

**CABINET**  
**Thursday 24 February 2022**

**AGENDA**

1. **Apologies for Absence**

2. **Declarations of Interest**

To receive declarations of interest from Members including the terms(s) of the Grant of Dispensation (if any) by the Audit Board or the Chief Officer & Director of Corporate Services.

3. **Confirmation of the Minutes of the Meeting of the Cabinet held on 27 January 2022 (Pages 1 - 6)**

Summary:

To consider the minutes of the meeting of the Cabinet held on 27 January 2022 as an accurate record.

Recommendation:

That the minutes of the meeting of the Cabinet held on 27 January 2022 be confirmed as an accurate record.

4. **Urgent Items**

The Chairman will announce his decision as to whether there are any urgent items and their position on the agenda.

**ITEMS FOR CONSIDERATION IN PUBLIC**

5. **To receive the Minutes of the Cabinet Advisory Panel held on 21 February 2022**

*To follow*

6. **References from Committees**

None at this stage.

**A - Strategies, Policies, Key Decisions, Consultations**

7. **Draft Budget 2022/23 and Fees and Charges 2022/23 (Pages 7 - 182)**

Summary:

To consider the Draft Budget for 2022-23. The report:

- proposes and recommends the draft Budget 2022/23 to the General Assembly of the Council for approval;
- recommends the freezing of rents for Housing Revenue Account properties and the chargeable for pitches at Claywood Lane, Caravan Site, Bean; and
- recommends approval of Fees and Charges schedules for the General Fund and HRA.

Recommendations:

1. That, for the reasons detailed in paras. 3.4 and 3.5 of the report, the rents relating to Housing Revenue Account properties and the chargeable for pitches at Claywood Lane, Caravan Site, Bean be frozen from the first rent week in 2022/23;
2. That the draft Budget, including an update on the current financial position, at Appendix A to the report, be proposed and recommended to the General Assembly of the Council for approval;
3. That the Customer Access Review, at Appendix B to the report, be noted; and
4. That the Fees and Charges 2022/23 (at Appendix B(ii) and C(iii) - draft Budget), with effect from 1 April 2022, be approved.

8. **Proposals for Public Spaces Protection Order The Dartford Borough Council Public Spaces Protection Order 2022 - Nuisance Vehicles - Borough of Dartford (Pages 183 - 226)**

Summary:

To consider a proposal to implement Part 4, Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 to make a Public Spaces Protection Order (PSPO), to suppress the growing incidents of traffic offences and associated anti-social behaviour occurring principally due to nuisance vehicles across the Borough. The Cabinet is also asked to keep the existing Public Spaces Protection Order in Town Ward in place.

Recommendations:

1. That on being satisfied that the anti-social behaviour activities detailed in paras.3.91 and 3.92 of the report are having, or are likely to have, a detrimental effect on the quality of life of those in the locality, are persistent or continuing nature and unreasonable, the Director of Housing and Public Protection be authorised to commence the statutory consultation to enable the Council to make a Public Spaces Protection Order prohibiting anti-social behaviour associated with the gathering displaying and racing of

motor vehicles as well as driving on land other than a road on terms set out in Appendix A to the report, to apply to the whole of the Council's administrative area, as identified on the Order Map, at Appendix B to the report;

2. That, should recommendation 2.1 be approved, a second report be presented to Cabinet which takes into account the outcome of the consultation process with a view to seeking authority for the Head of Legal Services to make The Dartford Borough Council Public Spaces Protection Order 2022 – Nuisance Vehicles – Borough of Dartford, for a period of three years; and
3. That the Public Spaces Protection Order for Dartford Town Centre remains in place.

9. **Climate Change Impact Assessment (Pages 227 - 234)**

Summary:

The Council recognises the serious impact of climate change and is committed to playing its part in pursuing measures that address environmental decline.

As part of this commitment this report sets out a new approach that will ensure that climate change impact assessments are undertaken as part of the service design and report formulation process for all future Committee reports. This will put a clear focus on the impact of Council's actions on climate change at the heart of all future decision making

Recommendation:

That for the reasons set out in the report, a climate change impact assessment is undertaken as part of all future reports, and for the outcome to be reported as a mandatory requirement, ensuring that formal decisions are made having considered the potential impact on climate change.

10. **Risk Management Strategy Review 2021 (Pages 235 - 256)**

Summary:

To consider the revised Risk Management Strategy and associated guidance following consideration by the Audit Board on 26 January 2022.

Recommendation:

That the Risk Management Strategy, at Appendix A to the report, be approved.

11. **Proposed Response to the Consultation on the Introduction of Tenant Satisfaction Measures by the Regulator of Social Housing (Pages 257 - 280)**

Summary:

The Regulator of Social Housing is seeking views on its proposals for tenant satisfaction measures which are part of implementing changes to consumer regulation set out in the Government's 'The Charter for Social Housing Residents: Social Housing White Paper. The report sets out the Council's proposed response to the consultation.

Recommendation:

That the Council's proposed response, at Appendix A to the report, be approved for submission to the Regulator of Social Housing.

**B - Non-Key Decisions, Monitoring Reports**

12. **Extension of the Transitional Relief and Supporting Small Business Rates Relief Scheme 2022/23 (Pages 281 - 292)**

Summary:

To consider the proposed approach to delivering the Government's extension to Transitional Relief and Supporting Small Business Rates Relief.

Recommendations:

1. That, the Government's announcement to extend the current transitional relief and supporting small business rates relief for small and medium properties, for one year to the end of the current revaluation cycle, be noted; and
2. That the Extension to the Transitional Relief and Supporting Small Business Rates Relief Scheme (2022/23), as set out in Appendix A to the report, be approved.

13. **Council Tax Discounts for Unoccupied and Unfurnished Dwellings and Long Term Empty Premium (Pages 293 - 298)**

Summary:

To consider the level of Council Tax discount for unoccupied and unfurnished dwellings and to consider increasing the premium on dwellings that are long term empty (unoccupied and unfurnished for



more than 2 years).

Recommendations:

1. That Cabinet recommend to the General Assembly of the Council that the Council Tax discount for unoccupied and unfurnished dwellings, be changed from 100% for one month to 0%; and
2. That Cabinet recommend to the General Assembly of the Council that the additional charge for dwellings that are unoccupied and unfurnished for 5 years to one day less than 10 years, be increased from 100% to 200% and dwellings that are unoccupied and unfurnished for 10 years or more, be increased to 300%.

14. **Write-off of National Non-Domestic Rates (Pages 299 - 304)**

Summary:

To consider writing-off Non Domestic Rate debts where it has not been possible to obtain payment because of insolvency, because the ratepayer cannot be traced or where the debt is otherwise irrecoverable.

Recommendation:

That the sums shown at Appendix A, in the confidential part of the report, amounting to £252,367.72, be written off as uncollectible.

15. **Calendar of meetings of the General Assembly of the Council, Committees, Boards and Panels 2022-24 (Pages 305 - 310)**

Summary:

To seek Members' views on the proposed calendar of meetings for the Municipal Year 2022/23 and the provisional calendar for 2023/24.

Recommendation:

That the proposed calendar of meetings for the Municipal Year 2022/23 and the provisional calendar of meetings for 2023/24 be submitted to the Annual Meeting of the Council.

**C - Items for Information, noting, endorsing**

16. **Delegated Action taken under Standing Order 38:  
Decarbonisation Works to Public Buildings (Pages 311 - 316)**

Summary:

To report to Cabinet, in accordance with the requirements of

Standing Order 38(2)(b), the delegated action taken under Standing Order 38(2)(a) by the Director of Housing & Public Protection, in consultation with the Cabinet Chairman, relating to a revised scheme for decarbonisation works to public buildings, utilising funding from the Government and additional Council funding, and to place orders to ensure that the works can be completed by the end of June 2022 as stipulated in the conditions of the funding agreement.

Recommendation:

That Cabinet notes the action taken by the Director of Housing & Public Protection, in consultation with the Cabinet Chairman, under Standing Order 38(2)(a), to implement a revised scheme for decarbonisation works to public buildings, utilising funding from the Government and additional Council funding, and to place orders to ensure that the works can be completed by the end of June 2022 as stipulated in the conditions of the funding agreement with the Government.

**17. Committee Minutes (Pages 317 - 336)**

Summary:

To consider the minutes of the following meetings:

(a) Policy Overview Committee held on 14 December 2021; and

(b) Strategic Housing Board held on 28 January 2022.

Recommendation:

That the minutes of the Policy Overview Committee held on 14 December 2021 and of the Strategic Housing Board held on 28 January 2022 be noted.

**Exclusion of the Press and Public**

TO RESOLVE: That, under Section 100A(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**D - Items for Consideration in Private**

**A. Write-off of National Non-Domestic Rates - Exempt Appendix A (Exempt Category SO 46(1)(b) Annex 1 Paragraph 3) (Pages 337 - 338)**

Summary:

To consider Exempt Appendix A to the main report providing details of cases where the Cabinet is being asked to write-off Non Domestic Rate debts where it has not been possible to obtain payment because of insolvency, because the ratepayer cannot be traced or where the debt is otherwise irrecoverable.

Recommendation:

That the sums shown at Exempt Appendix A to the main report, amounting to £252,367.72, be written off as uncollectible.

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## DARTFORD BOROUGH COUNCIL

**CABINET**

**MINUTES** of the meeting of the Cabinet held on Thursday 27 January 2022 at 7.00 pm

**PRESENT:** Councillor J A Kite, MBE (Chairman)  
Councillor C J Shippam (Vice-Chairman)  
Councillor S H Brown  
Councillor A R Lloyd  
Councillor D J Mote  
Councillor Mrs P A Thurlow  
Councillor R J Wells

**ALSO PRESENT:** Sarah Martin, Chief Officer & Director of Corporate Services  
Peter Dosad, Director of Housing & Public Protection  
Caroline Hicks, Director of Growth & Community  
Alan Twyman, Democratic Services Manager

**95. APOLOGIES FOR ABSENCE**

The Chairman commented on the sad loss of former Cabinet member, Councillor Ann Allen MBE, which had left a vacancy on both the Council and the Cabinet which he said were 'big shoes to fill.' He welcomed Councillor D J Mote to the Cabinet as the new Portfolio Holder for Housing.

There were no apologies for absence.

**96. DECLARATIONS OF INTEREST**

There were no declarations of interests.

**97. CONFIRMATION OF THE MINUTES OF THE CABINET MEETING HELD ON 9 DECEMBER 2021**

The Cabinet considered the minutes of the meeting held on 9 December 2021.

RESOLVED:

That the minutes of the meeting of the Cabinet held on 9 December 2021 be confirmed as an accurate record.

**98. URGENT ITEMS**

There were no urgent items.

**99. TO RECEIVE THE MINUTES OF THE CABINET ADVISORY PANEL HELD ON 24 JANUARY 2021**

The Chairman advised the Cabinet that no items had been drawn down for debate by members of the Cabinet Advisory Panel B and that consequently the meeting had been cancelled. It was therefore assumed that members of the Panel were happy with the recommendations contained in the reports.

**100. REFERENCES FROM COMMITTEES**

There were no references from other committees.

**101. DEVELOPER FUNDED PARKING SCHEMES**

The Director of Growth & Community introduced a report which described proposed parking schemes arising from new residential development in the town centre. Where new residential development replaced previous commercial uses, parking controls on adjacent streets might need to be updated to manage the different patterns of parking that might occur, including additional demands for parking by new residents. As part of the planning permissions granted for residential development east of Lowfield Street and on the former Abbott Murex site east of Lower Hythe Street the developers were required to fund the costs of the making and implementation of new Traffic Regulation Orders, including the consultation process, via s106 agreements, to be paid upon first occupation of the developments, which was now taking place.

The report examined the existing parking controls in the roads affected by the developments and the need for changes in order to mitigate the impact of the developments. It was noted that this exercise had been triggered by the progress of the developments and had been carried out separately from the ongoing Parking Study in the Town Centre, but could subsequently be reviewed as part of that Study. The Council would need to consult residents in the vicinity on the proposals detailed in the report, including a new cashless facility for short term parking in Lowfield Street. This would be done by way of site notices, advertisement in a local newspaper and a letter-drop to residents directly impacted by the scheme. If over 50% of respondents supported the proposals, these would be recommended for implementation but, if there was insufficient support, the Cabinet would be asked to consider the implementation of the proposals in terms of highway safety.

The Chairman sought, and received, clarification of the detailed changes to the on-street parking arrangements being proposed and the Cabinet received assurance that possible parking displacement had been examined and that the proposals were subject to consultation.

**RESOLVED:**

1. That the proposed parking restrictions set out in:

CHAIRMAN'S INITIALS

CABINET  
THURSDAY 27 JANUARY 2022

- (i) paragraphs 4.5 and 4.8 and Appendix A relating to Lowfield Street; and
- (ii) paragraphs 4.15-4.16 and Appendix B relating to Lower Hythe Street

of the report, be consulted on and implemented, if the proposals are supported following consultation; and

- 2. That the use of a cashless facility for short term vehicle parking, for up to 6 spaces in Lowfield Street, as detailed in paragraph 4.8 of the report, be approved.

**102. NATIONAL NON-DOMESTIC DISCRETIONARY RATE RELIEF 2022/23**

The Chief Officer & Director of Corporate Services presented a report which proposed granting discretionary rate relief to National Non-Domestic Ratepayers who had made applications in respect of 2022/23, or who would have made an application by 18 February 2022, which were properties eligible for relief and met the Council's criteria for granting Discretionary Rate Relief.

**RESOLVED:**

- 1. That the maximum level of discretionary rate relief for 2022/23, for the organisations listed in exempt Appendix A to the report, be determined in accordance with the detailed recommendations set out in that exempt Appendix;
- 2. That the types of property eligible for discretionary rate relief, as specified in Appendix B to the report, be noted; and
- 3. That the recommended criteria for granting discretionary rate relief, as set out in Appendix C, be noted.

**103. STREET NAMING AND NUMBERING - LAND NORTH OF ST MARYS ROAD, STONE**

The Cabinet considered a report which sought approval for a new road name for a residential development on the land north of St Marys Road, accessed via Crossways Boulevard. The proposed name, Liberty, was derived from the name of a World War II cargo ship built by the Americans but based on a British concept and was in keeping with the nautical theme of all the roads on the Crossways Estate. The proposed name had been submitted for consultation to Council Members, the Emergency Services, Royal Mail and the developer and complied with the Council's policy on Street Naming. A suitable suffix would be chosen once the final road name was approved.

CHAIRMAN'S  
INITIALS

RESOLVED:

That the single new road name for the residential development on the land north of St Marys Road, accessed via Crossways Boulevard, be approved as Liberty.

**104. ACTION TAKEN UNDER STANDING ORDER 38: THE OMICRON HOSPITALITY AND LEISURE GRANTS, THE ADDITIONAL RESTRICTIONS GRANT AND THE COVID-19 ADDITIONAL RESTRICTION GRANTS POLICY**

The Cabinet considered a report which detailed the delegated action taken under Standing Order 38(2)(a) by the Chief Officer & Director of Corporate Services, in consultation with the Cabinet Chairman, relating to the immediate implementation of new Covid-19 relief and grants schemes arising from national restrictions put in place to combat the spread of the Omicron variant.

The Chief Officer & Director of Corporate Services explained that the Government had announced additional grant support for businesses severely impacted by Covid and the rise of the Omicron variant on 21 December 2021. Funding would be payable through the Omicron Hospitality and Leisure Grants Scheme to hospitality, leisure and accommodation businesses which had struggled due to the rise in the Omicron variant. Support would also be available to businesses not covered by this grant scheme, but nevertheless severely impacted by the Covid restrictions and the Omicron variant, through the Additional Restrictions Grant Scheme. Additional funding had also been made available to the Council through the Covid-19 Additional Relief Fund to assist those ratepayers who have been, and continue to be, affected by the pandemic but who were ineligible for existing support linked to business rates.

The eligibility criteria for the Omicron Hospitality and Leisure Grants Scheme was set by the Government and grants were determined according to rateable value up to a maximum grant of £6,000. Dartford had received a funding allocation of £834,030 but this was only available for the 2021/22 financial year. The Council had already received an allocation of £2,252,120 under the Additional Restrictions Grants Scheme but was allocated a further £1,000,285 by the Government on 5 January 2021, and subsequently received a further top-up allocation of £891,622, of which £677,000 remained unallocated, and a further allocation of £202,644 had been received as part of the additional support announced by the Government on 21 December 2021. It was proposed to allocate these funds to support hospitality and leisure businesses, the personal care sector and travel businesses (which might not qualify for the Omicron Hospitality and Leisure Grants), Dartford's event, cultural and entertainment business and local market traders. The Council had also received an allocation of £3,009,089 for Covid-19 Additional Relief Funding to assist those ratepayers who had been, and continued to be, affected by the pandemic but who were ineligible for existing support linked to business rates. The Council had produced policies for each of these Funds and was assessing applications with a view to dispersing funding as quickly as possible and to meet the Government's deadlines for spending the money.

CHAIRMAN'S INITIALS



CABINET  
THURSDAY 27 JANUARY 2022

Further work was required to finalise the details of the Covid-19 Additional Relief Fund but the Council had until 30 September to apply this relief.

The Cabinet welcomed the additional funding and the generous support that this had provided and was particularly glad to be able to extend support to local event and cultural companies and market traders. It was confirmed that the Council had promoted the funds and had contacted a number of these organisations to make them aware of the further grants and the deadline for applications. The Cabinet stressed that recipients should have a track record of local delivery and noted that the purpose of the funding was not only to provide support but also to encourage public confidence, increase footfall and a return to normality. The Cabinet also stressed the need to allocate funding as soon as possible and to ensure that all funding was committed by the Government's deadline. It was also agreed that any amendments to the Policy for the Additional Restrictions Grants Scheme should be delegated to the Director of Growth & Community, in consultation with the Leader of the Council and the Cabinet Portfolio holder for Finance.

RESOLVED:

That Cabinet notes the action taken by the Chief Officer & Director of Corporate Services, in consultation with the Cabinet Chairman, under Standing Order 38(2)(a), to implement new Covid-19 relief and grants schemes arising from national restrictions put in place to combat the spread of the Omicron variant.

**105. POTENTIAL PROPERTY ACQUISITION**

The Cabinet considered a report which sought approval to acquire an investment property within the Borough. The report detailed the rationale which supported the acquisition of the property outright as a property asset, including how this helped to deliver the Council's economic development objectives and provided other benefits to the community, and the steps to be taken to determine the optimum level of investment by the Council to reach an offer level that could be formally proposed for agreement with the vendor. The history of the site, current management arrangements and legal background were discussed along with future options.

RESOLVED:

That the recommendations and delegations contained in the exempt report be agreed and that the recommended delegations of authority to the Director of Growth & Community should be exercised in consultation with the Cabinet Portfolio Holder for Finance.

CHAIRMAN'S INITIALS

**106. NATIONAL NON-DOMESTIC DISCRETIONARY RATE RELIEF 2022/23 -  
EXEMPT APPENDIX A - DISCRETIONARY RATE RELIEF APPLICATIONS  
AND RECOMMENDATIONS  
(EXEMPT CATEGORY SO 46 (1) (B) ANNEX 1 PARAGRAPH 3)**

That, following discussion of the main report (minute 102 above), the contents of Exempt Appendix A be noted.

The meeting closed at 7.48 pm

Councillor J A Kite, MBE  
CHAIRMAN

CHAIRMAN'S INITIALS

**CABINET**  
**24 February 2022**

**DRAFT BUDGET 2022-2023 AND FEES AND CHARGES 2022/23**

1. Summary

1.1 This is a Key Decision as it is of such significance to the locality, the Council, or the services which it provides that the Chief Officer and Director of Corporate Services is of the opinion that it should be treated as a Key Decision

1.2 This report:

- proposes and recommends the draft Budget 2022/23 to the General Assembly of the Council for approval;
- recommends the freezing of rents for Housing Revenue Account properties and the chargeable for pitches at Claywood Lane, Caravan Site, Bean; and
- recommends approval of Fees and Charges schedules for the General Fund and HRA.

2. RECOMMENDATIONS

2.1 That, for the reasons detailed in paras. 3.4 and 3.5 of the report, the rents relating to Housing Revenue Account properties and the chargeable for pitches at Claywood Lane, Caravan Site, Bean be frozen from the first rent week in 2022/23.

2.2 That the draft Budget, including an update on the current financial position, at Appendix A to the report, be proposed and recommended to the General Assembly of the Council for approval.

2.3 That the Customer Access Review, at Appendix B to the report, be noted.

2.4 That the Fees and Charges 2022/23 (at Appendix B(ii) and C(iii) - draft Budget), with effect from 1 April 2022, be approved.

3. Background and Discussion

3.1. Due to the voluminous nature of the documentation attached to the draft Budget only the key documents relating to the draft Budget are attached within Appendix A to this report. Non-key documents have been struck through on the 'contents' page.

3.2. The General Assembly of the Council is responsible for approving the Budget. Once the Budget is in place, it is Cabinet's responsibility to implement it.

3.3. The draft Budget, including an update on the current financial position, is proposed and recommended to the General Assembly of the Council for approval.

**CABINET**  
**24 February 2022**

- 3.4. **Housing Revenue Account (HRA) rent freeze:** The allowable CPI plus 1% increase would have been particularly high given unusually high September 2021 CPI figures. Capacity within the HRA budget has been identified and given the challenges of Covid and fuel inflation, the HRA budget (as shown in the draft Budget at Appendix C(ii)), does not include any increase in rents in order to assist tenants with these pressures.

The setting of rents for HRA properties is a Cabinet function. Cabinet is recommended to freeze the rents relating to HRA properties, from the first rent week in 2022/23.

- 3.5 **Claywood Lane, Caravan Site, Bean:** It is proposed for consistency that Claywood Lane rents follow the same pattern as the HRA rents and given this, general fund budget line for this income has not been increased.
- 3.6 The setting of the Fees and Charges (as shown in the draft Budget at Appendix B(ii) and c(iii)), is a Cabinet function. Cabinet are recommended to approve the Fees and Charges for the year 2022/23.

#### **4 Relationship to the Corporate Plan**

- 4.1 The budget is set in line with all Corporate Plan priorities.

#### **5 Financial, legal, staffing and other implications and risk assessments\***

Financial Implications	As included in Appendix A
Legal Implications	As referred to in Appendix A (Section 9)
Public Sector Equality Duty	An initial Customer Access Review has been carried out as per Appendix B.
Staffing Implications	As included in Appendix A
Administrative Implications	None
Risk Assessment	Financial risks and appropriate resources to mitigate any risks are discussed in Appendix A

#### **6 Details of Exempt Information Category**

Not applicable

**CABINET**  
**24 February 2022**

7. Appendices

Appendix A – [Draft] Budget Report to General Assembly of the Council  
with Appendices

Appendix B – Customer Access Review

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
Budget Report		Tim Sams (01322) 343148	Financial Services, Corporate Services	N/A

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GENERAL ASSEMBLY OF THE COUNCIL – 28 FEBUARY 2022

REVENUE AND CAPITAL BUDGETS 2022/23

REPORT OF THE CHIEF OFFICER AND DIRECTOR OF CORPORATE SERVICES  
AND HEAD OF FINANCE (SECTION 151 OFFICER)

CONTENTS

1. Purpose of the Report and Summary
- 2 Recommendations
- 3 Introduction
- 4 Current Financial Position (Including Projected Outturn)
- 5 Future Outlook and Resources
- 6 2022/23 Budget
- 7 Financial Implications
- 8 Legal Implications
- 9 Staffing and Administrative Implications

**APPENDICES**

- A (i) General Fund Probable Outturn 2021/22
- A (ii) Commentary on Significant Changes to General Fund Budget 2022/23
  
- B (i) General Fund Summary and Detailed Budget 2021/22 to 2022/23
- B (ii) Fees and Charges 2022/23
- ~~B (iii) Community Grants 2022/23~~
- B (iv) Medium Term Financial Plan 2022/23 to 2026/27
- ~~B (v) Identified Initiatives Reserve~~
  
- C (i) Housing Revenue Account Probable Outturn 2022/23
- C (ii) Housing Revenue Account Budget 2022/23 to 2024/25
- C (iii) Housing Revenue Account Fees and Charges 2022/23
  
- D (i) Capital Resources and Budget (Housing) 2022/23 to 2024/25
- D (ii) Capital Resources and Budget (General Fund) 2022/23 to 2024/25
- ~~D (iii) Capital Strategy 2022/23~~
- ~~D (iv) Investment Strategy 2022/23~~
- ~~D (v) Treasury Management Strategy Statement 2022/23~~
- D (vi) Capital Resources and Budget Probable Outturn Summary
  
- ~~E Corporate Property Maintenance and Improvement Programme~~
  
- ~~F Amendments to the Approved Budgets~~
  
- G Statement on Robustness of the Budget, Adequacy of Reserves and Key Budget Risks
  
- ~~H (i) Council Tax: Precepts – 2022/23~~
- ~~H (ii) Council Tax Parished and Unparished Areas – 2022/23~~
- ~~H (iii) Council Tax – Band D 2018/19 to 2022/23~~
  
- J Legal Considerations for Members
  
- K Prohibition Orders and Judicial Review - Audit Powers
  
- ~~L Pay Policy Statement~~
  
- M Background Papers

\* The items struck through are not included in the draft cabinet papers in order to reduce the extensive nature of the documentation but will be included in the report to GAC which will be available by the time of the report.



**REVENUE AND CAPITAL BUDGETS 2022/23****2. PURPOSE OF THE REPORT AND SUMMARY**

To set the overall level of General Fund and Housing Revenue Account revenue and capital expenditure for Dartford Borough Council for 2022/23, to agree the level of Council Tax for Dartford Borough in its parished and unparished areas for 2022/23, to approve the Pay Policy Statement and to determine sundry related matters.

**3. RECOMMENDATIONS**

- 3.1 That the probable outturn and overall financial position for 2021/22, as set out in Section 6 of this report, be noted.
- 3.2 That, in the light of the probable outturn of the General Fund for 2021/22, the estimated General Fund balance of £3m at 31 March 2022 be noted, as set out in paragraph 7.6.1 of this report.
- 3.3 That the main changes to the General Fund Budget, as set out in Appendix A (ii), be noted.
- 3.4 That the Council Tax requirement of £7,171,304 for 2022/23 as set out in Appendix B (i) to this report, be approved.
- 3.5 That the Pay Policy Statement, at Appendix L, be approved.
- 3.6 That an increase of 2% be applied to all salary levels and associated allowances excluding protected pay.
- 3.7 That a 2% increase be applied to Member and Mayoral allowances and other relevant allowances for 2022/23.
- 3.8 That the level of Mayoral allowances be based on a standard rate income tax payer, and this be adjusted to reflect individual tax circumstances, as required.
- 3.9 That it be noted that the Chief Officer and Director of Corporate Services has delegated authority to agree fees payable for elections, as outlined in the Pay Policy Statement at Appendix M.
- 3.10 That the fees and charges as set out in Appendix B (ii), be noted with effect from 1 April 2022.
- 3.11 That it be noted that the Head of Finance has delegated authority to determine individual sums to be met from the Identified Initiative Reserve in accordance with the agreed general purpose for which it was established.
- 3.12 That it be noted that the Head of Finance has delegated authority, in consultation with the Leader, to determine any expenditure funded from the New Homes Bonus.
- 3.13 That the Community Grants budget, as set out in Appendix B (iii), be noted.

- 3.14 That the overall Housing Revenue Account Budget, at Appendix C (ii), be approved.
- 3.15 That it be noted that the rent charges relating to Housing Revenue Account properties will be kept at the 2021/22 levels for the 2022/23 year.
- 3.16 That the fees and charges relating to Housing Revenue Account properties, as set out in Appendix C (iii) be noted.
- 3.17 That it be noted that the rent charges relating to chargeable for pitches at Claywood Lane Caravan Site Bean are to be kept at the 2021/22 levels for the 2022/23 year rent.
- 3.18 That the Corporate Property Maintenance and Improvement Programme be noted, as set out in Appendix E.
- 3.19 That the overall Capital Programme and budget be agreed and the detail noted as set out in Appendices D (i) and D (ii).
- 3.20 That the Medium Term Financial Plan shown at Appendix B (iv) be noted.
- 3.21 That the Capital Strategy shown at Appendix D (iii), Treasury Management Strategy Statement shown at Appendix D (v), and the Investment Strategy at Appendix D(iv), be approved, and that the Head of Finance (Section 151 Officer) be granted delegated authority to borrow for capital investment purposes, in accordance with the Treasury Management Strategy, should it be in the interest of the Council to do so.
- 3.22 That it be noted that the Head of Finance is authorised to charge such sums which are currently anticipated to be met from revenue, balances or reserves, or capital accounts, to other accounts, as is deemed to be in the interest of the authority.
- 3.23 That the budget amendment rules for 2022/23, as set out in Appendix F, be agreed.
- 3.24 That the special expense General Fund budget (parish precepts) as set out in Appendix H(ii), totalling £1,267,510 be noted.
- 3.25 That the requirement of major preceptors, as detailed in Appendix H(i) to this report, be noted.
- 3.26 That the financial threshold for the definition of a key decision, in accordance with Article 13.03(b) of the Constitution, be set at £500,000.
- 3.27 That it be noted that, at its meeting on 13 December 2021, the General Assembly of the Council calculated the following amounts as its Council Tax Base for the year 2022/23 in accordance with regulations made under Section 31 B(3) of the Local Government Finance Act 1992 as amended:
  - (a) 39,544.25 being the Council Tax Base, for the whole Council area.

and

- (b) the aggregate of the amounts for dwellings in those parts of its area to which a Parish precept relates, as follows:

Bean Parish	551.66
Darenth Parish	1,291.10
Longfield and New Barn Parish	2,496.78
Southfleet Parish	651.30
Stone Parish	4,212.00
Sutton-at-Hone and Hawley Parish	1,466.79
Swanscombe and Greenhithe Town	4,524.39
Wilmington Parish	2,988.86

3.29 That the following amounts now be calculated by the Council for the year 2022/23 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:-

- (a) £48,622,750 being the aggregate of the amounts which the Council estimates for the amounts set out in Section 31 A(2) of the 1992 Act, taking into account all precepts issued to it by Parish Councils.
- (b) £40,183,890 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A(3) of the 1992 Act.
- (c) £8,438,860 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with sections 31 A(4) of the 1992 Act as its Council Tax requirement for the year.
- (d) £213.40 being the amount at (c) above, divided by 3.28 (a) above, calculated by the Council in accordance with section 31 B(1) of the 1992 Act, as the basic amount of its Council Tax for the year (including parish precepts).
- (e) £1,267,510 being the aggregate amount of all special items, i.e. the total of the parish and town council precepts, referred to in Section 34(1) of the 1992 Act.
- (f) £181.35 being the amount at (d) above, less the result given by dividing the amount at (e) above by the amount at 3.28 (a) above, calculated by the Council, in accordance with Section 34(2) of the 1992 Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates

(g) Part of the Borough's area:

£217.73	Bean Parish
£241.53	Darenth Parish
£209.15	Longfield and New Barn Parish
£195.13	Southfleet Parish
£290.86	Stone Parish
£253.86	Sutton-at-Hone and Hawley Parish
£275.84	Swanscombe and Greenhithe Town
£213.55	Wilmington Parish

being the amounts given by adding to the amount at 3.29 (f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above, divided in each case by the amount at 3.28 (b) above, calculated by the Council, in accordance with Section 34(3) of the 1992 Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

(h) That the following amounts, given by multiplying the amounts at 3.29 (f) and 3.29 (g) above by the number which, in the proportion set out in Section 5(1) of the 1992 Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the 1992 Act, be the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands:

## Bean Parish

A	B	C	D	E	F	G	H
145.15	169.35	193.54	217.73	266.11	314.5	362.88	435.46

## Darenth Parish

A	B	C	D	E	F	G	H
161.02	187.86	214.69	241.53	295.20	348.88	402.55	483.06

## Longfield and New Barn Parish

A	B	C	D	E	F	G	H
139.43	162.67	185.91	209.15	255.63	302.11	348.58	418.3

## Southfleet Parish

A	B	C	D	E	F	G	H
130.09	151.77	173.45	195.13	238.49	281.85	325.22	390.26

## Stone Parish

A	B	C	D	E	F	G	H
193.91	226.22	258.54	290.86	355.50	420.13	484.77	581.72

## Sutton-at-Hone and Hawley Parish

A	B	C	D	E	F	G	H
169.24	197.45	225.65	253.86	310.27	366.69	423.1	507.72

## Swanscombe and Greenhithe Town

A	B	C	D	E	F	G	H
183.89	214.54	245.19	275.84	337.14	398.44	459.73	551.68

## Wilmington Parish

A	B	C	D	E	F	G	H
142.37	166.09	189.82	213.55	261.01	308.46	355.92	427.1

## Unparished Parts of the Borough

A	B	C	D	E	F	G	H
120.90	141.05	161.20	181.35	221.65	261.95	302.25	362.70

- 3.30 That it be noted that, for the year 2022/23, the major precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

Precepting Authorities

Kent County Council – including social care precept

A	B	C	D	E	F	G	H
974.16	1136.52	1298.88	1461.24	1785.96	2110.68	2435.40	2922.48

Kent Police and Crime Commissioner

A	B	C	D	E	F	G	H
152.10	177.45	202.80	228.15	278.85	329.55	380.25	456.30

Kent Fire and Rescue

A	B	C	D	E	F	G	H
54.90	64.05	73.20	82.35	100.65	118.95	137.25	164.70

- 3.31 That, having calculated the aggregate in each case of the amounts at 3.29(h) and 3.30 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts of Council Tax for the year 2022/23 for each of the categories of dwellings shown below: on the following page.

## Bean Parish

A	B	C	D	E	F	G	H
1,326.31	1,547.37	1,768.42	1,989.47	2,431.57	2,873.68	3,315.78	3,978.94

## Darenth Parish

A	B	C	D	E	F	G	H
1,342.18	1,565.88	1,789.57	2,013.27	2,460.66	2,908.06	3,355.45	4,026.54

## Longfield and New Barn Parish

A	B	C	D	E	F	G	H
1,320.59	1,540.69	1,760.79	1,980.89	2,421.09	2,861.29	3,301.48	3,961.78

## Southfleet Parish

A	B	C	D	E	F	G	H
1,311.25	1,529.79	1,748.33	1,966.87	2,403.95	2,841.03	3,278.12	3,933.74

## Stone Parish

A	B	C	D	E	F	G	H
1,375.07	1,604.24	1,833.42	2,062.60	2,520.96	2,979.31	3,437.67	4,125.20

## Sutton-at-Hone and Hawley Parish

A	B	C	D	E	F	G	H
1,350.40	1,575.47	1,800.53	2,025.60	2,475.73	2,925.87	3,376.00	4,051.20

## Swanscombe and GreenhitheTown

A	B	C	D	E	F	G	H
1,365.05	1,592.56	1,820.07	2,047.58	2,502.60	2,957.62	3,412.63	4,095.16

## Wilmington Parish

A	B	C	D	E	F	G	H
1,323.53	1,544.11	1,764.70	1,985.29	2,426.47	2,867.64	3,308.82	3,970.58

## Unparished Parts of the Borough

A	B	C	D	E	F	G	H
1,302.06	1,519.07	1,736.08	1,953.09	2,387.11	2,821.13	3,255.15	3,906.18

#### 4. INTRODUCTION

- 4.1. This year, Dartford Borough Council is proposing to take a decision on Council Tax that may be significantly at odds with many, if not most, other local authorities.
- 4.2. It has decided to propose NO INCREASE in the DBC element of the Council Tax once again.
- 4.3. The Leader of the Council, supported by the Cabinet, has reflected that the journey from the depths of the pandemic to recovery was always likely to be less than straightforward and whilst many parts of the economy, local and national, began to recover strongly during 2021 there are still many residents and businesses facing challenges. Like most local Councils this period has been something of a 'perfect storm' of challenges. Income shrunk at just the time demand for our services rose and a chain of separate but interconnected events came along to make things more difficult still. Many employment and contract related pressures will impact our services. Wage inflation and higher costs when contracts are renewed are extremely likely.
- 4.4. The council remains resident-focussed and does not seek comfort in raising taxes because others around us are doing so. A decision to freeze council tax is not easy. Taking everything into account, and seeing that many households are still at an early stage of financial recovery from the impacts of the Covid pandemic, the administration believes that making no increase in the DBC Council Tax is the right thing to do.
- 4.5. The Council has a statutory duty to set the level of council tax and calculate the budget for the forthcoming financial year by 11 March. In undertaking this duty the Constitution of the Council requires Full Council to consider the budget proposals.
- 4.6. The Local Government Act 2003 requires the Chief Finance Officer to report on both the robustness of the estimates and the adequacy of reserves as part of the budget setting process. The report of the Chief Financial Officer is attached at appendix G and concludes that the estimates are robust and that at this time, the level of reserves is sufficient for the Authority.
- 4.7. A CIPFA statement on the role of the Chief Financial Officer can be found at <https://www.cipfa.org/policy-and-guidance/reports/the-role-of-the-chief-financial-officer-in-local-government>.
- 4.8. The 2022/23 budget is set while the nation continues to cope with and recover from the Coronavirus Pandemic. Whilst significant funding has been diverted from central government to local government to address the Covid related pressures, long term funding local government arrangements are still in development.
- 4.9. This report sets out the current financial position including the financial effect of the crisis and also gives the immediate and future outlook for resources and expenditure demands and sets out the Council's current approach to



managing these within the overall aims and objectives of the Council as set out in the Corporate Plan.

- 4.10. This report carries the overall endorsement of the Management Team.

## **5. CURRENT FINANCIAL POSITION (INCLUDING PROJECTED OUTTURN)**

### **5.1. General Fund**

5.1.1. The probable outturn on the General Fund for 2021/22 indicates a net underspend on directorate budgets of around £1.6m compared to the current budget. A summary of the probable outturn is shown in Appendix B (i), while a narrative on the main service variances is set out in Appendix A (i).

5.1.2. The Council has budgeted for £5.4m of business rates income in year. The impact of COVID-19 reliefs is expected to have peculiar effects on the timing of income recognition. This is because the grant to compensate for lost income (if regulations are not changed) will be counted as income in the current year alongside the original estimated income. This will be adjusted for through reserves with a significant deficit payment of over £9.5m due out of the fund in the next year as a result of the grant.

5.1.3. Ignoring timing issues, the overall position is that in year collection remains challenging and significant uncollected debts remain. It is difficult to project the ongoing effect of this but a larger provision for bad debts will be required in the collection fund due to the current collection rates. The current estimate is that despite this, income collected (including grants) should be at or above the budget.

5.1.4. Additionally, significant checks and challenges relating to the 2017 valuation list have been determined during the year and some amendments have been made. The current reserve is sufficient to cover these and further provisions will be made for future changes.

### **5.2. Housing Revenue Account (HRA)**

5.2.1. The probable outturn shows an estimated deficit for the year of £5.07M compared to the budgeted annual deficit of £7.96m. Details of the main variances are set out in Appendix C (i). The balance carried forward into 2022/23 is estimated at an approximate surplus of £7.49m.

### **5.3. Capital Programme**

5.3.1. The approved capital budget for 2021/22 is £29.8m. The updated probable outturn is £19.6m. Details of the main variances are set out in Appendix D (vi).

## 6. FUTURE OUTLOOK AND RESOURCES

### 6.1. General Fund

#### *Business Rates 2022/23*

- 6.1.1. The budget for 2022/23 includes an estimate of income from business rates. The final Local Government Finance Settlement, including business rates baseline was announced on 8 February 2022.
- 6.1.2. The Council is continuing its membership of a Kent Business Rates Pool for the next Financial Year. This enables the Council to benefit from a share of additional income if final outturn is above the Baseline figure set by government.
- 6.1.3. A Safety Net arrangement operates within the pooling arrangements so any one authority with income lower than 92.5% of baseline should receive pool support before additional growth is shared. If the pool income drops to these levels across the pool a government safety net will operate. Pool membership has also been refined so that members with a higher potential to need support have withdrawn.
- 6.1.4. Retained Business Rate income is estimated at £5.9m for 2022/23. This includes estimates for provision for appeals.
- 6.1.5. If the income is over or underestimated adjusting payments will be made in future years.
- 6.1.6. A deficit payment of £290,124 will also be due in 2022/23 recognising part of the projected shortfall in 2020/21 which was spread over three years.

#### *Business Rates after 2022/23*

- 6.1.7. The Council has benefited from business rate growth over baseline levels since the scheme was introduced. For several years a reset of business rates and various other reforms have been proposed and delayed.
- 6.1.8. A reset is still expected in the future but given past experience delays could continue. Any reset will result in a significant reduction in the amount of retained business rate income available to the Council which is shown in the alternative scenario in the medium term financial plan. The main scenario, where the reset continues to be delayed, is shown based on current levels of retained income and pool receipts.
- 6.1.9. It is unknown at this stage if a drop in retained income caused by the reset would be protected at all by compensating taper payments in order to assist authorities in working towards reduced retained resource. The medium term plan alternative scenario illustrates a possible taper payment.

*New Homes Bonus*

- 6.1.10. In 2022/23 the Council will receive a reduced New Homes Bonus allocation of £2,167,584 compared to £3,760,768 in 2021/22. The payment is now made up a legacy amount for 2019/20 and one payment for 2022/23. The 2021/22 payment of £798,001 for prior year growth will not result in future payments and the Government plan to consult on the scheme going forward.

*Council Tax*

- 6.1.11. The Government have continued to set the referendum limit for councils at lower tier level to increase Council Tax by the higher of £5 or 2% (£3.63 for Dartford). A 2% rise in Council tax increases income by around £140,000.

*Core Spending Power and Lower Tier Services Grant*

- 6.1.12. Local Authority Finances are expressed in terms of Core Spending Power by Central Government. This is a theoretical concept which identifies the spending power of Local Authorities based upon baseline Business Rates, New Homes Bonus and the ability to raise Council Tax income within the referendum limits. Dartford's position is illustrated in the table below:

<b>Funding</b>	<b>2021/22</b>	<b>2022/23</b>
Settlement Funding Assessment (Business Rates Baseline)	2,715,907	2,716,339
Compensation for under-indexing the business rates multiplier	141,510	277,578
Council Tax Requirement excluding parish precepts	7,034,984	7,399,636
New Homes Bonus	3,760,767	2,167,584
Lower Tier Services Grant	1,025,786	1,931,022
2022/23 Services Grant	0	187,228
<b>Total</b>	<b>14,678,954</b>	<b>14,678,387</b>

- 6.1.13. The Council would have experienced an expected reduction in spending power due to the decrease in New Homes Bonus and only a small compensating increase in grant by way of the 2022/23 Services Grant. However, the Government has continued the Lower Tier Services Grant in order to ensure that no council experiences a drop in Core spending power over the period.
- 6.1.14. The figure for Council Tax requirement assumes that Council Tax is increased to the full amount available (£5 for Band Equivalent).
- 6.1.15. It is worth noting that the Core spending tables ignore the actual income derived from business rates and as such a future reset would not figure in these tables but would be significant for the Council in terms of resource reduction.

*Medium Term Financial Plan*

- 6.1.16. This report includes a detailed revenue budget for 2022/23. Summary details for four further years (to 2026/27) are shown in the Medium Term Financial Plan (MTFP) at Appendix B (iv). Various assumptions have been made about future inflation rates and income levels.
- 6.1.17. As explained above it is possible that a business rates reset will be in place next year but this is not assumed in the main scenario at this stage. However the alternative scenario shows the possible impact.
- 6.1.18. The plan assumes Council Tax base increases of around 500 band D equivalent properties per year and 2% increases in Council Tax which are subject to annual review.
- 6.1.19. The MTFP also assumes that New Homes Bonus is reduced again and that the support received from the lower tier services grant will also reduce.
- 6.1.20. Going forward, it is possible as per the alternative scenario, that there will be a significant gap in funding. Throughout the length of the plan it will be possible to use reserves set aside for this purpose to maintain services and assist in the move towards future expected levels of funding.
- 6.1.21. As always the Council will review strategic opportunities as they arise. It will continue to examine ways of improving services, reducing costs or raising additional revenue. The Council will need to remain agile in meeting future challenges.

**6.2. Housing Revenue Account (HRA)**

- 6.2.1. Housing Revenue Account resources are not dependant on government grants. The account is managed through a self-financing business plan. The main income is rent and service charges and expenditure is split between housing management and capital investments such as stock building improvements and purchase.
- 6.2.2. The business plan includes continued plans for stock and garage improvements and investments in new build housing and new purchases.
- 6.2.3. Council rents are significantly lower than the rest of the affordable sector and the private market. The government currently allows rents to be increased by CPI plus 1% each year. The increase enables the Council to continue to invest in the existing stock and to purchase additional housing.

**6.3. Capital Programme**

- 6.3.1. Apart from specific grants for essential services (e.g. disabled facilities grant) and projects (Town Centre Regeneration) the Council has to use its own capital resources for capital expenditure.
- 6.3.2. It is anticipated that in 2022/23 the Council will start the year with £17.6m of Usable Capital receipts. In recent years the Council has received capital

receipts from the Bridge Project, Discounted Housing at the Bridge and the sale of part of Stone Lodge for a school site.

- 6.3.3. Some future income is expected as the Bridge project winds up and some discounted housing income will continue but apart from the continued work to dispose of and develop the rest of the Stone Lodge site the Council has no other significant assets identified for disposal.
- 6.3.4. Therefore it is important that existing resources are husbanded carefully in order to maintain the Council's current assets base.
- 6.3.5. The new property team, are assisting the Council in gaining a better understanding of the condition of its assets and any investment needed some of which is built into next year's capital programme.
- 6.3.6. Regeneration of the Town Centre remains a key priority and work continues to ensure a viable improvement scheme at the old Co-op site. As this work develops any demand on the future Capital programme will become clearer.
- 6.3.7. The Housing Capital Programme is mainly funded by statutory and voluntary contributions from the Housing Revenue Account and is focused on maintaining and improving existing stock and building or purchasing new homes.

## **7. 2022/23 BUDGET**

### **7.1. Approach to Budgeting**

- 7.1.1. The Council continues to be determined to provide high quality services and to keep tax low when possible. The priorities for the budget are reflected in the Corporate Plan. The budget also provides the framework for continued environmental policy development and investment as well as continuing the Council's response to the current Coronavirus crisis.
- 7.1.2. Given the continued delay in the reform of Business Rates and New Homes Bonus the outlook for 2022/23 is significantly different from the Medium Term Financial plan published last year. This position was improved further by the continuation of the lower tier services grant. The future funding position is still uncertain but the in-year position will enable the Council to build additional reserves to support future demands.
- 7.1.3. Budgets have been reviewed and changes to the budget have been made adjusting for pressures and some elements of growth. In order to fund these changes managers were asked to identify savings or budget changes that mitigate these increases. These have been reviewed by the leadership team and they are content that the changes proposed will not impact services. More details regarding changes to the budget are given in Appendix A (ii).
- 7.1.4. The resources available to the Council in 2022/23 are such that the Council will be able to add to earmarked reserves again the year which will improve on the resources able to support the reduced income levels identified in the Medium Term Financial Plan (either scenario). Given this, and the Council's desire not to place additional burdens on taxpayers (especially given price

pressures elsewhere) this report proposes no increase to Dartford's Council Tax level.

- 7.1.5. The Council has consulted the public on its outline proposals not to increase Council Tax for 2022/23. Perhaps not surprisingly given the proposal to leave Council Tax unchanged there relatively few critical responses. However some respondents made useful contributions related to Council priorities. Among the issues raised were the desire to see better street cleansing, greater subsidy for leisure facilities and parking and road safety issues. Some of the issues raised by respondents are the responsibility of other Councils.
- 7.1.6. At this stage income budgets have been set assuming no ongoing effects of Covid19. There is some risk to parking and leisure income streams and these will be mitigated by use of Covid funding in reserves in the first instance.

## 7.2. Further General Fund Information

- 7.2.1. The Council has limited scope to increase fees and charges, but recognises the importance of raising income where it can, providing that charges are reasonable and any increase justified. As part of the budget review, fees and charges were examined and proposals for changes are included in this budget with increases in fees included where relevant in line with cost increases to the Council. Details of proposed fees and charges are given in Appendix B (ii). For reasons of service need and flexibility, the relevant Director, in consultation with the Leader and /or the relevant Cabinet member has delegated authority to amend or create new fees and charges.
- 7.2.2. Details of Community Grants are shown in Appendix B (iii). The General Fund budget includes a sum of £22,120 for community grants. The Identified Initiative Reserve has in the past also funded community grants and this will continue in 2022/23.
- 7.2.3. The Council established the Identified Initiatives Reserve to fund specific, short-term initiatives. The balance on the reserve at 31 March 2021 was £3m. Resources have been reviewed within this reserve, to ensure that it is consistent with key priorities and residents' aspirations. The Head of Finance has been granted delegated authority to agree individual sums to be met from the reserve in accordance with the general purpose for which it was established and this is proposed to continue. This is a single budget and whilst individual schemes have funding estimated the exact costs and timings of spend can vary. The fund allows for movement both across schemes and financial years. The current position is shown in appendix B(v).
- 7.2.4. The Head of Finance has a statutory responsibility for the financial affairs of the Council. This is recognised in the CIPFA "Role of the Chief Financial Officer" documents which can be found at <https://www.cipfa.org/policy-and-guidance/reports/the-role-of-the-chief-financial-officer-in-local-government>.

## 7.3. Housing Revenue Account

- 7.3.1. The Housing service, and with it the Housing Revenue Account (HRA), has undergone substantial investment in recent years. A new self-financing regime was introduced in 2012/13. The budget for 2022/23 is based on the assumptions in the business plan, updated for known changes as described below.
- 7.3.2. The CPI plus 1% increase would have been particularly high given unusually high September 2021 CPI figures this year. Capacity within the HRA budget has been identified and given the challenges of Covid and fuel inflation, the budget (as shown in Appendix C(ii)) does not include any increase in rents in order to assist tenants with these pressures.
- 7.3.3. It is expected to return to the principle of CPI plus 1% for the remaining two years of the budget so that repairs and improvements and new properties can be prioritised.
- 7.3.4. Appendix C (iii) details proposals for increased fees and charges in the Housing Revenue Account.

#### 7.4. **Capital and Treasury Management**

- 7.4.1. The Council is required to produce, and have approved annually, a Capital Strategy. The strategy is intended to give a high level, concise and comprehensive overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of the Council's services. The report also provides an overview of the associated risks, its management and the implications for future financial sustainability. The Capital Strategy is attached as Appendix D (iii).
- 7.4.2. A requirement of the 2018 MHCLG Investment Guidance is that the Council must prepare, and have approved annually, an Investment Strategy. This is a separate document to the Treasury Management Strategy and includes both financial and non-financial investments. The aim of the investment strategy is to increase transparency and to ensure that the Council and its Members have a full understanding of the risks associated with the investments made. The Investment Strategy is attached as Appendix D (iv).
- 7.4.3. The Council continues to be required to prepare, and have approved annually, a Treasury Management Strategy. Treasury management is the management of the Council's cash flows, borrowing and investments and the associated risks. Whilst the Treasury Management Strategy could be delegated to another committee for approval, it has been decided to present the report for approval alongside the Capital Strategy and Investment Strategy to aid transparency.
- 7.4.4. The Council has continued its investment strategy on cash balances using a multi layered investment strategy to enhance return while managing risk and the current and expected levels of cash balances. The Treasury Management Strategy is attached as Appendix D (v).
- 7.4.5. The Capital Budget continues to support the finalisation of key projects such as the ongoing works in Dartford Town Centre and Stone Lodge. Budget has also been allocated to Corporate Properties for Economic Development work

and Cliff Health and Safety Works. The allocation for investment in parks and play spaces has rolled forward. The budget also includes an allocation for Community Infrastructure Levy Expenditure and planning costs for the old Co-op site.

- 7.4.6. Bids for new projects have been invited from services and projects coming forward have been appraised for effectiveness and deliverability. Projects that have been accepted are included in the Budget plan.

## 7.5. **The Collection of Council Tax and the Collection Fund**

- 7.5.1. Details of the operation and legal requirements of Council Tax are set out in Appendix L. The percentage of Council Tax collected for 2021/22 was 83% at the end of December and it is estimated that it will be 96% by the year end. The Council continues to collect arrears for previous years. Officers will continually review collection practices to ensure best practice is applied.

- 7.5.2. The Collection Fund is a statutory account that receives all the money collected from Council Tax and Business Rates. Separate accounting arrangements exist for the Collection Fund. The Collection Fund pays Council Tax and Business Rates to the major precepting authorities. Any estimated surplus or deficit from the fund has to be shared by major precepting authorities and taken into account when setting the following year's Council Tax.

- 7.5.3. In accordance with regulations, the total surplus or deficit on the Council Tax Collection Fund was estimated on 15 January 2022 at a surplus of £1,221,677. The surplus will be distributed in 2022/23 as follows:

	£
Dartford Borough Council	133,705
Kent County Council	898,392
Kent Police and Crime Commissioner	138,670
Kent Fire and Rescue Authority	<u>50,910</u>
	1,211,677

## 7.6. **General Fund Balance and Earmarked Reserves**

- 7.6.1. As noted in the Statement on the Robustness of the Budget (Appendix H), the minimum prudent level of resources is a matter of judgement and is the Council's safety net for unforeseen expenditure or other circumstances. The minimum balance has been set at £3m with £3m being held.

- 7.6.2. The Council also holds earmarked reserves. These reserves are set aside for specific purposes and are part of a wider financial approach of managing risk and supporting the council against a backdrop of significant uncertainty.

- 7.6.3. At 1 April 2022, it is estimated that the balance on the earmarked reserves (not including the Identified Initiatives Reserve) will be approximately £61m. Of this, £10.6m is expected to relate directly to the timing of business rates



transactions and £37m is expected to as part of the Financial Stability and Capital Projects Reserve. At this stage this income is set against the Potential Medium Term Financial plan shortfall for the next four years with the remainder held against capital development. In terms of other earmarked reserves £2m is held in the pension reserve to fund any future increase in employer pension contributions. £3m is set aside for Economic Development and Growth from business rate income (e.g. the Town Centre Scheme). There is also £4.8m held against investment volatility; £585,000 is set aside for the replacement and renewal of major items of plant and equipment, and a further £570,000 for the maintenance of corporate property. There are also other, smaller, earmarked reserves.

## 7.7. General Fund Budget and the level of Council Tax

- 7.7.1. The Government has set the 2022/23 limit on the increase in council tax, before it is necessary to call a local referendum, at £5 for authorities like Dartford or 2% whichever is higher. This level of increase is assumed within the MHCLG's funding calculations.
- 7.7.2. The resources available to the Council in 2022/23 compared with spending plans are shown below, and determine the level of Band D council tax.

Total General Fund Budget	15,227,060
Less charged to other accounts	-1,050,000
Net General Fund requirement	<b>14,177,060</b>
Plus:	
Transfer to Reserves	3,078,132
Less:	
Business Rates	-5,609,876
New Homes Bonus/Lower Tier Services Grant	-4,153,033
Local Council Tax Support Grant	-187,288
Council tax requirement	7,171,350
Council Tax Base	39,544.25
Dartford Borough Council Band D Tax	181.35

7.7.3. The tax required of the precepting authorities is set out in Appendices H(i) and H(ii). In summary, the Band D tax levels for non-parished parts of the Borough are:

	2021/22	2022/23	% change
Kent County Council	1,418.76	1,461.24	3.0%
Kent Fire and Rescue Authority	80.82	82.35	1.9%
Kent Police and Crime Commissioner	218.15	228.15	4.6%
Dartford Borough Council	181.35	181.35	0.0%
	-----	-----	-----
	1,899.08	1,953.09	2.8%

**8. FINANCIAL IMPLICATIONS**

8.1. As set out within the body of the report and appendices.

**9. LEGAL & EQUALITIES IMPLICATIONS**

9.1. Legal implications are as set out in Appendices J and K.

9.2. The budget does not have a direct impact on any particular group. A customer access review initial screening has been carried out. However, there are no changes to the proposed level of service provided to Dartford residents as part of the budget process, therefore a full customer access review initial is not required.

**10. STAFFING AND ADMINISTRATIVE IMPLICATIONS**

10.1. A 2% increase on all salary levels is proposed. This recognises the complexities of setting a budget in the current climate and reduced resources the future years, but also the commitment of all staff to work more flexibly and provide important services to the residents of Dartford.

10.2. The Council’s Pay Policy Statement is attached at Appendix P.

**11. CONCLUSIONS**

11.1. Members are requested to give full and proper consideration to the issues raised in this report, having regard to the legal responsibilities in relation to taking decisions on these issues (Appendix K refers).

11.2. If Members wish to pursue other options, the Head of Finance is able to give advice as to the implications and viability of these. Any proposals, however, must be achievable, produce a legally balanced budget, and be within the powers of the General Assembly of the Council to approve the budget envelope.

**12. BACKGROUND PAPERS**

<u>Documents consulted</u>	<u>Date</u>	<u>File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
See Appendix M			Tim Sams 01322 343148	Financial Services/ Corporate Services	N/A

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## **GENERAL FUND**

Significant budget variances and reasons for them are detailed below:

### **Staffing vacancy factor**

The vacancy savings factor has been set at £250,000 for the year. It is now projected that by the end of the year vacancy savings will be around £530,000. The vacancies are across various teams but vacancies have been higher in Environmental Health this year as the new posts in the structure are being recruited to and contract support staff have been mainly focused on Covid-related grant funded work.

### **Inflation allowance**

Each year a global sum is set aside within the budget for inflation increases and for 2021/22, this is set at £140,000. Throughout the year, as and when annual increases in contracts/annual payments are determined, virements are actioned to the appropriate budget headings from the set aside sum. The first major draw on the allowance this year was the increase for the waste management contract, effective from 1 July 2021, which amounted to £60,140. To date £75,360 has been used in total and it is expected that further calls on the allowance may be required this year as inflation continues to increase at a rate higher than envisaged this time last year.

### **Support to other funds**

This figure measures the expected level of support of General Fund staff and resources to the Housing Revenue Account. Based upon current estimates of staff time and work allocation this amount is expected to be £95,000 higher than the budget.

### **Government Fees and Charges Compensation Scheme**

The Government's fees and charges compensation scheme ceased as at 30 June and where appropriate the Council has made a claim for reduced income, however as for the 2020/21 scheme, the Council has to bear a proportion of the loss. Local authorities cannot claim for localised decisions on changes to charging policies. The total amount claimed is just over £50,000.

### **Environmental Initiatives**

The environmental initiatives budget of £70,000 was introduced in the 2020/21 financial year, however the planning and undertaking of the work has been delayed due to COVID 19. As for the previous financial year, it is proposed to ring fence any unspent budget for future use.

## **Community and Growth**

### **Land and Properties Rents**

Rental income is projected to exceed its budget of £261,000 by £36,000 due to the unbudgeted extension of a temporary lease at the Stone Lodge site.

### **The Orchard Theatre**

The annual payment to The Orchard Theatre is budgeted at £375,000 to include a reduction related to agreed capital works expenditure. This reduction was deferred in 2020/21 and has been extended until 31 August 2021. The anticipated payment for this year is now £403,310.

The profit share income budget of £45,000 will not be forthcoming this financial year, however a claim has been made under the Government's fees and charges compensation scheme for £8,400. .

The overall overspend this year is expected to be £62,410.

### **Fairfield Leisure Centre**

The Council's contract with the external service provider would normally generate an annual income of £610,600. The Centre has now reopened and has provided a full range of services from July 19 2021but it is still building up user numbers as post pandemic confidence grows.

The Council received £202,000 from the operator for the period up to the end of December 2021. It is expected that income will increase as the year progresses and business builds.

The reduced income was reflected in the last scheduled claim for compensation for lost income from fees and charges for the first quarter of 2021/22 and £43,000 is expected for this. Grant income from Sports England £131,000 is also receivable. There is an expected underachievement of income this financial year of £153,000.

### **Special Events**

The net current budget for special events is £130,900 and comprises of two elements, the Dartford Festival and the Summer Sizzlers campaign.

The Summers Sizzlers expenditure budget has been used to grant fund activities at the Healthy Living Centre this financial year.

The Council assessed the risks involved with staging Dartford Festival in 2021 and concluded that it would not be sensible to go ahead, in light of the ongoing pandemic and lockdown conditions. This proved correct when lockdown was extended to July 19<sup>th</sup> 2021, the Monday after festival weekend. In addition, the staff responsible for the Festival were heavily involved with the Council's response to the pandemic and so would not have been available to deliver the Festival. The underspend for the year is £126,100

**Markets**

Dartford's Thursday and Saturday Markets have been severely impacted by the Covid-19 restrictions and the Market Street/High Street public realm improvement works. Rent charges for permanent and regular casual traders have remained suspended throughout the year. There is a small income stream, projected at £17,000, associated with new casual traders. Overall, it is anticipated there will be a net overspend of £152,450 for the year.

