement with the Leisure Trust, they are responsible for the cost of utilities, with the Council providing protection against tariff costs rising above CPI, subject to conditions.
- 1.6.7 The Leisure Trust will benefit from the savings resulting from the installation of the energy efficiency projects, which in turn will reduce the Council's exposure to the tariff protection clause.
- 1.6.8 It is proposed the additional £500,000 of Council funding be met from the Climate Change Reserve (£275,000) and Revenue Reserve for Capital Schemes (£225,000). This would be drawn from the £750,000 being allocated from the recent VAT windfall, which Cabinet approved under decision number CB23/105.

1.7 Risk Assessment

- 1.7.1 If the projects relating to external grant funding are not completed by the stipulated end date or are not progressed in line with the conditions of those grants, the Council would need to hand the money back.
- 1.7.2 If the roof areas are not re-felted in advance of the solar PV being installed at Larkfield Leisure Centre it would result in the PV installation having to be removed at a future date to allow the work to take place, adding complexity, cost and a period where the panels were not generating renewable electricity.
- 1.7.3 If the fire rating boarding is not included in the re-felt work the Council's current insurers have said they would not be able to provide an adequate level of insurance cover for the building.
- 1.7.4 In totality, if these projects are not progressed it would impact on the Council's ability to meet its Climate Change aspirations, as referenced in the Council's Strategic Risk Register, increasing the current scoring.
- 1.7.5 Following Members' decision to enter into the Mid Kent Procurement Partnership, the risk associated with undertaking large procurements such as these has decreased as we are able to draw on specialist advice to ensure the Council is achieving value for money.

1.8 Equality Impact Assessment

- 1.8.1 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.

1.9 Policy Considerations

1.9.1 Climate Change

1.9.2 Asset Management

1.9.3 Procurement

1.10 Recommendations

1.10.1 Cabinet is asked to **RECOMMEND** to Council to:

1.10.2 Approve the updating of the 'Decarbonising the Council's Estate' List A capital scheme as outlined in the report, reflecting the revised figure of £1,644,799 attributable to external grant funding and increasing TMBC's contribution by £500,000 to the scheme, with £225,000 being met from the Revenue Reserve for Capital Schemes and £275,000 from the Climate Change Reserve, and;

1.10.3 Cabinet is **RECOMMENDED** to:

1.10.4 Approve the suggested procurement routes, as set out in Section 1.6 of the report, as required by paragraph 8.1 of the Council's Contract Procedure Rules.

Background papers:

contact: Stuart Edwards

Nil

Adrian Stanfield
Interim Chief Executive

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CAPITAL PLAN LIST C – EVALUATIONS

Project		Central Services: Decarbonising the Council's Estates - Air Source Heat Pumps Serving Fitness Pool at Larkfield Leisure Centre	
1	Specification:		
	(i)	Purpose of the scheme	To install air source heat pumps serving the fitness pool at Larkfield Leisure Centre
	(ii)	Relevance to National / Council's Objectives	(a) National: Climate Change. (b) Council: Sustaining a borough which cares for the environment – adhering to the Council's Climate Change Strategy and reducing the use of fossil fuels.
	(iii)	Targets for judging success	(a) Successful operation of the heating and ventilation systems on completion. (b) Adherence to the grant conditions.
2	<p>Description of Project / Design Issues: The Council has been awarded £1,164,760 through the Public Sector Decarbonisation Scheme for the installation of air source heat pumps serving the fitness pool at Larkfield Leisure Centre, which will replace end of life gas fired boilers. The total estimated project cost is £1,323,591. A condition of the grant is that the Council funds the like-for-like replacement cost of the current boilers or 12% of the total project cost, whichever is higher. For this project 12% is the higher figure. It is recommended an allocation of £175,000 is made, leading to a total project budget of £1,339,760.</p> <p>The project needs to have been completed by March 2026.</p> <p>The grant administrators will release funds as and when required, following a payment application from the Council at regular intervals. This means the Council will need to forward fund the works before receiving payment from the grant administrator around 8 weeks later.</p>		
3	<p>Milestones / Risks: Completion of detailed design, procurement of the works, award of contract and completion. Risks associated with tender returns exceeding the grant award and Council's budget, technical design of complex water and ventilation systems and disruption to the operation of the fitness pool during the course of the works.</p>		
4	<p>Consultation: Consultation has taken place with the relevant Cabinet Member, internal officers and the Leisure Trust.</p>		
5	<p>Capital Cost: £1,339,760, of which £1,164,760 will be met from the external grant, and £175,000 will be met from the climate change reserve.</p>		

CAPITAL PLAN LIST C – EVALUATIONS

6	Profiling of Expenditure:					
	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	2027/28 (£'000)	2028/29 (£'000)	2029/30 (£'000)
	£175,000	£1,164,760				
7	Capital Renewals Impact: None					
8	Revenue Impact: Opportunity cost associated with not receiving interest payments on £175,000 would be £7,000 per annum based on a 4% return. The new air source heat pumps will need to be suitably maintained via a service contract. Costs for this will be added to the Council's Building Repairs Expenditure Plan. Some of the cost will be offset by not having to maintain the current gas boilers.					
9	Partnership Funding: £1,164,760 of project being funded through the Public Sector Decarbonisation Scheme.					
10	Project Monitoring / Post Implementation Review: Director responsible: Adrian Stanfield. Progress reported to: Cabinet. Post Implementation review to be carried out twelve months after completion.					
11	Screening for equality impacts:					
	Question			Answer	Explanation of impacts	
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?			No		
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?			n/a		
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?			n/a			
12	Recommendation: Amend the 'Decarbonising the Council's Estate' scheme, currently on the Capital Plan List A, to include the Air Source Heat Pumps at Larkfield Leisure Centre.					

CAPITAL PLAN LIST C – EVALUATIONS

Project		Central Services: Decarbonising the Council's Estates - Solar PV at Larkfield Leisure Centre	
1	Specification:		
	(i)	Purpose of the scheme	To install solar PV at Larkfield Leisure Centre
	(ii)	Relevance to National / Council's Objectives	(a) National: Climate Change. (b) Council: Sustaining a borough which cares for the environment – adhering to the Council's Climate Change Strategy.
	(iii)	Targets for judging success	(a) Reduced usage of grid supplied electricity. (b) Adherence to grant conditions.
2	<p>Description of Project / Design Issues:</p> <p>The Council has been awarded £393,000 through the Swimming Pool Support Fund scheme for the installation of solar PV at Larkfield Leisure Centre. It is anticipated the PV will be installed on the lower flat roof areas at the back of the building. A structural assessment will be required to ensure the existing roof construction will be able to take the additional weight of the panels, which will be completed during the design process.</p> <p>The project needs to have been completed by March 2025.</p> <p>The operators of the grant scheme will release funds as and when required, following a payment application from the Council at regular intervals. This means the Council will need to forward fund the works before receiving payment around 8 weeks later.</p> <p>A condition of the award is that sub-metering is installed on building services to facilitate better monitoring of utility usage. This work needs to be funded by the Council. Although the award only related to Larkfield Leisure Centre, it is recommended additional sub-metering is also installed at Tonbridge Swimming Pool to ensure a consistent approach to utility monitoring across both sites, with the aim of identifying further works or changes in operation which can deliver efficiencies. It is suggested the Council utilise part of its UK Shared Prosperity Fund allowance, having already allocated £75,000 in 2024/25 to improving energy efficiencies at the Council's leisure centres.</p>		
3	<p>Milestones / Risks:</p> <p>Completion of design, structural assessment, procurement of the works, award of contract and completion.</p> <p>Risks associated with tender returns exceeding the grant award and the roof not being able to take the additional weight of the panels.</p>		
4	<p>Consultation:</p> <p>Consultation has taken place with the relevant Cabinet Member, internal officers and the Leisure Trust.</p>		

CAPITAL PLAN LIST C – EVALUATIONS

5	Capital Cost: £468,000					
6	Profiling of Expenditure:					
	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	2027/28 (£'000)	2028/29 (£'000)	2029/30 (£'000)
	£468,000					
7	Capital Renewals Impact: None					
8	Revenue Impact: The solar PV system will need to be suitably maintained via a service contract. Costs for this will be added to the Council's Building Repairs Expenditure Plan. Electricity costs will be reduced through reduced usage of grid supplied electricity.					
9	Partnership Funding: £393,000 being funded through the Swimming Pool Support Fund scheme for the solar PV. £75,000 being funded through the UK Shared Prosperity Fund for the sub-metering.					
10	Project Monitoring / Post Implementation Review: Director responsible: Adrian Stanfield Progress reported to: Cabinet. Post Implementation review to be carried out twelve months after completion.					
11	Screening for equality impacts:					
	Question			Answer	Explanation of impacts	
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?			No		
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?			n/a		
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?			n/a			
12	Recommendation: Amend the 'Decarbonising the Council's Estate' scheme, currently on the Capital Plan List A, to include the Solar PV at Larkfield Leisure Centre.					

CAPITAL PLAN LIST C – EVALUATIONS

Project		Central Services: Decarbonising the Council's Estates - Re-felt and insulation upgrade of roof areas at Larkfield Leisure Centre	
1	Specification:		
	(i)	Purpose of the scheme	To re-felt and upgrade insulation of roof areas at Larkfield Leisure Centre ahead of the installation of solar PV
	(ii)	Relevance to National / Council's Objectives	(a) National: Climate Change. (b) Council: Maintaining an effective Council – maintaining the Council's buildings and adhering to contractual obligations. Sustaining a borough which cares for the environment – improving the thermal efficiency of Larkfield Leisure Centre helping to reduce energy usage and therefore running costs.
	(iii)	Targets for judging success	(a) 25 year guarantee for re-felting work and ability to install solar PV.
2	Description of Project / Design Issues: The Council has been awarded £393,000 through the Swimming Pool Support Fund scheme for the installation of additional solar PV at Larkfield Leisure Centre. Ahead of installing additional solar PV it is recommended the roof areas are re-felted as they have reached the end of their serviceable life and the cost would increase significantly if this work were done after the solar PV had been installed. Additional roof insulation will be installed as part of the project, increasing the energy efficiency of the facility and helping to reduce energy usage and therefore running costs. A fire rated board will also be installed as part of the project to meet the requirements of the Council's insurers.		
3	Milestones / Risks: Procurement of the works, award of contract and completion. Risks associated with tender returns exceeding the Council's budget, adverse weather delaying the works and 'hot works' leading to a fire risk.		
4	Consultation: Consultation has taken place with the relevant Cabinet Member, internal officers and the Leisure Trust.		
5	Capital Cost: £575,000		

CAPITAL PLAN LIST C – EVALUATIONS

6	Profiling of Expenditure:					
	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	2027/28 (£'000)	2028/29 (£'000)	2029/30 (£'000)
	£575,000					
7	Capital Renewals Impact: None.					
8	Revenue Impact: Opportunity cost associated with not receiving interest payments on £575,000 would be £23,000 per annum based on a 4% return.					
9	Partnership Funding: None for the re-felt work, although this will allow the Council to utilise £393,000 of external funding for the installation of solar PV.					
10	Project Monitoring / Post Implementation Review: Director responsible: Adrian Stanfield Progress reported to: Cabinet Post Implementation review to be carried out twelve months after completion					
11	Screening for equality impacts:					
	Question			Answer	Explanation of impacts	
	a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?			No		
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?			n/a		
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?			n/a			
12	Recommendation: Amend the 'Decarbonising the Council's Estate' scheme, currently on the Capital Plan List A, to include the Re-Felt and insulation upgrades of roof areas at Larkfield Leisure Centre.					

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

08 July 2024

Report of the Interim Chief Executive

Part 1- Public

Executive Key Decisions

1 COMMUNITY DEVELOPMENT GRANTS

This report seeks approval of schemes submitted for funding through the second round of the Community Development Grant Scheme

1.1 Background

1.1.1 On 5 July 2022, Cabinet endorsed the Tonbridge and Malling UK Shared Prosperity Fund (UKSPF) Investment Plan, which included a total allocation of £165,269 for a community grant scheme. Government approved the Investment Plan in December 2022. The plan set out projects to create a better borough for residents and businesses and this included the Community Development Grant Scheme.

1.1.2 Round one of the scheme was successfully undertaken in 2023/24 and supported a number of local organisations and voluntary sector groups with grant funding from a total allocation of £33,962. Applications for round two of the scheme have now closed and applicants have bid for grant funding of up to £5000, from a total allocation of £131,307.

1.2 Funding Priorities for 2024/25

1.2.1 A copy of the Application Form, Criteria and Scoring Sheet that was used for Round 1 of the scheme is attached for information at Annex 1.

1.2.2 For this financial year, the funding priorities were set as follows:

- A specific project deliverable in the year the grant is awarded
- Projects which are funded from a variety of sources where the Council can provide additional financial support
- Projects which help the Council meet one or more of the priorities set out in the Corporate Strategy
- Projects which address one or more of the following priorities:
 - **Helping vulnerable communities through the cost-of-living crisis**
 - **Supporting healthy lifestyles**
 - **Improving community safety**

- **Helping people gain skills to access the workplace**
- **Supporting environmental and carbon reduction initiatives**

1.3 Round 2 Applications

- 1.3.1 During the 8-week application window, we received 45 eligible bids. As anticipated, we were oversubscribed, and the total amount applied for by eligible applicants exceeded the total funding pot. Therefore, we are unable to offer the full amount requested to all applicants and the agreed scoring criteria has been used to determine the level of award for each applicant.
- 1.3.2 Using the scoring system set out in the application process, the decision was taken to offer those with a score of 19 or above, the full amount requested (to a maximum of £5000 as set out in the guidelines). A scaled allocation process was then applied with scores of 17-18 receiving 75% of the requested amount and those with scores of 16 or below receiving 50%. Using this scaled approach has enabled us to distribute £129,814, leaving £1,493 to cover administration costs for this scheme.

The scoring and suggested allocations are set out in Annex 2 of the report, with a further, more detailed summary of the details of each bid and the priorities met, set out in Annex 3. Where “Merits” have been listed in Annex 3, this relates specifically to the information that applicants themselves have submitted in answer to questions about our funding priorities and objectives.

There has been a wide range of applications that meet our funding priorities through a variety of projects. All applicants were able to prove they will be using the grant to support at least one of the priorities set for this year and in most cases multiple priorities will be met. Some of the applicants (specifically support for foodbanks) are likely to also benefit from funding via the Household Support Fund, subject to Cabinet approval.

- 1.3.3 All applicants were asked during the application process if they were willing to acknowledge the support of the Borough Council with regards to media and publicity. As we have done on previous occasions we would of course, ensure that the Mayor and/or Cabinet Member has the opportunity to visit some of the schemes in action.

1.4 Legal Implications

- 1.4.1 Applications were assessed against set priorities and scored against set criteria.

1.5 Financial and Value for Money Considerations

- 1.5.1 The total amount allocated from the UKSPF to the Community Development Grant Scheme is £165,269, split over the two years as follows:

- Round 1 - 2023/24 - £33,962

- Round 2 - 2024/25 - £131,307

1.5.2 In Round 1, applicants applied for grants to a maximum of £2,000. In Round 2, applicants were able to apply for grants of up to a maximum of £5,000. The total amount allocated for grant funding for Round 2 is £129,814, leaving £1,493 for administration costs.

1.6 Risk Assessment

1.6.1 The application process has been designed to minimise risk, with assessments based on set criteria. Payments will only be made following this process and upon receipt of audited or signed accounts, along with a copy of the organisation's constitution.

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.

1.7.2 A number of the initiatives will make a positive contribution in supporting those with protected characteristics.

1.8 Policy Considerations

1.8.1 Biodiversity & Sustainability

1.8.2 Climate Change

1.8.3 Community

1.8.4 Crime & Disorder Reduction

1.8.5 Healthy Lifestyles

1.9 Recommendations

1.9.1 That the grant allocations as set out in Annex 2 of the report **BE ENDORSED**.

Background papers:

contact: Gill Fox

Nil

Adrian Stanfield
Interim Chief Executive

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**Tonbridge & Malling Borough Council
Community Development Grant Scheme
2024/25**

**Guidelines for Grants
(maximum grant £5000)**

1. Who can apply?

Any organisation which:

- is based in the Borough and/or is providing a direct service to residents of the borough in line with community priorities
- provides services that will promote or improve the economic, social or environmental wellbeing of the area for the benefit of residents of Tonbridge & Malling and can clearly demonstrate this
- is in the community and voluntary sector, not-for-profit sector or a town/parish council
- has a constitution or set of rules setting out its aims and objectives
- has a bank or building society account in its own name
- can provide externally examined, or signed accounts for the previous financial year

2. The Council's Funding Priorities for 2024/25

Specific priorities for funding for the coming financial year are as follows:

- A specific project deliverable in the year the grant is awarded
- Projects which are funded from a variety of sources where the Council can provide additional financial support
- Projects which help the Council meet one or more of the priorities set out in the Corporate Strategy
- Projects which address one or more of the following priorities:
 - **Helping vulnerable communities through the cost-of-living crisis**
 - **Supporting healthy lifestyles**
 - **Improving community safety**
 - **Helping people gain skills to access the workplace**
 - **Supporting environmental and carbon reduction initiatives**

The Council will consider applications for core funding to support the on-going work of voluntary and community groups but will give higher priority to those applications seeking funding for a specific project or purchase.

2. Monitoring

Organisations will be asked to complete a monitoring form towards the end of the financial year in which the grant was received.

3. We will not grant aid

- organisations seeking to add capital to their investments or reserves
- local organisations whose total fund-raising is sent to their central HQ for redistribution
- individuals seeking sponsorship
- groups whose main aim is campaigning
- activities that promote religion
- groups that hold levels of reserves which are not in line with the Charity Commission's guidelines
- activities, the full cost of which can be charged for

4. Awarding Grants

The table below sets out the criteria and associated scoring that will be used for comparative assessment of applications for grants. This is provided to assist applicants in setting out their grant applications. Applicants are not expected to score themselves against the criteria; this will be done independently once the applications have been received. Applicants will be advised of the outcome of their grant applications in June 2024.

The Council will operate an internal review process and will accept a request for a review of any decision. Any such request must be made in writing or email to the Council and should state the reasons why the applicant is aggrieved with the decision of the Council. A request for review will be considered by a senior officer and the applicant informed of the final decision. The decision of the Council on any eligibility matter will be final.

	UK Shared Prosperity Fund Tonbridge & Malling Borough Council Community Development Grant Scheme 2024/25	Ref. No
<p>How to fill in this application form</p> <ol style="list-style-type: none"> 1. The decision about a grant will be made on the basis of information you submit on this form. 2. It is essential that you fully complete all parts of the form itself, even if this information is included in other documents you may submit. 3. Please remember to attach copies of signed accounts for the last 2 years, or a budget for the first year if this is a new venture and a copy of your constitution or set of rules. 5. Please use the checklist to ensure that you have submitted all of the required information. 6. This form should be submitted by 1 May 2025 		

1. CONTACT INFORMATION ABOUT YOUR ORGANISATION

Name and Address of organisation: (as it should appear on a grant cheque)

Name of applicant:

Position in organisation:

Address to which correspondence should be sent:

Daytime telephone number:

Email Address:

Registered Charity No (if applicable):

2. THE PURPOSE OF YOUR ORGANISATION

What is the purpose of your organisation?

3. ADDITIONAL INFORMATION ABOUT YOUR ORGANISATION

What area does your organisation serve (please tick one)

All of the borough of Tonbridge & Malling

Part of the borough of Tonbridge & Malling

How many people living in Tonbridge & Malling Borough directly benefit from contact with your organisation each year?

People

How many staff are employed by your organisation?

People

How many volunteers assist your organisation?

People

Have staff/volunteers who work with young people/vulnerable adults obtained DBS clearance if required?
Yes / No

4. INFORMATION ABOUT HOW YOU WOULD USE A GRANT FROM TONBRIDGE AND MALLING BOROUGH COUNCIL

What is the amount of grant you are applying for:

£

Please provide here a short summary of what the grant will fund:

Will the grant be used to fund:		A combination of the above	<input type="checkbox"/>
A specific project or purchase	<input type="checkbox"/>	Establishment of a new group	<input type="checkbox"/>
On-going work	<input type="checkbox"/>		

Which of the following priorities does the grant application seek to support?

- Helping vulnerable communities through the cost-of-living crisis
- Supporting healthy lifestyles
- Improving community safety
- Helping people gain skills to access the workplace
- Supporting environmental and carbon reduction initiatives

5. WORKING IN PARTNERSHIP

Is this a joint grant application submitted with other partners? Yes No

If yes, please name partner organisations

Please give details of any applications made to other funding bodies for a grant for the financial year 2024/25

Funding organisation	Amount	Confirmed Yes / No

6. ACCREDITATION

Do you have or are you working towards any quality accreditation?

Yes No Please give details:

7. PERFORMANCE INDICATORS

Please list at least 3 indicators which will help you measure your success and will also enable us to assess whether our grant support to your organisation will have achieved its intended objectives. This will assist us to monitor progress throughout the year.

- 1.
- 2.
- 3.
- 4.

8. YOUR CONFIRMATION

If my application is successful, I agree to acknowledge the support of the borough council in my publicity material or on my premises. I confirm that my organisation is committed to equal opportunities and complies with statutory requirements.

Signed:

Position:

Date:



For information only – do not complete

Criteria and Scoring for applications

Criteria		Score	Awarded (office use only)
Location of the organisation	Based in the borough	3	
	Based in the local area (including Maidstone, Tunbridge Wells, Sevenoaks, Medway)	1	
Area of the borough served	Support focused on residents in more deprived communities (Trench, Snodland, East Malling or Aylesford)	3	
	Serves other areas of the borough	2	
Project Funding	Grant will fund a project or purchase or seeks to establish a new group	5	
	Grant will fund both ongoing work and a specific project purchase	3	
	Ongoing work only	1	
Delivery of priorities	Assists with the delivery of more than one priority	5	
	Assists with the delivery of one priority	3	
Partnership working	Application involves joint working with others	2	
Other sources of funding	Several sources of funding obtained	5	
	Funding obtained from one other source	3	
	Funding applied for but not yet confirmed	2	
Recognised quality standard	Has achieved accreditation	3	
	Is working towards accreditation	1	
Total Points Scored			

Allocations and Scoring

Score of 19 or above receives full amount requested. Score of 17-18 receives 75% of requested amount and score of 16 or below receives 50% of requested amount.

Applicant organisation	Score	Requested grant amount	Allocated grant
Communigrow	24	5000	5000
Mereworth Parish council	21	5000	5000
West Kent Mind	21	5000	5000
Angel Lane CIC	20	5000	5000
FEAST Tonbridge Methodist Church	20	2500	2500
TN Card Ltd	19	1000	1000
Wouldham Parish Council	19	3000	3000
Tonbridge Baptist Church	19	1500	1500
East Malling Centre	19	4500	4500
Tonbridge Cricket Club	19	5000	5000
Borough Green Parish Council	18	5000	3750
Trottscliffe Parochial Church Council	18	5000	3750
Wateringbury Parish Council	18	4215	3161.25
Skills for Independence & Employability	18	1950	1462.5
North Tonbridge Community Association	18	5000	3750
Baby Umbrella	18	4919	3689.25
Citizens Advice in N and W Kent	18	5000	3750
Age UK Maidstone, Sevenoaks and Tonbridge	18	5000	3750
Malling District Scout Council Explorers	18	5000	3750
The Princess Project	17	5000	3750
Snodland Food Assist	17	5000	3750
West Kent Debt Advice	17	5000	3750
Kent Association for the Blind	17	4950	3712.5
West Peckham Cricket Club	17	4000	3000
Tonbridge Angels FC	16	5000	2500
Kings Hill Parish Council	16	5000	2500
Malling PCN	15	5000	2500
Addington Parish Council	15	1420	710
Tonbridge Pride	15	5000	2500
Shipbourne Parish Council	15	2000	1000
Babons Cancer Support	15	5000	2500
Imago Community	15	5000	2500
Borough Green and Wrotham u3a (University of the Third Age)	15	4500	2250
Maidstone Mediation	15	4000	2000

Friends of Offham School	15	5000	2500
Dandelion Time	14	5000	2500
Snodland Town Council	14	3820	1910
Babons Cancer Support	14	5000	2500
East Peckham Methodist Church	13	5000	2500
Tonbridge Lions Club	13	3000	1500
PS Breastfeeding CIC	13	2535	1267.5
Tonbridge Baptist Church	12	5000	2500
Wateringbury Surgery	12	4802	2401
Ightham and District Gardeners Club	11	500	500*
Hi Kent	9	5000	2500

* An exception was made to the scoring rule for Ightham and District Gardeners Club as the amount requested was already a lower sum.