**Corporate Services****Land Charges**

The income budget for land charges for this financial year is £80,000 and as if current income levels remain similar, it is possible that income of £120,000 could be achieved.

**Council Tax**

The Council Tax service budgets are expected to show an underspend of £310,000. Courts reopened earlier in the year and with the backlog in cases, it is expected that the year's income will be in the region of £550,000, which is £110,000 over budget. There have been some vacancies across the joint service delivery arrangements between the Council and Sevenoaks District Council, which is likely to produce savings of £28,000. An additional unbudgeted grant is due from Kent County Council for £114,530 for an Empty Homes Premium. Other variances include an upward revision of both Government and other Kent County Council grants, amounting to £44,000 with balance attributable to lower running expenses.

**Benefits**

During the year 2021/22, the number of cases changing to universal credit continued to rise. Therefore, expenditure is likely to be lower than previous levels.

In the past, the combination of the subsidy arrangements and overpayment recovery have often led to a net income position. This is still expected but it is likely that the total net income received will be lower by around £150,000.

The overall figures will also be affected by the subsidy claim audit, which takes place over the autumn/winter, as adjustments are sometimes necessary. Last year's audit was concluded without significant adjustments and it is expected that the 2020/21 audit will have the same result.

**Eltham Crematorium**

An estimate of £123,110 for the crematorium income distribution payment was included within the 2021/22 budget based on previous years' distributions. The latest available information is indicating a potential distribution payment of £149,000.

## **Investment Income**

An additional £1.4m is expected to be received this financial year. A prudent investment income budget was set at a time of significantly low interest rates and when the world economy was still responding to the impacts of Covid-19. Whilst liquidity investment rates have remained extremely low at around 0.01% and therefore internally managed investment returns have been low, the externally managed pooled funds have achieved greater income returns than would have been expected, achieving an annualised rate to the end of September of 3.71%. It would seem reasonable at this stage to assume a similar level of return for the rest of the year. £1.87m of investment income had been received by the end of December 2021 and a further £0.31m declared and due to be received in the next few months. An outturn of £2.65m is predicted subject to similar market conditions.

## **Housing and Public Protection**

### **Licensing**

The service is expected to have a net overspend of £23,000. The total income budget for licensing is £144,500 with a current projection of £119,350.

The number of private hire and hackney carriage licence renewals are still low compared to previous years. Many drivers who did not renew during the pandemic have not returned to working as licensed drivers. The projected outturn is £40,000 against the budget of £57,500

Licensing has seen an increase in temporary events compared to last year and changes to licences following the lifting of restrictions. The majority of general licensing income is generated during the November annual fee collection. The projected outturn for general and scrap dealer licensing is £76,000 against the budget of £87,100.

Additionally a further £3,500 has been claimed under the Government's fees and charges compensation scheme for vehicle licensing.

### **Environmental Health**

Following the disengagement of the Environmental Health service from the joint working arrangements with Sevenoaks District Council, the service continues to settle down and with a later implementation date than was initially budgeted for in some areas, it is expected to produce savings of £31,000. These savings are largely associated with staff related budgets such as car allowances, training and minor project work. A small grant from the Food Standards Agency of £3,750 for inspection work has been received to offset officer time and some budgeted contractor costs are unlikely to be used in this area of the service this year.

### **Temporary Accommodation**



As in the previous year the Housing team have worked extremely hard to accommodate rough sleepers, and others in the need of emergency housing post the last COVID-19 lockdown to ensure the Council provided temporary accommodation all those that needed it, and that has inevitably led to expenditure on nightly paid accommodation to continue to be considerably higher than has been seen before. The expected net overspend is around £274,000.

The additional initial costs expended on emergency nightly paid accommodation have continued due to a lack of movement in the overall market-reduced availability of move on accommodation.

During this difficult period the Housing team has continually developed innovative ideas to attempt to control costs and has successfully bid for, and received, emergency grants from the DLUHC<sup>1</sup> (formerly MCHLG) to mitigate the impact of these unbudgeted costs and work in both areas continues. Grants are significantly higher this year and include the Homeless Prevention grant, the Emergency Accommodation portion from the Rough Sleepers Initiative and the Contain Outbreak Management Fund grants from DLUHC and KCC.

Looking forward it is felt that the costs for nightly paid accommodation have peaked, but given earlier pressures the budget will inevitably be significantly overspent in 2021/22.

The overspend figure has reduced from the previous projection as it has been identified, whilst preparing for year end that some payments initially included in the projection relate to next year as property rents are sometimes paid in advance.

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<sup>1</sup> Department for Levelling Up, Housing & Communities

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**COMMENTARY ON SIGNIFICANT CHANGES TO THE GENERAL FUND BUDGET 2022/23****Inflation**

Ongoing price uplifts of £135,000 have been included in service budgets against specific contractual rises and areas of price pressure. In addition the IT software licences budgets have been reviewed and new and unavoidable increased contractual prices to the extent of £17,000 per annum across the services have been reflected.

**Pay Award and National Insurance**

The proposed pay award of 2% has increased general fund staff budgets by £222,000. Additional national insurance costs are £64,000. Budgets for fixed car allowances and member allowances have also been increased accordingly.

**Investment Income**

Income has continued to outperform the budget despite the challenges of Covid 19. The budget has been lifted by £750,000 to reflect the income that is likely to be achieved.

**Temporary Accommodation**

This has continued to be a pressure for the authority and additional costs of £450,000 have been budgeted for 2022/23.

**Waste and Street Cleansing**

These budgets have been increased by £75,000 to reflect property growth and the resulting uplift in costs. Fees for bulky waste have been increased to bring it in line with other authorities and an additional £24,000 of income is budgeted.

**Staffing Changes**

Some areas have been identified as requiring more resources as a result of increasing work and demands. A restructure in planning policy has resulted in growth of £20,000 (with some new posts funded via income streams). Additional resources of £20,000 have also been allocated to Legal Services and increased administration support of £11,000 each has been provided to Environmental Health and Planning. An additional £43,000 is included for pensions.

A new team has been set up for climate change. Additional contributions were not required as the team will utilise the environmental improvements budget and one existing post. A charge will also be made to the HRA for improvement initiatives relating to the housing stock.

**Revenues and Benefits**

Additional costs of £134,000 have been budgeted after an audit of activity levels across the shared service partnership showed increased activity for Dartford. This is mitigated by a budgeted saving on agency and support costs of £30,000 and expected grants of £179,000 from Kent County Council reflecting decisions on

Council tax discounts and exemptions regarding unoccupied dwellings and empty homes. Updates to central government administration grants have added £36,000.

**Environmental Health**

The full year effect of taking the service in house has resulted in additional salary growth of £47,000.

**Bridge Project**

As the development agreement comes to an end in March 2022, the contribution of £112,000 to costs is no longer receivable.

**Parish Funding**

The capacity building fund budget has been reduced by £20,000 with the residual budget to be used to supplement the green grants reserve fund.

**Corporate Property**

The rents budget has been reviewed in line with current and expected contracts resulting in an income reduction of £40,000 relating to a temporary site. .

**Other Budget updates**

The budget has been updated for various smaller items including increased Litter and Civil enforcement income £20,000, a £20,000 reduction in the corporate property maintenance budget and an adjustment to the Orchard Theatre budget of £26,000 to reflect the works the Council has paid for.

**GENERAL FUND SUMMARY**

	<b>BUDGET 2021/2022</b>	<b>CURRENT BUDGET 2021/2022</b>	<b>PROJECTED OUTTURN 2021/2022</b>	<b>BUDGET 2022/2023</b>
	£	£	£	£
GROWTH AND COMMUNITY	2,208,470	2,076,810	2,282,065	2,407,150
HOUSING AND PUBLIC PROTECTION	7,873,680	7,686,880	7,854,669	8,581,730
CORPORATE SERVICES	4,806,040	4,666,960	2,607,604	4,088,180
	14,888,190	14,430,650	12,744,338	15,077,060
Plus				
Increase in provision for doubtful debts	0	0	0	0
Covid 19 Provision	500,000	500,000	0	0
Allowance for Inflation	140,000	64,640	64,640	400,000
Less				
Employee vacancy factor	(250,000)	282,900	0	(250,000)
Support to other funds	(975,000)	(975,000)	(975,000)	(1,050,000)
	14,303,190	14,303,190	11,833,978	14,177,060
Contribution to Reserves	2,693,890	2,693,890	5,163,102	3,023,705
Net General Fund Budget	16,997,080	16,997,080	16,997,080	17,200,765
Business Rate Retention	(5,400,000)	(5,400,000)	(5,400,000)	(5,900,000)
Business Rate Retention Deficit	388,066	388,066	388,066	290,124 *
Homes Bonus	(3,760,767)	(3,760,767)	(3,760,767)	(2,167,584)
Lower Tier Services Grant	(1,025,786)	(1,025,786)	(1,025,786)	(1,931,022)
2022/23 Services Grant	0	0	0	(187,228)
Total Grant and Business Rates Income	(9,798,487)	(9,798,487)	(9,798,487)	(9,895,710)
Collection Fund Deficit/(Surplus)	14,326	14,326	14,326	(133,705)
Local Council Tax Support Grant	(177,930)	(177,930)	(177,930)	0
Council Tax	(7,034,989)	(7,034,989)	(7,034,989)	(7,171,350)
Total Income	(16,997,080)	(16,997,080)	(16,997,080)	(17,200,765)
USE OF BALANCES/RESERVES	0	0	0	0

The deficit figure here does not include £9,489,252 which is due to the extension of reliefs due to Covid 19. The reliefs are funded via grants receivable in 2021/22. The grants will be taken straight to reserve.

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<b>GROWTH AND COMMUNITY</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
COMMUNICATIONS	199,600	205,360	206,790	213,730
CORPORATE LAND AND PROPERTIES	(701,230)	(703,980)	(762,425)	(576,420)
COMMUNITY GRANTS	177,670	177,670	177,520	177,670
CUSTOMER CONTACT CENTRE	543,760	496,220	494,290	548,220
CIVIC CENTRE SERVICES	324,740	308,170	316,960	335,300
THE ORCHARD THEATRE	335,000	335,000	397,410	308,680
SPORTS & FACILITIES MANAGEMENT	(339,390)	(339,390)	(195,320)	(359,760)
SPECIAL EVENTS	139,150	130,900	4,800	139,150
BANDSTAND	5,000	5,000	1,520	5,000
NATURAL THEATRE	13,330	21,730	21,580	13,480
MUSEUM	58,780	57,050	54,850	59,980
DBC FIRE ENGINE	2,050	1,020	2,280	2,080
GREATER NORTH KENT PARTNERSHIP	0	0	0	0
PLANNING AND DEVELOPMENT CONTROL	592,860	591,330	609,570	643,570
BUILDING CONTROL	11,850	11,850	30,880	16,590
TOWN CENTRE MANAGEMENT	194,150	194,110	180,840	206,840
DARTFORD MARKETS	(87,050)	(92,150)	65,400	(85,900)
DIR GROWTH & COMMUNITY	145,870	134,690	133,670	152,430
PROPERTY SERVICES	282,720	253,990	261,160	292,020
COMMUNITY SERVICES	309,610	288,240	279,790	314,490
PUBLIC HEALTH	0	0	500	0
	<u>2,208,470</u>	<u>2,076,810</u>	<u>2,282,065</u>	<u>2,407,150</u>

<b>GROWTH AND COMMUNITY</b>	<b>BUDGET 2021/2022</b>	<b>CURRENT BUDGET 2021/2022</b>	<b>PROBABLE OUTTURN 2021/2022</b>	<b>BUDGET 2022/2023</b>
	£	£	£	£
<b>COMMUNICATIONS</b>				
<b>Codes: A0809</b>				
<b>Spending Officer : A Gowan</b>				
<u>EXPENDITURE</u>				
Employees	170,540	170,620	171,890	183,720
Supplies and Services	28,730	34,410	38,030	29,680
Transport	330	330	330	330
<b>GROSS EXPENDITURE</b>	<b>199,600</b>	<b>205,360</b>	<b>210,250</b>	<b>213,730</b>
<u>INCOME</u>				
Other Reimbursements	0	0	(3,460)	0
<b>GROSS INCOME</b>	<b>0</b>	<b>0</b>	<b>(3,460)</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>199,600</b>	<b>205,360</b>	<b>206,790</b>	<b>213,730</b>
<b>CORPORATE LAND AND PROPERTIES</b>				
<b>Codes: A4650, A3825, A3646, A4889 A6030, A7200, A7242, A7545, A7747, A7780, C3530</b>				
<b>Spending Officer : M Kelly-Stone</b>				
FORMER CO-OP SITE (A3825)	0	0	0	0
MANOR GATEHOUSE (A3646)	(19,820)	(19,820)	(17,915)	(17,760)
CORPORATE PROPERTY MAINTENANCE (A4889)	142,260	142,260	123,320	143,700
LAND & PROPERTIES (A6030)	(261,760)	(264,510)	(295,930)	(252,560)
FORMER LIBRARY SITE, SWANSCOMBE (A7200)	(14,050)	(14,050)	(14,630)	(14,050)
ORCHARDS SHOPPING CENTRE (A7242)	(215,000)	(215,000)	(215,000)	(215,000)
COUNTY COURT SITE (A7545)	(190,000)	(190,000)	(190,000)	(190,000)
ORCHARD CLOCKTOWER (A7747)	(700)	(700)	(700)	(700)
THE BRIDGE (A7780)	(102,110)	(102,110)	(111,000)	10,000
STONE LODGE DARTFORD (C3530)	(40,050)	(40,050)	(40,570)	(40,050)
	<b>(701,230)</b>	<b>(703,980)</b>	<b>(762,425)</b>	<b>(576,420)</b>
<u>EXPENDITURE</u>				
Premises	16,150	16,150	12,510	17,670
Supplies and Services	860	89,290	87,170	860
Agency and Contracted Services	10,000	10,000	5,000	10,000
Miscellaneous	142,260	142,260	123,320	143,700
Exp Funded By Specific Income	0	0	35,050	0
<b>GROSS EXPENDITURE</b>	<b>169,270</b>	<b>257,700</b>	<b>263,050</b>	<b>172,230</b>
<u>INCOME</u>				
Recharges	(700)	(700)	(700)	(700)
Agency Reimbursements	(112,110)	(112,110)	(116,000)	0
Fees & Charges	(15,710)	(17,460)	(19,950)	(19,020)
Rents	(741,980)	(742,980)	(772,455)	(728,930)
Other Reimbursements	0	0	5,000	0
Transfer from Reserves	0	(88,430)	(121,370)	0
<b>GROSS INCOME</b>	<b>(870,500)</b>	<b>(961,680)</b>	<b>(1,025,475)</b>	<b>(748,650)</b>
<b>NET INCOME</b>	<b>(701,230)</b>	<b>(703,980)</b>	<b>(762,425)</b>	<b>(576,420)</b>



<b>GROWTH AND COMMUNITY</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>COMMUNITY GRANTS</b>				
<b>Codes: D3064, D3067</b>				
<b>Spending Officer: A Gowan</b>				
DARTFORD COMMUNITY GRANT (D3064)	22,120	22,120	22,120	22,120
RECURRING GRANTS (D3064)	155,550	155,550	155,400	155,550
	<u>177,670</u>	<u>177,670</u>	<u>177,520</u>	<u>177,670</u>
<b>EXPENDITURE</b>				
Small Community Grants	22,120	22,120	22,120	22,120
Recurring grants	155,550	155,550	155,400	155,550
<b>GROSS EXPENDITURE</b>	<u>177,670</u>	<u>177,670</u>	<u>177,520</u>	<u>177,670</u>
<b>NET EXPENDITURE</b>	<u>177,670</u>	<u>177,670</u>	<u>177,520</u>	<u>177,670</u>
<b>CUSTOMER CONTACT CENTRE</b>				
<b>Codes: A1018</b>				
<b>Spending Officer: C Russell</b>				
<b>EXPENDITURE</b>				
Employees	511,840	464,670	463,960	510,080
Supplies and Services	23,850	23,480	24,790	30,070
Transport	470	470	220	470
Agency and Contracted Services	7,600	7,600	5,320	7,600
<b>GROSS EXPENDITURE</b>	<u>543,760</u>	<u>496,220</u>	<u>494,290</u>	<u>548,220</u>
<b>NET EXPENDITURE</b>	<u>543,760</u>	<u>496,220</u>	<u>494,290</u>	<u>548,220</u>
<b>CIVIC CENTRE SERVICES</b>				
<b>Codes: A1326, A3040</b>				
<b>Spending Officer : C Russell</b>				
CENTRAL POSTAGES (A1326)	0	750	(290)	0
CIVIC CENTRE (A3040)	324,740	307,420	317,250	335,300
	<u>324,740</u>	<u>308,170</u>	<u>316,960</u>	<u>335,300</u>
<b>EXPENDITURE</b>				
Employees	150,340	132,420	132,410	154,970
Premises	357,720	355,260	345,270	358,340
Supplies and Services	27,320	31,030	48,170	27,920
Transport	100	100	50	100
Agency and Contracted Services	2,030	2,130	2,130	2,130
Miscellaneous	93,070	93,070	80,500	93,070
<b>GROSS EXPENDITURE</b>	<u>630,580</u>	<u>614,010</u>	<u>608,530</u>	<u>636,530</u>
<b>INCOME</b>				
Recharges	(271,970)	(271,970)	(256,020)	(267,360)
Sales	(1,000)	(1,000)	(280)	(1,000)
Fees & Charges	(320)	(320)	(1,340)	(320)
Rents	(32,550)	(32,550)	(32,550)	(32,550)
Other Reimbursements	0	0	(1,380)	0
<b>GROSS INCOME</b>	<u>(305,840)</u>	<u>(305,840)</u>	<u>(291,570)</u>	<u>(301,230)</u>
<b>NET EXPENDITURE</b>	<u>324,740</u>	<u>308,170</u>	<u>316,960</u>	<u>335,300</u>

<b>GROWTH AND COMMUNITY</b>	<b>BUDGET</b>	<b>CURRENT</b>	<b>PROBABLE</b>	<b>BUDGET</b>
	<b>2021/2022</b>	<b>2021/2022</b>	<b>OUTTURN</b>	<b>2022/2023</b>
	£	£	£	£
<b>THE ORCHARD THEATRE</b>				
<b>Codes: A7040</b>				
<b>Spending Officer: A Gowan</b>				
<u>EXPENDITURE</u>				
Premises	5,000	5,000	2,500	5,000
Agency and Contracted Services	375,000	375,000	403,310	348,680
<b>GROSS EXPENDITURE</b>	<b>380,000</b>	<b>380,000</b>	<b>405,810</b>	<b>353,680</b>
<u>INCOME</u>				
Other Income	(45,000)	(45,000)	0	(45,000)
Government Grants	0	0	(8,400)	0
<b>GROSS INCOME</b>	<b>(45,000)</b>	<b>(45,000)</b>	<b>(8,400)</b>	<b>(45,000)</b>
<b>NET EXPENDITURE</b>	<b>335,000</b>	<b>335,000</b>	<b>397,410</b>	<b>308,680</b>
<b>SPORTS &amp; FACILITIES MANAGEMENT</b>				
<b>Codes: C4000, C4031, C4032, C4040, C4075</b>				
<b>Spending Officer: A Gowan</b>				
ACACIA (C4000)	199,790	199,790	184,160	182,780
PRINCES PARK (C4031)	90,000	90,000	90,000	90,000
FAIRFIELD POOL AND LEISURE CENTRE (C4032)	(610,600)	(610,600)	(457,020)	(613,960)
PRINCES PARK MINI PITCHES (C4040)	(4,580)	(4,580)	1,540	(4,580)
RUGBY CLUB (C4075)	(14,000)	(14,000)	(14,000)	(14,000)
	<b>(339,390)</b>	<b>(339,390)</b>	<b>(195,320)</b>	<b>(359,760)</b>
<u>EXPENDITURE</u>				
Premises	171,450	188,870	190,910	154,380
Supplies and Services	106,690	113,440	114,590	106,690
Agency and Contracted Services	41,110	16,940	11,610	41,170
Contribution To Reserves	6,000	6,000	5,700	6,000
<b>GROSS EXPENDITURE</b>	<b>325,250</b>	<b>325,250</b>	<b>322,810</b>	<b>308,240</b>
<u>INCOME</u>				
Government Grants	0	0	(174,000)	0
Sports Income	(650,640)	(650,640)	(327,690)	(654,000)
Rents	(14,000)	(14,000)	(14,000)	(14,000)
Other Reimbursements	0	0	(2,440)	0
<b>GROSS INCOME</b>	<b>(664,640)</b>	<b>(664,640)</b>	<b>(518,130)</b>	<b>(668,000)</b>
<b>NET INCOME</b>	<b>(339,390)</b>	<b>(339,390)</b>	<b>(195,320)</b>	<b>(359,760)</b>

<b>GROWTH AND COMMUNITY</b>	<b>BUDGET</b>	<b>CURRENT</b>	<b>PROBABLE</b>	<b>BUDGET</b>
	<b>2021/2022</b>	<b>BUDGET</b>	<b>OUTTURN</b>	<b>2022/2023</b>
	£	£	£	£
<b>SPECIAL EVENTS</b>				
<b>Codes: C6051</b>				
<b>Spending Officer: A Gowan</b>				
<u>EXPENDITURE</u>				
Supplies and Services	6,000	6,000	4,800	6,000
Special Events Expenses	204,650	196,400	0	134,650
<b>GROSS EXPENDITURE</b>	<b>210,650</b>	<b>202,400</b>	<b>4,800</b>	<b>140,650</b>
<u>INCOME</u>				
Fees & Charges	(71,500)	(71,500)	0	(1,500)
<b>GROSS INCOME</b>	<b>(71,500)</b>	<b>(71,500)</b>	<b>0</b>	<b>(1,500)</b>
<b>NET EXPENDITURE</b>	<b>139,150</b>	<b>130,900</b>	<b>4,800</b>	<b>139,150</b>
<b>BANDSTAND</b>				
<b>Codes: C0150</b>				
<b>Spending Officer: A Gowan</b>				
<u>EXPENDITURE</u>				
Premises	150	150	150	150
Supplies and Services	450	450	120	450
Agency and Contracted Services	4,400	4,400	1,250	4,400
<b>GROSS EXPENDITURE</b>	<b>5,000</b>	<b>5,000</b>	<b>1,520</b>	<b>5,000</b>
<b>NET EXPENDITURE</b>	<b>5,000</b>	<b>5,000</b>	<b>1,520</b>	<b>5,000</b>
<b>NATURAL THEATRE</b>				
<b>Codes: C1800</b>				
<b>Spending Officer: A Gowan</b>				
<u>EXPENDITURE</u>				
Premises	12,080	21,980	21,580	13,730
Supplies and Services	1,500	0	0	0
<b>GROSS EXPENDITURE</b>	<b>13,580</b>	<b>21,980</b>	<b>21,580</b>	<b>13,730</b>
<u>INCOME</u>				
Fees & Charges	(250)	(250)	0	(250)
<b>GROSS INCOME</b>	<b>(250)</b>	<b>(250)</b>	<b>0</b>	<b>(250)</b>
<b>NET EXPENDITURE</b>	<b>13,330</b>	<b>21,730</b>	<b>21,580</b>	<b>13,480</b>

<b>GROWTH AND COMMUNITY</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>MUSEUM</b>				
<b>Codes: C6052</b>				
<b>Spending Officer: A Gowan</b>				
<u>EXPENDITURE</u>				
Employees	43,690	41,960	41,810	44,890
Premises	10,200	10,200	9,900	10,200
Supplies and Services	5,570	5,170	3,170	5,170
Transport	20	20	20	20
<b>GROSS EXPENDITURE</b>	<b>59,480</b>	<b>57,350</b>	<b>54,900</b>	<b>60,280</b>
<u>INCOME</u>				
Sales	(700)	(300)	(50)	(300)
<b>GROSS INCOME</b>	<b>(700)</b>	<b>(300)</b>	<b>(50)</b>	<b>(300)</b>
<b>NET EXPENDITURE</b>	<b>58,780</b>	<b>57,050</b>	<b>54,850</b>	<b>59,980</b>
<b>DBC FIRE ENGINE</b>				
<b>Codes: A3875</b>				
<b>Spending Officer : A Gowan</b>				
<u>EXPENDITURE</u>				
Employees	2,050	1,020	1,020	2,100
Premises	2,000	2,000	1,980	1,980
Transport	1,000	1,000	1,000	1,000
<b>GROSS EXPENDITURE</b>	<b>5,050</b>	<b>4,020</b>	<b>4,000</b>	<b>5,080</b>
<u>INCOME</u>				
Fees & Charges	(3,000)	(3,000)	(1,720)	(3,000)
<b>GROSS INCOME</b>	<b>(3,000)</b>	<b>(3,000)</b>	<b>(1,720)</b>	<b>(3,000)</b>
<b>NET EXPENDITURE</b>	<b>2,050</b>	<b>1,020</b>	<b>2,280</b>	<b>2,080</b>
<b>GREATER NORTH KENT PARTNERSHIP</b>				
<b>Codes: A3870</b>				
<b>Spending Officer: R Longman</b>				
<u>EXPENDITURE</u>				
Employees	0	89,560	89,560	100,470
Agency and Contracted Services	0	67,440	67,440	0
Exp Funded By Specific Income	0	0	0	56,530
<b>GROSS EXPENDITURE</b>	<b>0</b>	<b>157,000</b>	<b>157,000</b>	<b>157,000</b>
<u>INCOME</u>				
Recharges	0	(129,000)	(129,000)	(129,000)
Transfer from Reserves	0	(28,000)	(28,000)	(28,000)
<b>GROSS INCOME</b>	<b>0</b>	<b>(157,000)</b>	<b>(157,000)</b>	<b>(157,000)</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GROWTH AND COMMUNITY</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>PLANNING AND DEVELOPMENT CONTROL</b>				
<b>Codes: G1502, G1503, G1950</b>				
<b>Spending Officer: Sonia Collins</b>				
DEVELOPMENT CONTROL (G1502)	220,770	221,890	231,790	181,770
PLANNING POLICY (G1503)	372,090	369,440	366,860	461,800
COMMUNITY INFRASTRUCTURE LEVY (CIL) (G1950)	0	0	10,920	0
	<u>592,860</u>	<u>591,330</u>	<u>609,570</u>	<u>643,570</u>
<b>EXPENDITURE</b>				
Employees	1,528,580	1,643,640	1,577,240	1,570,450
Supplies and Services	62,970	65,470	67,370	71,120
Transport	6,720	4,220	2,170	3,870
Agency and Contracted Services	26,600	255,360	255,780	27,200
Exp Funded By Specific Income	0	71,550	71,550	0
CIL Development Contribution	64,110	64,110	64,110	0
CIL Recharge from Planning	64,820	64,820	71,260	0
<b>GROSS EXPENDITURE</b>	<u>1,753,800</u>	<u>2,169,170</u>	<u>2,109,480</u>	<u>1,672,640</u>
<b>INCOME</b>				
Recharges	(195,300)	(276,870)	(210,520)	(201,670)
Fees & Charges (Main Fees)	(670,810)	(678,810)	(803,770)	(670,810)
Fees & Charges (Other Fees)	(127,500)	(140,770)	(140,000)	(134,700)
Fees & Charges (CIL)	(129,180)	(129,180)	0	0
Other Reimbursements	0	(185,340)	(185,920)	0
Transfer from Reserves	(38,150)	(166,870)	(159,700)	(21,890)
<b>GROSS INCOME</b>	<u>(1,160,940)</u>	<u>(1,577,840)</u>	<u>(1,499,910)</u>	<u>(1,029,070)</u>
<b>NET EXPENDITURE</b>	<u>592,860</u>	<u>591,330</u>	<u>609,570</u>	<u>643,570</u>
<b>BUILDING CONTROL</b>				
<b>Codes: G2005, G2010</b>				
<b>Spending Officer: S Collins</b>				
BUILDING CONTROL (G2005)	10,850	10,850	29,880	15,590
DANGEROUS STRUCTURES (G2010)	1,000	1,000	1,000	1,000
	<u>11,850</u>	<u>11,850</u>	<u>30,880</u>	<u>16,590</u>
<b>EXPENDITURE</b>				
Employees	321,850	321,850	318,940	329,660
Supplies and Services	14,970	14,970	10,450	13,070
Transport	5,270	5,270	3,600	4,100
Agency and Contracted Services	3,000	3,000	2,750	3,000
<b>GROSS EXPENDITURE</b>	<u>345,090</u>	<u>345,090</u>	<u>335,740</u>	<u>349,830</u>
<b>INCOME</b>				
Government Grants	0	0	(1,860)	0
Fees & Charges	(333,240)	(333,240)	(303,000)	(333,240)
<b>GROSS INCOME</b>	<u>(333,240)</u>	<u>(333,240)</u>	<u>(304,860)</u>	<u>(333,240)</u>
<b>NET EXPENDITURE</b>	<u>11,850</u>	<u>11,850</u>	<u>30,880</u>	<u>16,590</u>

<b>GROWTH AND COMMUNITY</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>TOWN CENTRE MANAGEMENT</b>				
<b>Codes: A3647</b>				
<b>Spending Officer : A Gowan</b>				
<u>EXPENDITURE</u>				
Employees	90,480	96,120	99,750	104,190
Supplies and Services	43,470	37,790	7,090	42,450
Transport	160	160	160	160
Agency and Contracted Services	73,840	73,840	73,840	73,840
<b>GROSS EXPENDITURE</b>	<b>207,950</b>	<b>207,910</b>	<b>180,840</b>	<b>220,640</b>
<u>INCOME</u>				
Christmas Event Income	(13,800)	(13,800)	0	(13,800)
<b>GROSS INCOME</b>	<b>(13,800)</b>	<b>(13,800)</b>	<b>0</b>	<b>(13,800)</b>
<b>NET EXPENDITURE</b>	<b>194,150</b>	<b>194,110</b>	<b>180,840</b>	<b>206,840</b>

<b>DARTFORD MARKETS</b>				
<b>Codes: H0510</b>				
<b>Spending Officer : A Gowan</b>				
<u>EXPENDITURE</u>				
Employees	34,360	28,880	28,870	35,160
Premises	25,640	25,640	24,760	25,640
Supplies and Services	5,890	5,890	5,770	5,740
Agency and Contracted Services	25,160	25,540	23,000	25,660
<b>GROSS EXPENDITURE</b>	<b>91,050</b>	<b>85,950</b>	<b>82,400</b>	<b>92,200</b>
<u>INCOME</u>				
Rents	(175,000)	(175,000)	(17,000)	(175,000)
Fees & Charges	(3,100)	(3,100)	0	(3,100)
<b>GROSS INCOME</b>	<b>(178,100)</b>	<b>(178,100)</b>	<b>(17,000)</b>	<b>(178,100)</b>
<b>NET INCOME</b>	<b>(87,050)</b>	<b>(92,150)</b>	<b>65,400</b>	<b>(85,900)</b>

<b>DIRECTOR GROWTH &amp; COMMUNITY</b>				
<b>Codes: A6590</b>				
<b>Spending Officer : C Hicks</b>				
<u>EXPENDITURE</u>				
Employees	141,980	130,800	129,760	148,440
Supplies and Services	1,890	1,890	1,910	1,990
Agency and Contracted Services	2,000	2,000	2,000	2,000
<b>GROSS EXPENDITURE</b>	<b>145,870</b>	<b>134,690</b>	<b>133,670</b>	<b>152,430</b>
<b>NET EXPENDITURE</b>	<b>145,870</b>	<b>134,690</b>	<b>133,670</b>	<b>152,430</b>

<b>GROWTH AND COMMUNITY</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>PROPERTY SERVICES</b>				
<b>Codes: A4650 A4855</b>				
<b>Spending Officer : M Hill</b>				
VALUATION SERVICES (A4650)	0	0	11,130	0
PROPERTY SERVICES (A4855)	282,720	253,990	250,030	292,020
	<u>282,720</u>	<u>253,990</u>	<u>261,160</u>	<u>292,020</u>
<b>EXPENDITURE</b>				
Employees	269,660	238,180	233,740	276,220
Supplies and Services	11,670	14,620	26,230	14,410
Transport	1,390	1,190	1,190	1,390
<b>GROSS EXPENDITURE</b>	<u>282,720</u>	<u>253,990</u>	<u>261,160</u>	<u>292,020</u>
<b>NET EXPENDITURE</b>	<u>282,720</u>	<u>253,990</u>	<u>261,160</u>	<u>292,020</u>
<b>COMMUNITY SERVICES</b>				
<b>Codes: A3320</b>				
<b>Spending Officer: A Gowan</b>				
<b>EXPENDITURE</b>				
Employees	283,220	261,850	261,830	290,870
Supplies and Services	25,210	25,380	17,380	22,440
Transport	1,180	1,010	580	1,180
<b>GROSS EXPENDITURE</b>	<u>309,610</u>	<u>288,240</u>	<u>279,790</u>	<u>314,490</u>
<b>NET EXPENDITURE</b>	<u>309,610</u>	<u>288,240</u>	<u>279,790</u>	<u>314,490</u>
<b>PUBLIC HEALTH</b>				
<b>Codes: A3435</b>				
<b>Spending Office: A Gowan</b>				
<b>EXPENDITURE</b>				
Employees	116,040	116,040	82,740	97,790
Supplies and Services	790	790	1,890	1,240
Miscellaneous	0	0	37,020	14,120
<b>GROSS EXPENDITURE</b>	<u>116,830</u>	<u>116,830</u>	<u>121,650</u>	<u>113,150</u>
<b>INCOME</b>				
Agency Reimb/Cont OLA	(116,830)	(116,830)	(121,150)	(113,150)
<b>GROSS INCOME</b>	<u>(116,830)</u>	<u>(116,830)</u>	<u>(121,150)</u>	<u>(113,150)</u>
<b>NET EXPENDITURE</b>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>

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<b>CORPORATE SERVICES</b>	<b>BUDGET</b>	<b>CURRENT</b>	<b>PROBABLE</b>	<b>BUDGET</b>
	<b>2021/2022</b>	<b>BUDGET</b>	<b>OUTTURN</b>	<b>2022/2023</b>
	<b>£</b>	<b>2021/2022</b>	<b>2021/2022</b>	<b>£</b>
		<b>£</b>	<b>£</b>	<b>£</b>
CONTRIBUTION TO PARISH COUNCILS	67,600	67,600	58,100	47,600
FINANCE	1,413,610	1,324,570	(80,205)	729,930
HUMAN RESOURCES	359,470	359,720	351,480	357,430
LEGAL SERVICES	357,170	357,170	355,850	376,520
ELTHAM CREMATORIUM	(123,110)	(123,110)	(149,000)	(123,110)
REVENUES AND BENEFITS	454,460	454,460	(64,501)	348,350
PROPERTY INFORMATION	64,580	33,880	22,940	60,130
LAND CHARGES	(43,090)	(43,090)	(83,120)	(42,180)
DEMOCRATIC REPRESENTATION	649,900	642,950	617,320	661,660
ELECTIONS	289,710	277,860	256,820	285,320
INFORMATION TECHNOLOGY	1,001,050	1,010,380	1,017,880	1,068,780
DIR CORPORATE SERVICES	314,690	304,570	304,040	317,750
	<b>4,806,040</b>	<b>4,666,960</b>	<b>2,607,604</b>	<b>4,088,180</b>

<b>CORPORATE SERVICES</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>CONTRIBUTION TO PARISH COUNCILS</b>				
<b>Codes: A9595</b>				
<b>Spending Officer : T Sams</b>				
<u>EXPENDITURE</u>				
Agency and Contracted Services	67,600	67,600	58,100	47,600
<b>GROSS EXPENDITURE</b>	<b>67,600</b>	<b>67,600</b>	<b>58,100</b>	<b>47,600</b>
<b>NET EXPENDITURE</b>	<b>67,600</b>	<b>67,600</b>	<b>58,100</b>	<b>47,600</b>
<b>FINANCE</b>				
<b>Codes: A5020, A5407, A5444, A5450, D1545, D3062, D0224, D3065, H7570</b>				
<b>Spending Officer : T Sams</b>				
FINANCIAL SERVICES (A5020)	734,530	645,420	630,010	747,600
AUDIT SHARED SERVICES (A5407)	172,200	172,270	179,770	170,200
FRAUD SHARED SERVICES (A5444)	49,470	49,470	49,495	63,990
AUDIT& FRAUD SHARED SERVICES DBC COSTS (A5450)	9,200	9,200	9,670	9,940
PHOTOCOPYING & PRINTING PAPER (D1545)	0	0	0	0
INSURANCES (D3062)	134,340	134,340	136,310	134,340
SUPERANNUATION (D0224)	1,248,140	1,248,140	1,235,310	1,277,800
MISCELLANEOUS FINANCE COSTS (D3065)	(1,039,270)	(1,039,270)	(2,420,770)	(1,773,940)
LAND DRAINAGE (H7570)	105,000	105,000	100,000	100,000
	<b>1,413,610</b>	<b>1,324,570</b>	<b>(80,205)</b>	<b>729,930</b>
<u>EXPENDITURE</u>				
Employees	847,650	760,560	759,020	871,350
Supplies and Services	98,970	99,350	95,000	97,150
Transport	2,470	1,890	1,300	2,470
Support Services & Bank charges	98,000	98,000	113,480	113,000
Audit Fees	68,000	68,000	70,000	68,330
Agency and Contracted Services	155,960	154,210	151,805	165,410
Environment Agency	105,000	105,000	100,000	100,000
Insurance and Miscellaneous	1,637,350	1,637,350	1,692,660	1,667,030
<b>GROSS EXPENDITURE</b>	<b>3,013,400</b>	<b>2,924,360</b>	<b>2,983,265</b>	<b>3,084,740</b>
<u>INCOME</u>				
Recharges	(177,870)	(177,870)	(164,360)	(177,890)
Interest Received	(1,250,000)	(1,250,000)	(2,650,000)	(2,000,000)
Other Reimbursements	0	0	(80)	0
Agency Reimb/Cont OLA	(81,920)	(81,920)	(78,460)	(81,920)
Miscellaneous	(85,000)	(85,000)	(164,180)	(85,000)
Procurement Income	(5,000)	(5,000)	(6,390)	(10,000)
<b>GROSS INCOME</b>	<b>(1,599,790)</b>	<b>(1,599,790)</b>	<b>(3,063,470)</b>	<b>(2,354,810)</b>
<b>NET EXPENDITURE</b>	<b>1,413,610</b>	<b>1,324,570</b>	<b>(80,205)</b>	<b>729,930</b>

<b>CORPORATE SERVICES</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>HUMAN RESOURCES</b>				
<b>Codes: D0101, D0120, D0214</b>				
<b>Spending Officer : P Curtis</b>				
HUMAN RESOURCES (D0101)	228,410	228,410	227,030	229,550
EMPLOYEE NON PAYROLL COSTS (D0120)	99,780	100,030	94,470	94,990
HEALTH CARE (D0214)	31,280	31,280	29,980	32,890
	<u>359,470</u>	<u>359,720</u>	<u>351,480</u>	<u>357,430</u>
<b>EXPENDITURE</b>				
Employees	234,120	234,120	228,170	239,710
Supplies and Services	24,600	24,850	24,310	24,110
Transport	900	900	450	650
Agency and Contracted Services	68,570	68,570	68,570	66,570
Miscellaneous	50,360	50,860	49,800	53,960
Contribution To Reserves	0	0	1,000	0
<b>GROSS EXPENDITURE</b>	<u>378,550</u>	<u>379,300</u>	<u>372,300</u>	<u>385,000</u>
<b>INCOME</b>				
Recharge to Users	(9,480)	(9,980)	(11,780)	(12,910)
Agency Reimb/Cont OLA	(9,600)	(9,600)	(9,040)	(14,660)
<b>GROSS INCOME</b>	<u>(19,080)</u>	<u>(19,580)</u>	<u>(20,820)</u>	<u>(27,570)</u>
<b>NET EXPENDITURE</b>	<u>359,470</u>	<u>359,720</u>	<u>351,480</u>	<u>357,430</u>
<b>LEGAL SERVICES</b>				
<b>Code: A4051</b>				
<b>Spending Officer : M Kelly Stone</b>				
<b>EXPENDITURE</b>				
Employees	290,530	290,530	297,330	328,660
Supplies and Services	93,100	103,350	101,230	92,320
Transport	490	240	240	490
Agency and Contracted Services	50	50	50	50
<b>GROSS EXPENDITURE</b>	<u>384,170</u>	<u>394,170</u>	<u>398,850</u>	<u>421,520</u>
<b>INCOME</b>				
Recharge to HRA	(15,000)	(25,000)	(25,000)	(25,000)
Fees & Charges	(12,000)	(12,000)	(18,000)	(20,000)
<b>GROSS INCOME</b>	<u>(27,000)</u>	<u>(37,000)</u>	<u>(43,000)</u>	<u>(45,000)</u>
<b>NET EXPENDITURE</b>	<u>357,170</u>	<u>357,170</u>	<u>355,850</u>	<u>376,520</u>
<b>ELTHAM CREMATORIUM</b>				
<b>Codes: C2520</b>				
<b>Spending Officer : T Sams</b>				
<b>INCOME</b>				
Agency Reimb/Cont OLA	(123,110)	(123,110)	(149,000)	(123,110)
<b>GROSS INCOME</b>	<u>(123,110)</u>	<u>(123,110)</u>	<u>(149,000)</u>	<u>(123,110)</u>
<b>NET INCOME</b>	<u>(123,110)</u>	<u>(123,110)</u>	<u>(149,000)</u>	<u>(123,110)</u>

<b>CORPORATE SERVICES</b>	<b>BUDGET</b>	<b>CURRENT</b>	<b>PROBABLE</b>	<b>BUDGET</b>
	<b>2021/2022</b>	<b>BUDGET</b>	<b>OUTTURN</b>	<b>2022/2023</b>
	<b>£</b>	<b>2021/2022</b>	<b>2021/2022</b>	<b>2022/2023</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>REVENUES AND BENEFITS</b>				
<b>Codes: A5430, A5435, A5440, A5445, A5460, A5465, A5470, A5600</b>				
<b>Spending Officer: S Martin</b>				
COUNCIL TAX & RECOVERY (A5430)	385,500	385,500	350,373	446,760
COUNCIL TAX & RECOVERY DBC (A5435)	(488,590)	(488,590)	(763,560)	(703,370)
BUSINESS RATES (A5440)	120,020	120,020	112,856	99,000
BUSINESS RATES DBC (A5445)	(153,730)	(153,730)	(159,650)	(153,730)
BENEFITS (A5460)	565,540	565,540	548,146	627,890
BENEFITS DBC (A5465)	(234,780)	(234,780)	(254,480)	(234,780)
REVENUES & BENEFITS CONTROL (A5470)	260,500	260,500	251,834	266,580
BENEFITS PAYMENTS (A5600)	0	0	(150,020)	0
	<u>454,460</u>	<u>454,460</u>	<u>(64,501)</u>	<u>348,350</u>
<b>EXPENDITURE</b>				
Employees	928,920	928,920	889,400	951,880
Supplies and Services	68,450	68,450	47,110	67,520
Transport	4,400	4,400	4,200	4,400
Agency - Shared Services	579,380	579,380	556,803	698,760
Miscellaneous	18,189,000	18,189,000	17,937,500	17,426,000
<b>GROSS EXPENDITURE</b>	<u>19,770,150</u>	<u>19,770,150</u>	<u>19,435,013</u>	<u>19,148,560</u>
<b>INCOME</b>				
Government Grants	(18,518,130)	(18,518,130)	(18,472,200)	(17,791,360)
Agency Reimb/Cont OLA	(338,080)	(338,080)	(457,314)	(549,370)
Court Costs Raised	(459,480)	(459,480)	(570,000)	(459,480)
<b>GROSS INCOME</b>	<u>(19,315,690)</u>	<u>(19,315,690)</u>	<u>(19,499,514)</u>	<u>(18,800,210)</u>
<b>NET EXPENDITURE</b>	<u>454,460</u>	<u>454,460</u>	<u>(64,501)</u>	<u>348,350</u>
<b>PROPERTY INFORMATION</b>				
<b>Codes: A4155</b>				
<b>Spending Office: J Tillyard</b>				
<b>EXPENDITURE</b>				
Employees	88,880	58,180	58,180	84,530
Supplies and Services	6,450	6,450	4,250	6,350
Transport	250	250	250	250
<b>GROSS EXPENDITURE</b>	<u>95,580</u>	<u>64,880</u>	<u>62,680</u>	<u>91,130</u>
<b>INCOME</b>				
Agency Reimb/Cont OLA	0	0	0	0
Sales	(1,000)	(1,000)	(1,740)	(1,000)
Fees & Charges	(30,000)	(30,000)	(38,000)	(30,000)
<b>GROSS INCOME</b>	<u>(31,000)</u>	<u>(31,000)</u>	<u>(39,740)</u>	<u>(31,000)</u>
<b>NET EXPENDITURE</b>	<u>64,580</u>	<u>33,880</u>	<u>22,940</u>	<u>60,130</u>

<b>CORPORATE SERVICES</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>LAND CHARGES</b>				
<b>Codes: A4152</b>				
<b>Spending Office: J Tillyard</b>				
<u>EXPENDITURE</u>				
Employees	36,220	36,220	36,210	37,170
Supplies and Services	600	600	580	560
Transport	90	90	90	90
<b>GROSS EXPENDITURE</b>	<b>36,910</b>	<b>36,910</b>	<b>36,880</b>	<b>37,820</b>
<u>INCOME</u>				
Fees and Charges	(80,000)	(80,000)	(120,000)	(80,000)
<b>GROSS INCOME</b>	<b>(80,000)</b>	<b>(80,000)</b>	<b>(120,000)</b>	<b>(80,000)</b>
<b>NET INCOME</b>	<b>(43,090)</b>	<b>(43,090)</b>	<b>(83,120)</b>	<b>(42,180)</b>
<b>DEMOCRATIC REPRESENTATION</b>				
<b>Codes: A1015, A1017, A2334, A2536</b>				
<b>Spending Officer : A Twyman</b>				
CABINET SERVICES (A1015)	31,670	31,670	30,220	32,760
COMMITTEE AND MEMBERS' SUPPORT (A1017)	156,170	149,220	148,240	159,690
CIVIC EXPENSES (A2334)	26,730	26,730	20,250	26,880
MEMBERS' SERVICES (A2536)	435,330	435,330	418,610	442,330
	<b>649,900</b>	<b>642,950</b>	<b>617,320</b>	<b>661,660</b>
<u>EXPENDITURE</u>				
Employees	182,150	175,200	173,610	187,140
Supplies and Services (including Members' Allowances)	454,950	454,950	431,440	461,720
Transport	12,800	12,800	8,850	12,800
Government Grants	0	0	3,420	0
<b>GROSS EXPENDITURE</b>	<b>649,900</b>	<b>642,950</b>	<b>617,320</b>	<b>661,660</b>
<b>NET EXPENDITURE</b>	<b>649,900</b>	<b>642,950</b>	<b>617,320</b>	<b>661,660</b>
<b>ELECTIONS</b>				
<b>Codes: A1016, A2132</b>				
<b>Spending Officer : J Pegler</b>				
ELECTORAL REGISTRATION - SUPPORT UNIT (A1016)	208,130	196,280	192,020	205,890
ELECTORAL REGISTRATION (A2132)	81,580	81,580	64,800	79,430
	<b>289,710</b>	<b>277,860</b>	<b>256,820</b>	<b>285,320</b>
<u>EXPENDITURE</u>				
Employees	196,470	188,320	185,800	193,450
Premises	990	990	720	0
Supplies and Services	92,300	88,600	72,270	87,920
Transport	520	520	270	4,520
Miscellaneous	0	26,470	26,470	0
<b>GROSS EXPENDITURE</b>	<b>290,280</b>	<b>304,900</b>	<b>285,530</b>	<b>285,890</b>
<u>INCOME</u>				
Government Grants	0	(26,470)	(26,470)	0
Sales	(570)	(570)	(2,200)	(570)
Other Reimbursements	0	0	(40)	0
<b>GROSS INCOME</b>	<b>(570)</b>	<b>(27,040)</b>	<b>(28,710)</b>	<b>(570)</b>
<b>NET EXPENDITURE</b>	<b>289,710</b>	<b>277,860</b>	<b>256,820</b>	<b>285,320</b>

<b>CORPORATE SERVICES</b>	<b>BUDGET 2021/2022 £</b>	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROBABLE OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>
<b>INFORMATION TECHNOLOGY</b>				
<b>Codes: A1225, D1030, D1060, D1090</b>				
<b>Spending Officer: J Tillyard</b>				
TELEPHONE COMMUNICATIONS (A1225)	160	3,610	3,700	0
INFORMATION TECHNOLOGY (D1030)	665,690	696,570	703,980	703,130
INFORMATION TECHNOLOGY LICENCES (D1060)	335,200	310,200	310,200	365,650
	<u>1,001,050</u>	<u>1,010,380</u>	<u>1,017,880</u>	<u>1,068,780</u>
<b>EXPENDITURE</b>				
Employees	587,850	560,900	565,420	622,110
Supplies and Services	481,670	578,190	576,770	512,720
Transport	300	300	300	300
Agency and Contracted Services	52,630	48,940	49,250	54,180
Miscellaneous	68,700	67,380	64,020	72,150
<b>GROSS EXPENDITURE</b>	<u>1,191,150</u>	<u>1,255,710</u>	<u>1,255,760</u>	<u>1,261,460</u>
<b>INCOME</b>				
Recharges	(190,100)	(190,100)	(180,430)	(192,680)
Agency Reimb/Cont OLA	0	(3,000)	(3,000)	0
Other Reimbursements	0	0	(2,220)	0
Transfer from Reserves	0	(52,230)	(52,230)	0
<b>GROSS INCOME</b>	<u>(190,100)</u>	<u>(245,330)</u>	<u>(237,880)</u>	<u>(192,680)</u>
<b>NET EXPENDITURE</b>	<u>1,001,050</u>	<u>1,010,380</u>	<u>1,017,880</u>	<u>1,068,780</u>
<b>DIR CORPORATE SERVICES</b>				
<b>Codes: A0404 A3250 A5015</b>				
<b>Spending Officer: S Martin</b>				
MISCELLANEOUS CORPORATE (A0404)	38,380	38,380	38,380	38,380
DIR CORPORATE SERVICES (A3250)	162,370	162,370	161,980	163,870
EXECUTIVE OFFICE (A5015)	113,940	103,820	103,680	115,500
	<u>314,690</u>	<u>304,570</u>	<u>304,040</u>	<u>317,750</u>
<b>EXPENDITURE</b>				
Employees	265,810	255,690	255,660	270,450
Supplies and Services	14,130	14,130	13,630	12,550
Agency and Contracted Services	2,000	2,000	2,000	2,000
Modernising Local Government	30,500	30,500	30,500	30,500
Corporate Miscellaneous	2,250	2,250	2,250	2,250
<b>GROSS EXPENDITURE</b>	<u>314,690</u>	<u>304,570</u>	<u>304,040</u>	<u>317,750</u>
<b>NET EXPENDITURE</b>	<u>314,690</u>	<u>304,570</u>	<u>304,040</u>	<u>317,750</u>

<b>HOUSING AND PUBLIC PROTECTION</b>	<b>BUDGET</b>	<b>CURRENT</b>	<b>PROBABLE</b>	<b>BUDGET</b>
	<b>2021/2022</b>	<b>BUDGET</b>	<b>OUTTURN</b>	<b>2022/2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
CLIMATE CHANGE	0	0	0	99,840
CCTV	160,880	162,550	149,270	164,050
CAR PARKS	(76,080)	(105,580)	(138,651)	(92,890)
LICENSING	2,060	(9,980)	13,010	4,920
ENFORCEMENT AND REGULATION	426,660	419,090	404,060	448,120
ENVIRONMENTAL HEALTH	908,460	774,700	723,590	1,001,590
CEMETERIES	141,140	149,730	130,220	151,690
PARKS AND OPEN SPACES	431,240	429,890	448,300	439,520
HIGHWAYS	5,600	5,600	5,560	5,640
WASTE & PARKS MANAGEMENT	3,953,920	3,981,120	3,972,880	4,086,970
TEMPORARY HOUSING ACCOMMODATION	1,624,540	1,596,290	1,845,610	2,055,900
CORPORATE PROPERTY SURVEYING	70,020	60,120	59,980	61,400
EMERGENCY PLANNING	7,730	5,840	3,790	3,840
DIR HOUSING PUBLIC PROTECTION	147,510	147,510	167,050	151,140
ENVIRONMENTAL IMPROVEMENTS	70,000	70,000	70,000	0
	<b>7,873,680</b>	<b>7,686,880</b>	<b>7,854,669</b>	<b>8,581,730</b>

<b>HOUSING AND PUBLIC PROTECTION</b>	<b>BUDGET</b>	<b>CURRENT</b>	<b>PROBABLE</b>	<b>BUDGET</b>
	<b>2021/2022</b>	<b>BUDGET</b>	<b>OUTTURN</b>	<b>2022/2023</b>
	£	£	£	£
<b>CLIMATE CHANGE</b>				
<b>Code: A7280</b>				
<b>Spending Officer: P Dosad</b>				
<u>EXPENDITURE</u>				
Employees	0	0	0	117,170
Supplies and Services	0	0	0	5,990
Transport	0	0	0	1,680
<b>GROSS EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>124,840</b>
<u>INCOME</u>				
Recharges	0	0	0	(25,000)
<b>GROSS INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(25,000)</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>99,840</b>

<b>CCTV</b>				
<b>Code: A3700</b>				
<b>Spending Officer: M Salisbury</b>				
<u>EXPENDITURE</u>				
Employees	112,160	116,040	105,220	115,100
Premises	4,200	4,200	4,370	4,200
Supplies and Services	4,270	6,160	4,060	4,320
Transport	100	100	0	100
Maintenance & Upgrades	72,020	67,920	67,920	73,020
<b>GROSS EXPENDITURE</b>	<b>192,750</b>	<b>194,420</b>	<b>181,570</b>	<b>196,740</b>
<u>INCOME</u>				
Agency Reimb/Cont OLA	(31,870)	(31,870)	(31,870)	(32,690)
Fees & Charges	0	0	(430)	0
<b>GROSS INCOME</b>	<b>(31,870)</b>	<b>(31,870)</b>	<b>(32,300)</b>	<b>(32,690)</b>
<b>NET EXPENDITURE</b>	<b>160,880</b>	<b>162,550</b>	<b>149,270</b>	<b>164,050</b>



<b>HOUSING AND PUBLIC PROTECTION</b>	<b>BUDGET 2021/2022</b>	<b>CURRENT BUDGET 2021/2022</b>	<b>PROBABLE OUTTURN 2021/2022</b>	<b>BUDGET 2022/2023</b>
	£	£	£	£
<b>CAR PARKS</b>				
<b>Codes: E1004, E4030, E4031, H0109, H0155</b>				
<b>Spending Officer: M Salisbury</b>				
CAR PARKS ADMINISTRATION (E1004)	191,860	184,610	181,960	235,340
CAR PARKS - ON STREET (E4030)	(338,430)	(343,690)	(368,430)	(395,890)
CAR PARKS - OFF STREET (E4031)	(205,760)	(205,400)	(188,880)	(204,010)
CIVIL ENFORCEMENT (H0109)	261,550	244,200	239,499	256,970
PARKING ENFORCEMENT TECHNOLOGY (H0155)	14,700	14,700	(2,800)	14,700
	<u>(76,080)</u>	<u>(105,580)</u>	<u>(138,651)</u>	<u>(92,890)</u>
<b>EXPENDITURE</b>				
Employees	386,020	390,540	381,470	454,380
Premises	122,390	122,750	108,950	124,140
Supplies and Services	99,720	98,910	89,609	110,630
Transport	4,450	3,260	2,900	4,450
Agency and Contracted Services	12,580	12,580	10,780	12,580
Exp Funded By Specific Income	32,380	14,320	14,320	0
<b>GROSS EXPENDITURE</b>	<u>657,540</u>	<u>642,360</u>	<u>608,029</u>	<u>706,180</u>
<b>INCOME</b>				
Fines and Costs	(321,540)	(321,540)	(349,000)	(386,460)
Fees & Charges	(379,700)	(379,700)	(357,310)	(379,700)
Transfer from Reserves	(32,380)	(46,700)	(40,370)	(32,910)
<b>GROSS INCOME</b>	<u>(733,620)</u>	<u>(747,940)</u>	<u>(746,680)</u>	<u>(799,070)</u>
<b>NET INCOME</b>	<u>(76,080)</u>	<u>(105,580)</u>	<u>(138,651)</u>	<u>(92,890)</u>
<b>LICENSING</b>				
<b>Code: H0105</b>				
<b>Spending Officer: M Salisbury</b>				
<b>EXPENDITURE</b>				
Employees	139,320	127,560	127,550	143,060
Supplies and Services	8,840	8,560	6,060	7,960
Transport	750	750	400	750
<b>GROSS EXPENDITURE</b>	<u>148,910</u>	<u>136,870</u>	<u>134,010</u>	<u>151,770</u>
<b>INCOME</b>				
Government Grants	0	0	(3,500)	0
Fees & Charges	(146,850)	(146,850)	(117,500)	(146,850)
<b>GROSS INCOME</b>	<u>(146,850)</u>	<u>(146,850)</u>	<u>(121,000)</u>	<u>(146,850)</u>
<b>NET EXPENDITURE</b>	<u>2,060</u>	<u>(9,980)</u>	<u>13,010</u>	<u>4,920</u>

<b>HOUSING AND PUBLIC PROTECTION</b>	<b>BUDGET 2021/2022</b>	<b>CURRENT BUDGET 2021/2022</b>	<b>PROBABLE OUTTURN 2021/2022</b>	<b>BUDGET 2022/2023</b>
	£	£	£	£
<b>ENFORCEMENT AND REGULATION</b>				
<b>Codes: C0105, H0107, H0112, H0125, H0140</b>				
<b>Spending Officer: M Salisbury</b>				
COMMUNITY SAFETY (C0105)	141,790	141,790	141,380	143,820
ENFORCEMENT AND REGULATION (H0107)	289,480	295,420	291,170	331,130
TOWN CENTRE CRIME AND DISORDER (H0112)	15,100	15,100	24,440	15,930
PRIVATE LITTER ENFORCEMENT (H0140)	(19,710)	(33,220)	(52,930)	(42,760)
	<u>426,660</u>	<u>419,090</u>	<u>404,060</u>	<u>448,120</u>
<b>EXPENDITURE</b>				
Employees	433,870	426,300	422,820	477,560
Supplies and Services	39,930	35,910	32,130	33,200
Transport	8,070	7,780	7,380	8,070
Agency and Contracted Services	127,500	132,500	120,510	112,000
Miscellaneous	0	0	27,900	0
	<u>609,370</u>	<u>602,490</u>	<u>610,740</u>	<u>630,830</u>
<b>INCOME</b>				
Recharg/Recots	(2,710)	(2,710)	(1,920)	(2,710)
Agency Reimb/Cont OLA	0	0	(27,900)	0
Sales	0	(690)	(2,860)	0
Fees & Charges	(25,000)	(25,000)	(16,000)	(25,000)
Fines and Costs	(155,000)	(155,000)	(158,000)	(155,000)
	<u>(182,710)</u>	<u>(183,400)</u>	<u>(206,680)</u>	<u>(182,710)</u>
	<u>426,660</u>	<u>419,090</u>	<u>404,060</u>	<u>448,120</u>
<b>ENVIRONMENTAL HEALTH</b>				
<b>Codes: H1250, H1270, H1320, H1340, H1380, H1390</b>				
<b>Spending Officer: A Sargent</b>				
ENVIRONMENTAL PROTECTION-SHARED SERVICES (H1250)	454,470	72,820	75,060	0
ENVIRONMENTAL COMMERCIAL-SHARED SERVICES (H1270)	379,340	55,940	52,690	0
ANIMAL CONTROL (H1320)	40,210	40,210	23,190	40,210
PEST CONTROL (H1340)	29,000	29,000	27,000	29,000
ENVIRONMENTAL PROTECTION-DBC (H1380)	9,330	325,330	306,510	510,170
ENVIRONMENTAL COMMERCIAL-DBC (H1390)	(3,890)	251,400	239,140	422,210
	<u>908,460</u>	<u>774,700</u>	<u>723,590</u>	<u>1,001,590</u>
<b>EXPENDITURE</b>				
Employees	761,330	607,540	607,410	856,280
Supplies and Services	56,650	58,650	40,810	54,830
Transport	15,880	15,880	5,150	15,880
Agency and Contracted Services	111,640	129,670	106,460	111,640
Miscellaneous	0	0	24,360	0
	<u>945,500</u>	<u>811,740</u>	<u>784,190</u>	<u>1,038,630</u>
<b>INCOME</b>				
Recharg/Recots	0	0	(24,360)	0
Government Grants	0	0	(3,750)	0
Fees & Charges	(37,040)	(37,040)	(32,490)	(37,040)
	<u>(37,040)</u>	<u>(37,040)</u>	<u>(60,600)</u>	<u>(37,040)</u>
	<u>908,460</u>	<u>774,700</u>	<u>723,590</u>	<u>1,001,590</u>

<b>HOUSING AND PUBLIC PROTECTION</b>	<b>BUDGET 2021/2022</b>	<b>CURRENT BUDGET 2021/2022</b>	<b>PROBABLE OUTTURN 2021/2022</b>	<b>BUDGET 2022/2023</b>
	£	£	£	£
<b>CEMETERIES</b>				
<b>Codes: C2015, H6058</b>				
<b>Spending Officer : D Thomas</b>				
CEMETERIES AND CHURCHYARDS (C2015)	138,670	147,260	127,750	149,190
MORTUARY SERVICE (H6058)	2,470	2,470	2,470	2,500
	<u>141,140</u>	<u>149,730</u>	<u>130,220</u>	<u>151,690</u>
<b>EXPENDITURE</b>				
Employees	239,160	244,380	244,380	274,000
Premises	24,310	31,860	33,150	32,380
Supplies and Services	22,570	32,900	33,320	22,710
Transport	6,000	12,000	11,200	6,000
Agency and Contracted Services	24,100	23,430	23,270	24,510
<b>GROSS EXPENDITURE</b>	<u>316,140</u>	<u>344,570</u>	<u>345,320</u>	<u>359,600</u>
<b>INCOME</b>				
Fees & Charges	(175,000)	(194,840)	(215,100)	(207,910)
<b>GROSS INCOME</b>	<u>(175,000)</u>	<u>(194,840)</u>	<u>(215,100)</u>	<u>(207,910)</u>
<b>NET EXPENDITURE</b>	<u>141,140</u>	<u>149,730</u>	<u>130,220</u>	<u>151,690</u>
<b>PARKS AND OPEN SPACES</b>				
<b>Codes: C0501, C0502, C0503, C1009, C1730</b>				
<b>Spending Officer : D Thomas</b>				
CENTRAL PARK (C0501)	172,750	172,750	186,950	175,470
HESKETH PARK (C0502)	58,850	55,740	53,600	60,120
CRANFORD ROAD DEPOT (C0503)	(20)	(20)	140	0
OPEN SPACES (C1009)	203,310	205,070	204,910	207,540
VISITORS CENTRE AND CAFÉ (C1730)	(3,650)	(3,650)	2,700	(3,610)
	<u>431,240</u>	<u>429,890</u>	<u>448,300</u>	<u>439,520</u>
<b>EXPENDITURE</b>				
Premises	461,590	460,140	471,240	469,070
Supplies and Services	1,360	1,360	1,520	1,360
Transport	3,100	3,100	3,100	3,100
Agency and Contracted Services	32,340	33,390	33,820	32,980
<b>GROSS EXPENDITURE</b>	<u>498,390</u>	<u>497,990</u>	<u>509,680</u>	<u>506,510</u>
<b>INCOME</b>				
Recharges	(2,300)	(2,300)	(750)	(2,300)
Agency Reimb/Cont OLA	(8,230)	(8,230)	(8,400)	(8,230)
Fees & Charges	(8,580)	(9,530)	(9,630)	(8,580)
Rents	(40,950)	(40,950)	(36,140)	(40,790)
Other Reimbursements	(2,090)	(2,090)	(1,460)	(2,090)
Miscellaneous Income	(5,000)	(5,000)	(5,000)	(5,000)
<b>GROSS INCOME</b>	<u>(67,150)</u>	<u>(68,100)</u>	<u>(61,380)</u>	<u>(66,990)</u>
<b>NET EXPENDITURE</b>	<u>431,240</u>	<u>429,890</u>	<u>448,300</u>	<u>439,520</u>

<b>HOUSING AND PUBLIC PROTECTION</b>	<b>BUDGET 2021/2022</b>	<b>CURRENT BUDGET 2021/2022</b>	<b>PROBABLE OUTTURN 2021/2022</b>	<b>BUDGET 2022/2023</b>
	£	£	£	£
<b>HIGHWAYS</b>				
<b>Codes: E5040</b>				
<b>Spending Officer : D Thomas</b>				
<u>EXPENDITURE</u>				
Premises	640	640	600	680
Supplies and Services	4,960	4,960	4,960	4,960
<b>GROSS EXPENDITURE</b>	<b>5,600</b>	<b>5,600</b>	<b>5,560</b>	<b>5,640</b>
<b>NET EXPENDITURE</b>	<b>5,600</b>	<b>5,600</b>	<b>5,560</b>	<b>5,640</b>
<b>WASTE &amp; PARKS MANAGEMENT</b>				
<b>Codes: H3530, H4535, H5040, H5045, H5046, H5048, H5075</b>				
<b>Spending Officer : D Thomas</b>				
PUBLIC CONVENIENCES (H3530)	36,400	30,400	28,080	30,160
ENVIRONMENTAL CLEANSING (H4535)	1,084,770	1,117,680	1,117,290	1,110,880
REFUSE COLLECTION / DOMESTIC WASTE (H5040)	1,611,730	1,778,800	1,778,760	1,718,200
MEDICAL WASTE (H5045)	24,750	25,120	25,120	25,250
RECYCLING (H5046)	899,110	746,360	745,960	891,400
GARDEN WASTE PROMOTIONS (H5048)	(91,500)	(79,800)	(81,000)	(86,800)
WASTE & PARKS MANAGEMENT (H5075)	388,660	362,560	358,670	397,880
	<b>3,953,920</b>	<b>3,981,120</b>	<b>3,972,880</b>	<b>4,086,970</b>
<u>EXPENDITURE</u>				
Employees	370,880	344,780	343,960	380,510
Premises	36,090	30,090	27,770	29,850
Supplies and Services	164,610	173,470	174,890	175,510
Transport	5,590	5,590	4,100	5,590
Agency and Contracted Services	3,882,700	4,105,350	4,104,520	4,029,750
<b>GROSS EXPENDITURE</b>	<b>4,459,870</b>	<b>4,659,280</b>	<b>4,655,240</b>	<b>4,621,210</b>
<u>INCOME</u>				
Recharges	(10,000)	(10,000)	(10,000)	(10,000)
Agency Reimbursements	(28,000)	(28,000)	(28,000)	(28,000)
Sales	(64,500)	(73,300)	(74,500)	(64,500)
Fees & Charges	(378,450)	(445,450)	(448,450)	(406,740)
Transfer from Reserves	(25,000)	(121,410)	(121,410)	(25,000)
<b>GROSS INCOME</b>	<b>(505,950)</b>	<b>(678,160)</b>	<b>(682,360)</b>	<b>(534,240)</b>
<b>NET EXPENDITURE</b>	<b>3,953,920</b>	<b>3,981,120</b>	<b>3,972,880</b>	<b>4,086,970</b>

<b>HOUSING AND PUBLIC PROTECTION</b>	<b>BUDGET 2021/2022</b>	<b>CURRENT BUDGET 2021/2022</b>	<b>PROBABLE OUTTURN 2021/2022</b>	<b>BUDGET 2022/2023</b>
	£	£	£	£
<b>TEMPORARY HOUSING ACCOMMODATION</b>				
<b>Code: B1010, B5050, B5060, B2020, B7070, B9090</b>				
<b>Spending Office: M Gerald / T Carter</b>				
TEMPORARY HOUSING ACCOMMODATION (B1010)	1,180,010	1,178,160	1,454,820	1,631,410
HOUSING STRATEGY	47,920	47,920	47,920	47,920
HOMELESSNESS PREVENTION (B5050)	138,550	138,550	133,850	138,460
PRIVATE SECTOR HOUSING	286,930	260,530	241,680	266,680
CLAYWOOD LANE	(28,870)	(28,870)	(32,480)	(28,570)
HELP TO RENT INSURANCE SCHEME (B5060)	0	0	(180)	0
	<u>1,624,540</u>	<u>1,596,290</u>	<u>1,845,610</u>	<u>2,055,900</u>
<b>EXPENDITURE</b>				
Employees	366,880	338,630	338,910	365,150
Premises	5,010	5,010	2,720	5,310
Supplies and Services	7,450	7,450	175,470	7,300
Transport	1,450	1,450	1,370	1,450
Support Services	346,130	346,130	379,510	336,690
Agency and Contracted Services	3,335,570	3,335,570	3,887,550	3,787,940
Miscellaneous	174,590	174,590	230,970	168,300
<b>GROSS EXPENDITURE</b>	<u>4,237,080</u>	<u>4,208,830</u>	<u>5,016,500</u>	<u>4,672,140</u>
<b>INCOME</b>				
Recharg/Recots	0	0	(35,780)	0
Government Grants	(765,910)	(765,910)	(1,424,890)	(819,180)
Agency Reimb/Cont OLA	0	0	(19,350)	0
Fees & Charges	(14,120)	(14,120)	(5,700)	(14,120)
Rents	(1,832,510)	(1,832,510)	(1,685,140)	(1,782,940)
Other Reimbursements	0	0	(30)	0
<b>GROSS INCOME</b>	<u>(2,612,540)</u>	<u>(2,612,540)</u>	<u>(3,170,890)</u>	<u>(2,616,240)</u>
<b>NET EXPENDITURE</b>	<u>1,624,540</u>	<u>1,596,290</u>	<u>1,845,610</u>	<u>2,055,900</u>
<b>CORPORATE PROPERTY SURVEYING</b>				
<b>Codes: A4870</b>				
<b>Spending Officer: L Gilbert</b>				
<b>EXPENDITURE</b>				
Employees	68,900	59,000	59,000	60,350
Supplies and Services	880	880	740	810
Transport	240	240	240	240
<b>GROSS EXPENDITURE</b>	<u>70,020</u>	<u>60,120</u>	<u>59,980</u>	<u>61,400</u>
<b>NET EXPENDITURE</b>	<u>70,020</u>	<u>60,120</u>	<u>59,980</u>	<u>61,400</u>

<b>HOUSING AND PUBLIC PROTECTION</b>	<b>BUDGET</b>	<b>CURRENT</b>	<b>PROBABLE</b>	<b>BUDGET</b>
	<b>2021/2022</b>	<b>BUDGET</b>	<b>OUTTURN</b>	<b>2022/2023</b>
	£	2021/2022	2021/2022	£
		£	£	£
<b>EMERGENCY PLANNING</b>				
<b>Code: A2838</b>				
<b>Spending Officer: M Salisbury</b>				
<u>EXPENDITURE</u>				
Supplies and Services	2,790	900	850	900
Contracted Services	4,940	4,940	2,940	2,940
<u>GROSS EXPENDITURE</u>	<u>7,730</u>	<u>5,840</u>	<u>3,790</u>	<u>3,840</u>
<u>NET EXPENDITURE</u>	<u>7,730</u>	<u>5,840</u>	<u>3,790</u>	<u>3,840</u>

<b>DIR HOUSING PUBLIC PROTECTION</b>				
<b>Code: A3450</b>				
<b>Spending Officer: P Dosad</b>				
<u>EXPENDITURE</u>				
Employees	141,980	141,980	161,510	145,940
Supplies and Services	3,530	3,530	3,540	3,200
Contracted Services	2,000	2,000	2,000	2,000
<u>GROSS EXPENDITURE</u>	<u>147,510</u>	<u>147,510</u>	<u>167,050</u>	<u>151,140</u>
<u>NET EXPENDITURE</u>	<u>147,510</u>	<u>147,510</u>	<u>167,050</u>	<u>151,140</u>

<b>ENVIRONMENTAL IMPROVEMENTS</b>				
<b>Code: H6090</b>				
<b>Spending Officer:</b>				
<u>EXPENDITURE</u>				
Contracted Services	70,000	70,000	70,000	0
<u>GROSS EXPENDITURE</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>0</u>
<u>NET EXPENDITURE</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>0</u>



**INTRODUCTION**

Dartford Borough Council 2022/23 fees and charges for services are set out in the following pages.

Please note that statutory and mandatory fees are subject to change as/when notified by the relevant body.

**VAT GUIDANCE**

The current rates of VAT chargeable in the UK, and the codes given to them by Dartford BC are listed below. Please ensure that the correct VAT code is quoted.

<b>VAT Code</b>	<b>Description</b>
1	Zero rated supplies
2	Standard Rate (20%)
3	5% rate
4	Exempt supplies
8	Outside the scope

For further information and guidance on VAT, please refer to the Finance Guidance Manual, Section 17.

**ALL PRICES ARE SHOWN INCLUSIVE OF VAT UNLESS OTHERWISE STATED**



**BUILDING CONTROL CHARGES SCHEME 2022/23 FOR DARTFORD BOROUGH COUNCIL  
TO BE READ IN CONJUNCTION WITH THE BUILDING [LOCAL AUTHORITY CHARGES]  
REGULATIONS 2010**

**Definitions**

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

**'building'** means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

**'building notice'** means a notice given in accordance with regulations 12(2)(A)(a) and 13 of the Building Regulations 2010 (as amended).

**'building work'** means:

- (a) the erection or extension of a building;
- (b) the provision or extension of a controlled service or fitting in or in connection with a building;
- (c) the material alteration of a building, or a controlled service or fitting;
- (d) work required by building regulation 6 (requirements relating to material change of use); (e) the insertion of insulating material into the cavity wall of a building;
- (f) work involving the underpinning of a building;
- (g) work required by building regulation 4A (requirements relating to thermal elements); (h) work required by building regulation 4B (requirements relating to a change of energy status);
- (i) work required by building regulation 17D (consequential improvements to energy performance);

**'chargeable function'** means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2010 (as amended) and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010 (as amended)
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010 (as amended)
- (e) the consideration of a regularisation application submitted to the council under regulation 21 of the Building Regulations 2010 (as amended).

**'cost'** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**'dwelling'** includes a dwelling-house and a flat.

'dwelling-house' does not include a flat or a building containing a flat.

**'flat'** means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

**'floor area of a building or extension'** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**'relevant person'** means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

### **Principles of this Scheme**

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- ***A plan charge***; payable when plans of the building work are deposited with the Local Authority.
- ***An inspection charge***, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.
- ***A building notice charge***, payable when the building notice is given to the authority.
- ***A reversion charge***, payable for building work in relation to a building: -
  1. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20(2)(a)(i) of the Approved Inspectors Regulations, or
  2. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 20(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
- ***A regularisation charge***, payable at the time of the application to the authority in accordance with Regulation 21 of the Building Regulations.
- ***Chargeable advice***, a local authority can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see above for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of

achieving full cost recovery.

The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

- The existing use of a building, or the proposed use of the building after completion of the building work;
- The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
- The floor area of the building or extension;
- The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
- The estimated duration of the building work and the anticipated number of inspections to be carried out;
- The estimated cost of the building work;
- Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(5) or 20B(4) of the Building Regulations (i.e. related to competent person/self certification schemes);
- Whether in respect of the building work a notification will be made in accordance with regulation 20A(4) of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
- Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
- Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
- Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
- Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

**Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions.**

- Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

**Exemption from charges**

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of -

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision or extension of a room which is or will be used solely-
  - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
  - (ii) for the storage of medical equipment for the use of the disabled person, or
  - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24- hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- (b) for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

**Note:** 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of

Schedule 13 to the Children Act 1989.

The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed.

### **Information required to determine charges**

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to –

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- The estimated cost of the building work. *If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).*

### **Establishing the Charge**

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulations 2010.

Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulations 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

- A reversion charge
- The building work is in relation to more than one building or
- The building work consists of alterations to any use of building where the estimated cost exceeds £150,000 or
- The work consists of a non-domestic extension or new build and the floor area exceeds 200m<sup>2</sup> or
- The work consists of a domestic garage with a floor area over 60m<sup>2</sup> or
- The work consists of the erection or conversion of 10 or more dwellings or
- The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m<sup>2</sup> or
- Any other work when the estimated cost of work exceeds £150,000 or
- Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the authority will establish the charge by individually determining the charge.

#### **Other matters relating to calculation of charges**

In calculating these charges, refunds or supplementary charges, an officer hourly rate has been used.

Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.

Charges are not payable for the first hour when calculating an advice charge

The authority accepts payment by instalments in respect of all building work where the total charge exceeds **£60,000**. The authority, on request, will specify the amounts payable and dates on which instalments are to be paid.

#### **Reductions**

Reduced charges are shown in the tables of standard charges and reduced charges will also be made in relation to individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 12(5) or 20B(4) of the Principal Regulations in respect of that part of the work, (i.e. competent person/self-certification schemes or other defined non-notifiable work).

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 20A(4) of the Principal Regulations, (i.e. where, for the purpose of achieving compliance with Requirement E1 of the Principal Regulations, design details approved by Robust Details Limited have been used) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.

The authority will make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the

chargeable function for that work.

When it is intended to carry out additional building work on a dwelling at the same time as any work to which Table 3 relates, then the charge for this additional work will be individually determined, with the agreement of the applicant.

Where in accordance with Regulation 7(5)(i) of the charges regulations an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a **30%** reduction in the standard Plan charge will be made or **7.5%** of the building notice charge payable will be applied.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is deposited in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a **25%** reduction in the Plan/Inspection charge will be made.

### **Refunds and supplementary charges**

If the basis on which the charge has been set or determined changes, the Council will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

### **Non-Payment of a Charge**

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non- payment of a charge.

### **Complaints about Charges**

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The Council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the Council's web site:

<http://www.dartford.gov.uk/complaints>

### **STANDARD CHARGES**

Standard charges include works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables that they are undertaking. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

### **Plan and Inspection Charges**

The plan charge and inspection charge are listed in the following tables.

### **Building Notice Charge**

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

### **Reversion Charge**

These charges will be individually determined

### **Regularisation Charge**

The regularisation charge payable in respect of the erection of one or more small domestic building is an amount equal to **120%** of the total of the building notice charge which would be payable in accordance with the Table 1 in this Schedule if a building notice for the carrying out of that work has been deposited at the time of the application for regularisation in accordance with the Principal Regulations.

The following tables are included as examples only; these categories/descriptions of set charges are not prescriptive.

<b>Table 1 - Standard Charges for the Creation or Conversion to New Dwellings not exceeding 300m<sup>2</sup> and Flats up to 3 storeys</b>				
Number of Dwellings	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
1	334	781	1,115	1,115
2	402	938	1,340	1,340
3	494	1,156	1,650	1,650
4	582	1,358	1,940	1,940
5	697	1,628	2,325	2,325
6	797	1,863	2,660	2,660
7	847	1,983	2,830	2,830
8	906	2,114	3,020	3,020



**FEES AND CHARGES 2022-23****Appendix B (ii)**

9	965	2,260	3,225	3,225
10	1,071	2,499	3,570	3,570

<b>Table 2 - Standard Charges for: Domestic extensions and alterations, rooms in the roof and detached garages and carports up to 60m<sup>2</sup></b>				
Type of Work	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
1. Erection or extension of an attached or detached building which consists solely of a garage or carport, or both, having a floor area not exceeding 60m <sup>2</sup> in total	186	434	620	620
2. Extension of a dwelling (including loft conversion) with total floor area of which does not exceed 10m <sup>2</sup>	246	574	820	820
3. Extension of a dwelling (including loft conversion) the total floor area of which exceeds 10m <sup>2</sup> , but does not exceed 40m <sup>2</sup>	254	591	845	845
4. Extension of a dwelling (including loft conversion) the total floor area of which exceeds 40m <sup>2</sup> but does not exceed 60m <sup>2</sup>	265	620	885	885
5. Conversion of a garage into a habitable room(s)	135	315	450	450
6. Removal of a load bearing wall to create a 'through room' in a domestic dwelling	86	200	286	286
7. Removal of a chimney stack (or part thereof) in a domestic dwelling	86	200	286	286
8. Installation of up to 5 windows	57	133	190	190
9. Replacement or renewal of a thermal element	80	186	266	266

<b>Table 3: Standard Charges for Other Work</b>				
Value of work based on estimated cost	Plan Charge - incl VAT (£)	Inspection Charge (IC) - incl VAT (£)	Building Notice (BN) Charge - incl VAT (£)	Regularisation Charge (VAT 8) (£)
Up to £2,000	91	214	305	305
£2,001 to £5,000	111	259	370	370
£5,001 to £10,000	138	322	460	460
£10,001 to £20,000	175	410	585	585
£20,001 to £30,000	225	525	750	750
£30,001 to £40,000	278	647	925	925
£40,001 to £70,000	345	810	1,155	1,155
Between £70,001 & £100,000	453	1,057	1,510	1,510
Between £100,001 & £150,000	520	1,215	1,735	1,735

### **Guidance Notes for Table 3**

#### **Estimated Cost of Works**

The estimated cost of the work is that which would be charged by a person in business to carry out the work but excludes the amount of any VAT. The estimated cost of works is only that work which is controlled under the Building Act 1984.

#### **Extension of a Dwelling**

Where an extension to a dwelling, the total floor area exceeds 60m<sup>2</sup>, the sum of the plan charge and the inspection charge must not be less than **£885** (including VAT)

#### **Works at Bluewater Shopping Centre or in Excess of £150,000**

For fees for works at Bluewater or in excess of £150,000, please contact us for an Individually Determined Charge (IDC).

FEES AND CHARGES 2022-23

## Appendix B (ii)

<u>CAR PARKING</u>	INCOME CODE	VAT CODE	2021/2022	PROPOSED NEW CHARGES 1.4.2022
			£	£
<b>Acacia Car Park (High Street, Dartford)</b>	E4031 9463	2		
Monday to Saturday inclusive 8.00am – 8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	60.00
Release fee			50.00	50.00
<b>Cranford Road Car Park (Dartford)</b>				
Monday to Saturday inclusive 8.00am-8.00pm				
Up to 2 hours			Free	Free
Blue Badge holders (up to 3 hours)			Free	Free
<b>Highfield Road Car Park (Spring Vale, Dartford)</b>	E4031 9464	2		
Monday to Saturday inclusive 8.00am-18.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
<b>Highfield Road Car Park (Highfield Road (South))</b>	E4031 9557	2		
Monday to Saturday inclusive 8.00am – 16.30pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	60.00
<b>Overy Street Car Park (1)</b>	E4031 9474	2		
<b>Overy Street Car Park (2)</b>	E4031 9512	2		
Monday to Saturday inclusive 8.00am – 8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	60.00
<b>Overy Street Car Park (3) Permit Only</b>	E4031 9570	2		
<b>Overy Street Car Park (4) Permit only</b>	E4031 9571	2		
Season ticket: charge per month up to 12 months			60.00	60.00
<b>The Grove Car Park (Swanscombe)</b>	E4031 9583	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 4 hours			Free	Free
Up to 6 hours (maximum stay)			2.00	2.00
Blue Badge holders (up to 4 hours)			Free	Free

**FEES AND CHARGES 2022-23****Appendix B (ii)**

Solo Motorcycles (in designated bays)			Free	Free
<b><u>CAR PARKING (continued)</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
<b>Westgate Car Park (Kent Road, Dartford)</b>	E4031 9499	2		
Monday 8.00am to Saturday 8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
<b>Westgate House Car Park</b>	E4031 9485	2		
Monday to Saturday inclusive 8.00am-8.00pm				
Up to 2 hours (maximum stay)			1.00	1.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
<b>Town Car Park (Greenhithe)</b>	E4031 9442	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			3.00	3.00
Blue Badge holders (up to 3 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free
Season ticket: charge per month up to 12 months			60.00	60.00
<b>Woodlands Car Park (Greenhithe)</b>	E4031 9578	2		
Monday to Friday inclusive 8.00am – 6.00pm				
Up to 4 hours (maximum stay)			Free	Free
Blue Badge holders (up to 4 hours)			Free	Free
Solo Motorcycles (in designated bays)			Free	Free

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>CAR PARKING (continued)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
<b>Heath Street (on-street)</b>	E4030 9462	8		
Monday to Saturday inclusive 8.00am-8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
<b>Hythe Street (on-street)</b>	E4030 9466	8		
Monday to Saturday inclusive 8.00am-8.00pm				
One hour only			0.50	0.50
Blue Badge holders (up to 1 hour)			Free	Free
<b>Kent Road (on-street)</b>	E4030 9468	8		
Monday to Saturday inclusive 8.00am – 8.00pm				
One hour only			0.50	0.50
Blue Badge holders (up to 1 hour)			Free	Free
<b>Priory Hill (on-street)</b>	E4030 9475	8		
Monday to Saturday inclusive 8.00am – 8.00pm				
Up to 2 hours			1.00	1.00
Up to 4 hours			2.00	2.00
Over 4 hours			5.00	5.00
Blue Badge holders (up to 3 hours)			Free	Free
<b>Spital Street (on-street)</b>	E4030 9452	8		
Monday to Saturday inclusive 8.00am – 8.00pm				
One hour only			0.50	0.50
Blue Badge holders (up to 1 hour)			Free	Free
<b>Eagles Road, Greenhithe (on-street)</b>	E4030 9575	8		
Season ticket: charge per month up to 12 months			60.00	60.00
<b>Station Road, Greenhithe (on-street)</b>	E4030 9458	8		
Season ticket: charge per month up to 12 months			60.00	60.00

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>CAR PARKING (continued)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
<b>Permits and Exemptions</b>				
Resident Permit	E4030 9419	8	50.00	50.00
Visitor Permit (Book of 5)	E4030 9418	8	5.00 (5 x £1)	5.00 (5 x £1)
Holiday Permit	E4030 9418	8	£1/day plus £5 admin. fee	£1/day plus £5 admin. fee
Lost Resident Permit	E4030 9419	8	£15.00	£15.00
Resident Exemption	E4030 9419	8	50.00	50.00
Lost Resident Exemption	E4030 9419	8	£15.00	£15.00
Dispensations	E4030 9562	8		
- Daily (plus administration fee)			5.00	5.00
- Weekly (plus administration fee)			15.00	15.00
- Administration Fee			5.00	5.00
<b>PCN Charges (TMA 2004)</b>				
Code dependent upon location of contravention	E4030/9580 E4031/9580			
Differential Charges:				
Penalty Charge: Higher	*	8	70.00	70.00
Discounted	*	8	35.00	35.00
Penalty Charge: Lower	*	8	50.00	50.00
Discounted	*	8	25.00	25.00
<b>HIGHWAY INSTALLATIONS</b>				
Disabled Persons Parking Bay (DPPB) with TRO	E4030 9568	8	250.00	250.00
Interim DPPB without TRO (not enforceable)	-	8	Free	Free
Bay Suspension	E4030 9576	8	75.00	75.00
Vehicle Access Marking	E4030 9577	8	75.00	75.00

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>CCTV</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
CCTV Insurance Check request	A3700 9516	2	59.00	60.00

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

**CEMETERIES**

INCOME  
CODE

VAT  
CODE

2021/2022

PROPOSED  
NEW CHARGES  
1.4.2022

£

£

All burial charges are trebled in price for non-Borough residents (except, at the discretion of the Bereavement Services Manager, for former residents who were placed in an elderly persons home or with relatives outside of the Borough, for the latter years of their life).

**Purchased Graves:**

Exclusive Right of Burial	C2015 9459	8	885.00	885.00
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<b>Interment to depth up to 4'6":</b> Adults (17 years and over) *	C2015 9467	8	575.00	575.00
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<b>Interment to depth up to 6'6":</b> Adults (17 years and over) *	C2015 9467	8	725.00	725.00
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<b>Interment to depth up to 8'6":</b> Adults (17 years and over) *	C2015 9467	8	990.00	990.00
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*Charges based on a coffin size of 80" in length by 26" width (203cm x 66cm)			105.00	105.00
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**Additional charge for Casket instead of Coffin:**

Interment up to 4'6"	C2015 9467	8	185.00	185.00
Interment to 6'6"	C2015 9467	8	325.00	325.00
Interment to 8'6"	C2015 9467	8	465.00	465.00

Burial of Wooden Casket of Cremated Remains	C2015 9467	8	220.00	220.00
Right to Scatter Cremated Remains	C2015 9467	8	120.00	120.00

**Unpurchased Graves:**

Adults (17 years and over)	C2015 9467	8	575.00	575.00
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**Chapel Fees** (including taped Music or CD facilities):

Use of Chapel at the Cemetery	C2015 9415	8	185.00	185.00
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Use of Chapel at the Cemetery (non-Borough residents)	C2015 9415	8	370.00	370.00
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**CEMETERIES (continued)**

INCOME  
CODE

VAT  
CODE

2021/2022

PROPOSED  
NEW  
CHARGES  
1.4.2022

£

£

**Miscellaneous Fees:**



**FEES AND CHARGES 2022-23****Appendix B (ii)**

Late arrival of Funeral Director, +30 mins after booked time and each 30 mins thereafter	C2015 9467	8	165.00	165.00
Disposal of excess floral tributes/wreaths	C2015 9467	8	210.00	210.00
Deed of Assignment	C2015 9414	8	60.00	60.00
Transfer of Deed	C2015 9414	8	60.00	60.00
Certified copy of entry in Burial Register	C2015 9414	8	26.00	26.00
Hire of excavator for excavation of graves other than those programmed by the Council	C2015 9467	2	At hire cost for time required plus admin charge	At hire cost for time required plus admin charge
Removal of soil from around excavated grave when requested	C2015 9467	2	At cost incurred on a time basis	At cost incurred on a time basis
Top soiling and seeding of grave on request.	C2015 9467	2	26.00	26.00
Exhumation	C2015 9467	4 (part) 2 (part)	Cost of hire of equipment plus excavation costs and other staff time	Cost of hire of equipment plus excavation costs and other staff time
Search Fees (to be paid in advance): per name (at Cemetery Manager's discretion)	C2015 9581	2	26.00	26.00
<b>Memorials, Monuments &amp; Inscriptions:</b>				
Headstone including first inscription	C2015 9471	8	220.00	220.00
A Full Kerb Memorial – headstone and kerbs, including first inscription	C2015 9471	8	300.00	300.00
Additional tablet or vase with inscription	C2015 9416	2	145.00	145.00
Additional inscription	C2015 9416	2	120.00	120.00
Clean and Repair to existing memorial (Permit is still required)	N / A		Free	Free
All memorials other than a headstone or full kerb for stillborn and children up to 16 years for Borough residents	N / A		Free	Free

For non-Borough residents, including still born and children up to 16 years standard fees apply.

**CEMETERIES (continued)**

	INCOME CODE	VAT CODE	2021/2022	PROPOSED NEW CHARGES 1.4.2022
<b>Memorials, Monuments &amp; Inscriptions:</b>	(continued)		£	£
Memorial permit applications from the War Graves Commission.			Free	Free
Applications for the replacement of old or worn memorials on a like for like basis			Free	Free

**Watling Street Cemetery – Garden of Remembrance:****Sanctum 2000 Columbaria units :**

Columbarium lease period 25 years, inclusive of first interment and inscription up to 80 letters

C2015 9417	4	1390.00	1390.00
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Second interment of cremated remains

C2015 9417	8	215.00	215.00
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Additional inscribed plaque for second interment

C2015 9417	2	260.00	260.00
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Additional inscription - per letter

C2015 9417	2	2.50	2.50
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Photo plaque

C2015 9417	2	200.00	200.00
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Motif

C2015 9417	2	190.00	190.00
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Renewal fee on expiry of lease for further 25 years

C2015 9417	4	Current fee at time of renewal	Current fee at time of renewal
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**CEMETERIES (continued)**

INCOME CODE

VAT CODE

2021/2022

PROPOSED  
NEW  
CHARGES  
1.4.2022  
£

£

£

**Memorial Pergola :**

10 year lease of single upright timber, inclusive of cast bronze plaque up to 80 letters, scattering of cremated remains, and floral tribute vase with holder

C2015 9417	4	550.00	550.00
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Additional cast bronze plaque

C2015 9417	2	220.00	220.00
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Scattering of additional cremated remains on dedicated area

C2015 9417	2	120.00	120.00
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Renewal fee on expiry of lease for further 10 years

C2015 9417	4	320.00	320.00
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**FEES AND CHARGES 2022-23****Appendix B (ii)****Memorial Seats :**

Balmoral memorial bench, 25 year lease, inclusive of cast bronze plaque up to 80 letters, scattering of cremated remains, and floral tribute vase with holder	C2015 9417	4	1180.00	1180.00
Additional cast bronze plaque	C2015 9417	2	150.00	150.00
Scattering of additional cremated remains on dedicated area	C2015 9417	2	120.00	120.00
Renewal fee on expiry of lease for further 25 years	C2015 9417	4	Current fee at time of renewal	Current fee at time of renewal

**Stone and Swanscombe Cemeteries only:  
half sized graves for cremated remains**

Purchase of Exclusive Right of Burial for 50 years	C2015 9459	8	595.00	595.00
Interment of cremated remains (as existing)	C2015 9467	8	220.00	220.00

Note: In the case of memorials for cremated remains, the usual triple fees for non-borough residents would not apply. Triple (or double) fees are charged by Burial Authorities to reflect actual cost of interment and maintenance of cemetery. At the present time this restriction will not apply to memorials for cremated remains.

**CIVIC CENTRE HIRE**

<b>Hire of Council Chamber</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
Basic hourly rate weekdays until 6pm				
After 6pm and weekends hourly rate			£	£
Plus hourly caretaking fee (evening bookings only)				
	A3040 9412	2	41.00	41.00
<b>Hire of Committee Room</b>	A3040 9412	2	46.00	46.00
	A3040 9412	2	41.00	41.00
Basic hourly rate weekdays until 6pm				
After 6pm and weekends hourly rate				
Plus hourly caretaking fee (evening bookings only)				
	A3040 9412	2	34.00	34.00
	A3040 9412	2	46.00	46.00
	A3040 9412	2	41.00	41.00

Hire of Committee Room and / or Council Chamber where hire is given free to a Voluntary or Charitable Organisation

Basic hourly rate weekdays until 6pm			Free	Free
After 6pm and weekends hourly rate	A3040 9412	2	34.00	34.00
Plus hourly caretaking fee (evening bookings only)	A3040 9412	2	41.00	41.00

Note : The purpose of the meeting should be checked to ascertain whether it is for Council business.  
 No charge is made for the hire of the chamber for Council business (Officers or Members) or to Registered Charities.

**Hire of Other Meeting Rooms**

Basic hourly rate weekdays – Office hours only	A3040 9412	2	11.00	11.00
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**CORPORATE CHARGES**

**Please refer to the Schedule of Charges, located on the Internet, for more detailed information.**

INCOME CODE (individual cost centre)	VAT CODE	2021/2022	PROPOSED NEW CHARGES 1.4.2022
		£	£

**PHOTOCOPYING CHARGES**

Account code 9536

<b>A4 sheets</b>			
0-6 (Black and White only)		Free	Free
Each subsequent page (B&W)	2	10p per sheet	10p per sheet
Colour	2	20p per sheet	20p per sheet
<b>A3 sheets</b>			
0-6 (Black and White only)		Free	Free
Each subsequent page (B&W)	2	20p per sheet	20p per sheet
Colour	2	40p per sheet	40p per sheet
A2 (Plan size) (B&W)	2	2.00 per plan	2.00 per plan
A1 (Plan size) (B&W)	2	2.50 per plan	2.50 per plan
A0 (Plan size) (B&W)	2	3.50 per plan	3.50 per plan

**FEES AND CHARGES 2022-23****Appendix B (ii)****PRINTING**Account  
code 9503

A4 sheets (non plotter copies)			Free	Free
0-6 (Black and White only)				
Each subsequent page (B&W)	2		10p per sheet	10p per sheet
Colour	2		20p per sheet	20p per sheet

## High Quality (plotter copying)

A2	2		2.50 per sheet	2.50 per sheet
A1	2		3.00 per sheet	3.00 per sheet
A0	2		5.50 per sheet	5.50 per sheet

## High Gloss (plotter copying)

A2	2		3.00 per sheet	3.00 per sheet
A1	2		5.00 per sheet	5.00 per sheet
A0	2		10.00 per sheet	10.00 per sheet

**AUDIO VISUAL**Account  
code 9430

CD	2		1.50 per CD	1.50 per CD
DVD	2		2.00 per DVD	2.00 per DVD
Audio Cassette	2		Price on application	Price on application

**CORPORATE CHARGES**  
**(continued)**INCOME  
CODE  
(individual  
cost centre)VAT  
CODE

2021/2022

PROPOSED  
NEW CHARGES  
1.4.2022**EMAIL (including scanned images)**

£

Free

£

Free

**POSTAGE**Account  
code 9504

Variable weight and size (based on Royal Mail Standard 2 <sup>nd</sup> class)		4	Cost dependent on weight & size	Cost dependent on weight & size
Sent 'Signed For'/Special Delivery'		4	Costs to be met by applicant	Costs to be met by applicant



**DBC FIRE ENGINE**

The hire of the fire engine is set at a minimum of £345 for a half day booking, with the actual rate to be agreed by the Director of Growth and Community to reflect the nature of the event.

The use of the fire engine for charitable events is to be limited to 15 occasions per calendar year.

Use of the fire engine by Dartford Borough Council for Council events is to be charged to the event to offset costs of maintenance, storage, fuel etc. at a full cost recovery rate.

INCOME CODE: A3875 9450 (Vat Code 2)

<u>DEVELOPMENT CONTROL</u>	INCOME CODE	VAT CODE	2021/2022 £	PROPOSED NEW CHARGES 1.4.2022 £
Photocopying of planning applications and related documents (A3 & A4)	G1502 9451	2	Free for up to 6 black and white copies- 25p per A4 sheet thereafter, Colour copies- 35p per A4 sheet, 65p per A3 sheet	Free for up to 6 black and white copies- 25p per A4 sheet thereafter, Colour copies- 40p per A4 sheet, 70p per A3 sheet
Photocopying of planning applications and related documents (A2, A1 & A0)	G1502 9451	2	A2 size – 2.80 per plan	A2 size – 2.90 per plan

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

			A1 size - 3.30 per plan A0 size - 4.30 per plan	A1 size - 3.40 per plan A0 size - 4.40 per plan
		2	Copying of coloured plans will incur additional variable charges	Copying of coloured plans will incur additional variable charges
Decisions first copy Each additional copy (Majority are available on the Internet)	G1502 9451	2	Free for up to 6 black and white copies- 25p per sheet thereafter Colour copies – 35p per A4 sheet	Free for up to 6 black and white copies- 30p per sheet thereafter Colour copies – 45p per A4 sheet
Weekly List - Yearly Payment	G1502 9451	2	90.00	92.00
- Quarterly Payment (Lists will be available on the Internet)	G1502 9451	2	37.00	38.00
Fee for checking approvals of planning conditions and s106 obligations on a planning permission	G1502 9560	2	330 per permission for developments over 150 dwellings; 115.00 per permission up to 150 dwellings or other development; 32.00 for householder applications	340 per permission for developments over 150 dwellings; 125.00 per permission up to 150 dwellings or other development; 33.00 for householder applications.
CIL confirmation of payment.	G1502 9560	2	58.00 per property	60.00 per property
<b><u>DEVELOPMENT CONTROL</u></b> <b>(continued)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2020/2021</b>	<b>PROPOSED NEW CHARGES 1.4.2021</b>
			£	£
Planning History Printout - First Page	G1502 9451	2	25p per sheet	30p per sheet
- Subsequent Pages (Available on the Internet)	G1502 9451	2	25p per sheet	30p per sheet
Fee for dealing with High Hedge Complaints (under the Anti-Social Behaviour Act 2003)	G1502 9451	2	550.00	570.00



**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>Research of planning history</b> Written advice	G1502 9560	2	52.00 per hour or part thereof	53.00 per hour or part thereof
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**PRE APPLICATION ADVICE  
(exclusive of VAT)**INCOME  
CODEVAT  
CODE

2020/2021

PROPOSED  
NEW  
CHARGES  
1.4.2021

£

£

**Large Major Development<sup>1</sup>**

Written advice (flat rate)

G1502 9487

2

NA

NA

Follow up written  
advice (flat rate)

G1502 9487

2

NA

NA

Meeting with officers  
(per hour or part  
thereof)<sup>2</sup>

G1502 9487

2

2420.00

2500.00

Follow up meeting with  
officers  
(per hour or part  
thereof)

G1502 9487

2

1210.00

1250.00

Additional premium for  
sites not identified in  
the adopted Local Plan

G1502 9487

2

1,182.00

1,210.00

**DEVELOPMENT CONTROL  
(continued)**INCOME  
CODEVAT  
CODE

2021/2022

PROPOSED  
NEW  
CHARGES  
1.4.2022**PRE APPLICATION  
ADVICE (continued)  
(exclusive of VAT)**

£

£

**Major Development<sup>3</sup>**

Written advice (flat rate)

G1502 9487

2

1210.00

1250.00

Follow up written  
advice (flat rate)

G1502 9487

2

616.00

630.00

Meeting with  
officers(per hour or part  
thereof)<sup>4</sup>

G1502 9487

2

1815.00

1,850.00

Follow up meeting with  
officers  
(per hour or part  
thereof)

G1502 9487

2

900.00

920.00

<sup>1</sup> Large major: over 50 dwellings or 1 hectare. Commercial over 5,000m<sup>2</sup> or 1 hectare. Where a series of discussions are proposed, the Council will consider a one off payment up front based on the likely charge.

<sup>2</sup> Includes letter after meeting confirming advice given at no extra charge

<sup>3</sup> Major: 10 - 49 dwellings or 0.5 - 1 hectare. Commercial 1,000m<sup>2</sup> – 4,999m<sup>2</sup> or 0.5 - 1 hectare.

<sup>4</sup> Includes letter after meeting confirming advice given at no extra charge

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

	Additional premium for sites not identified in the adopted Local Plan	G1502 9487	2	588.00	600.00
<b><u>Minor non residential<sup>5</sup> and Minor residential 1-4 dwellings</u></b>	Written advice (flat rate)	G1502 9487	2	372.00	385.00
	Follow up written advice (flat rate)	G1502 9487	2	138.00	145.00
	Meeting with officers(per hour or part thereof) <sup>6</sup>	G1502 9487	2	744.00	760.00
	Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	372.00	380.00
<b>Minor residential 5-9 dwellings</b>	Written advice (flat rate)	G1502 9487	2	434.00	450.00
	Follow up written advice (flat rate)	G1502 9487	2	161.00	170.00
<b><u>DEVELOPMENT CONTROL (continued)</u></b>		<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
<b>PRE APPLICATION ADVICE (continued) (exclusive of VAT)</b>	Meeting with officers (per hour or part thereof) <sup>7</sup>			£	£
	Follow up meeting with officers (per hour or part thereof)	G1502 9487	2	868.00	890.00
		G1502 9487	2	434.00	450.00

<sup>5</sup> Commercial less than 1,000m<sup>2</sup> or 1 hectare.

<sup>6</sup>Includes letter after meeting confirming advice given at no extra charge

<sup>7</sup>Includes letter after meeting confirming advice given at no extra charge

<sup>8</sup> Includes letter after meeting confirming advice given at no extra charge

<sup>9</sup> Includes letter after meeting confirming advice given at no extra charge

<sup>107</sup> Additional to planning pre-app charges and where design advice is specifically requested or the need for this advice is agreed with the planning case officer.

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>*Urban Design Officer</u></b>					
	Large Major: Review of scheme and attendance at planning meeting (single layout/design)	G1503 9487	2	n/a	600.00
	Large Major follow up urban design advice (one amendment to scheme)	G1503 9487	2	n/a	250.00
	Major: Review of scheme (no meeting) and input into pre-app written advice (single layout/design)	G1503 9487	2	n/a	300.00
	Minor: review of scheme (no meeting) and input into pre-app written advice (single layout/design)	G1503 9487	2	n/a	150.00
	Major/Minor: Attendance at meeting	G1503 9487	2	n/a	150.00
	Major/Minor: follow up urban design advice (one amendment to scheme)	G1503 9487	2	n/a	150.00

\*An additional charge has however been added for next year to allow for the specific input of the Urban Design Officer to pre-application advice on planning applications.

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

**DEVELOPMENT CONTROL**  
**(continued)**

INCOME  
CODE

VAT  
CODE

2021/2022

PROPOSED  
NEW  
CHARGES  
1.4.2022

**PRE APPLICATION  
ADVICE (continued)**  
**(exclusive of VAT)**

£

£

**Householder  
Applications**

Meeting with officers  
(per hour or part  
thereof)8

G1502 9548

2

210.00

225.00

Written advice (flat  
rate)

G1502 9548

2

110.00

115.00

**Other (anything not  
covered by the above  
categories: including  
change of use without  
building works)**

Meeting with  
officers(per hour or  
part thereof)9

G1502 9487

2

350.00

360.00

Follow up meeting  
with officers (per  
hour or part thereof)

G1502 9487

2

170.00

175.00

Written advice (flat  
rate)

G1502 9487

2

220.00

230.00

Follow up written  
advice (flat rate)

G1502 9487

2

110.00

115.00

**Exemptions** Charges will not be made for the following pre application advice

- Works to facilitate access to public buildings for disabled persons;
- Works to a Listed Building (although pre-application for an associated planning application is likely to attract a charge) or to buildings within a Conservation Area;
- Works to Trees covered by Tree Preservation Orders or located in Conservation Areas;
- Advice to Parish Councils and other local authorities, housing associations, residents associations, charities, voluntary/community groups and Government Departments/Agencies.

**FEES AND CHARGES 2022-23****Appendix B (ii)****Planning Performance Agreements (PPAs)**

<b>*Planning Performance Agreements: guidance fee schedule (exclusive of VAT)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022 £</b>	<b>PROPOSED NEW CHARGES 1.4.2022 £</b>
<b><u>50-100 dwellings</u></b>	G1502 9527	2	8250.00	9100.00
<b><u>5,000-9,999sqm commercial floorspace</u></b>				
<b><u>101-199 dwellings</u></b>	G1502 9527	2	16500.00	18150.00
<b><u>10,000-19,999sqm commercial floorspace</u></b>				
<b><u>200 dwellings plus</u></b>	G1502 9527	2	33000.00	36300.00
<b><u>20,000sqm commercial floorspace</u></b>				

- The charges are above are guidelines based on a conventional planning application. Prices can be agreed where different circumstances exist, eg. the PPA is also to cover conditions, or is a minor variation of an existing planning permission. In such cases charges will be based on estimated work and officer hourly costs.
- mixed use schemes will be calculated on the basis of floorspace and dwellings with the total floorspace indicating the appropriate fee.
- The Council will use its discretion to seek to enter a PPA for developments of between 10 and 49 homes and commercial floorspace of between 1,000 and 4,999 sqm commercial floorspace, where the proposals are of a complex nature and raise issues which would lend themselves to being dealt with through a PPA

The PPA fees set out above do not include:

- The Council's reasonable costs in the appointment of external consultants (such as independent Viability Consultants) to progress the planning application shall be agreed by the applicant on a case by case basis.
- The Council's reasonable legal costs incurred in association with the preparation of any S106 Agreement

\*The increased charges shown here show a 10% increase to reflect the fact that there has been no increase in the charge since 2016, the increase reflects that officer costs and higher charges for specific external advice over the period.

**PLANNING FEES**

The provisions for charging planning application fees are set out in section 303 of the Town and Country Planning Act 1990, as substituted by section 199 of the Planning Act 2008. These provisions:

- allow fees to be charged in relation to any function of a local planning authority and for matters ancillary to those functions
- allow the Secretary of State to prescribe fees or a means of calculating fees to be set by someone else (such as a local planning authority)
- allow the Secretary of State to prescribe when a service would be exempt from fees

The fees charged by Dartford Borough Council are currently set on a national basis. The fees were increased by Government on 17<sup>th</sup> January 2018 and will apply until further notice.

<b>PLANNING FEES</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>
<b><i>BUILDINGS, DWELLINGS AND OPERATIONS</i></b>				
<b>1. New dwellings OUTLINE</b>				
<b>Per 0.1 hectare up to 2.5 hectares</b>	£462	£150,000	£462	£150,000
<b>Sites over 2.5 hectares</b>	£11,432 + £138 per 0.1 hectare		£11,432 + £138 per 0.1 hectare	
<b>Permission In principle Per 0.1 hectare</b>	£402		£402	
<b>2. New dwellings OTHERS</b>				
<b>Per dwelling up to 50</b>	£462	£300,000	£462	£300,000
<b>Over 50 dwellings</b>	£22,859 + £138 per dwelling		£22,859 + £138 per dwelling	
<b>3. Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.) OUTLINE</b>				
<b>Per 0.1 hectare up to 2.5 hectares</b>	£462	£150,000	£462	£150,000
<b>Over 2.5 hectares</b>	£11,432 + £138 per 0.1 hectare		£11,432 + £138 per 0.1 hectare	
<b>Permission In principle Per 0.1 hectare</b>	£402		£402	

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>PLANNING FEES</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>
<b>4. Buildings (other than dwellings, agricultural buildings, plant or glasshouses etc.) OTHER</b>				
No floor area created (includes shopfronts, fences, flagpoles, walls etc)	£234	£300,000	£234	£300,000
Floor area less than 40 sq m	£234		£234	
Floor area between 40 and 75 sq m	£462		£462	
Floor area in excess of 75 sq m up to 3750 sq m	£462 per 75 sq m		£462 per 75 sq m	
Floor area in excess of 3750 sq m	£22,859 + £138 per 75 sq m		£22,859 + £138 per 75 sq m	
<b>AGRICULTURAL AND HORTICULTURAL</b>				
<b>5. Agricultural Buildings on agricultural land (other than glasshouses) OUTLINE</b>				
Per 0.1 hectare up to 2.5 hectares	£462	£150,000	£462	£150,000
Over 2.5 hectares	£11,432 + £138 per 0.1 hectare		£11,432 + £138 per 0.1 hectare	
<b>6. Agricultural Buildings on agricultural land (other than glasshouses) OTHER</b>				
Floor area less than 465 sq m	£96	£300,000	£96	£300,000
Floor area between 465 sq m and 540 sq m	£462		£462	
Floor area in excess of 540 sq m up to 4215 sq m	£462 up to 540 sq m & then £462 per 75 sq m		£462 up to 540 sq m & then £462 per 75 sq m	
Floor area over 4215 sq m	£22,859 + £138 per 75 sq m		£22,859 + £138 per 75 sq m	
<b>7. Glasshouses on agricultural land</b>				
Floor area less than 465 sq m	£96		£96	
Floor area in excess of 465 sq m	£2,580		£2,580	
<b>OPERATIONS</b>				
<b>8. Erection, alteration or replacement of plant and machinery</b>				
Per 0.1 hectare up to 5 hectares	£462	£300,000	£462	£300,000
Sites over 5 hectares	£22,859 + £138 per 0.1 hectare		£22,859 + £138 per 0.1 hectare	
<b>9. Enlargement, improvement or alteration of dwellings for domestic purposes where it relates to:</b>				
One dwelling	£206		£206	
Two or more dwellings	£407		£407	
Large householder extension	£96		£96	

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>PLANNING FEES</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>
	(effective 19-08-19)			
<b>10. Operations within residential curtilage for domestic purposes (including building gates, fences etc)</b>	£206		£206	
<b>11. Car parks, roads and access to serve a single undertaking where associated with existing use</b>	£234		£234	
<b>12. Operations connected with exploratory drilling for oil or gas</b>				
<b>Per 0.1 hectare up to 7.5 hectares</b>	£508	£300,000	£508	£300,000
<b>Sites over 7.5 hectares</b>	£38,070 + £151 per 0.1 hectare		£38,070 + £151 per 0.1 hectare	
<b>13. Operations connected with oil or natural gas</b>				
<b>Per 0.1 hectare up to 15 hectares</b>	£257	£78,000	£257	£78,000
<b>Sites over 15 hectares</b>	£38,520 + £151 per 0.1 hectare		£38,520 + £151 per 0.1 hectare	
<b>14. Mineral operations</b>				
<b>Per 0.1 hectare up to 15 hectares</b>	£234	£78,000	£234	£78,000
<b>Sites over 15 hectares</b>	£34,934 + £138 per 0.1 hectare		£34,934 + £138 per 0.1 hectare	
<b>15. Operations not within above categories – other per 0.1 hectare</b>	£234	£2,028	£234	£2,028
<b>USES</b>				
<b>16. Change of use of a building to one or more dwellings, from a previous use a single dwellinghouse to use as two or more single dwellinghouses</b>				
<b>Per extra dwelling</b>	£462	£300,000	£462	£300,000
<b>Over 50 dwellings</b>	£22,859 + £1138 per additional dwelling		£22,859 + £1138 per additional dwelling	
<b>17. Change of use of a building to one or more dwellings, in all other cases:</b>				
<b>Up to 50 dwellings</b>	£462 per dwelling	£300,000	£462 per dwelling	£300,000
<b>Over 50 dwellings</b>	£22,859 + £138 per additional dwelling		£22,859 + £138 per additional dwelling	



**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>PLANNING FEES</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>
<b>18. Use for disposal of refuse or waste minerals and open mineral storage</b>				
<b>Per 0.1 hectare up to 15 hectares</b>	£234	£78,000	£234	£78,000
<b>Sites over 15 hectares</b>	£34,934+ £138 per 0.1 hectare		£34,934+ £138 per 0.1 hectare	
<b>OTHER</b>				
<b>19. Playing fields (ancillary works except new buildings)</b>				
<b>Non profit making clubs etc</b>	£462		£462	
<b>20. Advertisements displayed on business premises, on the forecourt of business premises or on other land within the curtilage of business premises, wholly with reference to all or any of the following matters:</b>	£132		£132	
<ul style="list-style-type: none"> <li>- the nature of the business or other activity on the premises</li> <li>- the goods sold or the services provided on the premises</li> <li>- the name and qualifications of the person carrying on such a business activity or supplying such goods or services</li> </ul>				
<b>21. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site</b>	£132		£132	
<b>22. All other advertisements</b>	£462		£462	
<b>23. Variation of Conditions (s73)</b>	£234		£234	
<b>24. Determination for Prior Approval Sch2 to the 2015 GPDO</b>				
<b>Material change of use of building or land Under Schedule 2 except for an application under Part 4</b>	£96		£96	
<b>Material change of use and building operations under Part 3 Schedule 2</b>	£206		£206	

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>PLANNING FEES</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2022-23</b>
<b>Application under Part 4(temporary buildings); part 6 (agricultural and forestry), part 7 (non-domestic extensions, alterations etc), part 11 (heritage and demolition) or part 14 (renewable energy) of Schedule 2</b>	£96		£96	
<b>Development by telecommunications Code Systems Operators under Part 16 of Sch2 to the 2015 GPDO (as amended)</b>	£462		£462	
<b>25. Reserved matters where applicant's earlier reserved matters applications have incurred total fees equivalent to that for a full application for entire scheme</b>	£462		£462	
<b>26. Lawful development certificate for existing use or development</b>	The relevant fee as if permission were being applied for		The relevant fee as if permission were being applied for	
<b>27. Lawful development relating to non compliance with a condition or limitation</b>	£234		£234	
<b>28. Lawful development certificate for proposed use or development</b>	Half the relevant fee as if permission were being applied for		Half the relevant fee as if permission were being applied for	
<b>29. Confirmation of discharge of a planning condition</b>				
<b>Householder development</b>	£34		£34	
<b>All other cases</b>	£116		£116	
<b>Non-material changes to planning permission or permission in principle</b>				
<b>Householder development</b>	£34		£34	
<b>All other cases</b>	£234		£234	
<b>Certificates of appropriate alternative development</b>	£234		£234	

INCOME CODE: G1502 9451 (Vat Code 8)

**FEES AND CHARGES 2022-23****Appendix B (ii)****ELECTIONS** (Statutory Fee)

	INCOME CODE	VAT CODE	2021/2022 £	PROPOSED NEW CHARGES 1.4.2022 £
Fee for inspecting a return or declaration of election expenses (Regulation 10(3) RPR 2001)	A2132 9309	8	20p per side of each page	20p per side of each page

**REGISTER OF ELECTORS & LISTS**

(Statutory Fees)

Sale of Full/Edited (open) Register –

Data Form (Regulation 111(5)(a) RPR 2001)	A2132 9309	8	20.00 plus 1.50 per 1000 entries (or part) plus postage and packaging (Electronic/CD)	20.00 plus 1.50 per 1000 entries (or part) (Electronic)
Printed Form (Regulation 111(5)(b) RPR 2001)	A2132 9309	8	10.00 plus 5.00 per 1000 entries (or part) plus postage and packaging	10.00 plus 5.00 per 1000 entries (or part) plus postage and packaging

Sale of Monthly Updates to the Electoral Register

Data copy	A2132 9309	8	£21.50 per update	£21.50 per update
Paper copy	A2132 9309	8	£15.00 per update	£15.00 per update plus postage and packaging

Sale of List of Overseas Electors

Data Form (Regulation 111(6)(a) RPR 2001)	A2132 9309	8	20.00 plus 1.50 per 100 entries (or part) plus postage and packaging (Electronic /CD)	20.00 plus 1.50 per 100 entries (or part) (Electronic)
Printed Form (Regulation 111(6)(b) RPR 2001)	A2132 9309	8	10.00 plus 5.00 per 100 entries (or part) plus postage	10.00 plus 5.00 per 100 entries (or part) plus postage

Marked Registers

Data Form (Regulation 120 (2) (b) RPR)	A2132 9309	8	10.00 plus 1.00 per 1000 entries (or part) plus postage and packaging (Electronic /CD)	10.00 plus 1.00 per 1000 entries (or part) (Electronic)
Printed Form (Regulation 120 (2) (a) RPR)	A2132 9309	8	10.00 plus 2.00 per 1000 entries (or part) plus postage	10.00 plus 2.00 per 1000 entries (or part) plus postage
Street Index (non statutory)	A2132 9309	8	27.50 plus postage	27.50 plus postage

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>ENFORCEMENT AND REGULATION</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			<b>£</b>	<b>£</b>
Nuisance Parking/Exposing vehicles for sale/ Repairing vehicles on road: Full payment	H0107 9580	8	100.00	100.00
Abandoned vehicles: Full payment	H0107 9580	8	200.00	200.00
Litter: Full payment	H0107 9580	8	75.00	75.00
Street litter control notices and litter clearing notices: Full payment	H0107 9580	8	110.00	110.00
Unauthorised distribution of literature: Full payment	H0107 9580	8	80.00	80.00
Graffiti/fly-posting: Full payment	H0107 9580	8	80.00	80.00
Failure to produce transfer note: Full payment	H0107 9580	8	300.00	300.00
Failure to furnish documentation (waste carriers licence): Full payment	H0107 9580	8	300.00	300.00
Offences in relation to waste receptacles/ Notice for bins for household waste/ Bins for commercial waste: Full payment	H0107 9580	8	100.00	100.00
Litter enforcement:	H0140 9580	8		
Litter (within 14 days)			75.00	75.00
Dog fouling (within 14 days)			50.00	50.00

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>ENFORCEMENT AND REGULATION</u></b> <b><u>(continued)</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			<b>£</b>	<b>£</b>
Fixed penalty notices (FPN) for Community Protection Notices (CPNs): Maximum payment	H0107 9580	8	100.00	100.00
Fixed penalty notices (FPN) for Public Spaces Protection Orders (PSPOs): Maximum payment	H0107 9580	8	100.00	100.00
Fixed penalty notices (FPN) for Fly Tipping Unauthorised depositing of waste' s.33 Environmental Protection Act 1990: Full payment	H0107 9580	8	400.00	400.00
Fixed penalty notices (FPN) for no trade waste permit / licence in place	H0107 9580	8	300.00	300.00
Waste Duty of Care – Section 34 Environmental Protection Act 1990: Full payment	H0107 9580	8	400.00	400.00
Operating a business without a Trade Waste Agreement	H0140 9580	8	300.00	300.00

**FEES AND CHARGES 2022-23****Appendix B (ii)****ENVIRONMENTAL CLEANSING AND REFUSE  
COLLECTION**INCOME  
CODEVAT  
CODE

2021/2022

PROPOSED  
NEW  
CHARGES  
1.4.2022

£

£

**A. DOMESTIC SERVICES**

## Special Domestic Refuse Collections :

First quarter hour	H5040 9451	8	30.00	35.00
Each additional quarter hour	H5040 9451	8	15.00	15.00

## Garden Waste Collection

Annual fee	H5048 9451	8	44.00	44.00
240 litre Garden Waste bin (each)	H5048 9337	2	46.00	47.00

**B. WHEELED BIN SALES**

140 litre bin (each)	H5040 9337	2	37.00	38.00
180 litre bin (each)	H5040 9337	2	46.00	47.00
360 litre bin (each)	H5040 9337	2	78.00	80.00
660 litre bin (each)	H5040 9337	2	470.00	480.00
1100 litre bin (each)	H5040 9337	2	560.00	570.00

**C. RECYCLING BOX SALES**

H5046 9451	2	8.00	9.00
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**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2020/2021</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			<b>£</b>	<b>£</b>
<b>PEST CONTROL SERVICE</b>				
Rodent control – domestic:				
Rats	H1340 9492	2	Free	Free
Mice - discretionary price for those in receipt of Housing Benefit and Council Tax Reduction (also known as Council Tax Support) and Universal Credit.	H1340 9492	2	44.00	45.00
Mice (full price fee)	H1340 9492	2	71.00	72.00
*Wasp nests – domestic	H1340 9492	2	61.00	65.00
*Additional charge for second nest or infestation	H1340 9492	2	25.00	35.00
*The increase reflects an increase in the Council's costs due to an increase in contractor charges.				
<b>DOG WARDEN SERVICE</b>				
Dogs : Reclaimed by owner within 3 days, not tagged by DBC	H1320 9493	8	121.00	123.00
Charge for additional days	H1320 9493	8	22.00	23.00
			per day	per day
Reclaimed by owner within 3 days, tagging carried out by DBC, or where prior notification received that dog has been lost.	H1320 9493	8	110.00	112.00
Charge for additional days	H1320 9493	8	22.00	23.00
Reclaimed by owner, within 3 days, already tagged	H1320 9493	8	66.00	67.00
Charge for additional days	H1320 9493	8	22.00	23.00
Micro-chipping of dog	H1320 9493	8	33.00	34.00
<b>CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005 FIXED PENALTY NOTICES :</b>				
Notification of key holder in notification area:				
Discounted payment (within 10 days)	H1380 9580	8	50.00	50.00
Full payment			80.00	80.00
Noise from premises (domestic):				
Discounted payment (within 10 days)	H1380 9580	8	75.00	75.00
Full payment			110.00	110.00
Noise from premises (other):				
Discounted payment (within 10 days)	H1380 9580	8	N/A	N/A
Full payment			500.00	500.00

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

<b><u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022 £</b>	<b>PROPOSED NEW CHARGES 1.4.2022 £</b>
Registration: -	H1390 9451	8		
Ear/Nose piercers (one practitioner)			140.00	150.00
each additional practitioner			35.00	35.00
Electrolysis (one practitioner)			200.00	230.00
each additional practitioner			50.00	50.00
Acupuncture (one practitioner)			180.00	200.00
each additional practitioner			50.00	50.00
Cosmetic body piercing, tattooing & permanent or semi-permanent skin colouring, microblading (one practitioner)			300.00	340.00
each additional practitioner			100.00	100.00
Administrative fee				
Minor change to the certificate which has been issued i.e. change in business name, legal change of practitioners name.			25.00	25.00
Remove practitioners name from the certificate			Free	Free
Unsaleable Food Certificates and Voluntary Surrender Certificates	H1390 9451	2	165.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £65.00 per hour or part thereof	165.00 + VAT minimum charge for max of 2 hrs. Thereafter additional £65.00 per hour or part thereof
Export Health Certificates (where a consignment is inspected and certified as safe)	H1390 9451	2	80 + VAT minimum for the first 2 hours and then an additional £40 per hour or part thereof	80 + VAT minimum for the first 2 hours and then an additional £40 per hour
Food Premises Endorsement for Export	H1390 9451	2	40.00 + VAT	40.00 + VAT
Level 2 Food Hygiene/Health & Safety Training	H1390 9444	4	65.00	65.00
Food Hygiene Rating Scheme Re-scoring inspection	H1390 9553	8	200.00	200.00
Food Hygiene Advice to Businesses (ACCESS)	H1390 9553	4	100 minimum for the first 2 hours and then an additional £50 per hour or part thereof	100 minimum for the first 2 hours and then an additional £50 per hour or part thereof
Primary Authority Advice	H1390 9553	4	70 per hour	70 per hour



**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
Safer Food Better Business (SFBB) Caterers pack	H1390 9539	2	10.00 plus p&p £2	11.00 plus p&p £2
Safer Food Better Business (SFBB) Retailers pack	H1390 9539	2	9.00 plus p&p £2	9.00 plus p&p £2
Safer Food Better Business (SFBB) additional diary sheets	H1390 9539	2	5.00 plus p&p £2	8.00 plus p&p £2
<b>Selling of Animals Licence</b>				
Initial Fee	H1380 9451	8	435.00 + recharge of veterinary fee where incurred	444.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	389.00 + veterinary fee where incurred	397.00 + veterinary fee where incurred
<b>Breeding of Dogs Licence</b>				
Initial Fee	H1380 9451	8	418.00 + recharge of veterinary fee where incurred	426.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	372.00 + veterinary fee where incurred	379.00 + veterinary fee where incurred
<b>Animal Boarding Activity Licence</b>				
Initial Fee	H1380 9451	8	435.00 + recharge of veterinary fee where incurred	444.00 + recharge of veterinary fee where incurred
Renewal Fee	H1380 9451	8	389.00 + veterinary fee where incurred	397.00 + veterinary fee where incurred

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)	INCOME CODE	VAT CODE	2021/2022	PROPOSED NEW CHARGES 1.4.2022
			£	£
<b>Home Boarding Activity Licence</b> Initial Fee	H1380 9451	8	402.00 + veterinary fee where incurred	410.00 + veterinary fee where incurred
Renewal Fee	H1380 9451	8	356.00 + veterinary fee where incurred	363.00 + veterinary fee where incurred
<b>Dog Day Care Licence</b> Initial Fee	H1380 9451	8	402.00 + veterinary fee where incurred	410.00 + veterinary fee where incurred
Renewal Fee	H1380 9451	8	356.00 + veterinary fee where incurred	363.00 + veterinary fee where incurred
<b>Performing Animal Licence</b> Registration Fee	H1380 9451	8	402.00 + vets fees where incurred	410.00 + vets fees where incurred
Renewal Fee	H1380 9451	8	356.00 + vets fees where incurred	363.00 + vets fees where incurred
<b>Hiring of Horses Licence</b> Any number of horses	H1380 9451	8	503.00+ vets fees where incurred	513.00+ vets fees where incurred
Renewal Fee	H1380 9451	8	458.00 + vets fees where incurred	467.00+ vets fees where incurred
<b>Dangerous Wild Animals Act</b>				
Initial Fee	H1380 9451	8	435.00 + vets fees where incurred + VAT	444.00 + vets fees where incurred + VAT

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			<b>£</b>	<b>£</b>
Renewal Fee	H1380 9451	2	389.00 + vets fees where incurred + VAT	397.00 + vets fees where incurred + VAT
<b>Dog Boarding Franchise</b>				
Initial Fee	H1380 9451	2	402.00 + £152 per registered franchisee + veterinary fee where incurred	410.00 + £155 per registered franchisee + veterinary fee where incurred
Renewal Fee	H1380 9451	2	356.00 + £152 per registered franchisee + veterinary fee where incurred	363.00 + £155 per registered franchisee + veterinary fee where incurred
<b>Animal Licensing</b>				
Request for re-inspection/Rescoring visit	H1380 9451	2	162.00 + vets fees where incurred + VAT	165.00 + vets fees where incurred + VAT
<b>Noise and Statutory Nuisance Act 1993 :</b>				
Application for consent regarding operation of loudspeaker in street	H1380 9451	8	136.00	138.00
<b>Environmental Protection Act 1990 :</b> Audible Intruder Alarms	H1380 9495	2	Officer hourly rate (plus on-costs and VAT) from service of notice to completion of task + contractors fees	Officer hourly rate (plus on-costs and VAT) from service of notice to completion of task + contractors fees

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

**ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)**

INCOME CODE

VAT CODE

2021/2022

PROPOSED NEW CHARGES 1.4.2022

£

£

**Sunday Trading Act 1994 :**

Application for consent:- Loading Provisions

H1390 9451

2

270.00

275.00

**\*Copy of Food Premises Register:**

(whole)

H1390 9451

2

250.00

275.00

(per page)

H1390 9451

2

15.00

17.50

\*The charges have been increased after several years of being frozen. This service is rarely required.