Applicant	Reason for funding
TN Card Ltd	TN Card, Teddy Trail Tonbridge High Street Aims of project: Encourage families through the doors of independent businesses in Tonbridge High Street Merits: supports one priority, specific project, additional funding sought, has accreditation.
Borough Green Parish Council	Community bus for older residents Aims of the project: match funding for community bus to benefit vulnerable communities Merits: supports multiple priorities, specific project, other funding sought
The Princess Project	Support for low income and disadvantaged mums Aims of project: to run 40 x weekly mums hub sessions in Trench – emotional/physical support as well as supply of essential items for families at no cost Merits: supports multiple priorities, other funding sought, priority area
Mereworth Parish Council	Solar panels on sports pavillion Aims of the project: to provide solar power to the building including showers, reducing gas and electricity use Merits: specific project, supports one priority, other funding sought, has accreditation
Tonbridge Baptist Church	Provision of food bank Aims: to purchase food items Merits: supports multiple priorities, priority area
Snodland Food Assist	Food and essential support packages Aims: food assistance service including nappies, baby food and hygiene products depending on need. Support for victims of DA. Merits: priority area, multiple priorities, other funding sought.
Trottscliffe Parochial Church Council	Toilet and kitchen facilities Aims: to provide parishioners and visitors with hygienic facilities to meet health and safety standards Merits: specific project, multiple priorities, other funding sought.
Malling Primary Care Network	Menopause cafes around T&M Aims: to support various aspects of women's health, running cafés at multiple locations, accessible to all. Grant funding would cover venue, speakers and catering. Merits: specific project, new group, multiple priorities
Dandelion Time	Family support programme for traumatised children Aims: to fund the cost of 5 children plus their families who live in T&M to attend intensive placements on Family Support Programme Merits: multiple priorities, other funding sought

Annex 3 – Additional application details

Wouldham Parish Council	Community website and booklet for local groups Aims: grant will pay for the establishment of the website and printed booklet. Additional funding confirmed to pay for 3 year maintenance of the project to include ongoing updates. Merits: new project, multiple priorities, submitted with partners
West Kent Mind	Free fast track counselling for victims of domestic abuse Aims: to support the expansion of West Kent Mind's free fast track counselling service, supporting survivors and their children Merits: specific project, multiple priorities, other funding sought, has accreditation
Tonbridge Angels FC	1 hr sessions for children who normally do not access outdoor facilities Aims: to provide a free session every Saturday to deprived children including free tickets to matches Merits: match funding, multiple priorities
East Peckham Methodist Church	Social café area as part of church renovation Aims: to install and fit kitchen as part of social café area to benefit all the community Merits: specific project, multiple priorities
Wateringbury Surgery	Complete patient garden, purchase garden equipment Aims: to fund garden tools, building materials, shed, soil, planting trough and outside tap Merits: ongoing work, supports one priority, other funding sought
Addington Parish Council	Purchase a defibrillator and cabinet Aims: to provide an accessible defibrillator located near outdoor gym, village hall and cricket club Merits: specific purchase, multiple priorities
Tonbridge Baptist Church	Family Summer Fun Event Aims: funding would enable provision of healthy takeaway picnic lunches at the fun day to encourage families to go to the local park as part of the day. Merits: specific project, priority area, multiple priorities, other funding sought
Wateringbury Parish Council	Clearing allotments and preparing for residents' use Aims: to restore allotments to a good state, fit for tenants to enjoy and to encourage take up of renovated plots Merits: specific project, multiple priorities, other funding sought
Angel Lane CIC	Establish new group to support domestic abuse victims Aims: to run the programme for 12 weeks, for a minimum of 15 residents of T&M Merits: specific project, new group, multiple priorities, submitted with partner organisations, other funding sought
Ightham & District Gardeners Club	Speakers, judges, and hall costs for the club Aims: to support monthly gardening club Merits: ongoing work, multiple priorities

Hi Kent	Hearing aid and aftercare clinic costs Aims: information, advice, guidance, and support for people with hearing loss Merits: ongoing work, multiple priorities
Tonbridge Pride	Running costs for Tonbridge Pride as a free event Aims: bringing the LGBTQ+ and Tonbridge communities together Merits: specific project, supports one priority, other funding sought
Snodland Town Council	80-year D-Day anniversary event Aims: to fund fish and chip lunch for families on low income/struggling financially Merits: specific project, supports one priority
Skills for Independence & Employability – Oaks Specialist College	Cookery lessons for families with complex needs Aims: to fund a 5-session cookery course for 6 people Merits: specific project, multiple priorities, has accreditation
Tonbridge Lions Club	Free testing for men for Prostate Specific Antigen Aims: free tests and referral to medical practitioner if needed Merits: specific project, supports one priority
King Hill Parish Council	Rewilding, accessible raised beds, security lighting Aims: to deliver a climate change and environmental project and enable residents with accessibility needs to take on an allotment. Merits: specific project, multiple priorities, has accreditation
Babons Cancer Support	Running costs for drop in facilities and support in Tonbridge Aims: to provide cancer support for everyone in T&M Merits: specific project, supports one priority, other funding sought
West Kent Debt Advice	Support with debt and credit management for Snodland area Aims: To meet demand in the Snodland area Merits: Specific project, supports one priority, priority area, working towards accreditation
Kent Association for the Blind	Assistive technology support for T&M residents Aims: enable sight impaired people to access the most cost-effective technology solution for them, providing 1-2-1 training to enable them to use assistive technology. Merits: specific project, multiple priorities, other funding sought, has accreditation
Shipbourne Parish Council	Community workshop on energy and decarbonisation Aims: raise awareness of issues and individually and collectively meet the challenge of decarbonising our village Merits: ongoing work, multiple priorities
North Tonbridge community Association	Energy efficiency measures and decarbonisation Aims: to refurbish current heating system at the six in one club to eco friendly system, repair roof and upgrade insulation. Merits: specific project, priority area, supports multiple priorities, has accreditation

Communigrow	<p>Volunteering opportunity for those with physical, mental, or learning difficulties</p> <p>Aims: Provide volunteering for adults requiring more support- a Community Gardener for one day p/w to build confidence, skills and help integrate into other groups. To purchase additional PPE and tools to support volunteering</p> <p>Merits: specific project, supports multiple priorities, other funding sought, has accreditation</p>
Babons Cancer Support	<p>Counselling sessions for people impacted by cancer</p> <p>Aims: one hour counselling sessions 1:1 free of charge – grant to fund 100 hours of counselling</p> <p>Merits: specific project, meets one priority, other funding sought, working towards accreditation</p>
Imago Community	<p>Skills development through volunteering opportunities</p> <p>Aims: to support a new community skills development project to develop skills to help access the workplace</p> <p>Merits: meets one priority, other funding sought, has accreditation</p>
Borough Green and Wouldham U3A	<p>Games and other equipment for fun activities and events on site</p> <p>Aims: to provide a friendly and inclusive atmosphere</p> <p>Merits: Supports multiple priorities, specific project/purchase</p>
FEAST Tonbridge Methodist Church	<p>Healthy Cooking Classes for vulnerable and low-income households</p> <p>Aims: to provide 5 healthy cooking courses for FEAST members</p> <p>Merits: specific project, supports multiple priorities, other funding sought</p>
West Peckham Cricket Club	<p>Purchase new roller to replace 50year old+ machine</p> <p>Aims: to prepare pitches which are safe to play on</p> <p>Merits: specific project, supports multiple priorities, other funding sought</p>
Baby Umbrella	<p>Training new volunteers, pilot project for new mums, and breastfeeding advice service</p> <p>Aims: Support for parents who may be lonely or isolated in the early months of parenting</p> <p>Merits: specific project and ongoing work, supports multiple priorities, other funding sought,</p>
Maidstone Mediation	<p>General running costs of the service</p> <p>Aims: to provide restorative professional, impartial free community mediation to resolve conflict and breakdown of relationships.</p> <p>Merits: ongoing work, supports one priority, other funding sought, has accreditation</p>
Citizens Advice in N and W Kent	<p>Recruitment, training, and support for new volunteers</p> <p>Aims: enable more clients to receive the help they desperately need</p> <p>Merits: specific project and ongoing work, supports multiple priorities, other funding sought, has accreditation</p>
East Malling Centre	<p>Storage facility for donated items</p>

	<p>Aims: new storage area will allow donated items to be stored logically and efficiently, reducing waste, and preventing items going to landfill</p> <p>Merits: specific project, supports multiple priorities, other funding sought</p>
Age UK Maidstone, Sevenoaks and Tonbridge	<p>Information and advice service for older people</p> <p>Aims: helping older people access funding that they are entitled to, providing the support for free, making a difference to those who are struggling</p> <p>Merits: supports multiple priorities, other funding sought, has accreditation</p>
PS Breastfeeding CIC	<p>Demonstration workshops for reusable wipes and parent advice</p> <p>Aims: to encourage people to start thinking about using fewer disposable wipes and move to reusable products – in person and online educational sessions to be delivered.</p> <p>Merits: specific project, supports multiple priorities,</p>
Malling District Scout Council Explorers	<p>New equipment and resources for Duke of Edinburgh Award programme</p> <p>Aims: to support expansion of the programme – purchase of tents, shelters, catering equipment and to supply kit to reduce financial barriers to participation.</p> <p>Merits: specific project, supports multiple priorities, other funding sought,</p>
Friends of Offham School	<p>Restoration of children's play area</p> <p>Aims: reviving play equipment to make safe and usable</p> <p>Merits: specific project, supports one priority, other funding sought</p>
Tonbridge Cricket Club	<p>Interior renovation and improvement of club house</p> <p>Aims: to create a warm and welcoming environment and encourage greater participation in the sport of cricket.</p> <p>Merits: specific project, supports one priority, other funding sought, working towards accreditation</p>

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TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

08 July 2024

Report of the Director of Finance & Transformation

Part 1- Public

Executive Key Decisions

1 HOUSEHOLD SUPPORT FUND

A report seeking approval of the Council's approach in use of the current grant of Household Support Fund for the Borough.

1.1 Background

1.1.1 Government established the Household Support Fund initially as part of the covid recovery financial package. It is part of the national cost of living support package to support those most in need across England with the cost of food, energy (heating, cooking, lighting), water bills (including sewerage) and other essentials. This is the fifth consecutive tranche of funding. Like all but the last award – awarded for a twelve-month period – the current award is for six months and covers the period 1 April 2024 - 30 September 2024.

1.1.2 In Kent, the fund has again been allocated to Kent County Council. KCC has decided to grant 20% to district councils, adopting the same rationale used previously.

1.2 Grant Award for Tonbridge & Malling Borough

1.2.1 An agreement was made in April for Tonbridge & Malling Borough Council to accept a grant from the fund of £139,263 and to use it in accordance with Government guidance which can be found at:
<https://www.gov.uk/government/publications/household-support-fund-guidance-for-local-councils/household-support-fund-final-guidance-for-county-councils-and-unitary-authorities-in-england>

1.2.2 As for previous iterations of the scheme, officers have been working with KCC to establish how the county council intend to put their money to use so our approach can dovetail, complement and not duplicate that of the county. KCC will continue with similar lines of support provided by previous rounds and as was the case in 2023/24, provision of debt advice will be provided by North West Kent Citizens Advice.

1.2.3 The grant is to be used by 30 September 2024. Unspent grant cannot be carried forward beyond that date.

1.3 Proposed use of Grant

1.3.1 The draft Tonbridge & Malling Borough Council Household Support Fund Scheme April 2024 - September 2024 [**Annex 1**] sets out the proposed use of the fund. The Scheme objective is to provide crisis support for households. The strategy for direction of funding is based on successful outcomes of previous awards, statistical returns and experience.

1.3.2 The Scheme sets out the intention to:

- Support local community and charitable foodbanks;
- Support organisations in the provision of fuel vouchers (with a focus on the autumn / winter period);
- Support pastoral care for children and parents through local schools;
- Support debt advice outreach services across the borough in conjunction with KCC enhanced debt advice service;
- Support mental health services for households suffering as a consequence of the economic climate;
- Support for community projects that directly help residents in meeting the Scheme objective; and
- Cover reasonable administrative costs.

1.3.3 All of the schemes and third part organisations supported by this grant will be within the Tonbridge & Malling borough to ensure that the support is targeted towards local residents.

1.3.4 The expectation is for a minimum of 50% funding to be allocated to foodbanks and fuel voucher schemes.

1.3.5 The Scheme includes a mechanism to adapt the direction of funds in response to changing or emerging priorities throughout the lifespan.

1.3.6 The report has been considered by Management Team who are supportive of the proposals made.

1.4 Resource Implications

1.4.1 This approach calls for a relatively low resourcing level, which is anticipated as achievable within existing resources.

1.5 Legal Implications

- 1.5.1 The Scheme complies with Government guidance and the agreement with KCC signed by our Director of Finance & Transformation in April 2024.

1.6 Financial and Value for Money Considerations

- 1.6.1 Spend will be monitored to ensure the fund is spent effectively by 30 September 2024 in accordance with the objectives of the scheme, listed at 1.3.2.
- 1.6.2 Reasonable administration costs incurred in operating this scheme may be met from the grant allocations. With administration costs being met from the allocations it is imperative to run a scheme as efficiently as can be to maximise the level of financial support available to households. A reasonable administrative charge to deliver this scheme will not exceed £3000.

1.7 Risk Assessment

- 1.7.1 A policy statement / Scheme will reduce the risk of challenge in the operation of the scheme.
- 1.7.2 Financial exposure is limited. The budget for the Scheme, including administration, is restricted to the level of grant from KCC. Payment from KCC is retrospective and reliant on the provision of agreed monitoring and management information.
- 1.7.3 Spend will be monitored throughout the life of the scheme.

1.8 Equality Impact Assessment

- 1.8.1 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.
- 1.8.2 There is no perceived inequality towards protected characteristic groups by the operation of the scheme. It is targeted generally at residents most vulnerable to the rise in living costs in accordance with government guidance.
- 1.8.3 In using local community and charitable foodbanks we tap into services at a local level that have been established to meet local community needs.

1.9 Recommendation

1.9.1 Members are **RECOMMENDED** to:

- 1) approve the Household Support Fund Scheme April 2024 - September 2024 at **Annex 1**;
- 2) grant authority for the Director of Finance & Transformation to establish an effective operational scheme to disburse funds in accordance with that document; and
- 3) allow for significant variance in direction of spend in response to any emerging events or needs over the lifetime of the Scheme by agreement of Leader, Cabinet Member for Finance & Housing, Chief Executive and Director of Finance & Transformation, in line with the general parameters of the Household Support Fund.

Background papers:

Nil

contact: William Waight
Benefits & Welfare Manager

Sharon Shelton
Director of Finance & Transformation



**Tonbridge & Malling Borough Council
Household Support Fund Scheme
April 2024 – September 2024**

Contents

Contents.....	2
1.0 Purpose of the scheme and background	3
2.0 Funding	3
3.0 Administration costs	3
4.0 Distribution of funds	4
5.0 How payments will be made	5
6.0 Scheme of Delegation	5
7.0 Reviews of Decisions.....	5
8.0 Taxation and the provision of information to HMRC	5
9.0 Managing the risk of fraud	6
10.0 Recovery of amounts incorrectly paid	6
11.0 Data Protection and use of data	6
12.0 Equalities... ..	6
13.0 Monitoring and Management Information.....	6

1.0 Purpose of the Scheme and background

The purpose of this document is to set out the Council's intention for use of the grant of Household Support Fund from Kent County Council from 1 April 2024 to 30 September 2024. The Scheme is part of a national and local package of support for households in hardship through rising energy costs and general rise in costs of living.

1.1 Government has provided funding to Kent County Council (KCC). KCC has shared 20% of their funding across all district councils based on economic indices. [Decision - 21/00107 - Household Support Grant \(kent.gov.uk\)](#)

1.2 The Council's scheme has been designed in compliance with government guidance and an agreement between Tonbridge & Malling Borough Council and Kent County Council.

Guidance can be found at:

<https://www.gov.uk/government/publications/household-support-fund-guidance-for-local-councils/1-april-2023-to-31-march-2024-household-support-fund-guidance-for-county-councils-and-unitary-authorities-in-england>

2.0 Funding

2.1 KCC has allocated HSF funding to the Council totaling **£139,263.24**.

2.2 This grant is to be used in the period 1 April 2024 until 30 September 2024. There is no carry forward of this grant to after September 2024 beyond honouring any expenditure committed before 30 September 2024.

2.3 The previous grant covered a twelve-month period, mirroring the government award to KCC. That award followed a series of six-month awards and similarly to those awards, this grant covers the six-month period from 1 April 2024 – 30 September 2024, like that made by government to KCC this time around. Due to process the Scheme will not commence until Cabinet approval in July 2024.

3.0 Administration costs

3.1 Reasonable costs incurred in administering the Scheme will be charged to the fund. These charges may include:

- staff costs
- advertising and publicity to raise awareness of the scheme
- web page design
- printing application forms
- small IT changes, for example, to facilitate MI production

4.0 Distribution of Funds

4.1 The Council champions the objective of the Scheme, to provide crisis support for households. The fund may be used for supplementary advice services, which in a change to previous guidance, can now include debt and benefit advice where authorities consider this appropriate.

4.2 Funds should be directed to:

4.2.1 Continuing support for community/charitable foodbanks across the borough.

Distributed to the established network with payments showing regard to areas in highest need.

4.2.2 Continuing support for fuel voucher schemes operated by partnering organisations.

4.2.3 Support to schools to directly assist pastoral care activities for children and families identified as in need.

4.2.4 Support to debt advice services for the development and provision of outreach face to face surgeries in parts of the borough most in need.

4.2.5 Support to mental health services for households suffering as a consequence of the financial climate.

4.2.6 Support community projects that directly help residents meeting the Scheme objective.

4.2.7 Cover of reasonable administrative expenses as incurred.

4.3 The expectation is that a minimum of 50% of funding will be allocated to foodbanks and fuel voucher schemes.

4.4 There is a responsibility to ensure the Scheme consistently meets the needs of vulnerable residents of the borough throughout the whole period. Flexibility to react and adapt to changing and emerging events is key in providing the effective support and producing the most value. As an indication, it is expected that over half of the funding will be used to support foodbanks or fuel voucher schemes.

4.5 When allocating funds, consideration will be given to the complementary nature of services and avoidance of duplicating support.

Effective date

4.6 The Scheme will run from the date the decision becomes live following agreement by the Council's Cabinet. It will end on 30 September 2024.

4.7 Payments from the fund must be made or committed to be made by 30 September 2024. Payments will not be made based on any new information received after the close of scheme.

5.0 How payments will be made

- 5.1 Payments made to third party partnering organisations (including foodbanks) or individual households will be made by direct bank credit or at the discretion of the council, another form of payment deemed appropriate.
- 5.2 In all cases, the Council will ensure that payments are made correctly and where appropriate, require households to verify that that they are eligible for a payment.
- 5.3 Awards to third party organisations will be agreed by negotiation, conditional to meeting the Scheme requirements and on agreement to providing management information. Any assistance scheme operated by a third party organisation must be able to demonstrate compliance to the Council's equalities duties.

6.0 Scheme of Delegation

- 6.1 Cabinet has given approval to the Director of Finance & Transformation to establish this Scheme and, with agreement between Leader, Cabinet Member for Finance & Housing, Director of Finance & Transformation and Chief Executive, make any significant variance to the intention in **Distribution of Funds** caused through emerging needs or alteration to funding.
- 6.2 Any variance must comply to government guidance and any relevant agreement in place with KCC at the time. Payments will be limited to the fund provided for these purposes by Kent County Council.

7.0 Reviews of Decisions

- 7.1 The Council will operate an internal review process and will accept a partnering organisation or householder's request for a review of its decision. Any such request must be made by email to the Council giving reasons to for the challenge.
- 7.2 A request for review will be considered by a senior officer. The decision of the officer on any eligibility matter will be final.

8.0 Taxation and the provision of information to His Majesty's Revenue and Customs (HMRC)

- 8.1 The Council does not accept any responsibility in relation to a householder's HMRC tax liabilities. All payees should make their own enquiries to establish any tax position.

9.0 Managing the risk of fraud

- 9.1** The Council will not accept deliberate manipulation of this policy or fraud. Any person found to falsify information to gain a payment or goods will face prosecution and any amount awarded or the value of goods will be recovered.

10.0 Recovery of amounts paid incorrectly

- 10.1** The council will look to recover any payment made incorrectly due to error by the council, or error, misrepresentation or incorrect information provided to the council by any person or partnering organisation.
- 10.2** The council will look to recover any payment made incorrectly due to error by the council, or error, misrepresentation or incorrect information provided to the council by any person or partnering organisation.

11.0 Data Protection and use of data

- 11.1** All information used to make awards, including information provided by households shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the website.

12.0 Equalities

- 12.1** The Council will operate the Scheme having consideration to the impact of its equality duties.
- 12.2** Consideration of equalities impact will be made when consulting partnering organisations to support and assist in the fair distribution of the fund.

13.0 Monitoring and Management Information

- 13.1** Spend of the fund will be monitored and reported to KCC in accordance with the agreement between KCC and the Council. Monitoring and reporting, with required return dates will be agreed with the partnering organisations in order for the Council to report fully to KCC.

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

08 July 2024

Report of the Director of Finance and Transformation

Part 1- Public

Executive Non Key Decisions

1 2023/24 FINANCIAL OUTTURN AND MAY 2024 BUDGETARY CONTROL

In accordance with the Council's Financial Procedure Rules this report informs Members of the 2023/24 Financial Outturn and current financial position to the end of May 2024 for the 2024/25 Financial Year.

The report also gives details of the savings identified to date against the current year's savings target of £305,000; and asks Cabinet whether it would wish officers to prepare for a budget consultation in the lead up to the 2025/26 budget.

1.1 2023/24 Outturn

- 1.1.1 A detailed revenue and capital outturn position for the year 2023/24 is provided in the Revenue and Capital Outturn Booklet attached at **[Annex 1]** which has been compiled in liaison with Chief Officers, including, where appropriate, explanatory notes of variations between revised estimates and outturn. Variations between the original and revised estimates for 2023/24 were highlighted in the notes to the Annual Estimate papers presented to Members during the 2024/25 budget cycle.
- 1.1.2 In accordance with the Council's Constitution the Statement of Accounts which shows the outturn in the format specified by the Code of Practice on Local Authority Accounting in the United Kingdom 2022/23 will be presented to the **Audit Committee** for **approval**. The Director of Finance and Transformation is to present an unaudited copy of the Statement of Accounts to the Audit Committee on 22 July 2024.
- 1.1.3 The Council's revenue position for 2023/24 is a contribution to the Council's General Revenue Reserve of £1,304,159, some £63,000 more than anticipated at revised estimate. This is after having set aside additional reserve movements explained in paragraph 1.1.8.
- 1.1.4 The variance prior to these adjustments was a contribution of £2,454,159; some £1,213,000 above the contribution agreed at the revised estimate. The predominant reasons for this favourable variance arises from three main areas.

- 1.1.5 The first and largest was income from investments. When the revised estimates were formulated in October/November 2023, there was an expectation that the Bank of England base rate would start to fall from January 2024 to align with the reduction predicted in inflation. This was not the case and base rates have remained at the recent high of 5.25% and our investment returns have reflected this with short term investment rates being in excess of the base rate for the 2023/24 overall return. In total this amounted to an income of £3.625m; some £866,134 above the revised estimate. A detailed report on the outturn Treasury position will be provided to the Audit Committee at its next meeting.
- 1.1.6 The second and third areas come from the outturn positions on salaries and major income streams, which were underspent or achieved excess income over revised estimates of £127,450 and £119,824 respectively.
- 1.1.7 The remaining net underspend arose from various other under and overspends that have been detailed in notes within the **[Annex 1]** Outturn booklet.
- 1.1.8 The most significant of the overspends relates to the cost of Temporary Accommodation/Homelessness. Members are well aware of the pressures on all local authorities in this regard; it is a national issue and not one that is confined to TMBC. The overall net cost of providing temporary accommodation in 2023/24 was £220,000 above the revised estimate, and in agreement with the Director of Planning, Housing and Environmental Health the Homelessness Reserve has been utilised to fund this overspend.
- 1.1.9 Other areas of expenditure are identified in the table below:

Service Heading	£,000's
IT Back Scanning – Delay in project starting	(130)
IT Software	(65)
Housing Benefits – Net of subsidy	98
Kent Information Network – New NNDR property identification	52
Revenues - Summons Costs due to higher numbers.	(72)
Leisure Trust Management Fee – Lower Utilities Costs	(40)
Open Spaces – Health and Safety Works	31
Leybourne Lakes Country Park – residual and security costs	39
Car Parking - Cash Collection	(23)
Car Parking – Payments to Principals due to higher app usage	(40)
Other variations	69
Salaries	(127)
Major Income Streams	(119)
Investment Income	(886)
Total	(1,213)

- 1.1.10 As part of the closedown process, officers have reviewed specific reserves held by the Council. In liaison with Management Team and informal discussions with

Cabinet, the following reserve movements, set out below, have been made totalling £1,150,000.

- 1) Setting aside £500,000 within the Tonbridge Town Centre reserve, specifically for the funding of the redevelopment of the Angel Leisure Centre.
- 2) An additional £250,000 to Building Repairs to meet ongoing repairs to Council Buildings.
- 3) £400,000 be transferred to the Planning Reserve to top up the depleted Planning Appeals reserve.

[Annex 2] gives the details of the movements in reserve balances as at 31 March 2024.

Cabinet are asked to formally endorse the reserve movements and note the balances held at 31 March 2024.

- 1.1.11 Members will note a Capital Plan spend of £1,271,000 against a revised estimate of £2,316,000. The majority of the underspend of £1,045,000 comes from Capital Renewals (£926,000) where vehicles, plant and machinery covered in this heading are not replaced until necessary. Full details of the capital programme spend can be found in the Outturn Booklet at **[Annex 1]**.

1.2 2024/25 Budgetary Control to end May 2024

- 1.2.1 In February 2024 the Council set a revenue budget of £11,671,480 with a contribution to the General Revenue Reserve of £1,064,824 giving a Council tax requirement of £12,736,304.
- 1.2.2 Since this meeting a number of Cabinet and Committee decisions have been taken. These decisions have been detailed in full in **[Annex 3]** to this report and currently amount to £1,183,028. However, after additional reserve contributions the net effect on the revenue budget is reduction of £49,569.

1.3 Salary Monitoring to end May 2024

- 1.3.1 Appended for information at **[Annex 4]** is the budgetary control statement covering Salaries to the end of May 2024 against the proportion of original estimate set in February 2024.
- 1.3.2 Cabinet will note that this shows an underspend of £34,000 against the original estimates. This amount includes the changes approved by General Purposes Committee in March on the staffing within Housing being funded from the Homelessness reserve.

1.4 Income Monitoring to end May 2024

- 1.4.1 Appended for information at **[Annex 5]** is the budgetary control statement covering income, fees, and charges from the major income streams to the end of May 2024 against the proportion of original estimate set in February 2024.
- 1.4.2 Cabinet will note the actual to the end of May 2024 is £84,000 less than the proportioned estimate. Officers consider that it is too early in the financial year to make any assumptions at this stage and will closely monitor the situation and report back to later meetings.

1.5 Investment Income Monitoring to end May 2024

- 1.5.1 Due to the reporting nature of Treasury Management, provided below is an update on core and cashflow funds. Long Term Property Funds are reported quarterly and Multi Asset Diversified Income Funds monthly but at the time of reporting, this information had yet to be received and will be provided in the Treasury Management report to July 2024 Audit Committee.
- 1.5.2 Core funds currently stand at £30m, a decrease of £2m on the sums invested at the 31 March 2024. Income generated on these investments amount to £284,800 representing a return of 5.59%, generating a positive variance of £172,100 when compared to the original estimate to the end of May 2024. The positive variance is due to the Council's ability to hold investment funds in core longer than anticipated when setting the original budget. It is expected that core investments will reduce as the need for cashflow in the current year increases to commence capital project works.
- 1.5.3 Cashflow funds currently stand at £18.38m, an increase of £4.46m on the sums invested at the 31 March 2024. Income generated on these investments amount to £209,530 representing a return of 5.24%, providing a negative variance of £29,300 when compared to the original estimate to the end of May 2024.
- 1.5.4 In the case of both Core and Cashflow funds the amounts shown above the proportion of the original estimate are because of continued high base rates (see comments in paragraph 1.1.5).

1.6 Other revenue budgetary control

- 1.6.1 As of the end of May the following areas have been identified as variations to the original estimate:-
- 1.6.2 *Inflation on the Street Cleansing, Refuse and Recycling Contract* was settled at 3.65% some 1.35% lower than budgeted. This gives rise to a £60,000 saving to the current year's budget. However, in preparation for the recommissioning of the contract in 2027 additional support on wider options is required and therefore, under the Constitutions Financial Procedure Rule 13.3, **the Director of Street Scene, Leisure and Technical Services is requesting that Cabinet approve a**

virement of the full £60,000 from this contract budget to pay for this support over the forthcoming years, with any underspend from 2024/25 being placed in an earmarked reserve for use in 2025/26 and 2026/27.

1.7 Revenue Budget 2024/25 Summary

1.7.1 The table below brings together the areas highlighted above.

Description	Budget to May £	Actual to May £	Variance £
Salaries Monitoring Statement	2,253,100	2,219,100	(34,000)
Income Monitoring Statement	(911,000)	(827,069)	83,931
Treasury Management	(351,130)	(493,930)	(142,800)
Approved Variations to the Revenue Budget		(49,569)	(49,569)
Revenue Budgetary Control			
Net Variance	990,970	848,532	(142,438)

Figures in brackets represent favourable variance.

1.8 Business Rates Monitoring to end May 2024

1.8.1 Members will remember that the Original Estimate set an overall net income expectation of £6,184,366. This allowed for the release of an unused appeals provision and the rating of properties in Panattoni Park being undertaken by the Valuation Office.

1.8.2 At the end of May the current position shows an overall net income of £5,542,000, a variation below the original estimate of £642,000. It should be noted, however, that the Amazon property on Panattoni Park has yet to be rated by the Valuation Office due to the complexity of the assessment. Nevertheless, this property has been occupied since October 2023 and the rates bill will be backdated to that date.

1.9 Savings Targets (MTFS and STS)

1.9.1 Members may recall that, as part of the Budget report to Cabinet in February 2024, the first tranche of the larger savings target (£1.7m) was to achieve savings of £305k before 1 April 2025.

1.9.2 I can advise that the following decisions have been taken by Members which assist in contributing to this target (figures are the full year effect):

- 1) Bring Bank sites – at the meeting of Cabinet in February it was agreed (D240020CAB) to cease the remaining 10 bring recycling sites with an annual saving of £100,000.
 - 2) Parking income – at the Cabinet meeting in April it was agreed (D240034(1)CAB) to implement various car parking charges throughout the borough. The increase revenue from these charges is still being fully assessed and implemented but is likely to exceed £500,000 in a full year.
 - 3) Grounds Maintenance – As part of the MTFS it was estimated that the new contract sum, from January 2025, would increase by some £186,000 above the current contract price. At its meeting in June Cabinet agreed the award of the contract (D240066CAB). The tenders received now shows a saving against the expected increase of £150,000.
 - 4) Refuse, Recycling and Street Cleansing Contract - As mentioned above inflation was overestimated for 2024/25, and whilst the overestimation for 2024/25 is the subject of a request for virement (see paragraph 1.6.2), the base contract value will reduce both in current and future years within the MTFS generating a £60,000 reduction against the projected budget.
- 1.9.3 This means the target of £305,000 to be achieved for April 2025 has been exceeded by some £505,000 (based on full year effect).
- 1.9.4 Members will however be aware that, at the meeting of the General Purposes Committee on 12 June 2024, recommendations were made to Council regarding growth in the staffing establishment to support current business needs. The net growth recommended by the Committee that will impact upon the MTFS is £96,000 in a full year. **The ‘net’ position is therefore an ‘excess’ over the target of some £409,000** (£505,000 less £96,000).
- 1.9.5 The remaining tranches of the savings target (previously stated to be £700,000 by April 2026 and £700,000 by April 2028) will therefore need to be adjusted to take into account the additional savings and growth identified above, as well as any increased budgetary pressures above those identified in the 2024/25 Medium Term Financial Strategy.
- 1.9.6 This will be considered over the forthcoming months and be reported to Cabinet later in the calendar year.
- 1.10 2025/26 Budget preparations**
- 1.10.1 As we begin to commence preparations for the 2025/26 budget, Cabinet is reminded that the Council has not undertaken a dedicated budget consultation with the public for some time. (Although in the last couple of years or so a public consultation was undertaken in order to assist in the formulation of the Council’s latest Corporate Strategy).