**Environmental Enquiry :**

H1380 9451

2

For enquiries up to 2 hours: 112.00 plus VAT and standard photocopying charge

For enquiries up to 2 hours: 114.00 plus VAT and standard photocopying charge

For enquiries 2 hours and above: Hourly rate of 74.00 plus VAT and standard photocopying charge

For enquiries 2 hours and above: Hourly rate of 75.00 plus VAT and standard photocopying charge

FEES AND CHARGES 2022-23

## Appendix B (ii)

**ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION (continued)****PRESCRIBED PROCESSES**

	H1380 9491	8	See table below:
<i>Application Fees *</i>			
Standard Process			Set by Government
Service Stations			Set by Government
Waste Oil Burners (WOB) (<0.4MW)			Set by Government
Mobile Screening & Crushing Plant			Set by Government
For 3 <sup>rd</sup> – 7 <sup>th</sup> Applications			Set by Government
For 8 <sup>th</sup> & Subsequent Applications			Set by Government
<b>Annual Subsistence Fees *</b>			
Standard Process			Set by Government
Standard Process paid quarterly			Set by Government
Service Station			Set by Government
WOB (<0.4MW)			Set by Government
Odourising Natural Gas			Set by Government
Mobile Screening & Crushing Plant			Set by Government
For 3 <sup>rd</sup> – 7 <sup>th</sup> Authorisations			Set by Government
For 8 <sup>th</sup> & subsequent Authorisations			Set by Government
<b>Substantial Changes under Sections 10 &amp; 11 *</b>			
Standard Process			Set by Government
Service Station			Set by Government
WOB (<0.4MW)			Set by Government
To implement an upgrading plan			Set by Government
* Statutory Fees set by DEFRA			
Smoking in a smokefree place			Set by Government
Failing to display required 'No Smoking' signs			Set by Government
Failing to prevent smoking in a smokefree place			Set by Government

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

**HOUSING SERVICES**

	INCOME CODE	VAT CODE	2021/2022	PROPOSED NEW CHARGES 1.4.2022
			£	£
<b>LICENSING OF HOUSES IN MULTIPLE OCCUPATION :</b>				
Standard fee*	B7070 9496	8	830.00 per house	860.00 per house
Re-licensing fee*	B7070 9496	8	635.00 per house	645.00 per house

\*The licensing fees are set to recover administrative and inspection costs. Refunds/partial refunds during the licensing process (ie before the licence is issued) will only be given in exceptional circumstances and at the discretion of the Head of Housing , as the fees are calculated to cover our costs, which may have already been incurred. We will not issue any refund if we refuse your application, you have had a Prohibition Notice served on the property or we revoke (take away) your licence. Our fees are not connected to the length of a licence; if you cancel your licence before it expires or there is a change in ownership, we cannot give you a refund for any unused time.

**HOUSING ACT 2004 :**

Enforcement Notice fee Recharge of inspection and enforcement costs in cases of non-compliance	B7070 9523	2	420 per notice plus VAT	430 per notice( plus VAT)
Housing fitness: Entry clearance (Immigration) inspections	B7070 9545	8	145.00	150.00

**MOBILE HOMES ACT 2013:**

Caravan Site Licence Application Fee  
Annual Caravan site licence fee  
Site Rules Fee

<b>Costs of New Licence</b>	B7070 9451	8		
0 to 5 Pitches			0	0
6 to 25 Pitches			525.00	535.00
26 to 99 Pitches			675.00	690.00
100 to 199 Pitches			875.00	890.00
200+ Pitches			1080.00	1100.00

**FEES AND CHARGES 2022-23****Appendix B (ii)**

	INCOME CODE	VAT CODE	2021/2022 £	PROPOSED NEW CHARGES 1.4.2022 £
<b><u>HOUSING SERVICES (continued)</u></b>				
<b>MOBILE HOMES ACT 2013:</b> (continued)	B7070 9451	8		
<b>Annual Fees</b>				
0 to 5 Pitches			0	0
6 to 25 Pitches			195.00	200.00
26 to 99 Pitches			345.00	350.00
100 to 199 Pitches			545.00	550.00
200+ Pitches			750.00	760.00
<b>Amendment / Transfer (No Visit)</b> 6 pitches and above	B7070 9451	8	165.00	170.00
<b>Amendments / Transfer (With Visit)</b> 6 pitches and above	B7070 9451	8	260.00	265.00
<b>Cost of Deposit of Site Rules</b> 6 pitches and above			60.00	65.00
The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020			255.00	255.00
<b>Enforcement</b>				
Service of Compliance Notice	B7070 9451	2	420.00 per Notice plus vat	430.00 per Notice plus vat
Fixed penalty notices (FPN) for Community	K15039941	8		
Protection Notices (CPNs): Maximum payment			100.00	100.00

**LAND CHARGES STATEMENT OF ESTIMATES 2021/22**

Charges for property searches are based on a cost recovery model and takes account of the total estimated spend on the service.

The estimated number of requests for searches is as follows:

<u>Search Type</u>	<u>Estimated Requests</u>
LLC1 Search	650
CON29 Search	750

**LAND CHARGES**

	<u>INCOME</u>	<u>VAT</u>	<u>2021/2022</u>	<u>PROPOSED NEW</u>
	<u>CODE</u>	<u>CODE</u>		<u>CHARGES</u>
			£	1.4.2022
				£
<b>Postal Searches (Official Search)</b>				
<b>Electronic (Official Search )</b>				
Electronic LLC1	A4152 9451	8	50.00	51.00
Electronic Residential Con29R	A4152 9451	2	95.00	97.00
Electronic Commercial Con29R	A4152 9451	2	115.00	117.00
<b>Additional Items (Official Search)</b>				
Additional Questions	A4152 9451	2	15.00	16.00
Optional Enquiries (Con29O)	A4152 9451	2	15.00	16.00
Extra Land Parcel	A4152 9451	2	15.00	16.00
<b>Additional Items (Personal Search)</b>				
Individual Con29R Refined Data Search	A4152 9451	2	6.50	7.00
Electronic Compiled Register Only Search	A4152 9451	8	5.00	5.50
<b>Street Naming and Numbering –</b>				
Naming a new Street	A4155 9451	8	250.00	255.00
<b>Addressing New Properties</b>				
1 to 5 Plots	A4155 9451	8	50.00	51.00
6 to 25 Plots	A4155 9451	8	40.00	41.00
26 to 75 Plots	A4155 9451	8	35.00	36.00
76 Plus Plots	A4155 9451	8	30.00	31.00
Adding an Alias to a property	A4155 9451	8	10.00	10.00
Copies of Plot List	A4155 9451	8	10.00	10.00
Re-numbering of properties after the initial statutory naming and numbering. (per property)	A4155 9541	8	50.00	51.00
Renaming of an Existing Road	A4155 9541	8	1000.00	1020.00



**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>LEGAL SERVICES</u></b> <b>(exclusive of VAT)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
Town and Country Planning Act 1990 Section 106 Agreements	A4051 9431	8	£1686.00 standard charge or £340.00 per hour for more complex agreements	£1720.00 standard charge or £347.00 per hour for more complex agreements
Unilateral Undertakings	A4051 9431	8	£551.00 (for review consisting of no or minor amendments) £1125.00 (for review consisting of major amendments) standard charge	£565.00 (for review consisting of no or minor amendments) £1150.00 (for review consisting of major amendments) standard charge
Licence to Assign or Sublet	A4051 9432	2	313.00 standard charge*	320.00 standard charge*
Sale of freehold – Downs Estate	A4051 9433	8	406.00	415.00
Sale of small parcels of Council owned land	A4051 9433	2	417.00 **	430.00*
Lease extension - residential flat	A4051 95A7	8	448.00 standard charge*	460.00 standard charge*
Licence for Alterations to Leased Premises	A4051 95A8	8	219.00 standard charge*	225.00 standard charge*
Access Licence	A4051 9434	4	172.00	176.00
Deed of Grant of Easement	A4051 9436	4	406.00 standard charge*	415.00 standard charge*
Questionnaire Fee / Leasehold Information Pack	A4051 95A9	2	128.00	135.00
Registration of Notice (Residential)	A4051 95B2	2	50.00	51.00
Deed of Release of Covenants	A4051 95B3	2	375.00 standard charge*	385.00 standard charge*
Administration Fee-Contract Deposits	A4051 95B4	8	86.00 minimum (or 10% of bond)	90.00minimum (or 10% of bond)

**FEES AND CHARGES 2022-23****Appendix B (ii)****LEGAL SERVICES****(exclusive of VAT)**

Continued

	INCOME CODE	VAT CODE	2021/2022 £	PROPOSED NEW CHARGES 1.4.2022 £
Administration Fee – Staircasing Payment (i.e. Partial Redemption) under the Council's Legal Charge for Discounted Sale Units ***	A4051 95A8	2	84.00	86.00
Administration Fee – Full Redemption (not on sale) under the Council's Legal Charge for Discounted Sale Units ***	A4051 95A8	2	167.00	175.00
Registration of Notice (Commercial)	A4051 95B1	2	94.00	96.00

\* Subject to enhancement for more complicated and detailed issues.

\*\* 50% uplift for complicated transactions

\*\*\* For properties sold before November 2016. Those properties sold after that date are managed by Street UK Homes Limited.

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>LICENSING</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			<b>£</b>	<b>£</b>
<b>GAMBLING ACT 2005</b>				
<b>Premises Licence Fee (prescribed by Government)</b>				
<b>New Small Casino –</b>	<b>H0105 9496</b>	<b>8</b>		
New Application			6,950.00	7,090.00
Annual Fee			4,200.00	4,290.00
Application to vary			2,960.00	3,020.00
Application to transfer			1,570.00	1,600.00
Application for reinstatement			1,570.00	1,600.00
Application for Provisional Statement			6,950.00	7,090.00
Licence Application (provisional Statement holders)			2,600.00	2,650.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>New Large Casino –</b>	<b>H0105 9496</b>	<b>8</b>		
New Application			8,600.00	8,770.00
Annual Fee			8,600.00	8,770.00
Application to vary			3,900.00	3,980.00
Application to transfer			1,870.00	1,910.00
Application for reinstatement			1,870.00	1,910.00
Application for Provisional Statement			8,600.00	8,770.00
Licence Application (provisional Statement holders)			4,300.00	4,390.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>Regional Casino –</b>	<b>H0105 9496</b>	<b>8</b>		
New Application			13,040.00	13,300.00
Annual Fee			13,040.00	13,300.00
Application to vary			6,240.00	6,360.00
Application to transfer			4,700.00	4,800.00
Application for reinstatement			4,700.00	4,800.00
Application for Provisional Statement			13,040.00	13,300.00
Licence Application (provisional Statement holders)			6,700.00	6,830.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>Bingo Club –</b>	<b>H0105 9496</b>	<b>8</b>		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,510.00	2,560.00
Annual Fee			775.00	790.00
Application to vary			1,525.00	1,560.00
Application to transfer			950.00	970.00
Application for reinstatement			950.00	970.00
Application for Provisional Statement			2,510.00	2,560.00
Licence Application (provisional Statement holders)			1025.00	1,050.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

<b><u>LICENSING</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
<b>GAMBLING ACT 2005</b>				
<b>Premises Licence Fee continued</b>			£	£
<b>Betting Premises (excluding Tracks) –</b>	<b>H0105 9496</b>	<b>8</b>		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,510.00	2,560.00
Annual Fee			495.00	500.00
Application to vary			1,300.00	1,330.00
Application to transfer			950.00	970.00
Application for reinstatement			950.00	970.00
Application for Provisional Statement			2,510.00	2,560.00
Licence Application (Provisional Statement holders)			1025.00	1,050.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>Tracks –</b>	<b>H0105 9496</b>	<b>8</b>		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			2,510.00	2,560.00
Annual Fee			750.00	770.00
Application to vary			1,115.00	1,140.00
Application to transfer			960.00	980.00
Application for reinstatement			960.00	980.00
Application for Provisional Statement			2,510.00	2,560.00
Licence Application (Provisional Statement holders)			1,040.00	1,060.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>Family Entertainment Centres –</b>	<b>H0105 9496</b>	<b>8</b>		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1,735.00	1,770.00
Annual Fee			645.00	660.00
Application to vary			645.00	660.00
Application to transfer			820.00	840.00
Application for reinstatement			820.00	840.00
Application for Provisional Statement			1,735.00	1,770.00
Licence Application (Provisional Statement holders)			820.00	840.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>LICENSING</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES</b>
				<b>1.4.2022</b>
<b>GAMBLING ACT 2005</b>				
<b>Permit Fees &amp; Registrations (prescribed by Government)</b>			£	£
<b>Adult Gaming Centre –</b>	H0105 9496	8		
Transitional Fast-track Application			N/A	N/A
Transitional Non Fast-track Application			N/A	N/A
New Application			1,735.00	1,770.00
Annual Fee			770.00	790.00
Application to vary			860.00	880.00
Application to transfer			955.00	980.00
Application for reinstatement			955.00	980.00
Application for Provisional Statement			1,735.00	1,770.00
Licence Application (provisional Statement holders)			1,100.00	1,120.00
Copy Licence			25.00	25.00
Notification of Change			50.00	50.00
<b>FEC Gaming Machine –</b>	H0105 9496	8		
Application fee			300.00	300.00
Renewal fee			300.00	300.00
Transitional Application Fee			100.00	100.00
<b>Prize Gaming –</b>	H0105 9496	8		
Application fee			300.00	300.00
Renewal fee			300.00	300.00
Transitional Application Fee			100.00	100.00
<b>Miscellaneous Fees</b>				
<b>FEC Permits –</b>	H0105 9496	8		
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00
Variation			N/A	N/A
Transfer			N/A	N/A
<b>Prize Gaming permits –</b>	H0105 9496	8		
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00
Variation			N/A	N/A
Transfer			N/A	N/A
<b>Small Society Lotteries –</b>	H0105 9496	8		
Application/Registration			40.00	40.00
Annual Fee			20.00	20.00
<b>Club Gaming/Gaming Machine Permit –</b>	H0105 9496	8		
Application fee			200.00	200.00
Application fee – with Club Premises Cert.			100.00	100.00
Annual fee			50.00	50.00
Variation			100.00	100.00
Copy of Permit			15.00	15.00
<b>Alcohol Licensed Premises Gaming Machine Permit –</b>	H0105 9496	8		
Notification of up to 2 machines			50.00	50.00
Application for Permit			150.00	150.00
Application Existing Operator			100.00	100.00
Variation			100.00	100.00
Annual fee			50.00	50.00
Transfer			25.00	25.00
Change of Name			25.00	25.00
Copy of Permit			15.00	15.00

**LICENSING**

2021/2022

PROPOSED

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

**LICENSING ACT 2003 CHARGES**  
**(premises/club premises/personal licenses. Prescribed by Government)**

NEW CHARGES  
1.4.2022

£ £

**Applications for :**

**Premises Licences,  
 Club Premises Certificates,  
 Variations** (not changes of name/  
 address /designated  
 premises supervisor):

Non-Domestic Rateable band : A	H0105 9496	8	100.00	100.00
(see table below for bands) B	H0105 9496	8	190.00	190.00
C	H0105 9496	8	315.00	315.00
D	H0105 9496	8	450.00	450.00
E	H0105 9496	8	635.00	635.00

Note : For Band D and E see fee note below

**Annual Fee** (for those holding premises  
 licences and club premises certificates):

Non-Domestic Rateable band : A	H0105 9496	8	70.00	70.00
B	H0105 9496	8	180.00	180.00
C	H0105 9496	8	295.00	295.00
D	H0105 9496	8	320.00	320.00
E	H0105 9496	8	350.00	350.00

**Premises in band D and E exclusively or  
 primarily in the business of selling  
 alcohol** (mainly large town and city centre  
 pubs)

<b>Application fee :</b> D	H0105 9496	8	900.00	900.00
E	H0105 9496	8	1905.00	1905.00
<b>Annual Charge :</b> D	H0105 9496	8	640.00	640.00
E	H0105 9496	8	1050.00	1050.00

**2022/23 Non-Domestic Rateable Value of Premises (for Licensing Act 2003 applications and annual fees):**

Band	A	B	C	D	E
Non-Domestic Rateable Value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

To find out how much your non-domestic rateable value of your premises is please enter your postcode into the Valuation Office's website, [www.voa.gov.uk](http://www.voa.gov.uk).

For premises under construction, that have not been allocated a non-domestic rateable value but will be given such a value as soon as a completion certificate is given, it is proposed to allocate such premises to band C. Subsequent annual fees will relate to the non-domestic rateable value given to the property.

**LICENSING**

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b>LICENSING ACT 2003 CHARGES (continued)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022 £</b>	<b>PROPOSED NEW CHARGES 1.4.2022 £</b>
Personal Licence Application	H0105 9496	8	37.00	37.00
Minor Variation to Premises Licence	H0105 9496	8	89.00	89.00
Supply of copies of information contained in register	H0105 9496	8	Variable dependent on request	Variable dependent on request
Application for copy of licence or summary on theft, loss etc of premises licence or summary	H0105 9496	8	10.50	10.50
Application for copy of certificate or summary on theft, loss etc of certificate or summary	H0105 9496	8	10.50	10.50
Notification of change of name or address (holder of premises licence)	H0105 9496	8	10.50	10.50
Application to vary to specify individual as premises supervisor	H0105 9496	8	23.00	23.00
Disapply the mandatory alcohol condition in a community premises	H0105 9496	8	23.00	23.00
Interim Authority Notice	H0105 9496	8	23.00	23.00
Application to transfer premises licence	H0105 9496	8	23.00	23.00
Application for making a provisional statement	H0105 9496	8	315.00	315.00
Notification of change of name or alteration of club rules	H0105 9496	8	10.50	10.50
Change of relevant registered address of club	H0105 9496	8	10.50	10.50
Temporary Event Notices	H0105 9496	8	21.00	21.00
Application for copy of notice on theft, loss etc of temporary event notice	H0105 9496	8	10.50	10.50
Application for copy of licence on theft, loss etc of personal licence	H0105 9496	8	10.50	10.50
Notification of change of name or address (personal licence)	H0105 9496	8	10.50	10.50
Notice of interest in any premises	H0105 9496	8	21.00	21.00

**LICENSING**

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

**LICENSING ACT 2003 CHARGES  
(continued)**

INCOME  
CODE

VAT  
CODE

2021/2022  
£

PROPOSED NEW  
CHARGES  
1.4.2022 £

Exceptionally large events of a temporary nature that require premises licences are to be charged as follows:

H0105 9496 8

Number of people : 5,000 – 9,999	1,000.00	1,000.00
10,000 – 14,999	2,000.00	2,000.00
15,000 – 19,999	4,000.00	4,000.00
20,000 – 29,999	8,000.00	8,000.00
30,000 – 39,999	16,000.00	16,000.00
40,000 – 49,999	24,000.00	24,000.00
50,000 – 59,999	32,000.00	32,000.00
60,000 – 69,999	40,000.00	40,000.00
70,000 – 79,999	48,000.00	48,000.00
80,000 – 89,999	56,000.00	56,000.00
90,000 and over	64,000.00	64,000.00

Premises licences sought for community centres, village/parish halls and some schools/colleges that permit regulated entertainment but do not permit the supply of alcohol and/or the provision of late night refreshment may not incur a fee. For more information please go to [www.dartford.gov.uk/licensing](http://www.dartford.gov.uk/licensing) or contact the Licensing team.

**LICENSING**

INCOME  
CODE

VAT  
CODE

2021/2022  
£

PROPOSED  
NEW CHARGES  
1.4.2022  
£

**VEHICLE LICENSING**

**ALL VEHICLE LICENCE FEES INCLUDE  
A £55 ADMIN FEE AND A GRANT FEE  
Hackney Carriages**

H0105 9555 8

Hackney Carriage Vehicle Licence



**FEES AND CHARGES 2022-23****Appendix B (ii)**

<i>Initial Fee:</i>	1 year		267.00 + 20.00 plate deposit	272.00 + 20.00 plate deposit
<i>Renewal Fee:</i>	1 year		225.00	230.00
<u>Hackney Carriage Driver's Licence</u>				
<i>Initial Fee:</i>	3 year		146.00 + 10.00 badge deposit	150.00 + 10.00 badge deposit
	Annual		96.00 + 10.00 badge deposit	98.00 + 10.00 badge deposit
<i>Renewal Fee:</i>	3 year		108.00	110.00
	Annual		59.00	60.00
<u>Dual Hackney Carriage / Private Hire Driver's Licence</u>				
<i>Initial Fee:</i>	3 year		196.00 + 10.00 badge deposit	200.00 + 10.00 badge deposit
	Annual		129.00 + 10.00 badge deposit	132.00 + 10.00 badge deposit
<i>Renewal Fee:</i>	3 year		154.00	157.00
	Annual		87.00	89.00
<b>Private Hire</b>		H0105 9497	8	
<u>Private Hire Operator's Licence</u>				
	Annual		250.00	255.00
	5 years		880.00	898.00
<u>Private Hire Vehicle Licence</u>				
<i>Initial Fee</i>			230.00 + 20.00 plate deposit	235.00 + 20.00 plate deposit
<i>Renewal Fee</i>			206.00	210.00
<u>Private Hire Driver's Licence</u>				
<i>Initial Fee:</i>	3 year		142.00 + 10.00 badge deposit	145.00 + 10.00 badge deposit
	Annual		92.00 + 10.00 badge deposit	94.00 + 10.00 badge deposit
<i>Renewal Fee:</i>	3 year		108.00	110.00
	Annual		59.00	60.00

**LICENSING****VEHICLE LICENSING (continued)****Miscellaneous Fees**

Transfer of Hackney Carriage / Private Hire Vehicle Licence

INCOME  
CODEVAT  
CODE

2021/2022

PROPOSED  
NEW CHARGES  
1.4.2022

£

£

8

H0105 9497  
/ H0105  
9555

N/A

N/A

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

Transfer of Hackney Carriage / Private Hire Vehicle ownership	H0105 9497 / H0105 9555	30.00	35.00
Temporary Transfer of Licence	H0105 9497 / H0105 9555	80.00	85.00
Replacement of Licence Plate (through loss, damage or cancellation of appointment)	H0105 9497 / H0105 9555	50.00	50.00
Replacement of Backing Plate only	H0105 9497 / H0105 9555	15.00	20.00
Replacement of Driver's I.D. Badge (including change of licence type)	H0105 9497 / H0105 9555	25.00	25.00
Knowledge Test – Hackney Carriage (two part test)	H0105 9555	110.00 (2 x 55.00)	112.00 (2 x 56.00)
Knowledge Test – Private Hire (one part test)	H0105 9497	55.00	56.00
Disclosure and Barring Service Check (fee set by third party agency and is subject to change)	H0105 9567	65.00	65.00
External Validation Check (fee set by the External Agency and is subject to change)	H0105 9567	10.00	10.00
English Proficiency Test	H0105 9497/ H0105 9555	40.00	40.00
Disability Awareness Course	H0105 9505	50.00	50.00
Driver Training Day	H0105 9505	30.00	30.00
Copies of Paper Licence Per Licence type	H0105 9497 / H0105 9555	15.00	15.00
DVLA Check	H0105 9563	10.00	10.00

**LICENSING**

**VEHICLE LICENSING (continued)**

	INCOME CODE	VAT CODE	2021/2022	PROPOSED NEW CHARGES 1.4.2022
Re-Issue of Licence due to change in circumstance	H0105 9497 / H0105 9555	8	£ 15.00	£ 20.00
Missing Appointments	H0105 9497	8	5.00	5.00
Returned Cheque	H0105 9497	8	20.00	20.00

**FEES AND CHARGES 2022-23****Appendix B (ii)**

Alteration to Temporary Vehicle Terms	H0105 9497	8	20.00	20.00
<b>SEX ESTABLISHMENT LICENCE</b>				
Submission of application (non-refundable)	H0107 9451	8	4,770.00	4,865.00
<b>SEXUAL ENTERTAINMENT VENUE LICENCE</b>				
New licence	H0107 9451	8	3,520.00	3,590.00
Renewal of Licence	H0107 9451	8	2,625.00	2,675.00
<b>SCRAP METAL DEALERS ACT 2013</b>				
<b>Site Licence:</b>	H0105 9488	8		
Grant application			340.00	350.00
Renewal			310.00	315.00
<b>Collector's Licence</b>				
Grant application			240.00	250.00
Renewal			210.00	215.00
<b>Miscellaneous Fees</b>				
Variation (site to collector)			65.00	70.00
Variation (collector to site)			130.00	140.00
Change of name or address			15.00	15.00
Change of site			130.00	140.00
Change of Site Manager			45.00	50.00
<b>Business and Planning Act 2020</b>				
Application for a pavement licence	H0105 9496	8	100.00	100.00

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

<b><u>MARKETS</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
<b>THURSDAY MARKET</b>				
Permanent traders Mar – Dec	H0510 9661	4	22.00 per pitch	22.00 per pitch
Jan – Feb	H0510 9661	4	19.00 per pitch	19.00 per pitch
Casual traders Apr - March	H0510 9661	4	23.00 per pitch	23.00 per pitch
Payment Options for Permanent Traders:				
STANDING ORDER				
10 monthly payments (March–Dec) (inc. bookovers)	H0510 9661	4	80.00 per mnth	80.00 per mnth
2 monthly payments (Jan – Feb)(inc bookovers)	H0510 9661	4	68.00 per mnth	68.00 per mnth
<b>NOTE: All new permanent traders must pay by standing order unless agreed otherwise by the relevant Director</b>				
<b>SATURDAY MARKET</b>				
Permanent traders April – March	H0510 9662	4	32.00 per pitch	32.00 per pitch
Casual traders April – March	H0510 9662	4	36.00 per pitch	36.00 per pitch
Payment Options for Permanent Traders:				
STANDING ORDER				
12 monthly payments (inc bookovers)	H0510 9662	4	120.00 per month	120.00 per month
<b>NOTE: All new permanent traders must pay by standing order unless agreed otherwise by the relevant Director</b>				
Administration Charge	H0510 9561	2	35.00 + VAT	35.00 + VAT
Permanent traders taking casual vacancies:				
- Thursday Market	H0510 9661	4	{ Permanent	{ Permanent
- Saturday Market	H0510 9662	4	{ trader rate	{ trader rate

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<u>MARKETS</u> (continued)	INCOME CODE	VAT CODE	2021/2022	PROPOSED NEW CHARGES 1.4.2022
			£	£

Use of the market electrical system in the High Street for external events and promotions (this fee may be waived for charities at the discretion of the Service Manager).	H0510 9662	4	£15 a day	£15 a day
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**TRANSFER OF PITCHES:**

Thursday &amp; Saturday Markets :-

			<b>Thurs</b>	<b>Sat</b>	<b>Thurs</b>	<b>Sat</b>
1 Pitch	H0510 9561	2	£210	£345	£210	£345
2 Pitches	H0510 9561	2	£260	£460	£260	£460
3 Pitches	H0510 9561	2	£315	£570	£315	£570
4 Pitches	H0510 9561	2	£370	£680	£370	£680

**NEW TRADER INCENTIVE**

**Up to 50% rent reduction for potential new permanent traders may apply for a maximum of 4 weeks as agreed by the relevant Director.**

**The relevant Director will also have discretion to agree concessions on for any "pop up" market stalls and promotions.**

**Note : All pitch rents include a charge for electricity where appropriate.**

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

<b><u>PARKS</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
<b>Central Park *</b>				
<b>Charity events</b>				
Per event	C0501 9664	4	Free	Free
Deposit (refundable)	X2715 8515	8	200.00	200.00
<b>Circuses (non-animal only)</b>				
Per Operational day	C0501 9664	4	265.00 per day	271.00 per day
Per Non-operational day (setting up/dismantling)	C0501 9664	4	108.00 per day	110.00 per day
Deposit (refundable)	X2715 8515	8	500.00	500.00
<b>Commercial users - including fairs</b>				
Per Operational day	C0501 9664	4	595.00 per day	607.00 per day
Per Non-operational day (setting up/dismantling)	C0501 9664	4	108.00 per day	110.00 per day
Deposit (refundable)	X2715 8515	8	500.00	500.00
<b>Electricity Supply</b>				
Access to electricity cabinet (per booking)	C0501 9664	4	95.00	97.00
Electricity consumption	C0501 9664	2	Value of units consumed if over £5 per day	Value of units consumed if over £5 per day

Deductions will be made against deposits in respect of litter clearance, damage to premises and equipment, ground reinstatement and other damage not attended to by the hirer.

\* Currently these charges relate to Central Park, however if similar events are requested for other parks, these charges will apply.

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>PLANNING</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
<b>PLANNING POLICY (Please note postage charges will be updated as and when they change)</b>			£	£
Photocopying of Development plans and related documents (A4)	G1503 9451	2	Free for first 6 copies black and white, 10p per A4 sheet there after. Colour copies- 20p per A4 sheet, 40p per A3 sheet	Free for first 6 copies black and white, 10p per A4 sheet there after. Colour copies-20p per A4 sheet, 40p per A3 sheet
<b>Local Development Framework Documents</b>				
Core Strategy Proposed Submission Document - September 2010	G1503 9451	2	£17.95 (inc p&p)	£18.35 (inc p&p)
Core Strategy Proposed Submission Sustainability Appraisal Technical Report & Appendices - Sept 2010	G1503 9451	2	£58.25 (inc p&p)	£59.45 (inc p&p)
Core Strategy Submission Document - February 2011	G1503 9451	2	£11.90 (inc p&p)	£12.15 (inc p&p)
Final Inspector's Report & Appendices - August 2011	G1503 9451	2	£11.90 (inc p&p)	£12.15 (inc p&p)
Adopted Core Strategy Document - September 2011	G1503 9451	2	£35.50 (inc p&p)	£36.25 (inc p&p)
Adopted Development Policies Plan Document – July 2017	G1503 9451	2	£22.10 (inc p&p)	£22.55 (inc p&p)
Development Policies Plan Policies Maps (east, West & Town Centre)	G1503 9451	2	£33.50 (inc p&p)	£34.20 (inc p&p)
Statement of Community Involvement (SCI)	G1503 9451	2	Free	Free

**FEES AND CHARGES 2022-23****Appendix B (ii)****PLANNING**

<b>PLANNING POLICY (continued) (Please note postage charges will be updated as and when they change)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
Housing Windfall SPD Adopted October 2014	G15039451	2	£17.95 (inc p&p)	£18.35 (inc p&p)
Northern Gateway Supplementary Planning Document. Adopted April 2012	G1503 9451	2	£17.95 (inc p&p)	£18.35 (inc p&p)
Parking Standards Supplementary Planning Document. Adopted July 2012	G1503 9451	2	£17.95 (inc p&p)	£18.35 (inc p&p)
Dartford Community Infrastructure Levy: Charging Schedule April 2014	G1503 9451	2	£11.90 (inc p&p)	£12.15 (inc p&p)



**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>SALE OF AGENDA</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			<b>£</b>	<b>£</b>
Per annum Agenda Council ) including per annum Agenda )	A1017 9309	1	230.00	240.00
Development Control ) postage	A1017 9309	1	360.00	380.00
Cost per Agenda	A1017 9309	1	48.00	50.00
Minutes	A1017 9309	1	32.00	34.00

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

<b><u>SPORTS</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			<b>£</b>	<b>£</b>
<b>Football</b>				
<b>Dartford Heath per senior pitch with pavilion (charges with effect from start of 2019/20 season not 1/4/19)</b>				
Seasonal use (alternate Saturdays)	C1009 9461	4	790.00	806.00
Seasonal use (alternate Sundays)	C1009 9461	4	965.00	985.00
Casual use per game in addition to contract by seasonal contract holders	C1009 9461	2	80.00	82.00
Casual use per game by non contract holders	C1009 9461	2	107.00	110.00
Deposit against damage and litter	X2705 8515	8	100.00	100.00
<b>Central Park – no pavilion</b>				
<b>Only junior pitches per total site:</b>				
Seasonal use Junior (every Saturday)	C0501 9451	4	597.00	610.00
Seasonal use Junior (every Sunday)	C0501 9451	4	747.00	762.00
Casual Junior use per occasion in addition to contract by seasonal contract holders	C0501 9451	2	68.50	70.00
Casual Junior use per occasion by non contract holders	C0501 9451	2	97.00	99.00
<b>Princes Park Mini Pitches</b>				
Hire of Pitches at peak times 17:00-22:00	C4040 9451	2	£39.00 per hour	£41.00 per hour
Hire of Pitches at off peak times 09:00-17:00	C4040 9451	2	£34.00 per hour	£36.00 per hour
<b>Tennis (Hesketh Park)</b>				
Pre-booking per court per hour			Free	Free

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>TEMPLE HILL COMMUNITY CENTRE</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£

**REGISTERED CHARITIES CAN APPLY FOR A  
15% DISCOUNT ON ALL CHARGES SHOWN****GROUP (A) HIRERS – SOCIAL USE**

Types of use: Weddings, Dances, Dinners, Parties and Social use. Hourly charge includes the use of all facilities including the bar, all available equipment and crockery, cutlery and glasses

<b>Temple Hill Hire Charges</b>	K1701 9402	4		
<b>Monday-Thursday, Per Hour:</b>			36.00	37.00
<b>Friday-Saturday, Per Hour:</b>			43.00	44.00
<b>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour:</b>			52.00	53.50

**GROUP (B) HIRERS – COMMUNITY USE**

Types of use: Community users, such as playgroups, senior citizens groups, self-help meetings, whist drives and bingo, youth groups, religious groups, bazaars, etc. Hourly charge includes the use of crockery, cutlery and glasses

<b>Temple Hill Hire Charges</b>	K1701 9402	4		
<b>Monday-Thursday, Per Hour:</b>				
Hall			15.50	16.00
Lounge			12.00	12.50
Kitchen			12.00	12.50
<b>Friday-Saturday, Per Hour:</b>				
Hall			43.00	44.00
Lounge			Use included	Use included in
Kitchen			in above rate	above rate
<b>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour:</b>				
Hall			52.00	53.50
Lounge			Use included	Use included in
Kitchen			in above rate	above rate

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

<b><u>TEMPLE HILL COMMUNITY CENTRE (continued)</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/22</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
<b>GROUP (C) HIRERS – COMMERCIAL USE</b>				
Types of use: Sessions such as keep-fit, martial arts, dancing classes and all profit making organisations (proof of existing insurance policy is required at the time of booking)				
<b>Temple Hill Hire Charges</b>	K1701 9402	4	£	£
<b>Monday-Thursday, Per Hour:</b>				
Hall			24.00	24.50
Lounge			15.50	16.00
Kitchen			15.50	16.00
<b>Friday-Saturday, Per Hour:</b>				
Hall			44.50	45.50
Lounge				
Kitchen				
<b>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, Per Hour:</b>			Centre not available	Centre not available
<b>Miscellaneous Hire Charges – Groups (B) &amp; (C):</b>				
<b>Storage space – per cubic metre, per week</b>	K1701 9402	4	5.00	5.00
<b>INSURANCE – GROUP (A) (Social &amp; casual hirers, regular community hirers)</b>				
Up to and including 4 hours hire	K1701 9943	4	15.50	15.50
Over 4 hours hire			20% of the hire charge, plus 6% Insurance Premium Tax	20% of the hire charge, plus 6% Insurance Premium Tax

**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>TEMPLE HILL COMMUNITY CENTRE</u></b> <b><u>(continued)</u></b>	INCOME CODE	VAT CODE	2021/22 £	PROPOSED NEW CHARGES 1.4.2022 £
<b>INSURANCE – GROUP (B)</b> <b>(Existing regular community hirers)</b>	K1701 9943	4		
Up to and including 4 hours hire			3.50	3.50
Over 4 hours hire			15% of the hire charge, plus 6% Insurance Premium Tax	15% of the hire charge, plus 6% Insurance Premium Tax
<b>DEPOSIT AGAINST DAMAGE OR BREAKAGES</b>	X2706 8515	8		
Hirers using Council Insurance			300.00	300.00
Hirers with their own insurance			Deposit paid will be equal to the excess of their Policy	Deposit paid will be equal to the excess of their Policy

**FEES AND CHARGES 2022-23**

**Appendix B (ii)**

<b><u>TREE ESTATE COMMUNITY CENTRE</u></b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£

**REGISTERED CHARITIES CAN APPLY FOR A 15% DISCOUNT ON ALL CHARGES SHOWN**

**GROUP (A) HIRERS – SOCIAL USE**

Types of use: Weddings, Dances, Dinners, Parties and Social use. Hourly charge includes the use of all facilities including the bar, all available equipment and crockery, cutlery and glasses

<b>Tree Estate Hire Charges</b>	K1702 9402	4		
<b>Monday-Thursday &amp; Friday (before 5pm), per hour</b>			33.00	34.00
<b>Friday (after 5pm) &amp; Saturday, per hour</b>			38.50	39.50
<b>Sundays, Bank Holidays, Christmas Eve and New Years' Eve, per hour</b>			50.00	51.00

**GROUP (B) HIRERS – COMMUNITY USE**

Types of use: Community users, such as playgroups, senior citizens groups, self-help meetings, whist drives and bingo, youth groups, religious groups, bazaars, etc. Hourly charge includes the use of crockery, cutlery and glasses

<b>Tree Estate Hire Charges</b>	K1702 9402	4		
<b>Monday-Thursday &amp; Friday (before 5pm), per hour</b>				
Hall			14.50	15.00
Kitchen			9.50	10.00
<b>Friday (after 5pm) &amp; Saturday per hour</b>			38.50	39.50
Hall			Use included in above rate	Use included in above rate
Kitchen				
<b>Sundays, Bank Holidays, Christmas and New Years' Eve, per hour</b>			50.00	51.00
Hall			Use included in above rate	Use included in above rate
Kitchen				

**FEES AND CHARGES 2022-23****Appendix B (ii)****TREE ESTATE COMMUNITY CENTRE**  
**(continued)**INCOME  
CODEVAT  
CODE2021/2022  
£PROPOSED  
NEW CHARGES  
1.4.2022  
£**GROUP (C) HIRERS – COMMERCIAL USE**

Types of use: Sessions such as keep-fit, martial arts, dancing classes and all profit making organisations (proof of existing insurance policy is required at the time of booking)

**Tree Estate Hire Charges**

K1702 9402 4

Monday-Thursday &amp; Friday (before 5pm) per hour

Hall

20.50

21.00

Kitchen

14.50

15.00

Friday (after 5pm) &amp; Saturday per hour

Hall

38.50

39.50

Kitchen

Use included  
in above rateUse included in  
above rateSundays, Bank Holidays, Christmas Eve and  
New Years' Eve, per hour

Hall

50.00

51.00

Kitchen

Use included  
in above rateUse included in  
above rate**Miscellaneous Hire Charges – Groups (B) & (C):**

Storage space – per cubic metre, per week

K1702 9402 4

5.00

5.00

**FEES AND CHARGES 2022-23****Appendix B (ii)****INSURANCE – GROUP (A)****(Social & casual hirers, regular community hirers)**

Up to and including 4 hours hire	K1702 9943	4	15.50	15.50
Over 4 hours hire			20% of the hire charge, plus 6% Insurance Premium Tax	20% of the hire charge, plus 6% Insurance Premium Tax

**INSURANCE – GROUP (B)****(Existing regular community hirers)**

Up to and including 4 hours hire	K1702 9943	4	3.50	3.50
Over 4 hours hire			15% of the hire charge, plus 6% Insurance Premium Tax	15% of the hire charge, plus 6% Insurance Premium Tax

**TREE ESTATE COMMUNITY CENTRE**  
**(continued)**INCOME  
CODE      VAT  
CODE

2021/2022

PROPOSED  
NEW CHARGES  
1.4.2022

£

£

**DEPOSIT AGAINST DAMAGE OR  
BREAKAGES**

X2706 8515      8

Hirers using Council Insurance			300.00	300.00
Hirers with their own insurance			Deposit paid will be equal to the excess of their Policy	Deposit paid will be equal to the excess of their Policy



**FEES AND CHARGES 2022-23****Appendix B (ii)**

<b><u>VALUER'S FEES</u></b> <b>(exclusive of VAT)</b>	<b>INCOME CODE</b>	<b>VAT CODE</b>	<b>2021/2022</b>	<b>PROPOSED NEW CHARGES 1.4.2022</b>
			£	£
Landlord's Consent – Minimum Fee	A6030 9451	2	350.00	350.00
Requests for small land purchases	A6030 9451	2	345.00	345.00
Wayleaves/easements – Minimum Fee	A6030 9657	2	350.00	375.00

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**MEDIUM TERM FINANCIAL PLAN**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Directorate Budgets</b>	15,477	15,477	15,477	15,477
<b>Known/Likely changes to the base budget</b>				
Allowance for inflation	130	263	398	536
Allowance for pay increase	209	422	640	861
Waste and Street Cleansing	75	150	225	300
<b>Revised Directorate Budgets</b>	<b>15,891</b>	<b>16,312</b>	<b>16,740</b>	<b>17,174</b>
<b>Less</b>				
Employee vacancy factor	(250)	(250)	(250)	(250)
Support to other funds	(1,071)	(1,092)	(1,114)	(1,137)
<b>Net Estimated GF Budget</b>	<b>14,570</b>	<b>14,969</b>	<b>15,375</b>	<b>15,788</b>
<b>Funding</b>				
Business Rate Retention (at current levels assuming no reset)	(6,018)	(6,138)	(6,261)	(6,386)
New Homes Bonus (significantly reduced level)	(790)	(790)	(790)	0
Lower Tier Services grant	(1,000)	(500)	(250)	0
<b>Total Income from Grant, business rates and CF surplus</b>	<b>(7,808)</b>	<b>(7,428)</b>	<b>(7,301)</b>	<b>(6,386)</b>
<b>Net Expenditure</b>	<b>6,762</b>	<b>7,541</b>	<b>8,074</b>	<b>9,401</b>
Council tax base	40,044	40,544	41,044	41,544
Indicative Band D Council Tax	£184.98	£188.68	£192.45	£196.30
<b>Amount funded from Council Tax % Increase</b>	<b>(7,407)</b>	<b>(7,650)</b>	<b>(7,899)</b>	<b>(8,155)</b>
<b>Total Income</b>	<b>(15,215)</b>	<b>(15,078)</b>	<b>(15,200)</b>	<b>(14,542)</b>
<b>Use of Reserves</b>	<b>-645</b>	<b>-109</b>	<b>175</b>	<b>1,246</b>
<b>Alternative Scenario</b>				
Business Rate Retention - at reset levels	(2,771)	(2,826)	(2,883)	(2,940)
Possible Dampening Payment	(1,000)	(500)	(250)	
<b>Use of Reserves</b>	<b>1,602</b>	<b>2,703</b>	<b>3,304</b>	<b>4,692</b>

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## **HOUSING REVENUE ACCOUNT – PROBABLE OUTTURN 2021/2022**

Overall, the Housing Revenue Account is expected to outturn at £2,889,000 under budget, which will leave it with a balance of £7.49m to be carried into 2022/23.

The main variances are as follows:

### **Revenue Contribution to Capital and Depreciation**

The projected Revenue Contribution to Capital is £2,771,000 lower than the budget. £1,594,000 of the underspend is on the new homes building project due to delays starting work on the Gilbert Road site. A further £1,205,000 is due to the fire alarm system installation work not yet commencing on the sheltered units due to staff changes delaying the tendering of the works.

### **Income**

Total income is expected to outturn at £64,000 more than budget. Rents are predicted to be on budget but increased service charges to tenants are slightly more than budgeted for.

### **Special Management**

A total net underspend of £93,000 is forecast.

Savings/additional Income have been identified in respect of the following:

Staffing vacancies	£64,000
Bedroom Release Scheme	£26,000

The underspend on salaries is mainly due to the 2 community centres (£47,000) and a recharge to the General Fund in relation to staffing working in Homeless Prevention. The Bedroom Release Scheme is responsive spend and may have been impacted by less movement due to Covid.

### **Repairs**

The Housing Maintenance Manager expects Repairs to underspend by £83,000 in total. This is split as follows:

Planned Repairs	£109,000 overspend
Responsive Repairs	£192,000 underspend

The main areas of overspend in planned repairs relate to modernisations (electrical testing) and fire risk assessments. The cause of the overspend is that a higher amount of electrical remedials have been experienced than anticipated. Electrical remedials are the works required to provide a satisfactory electrical test certificate.

## Appendix C (i)

The underspend on the responsive repairs budget are a result of continuous investment into the housing stock via planned capital works, as well as a reduction in demand as a result of Covid restrictions. A milder winter has also been experienced so far, which has resulted in less weather damage.