- 1.10.2 In its last Annual Audit Report (presented to the Audit Committee on 25 September 2023), the External Auditors, Grant Thornton, noted that the Council does not routinely undertake a Budget Consultation and therefore, within a Key Recommendation, recommended that the Council improves its performance management arrangements by: “ ***engaging key stakeholders, where appropriate, to determine local priorities for resources or opportunities for savings.***”
- 1.10.3 In October 2023, Cabinet carefully considered this recommendation but felt that their existing approach to decision making was rigorous and therefore did not wish to undertake a specific consultation leading up to the 2024/25 Budget. However, it was noted they the recommendation from Grant Thornton would be kept in mind.
- 1.10.4 Cabinet’s instructions on whether they would wish officers to plan for a consultation in the lead up to the 2025/26 budget are **REQUESTED**.

1.11 Legal Implications

- 1.11.1 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.

1.12 Financial and Value for Money Considerations

- 1.12.1 As set out above.

1.13 Risk Assessment

- 1.13.1 Budgetary control is a prerequisite of good financial management, financial planning and control and needs to be kept under review to ensure it remains effective and relevant.
- 1.13.2 Achievement of the target set within the Savings and Transformation Strategy remains a red risk on the Strategic Risk Register until such time as options for full delivery of the ‘gap’ have been identified.

1.14 Equality Impact Assessment

- 1.14.1 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.

1.15 Policy Considerations

- 1.15.1 Budgetary and policy framework is relevant to all areas of the Council’s business.

1.16 Recommendations

1.16.1 Cabinet is **RECOMMENDED** to:

- 1) **Note** the year end position for 2023/24 and **Endorse** the reserve movements as shown in paragraph 1.1.10.
- 2) **Approve** the virement of £60,000 proposed by the Director of Street Scene Leisure and Technical Services in respect of support for the recommissioning of the Waste contract in 2027 as set out at paragraph 1.6.2.
- 3) **Note** that, as at the end of May 2024, there is a net favourable variance of circa £142k when compared to the proportion of the 2024/25 budget as shown in paragraph 1.7.1.
- 4) **Note** the current business rate pool position as at the end of May 2024 as set out in paragraph 1.8.2.
- 5) **Note** the current progress on the current savings target of £1.7m as set out in paragraph 1.9.4.
- 6) **Give instructions** as to whether or not Cabinet wish officers to plan for a budget consultation in the lead up to the preparation of the 2025/26 budget (see paragraph 1.10).

Background papers:

contact: Paul Worden
Sharon Shelton

Nil

Sharon Shelton
Director of Finance & Transformation

Revenue & Capital Outturn

2023 2024

Index

Revenue Expenditure	Page
Service	
Revenue Outturn Summary	S 1 - S 2
Corporate Services	CS 1 - CS 15
Chief Executive	CE 1 - CE 8
Director of Central Services	CEN 1 - CEN 10
Director of Finance & Transformation	FT 1 - FT 7
Director of Planning, Housing & Environmental Health	PHEH 1 - PHEH 22
Director of Street Scene, Leisure & Technical Services	SSLTS 1 - SSLTS 37
Capital Plan	CP 1 - CP 13

General Fund Revenue Outturn 2023/24
SUMMARY

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Corporate Services	4,187,150	3,759,650	3,796,452
Chief Executive	1,321,300	1,259,700	1,067,765
Director of Central Services	379,050	929,500	506,685
Director of Finance & Transformation	570,750	(473,050)	(1,485,735)
Director of Planning, Housing & Environmental Health	5,007,900	6,132,700	6,857,316
Director of Street Scene, Leisure & Technical Services	9,027,250	9,583,900	9,150,534
Sub Total	20,493,400	21,192,400	19,893,017
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,856,350)	(2,735,640)	(2,513,821)
Non-Current Asset Impairment	-	-	(996,228)
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(1,144,650)	(1,569,300)	(1,240,923)
Contribution to Reserve	750,000	750,000	1,063,347
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(2,947,550)	(3,781,300)	(3,305,368)
Contributions to Reserves	2,495,150	3,821,650	4,706,416
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(6,851,000)	(1,904,000)	(667,263)
Revenue Expenditure Funded from Capital	(206,000)	(166,000)	(160,941)
Other contributions to / (from) Reserve (net)	1,494,000	2,325,000	2,382,500
Capital Expenditure Charged to General Fund	6,851,000	1,904,000	667,263
Government Grants			
New Homes Bonus	(610,500)	(610,500)	(610,499)
Under-indexing Business Rates Multiplier	(406,750)	(600,000)	(496,334)
Services Grant	(89,400)	(93,100)	(93,093)
Funding Guarantee	(1,765,700)	(1,762,000)	(1,762,008)
Other Grants	-	-	(3,128)
Sports & Leisure VAT Refund including Interest	-	(2,042,500)	(2,042,496)
Contributions from KCC	-	(200,000)	(209,503)
Revenue Adjustments	-	-	(118,980)
Sub Total	15,205,650	14,528,710	14,491,960
Revenue Support Grant	(137,300)	(137,300)	(137,323)
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(25,455,018)	(25,455,018)	(25,455,018)
Tariff	25,854,000	25,884,155	25,884,115
Levy	-	16,045	45,641
Business Rates Pool	141,404	391,195	332,071
Small Business Rate Relief Grant	(1,025,828)	(912,594)	(1,153,356)
Business Rates Relief Measures	(2,462,491)	(2,074,949)	(1,831,001)
Public Toilets Relief Grant	(5,576)	(9,606)	(9,606)
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(85,040)	(85,040)	(85,040)
National Non-Domestic Rates (Surplus) / Deficit	(1,199,330)	(1,199,330)	(1,199,330)
Sub Total	10,830,471	10,946,268	10,883,112
Contribution to / (from) General Revenue Reserve	1,356,800	1,241,003	1,304,159
Balance to be met from Council Tax Payers	12,187,271	12,187,271	12,187,271

General Fund Revenue Outturn 2023/24

EARMARKED RESERVES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Contributions from Earmarked Reserves			
Asset Review Reserve	-	-	(11,735)
Budget Stabilisation Reserve	(900,000)	(947,250)	(833,964)
Business Rates Retention Scheme Reserve	(267,650)	(260,750)	(166,802)
Climate Change Reserve	(301,150)	(304,650)	(340,762)
Domestic Abuse Act Reserve	(46,300)	(91,100)	(72,675)
Elections Reserve	(157,850)	(57,700)	(85,113)
Homelessness Reserve	(780,300)	(1,073,300)	(1,097,501)
Housing Assistance Reserve	-	-	(1,650)
Housing & Welfare Reform Reserve	(10,000)	-	-
Peer Review Reserve	(22,450)	(24,050)	(24,053)
Planning Services Reserve	(449,350)	(821,100)	(521,313)
Regeneration of Tonbridge	-	(50,000)	-
Tonbridge & Malling Leisure Trust Reserve	-	(79,800)	(79,800)
Transformation Reserve	(12,500)	(71,600)	(70,000)
	(2,947,550)	(3,781,300)	(3,305,368)
Contributions to Earmarked Reserves			
Budget Stabilisation Reserve	1,200,000	1,200,000	1,200,000
Business Rates Retention Scheme Reserve	406,050	593,400	549,053
Climate Change Reserve	-	618,000	618,000
Domestic Abuse Act Reserve	71,350	76,750	76,750
Elections Reserve	35,000	35,000	35,000
Homelessness Reserve	702,750	1,062,850	921,923
Housing & Welfare Reform Reserve	-	-	74,518
Planning Services Reserve	80,000	80,000	480,000
Regeneration of Tonbridge	-	150,000	650,000
Training Reserve	-	-	33,320
Transformation Reserve	-	5,650	67,852
	2,495,150	3,821,650	4,706,416

CORPORATE SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2023/24 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1 SALARIES AND ONCOSTS	13,854,900	14,398,100	14,228,255
2 OVERHEAD EXPENSES	5,238,500	5,249,050	4,923,387
3 RECHARGES TO SERVICE BUDGETS	(16,871,150)	(18,014,750)	(17,479,286)
	<hr/>	<hr/>	<hr/>
NON DISTRIBUTED COSTS	2,222,250	1,632,400	1,672,356
4 DEMOCRATIC REPRESENTATION	1,358,200	1,378,550	1,347,295
5 CORPORATE MANAGEMENT	606,700	748,700	776,801
	<hr/>	<hr/>	<hr/>
	4,187,150	3,759,650	3,796,452
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	19.26	19.91	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 <u>SALARIES AND ONCOSTS</u>			
(a) <u>Salaries</u>			
Salaries (see analysis on page CS 15)	9,355,050	9,914,050	9,774,009
Employers' National Insurance Contributions	941,200	924,250	914,943
Employers' Superannuation Contributions	1,866,000	1,795,650	1,737,150
Superannuation Backfunding Lump Sum	1,430,000	1,430,000	1,430,000
Staff Turnover Saving	(120,000)	(70,000)	-
Apprenticeship Scheme / Levy	51,600	41,850	31,476
Ring-fenced sums (Establishment Reviews)	6,350	14,100	-
	<hr/>	<hr/>	<hr/>
	13,530,200	14,049,900	13,887,578 a)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	238.50	241.91	
(b) <u>Termination Payments</u>			
Additional Annual Pension Contributions	228,000	212,000	209,434
Long Service Awards	-	800	1,689
Capitalised Pension Contributions	-	1,450	1,443
	<hr/>	<hr/>	<hr/>
	228,000	214,250	212,566
	<hr/>	<hr/>	<hr/>
(c) <u>Recruitment & Training</u>			
Advertising & Other Recruitment Costs	8,000	45,500	72,220 b)
Training - Course Fees & Expenses	80,000	80,000	46,681 c)
Health Screening & Miscellaneous	5,500	5,500	5,648
Employee Support Scheme	3,200	2,950	3,562
	<hr/>	<hr/>	<hr/>
	96,700	133,950	128,111
	<hr/>	<hr/>	<hr/>
	13,854,900	14,398,100	14,228,255
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

SALARIES

- a) Management savings generated on the permanent establishment.

RECRUITMENT & TRAINING

- b) Reflects difficulty experienced in recruiting to a number of vacant posts currently covered by temporary staffing arrangements.
- c) Reduction in level of training and development expenditure in current year. Balance to be transferred to the Training reserve.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>OVERHEAD EXPENSES</u>			
(a) <u>COUNCIL OFFICES</u>			
Employees			
Salaries	176,250	155,400	143,024 a)
Premises Related Expenses			
Maintenance of Grounds	4,150	4,150	848
Energy Costs :			
Electricity	132,000	132,000	147,638 b)
Gas	60,000	65,000	64,342
Rates	352,250	350,200	350,324
Water Services :			
Water Charges (metered)	11,250	6,000	3,658 c)
Sewerage & Environmental Services	12,250	8,000	5,240 c)
Fixture & Fittings	3,000	2,000	-
Cleaning & Domestic Supplies	6,000	6,000	6,559
Insurance	15,250	16,500	16,526
Repairs expenditure	138,900	119,050	78,418 d)
Supplies & Services			
Equipment, Furniture & Materials	1,350	1,300	577
Catering Provisions	-	2,500	3,054
Clothing, Uniforms & Laundry	4,250	3,750	2,758
Trade Refuse Charges	9,700	10,200	9,960
Security / Cleaning	11,000	38,250	45,200 e)
Miscellaneous Services	7,000	6,000	6,498
Licences	-	2,700	283
Third Party Payments			
Ground Maintenance Contract	2,300	2,300	2,326
	946,900	931,300	887,233
	-----	-----	-----
Less Income			
Solemnization of Marriages	(6,000)	(6,000)	(6,225)
Hire of Tonbridge Council Chamber	(21,000)	(28,500)	(22,972) f)
Castle Catering	-	(8,000)	(10,216)
Police Accommodation Licence Fee	(30,950)	(36,650)	(32,187) g)
Rent - Gibson Building	(7,300)	(5,400)	(3,861) h)
Rent - Tonbridge Castle	(18,700)	(26,300)	(25,906)
	(83,950)	(110,850)	(101,367)
	-----	-----	-----
<u>Sub-total</u>	862,950	820,450	785,866
Central, Departmental & Technical Support Services			
Central Salaries & Administration	33,800	34,550	32,989
Information Technology Expenses	2,500	2,500	2,500
Departmental Administrative Expenses	35,500	34,350	33,693
Depreciation & Impairment			
Non-Current Asset Depreciation	119,350	119,400	119,405
	1,054,100	1,011,250	974,453
	-----	-----	-----
Full Time Equivalent Number of Staff (including Support Service Staff)	6.19	5.75	

CORPORATE SERVICES

COUNCIL OFFICES

- a) Savings arising from vacant posts within Caretaking section.
- b) Increased energy costs associated with winter events held at Tonbridge Castle.
- c) Infrequent meter readings have made it difficult to determine the cost of water usage during the year.
- d) Cyclical and routine servicing expenditure was lower than anticipated.
- e) Reflects increased cost of employing an external security contractor at Tonbridge Castle .
- f) Reduction in the use of conference facilities at Tonbridge Castle.
- g) Revised estimate anticipated an increase in rental income due.
- h) Reflects cessation of a tenancy at Gibson Building during 2023.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(b) <u>PRINTING SECTION & MULTI FUNCTION DEVICES</u>			
Employees			
Salaries	67,650	65,350	65,082
Supplies & Services			
Purchases	1,000	1,000	741
Print Room Maintenance & Copy Charges	15,000	15,000	12,436
Multi Function Device Copy Charges	3,000	2,000	1,800
Multi Function Device Leasing Charges	6,000	6,000	5,972
Paper	11,000	13,000	15,716 a)
	<hr/>	<hr/>	<hr/>
	103,650	102,350	101,747
	<hr/>	<hr/>	<hr/>
Less Income			
Sales	(15,000)	(15,000)	(17,958) a)
Recharges to non M&A Service Budgets	(14,000)	(14,000)	(18,505) b)
	<hr/>	<hr/>	<hr/>
	(29,000)	(29,000)	(36,463)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	74,650	73,350	65,284
Central, Departmental & Technical Support Services			
Office Accommodation	40,300	39,250	38,110
Central Salaries & Administration	9,800	10,200	9,989
Information Technology Expenses	11,500	11,500	11,500
Departmental Administrative Expenses	9,500	9,450	8,948
Depreciation & Impairment			
Non-Current Asset Depreciation	25,600	14,800	10,599
	<hr/>	<hr/>	<hr/>
	171,350	158,550	144,430
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.27	2.26	

- a) A higher level of external sales and specific internal printing requirements has resulted in an increase in the amount of paper required than originally anticipated.
- b) Increase in printing expenditure charged directly to specific service budgets in the current year, including for the Borough Election and the Police and Crime Commissioner Election.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(c) <u>CUSTOMER SERVICES</u>			
Employees			
Salaries	331,750	341,300	330,979 a)
Supplies & Services			
Purchases	650	650	533
Stationery	50	50	-
Mobile Telephones	250	250	150
Office Security	37,800	37,800	37,572
	<hr/>	<hr/>	<hr/>
	370,500	380,050	369,234
Less Income			
Tonbridge Gateway Agreement / Licence	(149,000)	(152,700)	(152,672)
Gateway Partner Receipts	(500)	(3,000)	(2,616)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	221,000	224,350	213,946
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,900	17,450	16,037
Information Technology Expenses	4,350	4,350	4,350
Departmental Administrative Expenses	184,650	184,050	183,061
	<hr/>	<hr/>	<hr/>
	426,900	430,200	417,394
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	11.49	11.75	

a) Savings arising from vacant posts within Customer Services team.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(d) <u>GENERAL ADMINISTRATION</u>			
Employees			
Salaries	5,100	4,250	3,776
Supplies & Services			
Insurance	99,400	106,900	106,989
Copyright Licence	2,400	2,400	2,346
	<hr/>	<hr/>	<hr/>
	106,900	113,550	113,111
Less Income			
Fees & Charges	-	-	(6)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	106,900	113,550	113,105
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,200	6,000	5,885
Departmental Administrative Expenses	600	550	549
	<hr/>	<hr/>	<hr/>
	111,700	120,100	119,539
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.23	0.24	

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(e) DEPARTMENTAL ADMINISTRATION

Staff Transport Related Expenses

Car & Travelling Allowances	166,650	148,750	139,213 a)
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Supplies & Services

Equipment, Furniture & Materials	10,650	8,000	1,449
Office Equipment - Maintenance	1,450	-	-
Protective Clothing	850	850	267
First Aid Supplies	250	250	-
Stationery	4,500	4,000	4,352
Reference Books & Publications	26,650	26,600	26,576
Legal Expenses	50,000	62,500	81,989 b)
Contracted Services	200,800	197,000	197,804
Consultancy / Professional Fees	-	75,000	75,000
Health & Safety	6,250	6,250	6,929
Postage	14,000	25,500	30,468 c)
Telephones - Calls	100	100	119
Telephones - Other Costs	5,700	6,100	5,593
Mobile Telephones	5,700	12,100	6,241 d)
Professional Membership Fees	16,300	16,150	14,163
Subscriptions to Organisations	24,400	27,050	31,428 e)
Other Expenses (Counter Fraud)	700	3,300	2,662
Data Protection Act Registration	3,000	3,000	2,935

	<hr/>	<hr/>	<hr/>
	537,950	622,500	627,188

Less Income

Recovery of Court Costs	(5,000)	(65,000)	(60,127)
Customer & Client Receipts	(5,000)	(5,000)	(5,950)
Partnership Receipts	(9,850)	(10,000)	(10,000)

	<hr/>	<hr/>	<hr/>
	(19,850)	(80,000)	(76,077)

Sub-total

	<hr/>	<hr/>	<hr/>
	518,100	542,500	551,111

Depreciation & Impairment

Non-Current Asset Depreciation	2,700	1,350	1,356
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	<hr/>	<hr/>	<hr/>
	520,800	543,850	552,467
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

DEPARTMENTAL ADMINISTRATION

- a) Lower level of essential user allowances and mileage claims than originally anticipated in part due to staff vacancies.
- b) Includes the cost of external legal advice related to planning related issues.
- c) Overall increase in postage prices.
- d) Full provision was not required in year for the cost associated with new SIM cards for Civil Enforcement Officer mobile telephones to address issues with coverage in parts of the borough.
- e) Reflects subscription to LG Futures Collection Fund tool.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(f) <u>INFORMATION TECHNOLOGY SERVICES</u>			
Employees			
Salaries	1,166,950	1,122,500	1,127,278
Transport Related Expenses			
Public Transport	500	500	203
Supplies & Services			
Equipment - Purchases	13,000	13,000	14,080
Equipment - Maintenance	33,100	52,500	48,161
Printing Consumables	1,500	2,000	1,853
Insurance	6,000	6,150	6,160
Professional Services / Consultancy	165,000	217,500	86,876 a)
Other Expenses	7,000	7,250	11,682
Software Support, Hire & Maintenance	999,800	1,040,400	974,088 b)
Telephone leased lines and modems	22,300	21,100	20,542
Kent Connects	20,000	20,000	20,000
	<hr/>	<hr/>	<hr/>
	2,435,150	2,502,900	2,310,923
Less Income			
Fees & Charges - General	-	(200)	(683)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	2,435,150	2,502,700	2,310,240
Central, Departmental & Technical Support Services			
Office Accommodation	122,000	116,150	111,828
Central Salaries & Administration	77,000	81,050	79,947
Departmental Administrative Expenses	102,550	100,900	100,101
Depreciation & Impairment			
Non-Current Asset Depreciation	216,950	184,300	112,988 c)
	<hr/>	<hr/>	<hr/>
	2,953,650	2,985,100	2,715,104
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	23.54	23.23	

- a) Reflects a delay in commencing the back scanning project to rationalise office space and scaling back of office accommodation. Remaining provision will be required in 2024/25.
- b) Reflects reprofiling of software support, hire & maintenance payments to match contract period.
- c) Lower than anticipated expenditure on renewal of IT equipment.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3 <u>SALARIES & OVERHEADS</u>			
Salaries & Oncosts	13,854,900	14,398,100	14,228,255
Overheads			
(a) Council Offices	1,054,100	1,011,250	974,453
(b) Printing & Multi Function Devices	171,350	158,550	144,430
(c) Customer Services	426,900	430,200	417,394
(d) Administration - General	111,700	120,100	119,539
(e) Administration - Departmental	520,800	543,850	552,467
(f) Information Technology Services	2,953,650	2,985,100	2,715,104
	<hr/>	<hr/>	<hr/>
	19,093,400	19,647,150	19,151,642
Less Recharge to :	<hr/>	<hr/>	<hr/>
Planning, Housing & Environmental Health	(5,878,400)	(6,494,600)	(6,256,955)
Street Scene, Leisure & Technical	(2,964,300)	(3,133,600)	(3,073,817)
Central Services	(1,302,900)	(1,394,400)	(1,329,467)
Finance & Transformation	(2,105,300)	(2,275,950)	(2,158,252)
Corporate Services	(1,483,800)	(1,604,450)	(1,597,034)
Chief Executive	(732,900)	(769,950)	(753,433)
Other Services	(700)	(700)	(702)
Holding Accounts	(2,402,850)	(2,341,100)	(2,309,626)
	<hr/>	<hr/>	<hr/>
	(16,871,150)	(18,014,750)	(17,479,286)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	2,222,250	1,632,400	1,672,356
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	2,222,250	1,632,400	1,672,356
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a) <u>DEMOCRATIC ADMINISTRATION</u>			
Employees			
# Salaries	353,400	377,750	372,992
Premises Related Expenses			
Accommodation Expenses (Forum/Area1)	-	1,600	1,616
Supplies & Services			
Members' Meeting Expenses	4,000	4,000	2,660
Twinning Committee Expenses	-	-	43
Remuneration Panel Expenses	-	1,150	1,156
Subscriptions	24,200	23,250	23,226
	<hr/>	<hr/>	<hr/>
Sub-total	381,600	407,750	401,693
Central, Departmental & Technical Support Services			
Accommodation & Printing Services	40,950	43,400	41,958
# Central Salaries & Administration	234,550	255,600	253,189
Information Technology Expenses	15,700	23,800	18,024
# Departmental Administrative Expenses	129,700	130,800	126,398
	<hr/>	<hr/>	<hr/>
	802,500	861,350	841,262
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.63	11.02	

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	265,050	260,000	248,686
Chief Executives' Service	62,800	77,050	82,587
Environmental Health & Hsg Services	34,350	36,700	35,865
Financial Services	87,900	93,250	91,728
Legal Services	15,250	15,350	16,507
Planning Services	129,150	155,500	151,919
Street Scene & Leisure Services	103,700	106,600	105,439
Technical Services	19,450	19,700	19,848
	<hr/>	<hr/>	<hr/>
	717,650	764,150	752,579
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>PAYMENTS TO MEMBERS</u>			
Transport Related Expenses			
Members' Travel & Subsistence	2,100	2,100	1,930
Supplies and Services			
Basic Allowance	243,650	231,900	231,897
Special Responsibility Allowance	131,100	109,000	108,988
Mayors' and Deputy Mayors' Allowance	7,500	7,500	7,482
Members' National Insurance	8,700	8,700	7,841
Carers' Allowance	50	50	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	393,100	359,250	358,138
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,300	18,700	18,335
Information Technology Expenses	1,350	2,050	1,558
	<hr/>	<hr/>	<hr/>
	412,750	380,000	378,031
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.30	0.30	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	1,800	2,900	2,951
Transport Related Expenses			
Mayors' Transport Allowance	10,000	5,000	980
Supplies and Services			
Stationery	100	100	73
Insurance	150	150	174
Civic Hospitality	5,000	5,000	903
Mobile Telephones	150	150	36
Other Expenses	1,500	1,500	2,302
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	18,700	14,800	7,419
Central, Departmental & Technical Support Services			
Central Salaries & Administration	90,950	88,950	87,264
Information Technology Expenses	32,850	33,000	32,888
Departmental Administrative Expenses	450	450	431
	<hr/>	<hr/>	<hr/>
	142,950	137,200	128,002
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.80	1.78	
 <u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	802,500	861,350	841,262
(b) PAYMENTS TO MEMBERS	412,750	380,000	378,031
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	142,950	137,200	128,002
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,358,200	1,378,550	1,347,295
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

5 CORPORATE MANAGEMENT

(a) CORPORATE POLICY

Employees

Salaries 82,900 110,000 110,569

Supplies and Services

Consultation & Other Expenses - - 1,300

Sub-total

82,900 110,000 111,869

Central, Departmental & Technical Support Services

Central Salaries & Administration 354,750 377,700 394,190

Information Technology Expenses - - 13

Departmental Administrative Expenses 22,450 22,800 22,399

460,100 510,500 528,471

Full Time Equivalent Number of Staff

(including Support Service Staff) 5.19 5.43

(b) PUBLIC ACCOUNTABILITY

Supplies and Services

Professional Fees 900 2,100 2,783

Advertising 250 800 800

External Audit Fees 59,900 136,900 130,872 a)

61,050 139,800 134,455

Less Income

Government Grant (18,150) (18,150) - b)

Sub-total

42,900 121,650 134,455

Central, Departmental & Technical Support Services

Central Salaries & Administration 103,650 116,450 113,799

Information Technology Expenses 50 100 76

146,600 238,200 248,330

Full Time Equivalent Number of Staff

(including Support Service Staff) 1.34 1.38

SUMMARY

(a) CORPORATE POLICY 460,100 510,500 528,471

(b) PUBLIC ACCOUNTABILITY 146,600 238,200 248,330

TO SUMMARY

606,700 748,700 776,801

CORPORATE SERVICES

	ORIGINAL ESTIMATE	2023/24 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
Memorandum			
# Service Allocations to Corporate Policy			
Admin & Property Services	64,050	67,800	58,782
Chief Executives' Service	165,200	176,400	204,126
Environmental Health & Housing Services	17,050	18,050	17,770
Financial Services	124,050	132,150	129,781
Legal	1,400	1,400	1,501
Planning Services	60,050	85,000	85,788
Street Scene & Leisure Services	28,300	29,700	29,410
	<hr/>	<hr/>	<hr/>
	460,100	510,500	527,158
	<hr/>	<hr/>	<hr/>

PUBLIC ACCOUNTABILITY

- a) Includes write back of prior year provisions.
- b) New burdens grant no longer expected to be received.

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2023/24 ESTIMATE</u>							
Original Estimate	9,313,200	20,650	21,200	9,355,050	941,200	1,866,000	12,162,250
Revised Estimate	9,003,100	35,250	875,700	9,914,050	924,250	1,795,650	12,633,950
<u>2023/24 OUTTURN</u>							
Service							
Administration & Property	595,543	9,402	79,124	684,069	60,180	125,238	869,487
Environmental Health & Housing	1,342,815	4,169	17,327	1,364,311	138,719	258,623	1,761,653
Executive	518,283	7,192	7,068	532,543	61,053	94,231	687,827
Finance	1,325,976	18,679	39,718	1,384,373	138,148	260,155	1,782,676
Information Technology	866,587	-	-	866,587	95,128	167,806	1,129,521
Legal	447,031	625	133,670	581,326	46,517	91,755	719,598
Personnel	418,946	3,526	22,946	445,418	34,135	87,029	566,582
Planning	1,623,987	-	664,327	2,288,314	175,759	325,608	2,789,681
Street Scene & Leisure	1,030,880	548	1,190	1,032,618	106,924	210,274	1,349,816
Technical	592,246	134	2,070	594,450	58,380	116,431	769,261
	8,762,294	44,275	967,440	9,774,009	914,943	1,737,150	12,426,102

CHIEF EXECUTIVE

SUMMARY

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 COMMUNITY DEVELOPMENT	40,350	31,150	31,731
2 SAFEGUARDING	24,850	17,750	18,698
3 ELECTIONS	574,550	510,050	483,691
4 GRANTS & PAYMENTS	136,100	133,650	134,706
5 CLIMATE CHANGE	125,100	145,150	116,932
6 ECONOMIC DEVELOPMENT & REGENER'N	263,750	242,050	161,693
7 UK SHARED PROSPERITY FUND	145,700	77,100	111,945
8 REFUGEE ASSISTANCE	10,900	102,800	8,369
	<hr/> 1,321,300	<hr/> 1,259,700	<hr/> 1,067,765
Full Time Equivalent Number of Staff (including Support Service Staff)	10.75	10.65	

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 <u>COMMUNITY DEVELOPMENT</u>			
Employees			
Salaries	24,150	17,800	17,573
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,600	5,800	6,830
Departmental Administrative Expenses	9,600	7,550	7,328
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	40,350	31,150	31,731
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.61	0.48	
2 <u>SAFEGUARDING</u>			
Employees			
Salaries	13,650	6,000	5,850
Supplies & Services			
Safeguarding	1,500	4,000	4,060
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	15,150	10,000	9,910
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,300	5,800	6,845
Departmental Administrative Expenses	4,400	1,950	1,943
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	24,850	17,750	18,698
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.34	0.19	

CHIEF EXECUTIVE

3 ELECTIONS

(a) **ELECTORAL REGISTRATION**

Employees

Salaries	122,800	114,950	112,806
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Supplies & Services

Equipment & Materials - Purchases	1,000	1,000	814
Maintenance	500	500	1,085
Printing	6,000	10,000	5,377
Stationery	4,000	4,000	3,586
Electronic Elector Registration Responses	7,500	8,000	8,059
Postages	41,000	72,500	41,426 a)

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	182,800	210,950	173,153

Less Income

Government Grant	-	(3,700)	(3,697)
Sale of Registers	(3,000)	(3,000)	(3,996)

Sub-total

	<hr/>	<hr/>	<hr/>
	179,800	204,250	165,460

Central, Departmental & Technical Support Services

Central Salaries & Administration	13,650	13,700	14,404
Information Technology Expenses	33,900	51,300	38,877 b)
Departmental Administrative Expenses	48,700	41,800	42,274

Depreciation & Impairment

Non-Current Asset Depreciation	1,850	-	-
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	277,900	311,050	261,015

Full Time Equivalent Number of Staff (including Support Service Staff)	3.29	2.82	
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a) Revised estimate included provision for a household letter refresh which was deferred.

b) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	55,000	51,450	50,510
Premises Related Expenses			
Rent	20,000	23,350	22,665 a)
Supplies & Services			
Equipment & Materials - Purchases	5,000	4,900	4,895 a)
Printing	20,000	16,200	16,184 a)
Polling Fees (Staff)	65,000	74,100	92,534 a)
Postage	80,000	21,500	21,534 a)
	<hr/>	<hr/>	<hr/>
	245,000	191,500	208,322
Less Income			
Government Grant	(32,150)	(49,000)	(39,319) a)
Fees & Charges	-	(33,350)	(33,365) a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	212,850	109,150	135,638
Central, Departmental & Technical Support Services			
Central Salaries & Administration	47,100	48,600	51,000
Information Technology Expenses	14,900	22,550	17,109 b)
Departmental Administrative Expenses	21,800	18,700	18,929
	<hr/>	<hr/>	<hr/>
	296,650	199,000	222,676
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.97	1.75	
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	277,900	311,050	261,015
(b) CONDUCT OF ELECTIONS	296,650	199,000	222,676
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	574,550	510,050	483,691
	<hr/>	<hr/>	<hr/>

a) Costs attributable to Borough elections held in May 2023 and the introduction of Voter Identification met from an earmarked reserve and government grant.

b) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4 GRANTS & PAYMENTS			
Supplies & Services			
Grants to Citizens Advice Bureaux	95,000	95,000	95,000
Grants to Other Charitable & Voluntary Org.	32,900	32,900	33,420
Household Support Grants	-	275,550	297,693 a)
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
Other Expenses	-	-	28,263 a)
	129,900	405,450	456,376
Less Income			
Contributions from Other Bodies	-	(278,550)	(328,562) a)
	<u>Sub-total</u>	126,900	127,814
Central, Departmental and Technical Support Services			
Central Salaries & Administration	6,200	6,750	6,866
Information Technology Expenses	-	-	26
	<u>TO SUMMARY</u>	133,650	134,706
Full Time Equivalent Number of Staff (including Support Service Staff)			
	0.08	0.09	
5 CLIMATE CHANGE			
Employees			
Salaries	64,700	79,150	77,413
Supplies & Services			
Initiatives	30,000	30,000	2,777 b)
	<u>Sub-total</u>	109,150	80,190
Central, Departmental and Technical Support Services			
Central Salaries & Administration	7,500	7,850	8,827
Information Technology Expenses	-	-	3
Departmental Administrative Expenses	22,900	28,150	27,912
	<u>TO SUMMARY</u>	145,150	116,932
Full Time Equivalent Number of Staff (including Support Service Staff)			
	1.44	1.83	

a) Support to vulnerable and low income households and Policy in Practice software (£20,000), met from Household Support grant funding and contribution from Kent County Council.

b) Expenditure in support of climate change initiatives in year lower than anticipated. Costs met from an earmarked reserve.

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
6 <u>ECONOMIC DEVELOPMENT & REGENERATION</u>			
Employees			
Salaries	35,150	18,200	17,684
Supplies & Services			
Economic Development Expenses	3,250	3,300	3,300
Business Growth Programme	10,000	10,000	10,000
Economic Development & Reg'n Initiatives	194,450	194,450	114,221 a)
Visit Kent	4,400	4,550	4,533
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	247,250	230,500	149,738
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,950	5,200	5,674
Information Technology Expenses	200	350	251
Departmental Administrative Expenses	11,350	6,000	6,030
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	263,750	242,050	161,693
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.77	0.45	

- a) Expenditure in support of economic development and regeneration initiatives in year lower than anticipated. Costs met from an earmarked reserve(s).

CHIEF EXECUTIVE

7 UK SHARED PROSPERITY FUND

Employees

Salaries

73,650

57,300

56,081

Supplies & Services

Initiatives

109,450

109,450

115,066 a)

Capital Grants & Contributions (RECS)

95,000

207,000

215,407 a)

278,100

373,750

386,554

Less Income

Government Grant

(107,450)

(116,950)

(116,965) a)

Capital Grants Received (RECS)

(50,000)

(202,000)

(179,920) a)

Sub-total

120,650

54,800

89,669

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,850

4,750

4,910

Departmental Administrative Expenses

23,200

17,550

17,366

TO SUMMARY

145,700

77,100

111,945

Full Time Equivalent Number of Staff
(including Support Service Staff)

1.44

1.15

- a) Reflects the projects / initiatives funded in large part from the UK Shared Prosperity Fund grant award, Rural England Prosperity Fund grant award, and the balance from the Kent and Medway 100% Business Rates Retention Pilot reserve.

CHIEF EXECUTIVE

8 REFUGEE ASSISTANCE

Employees

Salaries

30,550

85,600

84,686

Supplies & Services

Temporary Accommodation

-

-

525

Rent Deposits / Rent in Advance

- Payments to Landlords

-

25,000

67,247 a)

Other Expenses

-

30,000

4,795 a)

Homelessness Reduction Initiatives

-

94,800

- b)

30,550

235,400

157,253

Less Income

Rent Deposits / Rent in Advance

-

(15,000)

(1,650) a)

Contributions from Other Bodies

(48,800)

(162,750)

(194,660) c)

Sub-total

(18,250)

57,650

(39,057)

Central, Departmental & Technical Support Services

Central Salaries & Administration

18,900

17,300

19,572

Departmental Administrative Expenses

10,250

27,850

27,854

TO SUMMARY

10,900

102,800

8,369

Full Time Equivalent Number of Staff
(including Support Service Staff)

0.81

1.89

a) Ongoing support and initiatives funded from the Homes for Ukraine scheme.

b) Initiatives funded from Homelessness grant deferred to 2024/25.

c) Reflects allocation of grant funding received from Kent County Council in respect of the Homes for Ukraine scheme. The balance of grant funding received will be allocated to ongoing support and initiatives in 2024/25.

DIRECTOR OF CENTRAL SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2023/24 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1 TONBRIDGE CASTLE GATEHOUSE	25,500	107,800	64,370
2 COMMUNITY SAFETY	163,050	189,850	183,049
3 MEDIA & COMMUNICATIONS	315,150	312,300	308,838
4 LOCAL LAND CHARGES	(7,600)	66,550	41,542
5 INDUSTRIAL ESTATE	(70,700)	(72,100)	(70,264)
6 COMMERCIAL PROPERTY	(186,950)	103,000	(179,464)
7 VALE RISE DEPOT	-	-	-
8 LAND REVIEW	76,500	132,750	100,428
9 LICENCES	64,100	89,350	58,186
	379,050	929,500	506,685
Full Time Equivalent Number of Staff (including Support Service Staff)	22.18	22.51	

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 <u>TONBRIDGE CASTLE GATEHOUSE</u>			
Employees			
Salaries	11,850	12,150	11,870
Premises Related Expenses			
Building Repairs Expenditure	3,150	45,500	46,126
Rates	250	300	280
Premises Insurance	9,000	9,650	9,617
Supplies & Services			
Purchases - Equipment & Materials	1,000	1,000	365
Purchases - Exhibits	2,000	2,000	1,063
Maintenance - General	4,500	4,500	349
Professional Fees	-	13,500	3,806 a)
Leasing Charges	4,500	23,650	20,889
Streamline Service	800	-	-
Subscriptions	250	250	236
	<hr/>	<hr/>	<hr/>
	37,300	112,500	94,601
Less Income			
Fees & Charges			
Weddings / Hire of Gatehouse	(4,000)	(3,500)	(3,821)
Commission	(600)	-	(272)
Tonbridge Castle Attraction	(30,000)	(25,000)	(43,942) b)
Profit / Loss on Stock Sales	(6,000)	(6,000)	(10,665)
	<hr/>	<hr/>	<hr/>
	(40,600)	(34,500)	(58,700)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(3,300)	78,000	35,901
Central, Departmental & Technical Support Services			
Central Salaries & Administration	21,000	21,350	20,510
Information Technology Expenses	1,200	1,850	1,395
Departmental Administrative Expenses	6,450	6,450	6,423
Depreciation & Impairment			
Non-Current Asset Depreciation	150	150	141
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	25,500	107,800	64,370
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.76	0.76	

a) Reflects delay in completion of the specialist pieces of work undertaken as part of the review of Tonbridge Castle.

b) The Castle Attraction did better than anticipated.

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	147,850	163,600	161,476
Supplies & Services			
Community Safety / Domestic Abuse Initiatives	24,100	38,000	37,746
	<hr/>	<hr/>	<hr/>
	171,950	201,600	199,222
Less Income			
Government Grant	(36,150)	(36,150)	(36,133)
Anti Social Behaviour Fixed Penalty Notice	-	(200)	(2,300)
Contributions from Other Bodies	(35,200)	(40,600)	(40,604)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	100,600	124,650	120,185
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,650	9,100	8,827
Information Technology Expenses	50	50	34
Departmental Administrative Expenses	55,750	56,050	54,003
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	163,050	189,850	183,049
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.84	4.21	
3 <u>MEDIA & COMMUNICATIONS</u>			
Employees			
Salaries	199,800	195,050	194,327
Supplies & Services			
Media & Communications	26,550	26,550	27,473
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	226,350	221,600	221,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,700	8,850	8,565
Information Technology Expenses	4,950	7,500	5,673
Departmental Administrative Expenses	75,150	74,350	72,800
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	315,150	312,300	308,838
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.83	4.86	

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4 LOCAL LAND CHARGES			
Employees			
Salaries	127,000	169,900	148,418 a)
Supplies & Services			
Insurance	2,250	2,350	2,381
Kent Highways	7,000	5,500	6,124
	<hr/>	<hr/>	<hr/>
	136,250	177,750	156,923
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	-	(50,000)	(50,000)
Fees & Charges	(250,000)	(180,000)	(173,306)
	<hr/>	<hr/>	<hr/>
	(250,000)	(230,000)	(223,306)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(113,750)	(52,250)	(66,383)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	23,100	22,400	22,466
Information Technology Expenses	27,850	42,050	31,879 b)
Departmental Administrative Expenses	55,200	54,350	53,580
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(7,600)	66,550	41,542
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.87	3.84	

Memorandum

Surplus from above	(7,600)	66,550	41,542
Share of:			
Democratic Administration	21,000	24,750	21,617
Corporate Management	9,050	13,450	12,463
Non Distributed Costs	24,950	29,650	26,832
	<hr/>	<hr/>	<hr/>
Deficit (Surplus) for Trading Purposes	47,400	134,400	102,454

a) Additional temporary staff resource to assist with the transfer of the LLC1 search to Land Registry not fully needed.

b) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
5 <u>INDUSTRIAL ESTATE</u>			
Employees			
Salaries	1,200	1,600	1,622
	<hr/>	<hr/>	<hr/>
	1,200	1,600	1,622
Less Income			
Rents	(75,950)	(77,950)	(75,955)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(74,750)	(76,350)	(74,333)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,700	2,900	2,822
Information Technology Expenses	50	100	73
Departmental Administrative Expenses	1,300	1,250	1,174
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(70,700)	(72,100)	(70,264)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.08	0.08	

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
6 COMMERCIAL PROPERTY			
Employees			
Salaries	4,550	5,400	5,457
Premises Related Expenses			
Insurance	950	950	936
Rates	1,100	(800)	(791)
Repairs Expenditure	87,600	378,150	99,745 a)
	<hr/>	<hr/>	<hr/>
	94,200	383,700	105,347
	<hr/>	<hr/>	<hr/>
Less Income			
Rents - Land	(5,500)	(5,500)	(20,926) b)
- Shops & Maisonettes	(260,200)	(260,200)	(251,037) c)
- Offices	(37,000)	(37,000)	(35,000)
	<hr/>	<hr/>	<hr/>
	(302,700)	(302,700)	(306,963)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(208,500)	81,000	(201,616)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	14,750	15,150	15,848
Information Technology Expenses	450	700	518
Departmental Administrative Expenses	5,700	5,500	5,119
Depreciation & Impairment			
Non-Current Asset Depreciation	650	650	667
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(186,950)	103,000	(179,464)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.33	0.33	

a) Contribution towards repairs to the walkway at Martin Square and Twisden Road under the terms of the lease agreement with Clarion Homes has been deferred.

b) Reflects a lease of land at River Walk in Tonbridge.

c) Reflects a vacant shop unit at 16A Chapman Way, East Malling and renegotiation of a lease at Martin Square.

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
7 VALE RISE DEPOT			
Employees			
Salaries	4,750	5,250	5,274
Premises Related Expenses			
Premises Insurance	100	150	129
Rates	15,850	16,500	16,498
Repairs Expenditure	2,000	2,000	1,014
	<hr/>	<hr/>	<hr/>
	22,700	23,900	22,915
Less Recharges to Other Services	(38,100)	(39,450)	(38,314)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(15,400)	(15,550)	(15,399)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	850	950	914
Departmental Administrative Expenses	2,350	2,400	2,285
Depreciation & Impairment			
Non-Current Asset Depreciation	12,200	12,200	12,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	-	-
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.12	0.12	

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
8 <u>LAND REVIEW</u>			
Employees			
Salaries	28,300	35,400	35,610
Premises Related Expenses			
Depot	1,900	2,000	1,979
Estate Management	1,000	1,000	7,910 a)
Insurance	250	300	311
Repairs Expenditure	12,600	36,100	23,712 b)
Supplies & Services			
Professional Fees	5,000	40,000	15,200 c)
Asset Review	-	-	11,735 d)
	<hr/>	<hr/>	<hr/>
	49,050	114,800	96,457
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - General	(1,000)	(1,000)	(950)
De-Minimus Capital Receipts	-	(8,700)	(10,700)
Castle Lodge Rent	(7,000)	(7,000)	(7,000)
Wayleaves	(500)	(500)	(568)
Contributions from Other Bodies	-	-	(9,698) e)
	<hr/>	<hr/>	<hr/>
	(8,500)	(17,200)	(28,916)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	40,550	97,600	67,541
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,750	3,100	2,975
Information Technology Expenses	200	300	243
Departmental Administrative Expenses	33,000	31,750	29,669
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	76,500	132,750	100,428
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.02	1.01	

- a) Costs in respect of public conveniences closed at the end of March 2021 whilst awaiting the next step, e.g. disposal, alternative use.
- b) Castle Lodge Energy Performance Certificate works (£5,000) and Community Areas maintenance work (£4,000) slipped to 2024/25.
- c) The cost of the annual asset valuations carried out externally was lower than budgeted.
- d) Specialist advice sought in relation to the Gibson Building site, met from an earmarked reserve.
- e) Contribution from West Malling Parish Council towards the costs of keeping West Malling public conveniences open prior to transfer.

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
9 LICENCES			
(a) FEE PAYING			
Employees			
Salaries	250,650	257,050	244,952 a)
Premises Related Expenses			
Rents	100	100	89
Supplies & Services			
Purchases - Equipment & Materials	7,000	7,000	7,082
Professional Fees	10,000	8,000	7,274
Advertising	350	350	1,050
	<hr/>	<hr/>	<hr/>
	268,100	272,500	260,447
	<hr/>	<hr/>	<hr/>
Less Income			
Licence Fees			
Animal Licensing	(10,000)	(1,750)	-
Animal Boarding Establishments	-	(3,500)	(7,424)
Dog Breeding	-	(1,200)	-
Selling Animals as Pets	-	-	(852)
Hackney Carriages & Private Hire	(245,000)	(250,000)	(242,718)
Hiring Out Horses	-	-	(975)
Alcohol & Entertainment - Premises	(94,000)	(94,000)	(99,634)
Acupuncture / Tattooing / Ear Piercing	(1,750)	(1,750)	(2,287)
Pleasure Boats & Boatmen	(550)	(550)	(616)
Street Trading	(15,000)	-	-
Pavement Licences	(1,000)	(800)	(800)
Alcohol & Entertainment - Personal	(2,500)	(950)	(2,036)
Sex Establishments/Sexual Entertainment	(2,000)	(2,000)	-
Dangerous Wild Animals	-	(800)	(790)
Gambling	(7,000)	(5,200)	(11,140)
Scrap Metal Dealers	(2,000)	(600)	(630)
Contributions from Other Bodies			
Government Grant	-	(600)	(5,025)
	<hr/>	<hr/>	<hr/>
	(380,800)	(363,700)	(374,927)
	<hr/>	<hr/>	<hr/>
Sub-total	(112,700)	(91,200)	(114,480)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,150	16,600	16,253
Information Technology Expenses	9,600	14,550	11,022
Departmental Administrative Expenses	102,000	100,200	97,670
	<hr/>	<hr/>	<hr/>
	15,050	40,150	10,465
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	6.51	6.49	

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	32,950	33,500	32,178
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,350	2,350	2,363
Information Technology Expenses	-	-	5
Departmental Administrative Expenses	13,750	13,350	13,175
	49,050	49,200	47,721
Full Time Equivalent Number of Staff (including Support Service Staff)	0.82	0.81	
<u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	15,050	40,150	10,465
(b) NON FEE PAYING	49,050	49,200	47,721
	64,100	89,350	58,186
<u>TO SUMMARY</u>			

LICENCES - FEE PAYING / NON FEE PAYING

- a) Management savings arising from vacant Licensing Officer post.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 HOUSING BENEFITS	380,200	441,800	435,713
2 LOCAL REVENUE & NNDR COLLECTION	587,100	612,050	521,530
3 COUNCIL TAX SUPPORT	291,700	296,000	247,540
4 TREASURY MANAGEMENT & BANKING	(1,273,600)	(2,411,150)	(3,262,708)
5 DRAINAGE BOARDS SPECIAL LEVIES	484,350	484,400	484,400
6 LIAISON, SUPPORT & ADVICE	88,800	97,250	93,402
7 STREET NAMING & NUMBERING	7,200	1,600	1,384
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	565,750	(478,050)	(1,478,739)
8 CONTRIBUTIONS TO PROVISIONS	5,000	5,000	(7,182)
9 ITEMS FUNDED FROM RESERVES	-	-	186
	<hr/>	<hr/>	<hr/>
	570,750	(473,050)	(1,485,735)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	34.81	34.52	

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE	2023/24 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1 HOUSING BENEFITS			
Employees			
Salaries	219,350	231,850	231,357
Supplies & Services			
Stationery	200	200	109
Reference Books & Publications	1,500	-	-
Audit Fee	18,400	18,400	28,170 a)
Postages	3,000	1,000	1,471
Subscriptions	500	1,500	1,773
Compensation Scheme	100	100	-
Other Expenses	-	16,500	20,978 b)
Practical Support For Those Self-Isolating	-	62,900	- c)
Housing Benefits			
Rent Allowances	21,495,000	23,495,000	23,323,053 d)
Non HRA Rent Rebates	650,000	950,000	935,550 d)
Local Scheme	66,500	66,500	32,815 d)
Discretionary Housing Payments	150,000	180,000	195,231 d)
Overpayments	(300,000)	(395,000)	(289,672) d)
Contribution to Bad Debt Provision	90,000	127,500	53,700 d)
	<hr/>	<hr/>	<hr/>
	22,394,550	24,756,450	24,534,535
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	-	(68,550)	(88,830) e)
Rent Allowance Subsidy	(21,410,000)	(23,402,000)	(23,133,498) d)
Non HRA Rent Rebate Subsidy	(550,000)	(790,000)	(709,927) d)
Local Scheme Subsidy	(43,900)	(43,900)	(32,815) d)
Discretionary Housing Payment Contribution	(150,000)	(180,000)	(269,749) d)
Administration Grant	(166,750)	(169,700)	(169,670)
Contributions from Other Bodies	-	-	(5,272)
	<hr/>	<hr/>	<hr/>
	(22,320,650)	(24,654,150)	(24,409,761)
	<hr/>	<hr/>	<hr/>
Sub-total	73,900	102,300	124,774
Central, Departmental & Technical Support Services			
Central Salaries & Administration	121,000	126,850	124,770
Information Technology Expenses	59,900	90,700	68,743 f)
Departmental Administrative Expenses	125,400	121,950	117,426
	<hr/>	<hr/>	<hr/>
TO SUMMARY	380,200	441,800	435,713
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	9.23	9.20	

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS

- a) Increased Audit fee payable following new contract.
- b) Upgrades to the Revenues & Benefits IT system funded by government grant.
- c) Provision for contribution to Kent County Council for providing practical support for those self isolating as a result of the Covid-19 pandemic not required.
- d) Outturn reflects current levels of benefit payments and subsidy due, together with a reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs. Overall the budget is £96,588 more than the 2023/24 revised estimate.
- e) Grants awarded to assist with the administrative costs of implementing welfare reform and other changes. £20,978 has been used on upgrades to the IT system - see note b). The balance is transferred to an earmarked reserve for use on transformation initiatives.
- f) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 LOCAL REVENUE & NNDR COLLECTION			
Employees			
Salaries	390,250	411,600	411,347
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	500	153
Direct Debit / Bank Charges	2,000	2,000	-
Court Fees	3,000	3,000	1,244
Debt Recovery Fees	10,000	10,000	(4,114) a)
Other Expenses / KIN	15,400	15,400	67,953 b)
Stationery	5,000	5,500	3,186
Reference Books & Publications	400	450	395
Bar Code Payment Charges	2,000	2,000	833
Tracing Services	15,100	20,000	8,519
Advertising	400	400	750
Postages	58,000	58,000	78,945 c)
Compensation Scheme	100	100	100
Local Restrictions Support (Addendum)	-	(22,950)	-
	<hr/>	<hr/>	<hr/>
	502,150	506,000	569,311
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant			
- Allowances for Cost of NNDR Collection	(153,200)	(159,850)	(159,872)
Government Grant - Covid 19			
- Local Restrictions Support Grant	-	22,950	-
Summons Costs Recovered	(250,000)	(300,000)	(372,705) d)
Civil Penalty	(3,000)	(3,000)	(2,030)
Contributions from Other Bodies	(20,000)	(25,000)	(30,328)
	<hr/>	<hr/>	<hr/>
	(426,200)	(464,900)	(564,935)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	75,950	41,100	4,376
Central, Departmental & Technical Support Services			
Central Salaries & Administration	155,850	159,100	159,257
Information Technology Expenses	124,200	188,000	142,523 e)
Departmental Administrative Expenses	231,100	223,850	215,374
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	587,100	612,050	521,530
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	15.02	14.87	

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a) Fees from historical bankruptcy/charging order claims recovered by Greenhalgh Kerr.
- b) Kent Intelligence Network fees for finding new properties / increasing Rateable Values as per contract.
- c) More Council Tax documents were issued together with an increase in postage prices.
- d) Reflects continuing impact of reintroduction of court hearings and current economic climate.
- e) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3 <u>COUNCIL TAX SUPPORT</u>			
Employees			
Salaries	232,300	245,050	244,884
Supplies & Services			
Council Tax Support Scheme	14,500	4,500	4,500
Energy Rebate Scheme (Main)	-	206,700	206,700
Energy Rebate Scheme (Discretionary)	-	23,450	23,464
Energy Bill Support Scheme Alternative Funding	-	43,200	43,200
Alternative Fuel Payment Alternative Fund	-	25,200	25,200
Council Tax Support Fund	171,950	171,950	- a)
Transfer Payments			
Benefits	-	-	(7)
	<hr/>	<hr/>	<hr/>
	418,750	720,050	547,941
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant			
Administration			
- Dept. for Work and Pensions	(63,300)	(64,400)	(64,409)
Government Grant - Energy Rebate Scheme			
Energy Rebate Grant	-	(298,550)	(298,564)
New Burdens Grant	-	(18,050)	(30,050) b)
Council Tax Support Fund	(171,950)	(171,950)	(12,578) a)
Contributions from Other Bodies	(136,700)	(136,700)	(137,987)
	<hr/>	<hr/>	<hr/>
	(371,950)	(689,650)	(543,588)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	46,800	30,400	4,353
Central, Departmental & Technical Support Services			
Central Salaries & Administration	58,350	58,150	58,747
Information Technology Expenses	49,000	74,150	56,223 c)
Departmental Administrative Expenses	137,550	133,300	128,217
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	291,700	296,000	247,540
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.87	7.79	

DIRECTOR OF FINANCE & TRANSFORMATION

COUNCIL TAX SUPPORT

- a) Council Tax Support Fund payments and associated grant to be applied in 2024/25.
- b) Additional New Burdens Grant received for administering the Council Tax Energy Rebate Schemes.
- c) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4 <u>TREASURY MANAGEMENT & BANKING ARRANGEMENTS</u>			
Employees			
Salaries	33,500	32,650	30,268
Supplies & Services			
Treasury Advisor & Dealing Fees	12,100	17,000	17,323
Credit / Debit Card Charges	46,000	51,500	38,802 a)
Bank Charges	20,000	18,000	17,685
Transfers in Lieu of Interest	42,000	190,000	219,912 b)
	<hr/>	<hr/>	<hr/>
	153,600	309,150	323,990
	<hr/>	<hr/>	<hr/>
Less Income			
Interest on:			
Cash Flow Investments	(526,000)	(1,277,000)	(1,565,433) c)
Core Cash Investments	(599,000)	(1,103,000)	(1,641,582) c)
Property Fund Investments	(180,000)	(175,000)	(179,357)
Multi Asset Income Fund Investments	(153,000)	(175,000)	(209,765) d)
Other Miscellaneous Interest	-	(29,400)	(29,397)
	<hr/>	<hr/>	<hr/>
	(1,458,000)	(2,759,400)	(3,625,534)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,304,400)	(2,450,250)	(3,301,544)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,950	12,350	12,215
Information Technology Expenses	900	1,350	1,028
Departmental Administrative Expenses	17,950	25,400	25,593
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(1,273,600)	(2,411,150)	(3,262,708)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.91	0.91	

- a) Charges for the use of credit and debit cards as a payment method were lower than anticipated.
- b) Reflects recent receipt of developer contributions and the effect of interest rate rises.
- c) Improvement in investment returns following the interest rate rises earlier in the year and the ability to react swiftly to secure favourable investments.
- d) Multi-Asset Diversified Income Funds performed better than anticipated.