## HOUSING REVENUE ACCOUNT BUDGET 2021/22 to 2024/25

	CURRENT BUDGET 2021/2022 £	PROJECTED OUTTURN 2021/2022 £	BUDGET 2022/2023 £	BUDGET 2023/2024 £	BUDGET 2024/2025 £
<b>Income and Expenditure Account</b>					
<b>Income</b>					
Rents from houses	(20,340,300)	(20,339,220)	(20,340,300)	(20,837,990)	(21,157,940)
Other rents	(802,090)	(806,930)	(802,090)	(835,080)	(851,780)
Tenants' Charges for Services and Facilities	(770,000)	(827,960)	(798,600)	(813,160)	(828,010)
Leaseholders' Charges for Services and Facilities	(275,000)	(275,000)	(275,000)	(286,000)	(280,280)
Minor Capital Receipts	0	(1,850)	0	0	0
<b>Total Income</b>	<b>(22,187,390)</b>	<b>(22,250,960)</b>	<b>(22,215,990)</b>	<b>(22,772,230)</b>	<b>(23,118,010)</b>
<b>Expenditure</b>					
General management	3,713,680	3,698,920	4,249,900	4,293,430	4,337,840
Special management	758,280	665,465	794,450	815,450	836,880
Housing services for the elderly	675,920	642,880	732,600	737,890	743,310
Planned repairs	1,243,420	1,352,150	1,293,210	1,319,070	1,345,460
General repairs	1,776,180	1,694,610	1,850,230	1,887,170	1,924,850
General repairs - voids	758,510	648,100	788,860	804,640	820,730
Provision for bad debts	200,000	200,000	200,000	200,000	200,000
Miscellaneous	25,620	60,200	99,970	99,970	99,970
Capital charges:					
Depreciation - dwellings/contribution to MRR	3,651,230	3,757,000	3,850,000	3,950,000	4,050,000
Depreciation - non-dwelling assets	196,020	203,000	196,020	196,020	196,020
<b>Total Expenditure</b>	<b>12,998,860</b>	<b>12,922,325</b>	<b>14,055,240</b>	<b>14,303,640</b>	<b>14,555,060</b>
<b>Net cost of services</b>	<b>(9,188,530)</b>	<b>(9,328,635)</b>	<b>(8,160,750)</b>	<b>(8,468,590)</b>	<b>(8,562,950)</b>
Interest payable	1,162,900	1,162,900	944,510	858,180	771,850
Interest receivable	(30,000)	(750)	(1,000)	(1,000)	(1,000)
Debt repayment	9,443,490	9,443,490	3,543,490	3,543,490	3,543,490
<b>Net operating expenditure</b>	<b>1,387,860</b>	<b>1,277,005</b>	<b>(3,673,750)</b>	<b>(4,067,920)</b>	<b>(4,248,610)</b>
<b>Appropriations</b>					
Transfer from Major Repairs Reserve - non-dwelling depreciation	(196,020)	(203,000)	(196,020)	(196,020)	(196,020)
Revenue Contribution to Capital	6,770,000	3,999,000	6,551,600	4,929,200	5,250,000
<b>Deficit/(Surplus) for the year</b>	<b>7,961,840</b>	<b>5,073,005</b>	<b>2,681,830</b>	<b>665,260</b>	<b>805,370</b>
<b>Balance brought forward</b>	<b>(12,560,776)</b>	<b>(12,560,776)</b>	<b>(7,487,771)</b>	<b>(4,805,941)</b>	<b>(4,140,681)</b>
<b>Balance carried forward</b>	<b>(4,598,936)</b>	<b>(7,487,771)</b>	<b>(4,805,941)</b>	<b>(4,140,681)</b>	<b>(3,335,311)</b>

**DETAILED HOUSING REVENUE ACCOUNT BUDGET**

	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROJECTED OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>	<b>BUDGET 2023/2024 £</b>	<b>BUDGET 2024/2025 £</b>
<b>GENERAL MANAGEMENT SUMMARY</b>					
Housing Management	68,840	124,700	326,260	328,420	330,630
Estate Management	1,014,980	1,058,380	1,142,600	1,161,060	1,179,890
Performance Review	96,370	98,120	159,680	163,730	167,860
HRA Commercial Properties	16,350	4,210	19,260	19,260	19,260
Rents	386,260	311,920	404,600	410,950	417,430
Council House Sales	30,000	30,610	30,000	30,000	30,000
Repairs	640,240	559,380	658,030	670,540	683,300
	<u>2,253,040</u>	<u>2,187,320</u>	<u>2,740,430</u>	<u>2,783,960</u>	<u>2,828,370</u>
Pension Costs	305,090	304,540	320,820	320,820	320,820
Employee Related Insurance	35,000	49,830	35,000	35,000	35,000
Support Service Costs	1,120,550	1,157,230	1,153,650	1,153,650	1,153,650
	<u>1,460,640</u>	<u>1,511,600</u>	<u>1,509,470</u>	<u>1,509,470</u>	<u>1,509,470</u>
	<u><u>3,713,680</u></u>	<u><u>3,698,920</u></u>	<u><u>4,249,900</u></u>	<u><u>4,293,430</u></u>	<u><u>4,337,840</u></u>
<b>SPECIAL HOUSING SERVICES SUMMARY</b>					
Homelessness/Lettings	302,310	254,220	320,690	331,350	342,220
Community Centres	52,980	8,515	54,610	56,570	58,570
Open Spaces	402,990	402,730	419,150	427,530	436,090
	<u>758,280</u>	<u>665,465</u>	<u>794,450</u>	<u>815,450</u>	<u>836,880</u>
<b>HOUSING SERVICES FOR THE ELDERLY SUMMARY</b>					
Central Control (Alarms)	80,110	68,940	80,110	80,750	81,410
Services for the Elderly	595,810	573,940	652,490	657,140	661,900
	<u>675,920</u>	<u>642,880</u>	<u>732,600</u>	<u>737,890</u>	<u>743,310</u>
<b>PLANNED MAINTENANCE</b>					
Internal Decorations (Elderly Service)	37,330	37,330	38,830	39,610	40,400
Gas Servicing	613,160	597,000	637,690	650,440	663,450
Electric Testing Programme	63,990	310,000	66,550	67,880	69,240
Asbestos Surveys	53,320	3,500	55,460	56,570	57,700
Communal Areas	186,610	100,000	194,080	197,960	201,920
Disabled Adaptations	85,320	85,320	88,740	90,510	92,320
Sheltered Dwellings	53,320	33,000	55,460	56,570	57,700
Fire Risk Assessments	42,660	98,000	44,370	45,260	46,170
Energy Rating Certificates	5,340	3,500	5,560	5,670	5,780
Legionella Control	79,980	22,000	83,180	84,840	86,540
Asbestos Management Survey/Sample	0	40,500	0	0	0
Solar Panel Maintenance	22,390	22,000	23,290	23,760	24,240
	<u>1,243,420</u>	<u>1,352,150</u>	<u>1,293,210</u>	<u>1,319,070</u>	<u>1,345,460</u>



	CURRENT BUDGET 2021/2022 £	PROJECTED OUTTURN 2021/2022 £	BUDGET 2022/2023 £	BUDGET 2023/2024 £	BUDGET 2024/2025 £
<b>Housing Management</b>					
Codes: K1501					
Spending Officer: Paul Koster					
<u>EXPENDITURE</u>					
Employees	188,190	189,640	139,270	141,430	143,640
Supplies & Services	97,260	155,370	97,260	99,210	101,200
Miscellaneous	13,910	13,910	13,910	14,190	14,480
<u>GROSS EXPENDITURE</u>	<u>299,360</u>	<u>358,920</u>	<u>250,440</u>	<u>254,830</u>	<u>259,320</u>
<u>INCOME</u>					
Court Costs	(40,000)	0	(40,000)	(40,000)	(40,000)
Solar Energy Income	(125,000)	(135,000)	(125,000)	(125,000)	(125,000)
Misc Income	(65,520)	(78,860)	(65,520)	(66,840)	(68,180)
<u>GROSS INCOME</u>	<u>(230,520)</u>	<u>(213,860)</u>	<u>(230,520)</u>	<u>(231,840)</u>	<u>(233,180)</u>
<u>Charge to General Management Summary</u>	<u>68,840</u>	<u>145,060</u>	<u>19,920</u>	<u>22,990</u>	<u>26,140</u>

**Estate Management**

Code: K1503

Spending Officer: David Edie

EXPENDITURE

Employees	632,820	577,180	650,510	663,490	676,730
Premises	251,760	289,200	307,780	313,050	318,430
Supplies & Services	73,200	55,790	82,110	82,110	82,110
Transport	3,200	2,500	3,200	3,200	3,200
Agency & Contracted Services	40,500	131,010	60,500	60,710	60,920
Miscellaneous	22,300	11,500	47,300	47,300	47,300
<u>GROSS EXPENDITURE</u>	<u>1,023,780</u>	<u>1,067,180</u>	<u>1,151,400</u>	<u>1,169,860</u>	<u>1,188,690</u>

INCOME

Charge to General Fund	(8,800)	(8,800)	(8,800)	(8,800)	(8,800)
<u>GROSS INCOME</u>	<u>(8,800)</u>	<u>(8,800)</u>	<u>(8,800)</u>	<u>(8,800)</u>	<u>(8,800)</u>

<u>Charge to General Management Summary</u>	<u>1,014,980</u>	<u>1,058,380</u>	<u>1,142,600</u>	<u>1,161,060</u>	<u>1,179,890</u>
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	CURRENT BUDGET 2021/2022 £	PROJECTED OUTTURN 2021/2022 £	BUDGET 2022/2023 £	BUDGET 2023/2024 £	BUDGET 2024/2025 £
<b>Performance</b>					
Code: K1505					
Spending Officer: Jackie Pye					
<u>EXPENDITURE</u>					
Employees	141,450	144,650	204,370	208,420	212,550
Supplies & Services	2,440	1,290	2,830	2,830	2,830
Transport	400	100	400	400	400
<u>GROSS EXPENDITURE</u>	<u>144,290</u>	<u>146,040</u>	<u>207,600</u>	<u>211,650</u>	<u>215,780</u>
<u>INCOME</u>					
Recharge to General Fund	(47,920)	(47,920)	(47,920)	(47,920)	(47,920)
<u>GROSS INCOME</u>	<u>(47,920)</u>	<u>(47,920)</u>	<u>(47,920)</u>	<u>(47,920)</u>	<u>(47,920)</u>
<u>Charge to General Management Summary</u>	<u>96,370</u>	<u>98,120</u>	<u>159,680</u>	<u>163,730</u>	<u>167,860</u>

**HRA Commercial Properties**

Code: K1704

Spending Officer: Paul Koster

EXPENDITURE

Premises	1,350	4,210	4,260	4,260	4,260
Supplies, Services & Fees	15,000	0	15,000	15,000	15,000
<u>GROSS EXPENDITURE</u>	<u>16,350</u>	<u>4,210</u>	<u>19,260</u>	<u>19,260</u>	<u>19,260</u>
<u>Charge to General Management Summary</u>	<u>16,350</u>	<u>4,210</u>	<u>19,260</u>	<u>19,260</u>	<u>19,260</u>

**Rents**

Code: K2010

Spending Officer: Alison Haines

EXPENDITURE

Employees	303,330	256,950	320,350	326,700	333,180
Supplies & Services	64,870	49,790	66,190	66,190	66,190
Transport	820	30	820	820	820
Agency & Contracted Services	12,240	5,150	12,240	12,240	12,240
Miscellaneous	5,000	0	5,000	5,000	5,000
<u>GROSS EXPENDITURE</u>	<u>386,260</u>	<u>311,920</u>	<u>404,600</u>	<u>410,950</u>	<u>417,430</u>
<u>Charge to General Management Summary</u>	<u>386,260</u>	<u>311,920</u>	<u>404,600</u>	<u>410,950</u>	<u>417,430</u>

	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROJECTED OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>	<b>BUDGET 2023/2024 £</b>	<b>BUDGET 2024/2025 £</b>
<b>Council House Sales</b>					
Code: K2515					
Spending Officer: Alison Haines					
<u>EXPENDITURE</u>					
Supplies & Services	1,000	10	1,000	1,000	1,000
Support Services	20,000	20,390	20,000	20,000	20,000
Agency & Contracted Services	9,000	10,210	9,000	9,000	9,000
<u>GROSS EXPENDITURE</u>	<u>30,000</u>	<u>30,610</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<u>Charge to General Management Summary</u>	<u>30,000</u>	<u>30,610</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<b>Repairs</b>					
Code: K4030					
Spending Officer: Lee Gilbert					
<u>EXPENDITURE</u>					
Employees	618,960	545,180	636,310	648,820	661,580
Supplies & Services	8,380	7,540	8,820	8,820	8,820
Transport	12,900	6,660	12,900	12,900	12,900
<u>GROSS EXPENDITURE</u>	<u>640,240</u>	<u>559,380</u>	<u>658,030</u>	<u>670,540</u>	<u>683,300</u>
<u>Charge to General Management Summary</u>	<u>640,240</u>	<u>559,380</u>	<u>658,030</u>	<u>670,540</u>	<u>683,300</u>
<b>Homelessness/Lettings</b>					
Code: K1502					
Spending Officer: Toni Carter					
<u>EXPENDITURE</u>					
Employees	520,490	545,260	533,910	544,570	555,440
Supplies & Services	10,340	12,450	15,300	15,300	15,300
Transport	2,250	500	2,250	2,250	2,250
Miscellaneous	58,000	27,600	58,000	58,000	58,000
<u>GROSS EXPENDITURE</u>	<u>591,080</u>	<u>585,810</u>	<u>609,460</u>	<u>620,120</u>	<u>630,990</u>
<u>INCOME</u>					
Charge to General Fund/External Funding	(288,770)	(331,590)	(288,770)	(288,770)	(288,770)
<u>GROSS INCOME</u>	<u>(288,770)</u>	<u>(331,590)</u>	<u>(288,770)</u>	<u>(288,770)</u>	<u>(288,770)</u>
<u>Charge to Special Housing Services Summary</u>	<u>302,310</u>	<u>254,220</u>	<u>320,690</u>	<u>331,350</u>	<u>342,220</u>

	CURRENT BUDGET 2021/2022 £	PROJECTED OUTTURN 2021/2022 £	BUDGET 2022/2023 £	BUDGET 2023/2024 £	BUDGET 2024/2025 £
<b>Community Centres</b>					
Code: K1701, K1702					
Spending Officer: Alison Haines					
<u>EXPENDITURE</u>					
Employees	59,120	11,800	61,150	62,370	63,620
Premises	37,170	29,985	37,770	38,510	39,260
Supplies & Services	2,950	1,950	2,950	2,950	2,950
Agency & Contracted Services	1,740	1,940	1,740	1,740	1,740
<u>GROSS EXPENDITURE</u>	100,980	45,675	103,610	105,570	107,570
<u>INCOME</u>					
Fees and Charges	(45,000)	(32,300)	(45,000)	(45,000)	(45,000)
Rent - Equipment Hire	(500)	(1,500)	(1,500)	(1,500)	(1,500)
Insurance Costs	(2,500)	(3,360)	(2,500)	(2,500)	(2,500)
<u>GROSS INCOME</u>	(48,000)	(37,160)	(49,000)	(49,000)	(49,000)
<u>Charge to Special Housing Services Summary</u>	<u>52,980</u>	<u>8,515</u>	<u>54,610</u>	<u>56,570</u>	<u>58,570</u>

<b>Open Spaces</b>					
Code: K1703					
Spending Officer: Dave Thomas					
<u>EXPENDITURE</u>					
Premises	382,590	382,200	396,650	404,580	412,680
Special - Disposal of Illegal Dumping	20,400	20,530	22,500	22,950	23,410
<u>GROSS EXPENDITURE</u>	402,990	402,730	419,150	427,530	436,090
<u>Charge to Special Housing Services Summary</u>	<u>402,990</u>	<u>402,730</u>	<u>419,150</u>	<u>427,530</u>	<u>436,090</u>

<b>Alarms</b>					
Code: K1801					
Spending Officer: Alison Haines					
<u>EXPENDITURE</u>					
Supplies & Services	32,760	33,010	32,760	33,400	34,060
Agency & Contracted Services	49,470	38,050	49,470	49,470	49,470
<u>GROSS EXPENDITURE</u>	82,230	71,060	82,230	82,870	83,530
<u>INCOME</u>					
Contribution from Users	(2,120)	(2,120)	(2,120)	(2,120)	(2,120)
<u>GROSS INCOME</u>	(2,120)	(2,120)	(2,120)	(2,120)	(2,120)
<u>Charge to Housing Services for the Elderly Summary</u>	<u>80,110</u>	<u>68,940</u>	<u>80,110</u>	<u>80,750</u>	<u>81,410</u>

	<b>CURRENT BUDGET 2021/2022 £</b>	<b>PROJECTED OUTTURN 2021/2022 £</b>	<b>BUDGET 2022/2023 £</b>	<b>BUDGET 2023/2024 £</b>	<b>BUDGET 2024/2025 £</b>
<b>Services for the Elderly</b>					
Code: K1802					
Spending Officer: Alison Haines					
<u>EXPENDITURE</u>					
Employees	357,400	342,720	367,900	367,900	367,900
Premises	202,400	207,610	248,870	253,520	258,280
Supplies & Services	31,080	20,320	30,790	30,790	30,790
Transport	5,350	3,270	5,350	5,350	5,350
<b>GROSS EXPENDITURE</b>	<b>596,230</b>	<b>573,920</b>	<b>652,910</b>	<b>657,560</b>	<b>662,320</b>
<u>INCOME</u>					
Income	(420)	0	(420)	(420)	(420)
<b>GROSS INCOME</b>	<b>(420)</b>	<b>0</b>	<b>(420)</b>	<b>(420)</b>	<b>(420)</b>
<u>Charge to Housing Services for the Elderly Summary</u>	<u>595,810</u>	<u>573,920</u>	<u>652,490</u>	<u>657,140</u>	<u>661,900</u>

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**HOUSING REVENUE ACCOUNT FEES AND CHARGES****HOUSING SCHEMES**

	<u>Present</u>	<u>Proposed</u>
Use of Guest Room	£15.60 inclusive of VAT per night	£15.60 inclusive of VAT per night

**GARAGE RENTS**

Council Tenants	£15.10 per week, per 48 week rent year Including GM Service charge of £1.00 per week	£15.10 per week, per 48 week rent year Including GM Service charge of £1.00 per week
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Non-Council Tenants	£18.12 inclusive of VAT per week, per 48 week rent year Including GM Service charge of £1.00 per week (no VAT)	£18.12 inclusive of VAT per week, per 48 week rent year Including GM Service charge of £1.00 per week (no VAT)
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**PARKING SPACES**

Council Tenants	£11.05 per week, per 48 week rent year	£11.05 per week, per 48 week rent year
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Non-Council Tenants	£13.26 inclusive of VAT per week, per 48 week rent year	£13.26 inclusive of VAT per week, per 48 week rent year
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**CAPITAL RESOURCES AND BUDGETS - HOUSING 2021/22 to 2024/25**

RESOURCES	2021/22	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000
	Current Budget	Probable Outturn	Estimated Resources	Estimated Resources	Estimated Resources
<b>Brought forward resources:</b>					
HRA	0	0	0	0	0
1-4-1 Receipts	4,692	4,692	5,520	4,943	4,690
Grants & Contributions	0	0	0	0	0
<b>In-Year Receipts:</b>					
Major Repairs Reserve	3,757	3,757	3,850	3,950	4,050
Contribution from Revenue	7,417	3,999	6,552	4,929	5,250
New Capital Receipts	0	293	0	0	0
Grants and Contributions	750	635	0	0	0
RTB Retention Scheme: 1-4-1 receipts	1,000	2,500	1,000	1,000	1,000
Borrowing	0	0	0	0	0
	<b>17,616</b>	<b>15,876</b>	<b>16,922</b>	<b>14,822</b>	<b>14,990</b>
<b>Funding sources</b>					
Major Repairs Reserve	3,757	3,757	3,850	3,950	4,050
Contribution from Revenue	7,417	3,999	6,552	4,929	5,250
New Capital Receipts	0	293	0	0	0
RTB Retention Scheme: 1-4-1 receipts	2,310	1,672	1,576	1,253	1,200
Grants and Contributions	750	635	0	0	0
<b>Total Expenditure to be funded</b>	<b>14,234</b>	<b>10,356</b>	<b>11,978</b>	<b>10,132</b>	<b>10,500</b>
<b>Resources to be carried forward</b>	<b>3,382</b>	<b>5,520</b>	<b>4,944</b>	<b>4,690</b>	<b>4,490</b>

**CAPITAL PROGRAMME AND BUDGET**

CAPITAL PROGRAMME AND BUDGET	2021/22	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000
	Current Budget	Probable Outturn	Budget	Budget	Budget
<b>COUNCIL HOUSING PROJECTS</b>					
Disabled Adaptations	250	250	250	250	250
Housing IT Upgrade	124	80	95	0	0
Garage Improvements	500	50	500	500	500
Playground improvements	100	100	100	0	0
Supported Housing	1,235	30	1,200	0	0
New Homes	5,775	4,181	3,941	3,132	3,000
Temple Hill Community Centre Refurbishment	0	0	42	0	0
<b>Decent Homes Works:</b>					
Central Heating Renewals	750	800	800	800	800
Rewiring	750	850	800	1,000	1,000
Asbestos Removal	75	75	75	75	75
Rising Main Replacement	25	30	30	30	30
Door Replacements	750	700	770	150	150
Kitchen and Bathrooms	900	400	1,000	1,500	1,500
External Wall Rendering	1,500	1,500	0	0	120
Energy Efficiency Improvement Works	0	0	200	200	200
Door Entry Systems	75	65	75	75	75
Fascia /Soffit Replacements	75	75	150	150	150
Roof Renewal	400	400	400	400	400
Roof Tanks/Water Mains Supply	50	50	50	50	50
Communal Areas	600	400	800	800	800
External Chimneys	25	25	25	25	25
Lift Replacement	25	45	125	25	25
Major Repairs	250	250	250	250	250
Window replacement	0	0	300	720	1,100
<b>TOTAL : HOUSING REVENUE ACCOUNT PROJECTS</b>	<b>14,234</b>	<b>10,356</b>	<b>11,978</b>	<b>10,132</b>	<b>10,500</b>

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**CAPITAL RESOURCES AND BUDGETS - GENERAL FUND 2021/22 to 2024/25**

RESOURCES	2021/2022	2021/2022	2022/2023	2023/2024	2024/2025
	£'000	£'000	£'000	£'000	£'000
	Budgeted Resources	Probable Outturn	Estimated Resources	Estimated Resources	Estimated Resources
<b>Brought Forward Resources</b>					
Usable Receipts	16,568	16,568	17,591	24,198	25,988
Grants and Contributions	3,323	3,323	995	601	561
Community Infrastructure Levy	17,600	17,600	20,100	17,700	14,300
<b>In Year Resources</b>					
Usable In Year Receipts - unrestricted Right To Buy receipts	500	481	500	500	500
Usable In Year Receipts - other capital receipts	1,300	2,800	16,600	1,500	1,200
Grants and Contributions	2,172	3,798	1,365	2,448	2,015
Community Infrastructure Levy	1,000	2,500	1,000	1,000	1,000
Reserves	160	909	400	0	0
	<b>42,623</b>	<b>47,979</b>	<b>58,551</b>	<b>47,947</b>	<b>45,564</b>
<b>Funding sources</b>					
Usable Receipts	10,931	2,258	10,493	210	210
Reserves	160	909	400	0	0
Grants and Contributions	7,750	6,126	1,759	2,488	2,055
Community Infrastructure Levy	2,000	0	3,400	4,400	5,000
<b>Total Expenditure to be funded</b>	<b>20,841</b>	<b>9,293</b>	<b>16,052</b>	<b>7,098</b>	<b>7,265</b>
<b>Resources to be carried forward</b>	<b>21,782</b>	<b>38,686</b>	<b>42,499</b>	<b>40,849</b>	<b>38,299</b>

**CAPITAL PROGRAMME AND BUDGET**

	2021/2022	2021/2022	2022/2023	2023/2024	2024/2025
	£'000	£'000	£'000	£'000	£'000
	Budget	Probable Outturn	Budget	Budget	Budget
Acacia Hall - improvements	262	262	0	0	0
IT equipment	267	247	139	150	150
The Orchard Theatre	250	200	30	30	30
Other corporate properties	30	28	30	30	30
Leisure and open spaces	986	100	986	0	0
Cliff maintenance works	200	80	4,000	0	0
Darenth creek	310	45	0	0	0
Stone Lodge	785	785	1,100	0	0
Dartford town centre transport and public realm improvements	5,000	3,810	3,710	3,475	1,425
High Street improvements	354	0	354	0	0
Columbaria	50	0	50	0	0
Cemetery storage	15	15	0	0	0
Civic Centre refurbishment internal repairs and improvements	93	93	88	0	0
Community Infrastructure Levy expenditure	2,000	0	865	2,783	5,000
Mini pitches refurbishment	155	122	0	0	0
Co-op site*	1,150	0	0	0	0
Vehicle replacement enforcement & regulatory services	90	88	0	0	0
Green homes local authority delivery scheme	1,000	828	0	0	0
Public sector decarbonisation fund*	1,750	1,750	0	0	0
Outside school attended enforcement system	75	72	30	0	0
Parks & cemeteries vehicles	31	31	110	0	0
Grant -Long Valley Hall	74	74	0	0	0
Grant - Dartford Rugby Ltd	21	21	0	0	0
Business Property	0	0	3,250	0	0
Air quality monitoring station improvements	0	0	60	0	0
Manor gatehouse works	0	0	160	0	0
Parks & open spaces equipment	0	0	10	0	0
Fairfield car park improvements	0	0	300	0	0
Fairfield defect works	0	0	150	0	0
<b>Housing projects:</b>					
Disabled Facilities Grants	622	642	630	630	630
<b>Total: General Projects</b>	<b>15,570</b>	<b>9,293</b>	<b>16,052</b>	<b>7,098</b>	<b>7,265</b>

The capital programme above does not include notional expenditure related to right to use assets under IFRS16. More details of this can be found in the capital strategy  
\*£450,000 virement from the Co-op site budget to the public sector decarbonisation budget for works at the Orchard Theatre, subject to Cabinet approval

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## **CAPITAL PROJECTS AND PROBABLE OUTTURN SUMMARY**

### General Fund

The budget approved by GAC on 1 March 2021 was £14.759m [Min No 6]. Following further approval by GAC on 26 July 2021 of carry forwards of £685,000 [Min.No.39], and delegated approval for an additional £126,000 for projects that became necessary during the year, the budget now stands at £15.570m. The projects are likely to outturn at £9.293m. Comments have been included below on the projects where probable out turn is different from the original budget set.

#### **IT Equipment**

The IT equipment budget included a budget for the replacement of a server hosting the finance system e-Financials. The decision was taken to move to a hosted solution and the requirement for a server has become redundant. The outturn is likely to be around £20,000 under the original budget.

#### **The Orchard Theatre**

The original budget set was for replacement of the boiler at The Orchard Theatre. Planning concerns and site specific issues with some of the sites in the decarbonisation project meant that a new proposal was put forward to BEIS to help decarbonise The Orchard Theatre. The scheme includes replacing the current heating system with a modern, low energy air source heat pump powered by photovoltaic panels. It is planned that £200,000 of this original budget will be used alongside the decarbonisation project budget to complete the works.

#### **Leisure and Open Spaces**

Equipment has been ordered and the contractor will be on site during the first week of March to start work on two playgrounds – one general fund and one HRA. The work is anticipated to take four weeks. Major design work is commencing on a total refurbishment of the play space at Hesketh Park. The Council has a programme of works to refurbish and renew other playgrounds during 2022/23. The out turn for the general fund playground is anticipated to be around £100,000.

#### **Cliff Maintenance Works**

The budget originally set was based on early estimation of the investigation works required. The investigation works are now complete and were significantly lower than originally anticipated, likely to outturn at £80,000. The investigations have identified significant works that are required and a budget of £4m has been set for 2022/23 to complete this work.

#### **Darenth Creek**

Spend to date on this project has been on consultancy and studies. This has resulted in an expected outturn of £45,000.

## **Dartford Town Centre Transport and Public Realm Improvements**

Phase 1a High Street works have suffered delays and completion is now estimated for July 2022. The budget set also assumed the start of phase 2 which will not now happen before the end of March. Out turn is estimated at £3.81m compared to the original budget of £5m.

### **High Street Improvements**

This budget is for a supplementary mini-project linked to works on the Dartford town centre and public realm improvements project. It is to fund various improvements to High Street building facades and frontages. Contractors are to be appointed to do this work and the work has therefore been budgeted in 2022/23.

### **Columbaria**

The Council has prioritised a number of significant improvements to the Watling Street cemetery and work on the Columbaria will be progressed in 2022/23.

### **Community Infrastructure Levy**

A report was taken to Cabinet detailing the projects to be funded from this scheme but none of these are due to be started this financial year. CIL funding is being used to help fund the town centre high street works phase 1a but spend on that project is detailed separately.

### **Mini-pitches Refurbishment**

Refurbishment work is complete and the pitches have been handed back to the Council. Budget set was based on an estimate but final tenders came back slightly under the budget set so out turn is forecast to be £122,000.

### **Co-op Site**

This budget was for the underwrite of planning costs related to the development of the former co-op site and surrounding area. At the end of 2020/21 a provision was made for these costs and any future settlement of these costs is not likely to be a capital charge.

### **Green Homes Local Authority Delivery Scheme**

The underspend forecast on this project is as a result of the inability to spend all of the grant funding received to deliver energy efficiency measures to owner occupied and privately rented properties across Kent under phase 1a of this scheme before the deadline. Work continues on this scheme under phase 1b and it is hoped that all properties planned for improvement will be completed to deadline.

### **Disabled Facilities Grants**

Out turn is projected to be just over the budget set if works approved are completed and invoiced before the end of March. Unspent grant from the prior year is spent first and there will be sufficient grant from this year to cover this overspend.

**HRA**

The budget approved by GAC on 1 March 2021 was £12.548m [Min No 6]. Following further approval by GAC on 26 July 2021 of carry forwards of £1.686m, the budget is now £14.234m. The projects are likely to outturn at £10.356m.

**Housing IT Upgrade**

Significant delays to the release of the Capita One Housing product and issues around migration have meant that the go-live date is now scheduled for 1<sup>st</sup> April 2022. The final bill will not be settled until 2022/23 hence the projected outturn of £80,000.

**Garage Improvements**

The tender for a garage management provider has been awarded and the Council has begun to work with the contractor to identify works required to the garages. It is likely that only some minor work will be completed prior to the end of March with more significant work taking place next financial year. An out turn of £50,000 is forecast.

**Supported Housing**

The contractor has recently been appointed for the installation of the fire alarm systems at the sheltered schemes but work is now likely to start in 2022/23.

**New Homes**

Work was complete on creating new homes at Mead Crescent in August 2021 and further homes are due for completion at Keary Road and Milton Road by the end of February. The Council was successful in its bid for a piece of land on Westgate Road which will allow for further homes to be built over the next few years. Works at Gilbert Close suffered delays due to archaeological investigations which has resulted in the forecast lower than budgeted outturn of £4.18m.

**Decent Homes Work**

The budget for these works collectively is £6.25m and probable out turn is expected to be £5.67m. A shortage of materials and labour this year have impacted some of the projects and work has had to be diverted from one scheme to another. Kitchen and bathroom installations have been particularly affected and so budget for 2022/23 has been increased for this area to allow more installations next year.

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## STATEMENT ON ROBUSTNESS OF THE BUDGET, ADEQUACY OF RESERVES AND KEY BUDGET RISKS

### Introduction

This statement is given for the 2022/23 budget setting process for Dartford Borough Council. The Council's Section 151 Officer is responsible for ensuring the robustness of the budget and the adequacy of reserves.

The Council has adopted a detailed budget for the year 2022/23. This includes the General Fund, Housing Revenue Account and the Capital Programme. A summary Medium Term Financial Plan has been determined for the years 2023/24 to 2026/27.

The exact income for business rates and New Homes Bonus are uncertain for future years. Business rates should have been reset to baseline in 2022/23 and it is now unclear when this will be implemented. The future of New Homes Bonus is still undetermined as is any taper arrangement for reduced funding of either type.

### Robustness of the budget

The aim of the budget is to provide a realistic and sustainable medium term framework that reflects Council priorities within the estimated resources available.

The detailed estimates take into account past outturn, current spending plans and likely future demand levels and pressures.

Factors taken into account for the 2022/23 budget are:

The Council's Aims and Priorities	Estimates reflect both the key priorities for 2022/23 endorsed by the Council, and those more specific priorities that go to support their achievement.
Consultation with Council Taxpayers	The budget reflects political commitments made at the local elections in May 2019 and the key priorities in the Corporate Plan. The Council has also consulted on its outline budget plans for the year.
The level of funding likely from Central Government towards the costs of local services.	For 2022/23, the Council will not receive formula grant but will receive other grants including the one off lower tier service grant and New Homes Bonus.
Business Rate Retention	The baseline funding level for Dartford in 2022/23 is £2,715,907. The Council will receive more than this if business rate income is greater than the business rates baseline. The funding level could fall if actual business

	<p>rates income reduces, but pooling arrangements mean that the funding level should not fall lower than £2,512,214.</p>
New Homes Bonus	<p>New Homes Bonus is a central government grant aimed at encouraging the development of new housing. The Council receives a grant of 80% of the average national for every additional property, over an expected council tax base growth. Previously this was received each year for a period of four years. From 2020/21, there were no legacy payments.</p> <p>In 2022/23, the Council will receive £2.17m in New Homes Bonus.</p>
Council Tax Base	<p>The Council Tax Base for 2022/23 is 39,544.25 Band D equivalents. Future years assume some increases in tax base, consistent with recent growth and planned projects.</p>
The Prudential Code and its impact on Capital Planning	<p>The Council has no long-term external debt in the General Fund. The Council may take advantage of favourable market conditions to borrow long term to fund capital expenditure, retaining any capital receipts for investment. A key objective of the Prudential Code is to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable. This budget report (appendix D) includes the Treasury Management Strategy Statement and Capital and Investment Strategies.</p> <p>The Council took on debt of just under £87m on 1 April 2012 as part of the housing self-financing system. The HRA budget provides for repayment of debt principal at approximately £3.5m each year. Details are included in the Treasury Management Strategy Statement.</p>
Capital Programme	<p>The capital programme is being provisionally set for three years and is funded by various sources, including capital receipts, which are sufficient for current plans.</p>
Interest Rates	<p>Income from investments has been set taking account of advice from external sources. For investment income, average interest rates of less than 1.5% have been assumed for 2022/23.</p> <p>Interest on the HRA debt is fixed.</p>
Adequacy of General Fund balance	<p>At the beginning of 2022/23, the General Fund balance will be approximately £3m, with the balance at the end of 2022/23 also estimated at £3m. The adequacy of reserves is discussed in more detail below.</p>
Pay and Price Inflation	<p>The budget for 2022/23 includes a 2% pay award for staff. A 2% increase has been assumed in future years. Price</p>

## Appendix G

	inflation on contracts is assumed at 2% in future years but is around 3% for 2022/23.
Fees and Charges	The Council has limited scope to increase income from fees and charges. For 2022/23 some increases are proposed, but only where they can be justified by cost or comparison with other organisations.
Emerging Growth Pressures and Assumed Reductions	The projections within the budget include all quantified priorities and growth pressures that are known at present. New priorities and growth pressures will undoubtedly emerge over the period and, in consequence, the indicative budget for future years will be updated annually.
Financial Management	The Council's financial information and reporting arrangements are sound. The Council received an unqualified audit opinion for both the financial statements (2020/21) and a positive value for money report.

### **Adequacy of reserves and key risks to the achievement of the budget**

The minimum prudent level of unallocated balances and earmarked reserves that the Council should maintain is a matter of judgement. It is the Council's safety net for unforeseen or other circumstances. The minimum level cannot be judged merely against the current risks facing the Council, as these can and will change over time. The minimum General Fund balance is currently set at £3m, which is around 20% of estimated net expenditure. When considering the level of non-earmarked balances and the budget generally, the Council takes account of the key risks that could affect the viability of the budget. The main factors are:

- Interest rate volatility
- Income volatility
- Change to Government grants/funding arrangements
- Government legislation and additional responsibility
- Changes to domestic and world economy e.g. New trade arrangements
- Emergencies
- Performance of the Pension Fund
- Failure of a major service partner
- Problems with computer systems causing a shortfall or halt in collection performance
- Ability to take advantage of opportunities

- Uninsured risks
- New services
- Income from business rates

**The main specific financial risks for the Council in the short term are:**

- Covid 19 pandemic resulting in increased expenditure and reduced income some of which may affect longer-term income streams.
- Interest rates remaining low. Budgeted income reflects current market conditions with a strategy to avoid institutional default where possible. Risk of further downside movements is minimised by investment policies.
- The Council's ability to reduce the use of temporary accommodation for homeless households leading to higher levels of mandatory expenditure
- Business rates appeals and associated income volatility.
- Increases in arrears on business rates particularly as a result of the impact on businesses due to Covid 19.
- Changes in the Local Government funding arrangements and possible reset of Business Rates Growth.

The minimum General Fund balance will be kept under regular review. The General Fund balance at 31 March 2022 is estimated to be £3m. Because of the risks identified above, the minimum balance will be maintained at £3m.

**Earmarked Reserves**

A number of earmarked reserves exist to cover items that require short-term revenue expenditure in the near future, or are held for specific purposes. These currently total approximately £50m (excluding reserves related to Covid 19 business rates grants), which should be sufficient to meet any unforeseen expenditure or loss of income for the key risks identified above. It will be possible to increase these reserves during the year as per the proposed budget. The reserves will be reviewed when finalising the 2021/22 accounts.

**Capital Programme**

The Capital Programme is based on corporate priorities and an estimate of available resources. The Council has been prudent in estimating future capital resources.

**Housing Revenue Account**

The Council operates a Housing Revenue Account (HRA) for income and expenditure relating to the Council's housing stock. By law, the HRA has to remain in surplus and the Council has taken positive action to ensure that it does so. The HRA will have a balance of approximately £7.49m at 31 March 2022. This is will reduce next year due to expenditure on New Build Housing and before levelling off from 2023/24.

**Opinion of the Council's Section 151 Officer**

The Section 151 Officer is of the opinion that the approach taken in developing the 2022/23 budget meets the requirements contained in the Local Government Act 2003, which are to ensure the robustness of the budget and the adequacy of reserves.

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## LEGAL CONSIDERATIONS FOR MEMBERS

### 1. Introduction

- 1.1 It is important that Members are fully aware of the legal implications of the Council Tax making process, when they consider the Budget Report. The situation is very complex and it is necessary to provide formal and full advice to all Members.

### 2. General Position

- 2.1 The first and overriding legal duty on Members is their fiduciary duty to weigh the needs of service users against the interests of local taxpayers. In planning the annual budget, Members are under a fiduciary duty to act prudently, responsibly, in a businesslike manner and, in their view, in a way which constitutes the best interests of the general body of local taxpayers. In deciding upon expenditure, the Council must fairly hold a balance between recipients of the benefits of services provided by the Council and its local taxpayers. Members should note that their fiduciary duty includes consideration of future local taxpayers as well as present local taxpayers.
- 2.2 There is a general requirement in administrative law that a local authority decision must be rational, must be authorised by law and must take account of all relevant considerations, whilst ignoring any irrelevant ones (the Wednesbury Principles). The extent to which election promises or prior committee decisions may constitute a relevant consideration is dealt with in Section 8 below. A Council decision that is Wednesbury unreasonable may be quashed or invalidated by a court.
- 2.3 The Localism Act 2011 provides a general power of competence which enables local authorities (and parish councils that meet certain minimum standards), to do anything apart from that which is specifically prohibited. The power:
- allows authorities to act in their own financial interest to generate efficiencies and secure value for money outcomes and to raise money by charging for discretionary services and trade in line with existing powers;
  - allows authorities to engage in activities such as providing certain indemnities and guarantees and engaging in speculative activities;
  - provides the Secretary of State with a power to amend or repeal enactments that prevent or obstruct local authorities from using the power, and to remove overlapping powers.

However, some limitations have been placed on local authorities' powers. These will remain governed by the existing regimes in relation to taxation, precepting and borrowing (including Prudential Borrowing). Councils are also required to act in accordance with statutory limitations or restrictions on their powers. The Wednesbury principle referred to in para. 2.2 above continues to apply. The Secretary of State has powers to set conditions, or prevent authorities relying on the power in specified circumstances.

- 2.4 **Economy, Efficiency and Effectiveness (Section 20(c) Local Audit and Accountability Act 2014)**

It is the Council's responsibility to put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. The Council is required to maintain an effective system of internal control that supports the achievement of its policies, aims and objectives whilst safeguarding and securing value for money from the public funds at its disposal.

### **3. Obligation to Make a Council Tax**

3.1 The legal significance of the Annual Budget derives from the Council's duty under Section 31A of the Local Government Finance Act 1992 (the 1992 Act) to calculate the aggregate of:-

- (a) the expenditure it estimates it will incur in the year in performing its functions in the year (including an allowance for contingencies);
- (b) the payments it estimates it will make in the year in defraying expenditure already incurred; and
- (c) expenditure it will incur in funding costs before a transfer of funds is made from the Collection Fund,

and then deduct such sums as will be paid into the General Fund, i.e. income. Calculations made under this section must be made before 11 March in the preceding financial year.

3.2 In order to fulfil this duty, the Council must prepare detailed estimates of its expenditure for the coming year and of the resources which will be available to meet this expenditure. Account must be taken of any deficit brought forward from a previous year and the amount needed to cover contingencies. The resources include income from rents, fees and charges and any available balances. All of these issues must be addressed in the budget report. The estimation of the detailed resource and expenditure items is the main reason for the budget process. The budget must balance, i.e. proposed expenditure must be met from proposed income from all sources, with any shortfall being the precept on the Collection Fund. In addition, there are the following specific requirements.

3.3 Section 30(6) of the 1992 Act places a duty on all charging authorities to make a Council Tax for the financial year on or before 11 March of that year, but not before the earlier of 1 March or the date of issue of the last precept capable of being issued to it for the financial year for which the amount is set.

The 1992 Act does not invalidate a Council Tax made after this date. Failure to make a lawful Council Tax on or before 11 March could have serious financial results for the Council and make the Council vulnerable to an Order from the Courts requiring it to make a Council Tax. Another effect of the 1992 Act is to place the same burden as under Community Charge upon any Council and its Members who are unable to agree on its Council Tax. A combination of legal and practical factors creates the process, which is as follows:



- (a) The Council can only borrow against known income. There are three main sources of income:
    - (i) Transfers from the Collection Fund;
    - (ii) Government Grants; and
    - (iii) Rents, Fees and Charges
  - (b) Transfers from the Collection Fund become due only following the date on which the Council approves a valid resolution to make a Council Tax. The Council cannot borrow against an anticipated Council Tax.
  - (c) The Council is under a fiduciary duty to local taxpayers to manage its financial affairs according to law in a reasonable and prudent manner.
- 3.4 Section 151 of the Local Government Act 1972 places a general duty on local authorities to make arrangements for 'the proper administration of their financial affairs'.
- 3.5 Information must be published and included in the Council Tax demand notice. The Secretary of State has made regulations which require charging authorities to issue demand notices in a form, and with contents, prescribed by these regulations.
- 3.6 There is also a duty under Section 65 of the 1992 Act to consult persons or bodies appearing to be representative of persons subject to non-domestic rates in each area about proposals for expenditure (including capital expenditure) for each financial year.

The non-domestic rate poundage is set by central government and they do not consider it a matter for consultation at a local level. It is the government's view that ratepayers are a major consumer of local authority services and contribute a substantial proportion of local authority revenue through non-domestic rates. They have a wider interest through their capacity as employers, as well as other concerns.

Consultation under Section 65 of the 1992 Act is intended to provide a focus for a constructive and continuing dialogue between authorities and representatives of non-domestic ratepayers on all these matters. The emphasis of the system is on ensuring that consultation takes place from the earliest stage in the development of expenditure plans and is not concentrated on the detailed budget proposals at the point at which they are about to be finalised. An authority must consult before it makes the calculation of expenditure referred to earlier.

#### **4 Council Tax - Localism Act 2011 implications**

- 4.1 Under provisions in the Localism Act 2011, local authorities are required to determine whether the amount of Council Tax they plan to raise is excessive. A set of principles, defined by the Secretary of State and approved by the House of Commons, is used by authorities to decide if the amount to be raised is excessive. An authority proposing an excessive increase must also make substitute calculations, based on a non-excessive council tax level, and this takes effect if the council tax level initially set by the authority is rejected in the referendum.

- 4.2 The provisions first applied in the 2012-13 financial year. For 2021/22 the government set out the percentage increase in Council Tax which local authorities, Fire Authorities and Police and Crime Commissioners in England can set without a referendum. A general increase of 2% is set with exceptions. The first of these exceptions is that Authorities providing social care can charge an additional levy of up to 3% on their bill and the second is that lower quartile district councils and police authorities have a separate increase limit of £5 and £15 respectively.

So far the restriction scheme has not been applied to parish and town councils.

Referendums, if applicable, are to be organised by billing authorities and there is provision for recovery of expenses where the referendum is held on behalf of a precepting authority. Rules for the conduct of referendums have been set out in regulations.

## **5. Deficit Budgeting**

- 5.1 A deficit budget - one which does not cover all anticipated expenditure with resources reasonably expected to be available - is unlawful. Any Council Tax which rests on such a budget will be invalid. Councils are constrained to make a Council Tax before all the separate elements, which will constitute available resources or anticipated expenditure, have been identified and quantified fully. Best estimates have to be employed.
- 5.2. Where these best estimates include sums for unallocated savings or unidentified expectations of income, extreme care must be taken to ensure that the estimates are reasonable and realistic and do not reflect an unlawful intention to incur a deficit. It might be appropriate at budget setting time to require regular monitoring throughout the financial year of such estimated savings or income. Prompt action to reduce spending must be taken, if at any stage it seems likely that a balance between income and expenditure will not be achieved. Court cases have shown that borough newspapers and publicity material, extracts from Members' speeches reported in local newspapers and the text of Council resolutions can all provide evidence of unlawful misconduct within the meaning of the Local Government Finance Act 1982 and might similarly provide evidence of unlawful intention to incur a deficit, if unidentified savings were to be included in the agreed budget.

## **6. Borrowing**

The Council is permitted to borrow within limits set by the Council in its Treasury Management Strategy Statement, under the framework established by the self-regulating Prudential Code (see Appendix D (iii & v)).

## 7. Other Relevant Legislation

- 7.1 Under Sections 114(2) and 114(3) of the Local Government Finance Act 1988 (the 1988 Act), the Section 151 Officer is required to make a report, if it appears that a decision or course of action the Council or an officer has agreed, or is about to make, is unlawful, or that expenditure is likely to exceed resources available.
- 7.2 The statutory effect of issuing a report is provided for in Section 115 of the 1988 Act and may be summarised as follows:
- (a) The Council must meet within 21 days of the date of a report to consider its contents. The Council must decide whether it agrees or disagrees with the views contained therein and what action, if any, it proposes to take in consequence of it.
  - (b) Beginning with the date of a report and ending with the first business day after the day on which the Council concludes its consideration of it, the Authority must not enter into any new agreement which may involve the incurring of expenditure (at any time) by the Authority.
- 7.3 The first duty of Members is to determine whether they agree with the Section 151 Officer's report. If Members were to disagree, they would need to set out cogent reasons for so doing. Unless such reasons can be set forward, Members' action in disagreeing with the Section 151 Officer's views on the basis of her professional judgement would be likely to be held unreasonable and could constitute a breach of the [Member] Code of Conduct.
- 7.4 The Council is under a general duty to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

### Localism Act 2011 (the 2011 Act)

- 7.5 Key measures to increase the power of local government through the 2011 Act include:
- A general power of competence, giving councils unprecedented freedom to work together to improve services and drive down costs. Councils are now free to do anything - provided they do not break other laws;
  - Giving councils greater control over business rates. Councils have the power to offer business rate discounts, which could help attract firms, investment and jobs. The 2011 Act cancels backdated business rates and prevents the imposition of a business rate supplement on firms if a simple majority of those affected do not give their consent, and simplifies the process for claiming small business rate relief;
  - Allowing councils to keep the rent they collect and use it locally to maintain social homes through the abolition of the housing revenue account;

- Removing the ability of councils to charge families for overfilling their bin and to introduce extra tariffs for taking away household waste;
- Giving communities the right to veto excessive council tax rises. Previously only central government had the power to 'cap' increases.

## **8. Member Code of Conduct**

- 8.1 The Council is under a duty to promote and maintain high standards of conduct by its elected members, co-opted members and parish/town councillors. In July 2021, the Council adopted a new [Member] Code of Conduct. The Audit Board oversees the Council's ethical governance arrangements.

## **9. Legal Status of Political Promises and Documents**

- 9.1 It is appropriate for Members to consider their own position as some Members may have expressed support publicly for policies that are not policies of the Council.
- 9.2 Political documents do not represent a commitment on behalf of the Council. To treat any political document as a commitment would be illegal. Where there is a valid choice before Members then, at that stage, and only at that stage, Members may take political documents into account.
- 9.3 All decisions must be taken within the framework of the formal decision making process of the Authority. Members must take into account all relevant matters and disregard all irrelevant ones. Decisions taken at a political meeting, such as a political group meeting, have no status within this process. A Member who votes in accordance with a group decision which has been reached, having regard to relevant factors, and who has addressed their mind independently to those factors and to the decision itself, will be acting within the law.
- 9.4 The Court, in considering the Westminster Gerrymandering case, took the opportunity to provide guidance to Officers and Members seeking to keep on the right side of the difficult professional line of maintaining political independence. The Court stated as follows:
- 9.4.1 *"There is nothing improper in Council Officers attending political meetings of a group of Council Members if invited to do so. Their presence does not convey assent to party political views but gives the opportunity to hear the germination and development of ideas, which may develop into Council policy. That knowledge will both alert them to issues, which they may ultimately have to address professionally and in some cases give "a steer" as to the practicality and propriety of ideas before they become policy.*
- 9.4.2 *It is entirely appropriate for Officers to provide Councillors with information about their local authority and its inhabitants which is available to the Officers and which can be supplied at modest cost.*
- 9.4.3 *In their dealings with Members, Officers may well hear a substantial amount of "Members' speak" i.e. talk that is obviously party political in nature. This does not*

*require the giving of advice or the taking of action by an Officer until such time as it is clear that the aspiration contained in the "Members' speak" is to become policy.*

- 9.4.4 *What Officers should not do is imperil their independence by political partiality, suppress their professional views in the face of political pressure or lend support to policies of a party political or sectional serving character which are not in the interests of the authority's council tax payers as a whole."*
- 9.5 The Courts have advised on the balancing exercise to be undertaken by a Council when deciding whether to pursue a particular policy. The Court held as follows:-
- 9.5.1 *"A local authority must exercise its statutory powers in the public interest and for the purpose of which those powers have been conferred.*
- 9.5.2 *Political views, as to the weight to be attached to the various relevant considerations and as to what is appropriate in the public interest in the light of those considerations, may properly influence the exercise of a statutory discretion.*
- 9.5.3 *A decision will not be unlawful merely because some political advantage, such as electoral popularity, is expected to flow from it, so long as the decision is made for a legitimate purpose or purposes. Because at some stage in the evolution of a policy an improper political purpose has been espoused, does not mean that the policy ultimately adopted is necessarily unlawful.*
- 9.5.4 *However, a political purpose extraneous to the statutory purpose can taint a decision with impropriety.*
- 9.5.5 *Where there is more than one purpose:-*
- a) *The decision will generally be lawful provided that the permitted purpose is the true and dominant purpose behind the act. This is so even though some secondary or incidental advantage may be gained for some purpose, which is outside the authority's powers.*
  - b) *The decision will be invalid if there are two purposes - one ultra vires and one intra vires - and the ultra vires purpose is a (even if not the) major purpose of the decision. Accordingly, a decision substantially influenced by a wish to alter the composition of the electorate would be unlawful.*
- 9.5.6 *Where there is some evidence justifying enquiry, the Court will consider whether an apparently lawful purpose e.g. home ownership is merely a colourable device to conceal an illegitimate purpose e.g. electoral advantage.*

## **PUBLIC INTEREST REPORT, ADVISORY NOTICE AND JUDICIAL REVIEW – AUDITOR POWERS**

The Local Audit and Accountability Act 2014 (LAAC) introduced a new local audit regime in England, abolishing the Audit Commission on 1 April 2015 and providing that local authorities may appoint local external auditors.

Local authorities are required to keep their accounts in accordance with 'proper practices'. This is defined, for the purposes of local government legislation, as meaning compliance with the terms of the Code of Practice on Local Authority Accounting in the United Kingdom 2021/22

The Code specifies the principles and practices of accounting required to prepare a Statement of Accounts which gives a true and fair view of the financial position and transactions of a local authority and offers constructive advice and assistance to practitioners and external auditors on all aspects of the detailed application and implementation of the Code.

Local auditors have a right to access all relevant documents and records necessary to allow them to conduct their audit. This includes computer data in a legible form, and it also includes the right to question relevant officers on documents and data. It is a criminal offence for officers of an audited body to obstruct an auditor in carrying out this duty, or to fail to answer questions.

Where an auditor has concerns regarding a public body's accounts, they may:

- Make written recommendations to the Authority;
- Produce a public interest report;
- Issue an 'advisory notice' if it appears to the auditor that funds have been, or are about to be, spent unlawfully by the Authority. Such a notice prevents the Authority from making the decision to spend the money in question, if it has not yet done so;
- Apply for judicial review of an action, or failure to act, by an authority which might have an effect on its accounts.

At the conclusion of the audit, based upon the work carried out, the auditor will issue their opinion. In most cases, this will be an 'unqualified' opinion (i.e. the audited body's accounts constitute a 'true and fair' view of its finances). If the auditor has encountered material issues which either limit the scope of their work or where they disagree with material items in the accounts, they may issue a 'qualified' opinion, setting out their concerns in the audit report.

The actions of a committee or sub-committee, authorised to act on behalf of an Authority, are to be treated as the actions of the Authority itself.

The actions of any person (not being an officer of an Authority) authorised to act on behalf of that Authority are also to be treated as the actions of the Authority itself. An example would be a local authority acting as duly authorised agent of the Authority under audit (e.g. a district council acting as highways agent for the County Council).

## BACKGROUND PAPERS

Local Government Finance Act 1992

Local Government Act 1999

Local Audit and Accountability Act 2014

Localism Act 2011

The Local Government Finance Report (England) 2022/23 and related documents

Kent County Council Precept 2022/23

Kent Police and Crime Commissioner Precept 2022/23

Kent Fire and Rescue Authority Precept 2022/23

Parish Precepts 2022/23

The Levying Bodies (General) Regulations 1992

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# Customer Access Review – Initial Screening

Appendix B

Before completing this Initial Screening, please read the [Guidance Note](#) on Customer Access Reviews

Screening details	
Assessment area	Annual Budget Report
Date of screening	03/02/2022
Directorate and Service	All
Manager	Sarah Martin
Officer conducting screening	Tim Sams
Screening questions	
1	<b>What are the aims and objectives of the activity or proposal?</b> To set the 2022/23 Budget including Council Tax levels
2	<b>Who will be affected by the activity or proposal?</b> Council Tax payers and recipients of services
3	<b>Is there any indication that different groups of people have or will have different needs, experiences, issues or priorities in relation to the activity or proposal?</b> Consider this in relation to the protected characteristics of age, disability, pregnancy and maternity, religion or belief, race, sex, sexual orientation, gender reassignment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please explain: Service levels are unaffected by the proposals and Council tax payers will not see an increase.
4	<b>Please indicate which aims of the General Equality Duty the activity or proposal is relevant to</b> a) <b>To eliminate unlawful discrimination and victimisation and other conduct prohibited by the Equality Act 2010?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please explain: Impacts if any are likely to be minimal b) <b>To advance equality of opportunity between those who share a protected characteristic and those who do not?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please explain: Impacts if any are likely to be minimal c) <b>To foster good relations between the people who share a protected characteristic and those who do not?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please explain:

Page 181

Agenda Item 7

## Customer Access Review – Initial Screening

		Impacts if any are likely to be minimal	
<b>5</b>	<b>Please identify the degree to which the activity or proposal has been assessed as relevant to equality</b>	<b>High</b> – The activity or proposal shows a high degree of relevance to one or more protected characteristic and / or one or more aim of the General Equality Duty	<input type="checkbox"/>
		<b>Medium</b> – The activity or proposal shows a moderate degree of relevance to one or more protected characteristic and / or one or more aim of the General Equality Duty	<input checked="" type="checkbox"/>
		<b>Low</b> – The activity or proposal is not relevant to any protected characteristic and / or any aim of the General Equality Duty	<input type="checkbox"/>
<b>Screening outcome</b>			
If the Initial Screening has identified a <b>high</b> or <b>medium</b> ranking, a full Customer Access Review is required If a <b>low</b> ranking has been identified, a full Customer Access Review is not required			
<b>6</b>	<b>As a result of this Initial Screening, is a full Customer Access Review required?</b>	<input type="checkbox"/> <b>Yes</b> Go on to complete a full Customer Access Review	<input checked="" type="checkbox"/> <b>No</b> Send this Initial Screening to the Policy & Projects Officer

**CABINET**  
**24<sup>th</sup> February 2022**

**PROPOSAL FOR PUBLIC SPACES PROTECTION ORDER -THE  
DARTFORD BOROUGH COUNCIL PUBLIC SPACES PROTECTION  
ORDER 2022– NUISANCE VEHICLES – BOROUGH OF DARTFORD**

**Borough Wide.**

1. Summary

- 1.1. This report sets out a proposal to implement Part 4, Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 to make a Public Spaces Protection Order (PSPO), to suppress the growing incidents of traffic offences and associated anti-social behaviour occurring principally due to nuisance vehicles across the Borough.
- 1.2. This report also proposes that the existing Public Spaces Protection Order that is in place in Town Ward remains in place.

2. RECOMMENDATIONS

- 2.1 That on being satisfied that the anti-social behaviour activities detailed in paras.3.91 and 3.92 of the report are having, or are likely to have, a detrimental effect on the quality of life of those in the locality, are persistent or continuing nature and unreasonable, the Director of Housing and Public Protection be authorised to commence the statutory consultation to enable the Council to make a Public Spaces Protection Order prohibiting anti-social behaviour associated with the gathering displaying and racing of motor vehicles as well as driving on land other than a road on terms set out in Appendix A to the report, to apply to the whole of the Council's administrative area, as identified on the Order Map, at Appendix B to the report.
- 2.2 That, should recommendation 2.1 be approved, a second report be presented to Cabinet which takes into account the outcome of the consultation process with a view to seeking authority for the Head of Legal Services to make The Dartford Borough Council Public Spaces Protection Order 2022 – Nuisance Vehicles – Borough of Dartford, for a period of three years.
- 2.3 That the Public Spaces Protection Order for Dartford Town Centre remains in place.

3. Background and Discussion

- 3.1. Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014, came into effect in October 2014, and allows local authorities to introduce Public Spaces Protection Orders (PSPOs) to tackle anti-social behaviour.
- 3.2. A PSPO is intended to deal with nuisances or problems in a particular area that are detrimental to the local community's quality of life by imposing conditions on the use of that area which apply to everyone.

**CABINET**  
**24<sup>th</sup> February 2022**

- 3.3. A PSPO is designed to ensure the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.
- 3.4. The Council can make a PSPO on any public space within its area. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission, for example a shopping centre.
- 3.5. A public place may be designated by a PSPO if the local authority is satisfied that specified behaviour is having, or is likely to have, a detrimental effect on the quality of life of those in the locality; is persistent or continuing in nature; is unreasonable and justifies the restrictions imposed.
- 3.6. Rather than the generic term 'anti-social behaviour', which is generally considered as behaviour which causes alarm and distress, or is repetitive so to cause harassment, the Act allows authorities to specify the particular behaviour to be prohibited or restricted by the PSPO.
- 3.7. In addition to prohibiting/restricting certain behaviour, the Act also allows authorities to specify certain 'required behaviours,' which must be complied with. An example of 'prohibited' and 'required' behaviours interlinking would be a PSPO to tackle dog fouling, which could prohibit owners from leaving dog waste, as well as a positive requirement that owners must carry a bag for collecting waste and present this when asked to do so by an officer.
- 3.8. The PSPO is designed to stop individuals or groups committing anti-social behaviour in a public space. It can apply at all times; or a specified time; or all times except a period specified. It can apply in all circumstances; or in specified circumstances.
- 3.9. The legislation allows for PSPOs to replace designated public place orders, dog control orders and gating orders. There are no such orders in the Borough.
- 3.10. The Community Safety Unit and the Police have, over a prolonged period been receiving reports of vehicles being used in such a manner so as to cause alarm, harassment and distress to other road users and residents whilst they are either at home or using some of the open air amenities available within the Borough. Typically, the antisocial behaviour the PSPO is aiming to reduce manifests itself in one of two ways;
  - The gathering of (predominantly) motor cars in car parks and other public places which are then driven on the Borough's arterial-road system in such a manner and at such a volume so as to cause significant alarm, harassment and distress to other road users and nearby residents. To date this has occurred predominantly in the area of "Crossways Boulevard" but there have been instances of similar behaviour in other locations, the most notable one being the Sainsbury's Car Park in Town Ward.

**CABINET**  
**24<sup>th</sup> February 2022**

- Vehicles, predominantly motorcycles that are ridden on land other than a road (such as woods, parks and other open spaces) without the land owner's permission. The vehicles used are often ridden by people under the age of 18, with the bikes not being road legal, emitting excess noise, and driven in a manner that causes alarm, harassment and distress to residents that live nearby or to people using the amenities for other lawful pursuits
- 3.11. Whilst the two issues are related in as much as they involve the anti-social use of motor vehicles, the evidence needed to illustrate the nature of the problem is different, so they will be considered separately.
4. Vehicles gathering and being used in an antisocial manner on Public Roads within the Borough.
- 4.1. This problem has been occurring over a prolonged period. To date, it has mainly (but not exclusively) taken place around the Crossways Boulevard area (Stone Castle Ward) of the Borough predominantly at the weekend, in the evening and early hours of the morning. Typically participants will gather in a nearby car park or open space, such as the ScrewFix car park at Quadrant Court, or Asda where they will display their vehicles. Some, not all, participants will proceed to conduct "driving stunts" such as wheel spinning, "doughnutting" and loud revving of engines. Such gatherings will coincide with reports from local residents about cars being driven around the dual-carriage way area of Crossways Boulevard at speeds and in a manner which suggests they are racing or conducting "time-trials". Apart from the obvious danger of such activity, this behaviour leads to excessive noise which causes significant alarm, harassment and distress to a large number of residents who are, in many cases, trying to sleep. Whilst there is little proof to show conclusively the purpose of this activity, there is ample evidence to show the adverse impact the manner of driving and noise has on the surrounding community.
- 4.2. Between November 2010 and October 2021 Kent Police recorded 576 calls from members of the Public that related to nuisance vehicles. Whilst difficult to analyse each individual call in detail, it appears that approximately 199 of those calls related to vehicles gathering and/or being used in an antisocial manner on Public Roads within the Borough.
- 4.3. The data highlights of those 199 reports 90 (45.23%) relate to the area around Crossways Boulevard. However, the data also demonstrates that it is not a problem exclusively confined to Stone Castle ward, Figure 1 shows the distribution of all 199 of the calls by Ward. It appears that residents in nearly all of the Borough's wards have reported incidents in the past 12 months. Whilst the numbers involved and the frequency elsewhere in the Borough may be less, and not normally "organised" events such as those in Stone Castle Ward, the same risk of serious injury disturbance caused by the behaviour still exists. The evidence indicates that the PSPO is therefore required to be Borough wide to protect residents from the existing levels of nuisance as well as prevent escalation caused by any displacement.

**CABINET**  
24<sup>th</sup> February 2022

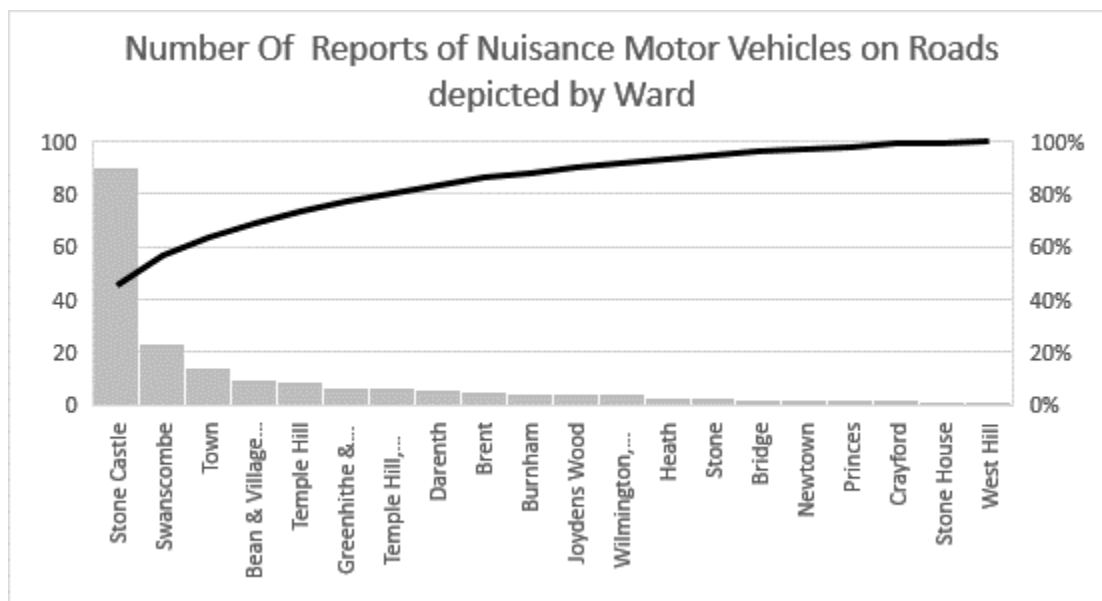


Figure 1 Graph showing the number (columns) and percentage (Line) of reports made to Kent Police of "nuisance motor vehicles" by ward

- 1.1. Whilst it is not possible to accurately predict the effect the PSPO will deliver, an indication as to its legitimacy can be drawn from the tactics that have deployed to the problem in the last 12 months. One approach has been to encourage landowners to take measures to secure their land. Experience shows however that unless landowners are constantly reminded, security regimes soon lapse. Even with better cooperation the approach is flawed as there are an abundance of suitable locations for such gatherings throughout the Borough. It should also be noted that a gathering of vehicles is not in itself unlawful, and there are a large number of car enthusiasts who wish to meet and do so without any detriment to the surrounding community. The PSPO seeks to strike a balance by placing the emphasis on the car owners who chose to gather at a location to "display" their vehicles have specific permission from the landowner to do so. If "authorised" events such occur but the anti-social behaviour of the type under consideration is present, there will be an opportunity hold the land owner through other legislation. Without this approach, "legitimate" events such as the Steam Rally within Central Park could be interpreted as breaching the PSPO.
- 1.2. Additionally the use of the Section 34 Anti-Social Behaviour, Crime and Policing Act 2014 power gives some indication how effective the PSPO might be, particularly in preventing gatherings of the type which normally attract community concern. This legislation enables Police Officers to exclude a person from an area for 48 hours with an Inspector's authority. Kent Police have invoked these orders over the past year when information has come to light of a planned "meet". They use social media to advertise the Order is in place with the intention of preventing the "meeting" taking place. In total, 5 Section 34 Orders have been issued during 2021 that specifically covered Nuisance Vehicles at Crossways Boulevard, Quadrant Court and Bluewater. There was a total of just 1 report of a nuisance vehicle across all the periods the Orders were in place.

**CABINET**  
**24<sup>th</sup> February 2022**

- 1.3. Unfortunately however there are limitations to the use of this legislation, one being that there needs to be specific intelligence and justification that the Order is needed, the other is that they can only be authorised for a maximum of 48 hours, which is insufficient time to cover the critical times of Friday evening into the early hours of Monday morning.
- 1.4. Town Ward currently has a PSPO in place which also prohibits the anti-social use of vehicles and gatherings of the type being seen elsewhere in the Borough. This was used to good effect in January 2020, to stop such gatherings taking place in Sainsbury's car park. The proposed PSPO, whilst overlapping some of the prohibitions of the one currently in Town Ward, does not create any ambiguity and the two easily sit alongside each other without the need for any variation.