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
5 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	484,050	484,050	484,069
Central, Departmental & Technical Support Services			
Central Salaries & Administration	300	350	331
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	484,350	484,400	484,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	0.00	
6 <u>LIAISON, SUPPORT & ADVICE</u>			
Employees			
Salaries	47,150	54,350	53,938
Central, Departmental & Technical Support Services			
Central Salaries & Administration	25,350	26,150	23,112
Information Technology Expenses	-	-	5
Departmental Administrative Expenses	16,300	16,750	16,347
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	88,800	97,250	93,402
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.18	1.22	
7 <u>STREET NAMING & NUMBERING</u>			
Employees			
Salaries	-	16,650	16,598
Less Income			
Street / House Naming & Numbering	(40,450)	(40,450)	(35,163)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(40,450)	(23,800)	(18,565)
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	800	850	828
Information Technology Expenses	46,850	22,200	16,824 a)
Departmental Administrative Expenses	-	2,350	2,297
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	7,200	1,600	1,384
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.60	0.53	

DIRECTOR OF FINANCE & TRANSFORMATION

STREET NAMING & NUMBERING

- a) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
8 <u>CONTRIBUTIONS TO PROVISIONS</u>			
General Bad Debts Provision	5,000	5,000	(7,182) a)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	5,000	5,000	(7,182)
	<hr/>	<hr/>	<hr/>
9 <u>ITEMS FUNDED FROM RESERVES</u>			
Aldermen / Freedom Ceremonies / Other	-	-	186
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	-	186
	<hr/>	<hr/>	<hr/>

a) Reflects a reduction in the level of provision required.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. DEVELOPMENT MANAGEMENT	973,100	1,454,400	1,365,302
2. CONSERVATION	94,650	106,350	104,053
3. BUILDING CONTROL	8,250	96,300	132,729
4. PLANNING POLICY	1,230,700	1,517,250	1,196,407
5. HOUSING STRATEGY & ENABLING ROLE	362,400	419,350	422,134
6. HOMELESSNESS	898,600	970,500	2,164,357
7. HOUSING ADVICE & PREVENTION	241,100	261,250	254,060
8. HOME SAFETY	4,050	4,300	4,123
9. PRIVATE SECTOR HOUSING RENEWAL	307,550	330,100	286,360
10. PRIVATE SECTOR HOUSING STANDARDS	99,650	110,400	107,999
11. PUBLIC HEALTH ACT 1984	7,850	8,100	3,772
12. ENVIRONMENTAL PROTECTION ACT-PART 1	35,950	39,950	34,724
13. ENVIRONMENTAL PROTECTION	326,450	351,600	351,058
14. FOOD & SAFETY	354,100	370,850	356,246
15. PUBLIC HEALTH	63,500	55,050	42,194
16. PEST CONTROL	26,000	36,950	31,798
	<hr/> 5,033,900 <hr/>	<hr/> 6,132,700 <hr/>	<hr/> 6,857,316 <hr/>
Full Time Equivalent Number of Staff	97.33	99.62	
(including Support Service Staff)			

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. <u>DEVELOPMENT MANAGEMENT</u>			
Employees			
Salaries	1,278,150	1,576,000	1,527,094 a)
Supplies & Services			
Professional Fees	9,000	17,450	16,858
Planning Enforcement Fund	0	12,600	12,604
Application & Appeals	25,000	125,000	123,496
Advertising	13,100	13,100	8,579
	<hr/>	<hr/>	<hr/>
	1,325,250	1,744,150	1,688,631
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Planning Applications	(850,000)	(850,000)	(866,652) b)
Pre-Planning Advice	(86,000)	(90,000)	(88,480)
Planning Performance Agreements	(52,000)	(60,000)	(65,500)
Viability Assessments	(9,100)	(2,550)	0
s.106 Agreement Monitoring	(38,500)	(29,050)	(23,520)
	<hr/>	<hr/>	<hr/>
	(1,035,600)	(1,031,600)	(1,044,153)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	289,650	712,550	644,478
Central, Departmental & Technical Support Services			
Central Salaries & Administration	124,950	126,300	149,780 c)
Information Technology Expenses	94,400	142,850	108,305 d)
Departmental Administrative Expenses	464,100	472,700	462,739 e)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	973,100	1,454,400	1,365,302
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	32.11	33.19	

DEVELOPMENT MANAGEMENT

- a) Successful recruitment reduced anticipated reliance on Agency staff.
- b) Application income remains low but a small number of very large applications has brought in income above anticipated.
- c) Reflects legal costs (£41,558) in respect of the Bushey Wood, Eccles planning appeal.
- d) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment. (see page CS 8).
- e) Lower than estimated office accommodation costs (see page CS 3), essential car user allowances (see page CS 7) and direct service expenditure attributable to Development Management.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2. <u>CONSERVATION</u>			
Employees			
Salaries	50,250	60,950	59,094
Supplies & Services			
Archaeological Advice	8,100	8,900	8,864
Third Party Payments			
Conservation	15,400	15,200	15,135
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	73,750	85,050	83,093
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,600	1,800	1,730
Information Technology Expenses	50	100	81
Departmental Administrative Expenses	19,250	19,400	19,149
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	94,650	106,350	104,053
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.23	1.26	

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3. <u>BUILDING CONTROL</u>			
Employees			
Salaries	307,800	307,300	303,691
Supplies & Services			
Professional Fees	13,000	13,000	19,474
Subscriptions	2,350	2,150	2,141
Competent Persons Scheme	4,000	3,000	2,000
	<hr/>	<hr/>	<hr/>
	327,150	325,450	327,306
Less Income			
Fees & Charges			
Building Regulations	(484,000)	(400,000)	(322,121) a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(156,850)	(74,550)	5,185
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,800	14,900	(22,087) b)
Information Technology Expenses	27,400	41,400	31,395
Departmental Administrative Expenses	123,900	114,550	118,236
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	8,250	96,300	132,729
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.38	7.06	

a) Lower than anticipated demand for services due to challenging market conditions.

b) Reflects recovery of legal fees incurred in connection with works in default for a property in Wateringbury.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

(a) DEVELOPMENT OF LOCAL PLAN

Employees

Salaries

330,300

360,400

343,883 a)

Supplies & Services

Development of Local Plan

350,000

590,550

335,679 b)

Sub-total

680,300

950,950

679,562

Central, Departmental & Technical Support Services

Central Salaries & Administration

16,750

17,150

18,101

Information Technology Expenses

500

800

590

Departmental Administrative Expenses

97,950

89,800

88,375

795,500

1,058,700

786,628

Full Time Equivalent Number of Staff
(including Support Service Staff)

6.63

6.16

a) Successful recruitment reduced anticipated reliance on agency staff.

b) Payment for anticipated work required delayed until 2024/25. To be funded from identified reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY (continued)

(b) PLANNING POLICY

Employees

Salaries	291,600	319,800	303,925 a)
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Supplies & Services

Transport Policy Consultancy	5,000	5,000	26,116 b)
Borough Green Gardens	25,000	21,600	19,568
AONB Management	4,450	5,800	5,589
Local Wildlife Sites Register Update	3,550	3,700	3,500

<hr/>	329,600	355,900	358,698
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Less Income

Government Grant	0	0	(26,783) c)
Fees & Charges - General	0	0	(41)
Contribution from Other Bodies	0	0	(22,853) b)

Sub-total

<hr/>	329,600	355,900	309,021
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Central, Departmental & Technical Support Services

Central Salaries & Administration	14,950	15,800	16,175
Information Technology Expenses	2,500	3,800	2,868
Departmental Administrative Expenses	88,150	83,050	81,715

<hr/>	435,200	458,550	409,779
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Full Time Equivalent Number of Staff
(including Support Service Staff)

6.15	5.90
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PLANNING POLICY

(a) DEVELOPMENT OF LOCAL PLAN	795,500	1,058,700	786,628
(b) PLANNING POLICY	435,200	458,550	409,779

TO SUMMARY

<hr/>	1,230,700	1,517,250	1,196,407
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- a) Successful recruitment reduced anticipated reliance on agency staff.
- b) Additional work on footpaths in Snodland fully offset by grant from KCC (22,853).
- c) Biodiversity Net Gain Grant awarded by the Department for Environment, Food and Rural Affairs. The net underspend has been transferred to an earmarked reserve for future use.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

Employees

Salaries	86,250	98,000	96,385
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Supplies & Services

Professional Fees	0	20,000	30,338 a)
Support for External Agencies	3,500	3,500	3,500

Sub-total

89,750	121,500	130,223
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Central, Departmental & Technical Support Services

Central Salaries & Administration	4,100	4,500	4,378
Information Technology Expenses	600	900	696
Departmental Administrative Expenses	26,900	28,100	27,594

121,350	155,000	162,891
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Full Time Equivalent Number of Staff
(including Support Service Staff)

2.14	2.31
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- a) Temporary Accommodation Portfolio Review funded by remainder of Community Housing trust funding and Homelessness Reserve (via £20K LGA funding from previous year). This also includes, £12,000 consultancy cost regarding the transfer of Windmill Lane.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**5. HOUSING STRATEGY
& ENABLING ROLE (continued)**

(b) HOUSING REGISTER

Employees

Salaries

170,050

185,600

182,128

Third Party Payments

Choice Based Lettings

7,950

12,150

12,130

Sub-total

178,000

197,750

194,258

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

5,950

5,900

5,980

Information Technology Expenses

1,700

2,550

1,935

Departmental Administrative Expenses

55,400

58,150

57,070

241,050

264,350

259,243

Full Time Equivalent Number of Staff
(including Support Service Staff)

4.43

4.82

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

121,350

155,000

162,891

(b) HOUSING REGISTER

241,050

264,350

259,243

TO SUMMARY

362,400

419,350

422,134

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
6. <u>HOMELESSNESS</u>			
Employees			
Salaries	362,950	397,500	384,302
Premises Related Expenses			
Repairs & Maintenance to Buildings	13,500	28,000	29,666
Maintenance of Grounds	5,000	2,500	380
Electricity	15,100	17,350	17,669
Gas	5,000	100	95
Rates	1,000	0	0
Council Tax	9,000	12,350	12,472
Water Charges (Metered)	0	1,150	2,317
Fixtures & Fittings	5,100	2,500	0
Premises Insurance	2,650	3,200	3,185
Transport Related Expenses			
Parking	3,000	1,000	545
Public Transport	200	250	124
Supplies & Services			
Purchases - Equipment & Materials	5,500	2,500	671
Maintenance - General	1,200	1,000	0
Professional Fees	26,250	26,250	35,950 a)
Rough Sleeping Initiative	340,650	340,650	273,892 b)
Temporary Accommodation	1,000,000	1,550,000	1,782,835 c)
Storage of Furniture, Transport, etc.	500	500	(527)
Rent Deposits / Rent in Advance - Payments	33,550	5,000	1,631
Telephones & Broadband	700	700	283
Contain Outbreak Management Fund	0	7,000	0
Homelessness Reduction Initiatives	72,000	119,800	21,134 d)
Contribution to Bad Debt Provision	30,000	30,000	29,666
Homelessness Compensation	0	3,550	3,550
Covid 19 Other Expenses	0	0	6,759
Legal Fees	0	55,000	62,668 e)
Third Party Payments			
Property Management	69,800	72,750	66,941
Medical Assessments	100	100	0
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	2,002,750	2,680,700	2,736,208
	<hr/>	<hr/>	<hr/>

HOMELESSNESS

- a) Includes £3,600 for consultancy on service review options.
- b) Underspend on the Rough sleeping initiative scheme, due to over accruing expenditure in 2022/23. Any unspent grant has been added to the homelessness reserve to support the Rough sleeping population into 2024/25.
- c) Communities and Housing Advisory Board on 15 February 2022 set a target for reducing the number of households in temporary accommodation to 80 by October 2022, noting that the level would fluctuate between 70 and 100. Revised estimates assumed caseload would reduce from 95 in September 2022 to 80 in March 2023, albeit that this was a significant stretch target due to the continued demand pressures on the service and this was indicated by the service during budget setting and all agreed this would continue to be noted in budget discussions. New target has been agreed with Members following homelessness review - range of 90 to 120. Numbers remain towards the top of this range as cost of living, including increasing private sector rental costs, and other demand pressures remain.
- d) Funded by Homelessness prevention Grant with MT agreeing that the funding can now be used to support additional staffing in 2024/25.
- e) Higher than anticipated Legal fees from a Court case regarding unsuitable Temporary Accommodation funded from the homelessness reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS (continued)

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	2,002,750	2,680,700	2,736,208
Less Income			
Government Grant	(738,950)	(1,098,850)	(919,037) g)
Rent Deposits/Rent in Advance-Recharges	(33,550)	(5,000)	0
Customer & Client Receipts-Accommodation	(520,000)	(806,000)	(804,808)
Customer & Client Receipts-Service Charge	(11,000)	(17,050)	(38,053) f)
Rent of Temporary Accommodation	(138,600)	(147,450)	(89,928) h)
Contribution from Other Bodies	(30,000)	(22,400)	(25,285)
	<hr/>	<hr/>	<hr/>
	(1,472,100)	(2,096,750)	(1,877,112)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	530,650	583,950	859,096
Central, Departmental & Technical Support Services			
Central Salaries & Administration	182,300	187,750	185,736
Information Technology Expenses	17,200	26,000	19,708 i)
Departmental Administrative Expenses	116,100	120,750	118,874
Depreciation & Impairment			
Non-Current Asset Depreciation	52,350	52,050	52,045
Impairment	0	0	928,898 j)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	898,600	970,500	2,164,357
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	12.03	12.80	

Memorandum

Cost of temporary accommodation including net deficit on non-HRA rent rebates reflected in the Housing Benefits budget on page FT 2.

Temporary Accommodation	1,000,000	1,550,000	1,400,000
Customer & Client Receipts - Accommodation	(520,000)	(806,000)	(728,000)
Customer & Client Receipts - Service Charge	(11,000)	(17,050)	(15,400)
Non HRA Rent Rebates	650,000	950,000	1,100,000
Non HRA Rent Rebate Subsidy	(550,000)	(790,000)	(915,000)
	<hr/>	<hr/>	<hr/>
Total including non-HRA rent rebates	569,000	886,950	841,600
	<hr/>	<hr/>	<hr/>

HOMELESSNESS (continued)

- f) Higher Service charges linked to increased net cost of accommodation.
- g) Variance reflects the repayment of unspent Rough Sleeping Grant for 2022/23, alongside the 2023/24 top-up funding being lower than anticipated.
- h) The rental income budget for Temporary accommodation was calculated as an average of the first two months income, which has proven to be a lot higher than the achieved rental income.
- i) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).
- j) Homes have been valued in 2023/24 as existing use, ie Temporary Accommodation and House in multiple occupation residence resulting in value chargeable to revenue in the first instance. This charge is reversed via an entry in the Movement in Reserves Statement and the Capital adjustment account.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

7. HOUSING ADVICE & PREVENTION

Employees

Salaries

165,550

179,450

175,317

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

15,550

15,900

16,220

Information Technology Expenses

6,350

9,600

7,276

Departmental Administrative Expenses

53,650

56,300

55,247

TO SUMMARY

241,100

261,250

254,060

Full Time Equivalent Number of Staff

4.52

4.90

(including Support Service Staff)

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

8. HOME SAFETY

Employees

Salaries

2,650

2,800

2,644

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

550

600

597

Information Technology Expenses

0

0

5

Departmental Administrative Expenses

850

900

877

TO SUMMARY

4,050

4,300

4,123

Full Time Equivalent Number of Staff

0.07

0.08

(including Support Service Staff)

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	2,650	2,800	2,644
Central, Departmental & Technical Support Services			
Central Salaries & Administration	550	600	597
Information Technology Expenses	0	0	5
Departmental Administrative Expenses	850	900	877
<u>TO SUMMARY</u>	4,050	4,300	4,123
Full Time Equivalent Number of Staff	0.07	0.08	
(including Support Service Staff)			

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
9. PRIVATE SECTOR HOUSING RENEWAL			
Employees			
Salaries	193,700	207,900	198,454
Supplies & Services			
Purchases - Equipment & Materials	50	50	0
Professional Fees	250	40,750	16,401 a)
Better Care Fund Initiatives	90,000	89,350	90,968
Energy Efficiency Initiatives	4,000	4,000	3,685
Capital Grants & Contributions (RECS)	1,110,000	2,263,000	1,000,065
	<hr/>	<hr/>	<hr/>
	1,398,000	2,605,050	1,309,572
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	(90,000)	(89,350)	(90,626)
Fees & Charges	(4,000)	(4,000)	(13,007) b)
Fixed Penalty Notices	0	0	(1,000)
Capital Grants Received (RECS)	(1,080,000)	(2,233,000)	(1,005,611)
Renewal Contribution from Other Bodies	0	(40,500)	0 c)
	<hr/>	<hr/>	<hr/>
	(1,174,000)	(2,366,850)	(1,110,244)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	224,000	238,200	199,328
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,550	11,850	11,416
Information Technology Expenses	10,200	15,450	11,703
Departmental Administrative Expenses	62,800	64,600	63,913
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	307,550	330,100	286,360
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	4.64	5.06	
(including Support Service Staff)			

- a) Budget relates to HUG2 funding which has not been utilised in year due to the timetables for the scheme slipping into 2024/25.
- b) Higher than anticipated referral income from Kent wide Energy Deal.
- c) HUG2 grant funding carried forward to 2024/25, as the scheme has not yet commenced.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
10. PRIVATE SECTOR HOUSING STANDARDS			
Employees			
Salaries	70,650	77,900	74,772
Supplies & Services			
Other Expenses	6,450	6,450	6,465
	<hr/>	<hr/>	<hr/>
	77,100	84,350	81,237
Less Income			
Houses in Multiple Occupation	0	0	(1,489)
Caravan Site Licences	(5,200)	(4,650)	(627)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	71,900	79,700	79,121
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,600	1,800	1,738
Information Technology Expenses	3,950	6,000	4,541
Departmental Administrative Expenses	22,200	22,900	22,599
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	99,650	110,400	107,999
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.61	1.76	

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
11. <u>PUBLIC HEALTH ACT 1984</u>			
Employees			
Salaries	1,750	1,850	1,763
Third Party Payments			
Funeral Expenses	5,000	5,000	801
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	6,750	6,850	2,564
Central, Departmental & Technical Support Services			
Central Salaries & Administration	550	600	597
Information Technology Expenses	0	50	26
Departmental Administrative Expenses	550	600	585
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	7,850	8,100	3,772
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.05	0.05	
 (including Support Service Staff)			

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

12. ENVIRONMENTAL PROTECTION ACT - PART 1

Employees

Salaries

27,950

28,550

28,498

Less Income

Fees & Charges

(9,300)

(8,650)

(11,527)

Sub-total

18,650

19,900

16,971

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,400

1,550

1,509

Information Technology Expenses

5,750

8,700

6,588

Departmental Administrative Expenses

10,150

9,800

9,656

TO SUMMARY

35,950

39,950

34,724

Full Time Equivalent Number of Staff

0.71

0.71

(including Support Service Staff)

Memorandum

Full cost of Local Authority Pollution Prevention Control (LAPPC) and Local Authority Integrated Pollution Prevention and Control (LA-IPPC) duties under Pollution Prevention and Control (PPC) Regulations 2000 :-

Total from above

35,950

39,950

34,724

Share of:

Democratic Administration

4,250

3,950

3,903

Corporate Management

1,850

2,150

2,250

Non Distributed Costs

5,050

4,700

4,845

Full Cost of LAPPC / LA-IPPC

47,100

50,750

45,722

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
13. <u>ENVIRONMENTAL PROTECTION</u>			
Employees			
Salaries	199,450	208,650	208,481
Supplies & Services			
Purchases - Equipment & Materials	500	500	31
Maintenance - Calibration of Instruments	2,000	8,000	9,058
Miscellaneous Insurance	500	550	517
Third Party Payments			
Water Sampling	500	500	508
General	1,000	1,700	2,331
Air Quality	11,750	14,550	19,058
Contaminated Land - Site Inspections	2,000	2,000	1,370
	<hr/>	<hr/>	<hr/>
	217,700	236,450	241,353
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Water Sampling	(950)	(950)	(351)
Provision of Information	(1,250)	(1,500)	(2,430)
	<hr/>	<hr/>	<hr/>
	(2,200)	(2,450)	(2,781)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	215,500	234,000	238,572
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,950	19,450	19,378
Information Technology Expenses	11,600	17,550	13,322
Departmental Administrative Expenses	74,550	71,650	70,833
Depreciation & Impairment			
Non-Current Asset Depreciation	5,850	8,950	8,953
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	326,450	351,600	351,058
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.84	4.81	

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
14. <u>FOOD & SAFETY</u>			
(a) <u>GENERAL</u>			
Employees			
Salaries	103,100	105,700	102,721
Supplies & Services			
Protective Clothing	150	100	31
Health General	500	250	195
Miscellaneous Insurance	600	650	656
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	104,350	106,700	103,603
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,750	11,350	11,607
Information Technology Expenses	11,300	17,050	12,943 a)
Departmental Administrative Expenses	43,450	41,900	41,826
	<hr/>	<hr/>	<hr/>
	169,850	177,000	169,979
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.58	2.56	

- a) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries	118,950	122,550	118,996
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Supplies & Services

Health General	400	250	110
Other Expenses	500	500	196

Third Party Payments

Food Sampling	200	200	353
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<hr/>	120,050	<hr/>	119,654
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Less Income

Food Hygiene Rating Systems Re-inspection:	(850)	(1,900)	0
Court Costs	0	(1,800)	0
Fees & Charges	(1,900)	0	(2,130)
Food Inspection	(3,000)	0	(1,530)

<hr/>	(5,750)	<hr/>	(3,660)
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Sub-total

<hr/>	114,300	<hr/>	115,994
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Central, Departmental & Technical Support Services

Central Salaries & Administration	8,550	8,600	9,064
Information Technology Expenses	11,400	17,300	13,119 a)
Departmental Administrative Expenses	50,000	48,150	48,090

<hr/>	184,250	<hr/>	186,267
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Full Time Equivalent Number of Staff
(including Support Service Staff)

2.89	2.86
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FOOD & SAFETY

(a) GENERAL

<hr/>	169,850	<hr/>	169,979
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(b) FOOD SAFETY

<hr/>	184,250	<hr/>	186,267
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TO SUMMARY

<hr/>	354,100	<hr/>	356,246
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a) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
15. <u>PUBLIC HEALTH</u>			
(a) <u>HEALTHY LIVING</u>			
Employees			
Salaries	107,600	101,350	99,512
Supplies & Services			
Healthy Living Initiatives	0	32,150	39,577
Other Expenses	18,000	14,000	0 a)
	<hr/>	<hr/>	<hr/>
	125,600	147,500	139,089
Less Income			
Public Health Funding	(124,100)	(124,100)	(129,100)
Contribution from other bodies	0	(32,150)	(32,155)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,500	(8,750)	(22,166)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,200	2,400	2,384
Information Technology Expenses	350	500	396
Departmental Administrative Expenses	43,050	43,150	43,816
	<hr/>	<hr/>	<hr/>
	47,100	37,300	24,430
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.74	2.75	

- a) Overall underspend as budgets merged and includes Sec106 funded projects within St Peters village area. Underspend to be added to reserves for future years funding.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. PUBLIC HEALTH (continued)

(b) GENERAL

Employees

Salaries

13,200

14,600

14,641

**Central, Departmental & Technical
Support Services**

Departmental Administrative Expenses

3,200

3,150

3,123

16,400

17,750

17,764

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.17

0.17

PUBLIC HEALTH

(a) HEALTHY LIVING

47,100

37,300

24,430

(b) GENERAL

16,400

17,750

17,764

TO SUMMARY

63,500

55,050

42,194

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE	2023/24 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
16. <u>PEST CONTROL</u>			
Employees			
Salaries	9,750	10,200	10,144
Supplies and Services			
Financial Hardship Subsidy	1,000	7,650	5,594
	<hr/>	<hr/>	<hr/>
	10,750	17,850	15,738
Less Income			
General	0	0	(333)
	<hr/>	<hr/>	<hr/>
	10,750	17,850	15,405
<u>Sub-total</u>			
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,200	10,900	8,248
Information Technology Expenses	2,450	2,600	2,546
Departmental Administrative Expenses	5,600	5,600	5,599
	<hr/>	<hr/>	<hr/>
	26,000	36,950	31,798
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.41	0.41	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SUMMARY

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 REFUSE COLLECTION	1,758,750	1,788,400	1,803,914
2 RECYCLING	910,450	940,950	766,830
3 STREET SCENE	1,231,950	1,343,800	1,327,516
4 PUBLIC CONVENIENCES	137,750	229,450	221,263
5 TONBRIDGE & MALLING LEISURE TRUST	905,250	918,000	870,257
6 LARKFIELD LEISURE CENTRE	1,208,450	1,329,050	1,245,433
7 ANGEL CENTRE	484,100	451,900	385,465
8 TONBRIDGE SWIMMING POOL	700,550	682,300	717,873
9 POULT WOOD GOLF CENTRE	187,800	323,400	334,828
10 SPORTS GROUNDS	719,950	532,700	506,179
11 PLEASURE GROUNDS & OPEN SPACES	865,400	1,005,700	1,128,334
12 ALLOTMENTS	7,200	7,200	7,223
13 CHURCHYARDS	13,100	13,050	11,255
14 TONBRIDGE CEMETERY	25,750	52,900	35,870
15 EVENTS DEVELOPMENT	126,650	145,000	142,693
16 LEISURE STRATEGY	88,050	105,800	90,621
17 CHRISTMAS LIGHTING	46,900	47,300	44,995
18 PARKING SERVICES	(987,600)	(907,200)	(1,064,183)
19 TRANSPORTATION	151,750	159,700	157,709
20 SECURITY SERVICES MANAGEMENT (CCTV)	69,750	70,250	74,814
21 BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	200,650	199,000	200,250
22 CIVIL CONTINGENCIES	148,650	145,250	141,395
	<hr/>	<hr/>	<hr/>
	9,001,250	9,583,900	9,150,534
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	52.85	54.65	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. <u>REFUSE COLLECTION</u>			
Employees			
Salaries	159,950	174,650	174,406
Premises Related Expenses			
Vale Rise Depot Recharge	33,000	35,550	34,499
Supplies & Services			
Purchases - Equipment & Materials	3,000	1,000	495
Emergency Arrangements	50	50	36
Other Expenses	2,000	4,000	11,095 a)
Third Party Payments			
Residual Waste Collection	1,534,000	1,537,150	1,543,145
Commercial Waste Collection	500	550	548
	<hr/>	<hr/>	<hr/>
	1,732,500	1,752,950	1,764,224
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Bulky Waste Collection	(147,000)	(147,000)	(134,222) b)
Additional Collections	(100)	(2,300)	(2,522)
Commercial Waste Collection	(500)	(650)	(698)
	<hr/>	<hr/>	<hr/>
	(147,600)	(149,950)	(137,442)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,584,900	1,603,000	1,626,782
Central, Departmental & Technical Support Services			
Central Salaries & Administration	21,250	22,350	22,393
Information Technology Expenses	7,550	11,400	8,625
Departmental Administrative Expenses	88,650	91,950	90,479
Depreciation & Impairment			
Non-Current Asset Depreciation	56,400	59,700	55,635
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,758,750	1,788,400	1,803,914
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.80	5.07	

- SSLTS 2 -

REFUSE COLLECTION

- a) Increased costs for third party maintenance of wheeled bins.
- b) Lower than anticipated requests for service particularly in quarter four.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING

Employees

Salaries

202,400

221,300

220,904

Premises Related Expenses

Recycling Centres - Servicing

7,000

11,750

14,810

Rates

1,100

1,000

998

Transport Related Expenses

Vehicle Contract Costs and Licences

25,650

14,350

10,665

Supplies & Services

Purchases - Equipment & Materials

2,000

1,500

5,857

Direct Debit / Bank Charges

200

0

0

Credit / Debit Card Charges

4,000

0

0

Contribution to Kent Resource Partnership

15,000

15,000

15,000

Other Expenses

1,300

1,300

1,230

Contribution to Bad Debt Provision

0

0

(29,607) a)

Third Party Payments

Kerbside Waste Collection

Dry Recycling

1,260,000

1,251,300

1,252,679

Food Recycling

489,000

486,300

482,687

Garden Waste Recycling

444,000

425,800

429,019

Bring Sites Waste Collection

Cardboard Recycling

15,900

19,400

23,064

Plastic Recycling

47,450

55,750

55,747

Paper Recycling

9,500

10,800

10,002

Carried Forward

2,524,500

2,515,550

2,493,056

- a) The number of outstanding garden waste renewals has dropped considerably in 2023/24. As a result, a decision was made to release some of the Bad Debt Provision.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING (continued)

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	2,524,500	2,515,550	2,493,056
Less Income			
Garden Waste Collection	(1,240,000)	(1,270,000)	(1,309,339) b)
Textile Recycling	(6,000)	(15,650)	(10,088)
Performance Payment	(628,000)	(579,000)	(678,647) c)
	<hr/>	<hr/>	<hr/>
	(1,874,000)	(1,864,650)	(1,998,073)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	650,500	650,900	494,982
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,850	15,200	15,183
Information Technology Expenses	33,050	50,050	37,927 d)
Departmental Administrative Expenses	106,450	111,100	109,243
Depreciation & Impairment			
Non-Current Asset Depreciation	106,600	113,700	109,495
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	910,450	940,950	766,830
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.98	6.33	