2. Off Road Motor Cycle Nuisance

- 2.1. The second nuisance it is proposed the PSPO will seek to reduce is that which involves the use of "off road" motor cycles when they used on land other than a road (such as woods, parks and other open spaces) without the land owner's permission.
- 2.2. Again, whilst difficult to accurately interrogate the data there were 239 reports of this type of Anti-Social Behaviour across the Borough between November 2010 and October 2021.
- 2.3. The distribution of the location of the reports is included in Figure 2. It highlights that whilst, as one would expect given the need for a specific type of environment, there are geographic hotspots, there have been incidents reported from most Wards within the Borough.

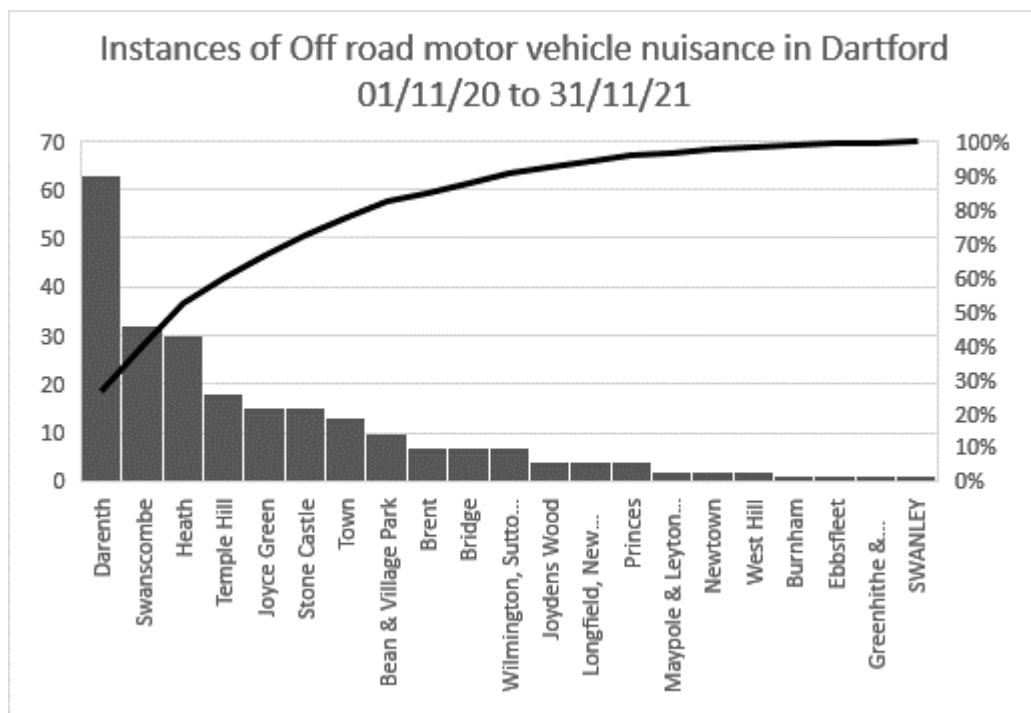


Figure 2 Graph showing the number (columns) and percentage (Line) of reports made to Kent Police of "nuisance of f road vehicles" by ward.

- 1.1. Unlike the previous example, the Police have legislation available to

**CABINET**  
**24<sup>th</sup> February 2022**

them that is well suited to tackling the problem, Section 59 (1) of the Police Reform Act 2002 establishes that “*where a police constable in uniform has reasonable grounds for believing that a motor vehicle is being used on any occasion in a manner which contravenes section 3 or section 34 of the Road Traffic Act 1988 (careless and inconsiderate driving and prohibition of off-road driving) and is causing, or is likely to cause alarm, distress or annoyance to members of the public, a constable in uniform has the power to order the person driving to stop the vehicle, to seize and remove the vehicle, to enter any premises (other than a dwelling) on/in which the officer has reasonable grounds for believing the motor vehicle to be and to use reasonable force where necessary, in order to do so. A Police Community Support Officer has the same powers as a constable, EXCEPT that they can only enter premises when in the company, and under the supervision of, a constable*”. Whilst there are caveats to the application of this statute it is questionable how much value a PSPO which targets this behaviour is likely to add to the current legislation. The main challenge to effective enforcement has always been the ability to safely stop and identify offending vehicles and riders; a challenge which the PSPO will not diminish. In addition the majority of those engaged in this activity are under the age of 18 which is the usual threshold for the Dartford Borough Council to pursue prosecution

- 1.2. However a number of reports have been made that describe adults transporting off road bikes in vans to locations across the Borough in order to facilitate the bike’s use (normally by a young person) in circumstances as outlined above. Such practice is not in itself unlawful, and the police have no powers to deal with this, but it does reflect the organised and systemic elements of some of the problem.
- 1.3. It is therefore proposed that the PSPO includes a clause specifically aimed at prohibiting this practice with a view to reducing the anti-social behaviour that is being committed as a result of the bikes being ridden off-road.

2. Next Steps.

- 2.1. The Council is required to consult with the owners or occupiers of land within the restricted area to the extent that it is reasonably practicable to do. The Authority is also required to consult with the Police, the Police and Crime Commissioner and other relevant bodies prior to making the PSPO. Police consultation should be carried out through the Chief Officer for the force responsible for the area, although details could be agreed by working-level leads. This is an opportunity for the Police and Council to share information about the area and the problems being caused as well as discuss the practicalities of enforcement. Kent County Council as highway authority will also need to be consulted. Parish that are in the proposed area covered by the PSPO must be notified.

- 2.2. The Council must also consult with whatever community



**CABINET**  
**24<sup>th</sup> February 2022**

representatives it deems appropriate. This could be a group such as a residents association, or a group of individuals such as users of a park. Before the PSPO is made, the Council must also publish the draft PSPO in accordance with the legislation.

- 2.3. Consultation will be carried out in accordance with the Council's Consultation and Engagement Strategy Toolkit. The feedback received from the Consultation will be collated by the Community Safety Unit and will inform the final recommendations to Cabinet regarding the conditions and implementation of the PSPO. The draft consultation questionnaire is to be found at Appendix C. If the recommendations in this report are approved, the questionnaire will be professionally formatted and made available online.
- 2.4. A PSPO can be appealed in the High Court by anyone who lives in, regularly works in, or visits the area the PSPO affects. This appeal must take place within six weeks of the PSPO being made. The grounds for such a challenge are constrained by the legislation.
- 2.5. Enforcement of the PSPO will normally be carried out by Police Officers, Police Community Support Officers (PCSOs) and [Council] Officers under delegated authority. Kingdom LA Support are currently authorised to enforce any PSPO operated by Dartford Borough Council. They will use discretion in the exercise of this power. A Police Officer, PCSO, or other authorised officer may issue a penalty notice for breaching the PSPO, or prosecute in the Magistrates' Court. If convicted, a fine of up to £100 may be imposed. This nature of this PSPO means that some of its elements of its enforcement can only fall to the Police Officers, as it will involve operating on fast road networks, with moving motor vehicles which requires specialist skills and powers that neither Council Officers nor PCSOs have.
- 2.6. Regulations set out requirements regarding the publication of a PSPO. They stipulate that the PSPO must be published on the local authority's website; erected on or adjacent to the place the Order relates to and be sufficient to draw attention. Notices should set out the effect of the Order and whether it has been made, varied or extended. Providing signage which meets this criteria and covers the whole Borough will be challenging in terms of both location and cost. There is however potential to offset the initial outlay through the revenue generated by fines collected during the lifetime of the PSPO.
- 2.7. Despite the significant challenge of implementing such a scheme, the level of community upset demonstrated within the data compels the CSU to recommend the making of a Public Spaces Protection Order, which will prohibit a range of behaviours evidenced over the past 12 months within the Borough. The aim will be to exert greater control on anti-social behaviour that is related to certain vehicle gatherings, manner of driving and riding on land other than roads, in circumstances which are both unnecessary and damaging to the quality of life of many residents.
- 2.8. The behaviours that will be prohibited/restricted are detailed in draft

**CABINET**  
**24<sup>th</sup> February 2022**

PSPO at Appendix A to the report. The area of land affected by the proposed PSPO is shown on the Order Map at Appendix B to the report.

3. Relationship to the Corporate Plan

The proposal supports the Corporate Plan by contributing to the creation of an environment that makes Dartford the place of quality and choice, a place where people choose to live, work and enjoy their leisure time.

**Safer Communities:** To create a safer Borough in which to live, work and socialise.

**SC1:** To use the Council’s statutory functions to ensure public safety in the Borough.

**SC2:** To reduce anti-social behaviour

**SC3:** To increase public perception of the borough as a safe place

4. Financial, legal, staffing and other implications and risk assessments\*

Financial Implications	<p>The setup costs related to signage and printing of this initiative will be approximately £5,000. A virement has been identified which can fund this from an expected increase in income elsewhere in the department. If this is not sufficient use of reserves has been authorised for these one off costs.</p> <p>Additionally, it is expected that the initial outlay will be recovered over the life of the PSPO, through the issuing of Fixed Penalty Notices.</p>
<p>Legal Implications</p> <p>Equality Duty</p> <p>Crime &amp; Disorder</p>	<p>In establishing which restrictions or requirements should be included, the Council have ensured that the measures are necessary to prevent the detrimental effect on those in the locality or reduce the likelihood of the detrimental effect continuing, occurring or recurring.</p> <p>There are no Equality Implications as the conditions do not disadvantage any person or group or people.</p> <p>The duty placed on the Council to consider crime and disorder is one of the main factors in considering both the consultation and making of a PSPO.</p>
Staffing Implications	<p>There are no extra resources currently been proposed to either enforce or administer the PSPO.</p>
Administrative Implications	<p>Requirement for officers to receive the relevant training in relation to issuing the Fixed Penalty Notices and also refresher training on PSPOs as</p>

**CABINET**  
**24<sup>th</sup> February 2022**

	this is a new area of work for both the Council and the Police in Dartford.
Risk Assessment	<p>There is a need to balance the rights of the residents with those of car owners who legitimately want to display their vehicles in circumstances that do not cause disproportionate nuisance. The PSPO mitigates this risk by providing an exemption of obtaining the land owners permission prior to any event taking place. Should any such event create activity that is deemed anti-social, there will be recourse through the land owner.</p> <p>Working with vehicles travelling at high speed on public roads presents a high risk to the Council and Kingdom LA Support Officers as they are neither trained or have sufficient legal powers to work in such an environment. There will therefore be some elements of the PSPO that can only be enforced by the Police.</p>

6. Details of Exempt Information Category

Not applicable

7. Appendices

Appendix A – [Proposed]-The Dartford Borough Council Public Spaces Protection Order 2022– Nuisance Vehicles – Borough of Dartford

Appendix B – Order Map

Appendix C – Proposed Consultation Questions

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
Anti-Social Behaviour Crime and Policing Act 2014		Tony Henley (01322) 343502	Community Safety Manager Enforcement & Regulatory Services (EAR's) Housing and Public Protection	N/A

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**PUBLIC SPACES PROTECTION ORDER 2021**  
**Dartford Borough Council**  
Anti-social Behaviour, Crime and Policing Act 2014

1. Notice is hereby given that Dartford Borough Council ("the Council") hereby makes the following Public Spaces Protection Order under section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act"). The Council has complied with the statutory requirements of Section 72 of the Act and undertaken the necessary consultation.
2. The Order may be cited as The Dartford Borough Council Public Spaces Protection Order 2022 – Nuisance Vehicles – Borough of Dartford
3. The Order takes effect on [date to be inserted following assessment of consultation responses] and will remain in force for three years thereafter.
4. This Order applies to the land described in Schedule 1 ("the Restricted Area") and as shown edged red on the attached plan ("the Order Map").
5. The effect of the Order is to prohibit and/or restrict the activities listed in this Order and to impose specific positive requirements.
6. The Council is satisfied that the activities listed in this Order have been carried out within the Restricted Area and that they have a detrimental effect on the quality of life of those in the locality. The effect of the activities is of a persistent or continuing nature and is such as to make the activities unreasonable and justifies the prohibitions, restrictions and requirements imposed by this Order.

7. **Use of motor vehicles for Racing, Displaying**

*'Highway' has the meaning given by section 328 of the Highways Act 1980.*

*Public Place any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission*

*Landowner means an individual or entity having legal ownership of land. The term landowner may also include all forms of collective ownership including joint tenants, tenants in common, and life tenants.*

*'Motor vehicle' means a mechanically propelled vehicle, intended or adapted for use on roads as defined in Section 185(1) of the Road Traffic Act 1988 and Section 136(1) of the Road Traffic Regulation Act 1984.*

*Mechanically Propelled Vehicle means any vehicle which can be propelled by mechanical means*

*'Keeper' in relation to a motor vehicle means the person by whom the vehicle is kept at the time when the offence in question occurs, which in the case of a registered vehicle is to be presumed, unless the contrary is proved, to be the registered keeper.*

*'Registered keeper' in relation to a registered vehicle, means the person in whose name the vehicle is registered.*

*'Registered vehicle' means a motor vehicle which is for the time being is registered under the Vehicle Excise and Registration Act 1994.*

*"Land other than a road" has the meaning set out in RTA 1988 sect 192(1)) and also includes any footpath, bridleway, byway open to all (BOAT), restricted bridleway, green lane, permissive path, pavement or footway any footpath, bridleway*

Exemptions will apply to service vehicles for the purpose of maintenance and repair of the Restricted Area, mobility vehicles being used by disabled persons, disabled blue badge holders and to persons with lawful permission to use any part(s) of the Restricted Area.

Persons will not enter the Restricted Area in motor vehicles for any of the activities or purposes outlined in this order unless

- a. it is in a public place that is appropriately licensed and insured for the activities or purposes outlined in this order and
  - b. Written authority has been obtained from the Land Owner, or their authorised agent granting access to the land for the activities or purposes outlined in this order and
  - c. The said activities are carried out within the hours of 8am and 6pm Monday to Sunday and in such a way so as to not cause alarm harassment or distress to members of the public
- 
- i. Persons will not enter the Restricted Area in motor vehicles for purpose of engaging in motor vehicle displaying and racing or any other purpose.
  - ii. Persons will not gather in the Restricted Area with others for the purpose of preparing motor vehicles for displaying or racing.
  - iii. Persons will not attend or gather in the Restricted Area for the purpose of watching motor vehicles being displayed or raced.
  - iv. Persons will not congregate and loiter in groups and engage in behaviour which is likely to cause harassment, alarm or distress at any time.
  - v. Any person being a registered keeper of a vehicle will not perform any of the following activities in the Restricted Area
    - a) Speeding
    - b) Driving in Convoy
    - c) Racing
    - d) Performing Stunts
    - e) Sounding Horns ( as to cause public nuisance)
    - f) Revving Engines
    - g) Wheel Spins
    - h) Playing Music ( as to Cause public nuisance)

- i) Recording any of the listed activities on any device
  - j) Using threatening, intimidating behaviour towards another person
  - k) Causing obstruction on a public highway or in a publicly accessible place or private land, whether moving or stationary, unless the conditions outlined in 7a, 7b and 7 c are met
  - l) Creating excessive noise
  - m) Creating a danger or risk of injury to road users including pedestrian
  - n) Causing damage or significant risk of damage to property
  - o) Creating significant public nuisance
  - p) Creating significant annoyance to the public
  - q) Engaging in Anti-Social behaviour covered by any existing legislation
  - r) Committing any traffic offence covered by legislation
  - s) Congregating to spectate the above activities
  - t) Engaging in any other activity that a reasonable person would consider to be "car cruising".
- vi Persons will not use any other motor vehicle, whether by trailer or not, within The Restricted Area to transport any mechanically propelled vehicle for the purpose of using or facilitating another to use that mechanically propelled vehicle on any land other than a road, **UNLESS** it is with the permission of the landowner (or someone authorised by the landowner to grant such permission) AND such use is not nor would not be in contravention of the Town and Country Planning Act 1990

8. **This Order imposes the following positive requirements:**

*'Authorised Officer(s)' means a Police Officer, Police Community Support Officer or an authorised Council Officer.*

Persons within the Restricted Area will, on the request of an authorised Officer(s):

- i. cease and remove any obstruction from the highway, whether moving or stationary, including driving in convoy;
- ii. Where persons have entered land within the Restricted Area in motor vehicles for any of the activities or purposes outlined in this order and have the written authority from the Land Owner, or their authorised agent granting access to the land for the activities or purposes outlined in this order, then said authority will immediately be produced for inspection when so required by an authorised officer

9. **Offences**

- i. Failure, without reasonable excuse, to comply with a prohibition or restriction imposed by paragraphs 7, 7(i), 7(ii), 7(iii), 7(iv) 7(v a-t))

- ii. Failure to comply with a requirement of an authorised officer(s) under paragraphs 8.(i) 8(ii), of this Order, is a summary offence under Section 67 of the Act. A person guilty of an offence under Section 67 is liable on summary conviction to a fine not exceeding level 3 on the standard scale, or, if in receipt of a Fixed Penalty Notice, to a penalty of a maximum of £100.00.

The Common Seal of **The Dartford Borough Council**

was hereunto affixed in the presence of:

Head of Legal Services

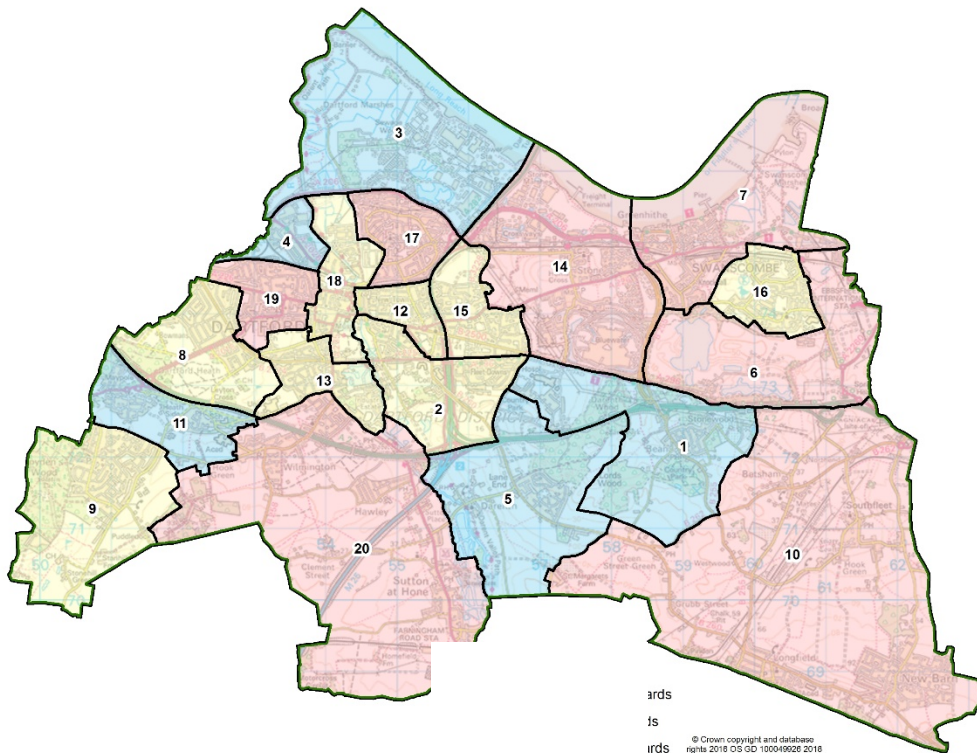
Made this xxx day of xx 2022

### **SCHEDULE 1 – Restricted Area**

The land identified by the map below being the areas to which this Order applies is the Local Government Area known as Dartford

**DRAFT**



**ORDER MAP****CHALLENGING THE VALIDITY OF THE ORDER**

*“interested person” means an individual who lives in the Restricted Area or who regularly works in or visits the Restricted Area*

An interested person may apply to the High Court to question the validity of –

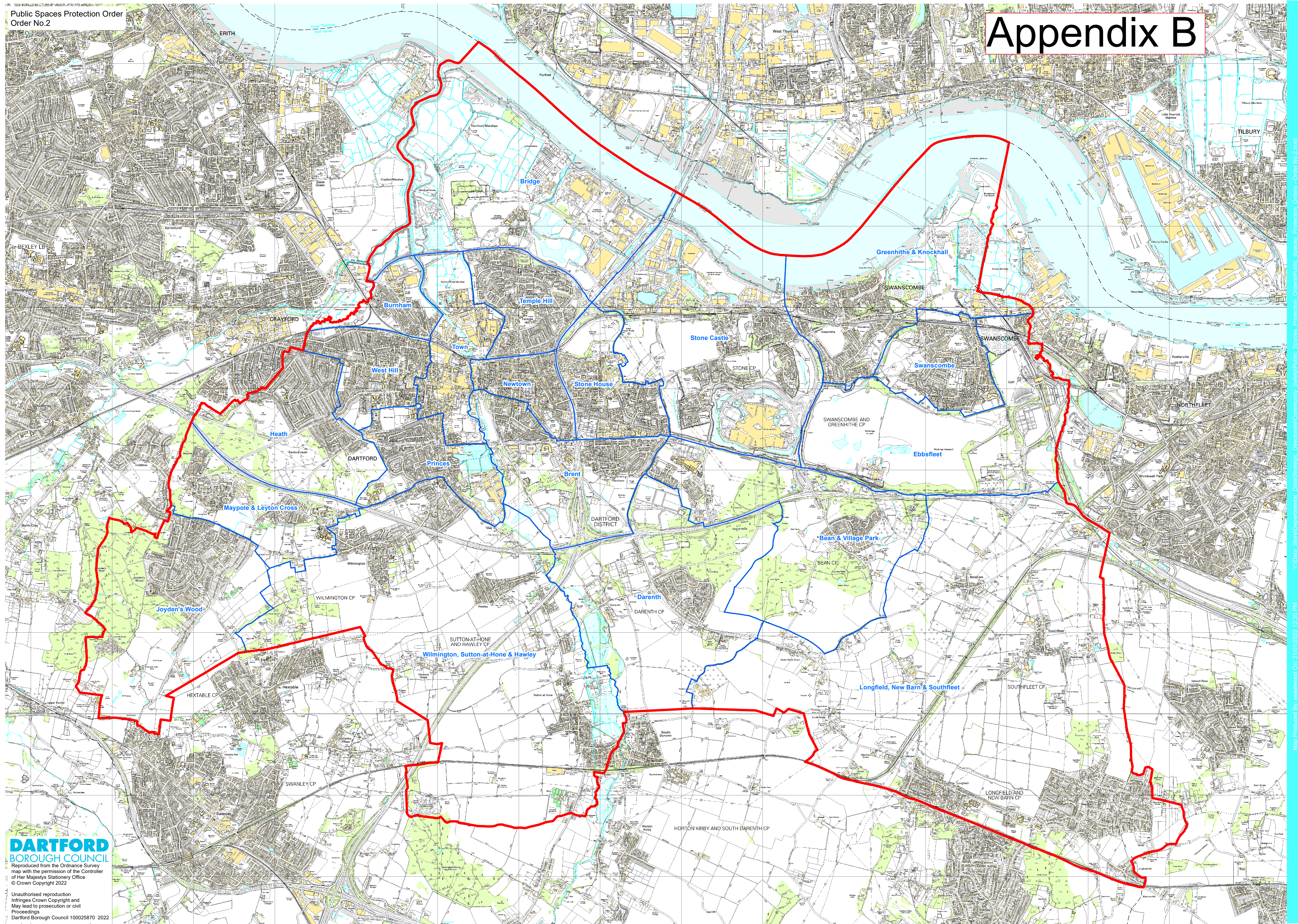
- (a) this Order, or
- (b) a future variation of this Order.

An interested person may apply to the High Court within six weeks from the date on which the Order is made, on the grounds that:

- (a) the Council did not have the power to make the Order or variation, or to include particular prohibitions, restrictions or requirements imposed by the Order (or by the Order as varied);
- (b) a requirement under Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014 was not complied with in relation to the Order or variation.

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USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506086	A2 West Of M25 Interchange		Dartford	Open
10506002	Abbey Drive		Dartford	Open
10506434	Abbey Mead Close		Dartford	Open
10500001	Abbey Road		Greenhithe	Open
10500002	Acacia Road		Dartford	Open
10500003	Acacia Road	Horns Cross	Greenhithe	Open
10506473	Ackers Drive	Weldon	Ebbsfleet Valley	Open
10506515	Adamson Close	Weldon	Ebbsfleet Valley	Open
10500813	Admirals Walk		Greenhithe	Open
10500004	Airedale Close		Dartford	Open
10500005	Alamein Gardens		Dartford	Open
10500006	Alamein Road		Swanscombe	Open
10500007	Alan Close		Dartford	Open
10500008	Albert Road		Wilmington	Open
10500814	Albert Road		Swanscombe	Open
10506435	Albion Road		Dartford	Open
10506471	Alder Place		Dartford	Open
10500009	Alexander Road		Greenhithe	Open
10500010	Alfan Lane		Wilmington	Open
10500011	Alfred Road		Hawley	Open
10500012	Alkerden Lane		Swanscombe	Open
10500013	All Saints Close		Swanscombe	Open
10500014	Allendale Close		Dartford	Open
10506552	Allington Road	Western Cross	Ebbsfleet Valley	Under Construction
10506408	Allium Rise		Dartford	Open
10500015	Alma Road		Swanscombe	Open
10500016	Almond Road		Dartford	Open
10500017	Ames Road		Swanscombe	Open
10506433	Amphlett Close		Southfleet	Open
10500816	Anchor Boulevard		Dartford	Open
10506019	Andrews Place		Dartford	Open
10506282	Angie Mews		Dartford	Open
10500019	Anne Of Cleves Road		Dartford	Open
10506040	Anvil Terrace		Dartford	Open
10500818	Applegarth Drive		Wilmington	Open
10505005	Appleton Drive		Wilmington	Open
10500819	Argles Close	Stone	Greenhithe	Open
10500021	Arnolds Lane		Sutton At Hone	Open
10506437	Artillery Street		Dartford	Open
10500022	Arundel Road		Dartford	Open
10500023	Ash Road		Dartford	Open
10500024	Ash Road		Hawley	Open
10500025	Ashen Drive		Dartford	Open
10506419	Ashmead Court		Greenhithe	Open
10506444	Ashmore Close		Dartford	Open
10506391	Ashwood Place		Bean	Open
10505007	Atlantic Close		Swanscombe	Open
10500820	Atlas Road		Dartford	Open
10506529	Atterbury Close	Castle Hill	Ebbsfleet Valley	Under Construction
10500026	Attlee Drive		Dartford	Open
10506452	Augustin Walk		Dartford	Open
10500027	Austen Close		Greenhithe	Open
10500028	Austen Gardens		Dartford	Open
10506139	Avery Way		Dartford	Open
10500821	Avonmouth Road		Dartford	Open
10500029	Axtane Close		Sutton At Hone	Open
10506466	Bailey Drive	Castle Hill	Ebbsfleet Valley	Open
10506119	Baker Crescent		Dartford	Open
10500030	Baldwyns Road		Bexley	Open
10500031	Balmoral Road		Sutton At Hone	Open
10500032	Bank Court		Dartford	Open
10500033	Bankside Close		Bexley	Open
10500034	Barfield		Sutton At Hone	Open
10506155	Barge Court		Greenhithe	Open
10500035	Barham Road		Dartford	Open
10506431	Barker Fields		Southfleet	Open
10506458	Barley Close		Stone	Open
10500036	Barn End Drive		Wilmington	Open
10500037	Barn End Lane		Wilmington	Open
10500822	Barnfield Close	Horns Cross	Greenhithe	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500949	Barnfield Close		Longfield	Open
10500823	Barnwell Road		Dartford	Open
10500039	Barton Road		Sutton At Hone	Open
10500040	Bath Road		Dartford	Open
10500041	Bayly Road		Dartford	Open
10506522	Bazley Close		Swanscombe	Under Construction
10500042	Beacon Drive		Bean	Open
10500043	Beaconsfield Road		Bexley	Open
10500044	Bean Lane		Bean	Open
10500045	Bean Road		Greenhithe	Open
10506388	Bean Road	Bluewater	Greenhithe	Open
10500046	Bean Slip Eastbound Off		Bean	Open
10500047	Bean Slip Westbound Off		Bean	Open
10500048	Bean Slip Westbound On		Bean	Open
10500824	Beaton Close		Greenhithe	Open
10500049	Bedale Walk		Dartford	Open
10500050	Bedford Road		Dartford	Open
10500051	Beech Road		Dartford	Open
10500052	Bell Close		Stone	Open
10506293	Bell Terrace		Dartford	Open
10506296	Bennett Place		Dartford	Open
10500053	Bennett Way		Darenth	Open
10500054	Bentley Close		Longfield	Open
10505012	Bere Close		Greenhithe	Open
10500055	Berkeley Crescent		Dartford	Open
10500056	Betsham Road		Southfleet	Open
10500057	Betsham Road		Swanscombe	Open
10506527	Betts Close	Castle Hill	Ebbsfleet Valley	Open
10500058	Bevans Close		Greenhithe	Open
10500059	Bevis Close		Dartford	Open
10506213	Binnie Road		Dartford	Open
10500060	Birch Close		Longfield	Open
10500061	Birch Place	Horns Cross	Greenhithe	Open
10500062	Birchwood Drive		Wilmington	Open
10500063	Birchwood Parade	Woodside Drive	Wilmington	Open
10500064	Birchwood Road		Wilmington	Open
10506225	Birdwood Avenue		Dartford	Open
10500065	Bishops Court		Stone	Open
10506169	Black Eagle Drive		Northfleet	Open
10500066	Blackmans Close		Dartford	Open
10500067	Blake Gardens		Dartford	Open
10500068	Blenheim Close		Dartford	Open
10500069	Blenheim Road		Dartford	Open
10506272	Bluewater Parkway	Bluewater	Dartford	Open
10500730	Bob Dunn Way		Stone	Open
10506130	Bob Dunn Way		Dartford	Open
10500070	Bodle Avenue		Swanscombe	Open
10506530	Bodycomb Street	Castle Hill	Ebbsfleet Valley	Under Construction
10500071	Boleyn Way		Swanscombe	Open
10500072	Bondfield Walk		Dartford	Open
10500825	Borland Close	Stone	Greenhithe	Open
10500073	Bott Road		Hawley	Open
10500074	Bow Arrow Lane		Dartford	Open
10500075	Bow Arrow Lane		Stone	Open
10500076	Bowmans Road		Dartford	Open
10506524	Boyce Road	Castle Hill	Ebbsfleet Valley	Under Construction
10500077	Brackendene		Wilmington	Open
10506059	Bracton Lane		Wilmington	Open
10506361	Bradbrook Drive		Longfield	Open
10500078	Brakefield Road		Southfleet	Open
10500079	Bramble Avenue		Bean	Open
10506191	Brambling Close		Stone	Open
10500080	Brandon Road		Dartford	Open
10500081	Branton Road		Stone	Open
10500082	Breakneck Hill		Greenhithe	Open
10506276	Brenda Terrace		Swanscombe	Open
10500083	Brent Close		Dartford	Open
10500084	Brent Close		Stone	Open
10500085	Brent Lane		Dartford	Open
10500086	Brent Way		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500087	Brentfield Road		Dartford	Open
10500088	Brentlands Drive		Dartford	Open
10500089	Brewers Field		Wilmington	Open
10506528	Brewers Square		Dartford	Under Construction
10500090	Briar Road		Bexley	Open
10506151	Brickfield Farm		Longfield	4
10506239	Brickfield Farm Close		Longfield	Open
10505014	Bridge Close		Dartford	Open
10506022	Bridge View		Greenhithe	Open
10500091	Bridges Drive		Dartford	Open
10500092	Broad Ditch Road		Southfleet	Open
10500093	Broad Lane		Wilmington	Open
10500094	Broad Road		Swanscombe	Open
10505015	Broadoak Close		Sutton At Hone	Open
10500095	Bronte Grove		Dartford	Open
10505016	Brook Park		Dartford	Open
10505017	Brooklands		Dartford	Open
10500096	Broomfield Road		Swanscombe	Open
10500097	Broomhill Road		Dartford	Open
10500098	Broomhills		Southfleet	4
10500826	Broomwood Close		Bexley	Open
10500099	Browning Road		Dartford	Open
10506420	Broxwood Close		Greenhithe	Open
10506210	Brunel Way		Dartford	Open
10506553	Brunton Bank	Western Cross	Ebbsfleet Valley	
10500100	Bullace Lane		Dartford	Open
10500827	Bullivant Close	Stone	Greenhithe	Open
10500101	Bulls Head Yard		Dartford	Open
10500102	Burman Close		Dartford	Open
10500103	Burnham Crescent		Dartford	Open
10500104	Burnham Road		Dartford	Open
10500105	Burnthouse Lane		Hawley	Open
10506409	Burroughs Drive		Dartford	Open
10500106	Bushfield Walk		Swanscombe	Open
10500107	Butcher Walk		Swanscombe	Open
10500828	Butterly Avenue		Wilmington	Open
10506381	Buttermere Close		Dartford	Open
10500108	Byron Road		Dartford	Open
10500109	Cadogan Avenue		Dartford	Open
10500110	Cairns Close		Dartford	Open
10505021	Calcroft Avenue		Greenhithe	Open
10506003	Calvert Drive		Dartford	Open
10500111	Cameron Close		Bexley	Open
10506222	Cameron Drive		Dartford	Open
10505022	Canada Farm Road		Longfield	Open
10506474	Candy Dene	Weldon	Ebbsfleet Valley	Open
10500112	Canterbury Close		Dartford	Open
10506036	Capability Way		Greenhithe	Open
10500113	Capel Place		Wilmington	Open
10500829	Capstan Court	Crossways Business Park	Dartford	Open
10500830	Carleton Road		Dartford	Open
10500114	Carlisle Road		Dartford	Open
10500115	Carlton Avenue	Horns Cross	Greenhithe	Open
10506157	Carmichael Avenue		Greenhithe	Open
10506559	Carnegie Gardens		Dartford	Under Construction
10500117	Carrington Road		Dartford	Open
10500118	Carsington Gardens		Wilmington	Open
10505024	Caspian Way		Swanscombe	Open
10500831	Castalia Court		Dartford	Open
10506463	Castle Hill Drive	Castle Hill	Ebbsfleet Valley	Open
10500119	Castle Road		Swanscombe	Open
10500121	Castle Street		Swanscombe	Open
10500120	Castle Street	Stone	Greenhithe	Open
10506421	Castleridge Drive		Greenhithe	Open
10506557	Caswallen Close		Wilmington	Under Construction
10500122	Cavell Crescent		Dartford	Open
10506550	Cawdor Close	Western Cross	Ebbsfleet Valley	Under Construction
10500123	Cedar Drive		Sutton At Hone	Open
10500124	Cedar Road		Dartford	Open
10500125	Central Road		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506484	Central Road North		Dartford	Open
10500126	Chalet Close		Bexley	Open
10500127	Chalice Way		Stone	Open
10506446	Chalk Close		Dartford	Open
10506467	Chalk Dene	Castle Hill	Ebbsfleet Valley	Open
10505025	Chambers Close		Stone	Open
10506063	Chandlers Mews		Greenhithe	Open
10506356	Chapel Drive		Dartford	Open
10506043	Chapel Walk		Dartford	Open
10506185	Chaplin Court		Sutton At Hone	Open
10506223	Chapman Court		Dartford	Open
10500128	Charles Street		Stone	Open
10506358	Chartwell Lane		Longfield	Open
10500129	Chastilian Road		Dartford	Open
10500130	Chatsworth Road		Dartford	Open
10500131	Chaucer Park		Dartford	Open
10500132	Chaucer Way		Dartford	Open
10500133	Chave Road		Wilmington	Open
10506548	Cherry Hinton Close	Western Cross	Ebbsfleet Valley	Under Construction
10506462	Cherry Orchard	Castle Hill	Ebbsfleet Valley	Open
10500832	Cherry Tree Lane		Wilmington	Open
10500134	Chesterfield Drive		Dartford	Open
10506030	Chestnut Avenue	Bluewater	Greenhithe	Open
10500135	Chestnut Grove		Wilmington	Open
10500136	Chestnut Road		Dartford	Open
10500137	Chichester Road		Stone	Open
10500138	Childs Crescent		Swanscombe	Open
10506539	Christabel Close	Weldon	Ebbsfleet Valley	Under Construction
10500139	Christchurch Road		Dartford	Open
10505027	Church Field		Wilmington	Open
10500141	Church Hill		Wilmington	Open
10500140	Church Hill	Stone	Greenhithe	Open
10505028	Church Path	Stone	Greenhithe	Open
10500142	Church Road		Stone	Open
10500143	Church Road		Sutton At Hone	Open
10500144	Church Road		Swanscombe	Open
10500145	Church Street		Southfleet	Open
10500146	Church Walk		Wilmington	Open
10500147	Churchill Close		Dartford	Open
10506407	City To Sea Cycle Route Dartford		Dartford	Open
10506049	Claire Causeway	Crossways Business Park	Dartford	Open
10506469	Clapperknapper	Castle Hill	Ebbsfleet Valley	Open
10506376	Claremont Mews		Dartford	Open
10505030	Clarendon Place		Wilmington	Open
10500148	Clarendon Gardens		Dartford	Open
10500149	Clayton Croft Road		Wilmington	Open
10500835	Claywood Lane		Bean	Open
10506447	Clearwater Lane		Dartford	Open
10500150	Clement Street		Swanley	Open
10505032	Cliff Reach		Greenhithe	Open
10505033	Clifton Walk		Dartford	Open
10500836	Clipper Boulevard		Dartford	Open
10505035	Clipper Boulevard West		Dartford	Open
10506283	Cloud Close		Dartford	Open
10506260	Clovelly Place		Greenhithe	Open
10506027	Cobham Close		Greenhithe	Open
10506200	Cochrane Drive		Dartford	Open
10500151	Coleridge Road		Dartford	Open
10500152	Colin Close		Dartford	Open
10506025	College Place		Greenhithe	Open
10500153	Coller Crescent		Darenth	Open
10500154	Colney Road		Dartford	Open
10500156	Common Lane		Wilmington	Open
10500157	Coniston Close		Dartford	Open
10506198	Constance Grove		Dartford	Open
10506517	Conybears Road	Weldon	Ebbsfleet Valley	Open
10500158	Coombfield Drive		Darenth	Open
10500159	Cooper Close		Stone	Open
10506041	Coopers Drive		Dartford	Open
10500160	Coopers Road		Swanscombe	Open



USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500837	Copperfields		Dartford	Open
10500838	Cornwall Road		Dartford	Open
10500161	Cotton Lane		Stone	Open
10506393	Cotton Lane		Greenhithe	Open
10500162	Court Road		Darenth	Open
10506146	Courtyard Mews		Stone	Open
10506219	Couzins Walk		Dartford	Open
10500163	Cowdrey Court		Dartford	Open
10500839	Cowley Avenue	Stone	Greenhithe	Open
10500164	Cranford Road		Dartford	Open
10506199	Crawford Avenue		Dartford	Open
10500840	Crayburne		Southfleet	Open
10500165	Crayford Road		Dartford	Open
10500166	Craylands Lane		Swanscombe	Open
10500841	Craylands Square		Swanscombe	Open
10506428	Creek Mill Way		Dartford	Open
10506521	Cresswell Road		Swanscombe	Open
10500842	Crest View		Greenhithe	Open
10506201	Critchley Avenue		Dartford	Open
10500843	Cross Road		Hawley	Open
10500167	Cross Road		Dartford	Open
10500168	Crossways Boulevard		Dartford	Open
10506504	Croucher Avenue	Castle Hill	Ebbsfleet Valley	Open
10500169	Cugley Road		Dartford	Open
10500170	Cumberland Drive		Dartford	Open
10505042	Curates Walk		Wilmington	Open
10506331	Cycle Track From Bean Lane To Watling Street		Bean	Open
10506324	Cycle Track From Bean Road To Bluewater		Greenhithe	Open
10506336	Cycle Track From Bean Road To London Road		Greenhithe	4
10506337	Cycle Track From Bluewater To Southfleet Road		Greenhithe	Open
10506339	Cycle Track From Bracton Lane To Leyton Cross Road		Wilmington	4
10506315	Cycle Track From Brunel Way To Binnie Road		Dartford	Open
10506327	Cycle Track From Capability Way To Ingress Park Avenue		Greenhithe	Open
10506320	Cycle Track From Capel Place To Barn End Lane		Wilmington	Open
10506383	Cycle Track From Chestnut Avenue To Bean Road		Stone	Open
10506323	Cycle Track From Cliff Reach To Bluewater		Greenhithe	Open
10506317	Cycle Track From Cornwall Road To Marsh Street		Dartford	Open
10506322	Cycle Track From Crossways Boulevard To Clipper Boulevard West		Dartford	Open
10506335	Cycle Track From Crossways Boulevard To Rennie Drive		Dartford	4
10506303	Cycle Track From Darenth Road To Overy Liberty		Dartford	Open
10506334	Cycle Track From Fastrack Bluewater To Bean Road		Greenhithe	Open
10506321	Cycle Track From Fastrack Darent Valley Hospital To The Green		Darenth	Open
10506302	Cycle Track From Hesketh Avenue To Park Road		Dartford	Open
10506311	Cycle Track From Joyce Green Lane To Central Road		Dartford	Open
10506310	Cycle Track From Littlebrook Manor Way To Halcrow Avenue		Dartford	Open
10506309	Cycle Track From Littlebrook Manor Way To The Brent		Dartford	Open
10506328	Cycle Track From London Road To Riverview Road		Greenhithe	4
10506325	Cycle Track From Manor Way To Kent Kraft Industrial Estate		Swanscombe	Open
10506308	Cycle Track From Market Street To Princes Road		Dartford	Open
10506314	Cycle Track From Marsh Street North To Joyce Green Lane		Dartford	4
10506312	Cycle Track From Marsh Street North To Marsh Street North		Dartford	4
10506313	Cycle Track From Marsh Street North To Rennie Drive		Dartford	Open
10506307	Cycle Track From Mill Pond Road To Home Gardens		Dartford	Open
10506338	Cycle Track From Mounts Road To Bluewater		Greenhithe	Open
10506318	Cycle Track From Overy Liberty To Overy Street		Dartford	Open
10506333	Cycle Track From Patterdale Road To Fastrack Bluewater		Stone	Open
10506329	Cycle Track From Pentstemon Drive To Broomfield Road		Swanscombe	Open
10506326	Cycle Track From Pier Road To Paper Mills Wharf		Greenhithe	Open
10506319	Cycle Track From Princes Road To Darenth Road		Dartford	Open
10506441	Cycle Track From Princes Tunnel To Powder Mill Lane		Dartford	Open
10506316	Cycle Track From Rennie Drive To Marsh Street North		Dartford	4
10506330	Cycle Track From Riverview Road To Station Approach		Greenhithe	4
10506305	Cycle Track From Shepherds Lane To Rochester Way		Dartford	Open
10506306	Cycle Track From Station Approach To Hythe Street		Dartford	Open
10506332	Cycle Track From Thames Way To Stanhope Road		Swanscombe	Open
10506304	Cycle Track From The Dell To Denton Road		Bexley	Open
10506442	Cycle Track Via Joyce Green Tramway		Dartford	Open
10506440	Cycle Track Via Princes Tunnel		Dartford	Open
10500171	Dairy Close		Sutton At Hone	Open
10500172	Dale Road		Southfleet	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506410	Dale Street		Dartford	Open
10500174	Dale Walk		Dartford	Open
10500173	Dale Walk		Darenth	Open
10506497	Danzey Close	Castle Hill	Ebbsfleet Valley	Open
10500175	Darent Mead		Sutton At Hone	Open
10500176	Darenth Hill		Darenth	Open
10506263	Darenth Mill Lane		Darenth	Open
10505043	Darenth Park Avenue		Darenth	Open
10500177	Darenth Road		Darenth	Open
10500178	Darenth Road		Dartford	Open
10500179	Darenth Wood Road		Darenth	Open
10500180	Dartford Bypass		Bean	Open
10500183	Dartford Bypass		Dartford	Open
10500184	Dartford Bypass		Sutton At Hone	Open
10500182	Dartford Bypass		Darenth	Open
10500185	Dartford Bypass		Wilmington	Open
10500845	Dartford Heath Roundabout		Bexley	Open
10506340	Dartford Local Cycle Route 1		Dartford	Open
10500186	Dartford Road		Dartford	Open
10500187	Dartford Road		Sutton At Hone	Open
10506343	Dartford Tunnel		Dartford	Open
10500190	Dartford Tunnel Approach Road		Stone	Open
10500189	Dartford Tunnel Approach Road		Dartford	Open
10506367	Darwin Avenue		Dartford	Open
10500846	Dawes Close	Stone	Greenhithe	Open
10506509	Day Close	Weldon	Ebbsfleet Valley	Open
9	DEAD STREET		DEAD TOWN	4
10500191	Deerhurst Close		Longfield	Open
10500192	Dene Close		Wilmington	Open
10500193	Dene Drive		Longfield	Open
10500194	Dene Road		Dartford	Open
10500195	Dene Walk		Longfield	Open
10500196	Denton Road		Dartford	Open
10506268	Denton Road		Bexley	Open
10500847	Denton Terrace		Bexley	Open
10500197	Denver Road		Dartford	Open
10500198	Derwent Close		Dartford	Open
10500199	Devon Court		Sutton At Hone	Open
10500200	Devon Road		Sutton At Hone	Open
10500201	Devonshire Avenue		Dartford	Open
10500848	Dewlands Avenue		Dartford	Open
10500202	Dial Close		Greenhithe	Open
10500203	Dickens Avenue		Dartford	Open
10500204	Dorchester Close		Dartford	Open
10506375	Dorney Place		Dartford	Open
10500205	Dovedale Road		Dartford	Open
10500206	Downs Avenue		Dartford	Open
10500207	Drudgeon Way		Bean	Open
10500208	Dudsbury Road		Dartford	Open
10506265	Dulcie Close	Stone	Greenhithe	Open
10501055	Duncannon Place		Greenhithe	Open
10500209	Dunkin Road		Dartford	Open
10506033	Dunlop Close		Dartford	Open
10500210	Durrant Way		Swanscombe	Open
10506368	Durrell Dene		Dartford	Open
10500211	Dykewood Close		Bexley	Open
10500849	Eagles Road		Greenhithe	Open
10500212	East Hill		Dartford	Open
10500213	East Hill Drive		Dartford	Open
10506546	Eastern Avenue	Western Cross	Ebbsfleet Valley	Under Construction
10506091	Ebbsfleet		Dartford	Open
10506243	Ebbsfleet Gateway		Ebbsfleet Valley	Open
10506549	Ecclestone Road	Western Cross	Ebbsfleet Valley	
10500214	Eden Close		Bexley	Open
10500215	Eden Road		Bexley	Open
10500216	Edgefield Close		Dartford	Open
10500217	Edwin Road		Wilmington	Open
10500218	Egerton Close		Dartford	Open
10500219	Eglinton Road		Swanscombe	Open
10506476	Ekman Close	Weldon	Ebbsfleet Valley	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506359	Eleanor Close		Dartford	Open
10506039	Eleanor Walk		Greenhithe	Open
10506096	Electricity		Dartford	Open
10506429	Elham Crescent		Dartford	Open
10506394	Elinor Vale	Castle Hill	Ebbsfleet Valley	Open
10500220	Eliot Road		Dartford	Open
10506001	Eliza Cook Close		Greenhithe	Open
10500221	Elizabeth Street	Stone	Greenhithe	Open
10506379	Ellingham View		Dartford	Open
10500850	Ellis Way		Wilmington	Open
10500222	Elm Close		Dartford	Open
10500223	Elm Road		Dartford	Open
10500224	Elm Road	Horns Cross	Greenhithe	Open
10506422	Elstar Mews		Greenhithe	Open
10506505	Embleton Lane	Castle Hill	Ebbsfleet Valley	Open
10506513	Emmeline Avenue	Weldon	Ebbsfleet Valley	Open
10506067	Empire Walk		Greenhithe	Open
10506461	Engelsine Court		Greenhithe	Open
10500225	Eskdale Close		Darenth	Open
10500226	Essex Road		Dartford	Open
10500227	Essex Road		Longfield	Open
10500228	Ethelbert Road		Hawley	Open
10500229	Eton Way		Dartford	Open
10500851	Evans Close	Stone	Greenhithe	Open
10506254	Evelyn Walk		Greenhithe	Open
10506556	Everard Road		Greenhithe	Under Construction
10500230	Eynsford Road		Greenhithe	Open
10506495	Eyres Drive	Castle Hill	Ebbsfleet Valley	Open
10500231	Faesten Way		Bexley	Open
10506165	Fairfax Court		Dartford	Open
10506491	Fairlawn Crescent		Greenhithe	Open
10500232	Fairlight Cross		Longfield	Open
10500233	Fairway Drive		Dartford	Open
10506253	Fairwind Path		Greenhithe	Open
10500234	Falcon Close		Dartford	Open
10505143	Fallowfield		Bean	Open
10506423	Falstaff Mews		Greenhithe	Open
10506496	Farmer Close	Castle Hill	Ebbsfleet Valley	Open
10500235	Farnol Road		Dartford	Open
10500236	Farthing Close		Dartford	Open
10506204	Fastrack Bluewater		Stone	Open
10506520	Fastrack Castle Hill	Castle Hill	Ebbsfleet Valley	Under Construction
10506205	Fastrack Darent Valley Hospital		Darenth	Open
10506206	Fastrack Darenth Road		Dartford	Open
10506259	Fastrack Dartford Crossing		Dartford	Open
10506256	Fastrack Fleet		Dartford	Open
10506384	Fastrack Ingress Link		Greenhithe	Open
10506258	Fastrack Princes Road		Dartford	Open
10506226	Fastrack The Bridge		Dartford	Open
10500852	Fawkes Avenue		Wilmington	Open
10500237	Fawkham Avenue		Longfield	Open
10500238	Fawkham Road		Longfield	Open
10500853	Ferndell Avenue		Bexley	Open
10500239	Ferndene		Longfield	Open
10500240	Fernheath Way		Wilmington	Open
10500854	Festival Avenue		Longfield	Open
10500855	Fiddlers Close		Greenhithe	Open
10506266	Fieldfare Lane		Stone	Open
10500241	Finchley Close		Dartford	Open
10500242	Firecrest Close		Longfield	Open
10500243	Firmin Road		Dartford	Open
10506194	Flanders Court		Dartford	Open
10500244	Fleet Avenue		Dartford	Open
10500245	Fleet Road		Dartford	Open
10501024	Fleet Road Junction With Un-Named To Princes Road Junction With Un-Named		Dartford	Open
10500806	Fleet Road Link		Dartford	Open
10500246	Fleetdale Parade		Dartford	Open
10506494	Flint Rise	Castle Hill	Ebbsfleet Valley	Open
10506380	Fonthill Gardens		Dartford	Open
10505148	Foord Close		Darenth	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506133	Footpath At Bullace Lane		Dartford	Open
10506134	Footpath At Bulls Head Yard		Dartford	Open
10506132	Footpath At Linden Avenue		Dartford	Open
10506135	Footpath At Oaklands Road		Dartford	Open
10506136	Footpath At Strickland Avenue		Dartford	Open
10500723	Footpath At Turner Court		Dartford	Open
10506483	Footpath Between Shirehall Road And Arnolds Lane		Hawley	Open
10506465	Forrest Shaw	Castle Hill	Ebbsfleet Valley	Open
10506411	Foster Drive		Dartford	Open
10506369	Fourier Grove		Dartford	Open
10500247	Foxhounds Lane		Southfleet	Open
10500248	Foxwood Road		Bean	Open
10500249	Foxwood Way		Longfield	Open
10500250	Francis Road		Dartford	Open
10506046	Franklin Road		Dartford	Open
10506488	Fred Close		Southfleet	4
10506438	Fred Mead		Southfleet	Open
10506500	Freeman Close	Castle Hill	Ebbsfleet Valley	Open
10500856	Frobisher Way		Greenhithe	Open
10506477	Frost Close	Weldon	Ebbsfleet Valley	Open
10500251	Fulwich Road		Dartford	Open
10500252	Gainsborough Avenue		Dartford	Open
10500857	Galleon Boulevard	Crossways Business Park	Dartford	Open
10500253	Galley Hill Road		Swanscombe	Open
10500254	Garden Place		Wilmington	Open
10506512	Garland Rise	Weldon	Ebbsfleet Valley	Open
10500859	Garrow		Longfield	Open
10500255	Gasson Road		Swanscombe	Open
10500256	Gerdview Drive		Wilmington	Open
10506202	Gibbons Lane		Dartford	Open
10500257	Gilbert Close		Swanscombe	Open
10500966	Gildenhill Road		Sutton At Hone	Open
10506503	Giles Drive	Castle Hill	Ebbsfleet Valley	Open
10500258	Gills Road		Darenth	Open
10500259	Gladstone Road		Dartford	Open
10500260	Gloucester Road		Dartford	Open
10506478	Glover Close	Weldon	Ebbsfleet Valley	Open
10500261	Gloxinia Road		Southfleet	Open
10506370	Godman Walk		Dartford	Open
10501029	Golf Course Access Road	Stonehill Green Golf Course	Wilmington	Open
10500262	Gordon Road		Dartford	Open
10500263	Gore Road		Darenth	Open
10505151	Gorsewood Road		Longfield	Open
10505152	Goss Hill		Hawley	Open
10500968	Goss Hill		Sutton At Hone	4
10500264	Gothic Close		Wilmington	Open
10500861	Grange Crescent		Dartford	Open
10506184	Grassbanks		Dartford	Open
10505154	Gravel Road		Sutton At Hone	Open
10500265	Great Queen Street		Dartford	Open
10505155	Green Manorway		Northfleet	Open
10500267	Green Street Green Road		Dartford	Open
10500266	Green Street Green Road		Darenth	Open
10500268	Green Street Green Road		Longfield	Open
10500269	Greenbanks		Wilmington	Open
10500270	Greenfield Road		Wilmington	Open
10500271	Greenfinches		Longfield	Open
10500862	Greenways		Longfield	Open
10500272	Greenwood Road		Bexley	Open
10506531	Gregory Close	Castle Hill	Ebbsfleet Valley	Under Construction
10500863	Griffin Walk	Stone	Greenhithe	Open
10500273	Grosvenor Crescent		Dartford	Open
10500864	Groveherst Road		Dartford	Open
10500274	Gunn Road		Swanscombe	Open
10506216	Halcrow Avenue		Dartford	Open
10500275	Hall Road		Dartford	Open
10500865	Hall Road		Southfleet	Open
10500276	Hallford Way		Dartford	Open
10506149	Hammerton Close		Bexley	Open
10506511	Hampton Close		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500277	Hanbury Walk		Bexley	Open
10500866	Hardwick Crescent		Dartford	Open
10506301	Hardy Avenue		Dartford	Open
10500278	Hardy Grove		Dartford	Open
10500279	Harmer Road		Swanscombe	Open
10500280	Harold Road		Hawley	Open
10506541	Harpur Hill	Western Cross	Ebbsfleet Valley	Under Construction
10506543	Harris Way		Dartford	Under Construction
10506360	Harrison Avenue		Longfield	Open
10500281	Hart Shaw		Longfield	Open
10500282	Hartley Bottom Road		Longfield	Open
10500283	Hartley Road		Longfield	Open
10500284	Hasted Close		Greenhithe	Open
10506062	Hatton Mews		Greenhithe	Open
10506459	Havelock Drive		Greenhithe	Open
10500285	Havelock Road		Dartford	Open
10500286	Hawley Road		Dartford	Open
10500287	Hawley Road		Hawley	Open
10500288	Hawley Road		Wilmington	Open
10500289	Hawthorn Road		Dartford	Open
10500290	Hayes Road	Horns Cross	Greenhithe	Open
10506532	Haygreen Crescent	Castle Hill	Ebbsfleet Valley	Open
10500868	Hayward Drive		Wilmington	Open
10500291	Hazel Road		Dartford	Open
10506551	Headington Road	Western Cross	Ebbsfleet Valley	Under Construction
10500292	Heath End Road		Bexley	Open
10500293	Heath Lane		Dartford	Open
10500294	Heath Lane Upper		Dartford	Open
10500295	Heath Street		Dartford	Open
10500296	Heathclose Avenue		Dartford	Open
10500297	Heathclose Road		Dartford	Open
10500298	Heather Drive		Dartford	Open
10500299	Heathlands Rise		Dartford	Open
10500300	Heathview Crescent		Dartford	Open
10500301	Heathwood Walk		Bexley	Open
10500302	Hedge Place Road		Greenhithe	Open
10500303	Helen Close		Dartford	Open
10500304	Henderson Drive		Dartford	Open
10506457	Henry Walk		Dartford	Open
10506371	Henslow Crescent		Dartford	Open
10500305	Herald Walk		Dartford	Open
10500306	Herbert Road		Swanscombe	Open
10500307	Hesketh Avenue		Dartford	Open
10500308	High Road		Wilmington	Open
10500309	High Street		Bean	Open
10500311	High Street		Greenhithe	Open
10500310	High Street		Dartford	Open
10500312	High Street		Swanscombe	Open
10506011	High Trees	Stone	Dartford	Open
10500313	Highcross Road		Darent	Open
10500314	Highcross Road		Southfleet	Open
10500315	Highfield Road		Dartford	Open
10505184	Highfield Road North		Dartford	Open
10506479	Hildefirch Close	Weldon	Ebbsfleet Valley	Open
10506197	Hill House Road		Stone	Open
10500319	Hill Rise		Darent	Open
10500869	Hill Road		Wilmington	Open
10506443	Hill View		Dartford	Open
10500320	Hill View Road		Longfield	Open
10500321	Hillbrow Close		Bexley	Open
10500317	Hillcrest Drive		Greenhithe	Open
10500870	Hillcrest Road		Dartford	Open
10500318	Hillhouse Road		Dartford	Open
10500322	Hillside		Darent	Open
10500323	Hilltop Gardens		Dartford	Open
10505068	Historic Millstone Close		Sutton At Hone	4
10506501	Hoadley End	Castle Hill	Ebbsfleet Valley	Open
10500324	Holly Road		Dartford	Open
10500325	Holmleigh Avenue		Dartford	Open
10500326	Home Gardens		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500327	Home Orchard		Dartford	Open
10505166	Homefield Road		Sutton At Hone	Open
10500328	Hook Green Lane		Wilmington	Open
10500329	Hook Green Road		Southfleet	Open
10500871	Hope Road		Swanscombe	Open
10506454	Hopkins Close		Dartford	Open
10500330	Horsfield Close		Dartford	Open
10500331	Hotham Close		Sutton At Hone	Open
10500332	Howard Road		Dartford	Open
10500333	Hulsewood Close		Wilmington	Open
10500872	Humber Road		Dartford	Open
10506510	Humble Walk	Weldon	Ebbsfleet Valley	Open
10500334	Hunters Close		Bexley	Open
10500335	Hurfield		Wilmington	Open
10506218	Hyde Grove		Dartford	Open
10505162	Hyndford Crescent		Greenhithe	Open
10500336	Hythe Street		Dartford	Open
10506357	Ightham Close		Longfield	Open
10500337	Ingram Road		Dartford	Open
10500338	Ingress Gardens		Greenhithe	Open
10505048	Ingress Park	High Street	Greenhithe	Open
10506028	Ingress Park Avenue		Greenhithe	Open
10506533	Inkpen Lane	Castle Hill	Ebbsfleet Valley	Open
10500339	Instone Road		Dartford	Open
10506242	International Way		Ebbsfleet Valley	Open
10500340	Invicta Road		Dartford	Open
10500341	Irving Walk		Swanscombe	Open
10500342	Ivy Bower Close		Greenhithe	Open
10500343	Ivy Close		Dartford	Open
10500873	Jackson Close	Stone	Greenhithe	Open
10505049	Jagger Close		Dartford	Open
10506445	James Clubb Way		Dartford	Open
10500344	James Road		Dartford	Open
10506451	James Smith Court		Dartford	Open
10506456	Jennings Close		Dartford	Open
10506386	Jepson Drive		Stone	Open
10500345	Jessamine Place		Dartford	Open
10500346	Johnsons Way		Greenhithe	Open
10500347	Joyce Green Lane		Dartford	Open
10500348	Joyce Green Walk		Dartford	Open
10500349	Joydens Wood Road		Bexley	Open
10500350	Jubilee Close		Greenhithe	Open
10500351	Junction 1a Eastern Roundabout		Dartford	Open
10500352	Junction 1a Link Eastbound		Dartford	Open
10500353	Junction 1a Link Westbound		Dartford	Open
10500354	Junction 1a Slip North Off		Dartford	Open
10500355	Junction 1a Slip Northbound On		Dartford	Open
10500358	Junction 1a Slip South Off		Dartford	Open
10500360	Junction 1a Slip Southbound On		Dartford	Open
10500361	Junction 1a Slip Westbound On		Dartford	Open
10500362	Junction 1a Western Roundabout		Dartford	Open
10500363	Junction 1b		Dartford	Open
10500364	Junction 1b Slip North Off		Darenth	Open
10500365	Junction 1b Slip Northbound On		Dartford	Open
10500367	Junction 1b Slip South Off		Dartford	Open
10500368	Junction 1b Slip Southbound On		Dartford	Open
10500366	Junction One B Slip North Off		Dartford	Open
10500370	Junction Road		Dartford	Open
10500371	Keary Road		Swanscombe	Open
10500372	Keith Avenue		Sutton At Hone	Open
10506534	Kember Close	Castle Hill	Ebbsfleet Valley	Under Construction
10500373	Kemsley Close		Greenhithe	Open
10500374	Kent Road		Dartford	Open
10500375	Kent Road		Longfield	Open
10500978	Kenwood Avenue		Longfield	Open
10500874	Kenwyn Road		Dartford	Open
10506298	Keppel Close		Greenhithe	Open
10500377	Keyes Road		Dartford	Open
10500378	King Edward Avenue		Dartford	Open
10500379	King Edward Road	Stone	Greenhithe	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506150	King Edward Road Path		Stone	Open
10506009	Kingfisher Drive		Greenhithe	Open
10506270	Kingsfield Terrace	Priory Road	Dartford	Open
10500380	Kingsley Avenue		Dartford	Open
10500381	Kingsridge Gardens		Dartford	Open
10500382	Kingswood Close		Dartford	Open
10500383	Kipling Road		Dartford	Open
10500384	Kirby Road		Dartford	Open
10500385	Knights Manor Way		Dartford	Open
10500386	Knockhall Chase		Greenhithe	Open
10500387	Knockhall Road		Greenhithe	Open
10500388	Knole Road		Dartford	Open
10500389	Laburnum Avenue		Dartford	Open
10506284	Lady Jane Place		Dartford	Open
10500390	Ladywood Road		Darenth	Open
10500875	Lagonda Way		Dartford	Open
10506432	Lambert Mews		Southfleet	Open
10500391	Lamplighters Close		Dartford	Open
10506525	Lancaster Close	Castle Hill	Ebbsfleet Valley	Open
10500876	Landale Gardens		Dartford	Open
10500392	Lane Avenue		Greenhithe	Open
10500393	Langafel Close		Longfield	Open
10500394	Langlands Drive		Darenth	Open
10500395	Langworth Close		Wilmington	Open
10500396	Lansbury Crescent		Dartford	Open
10500397	Lapwings		Longfield	Open
10500398	Larch Road		Dartford	Open
10505053	Latham Close		Darenth	Open
10500399	Laurel Close		Dartford	Open
10506405	Laurence Rise		Stone	Open
10500400	Lavinia Road		Dartford	Open
10500401	Lawford Gardens		Dartford	Open
10500402	Lawrence Hill Gardens		Dartford	Open
10500403	Lawrence Hill Road		Dartford	Open
10500404	Lawson Gardens		Dartford	Open
10500405	Lawson Road		Dartford	Open
10500406	Leonard Avenue		Swanscombe	Open
10506395	Lett Lane	Castle Hill	Ebbsfleet Valley	Open
10500407	Lewis Road		Swanscombe	Open
10500408	Leyton Cross Road		Wilmington	Open
10506061	Lightermans Way		Greenhithe	Open
10505055	Lime Tree Avenue	Bluewater	Greenhithe	Open
10500409	Linden Avenue		Dartford	Open
10500410	Lingfield Avenue		Dartford	Open
10500877	Links View		Dartford	Open
10500411	Little Queen Street		Dartford	Open
10506280	Little Red Walk		Dartford	Open
10500412	Littlebrook Manor Way		Dartford	Open
10506038	Liverymen Walk		Greenhithe	Open
10506377	Lockwood Place		Dartford	Open
10500413	Lodge Avenue		Dartford	Open
10500414	London Road		Swanscombe	Open
10500415	London Road		Stone	Open
10500416	London Road		Greenhithe	Open
10500417	Longfield Avenue		Longfield	Open
10500418	Longfield Road	Longfield Hill	Longfield	Open
10506547	Longhoughton Avenue	Western Cross	Ebbsfleet Valley	Open
10500419	Longmarsh View		Sutton At Hone	Open
10500420	Lonsdale Crescent		Darenth	Open
10500421	Lordswood Close		Darenth	Open
10500422	Louvain Road	Horns Cross	Greenhithe	Open
10505057	Lovers Lane		Greenhithe	Open
10500878	Low Close	Stone	Greenhithe	Open
10500423	Lower Church Hill	Stone	Greenhithe	Open
10506090	Lower Guild Hall	Bluewater	Greenhithe	Open
10500424	Lower Hythe Street		Dartford	Open
10505059	Lower Road		Northfleet	Open
10505167	Lower Rose Gallery	Bluewater	Greenhithe	Open
10505169	Lower Thames Walk	Bluewater	Greenhithe	Open
10500425	Lowfield Street		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10505060	Lucas Crescent		Greenhithe	Open
10500426	Lunedale Road	Darenth	Dartford	Open
10500427	Lunedale Road		Dartford	Open
10500809	Lunedale Road Link		Dartford	Open
10500428	M25 J2 Freeflow To A2		Darenth	4
10500429	M25 J2 Slip Surreybound On		Darenth	4
10500430	M25 J2 Slip Tunnelbound Off		Darenth	4
82125003	M25 Junction 2 To A282 Link Road		Dartford	Open
82125008	M25 Junction 3 To Junction 2		Sevenoaks	Open
10500432	M25 Surreybound		Dartford	4
10500433	M25 Surreybound		Hawley	4
10500434	M25 Surreybound		Sutton At Hone	4
10500431	M25 Surreybound		Darenth	4
10500435	M25 Tunnelbound		Dartford	4
10506535	Mackerness Road	Castle Hill	Ebbsfleet Valley	Under Construction
10500437	Macmillan Gardens		Dartford	Open
10500438	Madden Close		Swanscombe	Open
10506014	Maddison Avenue		Wilmington	Open
10500439	Maida Vale Road		Dartford	Open
10500440	Maiden Lane		Dartford	Open
10500441	Main Road		Longfield	Open
10500442	Main Road		Sutton At Hone	Open
10506392	Main Road	Longfield Hill	Longfield	Open
10500443	Mallard Close		Dartford	Open
10506404	Malt Kiln Place		Stone	Open
10500879	Mannock Road		Dartford	Open
10500444	Manor Close		Wilmington	Open
10500810	Manor Cottage Lane		Greenhithe	Open
10501026	Manor Cottage Ln J/W Bean Rd To Manor Cottage Ln End Of Cul De Sac	South Greenhithe	Greenhithe	4
10506349	Manor Gate Lane		Wilmington	Open
10500445	Manor Place		Dartford	Open
10500446	Manor Road		Longfield	Open
10500447	Manor Road		Swanscombe	Open
10500448	Manor Way		Swanscombe	Open
10506396	Mansion Rise	Castle Hill	Ebbsfleet Valley	Open
10500449	Maple Road		Dartford	Open
10506044	Maplehurst Close		Dartford	Open
10500450	Marcet Road		Dartford	Open
10500451	Marcus Road		Dartford	Open
10506123	Marie Manor Way		Dartford	Open
10500452	Marina Drive		Dartford	Open
10500880	Maritime Close		Greenhithe	Open
10500453	Market Place		Dartford	Open
10500454	Market Street		Dartford	Open
10500455	Marlborough Road		Dartford	Open
10500456	Marriott Road		Dartford	Open
10506220	Marsden Gardens		Dartford	Open
10500457	Marsh Street		Dartford	Open
10506215	Marsh Street North		Dartford	Open
10506545	Marshall Close		Dartford	Open
10506227	Marston Court		Greenhithe	Open
10505063	Martin Drive		Dartford	Open
10500458	Martin Road		Wilmington	Open
10500459	Maryfield Close		Bexley	Open
10500460	Masefield Road		Dartford	Open
10506506	Mason Avenue	Weldon	Ebbsfleet Valley	Open
10500881	Masthead Close		Dartford	Open
10500882	May Road		Hawley	Open
10500461	Maybury Avenue		Dartford	Open
10500462	Mayfair Road		Dartford	Open
10500463	Mayfields		Swanscombe	Open
10500464	Mayors Lane		Wilmington	Open
10500883	McCudden Road		Dartford	Open
10500465	Mead Crescent		Dartford	Open
10500466	Mead Road		Dartford	Open
10500467	Meadow Walk		Wilmington	Open
10500468	Meadow Way		Dartford	Open
10500469	Meadowside		Dartford	Open
10506378	Meldon View		Dartford	Open
10506397	Mercer Avenue	Castle Hill	Ebbsfleet Valley	Open



USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506021	Meriel Walk		Greenhithe	Open
10506016	Merileys Close	New Barn	Longfield	Open
10506401	Merriall Close	Castle Hill	Ebbsfleet Valley	Open
10500470	Merry Chest Slip		Bean	Open
10500884	Merryweather Close		Dartford	Open
10500471	Mildred Close		Dartford	Open
10500472	Milestone Road		Dartford	Open
10500473	Mill Pond Road		Dartford	Open
10500474	Mill Road		Hawley	Open
10506177	Millers Close		Dartford	Open
10506516	Millicent Place	Weldon	Ebbsfleet Valley	Open
10500985	Millstone Close		Sutton At Hone	Open
10500475	Milton Road		Swanscombe	Open
10500476	Milton Street		Swanscombe	Open
10506095	Miscellaneous Property Records		Dartford	Open
10500477	Miskin Road		Dartford	Open
10500478	Mitchell Close		Wilmington	Open
10500479	Mitchell Walk		Swanscombe	Open
10506455	Mitman Walk		Dartford	Open
10500885	Monks Orchard		Wilmington	Open
10500480	Monks Walk		Southfleet	Open
10506006	Monks Well		Greenhithe	Open
10506372	Montagu Gardens		Dartford	Open
10505070	Moore Close		Darenth	Open
10500481	Moore Road		Swanscombe	Open
10506190	Moorhen Walk		Stone	Open
10506262	Moreing Drive		Greenhithe	Under Construction
10500482	Morgan Drive	Horns Cross	Greenhithe	Open
10500483	Morland Avenue		Dartford	Open
10500484	Morris Gardens		Dartford	Open
10506221	Morris Walk		Dartford	Open
10506489	Mortimer Square	Weldon	Ebbsfleet Valley	Open
10505071	Moss Way		Darenth	Open
10506464	Motte Lane	Castle Hill	Ebbsfleet Valley	Open
10500485	Mount Pleasant Road		Dartford	Open
10500486	Mounds Road		Greenhithe	Open
10500487	Muddy Lane		Dartford	Open
10506373	Muir Drive		Dartford	Open
10500488	Munford Drive		Swanscombe	Open
10506387	Murray Drive		Stone	Open
10500489	Myrtle Place		Dartford	Open
10500490	Myrtle Road		Dartford	Open
10500491	Nelson Road		Dartford	Open
10500492	New Barn Road		Southfleet	Open
10506056	New Barn Road		Longfield	Open
10506035	Newbury Close		Dartford	Open
10505072	Newtons Court		Dartford	Open
10500493	Nightingale Grove		Dartford	Open
10500494	Norfield Road		Wilmington	Open
10500886	Norfolk Close		Dartford	Open
10506519	Norman Lane	Castle Hill	Ebbsfleet Valley	Open
10500496	Norman Road		Dartford	Open
10500497	North Riding		Longfield	4
10500498	North Road		Dartford	Open
10506252	North Star Boulevard		Greenhithe	Open
10500499	North Street		Dartford	Open
10500500	Northdown Road		Longfield	Open
10501070	Northfleet Green		Southfleet	Open
10506142	Northwood Drive		Stone	Open
10506485	Norton Lane		Greenhithe	Open
10500501	Nursery Close		Dartford	Open
10500502	Nursery Slip Eastbound Off		Northfleet	Open
10500503	Nursery Slip Westbound Off		Southfleet	Open
10506346	Nursery Slip Westbound On		Southfleet	Open
10500887	Nurstead Avenue		Longfield	Open
10500989	Nurstead Lane		Longfield	Open
10500505	Nuthatch		Longfield	Open
10500506	Oak Road	Horns Cross	Greenhithe	Open
10506271	Oak Tree Avenue	Bluewater	Stone	Open
10506414	Oakes Crescent		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500507	Oakfield Lane		Dartford	Open
10506051	Oakfield Lane		Wilmington	Open
10500508	Oakfield Park Road		Wilmington	Open
10500509	Oakfield Place		Dartford	Open
10500510	Oaklands Road		Dartford	Open
10500511	Oakwood Close		Dartford	Open
10500512	Oakwood Rise		Longfield	Open
10500513	Old Bexley Lane		Bexley	Open
10506069	Old London Road		Sidcup	Open
10506453	Oldfield Place		Dartford	Open
10500514	Olive Road		Dartford	Open
10506536	Oliver Grove	Castle Hill	Ebbsfleet Valley	Under Construction
10500515	Orbital One		Dartford	Open
10500516	Orchard Avenue		Dartford	Open
10500517	Orchard Close		Longfield	Open
10500518	Orchard Road		Swanscombe	Open
10500519	Orchard Street		Dartford	Open
10505075	Orchard Way		Wilmington	Open
10505076	Osbourne Road		Dartford	Open
10500520	Osterberg Road		Dartford	Open
10506498	Outred Place	Castle Hill	Ebbsfleet Valley	Open
10506499	Ovens Road	Castle Hill	Ebbsfleet Valley	Open
10500521	Overy Liberty		Dartford	Open
10500522	Overy Street		Dartford	Open
10506480	Owen Close	Weldon	Ebbsfleet Valley	Open
10505077	Pacific Close		Swanscombe	Open
10500523	Page Close		Bean	Open
10506070	Palladian Circus		Greenhithe	Open
10506195	Paper Mill Lane		Dartford	Open
10506347	Paper Mill Mews		Greenhithe	Open
10506037	Park Cliff Road		Greenhithe	Open
10500524	Park Corner Road		Southfleet	Open
10506143	Park Lane		Stone	Open
10500525	Park Road		Dartford	Open
10500526	Park Road		Swanscombe	Open
10500889	Park Terrace		Greenhithe	Open
10506399	Park View	Castle Hill	Ebbsfleet Valley	Open
10500527	Park Way		Bexley	Open
10506486	Parkwood Hill		Greenhithe	Open
10500528	Parsonage Lane		Sutton At Hone	Open
10506385	Parsonage Lane		Darenth	Open
10506362	Parsons Close		Longfield	Open
10500529	Parsons Lane		Wilmington	Open
10500530	Patterdale Road		Dartford	Open
10500531	Patterson Court		Dartford	Open
10506487	Peacock Close		Greenhithe	Open
10506424	Pearmain Close		Greenhithe	Open
10500891	Pearson Way		Dartford	Open
10506412	Peary Mead		Dartford	Open
10500532	Pembroke Place		Sutton At Hone	Open
10500533	Pencroft Drive		Dartford	Open
10500534	Penney Close		Dartford	Open
10500535	Penshurst Close		Longfield	Open
10505080	Pentstemon Drive		Swanscombe	Open
10500536	Pepperhill Slip Westbound		Southfleet	Open
10500537	Pepperhill Slip Westbound	Off Roundabout	Southfleet	Open
10500538	Pepperhill Slip Westbound Off		Southfleet	Open
10500539	Pepperhill Slip Westbound On		Southfleet	Open
10500540	Pepys Close		Dartford	Open
10500892	Perkins Close	Stone	Greenhithe	Open
10506413	Perrin Road		Dartford	Open
10500541	Perry Grove		Dartford	Open
10500542	Pescot Avenue		Longfield	Open
10500544	Phillips Close		Dartford	Open
10500543	Phoenix Place		Dartford	Open
10500545	Pier Road		Greenhithe	Open
10500894	Pilgrims Court		Dartford	Open
10500895	Pilgrims Road		Swanscombe	Open
10500896	Pilgrims View		Greenhithe	Open
10500546	Pilgrims Way		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500547	Pincroft Wood		Longfield	Open
10506034	Pinewood Place		Dartford	Open
10505085	Plantation Close	Horns Cross	Greenhithe	Open
10505168	Plaza - Lower	Bluewater	Greenhithe	Open
10505177	Plaza - Upper	Bluewater	Greenhithe	Open
10506537	Poffley Road	Castle Hill	Ebbsfleet Valley	Under Construction
10500897	Poplars Close		Longfield	Open
10500548	Port Avenue		Greenhithe	Open
10506560	Portbridge Gardens	Alkerden	Ebbsfleet Valley	Under Construction
10506117	Portland Place		Greenhithe	Open
10500549	Portman Close		Bexley	Open
10500550	Powder Mill Lane		Wilmington	Open
10506366	Powder Mill Lane	Questor	Wilmington	Open
10505087	Powell Avenue		Darenth	Open
10506544	Powerhouse Drive		Dartford	Under Construction
10500551	Princes Avenue		Dartford	Open
10500898	Princes Road	East Of Junction One B	Dartford	Open
10500552	Princes Road		Dartford	Open
10500553	Princes View		Dartford	Open
10506026	Prioress Crescent		Greenhithe	Open
10506080	Priory Centre		Dartford	Open
10500554	Priory Close		Dartford	Open
10500555	Priory Gardens		Dartford	Open
10500556	Priory Hill		Dartford	Open
10500557	Priory Place		Dartford	Open
10500558	Priory Road		Dartford	Open
10500559	Priory Road South		Dartford	Open
10500900	Prospect Place		Dartford	Open
10500560	Providence Street	Stone	Greenhithe	Open
10500561	Puddledock Lane		Wilmington	Open
10506208	Quadrant Court		Greenhithe	Open
10506449	Quarry Walk		Dartford	4
10500901	Quay Lane		Greenhithe	Open
10506131	Queen Elizabeth II Bridge		Stone	Open
10500562	Queens Gardens		Dartford	Open
10506162	Radfield Drive		Dartford	Open
10506350	Radfield Drive	Unadopted	Dartford	4
10506042	Radzan Close		Dartford	Open
10500563	Raeburn Avenue		Dartford	Open
10506285	Rainbow Gardens		Dartford	Open
10506281	Rambler Lane		Dartford	Open
10506502	Raven Close	Castle Hill	Ebbsfleet Valley	Open
10500564	Rayford Close		Dartford	Open
10500565	Rectory Meadow		Southfleet	Open
10500566	Rectory Road		Swanscombe	Open
10500567	Red Lodge Crescent		Bexley	Open
10500568	Red Lodge Road		Bexley	Open
10500569	Red Street		Southfleet	Open
10505090	Redding Close		Darenth	Open
10506068	Reed Court		Greenhithe	Open
10506214	Rennie Drive		Dartford	Open
10506012	Reservoir Close		Greenhithe	Open
10500570	Ribblesdale Road		Dartford	Open
10500902	Richardson Close	Stone	Greenhithe	Open
10506415	Richmond Lane		Dartford	Open
10500571	Ridgeway		Darenth	Open
10500903	Ridgewood		Southfleet	Open
10506448	Riverbank Way		Dartford	4
10500572	Riverside Way		Dartford	Open
10506406	Riverside Wharf		Dartford	Open
10500573	Riverview Road		Greenhithe	Open
10506554	Rixson Road	Weldon	Ebbsfleet Valley	Under Construction
10506514	Roberts Lane	Weldon	Ebbsfleet Valley	Open
10506526	Robins Dene	Castle Hill	Ebbsfleet Valley	Open
10506167	Robinson Way		Northfleet	Open
10500574	Rochester Road		Dartford	Open
10500575	Rochester Way		Dartford	Open
10500576	Roman Villa Road		Darenth	Open
10500577	Roseberry Gardens		Dartford	Open
10500578	Rosedale Close		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10505093	Rosedene Court		Dartford	Open
10500579	Rosewood		Wilmington	Open
10506400	Rosina Grove	Castle Hill	Ebbsfleet Valley	Open
10500580	Ross Road		Dartford	Open
10500581	Rowan Crescent		Dartford	Open
10500582	Rowans Close		Longfield	Open
10500904	Rowhill Road		Wilmington	Open
10500583	Rowlatt Close		Wilmington	Open
10500584	Rowlatt Road		Wilmington	Open
10500905	Royal Road		Hawley	Open
10506279	Ruby Tuesday Drive		Dartford	Open
10500585	Ruskin Grove		Dartford	Open
10500586	Russell Place		Sutton At Hone	Open
10506425	Russet Walk		Greenhithe	Open
10500587	Rutland Close		Dartford	Open
10505096	Ryecroft		Longfield	Open
10500588	Sackville Road		Wilmington	Open
10500906	Salisbury Road		Dartford	Open
10505098	Salmon Road		Dartford	Open
10506472	Samson Close		Dartford	Open
10500589	Sanctuary Close		Dartford	Open
10500590	Sandbanks Hill		Darenth	Open
10506054	Sanderling Way		Stone	Open
10506007	Sandpiper Close		Greenhithe	Open
10500591	Sandpit Road		Dartford	Open
10506020	Sandringham Drive		Dartford	Open
10500592	Sandy Lane		Bean	Open
10500593	Sandy Lane		Southfleet	Open
10500907	Sara Crescent		Greenhithe	Open
10500908	Saunders Way		Wilmington	Open
10500594	Savoy Road		Dartford	Open
10500595	Saxon Road		Hawley	Open
10500909	Sayer Close	Stone	Greenhithe	Open
10500596	School Lane		Bean	Open
10500911	Schooner Court	Crossways Business Park	Dartford	Open
10506417	Scott Close		Dartford	Open
10500597	Seaton Road		Dartford	Open
10500598	Sedley		Southfleet	Open
10500599	Selbourne Close		Longfield	Open
10500600	Seymour Walk		Swanscombe	Open
10506416	Shackleton Drive		Dartford	Open
10500601	Shaftesbury Lane		Dartford	Open
10500602	Shakespeare Road		Dartford	Open
10500603	Sharp Way		Dartford	Open
10506031	Shears Close		Dartford	Open
10506493	Shears Close		Wilmington	5
10500604	Shearwater		Longfield	Open
10500605	Shellbank Lane		Bean	Open
10501040	Shellbank Lane		Darenth	Open
10500606	Shenley Road		Dartford	Open
10500607	Shepherds Lane		Dartford	Open
10506470	Sherbourne Close		Dartford	Open
10500608	Sheridan Court		Dartford	Open
10506436	Shield Road		Dartford	Open
10506295	Shiers Avenue		Dartford	Open
10500609	Ship Lane		Sutton At Hone	Open
10500612	Shirehall Road		Wilmington	Open
10500611	Shirehall Road		Hawley	Open
10500613	Shirley Close		Dartford	Open
10500614	Silver Birch Close		Wilmington	Open
10506364	Silver Train Gardens		Dartford	Open
10506508	Simmons Road	Weidon	Ebbsfleet Valley	Open
10500615	Sinclair Way		Darenth	Open
10506267	Siskin Drive		Stone	Open
10500912	Skippers Close		Greenhithe	Open
10506187	Skylark Avenue		Stone	Open
10500913	Smugglers Walk		Greenhithe	Open
10500616	Smythe Road		Sutton At Hone	Open
10506168	Snowden Hill		Northfleet	Open
10500617	Somerset Road		Dartford	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500618	Somerville Road		Dartford	Open
10500619	South Orbital Intersection		Darenth	Open
10500621	South Orbital Slip East Feeder		Darenth	Open
10500622	South Orbital Slip East Off		Hawley	Open
10500914	South Orbital Slip East On		Darenth	Open
10500623	South Orbital Slip N/bound On		Darenth	4
10500625	South Orbital Slip North On	Southern Junction	Darenth	4
10500624	South Orbital Slip North On		Darenth	Open
10500627	South Orbital Slip South Off		Darenth	Open
10500626	South Orbital Slip South Off		Dartford	Open
10506345	South Orbital Slip West Feeder		Darenth	Open
10500629	South Orbital Slip West Off		Darenth	Open
10500630	South Orbital Slip West On		Hawley	Open
10500628	South Orbital Slip Westbound On		Darenth	Open
10500915	South View Road		Wilmington	Open
10500631	Southfleet Avenue		Longfield	Open
10500633	Southfleet Road		Swanscombe	Open
10500632	Southfleet Road		Bean	Open
10500634	Spielman Road		Dartford	Open
10500635	Spital Street		Dartford	Open
10500636	Spring Vale		Dartford	Open
10500637	Spring Vale		Greenhithe	Open
10506518	Springhead Parkway		Ebbsfleet Valley	Open
10500638	Spurrell Avenue		Bexley	Open
10500639	Squires Way		Wilmington	Open
10500640	St Albans Road		Dartford	Open
10506113	St Clements Road		Greenhithe	Open
10506137	St Clements Way		Greenhithe	Open
10500641	St Edmunds Road		Dartford	Open
10505106	St James Court	Horns Cross	Greenhithe	Open
10500642	St James Lane	Horns Cross	Greenhithe	Open
10500916	St James Place		Dartford	Open
10500643	St Johns Road		Dartford	Open
10500644	St Lukes Close		Darenth	Open
10505109	St Margarets Close		Darenth	Open
10500645	St Margarets Road		Darenth	Open
10500646	St Martins Road		Dartford	Open
10500917	St Marys Road		Stone	Open
10500647	St Marys Way		Longfield	Open
10500648	St Pauls Close		Swanscombe	Open
10500649	St Peters Close		Swanscombe	Open
10506186	St Ronans View		Dartford	Open
10500650	St Saviours Walk		Dartford	Open
10500651	St Vincents Avenue		Dartford	Open
10500652	St Vincents Road		Dartford	Open
10500918	Stafford Close	Stone	Greenhithe	Open
10500653	Stanham Road		Dartford	Open
10500654	Stanhope Road		Swanscombe	Open
10500655	Stanley Close	Stone	Greenhithe	Open
10500656	Stanley Road		Swanscombe	Open
10500657	Starboard Avenue		Greenhithe	Open
10500658	Starling Close		Longfield	Open
10506170	Station Approach		Greenhithe	Open
10500659	Station Approach		Dartford	Open
10500660	Station Road	Crayford	Dartford	Open
10500663	Station Road		Southfleet	Open
10500664	Station Road		Sutton At Hone	Open
10500665	Station Road		Greenhithe	Open
10501007	Station Road		Longfield	Open
10500666	Stedman Close		Bexley	Open
10500919	Steele Avenue		Greenhithe	Open
10500667	Sterndale Road		Dartford	Open
10500668	Stevens Close		Darenth	Open
10500669	Stevens Close		Bexley	Open
10506460	Stigand Lane		Greenhithe	Open
10500670	Stock Lane		Wilmington	Open
10506196	Stone Castle Drive		Stone	Open
10506355	Stone House Lane		Dartford	Open
10506562	Stone Lodge Road		Dartford	Under Construction
10500671	Stone Place Road	Stone	Greenhithe	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506192	Stonechat Mews		Stone	Open
10501027	Stonehill Green		Wilmington	Open
10506156	Stonely Crescent		Greenhithe	Open
10506365	Stones Avenue		Dartford	Open
10500672	Stonewood		Bean	Open
10506475	Stopes Avenue	Weidon	Ebbsfleet Valley	Open
10500673	Strickland Avenue		Dartford	Open
10500674	Studley Crescent		Longfield	Open
10500675	Suffolk Road		Dartford	Open
10500676	Sullivan Close		Dartford	Open
10500677	Summerhill Road		Dartford	Open
10500678	Summerhouse Drive		Bexley	Open
10500679	Summerhouse Drive		Wilmington	Open
10500680	Sun Road		Swanscombe	Open
10500681	Sundridge Close		Dartford	Open
10500682	Sussex Road		Dartford	Open
10500920	Sutherland Close	Stone	Greenhithe	Open
10500683	Swaisland Road		Dartford	Open
10500684	Swaledale Road		Dartford	Open
10500685	Swallow Close		Stone	Open
10500686	Swan Lane		Dartford	Open
10506468	Swann Street	Castle Hill	Ebbsfleet Valley	Open
10500687	Swanscombe Street		Swanscombe	Open
10506492	Swansfield Road		Greenhithe	Open
10500688	Sweyne Road		Swanscombe	Open
10500689	Sycamore Road		Dartford	Open
10506023	Sylvan Mews		Greenhithe	Open
10506287	Sympathy Vale		Dartford	Open
10506490	Talbot Lane	Weidon	Ebbsfleet Valley	Open
10500921	Tallents Close		Sutton At Hone	Open
10500690	Taunton Road		Northfleet	Open
10500922	Taylor Row		Wilmington	Open
10500691	Teesdale Road		Dartford	Open
10500812	Teesdale Road Link		Dartford	Open
10506294	Telford Square		Dartford	Open
10500692	Temple Hill		Dartford	Open
10500693	Temple Hill Square		Dartford	Open
10500694	Tennyson Road		Dartford	Open
10506075	Teynham Road		Dartford	Open
10506212	Thames Road		Dartford	Open
10506209	Thames Street		Dartford	Open
10500695	The Avenue		Greenhithe	Open
10506013	The Beeches	New Barn	Longfield	Open
10506052	The Boulevard		Greenhithe	Open
10500696	The Brent		Dartford	Open
10500697	The Chenies		Wilmington	Open
10500698	The Close		Longfield	Open
10500699	The Close		Wilmington	Open
10505115	The Coppice		Bexley	Open
10500700	The Crescent		Greenhithe	Open
10500701	The Dell		Bexley	Open
10505116	The Dell		Greenhithe	Open
10500923	The Drive		Longfield	Open
10500702	The Gables		Longfield	Open
10505118	The Green		Darenth	Open
10500703	The Grove		Swanscombe	Open
10500924	The Hollies		Longfield	Open
10500704	The Homestead		Dartford	Open
10500705	The Laurels		Longfield	Open
10506176	The Laurels		Wilmington	Open
10500925	The Maples		Longfield	Open
10506010	The Oaks	Stone	Dartford	Open
10500706	The Old Yews		Longfield	Open
10500707	The Oval		Longfield	Open
10506005	The Paddock		Darenth	Open
10506144	The Rise		Stone	Open
10506114	The Saltings		Greenhithe	Open
10500708	The Spires		Wilmington	Open
10500709	The Terraces		Dartford	Open
10500710	The Thrift		Bean	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10505170	The Village - Lower	Bluewater	Greenhithe	Open
10505179	The Village - Upper	Bluewater	Greenhithe	Open
10505171	The Village Crescent	Bluewater	Greenhithe	Open
10500711	Thirza Road		Dartford	Open
10506523	Thomas Drive	Castle Hill	Ebbsfleet Valley	Open
10506507	Tickner Drive	Weldon	Ebbsfleet Valley	Open
10500712	Tile Kiln Lane		Bexley	Open
10506341	Tiltman Avenue		Greenhithe	Open
10500713	Tollgate Road		Dartford	Open
10506538	Tomalin Drive	Castle Hill	Ebbsfleet Valley	Under Construction
10500714	Tower Road		Dartford	Open
10506140	Town Square Crescent	Bluewater	Greenhithe	Open
10500926	Trafalgar Road		Wilmington	Open
10500715	Trebble Road		Swanscombe	Open
10500716	Tredegar Road		Wilmington	Open
10500717	Trevelyan Close		Dartford	Open
10500718	Trevithick Drive		Dartford	Open
10505122	Trinity Gardens		Dartford	Open
10500927	Trivett Close	Stone	Greenhithe	Open
10506558	Truman Way		Dartford	Under Construction
10500719	Tudor Close		Dartford	Open
10500720	Tufnail Road		Dartford	Open
10506286	Tumbling Dice Mews		Dartford	Open
10500721	Turnbull Close	Horns Cross	Greenhithe	Open
10500722	Turner Court		Dartford	Open
10500724	Turner Road		Bean	Open
10500725	Turnstone		Longfield	Open
10506111	Twistleton Court		Dartford	Open
10500726	Tyler Grove		Dartford	Open
10506374	Tyndal Way		Dartford	Open
10500727	Tynedale Close		Dartford	Open
10500728	Unicorn Walk	Stone	Greenhithe	Open
10500729	University Way		Dartford	Open
10501028	Un-Named From Junction With Stonehill Green To Junction With C268 Birchwood Road		Wilmington	Open
10501025	Un-named Junction With Lunedale Road To Junction With Lonsdale Crescent		Darent	Open
10501023	Un-named Junction With Lunedale Road To Junction With Teesdale Road		Dartford	Open
10500928	Upper Church Hill	Stone	Greenhithe	Open
10505175	Upper Guild Hall	Bluewater	Greenhithe	Open
10505176	Upper Rose Gallery	Bluewater	Greenhithe	Open
10505178	Upper Thames Walk	Bluewater	Greenhithe	Open
10500731	Vale Road		Dartford	Open
10506250	Valley Gardens		Greenhithe	4
10500732	Valley View		Greenhithe	Open
10500733	Vanessa Way		Bexley	Open
10506348	Vaughan Avenue		Greenhithe	Open
10506207	Vaughan Close		Dartford	Open
10500734	Vauxhall Place		Dartford	Open
10500735	Vernon Road		Swanscombe	Open
10506275	Vickers Lane		Dartford	Open
10500736	Victoria Road		Dartford	Open
10505125	Victory Way		Dartford	Open
10506292	Vimy Drive		Dartford	Open
10506382	Virginia Court		Dartford	Open
10500737	Waid Close		Dartford	Open
10506261	Wainwright Avenue		Greenhithe	Open
10500931	Wakefield Road		Greenhithe	Open
10500738	Waldeck Road		Dartford	Open
10506398	Walker Close	Castle Hill	Ebbsfleet Valley	Open
10500739	Walkley Road		Dartford	Open
10500740	Wallace Gardens		Swanscombe	Open
10500741	Wallis Close		Wilmington	Open
10500742	Walnut Tree Avenue		Wilmington	Open
10500743	Waltham Close		Dartford	Open
10500744	Warren Road		Southfleet	Open
10500745	Warren Road		Wilmington	Open
10506015	Warwick Way		Wilmington	Open
10500746	Watchgate		Darent	Open
10500747	Water Mill Way		Sutton At Hone	Open
10506024	Watermans Way		Greenhithe	Open
10506188	Waterstone Way		Stone	Open

USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10500749	Watling Street		Darenth	4
10500750	Watling Street		Stone	Open
10500752	Watling Street		Southfleet	Open
10500754	Watling Street		Swanscombe	Open
10500748	Watling Street		Bean	Open
10500753	Watling Street		Dartford	Open
10500755	Watling Street Roundabout		Bean	Open
10506224	Waylen Gardens		Dartford	Open
10500756	Wayville Road		Dartford	Open
10500757	Weardale Avenue		Dartford	Open
10500758	Weird Wood		Longfield	Open
10506402	Weldon Road	Castle Hill	Ebbsfleet Valley	Open
10505127	Weldon Way		Greenhithe	4
10500760	Wellcome Avenue		Dartford	Open
10500761	Wellington Road		Dartford	Open
10500762	Wentworth Drive		Dartford	Open
10506018	Wessex Walk		Dartford	Open
10500763	West Hill		Dartford	Open
10500764	West Hill Drive		Dartford	Open
10500765	West Hill Rise		Dartford	Open
10505128	West Shaw		Longfield	Open
10500772	West View Road		Dartford	Open
10500766	Western Cross Close		Greenhithe	Open
10500933	Western Interchange Slip E Off		Bexley	Open
10500934	Western Interchange Slip E On		Dartford	Open
10500935	Western Interchange Slip W Off		Bexley	Open
10500936	Western Interchange Slip W On		Bexley	Open
10506300	Western Terrace		Dartford	Open
10500771	Westgate Road		Dartford	Open
10506126	Westview Road	Unadopted	Dartford	4
10500773	Westwood Road		Southfleet	Open
10500774	Wharfedale Road		Dartford	Open
10500937	Wheatley Close	Stone	Greenhithe	Open
10506418	Wheeler Close		Dartford	Open
10500938	Whitby Close	Stone	Greenhithe	Open
10506426	Whitecliff	Castle Hill	Ebbsfleet Valley	Open
10506561	Whitecliff	Alkerden	Ebbsfleet Valley	Under Construction
10500775	Whitehead Close		Wilmington	Open
10500777	Whitehill Road		Southfleet	Open
10500776	Whitehill Road		Longfield	Open
10500778	Whites Close		Greenhithe	Open
10506074	Whitfield Crescent		Dartford	Open
10506555	Whiting Avenue		Greenhithe	Under Construction
10500779	Wilkinson Close		Dartford	Open
10500939	Wilks Avenue		Dartford	Open
10506403	Wilks Road		Stone	Open
10506450	William Mundy Way		Dartford	Open
10506017	Williams Way		Dartford	Open
10500780	Willow Road		Dartford	Open
10500781	Wilmington Court Road		Wilmington	Open
10500782	Wilmot Road		Dartford	Open
10501020	Wilmot Road	To End No Two At Start Of Turner Ct	Dartford	Open
10506481	Wilson Close	Weldon	Ebbsfleet Valley	Open
10505132	Wiltshire Close		Dartford	Open
10500784	Windermere Close		Dartford	Open
10500785	Windsor Drive		Dartford	Open
10500786	Winifred Road		Dartford	Open
10500787	Winston Close	Stone	Greenhithe	Open
10505174	Wintergarden	Bluewater	Greenhithe	Open
10506244	Wintergarden Crescent		Bluewater	Open
10505133	Wodehouse Road		Dartford	Open
10506145	Wolsey Crescent		Stone	Open
10500788	Wood Close		Bexley	Open
10500789	Wood Lane		Darenth	Open
10500790	Woodberry Grove		Bexley	Open
10506264	Woodin Close		Dartford	Open
10505134	Woodland Close		Longfield	Open
10500941	Woodland Way		Greenhithe	Open
10500791	Woodlands Park		Bexley	Open
10505136	Woodlea		Longfield	Open



USRN	STREET_NAME	LOCALITY_NAME	TOWN_NAME	STREET_STATE
10506189	Woodpecker Drive		Stone	Open
10500792	Woodside Drive		Wilmington	Open
10500793	Woodward Terrace	Horns Cross	Greenhithe	Open
10506430	Woolhouse Place		Dartford	Open
10500794	Worcester Close		Greenhithe	Open
10500795	Wordsworth Way		Dartford	Open
10500796	Wright Close		Swanscombe	Open
10506540	Wymer Close	Weldon	Ebbsfleet Valley	Under Construction
10500797	Wyvern Close		Dartford	Open
10500798	Yew Tree Close		Longfield	Open
10500799	York Road		Dartford	Open
10506363	ZZ-Cycle Track From Chestnut Avenue To Bean Road		Stone	4

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**APPENDIX C****Consultation Text and Questions Public Spaces Protection Order 2022;  
Nuisance Vehicles – Borough of Dartford**

Dartford Borough is considering making a Public Spaces Protection Order to address the excessive level of noise, nuisance, annoyance, danger or risk of harm or injury caused by motor vehicles to members of the public and property in the area. The Council is responding to residents in Stone Castle and Greenhithe and Knockhall wards but are seeking views from all local residents, businesses and other key stakeholders from across the Borough, as we believe this is an issue that affects the whole Borough. Your feedback would be appreciated

Q1 Do any of the following activities caused by a motor vehicle create excessive noise, nuisance, annoyance, danger or risk of harm to you or a property?  
*(Respondents will be given 3 choices of answer: YES (frequently); YES (occasionally); NO*

- Motor cycles, quadbikes and other mechanically propelled vehicles that are ridden off road on land other than a road ( e.g parks, woods and countryside)
- Gathering and/or Causing obstruction on a public highway or in a publicly accessible place or private land, whether moving or stationary for the purpose of displaying vehicles
- Speeding
- Driving in Convoy
- Racing
- Performing Stunts
- Sounding Horns ( as to cause public nuisance)
- Revving Engines
- Wheel Spins
- Playing Music ( as to Cause public nuisance)
- Recording any of the listed activities on any device
- Using threatening, intimidating behaviour towards another person
- Creating excessive noise
- Creating a danger or risk of injury to road users including pedestrian
- Causing damage or significant risk of damage to property
- Creating significant public nuisance
- Creating significant annoyance to the public
- Committing any traffic offence covered by legislation
- Congregating to spectate the above activities
- Engaging in any other activity that a reasonable person would consider to be “car cruising”.

**APPENDIX C**

- Q2 If there are other activities related to noise, nuisance, annoyance, danger or risk of harm caused by a motor vehicle, please specify them below;
- Q3 If you have answered, yes to the above question, then please indicate below the day and time of day when excessive noise, nuisance, annoyance, danger or risk of harm from motor vehicles is an issue (*Respondents will be able to specify the day: Monday – Thursday; Friday; Saturday; Sunday along with a time period: being sub-divided (06:00 – 09:00; 9:00 – 12:00; 12:-16:00; 16:00-19:00; 19:00-23:00; 23:00-06:00.*
- Q4 If you have answered yes to Q1, then please indicate below the time of year when excessive noise, nuisance, annoyance, danger or risk of harm from motor vehicles is an issue (Respondents will be able to identify the following time periods December- February; March to May; June – August; September - November)
- Q5 Do you think there is a need for the Council to control excessive noise, nuisance, annoyance, danger or risk of harm caused by motor vehicles by using a Public Safety Protection Order? (*Respondents will be given 3 choices of answer: Yes; No; Don't Know*
- Q6 The proposed control zone will cover the whole of the Borough: what is your view on the size of the proposed control zone? (*Respondents will be given 3 choices of answer: Its about right, it covers the area of where the issue is and stops it being displaced elsewhere in the Borough; It's too large; It's too small*)
- Q7 If you have any other comments about the restricted area please state them below
- Q8 If you have any further comments regarding noise and nuisance caused by a motor vehicle then please state them below
- Q9 What is your postcode?

The survey will also have the approved equality questions included.



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## CLIMATE CHANGE IMPACT ASSESSMENT

### 1. Summary

- 1.1 The Council recognises the serious impact of climate change and is committed to playing its part in pursuing measures that address environmental decline.
- 1.2 As part of this commitment this report sets out a new approach that will ensure that climate change impact assessments are undertaken as part of the service design and report formulation process for all future Committee reports. This will put a clear focus on the impact of Council's actions on climate change at the heart of all future decision making.

### 2. RECOMMENDATION

- 2.1 That for the reasons set out in the report, a climate change impact assessment is undertaken as part of all future reports, and for the outcome to be reported as a mandatory requirement, ensuring that formal decisions are made having considered the potential impact on climate change.

### 3. Background and Discussion

- 3.1 At the meeting of the General Assembly of the Council on the 7 October 2019 (Minute No 50 refers) the Council resolved to recognise the serious impact of climate change and accepted that rising global temperatures present a clear and present threat to the world. The Council further recognised that all governments (national, regional and local) have a duty to act but felt that progress in Dartford should not be constrained by the actions of the slowest. The Borough and its people have a part to play in securing a sustainable future and is already actively delivering measure that will help achieve the governments set 2030 & 2050 net zero target.
- 3.2 As required by the Climate Change Act 2008, the UK government has undertaken the third five-year assessment of the risks of climate change on the UK, working closely with the Climate Change Committee (CCC). In December 2020, the CEO of the CCC said, "The Climate Change Committee have recognised that we can get our carbon footprint down in time – and meet the Sixth Carbon Budget if Government and local authorities work hand in glove."
- 3.3 Climate change is therefore a compliance issue for the Council because it goes beyond environmental compliance. Climate is not just carbon it is relevant to strategy, risk management, financial statement disclosures and prudential regulation. Climate change can also be an operational issue that could affect the Council's supply chains or the markets of its products and services. The transition to a Net Zero emissions economy will create opportunities along the way for the Council.
- 3.4 It is vital therefore for the Council to recognise that the potential impacts of climate change are not only to do with the physical effects on people and the environment, but also to do with the effects of the transition to a changing climate and the adaptation and mitigation work involved. Similarly, the impacts of climate change should not only be considered as long-term risks.

#### 4. Meeting the Council's Targets & Aspirations

- 4.1 Since 2019 the Council has delivered and continues to develop, numerous projects that contribute towards the Council's climate changes ambitions and its Net Zero aspirations.

A comprehensive climate change action plan is under development and whilst the publication of the action plan will provide an opportunity to promote, monitor and consolidate the Council's actions, it does not in itself advance the delivery of important climate change policies. The Council has consequently seen no reason to delay or inhibit the practical delivery of climate change actions during this process.

Significant work has already taken place in relation to environmental improvements, energy efficiency and insulation across the Council's corporate and housing portfolio but it is our intention to ensure that potential climate change implications are recognised in every area of Council policy. The recommendation to undertake climate change impact assessments in relation to all future Committee reports represents a step-change in policy formulation and will place the needs of the environment alongside legal and economic considerations in everything we do.

- 4.2 In order that all decisions are taken having given due consideration to the potential impact of climate change of each decision it is proposed that a mandatory climate impact assessment section be included in all future committee reports

- 4.3 Report authors will be required to complete the draft impact assessment attached as Appendix A to this report. The assessment form asks authors to set out any significant positive or negative impact identified by the recommended course of action on any of the following:

- the target to be carbon neutral;
- carbon emissions in the district;
- emissions of other climate changing gases;
- measures to adapt to climate change.

In relation to negative impacts identified, report authors will be asked to consider mitigation proposals.

- 4.4 The climate change impact assessment proposed, is part of a series of actions designed to address climate change and its impact on the Borough, with the expectation that the level of detail in the assessment would be proportionate to the likely impact of the proposal. Proposals in their early stages would have less detail than final proposals and in most cases it would be a qualitative assessment rather than a quantitative one i.e. for most proposals there would not be detailed calculations of carbon emissions.
- 4.5 The intention is to highlight issues, and possible mitigation, which will enable an informed decision to be made in relation to the impact on climate change and carbon emissions on the subject matter of the report. In some cases the assessment may identify a need for further work to be undertaken, at a later stage of a project, once initial decisions have been made. The assessment would be completed by the report author.
- 4.6 The Council's risk management process will also be developed to ensure that emerging Climate change risks and opportunities are captured, assessed and verified.
- 4.7 It is vital that the Council engages now with climate-related risks and opportunities. Forming a robust understanding of climate change risk is the first step for the Council and considering climate-related risks with the same rigour as any other strategic risk. Climate change risks should not be considered in isolation and should be clearly integrated into the Council's wider strategy which is currently being developed.



5. Recommendation

- 5.1 It is therefore recommended that the climate change impact assessment be undertaken for all reports to Committees that are asking for a decision or recommending accordingly. A brief comment on the impact would then be included into the financial, legal, staffing and other implications and risk assessments section of all reports under the title of “Climate Change Impact Assessment”.
- 5.2 Planning Committee reports would be the exception in that they would not have a climate change impact assessment form attached to them. Planning applications are the subject of national regulations, which determine the necessity or otherwise for Environmental Statements to be submitted in support of planning applications under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

6. Relationship to the Corporate Plan

- 6.1 The recommendation set out in this report contributes towards the Council’s Environment & Sustainability objectives, as detailed in the Council Corporate plan of reducing carbon emissions and improving air quality in the Borough.

7. Financial, legal, staffing and other implications and risk assessments\*

Financial Implications	None specifically as a result of this report.
Legal Implications	None specifically as a result of this report.
Staffing Implications	None specifically as a result of this report.
Administrative Implications	None specifically as a result of this report.
Risk Assessment	Failure to incorporate climate change impact assessments into service design & delivery, governance protocols and final approval processes, will significantly impact on the Councils ability to actively contribute towards climate change and achieving Net Zero.
Crime and Disorder duty	None specifically as a result of this report.
Public Sector Equality Duty	None specifically as a result of this report.

8. Details of Exempt Information Category

Not applicable

9. Appendices

Appendix A – Climate Change Impact Assessment template.

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
		Peter Dosad (01322) 343215	Housing & Public Protection	N/A



## Climate Change Impact Assessment.

1. This form should be completed for all committee decisions except planning (see below).
2. This assessment is not required to be carried out for planning applications as these are the subject of national regulations which determine the necessity or otherwise for Environment Statements to be submitted in support of planning applications under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.
3. For the purposes of this form, we refer to your policy, function, project or service as a proposal. It is not intended to be a detailed, quantified analysis of emissions - but an overview of the likely impact of your proposals.
4. Please note that a negative impact on climate change does not necessarily mean the proposal will not get approval. However, members need to be able to take the likely impact into account when considering your report, in line with climate change objectives.

For assistance in completing this form please contact Peter Dosad, Director of Housing & Public Protection

Please provide an assessment of the impact of the proposal under each of the headings below. If none, please say so.

**1. Climate Change impacts**

	<b>Impact of proposal</b> Positive/ Neutral/ Negative	<b>Explanation of impact</b> If you have any relevant data, please include that in the explanation and reference the source.	<b>Mitigation</b>
<p><b>Impact on the council’s target of being carbon neutral by 2030.</b>                      This applies to emissions of carbon dioxide as a direct result of our own activities and services.</p> <p>Please consider the whole life impact of your proposals.</p>			
<p><b>Impact on carbon emissions in the Dartford Borough.</b>                      This applies to the carbon dioxide emissions in the district as a result of your proposal</p> <p>Please consider the whole life impact of your proposals.</p>			
<p><b>Emission of other climate changing gases.</b>                      including methane, Chlorofluorocarbons (CFCs), nitrous oxide</p>			

**2. Adaptation to climate change**

<p><b>Impact on our resilience to the effects of climate change</b></p> <p>The greatest risks posed by climate change to the UK are:</p> <ul style="list-style-type: none"> <li>• Flooding and coastal changes including erosion from extreme events</li> <li>• Risks to health caused by high temperatures</li> <li>• Water shortages and drought</li> <li>• Risk to natural environments &amp; services - landscape, wildlife, pollinators, timber etc</li> <li>• Risk to food production &amp; trade</li> <li>• Emergence of new pests and diseases affecting people, plants &amp; animals</li> </ul> <p>What impact do your proposals have on our ability to resist or tackle these problems in the future?</p>		
Impact of proposal <b>Positive/Neutral/Negative</b>	Explanation of impact	Mitigation

**3. Further assessment work**

Is a further more detailed assessment required at a later stage of this proposal?	If yes, please give a brief description

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**AUDIT BOARD**  
**26 January 2022**  
**CABINET**  
**24 February 2022**

**RISK MANAGEMENT STRATEGY REVIEW 2021**

1. Summary

- 1.1. This report presents a new Risk Management Strategy for approval. It also presents the associated Risk Management Guidance for information.

2. RECOMMENDATIONS

**To Audit Board**

- 2.1 That the Risk Management Strategy, at Appendix A to the report, be endorsed and recommended to Cabinet for approval.
- 2.2 That the Risk Management Guidance, at Appendix B to the report, be noted.

**To Cabinet**

- 2.3 That the Risk Management Strategy, at Appendix A to the report, be approved.

3. Background and Discussion

- 3.1 Risk management is a key element of the Council's overall governance and internal control process. The Council seeks to ensure that its arrangements for the management of business risk across the organisation are robust and fit for purpose.
- 3.2 The Council's Risk Management Strategy was last reviewed in 2015. A thorough review of the Strategy has now been undertaken and the revised Strategy is attached at Appendix A and presented to the Board for endorsement with a recommendation to Cabinet for approval.
- 3.3 The Risk Management Strategy sets out how the Council will approach risk management and the practices it will adopt to ensure effective governance of the risk management process. It aims to help the Council achieve its strategic and operational objectives by recognising and managing possible events that may impact on this. It also ensures that risk management is integral to decision making processes so that potential impacts are clearly understood and decisions are made on the basis of the best available information.

**AUDIT BOARD**  
**26 January 2022**

3.4 Appendix B is the Risk Management Guidance. The Guidance describes the various stages of risk management in more detail and provides a risk assessment template to help identify, analyse and evaluate individual risks.

3.5 The Strategic Risk Register itself was last presented to the Audit Board in January 2021. The Register needs a complete overview as the current version is overly complex and contains some risks which are outside of the control of the Council. Once the Risk Management Strategy has been approved, work will commence on a revised Strategic Risk Register with the intention of reporting the outcome of the review to the Board at its April 2022 meeting.

4. Relationship to the Corporate Plan

Not applicable

5. Financial, legal, staffing and other administrative implications and risk assessments

Financial Implications	None
Legal Implications	None
Staffing Implications	None
Administrative Implications	None
Risk Assessment	The Risk Management Strategy sets out how the Council will approach risk management and the practices it will adopt to ensure effective governance of the risk management process.

6. Appendices

Appendix A – Risk Management Strategy  
 Appendix B – Risk Management Guidance

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date</u>	<u>File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
			Sarah Martin	Leadership Team	N/A





# Risk Management Strategy

**DARTFORD BOROUGH COUNCIL**

<b>Author</b>	<b>Date</b>	<b>Approved by</b>	<b>Date</b>	<b>Date of next review</b>
Francesca Chivers, Audit Manager	October 2021	Strategic Management Team	9 November 2021	October 2023
		Audit Board	26 January 2022	

**RISK MANAGEMENT STRATEGY**

<b>Item</b>	<b>CONTENTS</b>	<b>PAGE No</b>
1	Policy Statement	<a href="#">2</a>
2	Definitions	<a href="#">2</a>
3	Roles and responsibilities	<a href="#">3</a>
4	Risk Appetite	<a href="#">4</a>
5	Risk Management Process	<a href="#">5</a>
6	Interdependencies and information flows	<a href="#">7</a>
7	Strategy Review	<a href="#">7</a>

## 1. POLICY STATEMENT

1.1 The Council aims to effectively manage all risks to the achievement of its objectives, both in terms of reducing threats to an acceptable level and maximising available opportunities. Risk is present in all of the Council's activities and it is therefore neither prudent or desirable to eliminate all risk. The Council supports a focused and empowered corporate approach to managing risks, whereby it will not be averse to a degree of commercial risk but where risk decisions are focused, balanced and proportionate.

1.2 The objectives of the Council's risk management strategy are to:

- Ensure the highest standards of corporate governance and accountability in order to protect the interests of our community and our stakeholders
- Embed risk management into everyday operations so that the Council is able to anticipate, and proactively respond to, changes and events that may impact on the delivery of objectives
- Ensure that risk management is integral to decision making processes so that potential impacts are clearly understood and decisions are made on the basis of the best available information
- Enable the Council to achieve its strategic and operational objectives by recognising and managing possible events that may impact on this
- Enable the Council to remain adaptable and flexible, anticipating and responding to changing social, environmental and legislative requirements.
- Enable the Council to create and identify opportunities to maximise positive outcomes
- Safeguard and protect our residents, staff and wider community
- Embed a collaborative approach to risk management through effective communication, sharing and aggregation of risk knowledge, thus enhancing risk awareness, responses and reporting

## 2. DEFINITIONS

2.1 A **risk** is defined as "the possibility of an event occurring which may impact the achievement of objectives."

2.2 **Enterprise Risk Management** is defined as "a structured, continuous approach to identify, manage and respond to risk".

2.3 A **control** is "any action taken by management, the board and other parties to manage risk and increase the likelihood that established objectives and goals will be achieved. Management plans, organises and directs the performance of sufficient actions to provide reasonable assurance that objectives and goals will be achieved."

2.4 A **key control** is a primary control that is important to the management of risk; it may cover more than one area or it may fulfil a function that no other control fulfils.

**3. ROLES AND RESPONSIBILITIES**

- 3.1 All officers and Members have a role to play in risk management, as risks may arise in any part of the Council’s operations. In particular, managers and staff who are accountable for achieving an objective are accountable for managing risks to achieving that objective.
- 3.2 Other groups or individuals in the Council, such as the Health and Safety, the Insurance Function and Emergency Planning, have responsibility for risk specialisms.
- 3.3 Key roles and responsibilities are set out below.

<b>Cabinet</b>	<ul style="list-style-type: none"> <li>• Approve the Risk Management Strategy including the risk appetite.</li> </ul>
<b>Audit Board</b>	<ul style="list-style-type: none"> <li>• Approve the Risk Management Strategy, prior to approval by Cabinet</li> <li>• Maintain an overview of the effective development and operation of risk management in the Council, which is achieved by periodic reporting and monitoring, and independent assurance</li> <li>• Review the risk register (six monthly)</li> </ul>
<b>Leadership Team</b>	<ul style="list-style-type: none"> <li>• As a collective, Leadership Team own, and are accountable for, the Strategic Risk Register</li> <li>• This includes ensuring that all risks have been identified, that responses selected are appropriate, and that effective controls are in place to manage the risk to the desired levels</li> <li>• They set the risk management strategy and determine the risk appetite, prior to final approval by Audit Committee / Board / Cabinet.</li> <li>• They will ensure there are resources and arrangements in place to provide periodic assurance on the risk management framework (as this cannot be undertaken by the in house IA team)</li> </ul>
<b>Chief Officer and Director of Corporate Services</b>	<ul style="list-style-type: none"> <li>• The Chief Officer and Director of Corporate Services leads on Risk Management at Leadership Team</li> <li>• This includes preparing and promoting the Risk Management Strategy and ensuring that this is maintained under regular review.</li> </ul>
<b>Directors</b>	<p>Individually, Directors are responsible for:</p> <ul style="list-style-type: none"> <li>• Acting as ‘risk owners’ for identified risks on the Strategic Risk Register, including regular updates and ensuring the effectiveness of the controls to manage the risk within risk appetite</li> <li>• Ensuring that there are effective arrangements for Risk Management within their own areas, in line with the Risk</li> </ul>

	<p>Management Strategy, including risk escalation where appropriate</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Heads of Service / Service Managers</b>	<p>Heads of Service / Service Managers are responsible for:</p> <ul style="list-style-type: none"> <li>• Identifying risks within their own service areas</li> <li>• Maintaining up to date service level risk registers</li> <li>• Implementing controls to manage those risks where appropriate</li> <li>• Monitoring the effectiveness of the controls to manage the risk</li> <li>• Ensuring that the service risk register is subject to regular scrutiny, including the agreement of target scores</li> <li>• Providing their risk registers six monthly to the CRMG / Audit Manager for the purposes of aggregate risk reporting</li> </ul>
<b>Senior Management Team</b>	<ul style="list-style-type: none"> <li>• Consider and review updates to the Risk Management Strategy and Guidance.</li> <li>• Champion and co-ordinate risk management activities within their Chief Officer / Director areas.</li> <li>• Ensure that service risk registers are reviewed on a regular basis including at the key points highlighted below</li> <li>• Review service risk registers as a collective to identify any cross cutting risks that should be considered for escalation to the Strategic Risk Register.</li> <li>• Provide scrutiny and challenge to the Strategic Risk Register, where appropriate</li> </ul>
<b>Head of Finance (s151 Officer)</b>	<ul style="list-style-type: none"> <li>• Review the risk management strategy alongside the Chief Officer and Director of Corporate Services and the Audit Manager</li> <li>• Work with the Audit Manager to update the Strategic Risk Register</li> <li>• Take updates of the SRR to Management Team and Audit Board</li> </ul>
<b>Audit Manager</b>	<p>The Audit Manager will</p> <ul style="list-style-type: none"> <li>• Assist the Chief Officer and Director of Corporate Services to maintain and review the Risk Management Strategy and guidance in line with best practice</li> <li>• Facilitate the update of the SRR</li> <li>• Co-ordinate risk reporting, including aggregate reports of service risk registers</li> </ul>
<b>All elected Members and staff</b>	<ul style="list-style-type: none"> <li>• Identify risks and contribute to the management of risks as relevant and appropriate.</li> <li>• Project / Programme / Contract Managers are also responsible for ensuring that risk management is embedded with their project / programme / contract</li> </ul>

**4. RISK APPETITE**

- 4.1 The Council recognises that it is not possible or desirable to eliminate all risk. Some acceptance or exploitation of risk may be necessary in order to maximise opportunities; other risks may be outside the control of the Council or it may not be cost effective to reduce the risk further.
- 4.2 Any risks with a current score within the ‘High’ category will be considered outside the Council’s risk appetite and further action to reduce the risk will be necessary.
- 4.3 Any ‘Medium’ risks currently scoring 10 or above are also likely to be outside the Council’s risk appetite. Careful consideration should be given as to whether further, cost-effective action can further reduce impact or likelihood.
- 4.4 ‘Low’ scoring risks will be considered within the organisation’s risk appetite and no further action will be necessary.
- 4.5 Whether a risk is within or outside the Council’s risk appetite will also be determined by the scoring applied to the risk (see Risk Management Guidance). All risks must be given a target score as well as the inherent and current scores. The target score will provide the level of risk that the Council is prepared to accept for that particular risk; hence it is important that the target score is subject to regular scrutiny separate from the risk owner.