- b)** Higher than anticipated demand for service partly offset by increased contract collection costs.
- c)** Higher than anticipated food and recycling tonnage led to improved diversion rates. As a result the council avoided disposal costs and increased income as part of Inter-Authority Agreement with KCC.
- d)** Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3. STREET SCENE			
Employees			
Salaries	129,650	139,200	139,130
Supplies & Services			
Purchases - Equipment & Materials	10,000	15,000	14,817
Abatement Initiatives (Self Help)	15,000	15,000	9,881
Responsible Dog Ownership	13,200	13,300	13,320
Graffiti Removal	1,000	1,000	0
Dog Warden	75,400	108,600	96,779 a)
Emergency Arrangements	50	50	36
Third Party Payments			
Amenity & Street Cleansing	921,000	979,050	986,781
	<hr/>	<hr/>	<hr/>
	1,165,300	1,271,200	1,260,743
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Stray Dogs Redemption Fees	(4,550)	(4,700)	(3,806)
Fixed Penalty Notices	0	0	200
Clearance Costs and Contributions from Other Bodies	(6,800)	(6,800)	(10,089)
	<hr/>	<hr/>	<hr/>
	(11,350)	(11,500)	(13,695)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,153,950	1,259,700	1,247,048
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,700	10,600	10,383
Information Technology Expenses	5,500	8,300	6,286
Departmental Administrative Expenses	62,800	65,200	63,799
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,231,950	1,343,800	1,327,516
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.55	3.74	

- a) Increased kennelling costs due to increase in out of hours stray costs offset by reduced service fee in December /January due to contractor staff shortages.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4. PUBLIC CONVENIENCES			
Employees			
Salaries	11,500	12,600	12,605
Premises Related Expenses			
Building Repairs Expenditure	11,300	77,350	74,591
Electricity	6,500	12,000	10,145
Water Charges (Metered)	5,700	5,700	3,795
Sewerage & Environmental Services	5,000	5,000	2,038
Premises Insurance	1,200	1,350	1,358
		800	
Supplies & Services			
Contribution to Other Bodies	0	0	9,000 a)
Third Party Payments			
Public Convenience Cleansing	28,100	52,750	53,577
	<hr/>	<hr/>	<hr/>
	69,300	167,550	167,107
Less Income			
Fees & Charges			
Radar Keys	(50)	(50)	(30)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	69,250	167,500	167,077
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,900	7,300	7,081
Information Technology Expenses	500	750	582
Departmental Administrative Expenses	6,400	6,700	6,555
Depreciation & Impairment			
Non-Current Asset Depreciation	54,700	47,200	39,967 b)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	137,750	229,450	221,263
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.43	0.45	

- a) Payment to West Malling Parish Council to support them taking on the operation of the facilities.
- b) Depreciation variance of £7k is due to King Street Public Convenience being transferred to West Malling Parish Council.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

5. TONBRIDGE & MALLING LEISURE TRUST

Employees

Salaries

49,600

56,950

55,598

Third Party Payments

Employers' Superannuation Costs

67,700

182,950

178,813

General / Management Fee

750,000

635,900

595,898 a)

Sub-total

867,300

875,800

830,309

Central, Departmental & Technical Support Services

Central Salaries & Administration

15,450

16,250

15,987

Information Technology Expenses

50

50

31

Departmental Administrative Expenses

22,450

25,900

23,930

TO SUMMARY

905,250

918,000

870,257

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.42

1.57

a) Lower than anticipated energy costs across sites.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

6. LARKFIELD LEISURE CENTRE

Employees

Salaries

1,250

1,350

1,335

Premises Related Expenses

Building Repairs Expenditure

350,900

401,750

368,295 a)

Premises Insurance

17,050

49,450

49,459

Third Party Payments

General

15,000

9,200

19,961

Sub-total

384,200

461,750

439,050

Central, Departmental & Technical Support Services

Central Salaries & Administration

20,000

21,000

20,382

Information Technology Expenses

200

350

252

Departmental Administrative Expenses

450

500

539

Depreciation & Impairment

Non-Current Asset Depreciation

803,600

845,450

785,210 b)

TO SUMMARY

1,208,450

1,329,050

1,245,433

Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.32

0.32

- a) Includes costs associated with the heat pump design (£36,000), offset by several items slipped to 2024/25. Servicing of air conditioning / air handling system (£26,700), window / door repairs (£24,200), and reception toilet refurbishments (£19,000).
- b) Revised Estimates included the provision of depreciation for assets purchased in 2023/24. Due to a change in accounting estimates, additions in the current year have not attracted a depreciation charge.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

7. ANGEL CENTRE

Employees

Salaries

3,300

3,850

3,821

Premises Related Expenses

Building Repairs Expenditure

149,050

111,150

88,753 a)

Premises Insurance

9,900

10,600

10,649

Third Party Payments

General

0

50,000

13,517 b)

Sub-total

162,250

175,600

116,740

Central, Departmental & Technical Support Services

Central Salaries & Administration

10,100

10,350

10,028

Information Technology Expenses

150

250

193

Departmental Administrative Expenses

900

1,050

1,013

Depreciation & Impairment

Non-Current Asset Depreciation

310,700

264,650

257,492

TO SUMMARY

484,100

451,900

385,465

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.24

0.26

- a) The ventilation control panel replacement (£15,000) and toilet refurbishment work (£6,000) have slipped to 2024/25.
- b) Unspent budget for consulting costs relating to the replacement of the Angel centre. The consultancy work has since taken place, and the invoice will be paid in 24/25. This is fully funded from the Tonbridge town town centre reserve.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

8. TONBRIDGE SWIMMING POOL

Employees

Salaries

3,300

3,650

3,629

Premises Related Expenses

Building Repairs Expenditure

169,450

267,850

311,853 a)

Premises Insurance

16,600

18,050

18,009

Pool Purchases

0

0

4,950 b)

Maintenance-General

0

0

16,789 c)

Less Income

Contribution from Other Bodies

0

0

(4,950) b)

Sub-total

189,350

289,550

350,280

Central, Departmental & Technical Support Services

Central Salaries & Administration

15,250

15,700

15,186

Information Technology Expenses

200

300

218

Departmental Administrative Expenses

850

1,000

977

Depreciation & Impairment

Non-Current Asset Depreciation

494,900

375,750

351,212 d)

TO SUMMARY

700,550

682,300

717,873

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.32

0.33

- a) Includes costs associated with the heat pump design (£27,300), additional pool tile repair costs (£35,600) offset by health suite works (£25,000) slipped to 2024/25.
- b) Fully recovered cost of pallet truck hire.
- c) Replacement disinfection system partly funded through BREP and a contribution from Leisure trust.
- d) Revised Estimates included the provision of depreciation for assets purchased in 2023/24; Due to a change in the accounting estimates, additions in the current year have not attracted a depreciation charge.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

9. POULT WOOD GOLF CENTRE

Employees

Salaries

1,550

1,750

1,698

Premises Related Expenses

Building Repairs Expenditure

29,200

75,200

99,907 a)

Maintenance of Grounds

1,150

1,200

1,161

Premises Insurance

3,550

3,700

3,853

Transport Related Expenses

Transport Insurance

7,800

7,900

7,921

Sub-total

43,250

89,750

114,539

Central, Departmental & Technical Support Services

Central Salaries & Administration

10,500

10,700

10,386

Information Technology Expenses

100

150

121

Departmental Administrative Expenses

700

750

810

Depreciation & Impairment

Non-Current Asset Depreciation

133,250

222,050

208,972 b)

TO SUMMARY

187,800

323,400

334,828

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.20

0.20

- a) Expenditure on general response maintenance items including repairs to the terrace roof were more than anticipated (£18,700).
- b) Revised Estimates included the provision of depreciation for assets purchased in 2023/24. Due to a change in the accounting estimates, additions in the current year have not attracted a depreciation charge.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

10. SPORTS GROUNDS

Employees

Salaries

47,400

46,400

47,718

Premises Related Expenses

Building Repairs Expenditure

180,500

23,650

15,045

Maintenance of Grounds

21,050

21,050

32,028 a)

Premises Insurance

2,150

2,050

1,960

Transport Related Expenses

Repairs & Maintenance

150

250

353

Licences

150

150

0

Petrol / Oil

850

750

434

Car Allowances

200

200

445

Transport Insurance

300

300

355

Supplies & Services

Clothing, Uniform & Laundry

150

150

70

Stationery

100

100

0

Gates / Security

4,550

4,150

4,149

Honoraria

1,100

1,100

1,100

Postages

50

0

0

Telephones

100

100

30

Licences

100

100

161

Third Party Payments

Grounds Maintenance Contract

286,800

288,800

275,838

Carried Forward

545,700

389,300

379,687

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	47,400	46,400	47,718
Premises Related Expenses			
Building Repairs Expenditure	180,500	23,650	15,045
Maintenance of Grounds	21,050	21,050	32,028 a)
Premises Insurance	2,150	2,050	1,960
Transport Related Expenses			
Repairs & Maintenance	150	250	353
Licences	150	150	0
Petrol / Oil	850	750	434
Car Allowances	200	200	445
Transport Insurance	300	300	355
Supplies & Services			
Clothing, Uniform & Laundry	150	150	70
Stationery	100	100	0
Gates / Security	4,550	4,150	4,149
Honoraria	1,100	1,100	1,100
Postages	50	0	0
Telephones	100	100	30
Licences	100	100	161
Third Party Payments			
Grounds Maintenance Contract	286,800	288,800	275,838
<u>Carried Forward</u>	<u>545,700</u>	<u>389,300</u>	<u>379,687</u>

a) Additional Health & Safety spend required.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

10. SPORTS GROUNDS (continued)

Brought Forward

Less Income
Rents

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration
Information Technology Expenses
Departmental Administrative Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

TO SUMMARY

Full Time Equivalent Number of Staff
(including Support Service Staff)

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Brought Forward	545,700	389,300	379,687
Less Income Rents	(14,550)	(16,200)	(18,446)
<u>Sub-total</u>	<u>531,150</u>	<u>373,100</u>	<u>361,242</u>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	14,150	15,350	14,848
Information Technology Expenses	650	1,050	797
Departmental Administrative Expenses	22,950	23,300	23,061
Depreciation & Impairment			
Non-Current Asset Depreciation	151,050	119,900	106,232 b)
<u>TO SUMMARY</u>	<u>719,950</u>	<u>532,700</u>	<u>506,179</u>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.30	1.35	

- b)** Revised Estimates included the provision of depreciation for assets purchased in 2023/24. Due to a change in the accounting estimates, additions in the current year have not attracted a depreciation charge.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS

Employees

Salaries	20,100	20,050	20,474
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Premises Related Expenses

Maintenance of Grounds	4,500	6,000	6,329
Electricity	800	1,400	3,309
Rates	1,400	1,350	1,336
Premises Insurance	50	50	32

Supplies & Services

Purchases - Equipment & Materials	10,000	10,000	7,608
Licences	300	300	0

Third Party Payments

Grounds Maintenance Contract	99,300	100,150	99,861
Tonbridge Hanging Baskets	5,000	5,000	5,000

<hr/>	141,450	144,300	143,949
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Less Income

Fees & Charges - Mooring Fees	(300)	(150)	(75)
Rents			
Rights over water	(2,500)	(2,500)	(2,476)

<hr/>	(2,800)	(2,650)	(2,551)
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Sub-total

<hr/>	138,650	141,650	141,398
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Central, Departmental & Technical Support Services

Central Salaries & Administration	2,800	3,100	3,014
Information Technology Expenses	300	450	323
Departmental Administrative Expenses	9,150	9,350	9,247

Depreciation & Impairment

Non-Current Asset Depreciation	14,600	8,700	8,177
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<hr/>	165,500	163,250	162,159
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.61	0.63	
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	42,500	41,600	42,870

Premises Related Expenses

Building Repairs Expenditure	3,100	7,600	6,766
Maintenance of Grounds	9,250	11,950	22,668 a)
Maintenance of Play Equipment	0	0	574
Electricity	1,500	6,500	7,315
Water Charges (Metered)	3,000	3,700	2,347
Sewerage & Environmental Services	2,300	2,650	925
Cleaning & Domestic Supplies	7,700	17,000	22,378 b)
Premises Insurance	150	150	161

Supplies & Services

Purchases - Equipment & Materials	2,850	2,850	4,998
Maintenance - General	2,500	2,500	612
Clothing, Uniforms & Laundry	50	50	0
Cash Collection	1,750	1,750	2,230
Trade Refuse Charges	750	750	760
Dog Bin Emptying	350	350	368
Gates / Security	8,200	7,350	7,884
Events	0	300	0
Rodent Control	650	1,400	1,384
Litter Collection	6,850	6,550	6,523
Advertising	0	450	424

Third Party Payments

Grounds Maintenance Contract	30,050	30,350	30,241
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Carried Forward

123,500	145,800	161,426
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- a)** Increase due to works at Barden Lake (offset by KCC funding), additional improvement works offset by windfall funding and an increase in works required for Health & Safety.
- b)** Reflects higher than anticipated costs for ongoing extension of public conveniences cleansing contract from October 2023. The re-tendering of the contract is progressing.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**11. PLEASURE GROUNDS & OPEN SPACES
(continued)**

(b) HAYSDEN COUNTRY PARK (continued)

Brought Forward

Less Income

Fees & Charges

Car Parking Fees

Car Park Season Tickets

Rents

Rights over Water

Mobile Catering Concession

Partnership Funding

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

**Full Time Equivalent Number of Staff
(Including Support Service Staff)**

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	123,500	145,800	161,426
Less Income			
Fees & Charges			
Car Parking Fees	(73,500)	(77,500)	(73,786)
Car Park Season Tickets	(15,500)	(10,000)	(10,853)
Rents			
Rights over Water	(5,600)	(8,200)	(8,222)
Mobile Catering Concession	(10,450)	(19,250)	(20,844)
Partnership Funding	0	(1,550)	(1,556)
	<hr/>	<hr/>	<hr/>
	(105,050)	(116,500)	(115,261)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	18,450	29,300	46,165
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,800	3,100	3,014
Information Technology Expenses	1,400	2,150	1,614
Departmental Administrative Expenses	19,850	20,200	19,914
Depreciation & Impairment			
Non-Current Asset Depreciation	33,100	30,000	29,601
	<hr/>	<hr/>	<hr/>
	75,600	84,750	100,308
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.23	1.28	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**11. PLEASURE GROUNDS & OPEN SPACES
(continued)**

**(c) OPEN SPACES
& AMENITY AREAS BOROUGH - WIDE**

Employees

Salaries

83,650

82,250

84,329

Premises Related Expenses

Maintenance of Grounds

27,400

27,100

30,992

Maintenance of Play Equipment

7,500

9,500

18,969 a)

Bridge Maintenance

15,000

20,000

14,509

Electricity

3,100

1,400

1,435

Premises Insurance

2,550

2,700

2,704

Supplies & Services

Purchases - Equipment & Materials

800

800

600

Dog Bin Emptying

150

200

196

Rodent Control

0

300

0

Miscellaneous Insurance

250

500

516

Telephones

100

150

127

Other Expenses

150

100

36

0

10,500

10,494

Third Party Payments

Grounds Maintenance Contract

169,050

172,200

171,671

Carried Forward

309,700

327,700

336,580

- a) Increase due to unanticipated essential spend for Health and Safety reasons following weekly and annual inspections.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**11. PLEASURE GROUNDS & OPEN SPACES
(continued)**

**(c) OPEN SPACES
& AMENITY AREAS BOROUGH - WIDE
(continued)**

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	309,700	327,700	336,580
Less Income			
Interest Receipts	(2,500)	(2,500)	(2,503)
Rents			
Land	(23,200)	(27,450)	(27,442)
Wayleave Agreement	(1,250)	(1,250)	(1,248)
	<hr/>	<hr/>	<hr/>
	(26,950)	(31,200)	(31,192)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	282,750	296,500	305,388
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,700	8,050	7,853
Information Technology Expenses	1,150	1,750	1,316
Departmental Administrative Expenses	38,800	39,100	38,338
Depreciation & Impairment			
Non-Current Asset Depreciation	41,500	27,250	23,599
	<hr/>	<hr/>	<hr/>
	371,900	372,650	376,493
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.30	2.37	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

Salaries

6,750

6,550

6,765

Transport Related Expenses

Repairs & Maintenance

150

200

353

Licences

150

150

161

Petrol / Oil

850

750

434

Transport Insurance

300

300

355

Supplies & Services

Clothing, Uniform & Laundry

150

150

0

Gates / Security

4,500

4,100

4,149

Telephones

50

0

0

Sub-total

12,900

12,200

12,217

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,350

1,450

1,419

Information Technology Expenses

100

100

98

Departmental Administrative Expenses

3,300

3,350

3,306

17,650

17,100

17,039

Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.42

0.43

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES
(continued)

(e) COUNTRYSIDE / WOODLAND
MANAGEMENT

Employees

Salaries

	2023/24	
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
17,600	17,200	17,736
Premises Related Expenses		
Maintenance of Grounds	8,000	8,138
Tree Planting Schemes	2,300	2,400
Supplies & Services		
Purchases - Equipment & Materials	80,000	201,263
Health & Safety - Trees	50	59
Miscellaneous Insurance		
Third Party Payments		
Medway Valley Countryside Partnership	9,000	6,625
<u>Sub-total</u>	117,250	236,850
Central, Departmental & Technical Support Services		
Central Salaries & Administration	6,800	7,339
Information Technology Expenses	1,200	1,351
Departmental Administrative Expenses	8,650	8,703
133,900	255,050	253,615
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.61	0.63

Premises Related Expenses

Maintenance of Grounds

Tree Planting Schemes

Supplies & Services

Purchases - Equipment & Materials

Health & Safety - Trees

Miscellaneous Insurance

Third Party Payments

Medway Valley Countryside Partnership

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Full Time Equivalent Number of Staff

(Including Support Service Staff)

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

Salaries

	2023/24	
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
9,300	8,950	8,819
Premises Related Expenses		
Building Repairs Expenditure	11,850	17,906 a)
Electricity	1,300	14,425 b)
Premises Insurance	750	768
Transport Related Expenses		
Transport Insurance	600	609
Supplies & Services		
Security	0	25,839 c)
Telephones	0	72
Contribution to Bad Debt Provision	0	405
<u>15,900</u>	<u>23,450</u>	<u>68,843</u>

Premises Related Expenses

Building Repairs Expenditure

Electricity

Premises Insurance

Transport Related Expenses

Transport Insurance

Supplies & Services

Security

Telephones

Contribution to Bad Debt Provision

Carried Forward

- a) Expenditure on general response maintenance items was higher than originally anticipated (£8,300)
- b) Relates to payments for previous years before management transferred to Tonbridge and Malling Leisure Trust.
- c) Additional security during summer 2023 part met by Tonbridge and Malling Borough Council as agreed.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**11. PLEASURE GROUNDS & OPEN SPACES
(continued)**

**(f) LEYBOURNE LAKES COUNTRY PARK
(continued)**

Brought Forward

Sub-total
**Central, Departmental & Technical
Support Services**

Central Salaries & Administration
Information Technology Expenses
Departmental Administrative Expenses

Depreciation & Impairment

Non-Current Asset Depreciation
Non-Current Asset Impairment

Full Time Equivalent Number of Staff
(Including Support Service Staff)

	2023/24	
ORIGINAL ESTIMATE	REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
15,900	23,450	68,843
<hr/>	<hr/>	<hr/>
15,900	23,450	68,843
1,300	1,950	5,617
5,250	5,800	1,492
3,700	3,600	3,401
74,700	78,100	75,077
0	0	64,289 d)
<hr/>	<hr/>	<hr/>
100,850	112,900	218,719
<hr/>	<hr/>	<hr/>
0.27	0.28	

PLEASURE GROUNDS & OPEN SPACES

- (a) TONBRIDGE CASTLE GROUNDS**
- (b) HAYSDEN COUNTRY PARK**
- (c) OPEN SPACES & AMENITY AREAS**
- (d) PATROLLING**
- (e) COUNTRYSIDE / WOODLAND MANAGE'T**
- (f) LEYBOURNE LAKES COUNTRY PARK**

TO SUMMARY

165,500	163,250	162,159
75,600	84,750	100,308
371,900	372,650	376,493
17,650	17,100	17,039
133,900	255,050	253,615
100,850	112,900	218,719
<hr/>	<hr/>	<hr/>
865,400	1,005,700	1,128,334
<hr/>	<hr/>	<hr/>

- d)** Asset was valued in 2023/24 to reflect the direct replacement cost (DRC). Charge to revenue due to certain one off costs applied in the initial build which would not be expected to form part of the DRC, i.e sewerage costs.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. ALLOTMENTS

Employees

Salaries

700

650

679

Premises Related Expenses

Drainage Rates

50

50

16

Premises Insurance

50

50

66

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

5,900

5,850

5,862

Less Income

Rents

0

0

(1)

Sub-total

5,900

5,850

5,861

Central, Departmental & Technical Support Services

Central Salaries & Administration

350

400

374

Information Technology Expenses

0

0

18

Departmental Administrative Expenses

300

300

298

Depreciation & Impairment

Non-Current Asset Depreciation

650

650

673

TO SUMMARY

7,200

7,200

7,223

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.02

0.02

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

13. CHURCHYARDS

Employees

Salaries

3,300

3,250

3,328

Premises Related Expenses

Maintenance of Grounds

5,600

5,400

5,420

Third Party Payments

Grounds Maintenance Contract

1,800

1,800

0

10,700

10,450

8,748

Less Income

Contributions from Other Bodies

(50)

(50)

(13)

Sub-total

10,650

10,400

8,735

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,000

1,100

1,058

Information Technology Expenses

100

200

135

Departmental Administrative Expenses

1,350

1,350

1,327

13,100

13,050

11,255

TO SUMMARY

Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.09

0.09

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

14. TONBRIDGE CEMETERY

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	29,750	29,050	29,884
Premises Related Expenses			
Building Repairs Expenditure	1,700	12,100	8,793
Maintenance of Grounds	5,600	9,600	5,910
Electricity	3,000	3,000	2,742
Rates	10,850	7,750	7,735
Water Charges (Metered)	250	250	74
Sewerage & Environmental Services	250	250	91
Premises Insurance	500	550	549
Supplies & Services			
Purchases - Equipment & Materials	2,050	2,300	2,425
Third Party Payments			
Grounds Maintenance Contract	70,500	66,850	68,659
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	124,450	131,700	126,860
	<hr/>	<hr/>	<hr/>

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

14. TONBRIDGE CEMETERY (continued)

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	124,450	131,700	126,860
Less Income			
Fees & Charges			
Graves - Exclusive Right of Burial	(45,100)	(30,000)	(33,776)
Interments	(53,350)	(43,000)	(45,676)
Memorials - Erection	(7,150)	(7,000)	(7,744)
Memorials - Inscription	(3,100)	(5,000)	(3,611)
Register Search	(2,050)	(3,000)	(2,493)
Memorial Garden - Lease of Tablet / Vault	(25,800)	(25,000)	(31,050)
Memorial Garden - Plaque / Inscription	(2,850)	(5,300)	(5,430)
Use of Chapel	(2,050)	(3,850)	(3,864)
	<hr/>	<hr/>	<hr/>
	(141,450)	(122,150)	(133,645) a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(17,000)	9,550	(6,784)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,850	5,100	4,954
Information Technology Expenses	1,000	1,500	1,128
Departmental Administrative Expenses	13,700	13,850	13,653
Depreciation & Impairment			
Non-Current Asset Depreciation	23,200	22,900	22,919
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	25,750	52,900	35,870
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.88	0.91	

a) Higher than anticipated requests for services.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

15. EVENTS DEVELOPMENT

Employees

Salaries

81,100

91,700

89,238

Supplies & Services

Events Support

22,000

18,000

26,371 a)

Marketing

4,000

4,000

2,636

Licences

1,000

1,000

1,180

108,100

114,700

119,425

Less Income

Events Income

(50,600)

(48,000)

(50,167)

Marketing Income

(3,300)

(1,000)

(1,255)

Sub-total

54,200

65,700

68,002

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

35,650

37,250

36,398

Information Technology Expenses

650

1,000

762

Departmental Administrative Expenses

36,150

41,050

37,531

TO SUMMARY

126,650

145,000

142,693

Full Time Equivalent Number of Staff

(Including Support Service Staff)

2.72

2.93

- a) This budget moved across to Central Services from Street Scene Technical Services in February 2024. Each cost identified in this cost centre is being reviewed and will be taken out of this budget where appropriate for future years.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

16. LEISURE STRATEGY

Employees

Salaries

56,400

60,600

60,276

Supplies & Services

Market Research / Audit Programme

4,250

3,700

3,675

Community Group Funding

5,000

5,000

2,855

Professional Fees

0

12,000

0 a)

Children's Holiday Activities - Leisure Pass

3,000

3,000

3,319

Sub-total

68,650

84,300

70,125

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,250

1,450

1,410

Information Technology Expenses

50

50

44

Departmental Administrative Expenses

18,100

20,000

19,042

TO SUMMARY

88,050

105,800

90,621

Full Time Equivalent Number of Staff
(Including Support Service Staff)

1.04

1.13

Analysis of Salaries:-

Leisure Planning / Policy

£

30,850

£

34,200

£

35,700

Market Research

1,800

1,750

1,850

Liaison with Outside Bodies

23,750

24,650

25,500

56,400

60,600

63,050

a) Cost for technical support on re-tendering of Grounds Maintenance Contract to be met in 2024/25.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
17. <u>CHRISTMAS LIGHTING</u>			
Employees			
Salaries	6,350	6,500	6,510
Supplies & Services			
Christmas Lighting	32,000	32,000	31,412
	<hr/>	<hr/>	<hr/>
	38,350	38,500	37,922
Less Income			
Contributions from Other Bodies	0	0	(1,500) a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	38,350	38,500	36,422
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,200	1,300	1,290
Information Technology Expenses	250	400	286
Departmental Administrative Expenses	2,650	2,650	2,545
Depreciation & Impairment			
Non-Current Asset Depreciation	4,450	4,450	4,452
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	46,900	47,300	44,995
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.15	0.15	

a) Sponsorship funding from Christmas Tree Contractor.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

18. PARKING SERVICES

(a) OFF-STREET

Employees

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	240,150	246,550	245,016

Premises Related Expenses

Maintenance of Grounds	260,000	261,600	269,406
Repairs & Maintenance	30,000	54,400	57,797
Winter Maintenance	10,000	10,000	15,836
Electricity	2,700	4,050	5,213
Rates	294,500	274,100	266,682
Premises Insurance	1,700	1,450	1,692

Transport Related Expenses

Repairs & Maintenance	1,200	2,000	1,471
Licences	450	450	305
Petrol / Oil	3,500	2,000	2,191
Transport Insurance	1,200	1,200	1,421

Supplies & Services

Refunds	0	0	36,291
Purchases - Equipment & Materials	2,000	2,000	1,058
Maintenance - General	30,000	30,000	18,640 a)
Uniforms	750	1,000	1,074
Stationery	7,500	7,500	3,941
Professional Fees	0	0	50
Cash Collection	71,500	71,500	48,876 b)
Gates / Security	0	1,200	1,222
Payment to Principals / Ticket Refunds	451,000	332,000	293,971 c)
Advertising	500	500	961
Adjudication & Enforcement Services	6,000	9,400	10,595
Security Services Mgt. Recharge (CCTV)	188,500	189,950	185,830

Carried Forward

1,603,150	1,502,850	1,469,539
-----------	-----------	-----------

- a) Lower than anticipated general maintenance of parking machines and uniform.
- b) On-going contractor performance issues resulting in lower payments.
- c) Lower than anticipated refunds to supermarkets linked to customer shift to use of parking app.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

18. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

	ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	1,603,150	1,502,850	1,469,539
Less Income			
Fees & Charges			
Car Park Season Tickets	(167,000)	(120,000)	(129,303)
Short Stay Parking	(1,800,000)	(1,730,000)	(1,636,349) d)
Long Stay Parking	(635,000)	(600,000)	(644,218) e)
Penalty Charge Notices	(125,000)	(150,000)	(179,237) f)
General	(32,650)	(38,000)	(32,608) g)
Management of Angel / Botany Car Parks	(116,900)	(110,000)	(110,146)
Rent - Snodland & Tonbridge Town Market	(11,200)	(18,250)	(18,914)
Electric Vehicle Charging	0	(3,350)	(3,541)
	<hr/>	<hr/>	<hr/>
	(2,887,750)	(2,769,600)	(2,754,317)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,284,600)	(1,266,750)	(1,284,779)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	28,450	30,200	29,666
Information Technology Expenses	39,300	59,450	45,067
Departmental Administrative Expenses	80,050	82,950	82,980
Depreciation & Impairment			
Non-Current Asset Depreciation	86,000	90,400	89,930
	<hr/>	<hr/>	<hr/>
	(1,050,800)	(1,003,750)	(1,037,136)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.92	8.01	

- d)** Short-term car parking lower than anticipated with post-covid return slower than anticipated.
- e)** Higher than anticipated due to an increase in demand.
- f)** Increased issuing of PCNs possible with a full team with minimal vacancies.
- g)** Based on income from parking app provider.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

18. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries

326,350

335,450

333,203

Premises Related Expenses

Repairs & Maintenance

15,000

25,000

25,329

Car Parking Action Plans

15,000

35,500

16,839 a)

Transport Related Expenses

Repairs & Maintenance

1,500

1,500

2,264

Licences

350

550

458

Petrol / Oil

3,500

2,500

2,027

Transport Insurance

1,800

1,800

2,131

Supplies & Services

Purchases - Equipment & Materials

1,950

1,950

318

Maintenance - General

12,500

12,500

4,729

Uniforms

1,500

1,500

1,036

Stationery

500

500

1,020

Cash Collection

1,650

1,650

2,714

Advertising

1,500

1,500

693

Adjudication & Enforcement Services

6,100

5,000

5,500

Carried Forward

389,200

426,900

398,261

a) Additional anticipated work rolled into 2024/25.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

18. PARKING SERVICES (continued)

(b) ON-STREET (continued)

Brought Forward

Less Income

Fees & Charges

Business Parking Permits

Residents Parking Permits

Visitors Parking Permits

Dispensations

On-street Parking

Penalty Charge Notices

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

Full Time Equivalent Number of Staff
(including Support Service Staff)

	2023/24	
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	389,200	426,900
		398,261
	(31,000)	(31,000)
	(145,000)	(140,000)
	(29,000)	(29,000)
	(19,000)	(19,000)
	(68,000)	(63,000)
	(195,000)	(230,000)
	(487,000)	(512,000)
		(597,006)
	(97,800)	(85,100)
		(198,745)
	19,700	20,650
	29,350	44,450
	107,150	111,750
		20,386
		33,685
		112,833
	4,800	4,800
		4,794
	63,200	96,550
		(27,047)
	10.53	10.67

PARKING SERVICES

(a) OFF-STREET

(b) ON-STREET

TO SUMMARY

(1,050,800)	(1,003,750)	(1,037,136)
63,200	96,550	(27,047)
(987,600)	(907,200)	(1,064,183)

b) Higher than anticipated demand for service.

c) Increased issuing of PCNs possible with a full team with minimal vacancies.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

19. TRANSPORTATION

Employees

Salaries

	2023/24	
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
85,200	90,650	91,503
Premises Related Expenses		
17,000	17,000	15,751
500	1,200	527
1,800	1,900	1,836
50	0	18
Supplies & Services		
5,000	5,000	84,416 a)
<u>109,550</u>	<u>115,750</u>	<u>194,051</u>
Less Income		
0	0	(78,750) a)
<u>109,550</u>	<u>115,750</u>	<u>115,301</u>
Central, Departmental & Technical Support Services		
7,300	8,150	7,841
2,550	3,850	2,900
32,050	31,650	31,347
Depreciation & Impairment		
300	300	320
<u>151,750</u>	<u>159,700</u>	<u>157,709</u>
1.94	1.94	

Premises Related Expenses

Repairs, Alterations & Maintenance

Electricity

Vale Rise Depot Recharge

Premises Insurance

Supplies & Services

Purchases - Equipment & Materials

Sub-total

Less Income

Capital Grants Received (RECS)

Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

TO SUMMARY

Full Time Equivalent Number of Staff

(including Support Service Staff)

a) Preparatory works to enable electric vehicle charging points to be installed in car parks across the Borough, fully funded by grant income.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. SECURITY SERVICES MANAGEMENT

Employees

Salaries

30,550

31,500

31,422

Premises Related Expenses

Electricity

450

650

274

Supplies & Services

Purchases - Equipment & Materials

1,500

1,500

1,360

Maintenance - General

12,000

10,000

8,800

Miscellaneous Insurance

2,350

2,450

2,472

Third Party Payments

CCTV Monitoring Station

167,000

167,000

170,939

213,850

213,100

215,266

Less Income

Recharge to Parking Services

(188,500)

(189,950)

(185,830)

Sub-total

25,350

23,150

29,436

Central, Departmental & Technical Support Services

Central Salaries & Administration

5,200

5,800

5,624

Information Technology Expenses

1,000

1,500

1,136

Departmental Administrative Expenses

14,100

14,050

13,957

Depreciation & Impairment

Non-Current Asset Depreciation

24,100

25,750

21,620

Non-Current Asset Impairment

0

0

3,041 a)

TO SUMMARY

69,750

70,250

74,814

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.78

0.78

- a) Asset was disposed prior to the expected useful life of the asset has exceeded.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

**21. BOROUGH DRAINAGE
& LAND DRAINAGE RELATED WORK**

Employees

Salaries

40,650

39,900

41,378

Supplies & Services

Purchases - Equipment & Materials

750

50

0

Professional Fees

5,400

5,400

4,950

Capital Grants & Contributions (RECS)

131,000

131,000

131,000

Third Party Payments

Contract Payments

2,100

2,100

2,896

Sub-total

179,900

178,450

180,224

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,900

2,050

2,001

Information Technology Expenses

700

1,050

795

Departmental Administrative Expenses

18,050

17,350

17,138

Depreciation & Impairment

Non-Current Asset Depreciation

100

100

92

TO SUMMARY

200,650

199,000

200,250

Full Time Equivalent Number of Staff

0.93

0.93

(including Support Service Staff)

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

22. CIVIL CONTINGENCIES

Employees

Salaries

68,000

67,050

69,549

Supplies & Services

Purchases - Equipment & Materials

500

500

1,079

Provision of Sandbags

500

700

900

Other Expenses

250

250

232

Contribution to Kent Resilience Forum

17,150

14,650

3,902 a)

Sub-total

86,400

83,150

75,662

Central, Departmental & Technical Support Services

Central Salaries & Administration

31,500

32,200

36,254

Information Technology Expenses

200

300

240

Departmental Administrative Expenses

30,550

29,600

29,239

TO SUMMARY

148,650

145,250

141,395

Full Time Equivalent Number of Staff
(including Support Service Staff)

1.85

1.85

a) Reduced payments to Kent Resilience forum to cover part 1 only.

CAPITAL OUTTURN
SUMMARY OF SERVICES

	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024
	£'000	£'000	£'000
Capital Plan Schemes			
Planning, Housing & Environmental Health	1,278	113	10
Street Scene, Leisure & Technical Services	552	451	370
Corporate	10	318	203
Sub-total	1,840	882	583
Capital Renewals			
Planning, Housing & Environmental Health	n/a	0	0
Street Scene, Leisure & Technical Services	n/a	929	340
Corporate	n/a	505	147
Sub-total	n/a	1,434	487
Total	1,840	2,316	1,070

CAPITAL OUTTURN
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024
	£'000	£'000	£'000
Capital Plan Schemes			
Housing			
Grants	n/a	30	(5)
Temporary Accommodation	1,267	83	11
Environmental Health	11	0	4
Sub-total	1,278	113	10
Capital Renewals	n/a	0	0
Total Planning, Housing and Environmental Health	1,278	113	10

CAPITAL OUTTURN
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
Housing					
(a) Better Care Fund					
(i) Mandatory Grants	P03AC	n/a	2,053	828	Government grant support of £852k attributed to Mandatory and Discretionary works carried out in 2023/24. This included £90k of grant funding applied to related revenue initiatives in 2023/24. Unused government grant carried forward to 2024/25.
Less repayments		n/a	(10)	(15)	
(ii) Discretionary Grants	P03AT	n/a	150	39	
(iii) Government Grant		n/a	(2,193)	(852)	
Sub-total		n/a	0	0	
(b) Housing Assistance	P03AD	n/a	60	43	
Less repayments		n/a	(30)	(48)	
Sub-total		n/a	30	(5)	
Total Grants to Summary		n/a	30	(5)	
(c) Temporary Accommodation					
(i) 4 Dwellings Pembury Road, Tonbridge	P03AX	2,127	83	11	Revised planned works carried out in 2023/24. The remaining budget will be carried forward to 2024/25 with a view to reviewing future use.
Less Developer Contributions		(860)	0	0	
Sub-total		1,267	83	11	
(ii) Home Upgrade Grant Scheme (HUG)	P03AF				
HUG2		n/a	270	0	
Government Grant		n/a	(270)	0	
Sub-total		0	0	0	
Total Temporary Accommodation to Summary		1,267	83	11	

CAPITAL OUTTURN
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
Environmental Health					
(a) Air Quality Monitoring Station	P02EN	11	0	3	
(b) Anti-idling Campaign Project Less Government Grant	P02EM	20 (20)	11 (11)	1 0	
Sub-total		0	0	4	
Total Environmental Health to Summary		11	0	4	

CAPITAL OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024
	£'000	£'000	£'000
Capital Plan Schemes			
Street Scene	n/a	120	116
Leisure			
Sports Grounds	94	116	38
Larkfield Leisure Centre	126	14	4
Open Spaces	72	0	20
Other Leisure Schemes	103	40	35
Technical Services			
Car Parking	0	30	26
Transportation	7	0	0
Land Drainage / Flood Defence	150	131	131
Sub-total	552	451	370
Capital Renewals	n/a	929	340
Total Street Scene, Leisure & Technical Services	552	1,380	710

CAPITAL OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
Street Scene					
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	31	60	Due to the ongoing issue with supplier shortage and protracted lead times on recycling and refuse units, continued pressure on the annual budget has created an overspend in 2023/24.
(b) Refuse Bins Growth / Replacement	P02DA	n/a	61	39	
(c) Garden Waste Bin Replacement	P03CF	n/a	28	17	
Total Street Scene to Summary		n/a	120	116	
Sports Grounds					
(d) Racecourse Sports Ground Riverside Revetment Less Grants	P05DD	108 (19)	117 (9)	33 0	Works on site are progressing and project expected to be completed early 2024/25.
Sub-total		89	108	33	
(e) Racecourse Sportsground Rugby Pitch Drainage Less Developer Contributions	P05DE	15 (10)	16 (8)	0 0	
Sub-total		5	8	0	
(f) Racecourse Sportsground/Tonbridge Swimming Pool Bridge	P05DN	n/a	0	5	
Sub-total		0	0	5	
Total Sports Grounds to Summary		94	116	38	
Larkfield Leisure Centre					
(g) Photovoltaic System	P05LR	126	14	4	Scheme completed in 2023/24.
Total Larkfield Leisure Centre to Summary		126	14	4	

CAPITAL OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
Open Spaces					
(a) Leybourne Lakes Country Park Facility Improvements Less Grants & Developer Contributions	P05FF	929 (857)	0 0	25 (5)	Additional works required to the surrounding bank to regrade the slope enabling safe maintenance to be carried out.
Sub-total		72	0	20	
Total Open Spaces to Summary		72	0	20	
Other Leisure Schemes					
(b) Ton Cemetery / Closed Churchyards - Memorial Safety Less Grants & Developer Contributions	P05KV	106 (3)	40 0	35 0	
Sub-total		103	40	35	
Total Other Leisure Schemes to Summary		103	40	35	

CAPITAL OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
Car Parking					
(a) Existing Car Parks Improvement Rolling Programme Less Grants & Contributions	P01AB	n/a	30	138 (112)	
Sub-total		0	30	26	
Total Car Parking to Summary		0	30	26	
Transportation					
(b) Electric Vehicle Charging Points Less Grants & Contributions	P01EA	7	0	79 (79)	Preparatory works to enable electrical vehicle charging points to be installed in car parks across the Borough continue to be fully funded by the OnStreet Residential Charging Point Scheme (ORCES).
Sub-total		7	0	0	
Total Transportation to Summary		7	0	0	
Land Drainage / Flood Defence					
(c) Wouldham River Wall	P01HS	25	0	0	
(d) Leigh FSA Enhancement Contribution	P01HV	125	131	131	
Total Land Drainage / Flood Defence to Summary		150	131	131	

CAPITAL OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
Capital Renewals					
Sports Grounds & Open Spaces	P05KGBC05	n/a	153	77	} Underspend / carry forward to 2024/25 and will be reviewed Autumn 2024.
Less Grant & Contributions		n/a	0	0	
		n/a	153	77	
Technical Services					
(a) CCTV Capital Renewals	P01BA	n/a	41	8	} Larger variances relate to fitness equipment at LLC and Angel Centre not being replace in 2023/24. In addition, the Health Suite refurbishment at Tonbridge Swimming Pool has slipped to 2024/25.
(b) Car Parking	P01JF	n/a	0	0	
Sub-total		n/a	194	85	
Leisure Centres					
(c) Angel Centre	P05KGBC01	n/a	72	21	} Larger variances relate to fitness equipment at LLC and Angel Centre not being replace in 2023/24. In addition, the Health Suite refurbishment at Tonbridge Swimming Pool has slipped to 2024/25.
(d) Larkfield Leisure Centre	P05KGBC02	n/a	602	101	
(e) Tonbridge Swimming Pool	P05KGBC04	n/a	245	40	
(f) Poult Wood Golf Clubhouse	P05KGBC03	n/a	40	19	
Course	P05KGBC07	n/a	9	22	
Grounds Maintenance	P05KGBC06	n/a	82	52	
Provision for inflation	P05KZ	n/a	1,050	255	
Savings Target (assumes 25%)		n/a	(315)		
Sub-total			735	255	
Total Capital Renewals to Summary		n/a	929	340	

CAPITAL OUTTURN
CORPORATE

	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024
	£'000	£'000	£'000
Capital Plan Schemes			
Land & Property	10	225	118
Information Technology Initiatives	0	58	49
Other Schemes	0	35	36
Sub-total	10	318	203
Capital Renewals	n/a	505	147
Total Corporate	10	823	350

**CAPITAL OUTTURN
CORPORATE**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
Land & Property					
(a) Tonbridge Castle Offices: Re-tile Roof	P06AA	10	0	0	Works deferred to 2025/26.
(b) Gibson East Refurbishment	P06AL	n/a	0	0	Work slipped to 2024/25 while agreement on covenant sought.
(c) De-carbonising the Council's Estate	P06AM	n/a	225	118	Works slipped to 2024/25 pending the outcome of an external funding application, subsequently awarded on 26 March 2024.
Total Land and Property to Summary		10	225	118	
Information Technology Initiatives					
d) General Data Protections Regs	P06DR	0	58	49	Scheme to upgrade the income software to SmartPay6 completed in 2023/24.
Total Information Technology Initiatives to Summary		0	58	49	
Other Schemes					
(e) UK Shared Prosperity Fund Projects/Initiatives:	P06FN				
Mobile CCTV	FN10	21	0	0	
Tonbridge Wayfinding	FN20	10	14	0	
Digital Information Boards	FN30	n/a	40	40	
Shopfront and Vacant Unit Improvements	FN40	n/a	40	34	
Bus Shelter Green Roofs Pilot	FN50	n/a	30	31	
West Kent Green Business Grants	FN60	n/a	25	35	
Less Grants	FN90	(31)	(114)	(104)	
Total Other Schemes to Summary		0	35	36	

CAPITAL OUTTURN
CORPORATE

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
Other Schemes Con't/...					
(f) Rural England Prosperity Fund Projects/Initiatives:	P06F0				
Investment in Micro & Small Enterprises	F010	n/a	58	36	
Existing Cultural, Historic & Heritage Institutions	F040	n/a	54	40	
Less Grants	F090	n/a	(112)	(76)	
Total Other Schemes Con't/... to Summary		0	0	0	

2023 2024

Other Earmarked Reserves	Revised £	2023/24 Outturn £	Variance £
Contribution to/(from) in Year			
Asset Review	0	(11,735)	(11,735)
Budget Stabilisation	252,750	366,036	113,286
Business Rates Retention Scheme	332,650	382,251	49,601
Climate Change	313,350	277,238	(36,112)
Domestic Abuse Act Grant	(14,350)	4,075	18,425
Election Expenses	(22,700)	(50,113)	(27,413)
Homelessness	(10,450)	(175,578)	(165,128)
Housing Assistance	0	(1,650)	(1,650)
Housing and Welfare Reform	0	74,518	74,518
Peer Review	(24,050)	(24,053)	(3)
Planning Services	(741,100)	(41,313)	699,787
Regeneration of Tonbridge	100,000	650,000	550,000
Tonbridge and Malling Leisure Trust	(79,800)	(79,800)	0
Training	0	33,320	33,320
Transformation	(65,950)	(2,148)	63,802
Movement in Year	40,350	1,401,048	1,360,698

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Decision Notices with budget implications**Period Ending May 2024****2024/25 Financial Year**

Decision Note Reference	Cabinet Member / Officer	Decision Notice Title	Brief description of decision made	Date of Decision	Revenue Impact	Capital Impact	Financed from Reserves? Y/N
D240031MEM	K Tanner	Agile - Enhancements Project	To fund project costs to deliver enhanced functionality in the Agile operating system.	18/03/2024	74,460	£0	Y
D240029CAB	Cabinet	Windmill Lane Gypsy and Traveller Site	Future management of the gypsy site at Windmill Lane to be carried out by KCC in 2024/25.	05/03/2024	63,651	£0	Y
D240020CAB	Cabinet	Recycling Bring Sites	Removal of all Bring Sites - Income saving less removal cost in 24/25.	13/02/2024	(50,000)	£0	N
D240033MEM	R Betts	Electric vehicle pathway	To bridge the funding gap between the purchase price of combustion engine vehicles and electric vehicles for the purpose of replacing two of the existing Council owned vehicles due for replacement in 2024/25.	02/04/2024	27,000	£0	Y
D240042CAB	Cabinet	Gibson Building, Gibson Drive	A payment to be made to Kent County Council for their agreement to remove the covenants affecting the Gibson site.	02/04/2024	400,000	£0	Y
D240046MEM	D Keers	Tonbridge Farm Sportsground	Appointment of Chartered Town Planners to Undertake Work on a Masterplan.	16/05/2024	14,750	£0	Y
D240036CAB	Cabinet	Empty Homes	To fund work that enabled the facilitation of empty homes being brought back into use.	19/03/2024	30,000	£0	Y
D240038CAB	Cabinet	Procurement support	To enter into an agreement with the Mid Kent Procurement Partnership.	01/04/2024	88,848	£0	Y
D240047MEM	K Tanner	Upgrade to Integra Centros Financial Management System	Upgrades to current reporting software and the additional modules requested by Services.	16/05/2024	80,500	£0	Y
GP24/15	General Purposes Committee	Establishment Report	Licensing - regrade	13/03/2024	3,827	£0	N
GP24/15	General Purposes Committee	Establishment Report	Housing Solutions - 6 new posts	13/03/2024	257,674	£0	Y
GP24/15	General Purposes Committee	Establishment Report	IT Development / Technical Support - restructure	13/03/2024	(3,396)	£0	N
D240024MEM	Cabinet Member for Planning	Planning Backlog And Digital Transformation Preparation Resource	Development Management - temporary staff resource	28/02/2024	73,987	£0	Y
CB24/44	Cabinet	Tonbridge Town Centre Programme Manager	Estates - fixed term post (3 years)	02/04/2024	76,108	£0	Y
CB24/45	Cabinet	Empty Homes	Private Sector Housing - fixed term post (2 years)	02/04/2024	45,619	£0	Y
Total Growth/(Saving)					1,183,028		
Funded from Reserves					(1,232,597)		
MTFP Impact					(49,569)		

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Salaries Budgetary Control Monitoring Statement

Annex 4

Period Ending May 2024

2024/25 Financial Year

Service	Annual Budget As amended	2024/25		Above (Below) Budget (b - a)
		Budget to end of May (a)	Actual to end of May (b)	
	£	£	£	£
Central				
Administration & Property	1,134,700	189,200	145,000	(44,200)
Legal	719,800	119,950	125,000	5,050
Personnel & Customer Services	711,750	118,650	109,950	(8,700)
Executive	645,900	112,950	113,350	400
Finance & Transformation				
Finance	1,883,900	314,000	316,650	2,650
Information Technology	1,245,200	207,500	184,200	(23,300)
Planning, Housing & Environmental Health				
Environmental Health & Housing	1,941,200	323,550	343,100	19,550
Planning	2,926,450	529,050	521,500	(7,550)
Street Scene, Leisure & Technical	2,159,400	359,900	360,050	150
Sub-total	<u>13,368,300</u>	<u>2,274,750</u>	<u>2,218,800</u>	<u>(55,950)</u>
Non-budgeted spend on recruitment & other expenses to the end of May				27,550
Budgeted ring-fenced sum to the end of May				(2,350)
Adjustments for expenditure funded from reserves or grants				(27,250)
Budgeted management savings to the end of May				24,000
Above / (Below) Budget				<u>(34,000)</u>

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Income Budgetary Control Monitoring Statement

Annex 5

Period Ended May 2024

2024/25 Financial Year

Service	Annual Budget £	2024/25		(Above) Below Budget (b - a) £
		Budget to end of May (a) £	Actual to end of May (b) £	
Central				
Land Charges	(230,000)	(36,000)	(25,417)	10,583
Licensing	(361,700)	(60,250)	(57,758)	2,492
Sub-Total	(591,700)	(96,250)	(83,175)	13,075
Planning, Housing & Environmental Health				
Planning Applications	(1,290,000)	(215,000)	(126,471)	88,530
Building Regulations	(421,000)	(70,150)	(48,241)	21,909
Sub-Total	(1,711,000)	(285,150)	(174,711)	110,439
Street Scene, Leisure & Technical				
Garden Waste Collection	(1,390,000)	(16,000)	(15,464)	537
Recycling Performance Payment	(628,000)	0	0	0
Bulky Refuse Collection	(157,300)	(26,200)	(24,127)	2,073
Tonbridge Cemetery	(128,550)	(21,450)	(24,801)	(3,351)
Short Stay Car Parking	(1,730,000)	(260,000)	(271,697)	(11,697)
Long Stay Car Parking	(600,000)	(88,000)	(96,328)	(8,328)
Penalty Charge Notices	(380,000)	(63,350)	(80,333)	(16,983)
Car Parks Season Tickets	(120,000)	(20,000)	(12,239)	7,761
Residents Parking Permits	(140,000)	(19,000)	(27,340)	(8,340)
Haysden Country Park Parking	(93,500)	(15,600)	(16,853)	(1,253)
Sub-Total	(5,367,350)	(529,600)	(569,182)	(39,582)
Grand Total	(7,670,050)	(911,000)	(827,069)	83,931

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TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

08 July 2024

Report of the Management Team

Part 1- Public

Executive Non Key Decisions

1 TONBRIDGE AND MALLING DRAFT PRODUCTIVITY PLAN

This report seeks endorsement for the Draft Tonbridge and Malling Productivity Plan.

1.1 Background

1.1.1 On 16 April 2024, the Chief Executive received a letter from Simon Hoare MP, the Minister for Local Government asking local councils across the country to produce productivity plans as part of a drive towards improving productivity in Local Government.

1.2 Productivity Plans

1.2.1 Whilst wishing to improve productivity in Local Government, it is recognised by the Minister for Local Government that:

- A huge amount has already been done in recent years to improve productivity and efficiency.
- There are still challenges and Government is keen to understand what is working well in councils and whether these can be replicated across the whole country.
- The creation of Productivity Plans should not place an excessive burden on local authorities and should be three or four pages in length.

1.2.2 Whilst no template has been provided for the Productivity Plans, there are four themes that are central to the information that Government is seeking to acquire from local authorities:

1. How we have transformed the way we design and deliver services to make better use of resources.
2. How we plan to take advantage of technology and make better use of data to improve decision making, service design and use of resources.

3. Our plans to reduce wasteful spend within our organisation and systems.
4. The barriers preventing progress that the Government can help to reduce or remove.

1.2.3 Productivity Plans must be submitted to Government by 19 July 2024 and subsequently uploaded on to our website to ensure residents are able to view it. Government also expects that Productivity Plans are reviewed on a regular basis.

1.3 Tonbridge and Malling Productivity Plan

1.3.1 The Draft Tonbridge and Malling Productivity Plan is provided in Appendix 1.

1.4 Legal Implications

1.4.1 The matters raised in this report are considered to be routine, uncontroversial or not legally complex and a legal opinion has not been sought on these proposals.

1.5 Financial and Value for Money Considerations

1.5.1 There are no financial or value for money considerations arising directly from this report.

1.6 Risk Assessment

1.6.1 There is little to no risk associated with the production of this Productivity Plan.

1.7 Policy Considerations

1.7.1 The aims of the Productivity Plan accord closely with the priorities of the Tonbridge and Malling Corporate Strategy 2023-2027 which has three key priorities:

- Innovation – embracing new ideas and technology, and proactively finding solutions that improve our services to residents.
- Transformation – adapting so we can meet the standards residents, businesses and all those involved in the borough council rightly expect.
- Delivery – ensuring we set ambitious targets that we strive to meet, in order to provide high quality public services for our residents.

1.8 Recommendations

1.8.1 That Members **ENDORSE** the Tonbridge and Malling Productivity Plan as set out in Appendix 1.

Background papers:

Nil

contacts
Jeremy Whittaker, Strategic
Economic Regeneration
Manager

Management Team

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Appendix 1 – T&M Productivity Plan

**Tonbridge and Malling Borough Council
Productivity Plan**



June 2024



Contents

1. Transformation and Use of Resources	1
2. Taking Advantage of Technology	2
3. Reducing Wasteful Spend	3
4. Barriers Preventing Progress	4

DRAFT

1. Transformation and Use of Resources

<p>How TMBC has changed to become more productive</p>	<p>In recent years, the council has moved to a more flexible business model, adopting new device and remote working policies which have enabled staff to be more productive, reduced both the number of journeys undertaken (commuting and to meetings) and sickness levels across the organisation. Our short-term sickness absence is currently 2.91 days.</p> <p>There are also a number of examples of new software being used to improve productivity, including the use of the Huume System to manage housing and homelessness information, the use of Bot technology by our Customer Services team and the development of the Citizen Access portal to allow taxpayers easier access to their Council Tax information.</p> <p>In addition to technological advancements and developing a more flexible business model, the council has also worked in partnership with a number of organisations and adjoining local authorities to deliver value for money for its residents and businesses.</p>
<p>How we measure productivity</p>	<p>Following a Peer Challenge Review in 2022, the council now has a comprehensive approach to measuring performance and productivity through its Key Performance Indicators (KPIs). In total, we measure 72 KPIs covering activity from across the organisation which are reported on a quarterly basis and benchmarked using LGInform Plus.</p> <p>The council has also invested in Power BI in a number of services to help drive improvement – for example in Planning Enforcement and in monitoring complaints.</p> <p>In addition, at an officer level, the council has an appraisal system in place to measure individual targets.</p>
<p>Changes to improve services</p>	<p>The council has reduced demand on frontline services through the introduction of a new online portal for customer engagement and self-service via the website and mobile app. At the same time, the council is working in partnership with Kent Digital (Kent County Council) to support digitally excluded residents to have the means and knowledge to get on line.</p> <p>In addition, the council has also adopted a ‘One Council’ approach which has seen organisational changes that have led to joined up working and improved productivity, including:</p> <ul style="list-style-type: none"> • Centralised management of the Council website and social media channels. • Consolidation of Customer Services into one team. • The management of Tonbridge Castle and events under one team. <p>The council works in partnership across a number of departments to drive forward efficiencies, including in our Waste Services where partnership contract arrangements with Tunbridge Wells Borough Council are resulting in best value for our residents.</p>
<p>Current plans for transformation</p>	<ul style="list-style-type: none"> • The Council has recently recruited a new Chief Executive, Damian Roberts, who has an impressive track record in local authority transformation. Damian starts at the Council on 01 July 2024. • The Council has transferred £676,000 to a Transformation Reserve to facilitate new projects, with discussions underway with the LGA regarding an assessment of resource need.

	<ul style="list-style-type: none"> • The Council is in the process of joining the Mid Kent Procurement Partnership to ensure Best Value and to drive efficiencies. • The Council has recently adopted a new Digital & IT Strategy to make the council's services more responsive and cognitive via the automation of processes and workflows. • Rationalisation of our office estate – reduced need for a large footprint now flexible-working is established resulting in plans to repurpose/dispose of assets. • Transformation of our Waste Services – including the ongoing automation for reporting missed collections, abandoned vehicles, littering, fly-tipping and graffiti as well as booking bulky waste collections; and the engagement of a third-party contractor to undertake the investigation and enforcement of littering and fly-tipping offences at no cost to the council, which has resulted in a 1700% increase in Fixed Penalty Notices issued between 2021/22 and 2023/24.
Services with greatest potential for productivity gains	Tend to be those that are process-driven and can benefit from digitisation. Although progress has been made with process-mapping service areas and introducing new software, there are potential productivity gains across services such as Customer Services, Planning and Parking. In addition, the council is currently investigating the potential for Environmental Health Officers to work remotely.
Role of capital spending	<p>Capital investment in specialist resources over a 2-3 year period to aid end-to-end transformation across the authority via the adoption of state-of-the-art technologies to unlock further efficiencies and an improved customer experience.</p> <p>Capital investment into our property portfolio to enable it to be used in a more efficient cost-effective way, including Carbon Descent Plans for our Leisure Centres and re-purposing our Head Offices at Kings Hill.</p>
Preventative approaches	<ul style="list-style-type: none"> • Our Remote Working Policy has helped to reduce sickness absence. • The Citizen Access Portal has helped to contribute towards reducing calls to Customer Services.

2. Taking Advantage of Technology

Existing plans to improve data	<p>Adopt formal data and information governance, as well as applying data standards to ensure data is reusable and interoperable in compliance with GDPR (General Data Protection Regulation).</p> <p>The introduction of the customer portal has enabled residents to access and transact council services via a personalised page.</p>
Barriers from legacy systems	The council does have some barriers from legacy systems, although such monolithic systems have either been replaced or are in the process of being replaced.
Sharing of data	<p>Data sharing in accordance with the legislation takes place across Kent District and county councils on regular basis (i.e. monthly, weekly and daily), as well as other partnering organisations. This is essential in order to deliver effective and efficient services and drive forward improvement.</p> <p>One example of this is the Community Safety Partnership, which meets regularly and shares data/information across partner organisations in order to tackle crime and anti-social behaviour.</p>

Opportunities to use new technology	<p>There are opportunities to use new technologies to improve workflows and systems. This is something that has formed an intrinsic part of both our past and current Digital Strategies, and as such the council has made considerable progress in this area, including:</p> <ul style="list-style-type: none"> • Move from Uniform to Agile system • Setting up of a new room and hot-desk booking system.
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3. Reducing Wasteful Spend

Identifying and reducing waste.	<p>The council has a thorough approach to identifying and reducing waste. At both Management Team and Cabinet, the budget is challenged on a line-by-line basis to ensure there is a detailed scrutiny of every cost centre.</p>
Invest to Save	<p>There are a considerable number of examples where the council has followed an Invest to Save approach. This includes:</p> <ul style="list-style-type: none"> • Moving over to Agile from Uniform – there have been upfront costs in terms of implementation, including the employment of a Change Manager, but the annual software costs have been reduced by approximately £50,000 per annum. • Carbon Descent Plans – the council has so far invested £220,000 in 190 solar panels at Larkfield Leisure Centre and 180 panels at Tonbridge Swimming Pool, which not only helps the council along its path to Net Zero but also save approximately £30,000 per annum in operating costs at Larkfield Leisure Centre and £20,000 per annum at Tonbridge Swimming Pool. The council has also recently secured around £1.5m of external funding for heat pumps, LED lighting and additional solar panels at Larkfield Leisure Centre.
Equality, Diversity and Inclusion	<p>The council has not spent any money specifically on EDI training. Whilst we have not commissioned any EDI training, there are some e-learning courses available to staff within our overall e-learning package.</p> <p>The Council has 2 Member Champions for EDI, with the role being undertaken on a voluntary basis. There are currently no paid staff specifically employed to work solely on EDI matters. The council does have an Equalities Officer Study Group (8 members of staff) that meets for an hour on a quarterly basis to discuss any EDI issues that have been raised within all services across the council. This group is chaired by our Policy, Scrutiny and Communities Manager and there is no budget assigned to this group.</p>
Agency Staff and Consultants	<p>During 2023/24, 7.61% of the total staff budget was spent on agency staff. This is down from 8.87% in 2022/23. The council currently has 3 agency staff who have been in place for over a year. The council does not fund consultants from staff budgets, and the use of consultants is currently in the process of going to our Overview and Scrutiny Committee in order to ensure the is challenge and ensure Value for Money.</p> <p>The council also ensures value for money by going out to several different agencies for each assignment to ensure we can compare the rate on offer and ensure we are paying a 'going market rate'. In terms of value for money, the council is very aware that agency staff are more costly than employing staff permanently, and as such has</p>

	<p>tended to only seek to use agency staff when unable to fill a permanent vacancy directly or if the assignment is short term and a specialist skillset is required for a specific short-term project or to add additional capacity.</p> <p>The council is trying to limit its reliance on costly agency staff to cover vacant posts. In 2023, a new policy was adopted on the payment of market supplements to enable paying staff in some hard to recruit to areas an additional supplement to their salary. The council ensures that the market supplement offers better value for money than employing an equivalent member of staff via an agency.</p>
Governance structures to ensure accountability of spend	The council has very strong governance structures in place to ensure accountability of spend with regular reporting into Management Team and Cabinet enabling oversight of spend. There are also three thematic scrutiny select committees and an Overview and Scrutiny Committee which provide additional oversight.
Sharing of Office Functions	<p>The council does share office functions with other local authorities, most notably with Kent County Council Audit and Fraud Prevention team. This helps to improve communication between the two authorities.</p> <p>The West Kent Economic Development Officers work collaboratively through the West Kent Partnership, and have occasionally shared hot desking space on an informal basis.</p>
Training costs	The council shares some training costs with other authorities, for example we have accessed safeguarding, emergency planning and audit/fraud training in partnership with Kent County Council as it offers the organisation efficiencies.
Elected Mayor, Combined Authority and Devolution Deals	The Council does not have an elected mayor, and is not part of a combined authority or a devolution deal.
Trade Unions	Only 0.02% of the council pay bill is spent on trade union facility time.

4. Barriers Preventing Progress

Barriers preventing productivity improvements	<p>There are numerous barriers which make it challenging to improve productivity, these include:</p> <ul style="list-style-type: none"> • One year finance settlements, along with uncertainty over future grant funding streams. This makes medium-term planning with any confidence incredibly challenging, and also has knock-on effects across the organisation. • The requirement for all council meetings to be held in-person/hybrid rather than allow the council to have the option of holding a meeting virtually where it is deemed appropriate.
Barriers preventing service improvements	<ul style="list-style-type: none"> • Finance – whilst the council is an extremely well-run authority that holds no debt, it still finds the current public funding landscape extremely challenging. • Despite efforts from Central Government to simplify and speed up the plan making process, producing a Local Plan has become considerably more complicated and expensive in recent years. • Recruitment and retention of staff is more challenging now than it has been for many years. The council has made progress on this in recent months, with vacant posts now down to 10 in Q4 of 2023/24 from 17 in Q4 of 2024/25, but this has taken a concerted effort.

	<ul style="list-style-type: none"> • There has been a lack of national progress in areas such as Producer Pays and harmonising recycling collection.
Are these barriers across all services.	<p>Whilst a number of the barriers impact all services, the council has noticed in recent years that the recruitment of planning professionals has proved to be particularly challenging, leading to the council being heavily reliant on agency staff until relatively recently. There have also been challenges in recruiting legal, licencing and property staff.</p>
Removal of barriers.	<p>Clearer and timelier direction from Central Government, and when it comes to financial settlements, to look longer term to give local authorities the opportunity to plan with greater certainty. At the same time, Central Government could grant greater freedom to councils to allow them to make local decisions on matters such as charging and use of government grants.</p> <p>Genuinely making the plan making process less cumbersome and expensive, possibly through the re-introduction of regional planning for setting housing targets and the removal of the Duty to Co-operate.</p> <p>Making it easier to take on apprentices – the current process is cumbersome and restrictive.</p>

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Agenda Item 11

The minutes of meetings of Advisory Panels, Boards and Other Groups are attached. Any recommendations arising from these minutes are set out as individual items on this agenda.

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TONBRIDGE AND MALLING BOROUGH COUNCIL

PARISH PARTNERSHIP PANEL

MINUTES

Thursday, 30th May, 2024

Present: Cllr R W Dalton (Chair), Cllr Mrs M Tatton (Vice-Chair), Cllr R P Betts, Cllr B Banks, Cllr S Crisp, Cllr P M Hickmott, and Cllr M Taylor.

Together with representatives of Addington, Aylesford, Birling, Borough Green (Vice-Chair - S Butterfill), Burham, Ditton, East Malling and Larkfield, Hildenborough, Ightham, Platt, Plaxtol, Shipbourne, West Malling and Wrotham Parish Councils.

Cllrs A G Bennison, M R Rhodes and K B Tanner* were also present pursuant to Council Procedure Rule No 15.21.

(*participated via MS Teams)

Apologies for absence were received from Councillors Mrs S Bell*, M D Boughton, P Boxall, M A Coffin*, Hadlow*, Kings Hill*, Offham*, Ryarsh, Snodland, Trottiscliffe* and County Cllr Mrs S Hohler.

(*apologies for in-person attendance were received but participated via MS Teams).

PART 1 - PUBLIC

PPP 24/1 APPOINTMENT OF CHAIR AND VICE-CHAIRS

Appointments of the Chair and Vice-Chair were confirmed to be Cllr R Dalton and Cllr Mrs M Tatton respectively. The appointment of the second Vice-Chair from Parish and Town Councils was confirmed to be Cllr S Butterfill from Borough Green Parish Council.

PPP 24/2 NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

PPP 24/3 MINUTES

RESOLVED: That the Minutes of the meeting held on 9 November 2023 be approved as a correct record and signed by the Chair.

PPP 24/4 UPDATE ON ACTION IDENTIFIED IN THE LAST MINUTES

There were no matters required to be updated.

PPP 24/5 ELECTION UPDATE

Following the announcement that the General Election would be held on Thursday 4 July 2024, the Head of Elections provided an update on key issues for parish/town councils to consider.

Particular reference was made to the importance of adhering to legislation in parish/town council elections as the same legal procedures and consequences applied as for Borough Council and General Elections.

The most common issues that parish councillors and clerks needed to be aware of related to the submission of expense returns following an election, even if there was a 'nil' return, as newly elected councillors were not able to serve until this had been received and confirmed by the Electoral Officers.

There were also issues around notification of vacancies and there was a set procedure to be followed. The rules around notifying of vacancies had been circulated previously and would be attached to the Notes for convenience (at Annex 1). The Kent Association of Local Councils were also able to assist parish clerks if they required assistance.

All were reminded that assistance was available via the Elections Team.

With regard to the General Election, the Head of Elections encouraged anyone interested in working on a polling station, at the count or in another role to contact the Elections Team as soon as possible. Details would be shared as soon as possible and all were encouraged to share this information wider as the Borough Council would be grateful of any assistance that could be offered.

All parish/town councils would be asked to display the Notice of Election on Tuesday 4 June 2024 which started the timetable for the General Election.

MATTERS RAISED IN ADVANCE OF THE MEETING**PPP 24/6 MAKING SPACE FOR NATURE (MS4N)**

In the absence of the Chair of the Kent Association of Local Councils (Tonbridge and Malling) who had submitted apologies, Dr T Shelley of Aylesford Parish Council provided an update on the Making Space for Nature (MS4N) initiative following attendance at the KALC Planning Conference. His summary report would be attached as an Annex to the Notes (attached at Annex 2).

Making Space for Nature in Kent and Medway was working with partners and stakeholders to collaboratively establish shared priorities for the delivery of nature recovery and environmental improvements in order to

create a network of wildlife-rich places across the county. This local nature recovery strategy would be one of 48 – together these would cover the whole of England, with no gaps or overlaps, to deliver the Government’s commitment to ending the decline of nature and supporting its recovery.

More information was available via the MS4N [website](#)

Members recognised the importance of improving biodiversity, connecting habitats and creating wildlife corridors and also recognised the difficult balance between protecting nature and providing housing.

PPP 24/7 CLIMATE CHANGE

The Cabinet Member for Climate Change, Regeneration and Property (Cllr R Betts) provided updates on the climate change initiatives being undertaken by the Borough Council.

These included:

- Providing infrastructure for electric vehicles. Phase 1 had seen 36 charging stations installed around Tonbridge and Malling, all in Borough Council owned car parks. A further 60+ charging stations were being installed as part of Phase 2.
- Leybourne Lakes Country Park. The eco-café was an exemplar of renewable energy and used energy created from the lake using ground source heat pumps. The County Park also had a wildflower meadow which had recently been extended.
- The Borough Council had emphasised its commitment to climate change by creating a Cabinet portfolio for Climate Change, Regeneration and Property and engaging a Climate Change Officer.
- There were a number of rewilding projects throughout the Borough including one at River Lawn, in Tonbridge and these required assistance to get established and better signage to educate on the aim of rewilding.
- Undertaking a survey to understand the Borough Councils carbon footprint which illustrated that 70% of CO2 emissions came from the Leisure Centres, 28% from the waste service collection vehicles and the remainder from the organisations own estate, including buildings and staff commuting. The Borough Council planned to migrate staff from the inefficient Gibson East building into the newer Gibson West. This proposal also included plans for installing photovoltaic panels (PVP) to generate power using green energy sources and would result in the Borough Council ‘headquarters’ being carbon neutral.

- Successfully bid for grant funding to assist with decarbonisation projects and been awarded approximately £1.5M from Sports England and Public Sector Decarbonisation. This funding will be used over the next 2 years to install more solar PV panels and an air source heat pump at Larkfield Leisure Centre.
- Successful completion of solar PV panel installation at Tonbridge Swimming Pool in March.
- Established a scheme to plant 1000 trees per year.
- Achieved 50% of all waste recycled which made Tonbridge and Malling one of the top achievers in the country. This was thanks to the excellent contribution of residents.
- £40,000 of Green Business Grants had been awarded and a further round of the West Kent Rural Grant was available until September if parish/town councils wished to apply.

Reference was also made to the anaerobic digester plant at Blaise Farm Quarry which produced gas from food waste and could supply 5-6,000 homes in Kings Hill; and the Allington Quarry Waste Management which incinerated waste to produce electricity. The use of both of these facilities meant that less than 1% of waste produced in the Borough went to landfill.

Members welcomed the update on the initiatives being undertaken which demonstrated the good work being taken by the Borough Council in meeting green objectives and of which the wider community were unaware. It was suggested that a regular newsletter be provided to inform parish/town councils. The Cabinet Member for Climate Change, Regeneration and Property offered to provide regular updates at future meetings of the Parish Partnership Panel.

There was general discussion on a range of topics related to climate change including the loaning of infra-red cameras to identify buildings with high energy leakage; the potential of moving to electric vehicles for the waste services contract; the creation of wildlife corridors which parish/town councils could establish on their own land and the Woodland Trust initiative of providing saplings to community groups. The value and importance of gardens in supporting biodiversity was also recognised.

The Cabinet Member indicated that the purchase of infra-red cameras was an action still to be progressed, whilst actions related to the waste service would be reviewed and assessed when the contract was up for renewal in 2027. The Borough Council could also promote the Woodland Trust initiative when applications were open.

The Chair indicated that visits to Leybourne Lakes Country Park and the Allington Quarry Waste Management should be considered as parish/town councillors could find this beneficial.

Finally, it was noted that the West Malling 'Great Big Green Weekend' offering an opportunity to celebrate and educate would be held on 8 June 2024.

PPP 24/8 GREEN FLAG AWARDS - HOW TO APPLY

The Green Flag Award® scheme recognised and rewarded well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world:

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live.
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
- To establish standards of good management.
- To promote and share good practice amongst the green space sector.
- To recognise and reward the hard work of managers, staff and volunteers.

More information on how to apply for Green Flag Awards was available on their website: <https://www.greenflagaward.org/how-it-works/> Although, the application period for 2024/25 was now closed it wasn't too soon to start thinking about applications for the next period.

PPP 24/9 ANY OTHER BUSINESS

(1) Local Plan

In response to a question from Birling Council about whether the calling of the General Election had implications for the Local Plan timetable, the Cabinet Member for Planning (Cllr M Taylor) advised that the Regulation 18b Consultation had been delayed. However, it was hoped that further updates could be provided in July.

(2) Community Wardens

Aylesford Parish Council asked whether there were any measures that could be taken to reinstate Community Wardens. Members were reminded of the significant budget pressures faced by all local authorities and the costs related to Adult and Childrens Social Care were an additional pressure for the County Council. Unfortunately, these budgetary pressures had led to reduced funding in other areas, such as community wardens.

The meeting ended at 8.45 pm

TONBRIDGE AND MALLING BOROUGH COUNCIL

JOINT TRANSPORTATION BOARD

Monday, 17th June, 2024

Present: County Cllr H Rayner (Chair), Cllr A Cope, Cllr D A S Davis, Cllr F A Hoskins, Cllr A Mehmet, County Cllr Mrs T Dean, County Cllr Mrs S Hohler, County Cllr S Hudson, County Cllr A Kennedy and County Cllr P Stepto.

In attendance: Councillors W E Palmer and M Taylor was also present pursuant to Council Procedure Rue No 15.21.

Mrs S Butterfill, Mr D Hall and Mrs S Barker were also present on behalf of the Kent Association of Local Councils (KALC).

Virtual: Councillors Mrs A S Oakley and M R Rhodes participated via MS Teams in accordance with Council Procedure Rule 15.21.

Apologies for absence were received from Councillors S Crisp, M A Coffin, D Thornewell and County Cllr M Hood.

(Note: Cllr Crisp submitted apologies for in person attendance but listened to the discussion via MS Teams).

PART 1 - PUBLIC

JTB 24/11 NOTIFICATION OF SUBSTITUTE MEMBERS

Notification of substitute members were recorded as set out below:

- Councillor K Tanner substituted for Councillor M Coffin

In accordance with Council Procedure Rules 17.5 to 17.9 this Councillor had the same rights as the ordinary member of the committee for whom they were substituting.

With the approval of the Chair, the Kent Association of Local Councils advised of a substitution in their parish/town representatives for the meeting and Mr D Hall substituted for Cllr W Palmer who attended as a Borough Councillor.

JTB 24/12 DECLARATIONS OF INTEREST

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

JTB 24/13 MINUTES

RESOLVED: That the Minutes of the meeting of the Joint Transportation Board held on 4 March 2024 be approved as a correct record and signed by the Chairman.

JTB 24/14 SCOPE OF THE JOINT TRANSPORTATION BOARD AND LOCAL/PUBLIC TRANSPORT

Following a meeting of the Chair and Vice Chairs of the Joint Transportation Boards, Members views were sought on whether the scope of the Board should be widened. During discussion, whilst recognising officer resource implications, Members welcomed extending the scope to include public transport and local bus and train travel services.

In order to allow for due consideration to be given, Members requested that the item be included on the agenda for the next meeting for discussion and for a recommendation to the Cabinet Member for Highways and Transport, Kent County Council be agreed.

RESOLVED: That consideration be given to the scope of the Joint Transportation Board at the next meeting.

MATTERS FOR THE COUNTY COUNCIL**JTB 24/15 WOULDHAM EXPERIMENTAL TRAFFIC REGULATION ORDER**

Members received an update to the experimental scheme in Wouldham, where a 'no entry' restriction had been installed at the junction of School Lane and High Street to restrict the number of vehicles travelling southbound on High Street, reduce congestion and reduce pollution from vehicle emissions.

Concerns had been raised by Wouldham Parish Council, County Councillor Kennedy and residents regarding the increase in the amount of traffic using High Street following the construction of Peters Bridge and the Peters Village development.

In response to a public consultation, 62% supported the experimental scheme. Of the objections received, 35% stated that the scheme had too much impact on the adjacent road/communities and businesses. Members noted that this might be due to the length of the diversion route to reach the lower end of the High Street. 16% stated that driving further via the diversion route caused an increase in pollution and was inconvenient.

Wouldham Parish Council had carried out a peak traffic survey in May 2023 which identified an 84% reduction in southbound traffic which could

be approximated to be the level of compliance with the 'no entry' restriction.

During discussion, Members indicated that they would support a gradual reduction in the speed limit on Hill Road on the approach to Medway Green School.

RECOMMENDED: That

- (1) the Experimental Traffic Regulation Order (ETRO) for the 'no entry' point and accompanying 'no right turn restrictions at Scarborough Lane and Church Street be made permanent and include an amendment to exempt cyclists and equestrians from the 'no entry' restriction; and
- (2) the removal of the conversion of School Lane to 'one way' from the scheme be noted.

MATTERS SUBMITTED FOR INFORMATION

JTB 24/16 HIGHWAYS FORWARD WORK PROGRAMME

The report of the Kent County Highways, Transportation and Waste summarised schemes programmed for delivery in 2023/24 and provided an update on Road, Footway and Cycleway Renewal and Preservation Schemes (Appendix A), Drainage Repairs and Improvements (Appendix B), Street Lighting (Appendix C), Transportation and Safety Schemes (Appendix D), Developer Funded Works (Appendix E), Bridge Works (Appendix F), Traffic Systems (Appendix G) and the Combined Members Grant (Appendix H).

Members sought reassurance that signage would be installed leading up to the micro surfacing on Chapman Way leading into Winterfield Lane and notification of changes in bus services. Furthermore, clarification was sought in respect of the current design status for the externally funded scheme for East Street/High Street in Tonbridge and noted that the design would depend on the outcome of a ground penetrating radar survey. An update on the expected conclusion date in respect of the investigations into the feasibility options for drainage repairs and improvements to London Road, Larkfield were sought.

Concern was expressed regarding the recent flooding on Water Lane, West Malling and confirmation was sought on whether the flooding had occurred following the completion of the drainage works. In regard to develop funded works, the lack of directional signage on the newly opened section of Bellingham Way was raised.

JTB 24/17 MAJOR CAPITAL PROGRAMME

The report of the Kent Major Capital Programme Team summarised schemes programmed for implementation in line with Kent County Council's strategic targets with the road network.

Kent County Council provided an update on the major junction upgrade scheme to Coldharbour Roundabout and forthcoming planned works during June as detailed in the supplemental document. Members noted that a comprehensive update would be reported at the next meeting.

JTB 24/18 ANY OTHER BUSINESS

Members noted the request from Parish Councillor David Hall that Kent County Council give consideration to the implementation of a 20mph speed limit in Ightham village centre, the installation of an interactive speed sign and effective signage due to an increase in traffic issues. Further consideration would be given to the request at the next meeting of the Board.

MATTERS FOR CONSIDERATION IN PRIVATE**JTB 24/19 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 8.35 pm

Executive Decisions Record - June 2024

Decision Number	Title	Cabinet Member	Date of Decision	Date Published	Call-in period ends	Called in	Scrutiny Committee Consideration	Referred back to Cabinet	Referred back to Council	Council referred to Cabinet	Date Decision Effective	
D240057CAB	Housing Association Performance Framework	Cabinet	04.06.24	06.06.24	13.06.24						14.06.24	
D240058CAB	Risk Management											
D240059CAB	Tree Enforcement and TPO Protocols											
D240060CAB	Local Plan - Duty to Co-operate											
D240061CAB	Transfer Incentive Scheme											
D240062CAB	Graffiti Update											
D240063CAB	Corporate Strategy Action Plan											
D240064CAB	TTC Programme Board - TORs											
D240065CAB	Adoption of High Weald National Landscape AONB Management Plan 2024-29											
D240066CAB	Grounds Maintenance Contract											
D240067MEM	UKSPF Year 2 Overview and Year 3 Update	Climate Change, Regeneration and Property	19.06.24	20.06.24	27.06.24						28.06.24	
D240068MEM	Applications for Discretionary Rate Relief	Finance and Housing	26.06.24	26.06.24	03.07.24						04.07.24	
D240069MEM	Application for Removal of Council Tax Empty Properties Premium Changes	Finance and Housing	26.06.24	27.06.24	04.07.24						05.07.24	

Page 251

Decision pending	Call in period	Key Decision	Private	Urgent
	Subject to call in			

URG - outside of budget and policy framework

Number of monthly call-ins:	0
Number of call-ins for year:	1

Executive Decisions Record - May 2024

Decision Number	Title	Cabinet Member	Date of Decision	Date Published	Call-in period ends	Called in	Scrutiny Committee Consideration	Referred back to Cabinet	Referred back to Council	Council referred to Cabinet	Date Decision Effective
D240045MEM	The use of part of the Angel East car park to allow the operation of a mobile prostate cancer screening unit	Finance and Housing	07.05.24	09.05.24	16.05.24						17.05.24
D240046MEM	To appoint Bloomfields Chartered Town Planners to undertake work on a masterplan for Tonbridge Farm	Community Services	07.05.24	16.05.24	23.05.24						24.05.24
D240047MEM	Update to Integra Centros Financial Management System	Finance and Housing	13.05.24	16.05.24	23.05.24						24.05.24
D240048MEM	Application for Hardship Relief	Finance and Housing	17.05.24	17.05.24	24.05.24						25.05.24
D240049MEM	Community Safety Partnership Plan 2024 - 2025 (CESSC)	Community Services	22.05.24	24.05.24 (pre 10am)	31.05.24						01.06.24
D240050MEM	Air Quality Management Area Status Updates and Recommendations (CESSC)	Climate Change, Regeneration and Property	22.05.24	24.05.24 (pre 10am)	31.05.24						01.06.24
D240051MEM	Application for Hardship Relief	Finance and Housing	29.05.24	30.5.25	06.06.24						07.06.24
D240052MEM	Debts for Write Off	Finance and Housing	29.05.24	30.5.25	06.06.24						07.06.24
D240053MEM	Discretionary Rate Relief	Finance and Housing	29.05.24	30.5.25	06.06.24						07.06.24
D240054MEM	National Enforcement Solution	Transformation and Infrastructure	29.05.24	30.5.25	06.06.24						07.06.24
D240055MEM	Council Tax Empty Properties Premium Changes	Finance and Housing	29.05.24	30.5.25	06.06.24						07.06.24
D240056MEM	Council Tax Liability Refund	Finance and Housing	29.05.24	30.5.25	06.06.24						07.06.24

Page 252

Decision pending	Call in period	Key Decision	Private	Urgent
	Subject to call in			

URG - outside of budget and policy framework

Number of monthly call-ins:	0
Number of call-ins for year:	1

**TONBRIDGE AND MALLING BOROUGH COUNCIL
NOTICE OF FORTHCOMING KEY DECISIONS**

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, at least 28 days before a key decision is expected to be taken a Notice of Forthcoming Key Decisions will be published. A 'key decision' is an executive decision which is likely either

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or functions to which the decision relates.

'Significant' when applied to expenditure or savings shall mean a sum in excess of £100,000 or such other sum as may be specified in any enactment or other statutory provision.

or

- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the local authority.

The Notice of Forthcoming Key Decisions sets out:

- (a) the matter in respect of which a key decision is to be made;
- (b) details of the decision taker and the date on which the key decision will be made;
- (c) a list of documents to be submitted to the decision taker for consideration in relation to the matter;
- (d) the address from which, subject to any prohibition or restriction on their disclosure, copies of or extracts from any document listed is available and the procedure for requesting details.

All key decisions will be made by the Cabinet on the dates specified unless otherwise stated*. The agenda and documents to be submitted to the Cabinet (unless they contain exempt information) will be available for inspection at the Council Offices and on the website 5 clear working days before the meeting. Copies or extracts are available from committee.services@tmbc.gov.uk or Democratic Services, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling ME19 4LZ.

This document also gives notice of the Council's intention to hold a private meeting (or part thereof) of the Cabinet. It indicates any items where it is likely that the public will be excluded because public discussion would disclose confidential or exempt information and the reasons in each case. Any representations against the intention to hold a private meeting may be made to committee.services@tmbc.gov.uk or Committee Services, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling ME19 4LZ.

Members of the Cabinet and their areas of responsibility:

Councillor Matt Boughton (Leader)
Councillor Robin Betts (Climate Change, Regeneration and Property)
Councillor Martin Coffin (Transformation and Infrastructure)
Councillor Des Keers (Community Services)
Councillor Kim Tanner (Finance and Housing)
Councillor Mike Taylor (Planning)

(*Note: This Notice is subject to change as it may become necessary to defer decisions until the next meeting of Cabinet)

NOTICE OF FORTHCOMING KEY DECISIONS

Description of Decision	Date of Cabinet	Who is to be consulted	Contact Officer	Documents to be submitted to Cabinet	Public or Private (reason if Private)
Community Development Grant	8 Jul 2024 [#]	Internal consultation via Cabinet as detailed in the reports to be considered by Members.	Policy, Scrutiny and Communities Manager	Officer report	Public
Household Support Fund	8 Jul 2024 [#]	Internal consultation via Cabinet as detailed in the reports to be considered by Members.	Revenue and Benefits Business Support Manager	Officers report	Public
Local Development Scheme	25 Jul 2024	Internal consultation via Cabinet as detailed in the reports to be considered by Members.	Head of Planning	Officer Report	Public
Local Plan - Regulation 18b Consultation	25 Jul 2024	Internal consultation Cabinet as detailed in the reports to be considered by Members.	Head of Planning	Officer report	Public

Contact: committee.services@tmbc.gov.uk

Publication date: 25 June 2024

(Note: Key decisions marked # were included in the Notice published on 7 June 2024 which covered the period June to July)

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Agenda Item 14

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

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Agenda Item 15

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**

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Agenda Item 16

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

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