**5. RISK MANAGEMENT PROCESS**

- 5.1 The risk management process is cyclical and consists of the following stages:



*Diagram 1 – Risk Management Process*

- 5.2 Further information on each of these stages is set out in the **Risk Management Guidance**.
- 5.3 Risk management takes place on three levels; Strategic, Operational (service level) and project / programme / contract as per the diagram below. The table explains each of these levels in greater detail:

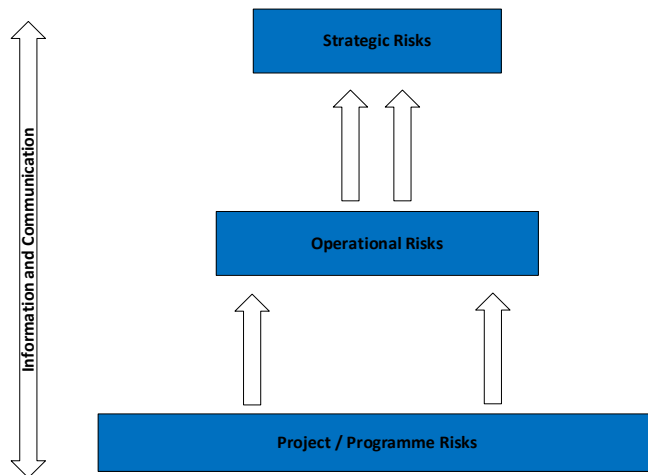


Diagram 2 – Risk Management Levels

<p><b>Strategic</b></p>	<ul style="list-style-type: none"> <li>• Strategic risks are those which affect key corporate objectives or may impact the Council as a whole, or several different services within the Council. They may also be ‘High’ risks escalated from service level risk registers.</li> <li>• Strategic risks are captured on the Strategic Risk Register (SRR) and are collectively owned by Leadership Team.</li> <li>• Risk owners at this level will usually be a member of Leadership Team although there may also be a named Senior Manager with joint responsibility</li> <li>• The SRR is updated and presented to Leadership Team quarterly; these updates are facilitated by the Audit Manager working alongside the Head of Finance and in discussion with risk owners.</li> <li>• The SRR is presented twice yearly to Audit Board for assurance.</li> </ul>
<p><b>Operational (Service Level)</b></p>	<ul style="list-style-type: none"> <li>• Service level risks are those which may impact the day to day operations or the objectives of individual services.</li> <li>• Service level risk management is owned by the relevant Service Manager or Head of Service.</li> <li>• Chief Officers / Directors ensure that effective arrangements are in place in their own Directorates</li> <li>• Service level risks are captured on service risk registers which are owned by the relevant service manager / Head of Service. These should be updated as often as is necessary. However as a minimum they should be updated alongside the Service Plan and during the budget planning process</li> <li>• Individual Directorates will need to establish processes for ensuring that service risk registers are subject to collective scrutiny and debate. This could be achieved by:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Review and discussion at service management team meetings</li> <li>○ Submission to the Director alongside Service Plans</li> <li>○ Review and discussion with the Director during regular 121s.</li> <li>● Any ‘High’ risks should be considered for escalation to the Strategic Risk Register, in discussion with the relevant Chief Officer/Director</li> <li>● The Senior Management Team will review Service risk registers as a collective to identify any cross cutting risks, interdependencies and any discrepancies in risk appetite or response</li> <li>● The Audit Manager will present an aggregate report of service level risks to SMT annually</li> </ul>
<p><b>Project / Programme / Contract</b></p>	<ul style="list-style-type: none"> <li>● Project / programme risks are those which may impact delivery of the project / programme.</li> <li>● Individual projects, programmes and contracts should have their own risk registers to capture and monitor risks.</li> <li>● These are the responsibility of the project / programme / contract manager and should be discussed regularly at project / programme boards.</li> <li>● Any ‘High’ risks should be considered for escalation to the service risk register.</li> </ul>

**6. INTERDEPENDENCIES AND INFORMATION FLOWS**

- 6.1 The cyclical process set out above in *Diagram 1* should be in place at each of these three levels. However, none of the levels operate in isolation as there are links, interdependencies, escalation routes and information flows between them.
- 6.2 As a minimum, any risks with a current net score of ‘High’ should be considered, in conjunction with the Service Manager or Chief Officer, for escalation to the next level.
- 6.3 Similarly, any cross cutting risks identified on two or more service risk registers should be considered for inclusion on the Strategic Risk Register.
- 6.4 Management Team will review service level risk registers to identify any cross-cutting risks and interdependencies, and an annual report on aggregate risks from these registers will be provided to Leadership Team.

**7. STRATEGY REVIEW**

- 7.1 The Risk Management Strategy will be reviewed and presented to Audit Board and Cabinet for approval every two years at a minimum.





# Risk Management Guidance

**DARTFORD BOROUGH COUNCIL**

<b>Author</b>	<b>Date</b>	<b>Date</b>	<b>Date of next review</b>
Francesca Chivers, Audit Manager	October 2021	9 November 2021	October 2023

**RISK MANAGEMENT GUIDANCE**

<b>Item</b>	<b>CONTENTS</b>	<b>PAGE No</b>
1	Risk Management Guidance	<a href="#">2</a>
2	Identify Risk	<a href="#">2</a>
3	Analyse Risk	<a href="#">2</a>
4	Evaluate Risk	<a href="#">4</a>
5	Respond to Risk	<a href="#">4</a>
6	Recording Risks	<a href="#">5</a>
7	Monitor	<a href="#">5</a>
8	Report	<a href="#">6</a>
9	Natural Bias	<a href="#">6</a>
10	Training and Guidance	<a href="#">7</a>
11	Annex A Impact Matrix	<a href="#">8</a>
12	Annex B – Likelihood Scales	<a href="#">10</a>

## 1. RISK MANAGEMENT GUIDANCE

1.1 The following guidance describes the various stages of risk management in more detail. You can use the **risk assessment template** to help you identify, analyse and evaluate risk, prior to recording the outcome on the risk register. This template is not mandatory but is likely to be helpful for more complex risks.

## 2. IDENTIFY RISK

2.1 There are two stages to identifying risk: initial and continuous.

- The initial stage will generally happen at the outset of a project, or when there are no documented risk assessments, or when devising a new strategy / service plan.
- Responsible officers should subsequently continually review risks and add new ones as they arise. In this way, risks can be added to the risk register at any stage; it is not necessary to wait until a milestone review takes place.

2.2 Generally, risks are considered against objectives but a word of caution when using this approach: unless all service / corporate objectives are stated fully, it may be possible to miss risks purely by using this approach.

2.3 Risks can be identified in a variety of different ways. Particularly when undertaking an initial risk assessment, some of the following tools may be useful:

- PESTEL analysis (Political, Economic, Social, Technological, Environmental, Legal)
- SWOT analysis (strengths, weaknesses, opportunities, threats – the latter two are risks)
- Risk identification workshop with a cross-section of staff
- Brainstorming session
- Scenario analysis
- Past experience / lessons learned
- Sector or other research

2.4 The output of the risk identification should be a statement or series of statements that answers three questions:

- What might happen (the event)
- How might it happen (the cause)
- Why does it matter (the consequence)

## 3. ANALYSE RISK

3.1 Analysing the risk means determining both the likelihood and the impact of the risk occurring.

3.2 The Council uses a 5 x 5 scoring matrix for both impact and likelihood. The impact matrix at **Annex A** sets out the Council's definitions for each of the ratings across a

range of potential impacts and **Annex B** sets out the likelihood definitions. These matrices are not intended to be exhaustive and for both impact and likelihood, an element of professional judgment is likely to be necessary. (This is one reason why it is important for all risk registers to be periodically subject to review and challenge.)

3.3 It is also important for consistency that all sections of the Council use the same scoring grid. This will enable risks to be compared and analysed across the Council as a whole so that we have a clear picture of our total risk exposure.

3.4 The scoring grid is shown below:

		Impact				
		Minimal (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Likelihood	Very Likely (5)	5	10	15	20	25
	Likely (4)	4	8	12	16	20
	Possible (3)	3	6	9	12	15
	Unlikely (2)	2	4	6	8	10
	Very Unlikely (1)	1	2	3	4	5

3.5 Each risk should be assessed twice:

- 1) The risk should first be assessed as the **inherent** risk (ie, what is the impact and likelihood before any controls are applied).
- 2) Existing controls should then be identified and the risk should be scored again, with the effects of the controls considered. This is the **current** risk.

3.6 It is important to capture both scores so that the effects and the effectiveness of controls are understood and can be monitored. This exercise may also identify any controls that are surplus to requirements.

3.7 It may be helpful to think of controls in two different ways:

- Those that prevent an incident from occurring
- Those that mitigate the impact of an incident occurring.

#### **4. EVALUATE RISK**

- 4.1 Risk evaluation means comparing the existing level of risk against risk appetite and target risk levels.
- 4.2 The Council's risk appetite is set out in the Risk Strategy and is as follows:
- 4.3 The Council recognises that it is not possible or desirable to eliminate all risk. Some acceptance or exploitation of risk may be necessary in order to maximise opportunities; other risks may be outside the control of the Council or it may not be cost effective to reduce the risk further.
- 4.4 Any risks with a current score within the 'High' category will be considered outside the Council's risk appetite and further action to reduce the risk will be necessary.
- 4.5 Any 'Medium' risks currently scoring 10 or above are also likely to be outside the Council's risk appetite. Careful consideration should be given as to whether further, cost-effective action can further reduce impact or likelihood.
- 4.6 'Low' scoring risks will be considered within the organisation's risk appetite and no further action will be necessary.
- 4.7 Whether a risk is within or outside the Council's risk appetite will also be determined by the scoring applied to the risk. All risks must be given a target score as well as the inherent and current scores. The target score will provide the level of risk that the Council is prepared to accept for that particular risk; hence it is important that the target score is subject to regular scrutiny separate from the risk owner.
- 4.8 A target score should be set for each risk which is also determined in terms of impact and likelihood using the same scoring methodology and in line with the guidance above. The target score should be subject to regular review and group challenge to ensure that it remains appropriate.

#### **5. RESPOND TO RISK**

- 5.1 There are four possible options for responding to risk:
  - *Transfer* – the risk could, for example, be insured against or the activity could be outsourced. This may work well for financial impacts however, reputational impacts are unlikely to be effectively managed in this way
  - *Tolerate* – the current risk may be considered acceptable and no further action necessary. This will be the case if the current score is the same as the target score. It may, in exceptional circumstances, also be the case if the current score is higher than the target score but the Council deems that no further cost-effective controls or actions can be put into place. All such instances at service level should be discussed and agreed with the Director and those at Strategic level should be agreed by SMT as a whole.
  - *Treat* – further controls or additional actions are put into place to reduce the risk closer to the target score. These actions can be recorded on the risk assessment

template and must be recorded on the risk register so that they can be monitored until completion.

- *Terminate* – stop the activity giving rise to the risk. This is unlikely to be a practical option for many Council services but may be relevant for projects / initiatives / contracts, where ongoing viability in relation to cost / benefits should be subject to continual challenge.

## **6. RECORDING RISKS**

- 6.1 Risks at all levels must be recorded on a risk register. It is important that the same template is used across the organisation at all levels so that risks can be compared and aggregated.
- 6.2 It is not necessary to record on the risk register every control identified through the risk assessment process but key controls should be recorded. (see definition within the Risk Management Strategy)
- 6.3 Actions must be recorded on the risk register until they are closed; at this point they may be listed as a control.
- 6.4 All risks must also be allocated an owner. At Strategic level, this should be a Director / Chief Officer but a senior manager may be included as a joint owner. Service level risks will usually be owned by the service manager / Head of Service unless stated otherwise.

## **7. MONITOR**

- 7.1 Risks must be regularly monitored to ensure that:
- Scores (gross, residual and target) remain appropriate
  - Controls are in place and working as intended
  - Actions (where appropriate) are progressing as planned
- 7.2 As part of the monitoring process, risk owners need to ensure that they have mechanisms in place to indicate whether or not controls are working and risks are being effectively managed to the desired level.
- 7.3 As such, the risk register provides for available sources of assurances on the risk and control to be considered and noted. This will allow any gaps in assurance to be identified and addressed. Possible sources of assurance are recent or planned internal audits, external audit, management quality checks, progress reports, relevant key performance indicators, any external or internal reviews or inspections etc.
- 7.4 It is the responsibility of the risk owner to monitor individual risks. However, as a collective, Leadership Team are responsible for monitoring the Strategic Risk Register.
- 7.5 Service Managers / Heads of Service monitor Service Risk Registers but Directors are responsible for ensuring that this happens regularly and effectively in their areas. As

a minimum, service risk registers should be monitored and reviewed alongside the development of the service plan and the development of the budget.

## 8. REPORT

- 8.1 The Strategic Risk Register is reported quarterly to Leadership Team and six monthly to Audit Board.
- 8.2 The reporting process for Service Risk Registers is for individual Directors to determine within their Directorates. The Risk Strategy suggests that this could be achieved by:
- Review and discussion at service management team meetings
  - Submission to the Director alongside Service Plans
  - Review and discussion with the Director during regular 121s.
- 8.3 An aggregate report of all service risk registers will be presented annually to Leadership Team.
- 8.4 Project risks should be reported to each project board.
- 8.5 Risk reporting to Leadership Team and Audit Board will be co-ordinated by the Head of Finance with support from the Audit Manager.

## 9. NATURAL BIASES

- 9.1 Natural biases are a pitfall to be aware of at all stages in the risk management process and are a common cause for why risk management does not deliver the intended outcomes. These biases are one reason why group challenge / review / scrutiny is so important to the effectiveness of the risk management process. How many risk registers featured “pandemic” before 2020? Below are some possible biases to be aware of:

If something has already happened then it is less likely to happen again
Things will always happen in the way they do now
Over reliance on historical information or events to make judgements
Over estimation of highly visible or known occurrences at the expense of those that are less frequent
Too much focus on short term or immediate risk at the expense of those that are more long term (climate change for example)
Aversion to any risk
Ignoring data that doesn't fit with the desired outcome, such as data that does not fit with a business case

## 10. TRAINING AND GUIDANCE

- 10.1 Risk Management Training will be provided to service managers and Heads of Service via Service Managers Workshops.

- 10.2 Further advice and guidance on any aspect can be sought from Internal Audit, your Director or the Head of Finance.



## ANNEX A IMPACT MATRIX

	Financial	Service Delivery & Capability	Reputation	Legal & Regulatory	People & culture
Impact Headings	<i>Relating to uncontrolled expenditure or loss of income</i>	<i>Relating to operational delivery of services / objectives</i>	<i>May cause harm to public confidence or embarrassment</i>	<i>Related to breaches of law, rules or governance</i>	<i>May impact negatively on our workforce, culture or values</i>
Critical (5)	(Strategic) Uncontrolled financial losses in excess of multiple £m's (Operational) Over £250K	Failure to deliver <i>statutory</i> service / service disruption for <b>&gt;14 days</b>	National adverse publicity perceived as failing in a significant area of responsibility	Breach of law, regulations leading to significant sanctions eg enforcement and penalties  Breakdown of governance / internal control resulting in fraud, litigation and contractual risks	Significant staff dissatisfaction / increased long term absence & staff turnover  Loss of culture and value framework
Major (4)	(Strategic) Uncontrolled financial losses in excess of <b>£1m+</b> overspend in budget by <b>&gt;£1m+</b> (Operational) £100, 001 to £250K	Unable to deliver <i>discretionary</i> service / service disruption for <b>&gt;14 days</b>	Sustained negative local media attention & damage to public confidence	Breach of law or statutory duty leading to some sanction  Breakdown of internal controls open to abuse	Adverse staff dissatisfaction / likely increased absence and turnover of staff  Negative impact on culture & value framework
Moderate (3)	(Strategic) Uncontrolled financial losses between <b>£500k - £1m</b> / overspend in budget by <b>&gt;£500k</b> (Operational) £25, 001 to £100,000	Unsatisfactory service performance / service disruption of <b>&gt;5 days</b>	Isolated negative local publicity	Breach of law or or internal standards (limited sanctions)  Isolated internal control weaknesses	Declining staff dissatisfaction  Isolated instances of behaviours outside of value framework
Minor (2)	(Strategic) Uncontrolled financial losses between <b>£100k - £500k</b> / overspend in budget by <b>&gt;£100k</b> (Operational) £10, 001 to £25, 000	Reduced service delivery / service disruption for <b>7 hours</b>	Local publicity, but manageable through communication channels	Breach of internal policies  Internal controls partially effective	Isolated areas of staff dissatisfaction / likely impact on absence and turnover

	Financial	Service Delivery & Capability	Reputation	Legal & Regulatory	People & culture
Impact Headings	<i>Relating to uncontrolled expenditure or loss of income</i>	<i>Relating to operational delivery of services / objectives</i>	<i>May cause harm to public confidence or embarrassment</i>	<i>Related to breaches of law, rules or governance</i>	<i>May impact negatively on our workforce, culture or values</i>
Minimal (1)	(Strategic) Uncontrolled financial losses less than <b>£100k</b> / overspend in budget less than <b>£100k</b> (Operational) £10,000 or less	Disruption managed within normal day to day operations	Unlikely to cause adverse publicity	Breaches of internal procedures / working practices	Loss of staff morale but unlikely to result in absence or turnover of staff

**ANNEX B – LIKELIHOOD SCALES*****Very Likely = 5***

The council is experience problems in this are or expects to in the next 12 months

No controls are in place.

***Likely = 4***

The council has experienced problems in this area in the past three years

Controls may be in place but are generally ignored.

***Possible = 3***

The council has in the past experienced problems in this area but not in the past three years.

Some controls are in place and generally work but there have been occasions when they have failed and problems have arisen.

***Unlikely = 2***

Previous experience discounts this risk as being likely but other orgs have experience problems in this area.

There are controls in place that whilst not tested, appear to be effective

***Very Unlikely = 1***

Previous experience at this and other orgs makes this outcome highly unlikely to occur.

There are effective, tested controls in place that prevent occurrence of this risk

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**CABINET**  
**24 FEBRUARY 2022**

**PROPOSED RESPONSE TO CONSULTATION ON THE INTRODUCTION OF  
TENANT SATISFACTION MEASURES BY THE REGULATOR OF SOCIAL  
HOUSING**

1. Summary

- 1.1. The Regulator of Social Housing is seeking views on its proposals for tenant satisfaction measures which are part of implementing changes to consumer regulation set out in the Government's 'The Charter for Social Housing Residents: Social Housing White Paper.
- 1.2. This report sets out the Council's proposed response to the consultation.

2. RECOMMENDATION

- 2.1. That the Council's proposed response, at Appendix A to the report, be approved for submission to the Regulator of Social Housing.

3. Background and Discussion

- 3.1. The Social Housing White Paper "sets out what every social housing resident should be able to expect" under the following seven themes:
- To be safe in their home.
  - To know how their landlord is performing, including on repairs, complaints and safety, and how it spends its money, so it can be held to account.
  - To have residents' complaints dealt with promptly and fairly, with access to a strong ombudsman who will give residents swift and fair redress when needed.
  - To be treated with respect, backed by a strong consumer regulator and improved consumer standards for tenants.
  - To have residents' voices heard by their landlord, for example through regular meetings, scrutiny panels or other body.
  - To have a good quality home and neighbourhood to live in, with your landlord keeping your home in good repair.
  - To be supported to take a first step to ownership, so it is a ladder to other opportunities; should circumstances allow.
- 3.2. The White Paper also sets out how social housing landlords will be required to report on a set of tenant satisfaction measures to the Regulator of Social Housing (RSH) as part of implementing the changes to the consumer regulations. The measures would provide data about social housing landlords' performance and the quality of their services to help tenants hold their landlord to account and help the RSH in its future consumer regulation role. On 9 December 2021, the RSH published its consultation on the proposed set of tenant satisfaction measures (TSMs), which it intends to come into effect in 2023.

**CABINET**  
**24 FEBRUARY 2022**

- 3.3. In the consultation, the RSH is proposing to introduce a new consumer standard (the TSM standard) which will set out clear expectations for social housing landlords regarding their obligations to submit and publish performance information in order to meet the White Paper underlying principle of providing transparency to tenants. The RSH is proposing to introduce 22 TSMs under the following themes, which reflect the themes and issues set out in the White Paper:
- Keeping properties in good repair
  - Maintaining building safety
  - Effective handling of complaints
  - Respectful and helpful engagement
  - Responsible neighbourhood management, including measures on anti-social behaviour.
- 3.4. The TSMs are intended to be a core set of comparable measures that all social housing landlords would have to report on and publish annually. The TSMs will be made up of 12 measures generated from tenant perception surveys, and 10 measures generated from management information held by the landlord.
- 3.5. Registered providers must:
- Collect information specified by the Regulator relating to their performance against the tenant satisfaction measures. The information must be collected within a timeframe set by the Regulator and must meet the Regulator's requirements.
  - Annually publish their performance against the tenant satisfaction measures. This should include information about how they have met the Regulator's requirements. This information must be published in a manner that is timely, clear, and easily accessed by tenants.
  - Annually submit to the Regulator information specified by the Regulator relating to their performance against those measures. The information must be submitted within a timeframe and in a form determined by the Regulator.
- 3.6. Registered providers must also ensure that the information is an accurate, reliable, valid, and transparent reflection of their performance against the tenant satisfaction measures.
- 3.7. The proposed response to the consultation is set out in Appendix A to the report. The deadline for is 3 March 2022.
4. Relationship to the Corporate Plan
- 4.1 To support the Council's overall vision to make Dartford 'the place of quality and choice, a place where people choose to live, work and enjoy their leisure time.

**CABINET**  
**24 FEBRUARY 2022**

- 4.2 To support the strategic aim to facilitate quality, choice and diversity in the housing market, assist in meeting housing need in Dartford and deliver high quality services to service users; and to create strong and self-reliant communities.

5. Financial, legal, staffing and other implications and risk assessments

Financial Implications	None at this stage.
Legal Implications	Local authorities will be required to implement the White Paper proposals and fulfil any future legislative requirements.
Staffing Implications	The proposals are extensive and will require additional resources. A new post of Senior Housing Policy and Performance Officer has been agreed.
Administrative Implications	None specifically at this stage.
Risk Assessment	N/A

6. Details of Exempt Information Category

Not applicable.

7. Appendices

Appendix A - Draft response to the consultation

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
		Jackie Pye (01322) 343683	Housing/ External Services	N/A

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# APPENDIX A

## Draft Response to Tenant Satisfaction Measures (TSM) Consultation Questions

The Regulator of Social Housing (RSH) Draft TSM Standard		
<b><u>TSM Standard</u></b>		
<p><b>1. Required outcome</b>            1.1. Registered providers must collect and provide information to support effective scrutiny by tenants of their landlord's performance in managing their homes and neighbourhoods.</p> <p><b>2. Specific expectations</b>            2.1. Registered providers must meet the regulator's requirements in relation to the tenant satisfaction measures set by the regulator as set out in Tenant Satisfaction Measures: Technical Requirements and Tenant Satisfaction Measures: Tenant Survey Requirements.</p> <p>2.2. Registered providers must:</p> <p>a. collect information specified by the regulator relating to their performance against the tenant satisfaction measures. The information must be collected within a timeframe set by the regulator and must meet the regulator's requirements in Tenant Satisfaction Measures: Technical Requirements and Tenant Satisfaction Measures: Tenant Survey Requirements.</p> <p>b. annually publish their performance against the tenant satisfaction measures. This should include information about how they have met the regulator's requirements set out in Tenant Satisfaction Measures: Technical Requirements and Tenant Satisfaction Measures: Tenant Survey Requirements. This information must be published in a manner that is timely, clear, and easily accessed by tenants.</p> <p>c. annually submit to the regulator information specified by the regulator relating to their performance against those measures. The information must be submitted within a timeframe and in a form determined by the regulator.</p> <p>2.3. In meeting paragraphs 2.1 and 2.2 above, registered providers must ensure that the information is an accurate, reliable, valid, and transparent reflection of their performance against the tenant satisfaction measures.</p>		
<b>No.</b>	<b>Consultation Question</b>	<b>Response</b>
1	Do you agree that the proposed TSM Standard <ul style="list-style-type: none"> <li>a. sets clear expectations for registered providers?</li> <li>• Agree.</li> <li>• Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p><b>a. Agree</b></p> <p><b>b. Agree</b></p> <p><b>Additional commentary</b> – We consider that the TSM Standard provides clear and concise expectations on registered providers regarding their obligations to submit and publish performance information in order to meet the White Paper underlying principle of</p>

<p>b. supports the regulator in ensuring that the TSMs provide tenants with greater transparency about their landlord's performance (one of the aims of the TSMs in the White Paper)?</p> <ul style="list-style-type: none"> <li>• Agree.</li> <li>• Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p>providing transparency to tenants. This is supported by detailed technical and survey requirements on how to meet these obligations.</p>
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**Keeping Properties in Good Repair**

**Keeping Properties in Good Repair TSMs**

**RP01 Homes that do not meet the Decent Homes Standard** - This TSM would report on the proportion of homes that do not meet the Decent Homes Standard.

The Government is leading a review of the Decent Homes Standard to consider if it should be updated, including consideration of what the Standard might say about communal areas and green spaces. The RSH consider that the introduction of a TSM on communal areas meeting a required standard would be more practicable once the detail about any revised standard has been developed as part of the Government's review. The RSH will therefore decide on the most appropriate action to take in relation to introducing a TSM on communal areas meeting a required standard once this review is concluded.

**RP02 Repairs completed within target timescales** - Proportion of (non-emergency) responsive repairs completed within the provider's target timescale during the reporting year. For context, providers must also report their target timescales for completing (non-emergency) responsive repairs used to generate this TSM.

As part of the proposed TSM, each provider would be required to publish their target timescales for completing non-emergency responsive repairs. For some providers this may include more than one target timescale, for example for urgent and other non-emergency repairs. While many providers already record repairs performance against target timescales, it is recognised that providers currently take a range of approaches to reporting repairs performance and a minority may not have established target timescales. In these cases, the RSH does not think it is disproportionate to require a target to be established for the purposes of transparently communicating repairs performance.

**TP02 Satisfaction with repairs** - Proportion of respondents who have received a repair in the last 12 months who report that they are very satisfied or fairly satisfied with the repairs service.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: First question: *'Has your landlord carried out a repair to your home in the last 12 months?'* Yes/No. If yes, Second question: *'How satisfied or dissatisfied are you with the repairs service you have received to your home from your landlord over the last 12 months?'*

The RSH propose that providers must collect data on tenant satisfaction with their repairs service through a perception survey, rather than transactional surveys triggered following the completion of a repair, in order to generate data for this TSM. Evidence strongly suggests that the use of transactional rather than perception surveys has a significant impact on satisfaction scores and permitting a mix of approaches is likely to significantly limit comparability across

providers. The vast majority of tenant households are likely to have had at least one responsive repair in the last 12 months and hence would be in a position to respond to this perception survey question.

**TP03 Satisfaction with time taken to complete most recent repair** - Proportion of respondents who have received a repair in the last 12 months who report that they are very satisfied or fairly satisfied with the time taken to complete their most recent repair.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: First question: *'Has your landlord carried out a repair to your home in the last 12 months?'* Yes/No. If yes, Second question: *'How satisfied or dissatisfied are you with the time taken to complete your most recent repair after you reported it?'*

Given that responsive repairs are the main interaction between many tenants and providers, the RSH thinks there is merit in ensuring that tenant perception measures offer a sufficiently rounded view of performance in this service area. Timeliness of repairs is a key issue that matters to tenants, and this measure will enable management information on the timeliness of responsive repairs (RP02) to be cross-referenced against tenant perceptions on the same issue.

The RSH has carefully considered a range of alternative question wording (e.g., satisfaction with the repair being completed 'right first time', quality of the repair or the ease of arranging the repair). Compared to these alternatives, the RSH thinks that the proposed measure is clear, well-understood, and reflects a broad but distinct set of issues on responsive repairs that matter to tenants. Overall, this TSM would offer a more rounded view of repairs than overall satisfaction with a repairs service alone (TP02).

No.	Consultation Question	Response
2	<p>We are proposing to introduce two TSMs about timeliness of repairs (RP02 Repairs completed within target timescale; TP03 Satisfaction with time taken to complete most recent repair). Do you agree that both RP02 and TP03 should be used to measure timeliness of repairs?</p> <ul style="list-style-type: none"> <li>• Agree – please explain.</li> <li>• Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p><b>Agree</b> – We consider that measuring timeliness of repairs is an important gauge for us and our tenants in terms of understanding performance. We do currently have target timescales for repairs and use transactional satisfaction surveys following a repair, as these provide us with an ongoing and effective operational and contract management tool. We would also capture this type of information to inform HouseMark and STAR Surveys. We therefore do not envisage that incorporating these repairs questions into the TSM Standard would create significant additional burden.</p>
3	<p>There are four proposed TSMs under the theme of Keeping Properties in Good Repair (RP01 Homes that do not meet the Decent Homes Standard; RP02 Repairs completed within target timescale; TP02 Satisfaction with repairs; TP03 Satisfaction with time taken to complete most recent repair). Overall, do you think they give a well-rounded view of performance under this theme?</p> <ul style="list-style-type: none"> <li>• Yes.</li> <li>• No – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p><b>Yes</b></p> <p><b>Additional commentary</b> – As explained in question 2, we currently capture information regarding repairs, including information on homes that do not meet the Decent Homes Standard. We consider this performance information to be central to the services we provide and so give a rounded view of performance under this theme.</p>

Please tell us if you have any comments on any of the individual TSMs under the theme of Keeping Properties in Good Repair.	
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**Maintaining Building Safety**

**Maintaining Building Safety TSMs**

**BS01 Gas safety checks** - Proportion of homes for which all required gas safety checks have been carried out.

**BS02 Fire safety checks** - Proportion of homes for which all required fire risk assessments have been carried out.

**BS03 Asbestos safety checks** - Proportion of homes for which all required asbestos management surveys or re-inspections have been carried out.

**BS04 Water safety checks** - Proportion of homes for which all required legionella risk assessments have been carried out.

**BS05 Lift safety checks** - Proportion of homes for which all required communal passenger lift safety checks have been carried out.

The RSH propose that these TSMs will measure the number of individual homes for which all relevant safety checks have been completed, as a proportion of all homes which required the specified safety checks (in each case in relation to the home itself and/or in relation to any communal or other relevant parts which required the specified safety check). For example, if a required fire risk assessment (FRA) on a block of 100 flats is outstanding, then the TSM would reflect that these 100 homes did not have all required FRAs in place.

The RSH are not proposing to introduce a TSM relating to electrical safety as part of this consultation. The Department for Levelling Up, Housing and Communities plans to consult on electrical safety in the social rented sector and a decision will be made later on the most appropriate action to take in relation to introducing a TSM on electrical safety.

**TP04 Satisfaction that the home is well maintained and safe to live in** - Proportion of respondents who report that they are very satisfied or fairly satisfied that their home is well maintained and safe to live in.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: *‘Thinking specifically about the building you live in ... How satisfied or dissatisfied are you that your landlord provides a home that is well maintained and safe for you to live in?’*

The RSH has drafted the question so it does not use terms such as ‘health and safety’ which may not be clearly or consistently understood.

<b>No.</b>	<b>Consultation Question</b>	<b>Response</b>
4	<p>Do you agree with the proposal to use the individual homes for which the relevant safety checks have been carried out as the basis for the following Maintaining Building Safety TSMs: BS01 Gas safety checks; BS02 Fire safety checks; BS03 Asbestos safety checks; BS04 Water safety checks; BS05 Lift safety checks?</p> <ul style="list-style-type: none"> <li>• Agree – please explain.</li> </ul>	<p><b>Agree</b> – We agree that this approach would provide a baseline level of assurance from information that registered providers should be collecting as a matter of course, and should not create significant additional burden. Therefore, we feel this is proportionate whilst at the same time reflects the aims of the White Paper.</p>

	<ul style="list-style-type: none"> <li>Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	
5	<p>There are six proposed TSMs under the theme of Maintaining Building Safety (BS01 Gas safety checks; BS02 Fire safety checks; BS03 Asbestos safety checks; BS04 Water safety checks; BS05 Lift safety checks; TP04 Satisfaction that the home is well maintained and safe to live in). Overall, do you think they give a well-rounded picture of performance under this theme?</p> <ul style="list-style-type: none"> <li>Yes.</li> <li>No – please explain and provide any alternative suggestions where relevant.</li> </ul> <p>Please tell us if you have any comments on any of the individual TSMs under the theme of Maintaining Building Safety.</p>	<p><b>Yes</b> – While we agree that these measures will give a well-rounded picture of performance regarding whether safety checks have been completed in each area, we do not feel that these measures will demonstrate safety fully. If all that is required is to measure properties that need a risk assessment and those properties where we have a risk assessment, this is straightforward, yet it does not completely demonstrate safety, for example whether remedial action identified has been addressed. We do however appreciate that by incorporating remedial action in the measures would be complex and raise issues with comparability between providers.</p>

### Effective Handling of Complaints

#### Effective Handling of Complaints TSMs

#### **CH01 Complaints relative to the size of the landlord** - Number of:

1. Stage one complaints received per 1,000 homes during the reporting year

and

2. Stage two complaints received per 1,000 homes during the reporting year.

Providers must adhere to the definitions of ‘complaint’, ‘stage one’ and ‘stage two’ as set out in the Housing Ombudsman’s Complaint Handling Code.

#### **CH02 Complaints responded to within Complaints Handling Code timescales** - Proportion of:

1. Stage one complaints responded to within the Housing Ombudsman’s Complaint Handling Code timescales

and

2. Stage two complaints responded to within the Housing Ombudsman’s Complaint Handling Code timescales.

**TP11 Satisfaction with the landlord’s approach to handling of complaints** - Proportion of respondents who report that they are very satisfied or fairly satisfied with their landlord’s handling of complaints.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: *‘How satisfied or dissatisfied are you with your landlord’s approach to complaints handling?’*

**TP12 Tenant knowledge of how to make a complaint** - Proportion of respondents who report that they strongly agree or agree with the statement *“I know how to make a complaint to my landlord if I am not happy with the service I receive”*.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: *‘To what extent do you agree or disagree with the following’: “I know how to make a complaint to my landlord if I am not happy with the service I receive?”*

No.	Consultation Question	Response
6	<p>Do you agree with the proposal that TP11 Satisfaction with the landlord’s approach to handling of complaints is measured by a perception survey?</p> <ul style="list-style-type: none"> <li>• Agree – please explain.</li> <li>• Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p><b>Agree</b> – We value the importance of measuring satisfaction with complaint handling to inform learning and improvement, and currently provide the opportunity for our residents to complete transactional surveys upon closure of a complaint. This approach allows us to continuously identify themes and trends on an ongoing basis that could highlight systematic issues, risks or areas for improvement. We understand the weakness of using transactional perception surveys for providing the basis for a comparable measure across providers due to the small minority of tenants making a formal complaint each year, and only a proportion of those complainants reply to a transactional survey. Therefore, we appreciate a transactional measure may not meet minimum standards of statistical accuracy to enable comparability and so we understand the preferred use of perception surveys for this reason.</p>
7	<p>There are four proposed TSMs under the theme of Effective Handling of Complaints (CH01 Complaints relative to the size of the landlord; CH02 Complaints responded to within Complaint Handling Code timescales; TP11 Satisfaction with the landlord’s approach to handling of complaints; TP12 Tenant knowledge of how to make a complaint). Overall, do you think they give a well-rounded picture of performance under this theme?</p> <ul style="list-style-type: none"> <li>• Yes.</li> <li>• No – please explain and provide any alternative suggestions where relevant.</li> </ul> <p>Please tell us if you have any comments on any of the individual TSMs under the theme of Effective Handling of Complaints.</p>	<p><b>Yes</b></p> <p><b>Additional commentary</b> – <i>As the measures on complaint handling aligns with the Housing Ombudsman’s Complaint Handling Code requirements, these measures seem sensible and should not create an additional burden.</i></p>



## Respectful and Helpful Engagement

### Respectful and Helpful Engagement TSMs

**TP05 Satisfaction that the landlord listens to tenants views and acts upon them** - Proportion of respondents who report that they are very satisfied or fairly satisfied that their landlord listens to tenant views and acts upon them.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: *‘How satisfied or dissatisfied are you with the extent to which your landlord listens to your views and acts upon them?’*

**TP06 Satisfaction that the landlord keeps tenants informed about the things that matter to them** - Proportion of respondents who report that they are very satisfied or fairly satisfied that their landlord keeps tenants informed about things that matter to them as a tenant.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: *‘How satisfied or dissatisfied are you with the way your landlord keeps you informed about things that matter to you as a tenant?’*

**TP07 Agreement that the landlord treats tenants fairly and with respect** - Proportion of respondents who report that they strongly agree or agree that their landlord treats them fairly and with respect.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: *‘To what extent do you agree or disagree with the following “my landlord treats me fairly and with respect”?’*

No.	Consultation Question	Response
8	<p>There are three proposed TSMs under the theme of Respectful and Helpful Engagement (TP05 Satisfaction that the landlord listens to tenant views and acts upon them; TP06 Satisfaction that the landlord keeps tenants informed about things that matter to them; TP07 Agreement that the landlord treats tenants fairly and with respect). Overall, do you think they give a well-rounded picture of performance under this theme?</p> <ul style="list-style-type: none"> <li>• Yes.</li> <li>• No – please explain and provide any alternative suggestions where relevant.</li> </ul> <p>Please tell us if you have any comments on any of the individual TSMs under the theme of Respectful and Helpful Engagement.</p>	<p><b>Yes</b></p> <p><b>Additional commentary</b> – We agree this will give a well-rounded picture of performance under this theme. TP05 and TP06 ensure a clear distinction between measuring perceptions on how tenants feel that providers listen and act on feedback from them as well as the quality of communication from the provider to its tenants. Providers should be attuned to how they engage and communicate with their tenants, and TP05 and TP06 will inform satisfaction rates on this. In addition, providers should ensure that treating tenants fairly and with respect is engrained within the culture of the organisation, and TP07 is an important measure for this.</p>

## Responsible Neighbourhood Management

### Responsible Neighbourhood Management TSMs

**NM01 Anti-social behaviour (ASB) cases relative to the size of the landlord** - Number of ASB cases opened per 1,000 homes by or on behalf of the registered provider during the reporting year.

**TP08 Satisfaction that the landlord keeps communal areas clean, safe and well maintained** - Proportion of respondents who report that they are very satisfied or fairly satisfied that their landlord keeps communal areas clean, safe and well maintained.

The question used to generate this TSM would need to be asked as a perception survey using the following wording: First question: ‘*Do you live in a building with communal areas, either inside or outside, that you share with other people who live in the building?*’ Yes/No. If yes, Second question: ‘*How satisfied or dissatisfied are you that your landlord keeps these communal areas clean, safe and well maintained?*’

**TP09 Satisfaction that the landlord makes a positive contribution to neighbourhoods** - Proportion of respondents who report that they are very satisfied or fairly satisfied with the extent to which their landlord makes a positive contribution to the neighbourhood.

The question used to generate this TSM would need to be asked as a perception survey and our lead option for the wording is: ‘*Thinking about what your landlord does to improve your neighbourhood as a place to live... How satisfied or dissatisfied are you with the extent to which your landlord makes a positive contribution to your neighbourhood?*’

The RSH is also seeking views on the following alternative perception survey wording on responsible neighbourhood management: ‘*How satisfied or dissatisfied are you with your neighbourhood as a place to live?*’

**TP10 Satisfaction with the landlord’s approach to handling of anti-social behaviour** - Proportion of respondents who report that they are very satisfied or fairly satisfied with their landlord’s handling of anti-social behaviour.

The question used to generate this TSM must be asked as a perception survey using the following wording: ‘*How satisfied or dissatisfied are you with your landlord’s approach to handling anti-social behaviour?*’

No.	Consultation Question	Response
9	<p>For the TSM relating to satisfaction with the neighbourhood, we have presented a lead proposal and an alternative option. Do you agree with the lead proposal that TP09 is Satisfaction that the landlord makes a positive contribution to neighbourhoods?</p> <ul style="list-style-type: none"> <li>• Yes – I agree with the lead proposal for TP09 which is Satisfaction that the landlord makes a positive contribution to neighbourhoods.</li> </ul>	<p><b>Yes – We agree with the lead proposal for TP09 which is Satisfaction that the landlord makes a positive contribution to neighbourhoods.</b></p>



	<ul style="list-style-type: none"> <li>No – I prefer the alternative option for TP09 which is Satisfaction with your neighbourhood as a place to live – please explain.</li> <li>No – I don't agree with either option – please explain and tell us your suggestion for an alternative TSM.</li> <li>I don't think there should be a TSM about satisfaction with the neighbourhood in the suite of TSMs – please explain.</li> </ul>	
10	<p>Do you agree with the proposal that TP10 about satisfaction with the landlord's approach to handling of anti-social behaviour is measured by a perception survey?</p> <ul style="list-style-type: none"> <li>Agree – please explain.</li> <li>Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p><b>Agree</b> – We agree with this proposal for the reasons stated that will capture a wider range of tenant's views over and above those that have actually reported anti-social behaviour.</p>
11	<p>There are four proposed TSMs under the theme of Responsible Neighbourhood Management (NM01 Anti-social behaviour cases relative to the size of the landlord; TP08 Satisfaction that the landlord keeps communal areas clean, safe and well maintained; TP09 Satisfaction that the landlord makes a positive contribution to neighbourhoods; TP10 Satisfaction with the landlord's approach to handling of anti-social behaviour). Overall, do you think they give a well-rounded picture of performance under this theme?</p> <ul style="list-style-type: none"> <li>Yes.</li> <li>No – please explain and provide any alternative suggestions where relevant.</li> </ul> <p>Please tell us if you have any comments on any of the individual TSMs under the theme of Responsible Neighbourhood Management.</p>	<p><b>Agree</b> – We agree with the proposed TSM's apart from TP10 - Satisfaction with the landlord's approach to handling of anti-social behaviour (ASB). Although asking this way will increase the number of tenants including feedback from tenants who have not experienced ASB, this could be affected by other factors such as policing, environment or other services. Focusing on tenants with experience of ASB where an ASB case has been opened will provide more accurate information on the services the landlord has actually provided.</p> <p>We also question the inclusion of domestic abuse and hate crime within a TSM on ASB and whether there should be separate TSMs on domestic abuse and hate crime. Domestic abuse and hate crime have their own distinct definitions and are arguably not within the definition of ASB. In addition, particularly in the case of domestic abuse, there are separate powers and legislation to assist victims and deal with perpetrators under the Domestic Abuse Act 2021.</p> <p>At the moment domestic abuse and hate crime is included within the remit of our ASB Policy. However, we will be developing a separate Domestic Abuse Policy due to the distinct difference it is to ASB and in light of the Government's aim in White Paper to expect the RSH to review and amend its regulatory standards to make it clear that landlords should have a policy setting out how they should tackle issues surrounding domestic abuse, working with other agencies as appropriate.</p>

### The TSM suite

The RSH proposes that there will be 22 TSMs of which there will be 12 tenant perception measures and 10 that will be collected through providers' management information.

The perception measures will be collected via tenant perception surveys and not transactional surveys (i.e. carried out periodically and not triggered by a recent interaction e.g. after a repair).

The range of proposed TSMs reflects the themes set out in the White Paper and the expectation that tenants are given opportunity to voice their perspectives on issues that matter to them. For many of these issues, tenant perception surveys are likely to be the only viable method to generate robust data. The RSH are conscious, however, that a more extensive set of survey questions can risk survey fatigue among respondents, reduce response rates, and make some survey formats more difficult to deliver - this would be a risk for providers to manage as they seek to incorporate the proposed questions into wider surveys. Overall, the RSH judge that the scope of the proposed tenant perception measures is proportionate to the aims of the White Paper. However, this is a particular issue on which the RSH would welcome views from tenants, providers and other stakeholders.

No.	Consultation Question	Response
12	<p>Number of TSMs</p> <p>a. Please tell us your views on the number of TSMs by selecting one of the following options:</p> <ul style="list-style-type: none"> <li>• There are too many TSMs in the suite – please explain.</li> <li>• There is the right number of TSMs in the suite.</li> <li>• There are too few TSMs in the suite – please explain.</li> </ul> <p>b. Do you think there are any TSMs that should be added to or removed from the final suite of TSMs?</p> <ul style="list-style-type: none"> <li>• Yes – please tell us what they are and why.</li> <li>• No.</li> </ul> <p>c. Overall, do you think the suite of TSMs works well as a whole in providing rounded information to tenants about their landlord's performance?</p> <ul style="list-style-type: none"> <li>• Yes – please explain.</li> <li>• Partially – please explain and provide any alternative suggestions where relevant.</li> <li>• No – please explain and provide any alternative suggestions where relevant.</li> <li>• Don't know.</li> </ul>	<p><b>a. There is the right number of TSMs in the suite.</b></p> <p><b>b. Yes</b> – As our comment in question 11, we feel that domestic abuse and hate crime should be classed as a separate issues from ASB and warrant being TSMs in their own right.</p> <p><b>c. Yes</b> – We consider the suite of TSMs works well as a whole in providing rounded information to tenants about the priorities contained in the White Paper. The TSMs will of course not prevent providers from measuring other areas of satisfaction and performance outside of the regulatory regime that they feel are important and pertinent to their individual organisation and tenants.</p>

## General TSM Requirements

**Relevant homes** - Data for the proposed TSMs would have to be collected for the following property types (where relevant):

- Low cost rental accommodation (LCRA). This includes for example general needs, supported housing, intermediate rent and temporary social housing
- Low cost home ownership (LCHO). This includes, for example, shared ownership homes (which have not been fully staircased)

For the purposes of the TSMs, each of the following is a single dwelling unit:

- self-contained residential homes; plus
- bed spaces in a non-self-contained property.

The following property types must not be included in providers' TSM data collection:

- Non-social homes e.g., market rent homes
- Legacy social housing which is social housing only by virtue of legacy provisions in the Act [footnote 18].
- Leasehold homes including 100% owned LCHO homes where the resident has fully staircased [footnote 19].

**Reporting dates and periods** - Providers with 1,000 or more relevant homes would be required to collect information and report TSMs annually according to a reporting year that runs from 1 April to 31 March. Where the RSH require information to be calculated as at 'year end', they propose that such providers would report information as at 31 March.

**Data protection** - Providers must be compliant with the relevant privacy and data protection legislation when processing personal data. Providers must protect respondent's confidentiality in order that respondents feel confident to give honest feedback in tenant perception surveys. This includes ensuring that identifiable individual responses are not shared internally or externally beyond those who require the information to produce the TSMs, unless the respondents give explicit consent, and this is managed appropriately. This applies to both the conduct of the survey itself, and the publication of results.

**Data accuracy** - It would ultimately be the responsibility of Boards of private registered providers and governing bodies of local authority registered providers to ensure that reported TSMs had been calculated accurately and in accordance with regulatory requirements.

No.	Consultation Question	Response
13	<p>Chapter 9 of the consultation document covers some general requirements that apply to all TSMs, which are addressed in more detail in Annex 2 Tenant Satisfaction Measures: Technical Requirements. These include how providers should collect and report the TSMs, the types of homes that should be included, as well as the time period over which data should be reported. Do you agree with these proposals?</p> <ul style="list-style-type: none"> <li>• Agree – please explain.</li> <li>• Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p><b>Agree</b> – We agree with the proposals on the type of relevant homes the TSMs would apply to.</p> <p>We consider an annual data return to be appropriate and proportionate. This is standard practise and consistent with many other statistical data returns.</p> <p>In terms of data protection, we take this extremely seriously and strongly agree that providers must be compliant when processing data.</p> <p>We agree that Boards and governing bodies should take ownership of the responsibility of ensuring the accuracy of TSM data and expect that the results of TSMs, including</p>

analysis of data accuracy, would as a matter of course need to be reported to the provider's accountable body for scrutiny before submission.

### Tenant Perception Survey Requirements

**Survey collection method** - Providers would be allowed to use any collection method including face-to-face, telephone, postal, or email/online, and they would be allowed to use more than one collection method.

**Survey type** - The RSH propose that providers must generate data for the tenant perception measures TP01 – TP12 using data from tenant perception surveys only i.e., surveys which periodically capture tenants' general views of landlord performance and which are not triggered by a recent interaction with the landlord. A perception survey would allow tenants to directly express their views of their provider's performance on a range of issues. Transactional surveys are not the preferred type of survey due to the complexities associated with them and the risk the data being less comparable between different organisations.

**Survey questions and response options** - The RSH propose that providers would be required to use the prescribed question wording and response options for each survey question as specified in Tenant Satisfaction Measures: Tenant Survey Requirements (Annex 3). The RSH consider that consistency in question wording and response scale is necessary to be able to compare results between providers.

**Questionnaire structure** - Providers would have to inform respondents that the survey will be used to calculate annual TSMs to be published, and approximately how long the survey would take them to complete at the start of the survey.

In addition to the prescribed questions, providers would be able to include other questions in the same tenant perception survey questionnaire.

The RSH propose to require that the overall satisfaction question to generate the overall satisfaction TSM must be the first question in a perception survey questionnaire used to generate TSMs. Questions to generate the other TSMs would be required to come before any other question(s) that a provider chooses to include on the same topic.

**Relevant tenant population for the tenant perception measures** - It is proposed that a provider that owns 1,000 or more LCRA homes would have to report tenant perception measures for LCRA separately. Similarly, providers that own 1,000 or more units of LCHO would have to report tenant perception measures for LCHO separately.

Providers with fewer than 1,000 homes of LCRA and fewer than 1,000 homes of LCHO would be able to either calculate and report perception measures for LCRA (only), LCHO (only), both property types separately, or both property types combined. Providers that own 1,000 or more LCRA homes but fewer than 1,000 LCHO homes, would only be required to report tenant perception measures for LCRA (and vice versa).

**Survey timings** - The actual perception survey could take place at a single point in time, be spread out across a period of time, or be carried out on a rolling basis (e.g., quarterly or monthly). It would however have to be a single exercise, so for example the same tenant could not provide two responses in the same survey period.

Providers that own a total of 1,000 or more relevant homes (LCRA and LCHO) would be required to carry out a tenant perception survey at least annually to generate data for the tenant perception measures.

Providers that own fewer than 1,000 relevant homes, would be required to carry out a perception survey at least once every two years. Registered providers that own fewer than 1,000 relevant homes would be allowed to collect and report annual TSMs according to a reporting year other than 1 April to 31 March.

**Sampling and representativeness** - The RSH propose that providers would be required, as far as possible, to generate a sample size for overall satisfaction (TP01) that meets their proposed minimum level of statistical accuracy. This is to allow meaningful comparisons between providers and is standard practice when producing a robust sample to estimate tenant satisfaction scores. The sample size refers to the total number of responses to the tenant perception survey.

Providers must ensure that as far as reasonably possible the calculated satisfaction scores are representative of their tenant population. Providers would be expected to undertake reasonable checks for differences between the achieved sample and their tenant population in terms of characteristics associated with different average satisfaction scores and weighting (where appropriate and reasonable) in order to balance any under-representation or over-representation in the sample.

Where it is practically difficult to achieve minimum sample sizes using conventional survey collection methods, providers may undertake a census as a means of meeting the requirements in relation to sample size.

Providers must ensure that, as far as possible, survey responses used to calculate perception TSMs are representative of the relevant tenant population.

Providers would be expected to take reasonable steps to assess and remove barriers that may exist for specific groups of tenants participating in surveys, which should have a positive impact on equality considerations, including advancing equality of opportunity between people who share a protected characteristic and those who do not.

**In-house or outsourced** - Providers would be able to choose to conduct tenant perception surveys and calculate the perception measures either in-house or through an external contractor.

**Publication of survey approach** - Providers would be required to publish a summary of their tenant survey methodology used to generate tenant perception survey data for the TSMs, alongside their published TSM data. This would include a summary of achieved sample size (number of responses), timing of survey, collection method, sample method, assessment of representativeness of the sample against the relevant tenant population, any weighting applied to generate the reported perception measures, and any other methodological issues likely to have a material impact on the tenant perception measures reported.

No.	Consultation Question	Response
14	<p>We propose to allow providers to choose the most appropriate survey collection method (e.g., postal, by phone, online etc.) to obtain data for the tenant perception measures TP01-TP12. Do you agree with this proposal?</p> <ul style="list-style-type: none"> <li>• Agree – please explain.</li> <li>• Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p><b>Agree</b> – Being able to choose the most appropriate survey collection method will provide flexibility for registered providers. It also allows scope to tailor survey methods to meet the needs of the tenant profile and assist in achieving representativeness e.g., younger tenants may be more likely to use online surveys, older people may be more likely to take part in postal or phone surveys. We will be consulting with our residents on how they would most prefer to be communicated with in respect of future tenant engagement work, including engagement in perception surveys.</p>
15	<p>Chapter 10 of the consultation document covers some requirements that apply to the TSMs which are tenant perception measures (TP01-TP12). These requirements are addressed in more detail in Annex 3 Tenant Satisfaction</p>	<p><b>Agree</b> – While undertaking perception surveys for the purpose of the TSMs in addition to existing transactional surveys we carry out would cause some additional burden and costs to us, we agree that perception surveys should be the preferred survey type for the</p>

	<p>Measures: Tenant Survey Requirements. The requirements include survey type, survey timing, response options and who is to be surveyed. Do you agree with these requirements?</p> <ul style="list-style-type: none"> <li>• Agree – please explain.</li> <li>• Disagree – please explain and provide any alternative suggestions where relevant.</li> </ul>	<p>TSMs. We accept that transactional surveys would experience complexities associated with their use and risks the data being less comparable between different providers.</p> <p>We also feel that it is reasonable to use prescribed questions and response options, as they clearly enable comparison between different providers, which we would find a useful benchmarking tool. Further, being able to choose the survey frequency will provide flexibility for registered providers depending on e.g. their circumstances, size and resources. And, we also support the proposed requirements on sampling and representativeness to ensure that the required confidence levels are achieved. In our view, this particular requirement should be fundamental to any survey work.</p>
<b>Registered Providers that own fewer than 1,000 homes</b>		
<p>The RSH recognise the practical barriers for small providers in conducting surveys to the same statistical accuracy and detail as larger providers, and the likelihood that many small providers will need to employ a census survey approach to meet the requirements. Smaller providers would be able to:</p> <ul style="list-style-type: none"> <li>• Carry out the survey at least once every 2 years</li> <li>• Collect and report annual TSMs according to a reporting year other than 1 April to 31 March</li> <li>• Choose to report tenant perception measures for households in LCRA, LCHO stock, or both stock types combined</li> <li>• Generate an estimate for overall satisfaction accurate to a margin of no more than +/-5% at a 95% confidence level or choose to undertake a census method that will be considered to have met the requirement for statistical accuracy, irrespective of the number of responses they achieve</li> <li>• Only required to undertake a high-level assessment of representativeness of the achieved sample against the relevant tenant population, for example against a small number of key characteristics, and are not required to weight responses unless there is strong evidence of a significant bias in estimated scores</li> <li>• Omit some tenant perception measures from published information if providers judge this to be a material risk to tenant confidentiality</li> </ul>		
<b>No.</b>	<b>Consultation Question</b>	<b>Response</b>
16	<p>We propose to tailor our TSM requirements for registered providers that own fewer than 1,000 relevant homes. This includes not requiring them to submit TSM data to the regulator, allowing them to collect and report TSMs annually according to a reporting year other than 1 April to 31 March and allowing them to undertake a census tenant perception survey. Do you agree with this approach?</p> <ul style="list-style-type: none"> <li>• Agree – please explain.</li> <li>• Disagree – please explain.</li> </ul>	<p><b>Agree</b> – As we are a registered provider of over 1,000 properties, the proposal to tailor TSM requirements for providers that own fewer than 1,000 homes will not impact us. However, we understand the reasoning behind these particular proposals and have no objections to them.</p>



### Draft guidance about the submission of TSM information

Guidance about the submission of TSM information to the RSH will be published. The RSH consider it particularly important for the guidance to make clear that:

- providers with fewer than 1,000 relevant homes would not be required to annually submit their TSM information to the RSH
- in good time before providers are required to make their annual submission of TSM information to the RSH, they will specify the TSM information they are required to submit, the form in which that information must be submitted, and by when
- on an annual basis, the RSH will collate TSM information submitted to them by providers that own 1,000 or more relevant homes and publish the results
- the RSH would not generally use TSM information as a source of regulatory intelligence in isolation, but rather use it as a source of information they may have regard to alongside other sources
- TSM information could be used to help the RSH to identify particular areas where they might wish to seek further assurance from a provider about meeting their standards
- the submission of late, incomplete or inaccurate TSM information may be indicative of a weak control environment. Given this, failure to provide accurate and timely TSM information could, where appropriate, be reflected in the RSH’s judgement of a provider’s compliance with the regulatory standards.

No.	Consultation Question	Response
17	<p>Chapter 13 of the consultation document covers our proposed guidance about the submission of information to the regulator in relation to the TSMs, which is set out in more detail in Annex 4. This includes generally not using TSM information as a source of regulatory intelligence in isolation, but rather as information we may take into account alongside other sources. Do you agree with this proposed approach?</p> <ul style="list-style-type: none"> <li>• Agree – please explain.</li> <li>• Disagree – please explain.</li> </ul>	<p><b>Agree</b> – We agree with the proposed approach to issue guidance about the submission of information to the RSH in relation to the TSMs.</p> <p>We acknowledge that, in the draft guidance, the TSMs can only provide one element of demonstrating how a registered provider is performing and this information will not be used in isolation. We would however appreciate clarification from the RSH about what other sources of information they may be likely to have regards to alongside the TSM information.</p> <p>We would also appreciate the RSH being more specific in the guidance with regards to defining what ‘in good time’ means in relation to when the RSH will specify the requirements for the TSM submission.</p>

### Draft Regulatory Impact Assessment

The draft Regulatory Impact Assessment aims to understand the costs and benefits to providers, tenants and the RSH regarding the introduction of the TSMs.

**Problem under consideration and rationale for regulatory intervention** - The White Paper acknowledges that providers are already required by the RSH to give tenants timely and relevant performance information, including the publication of an annual report, but that the format and content of the information can vary significantly. This means that tenants (and the RSH) are not able to easily compare the performance information of their provider with that of other providers and this limits tenants’ ability to hold their landlord to account for their performance. In addition, provider performance information is not currently published in one place, which means the performance data of providers is not as accessible to tenants as it could be.

**Policy option 0 – Do nothing** - Doing nothing would mean that the above problems would persist. For this reason, this policy option is not proposed. The costs and benefits of the other policy options are expressed relative to this do nothing option.

**Policy option 1 - Amend the regulatory framework to introduce prescribed TSMs for registered providers as specified in the proposed requirements**

- This is the lead option and is consistent with the detailed proposals set out in the RSH's consultation document.

The expected transitional costs on providers to implement the TSMs (e.g. additional staff training costs as well as costs associated with reviewing and adjusting organisational systems, policies and processes) are considered to be low relative to provider turnover, but the impact on small providers is likely to be proportionately greater.

The cost for local authority providers are likely to be proportionately higher than for private registered providers due to, for example that local authority providers do not currently carry out tenant perception surveys as frequently as large private registered providers.

Providers may incur ongoing additional costs beyond transitional costs and additional tenant perception survey activities (e.g. additional costs of generating, publishing and submitting to the RSH a wider range of data that previously, or generating the data in a different way). These costs are difficult to disentangle from existing business as usual activities, and therefore the RSH proposes that these costs will not be formally estimated for the purposes of the Assessment. In addition, TSMs are intended to be used as part of our enhanced consumer regulation, which requires legislation before implementation. Where appropriate, the RSH intend to consider the impact of any future regulatory requirements at a later date.

Providers would derive benefits from the introduction of the TSMs, as would tenants and the RSH. However, many of the benefits of the TSMs are inextricably linked to the wider White Paper proposals including to strengthen the regulator's consumer regulatory role, which requires legislative change for the RSH to implement. Due to the difficulty in trying to estimate the social value generated by the TSMs (e.g., lack of robust data and evidence, difficulty in identifying causality of single measures from the White Paper proposals) the Assessment has focussed solely on monetising the costs.

Amending the regulatory framework to introduce prescribed TSMs for providers under the lead option should lead to benefits for providers and tenants. Clear, comparable and accessible TSMs that are collected and reported in a timely manner should lead to increased transparency about provider performance for tenants and other stakeholders and would mean tenants would be able to more easily compare the performance of their provider with other providers. Providers would have new opportunities to scrutinise their own performance, including how it compares to other providers, which may help improve their performance.

The monetised costs are intended to further enable feedback (including challenge) in response to the consultation. The evidence base explains how the cost estimates have been arrived at.

The RSH assume that providers would bear the full resource implications of the regulatory changes and assume that the number of providers in the future remains at current levels.

**Policy option 2 – Less extensive tenant perception survey requirements** - Equivalent to the lead option but large providers would only be required to collect tenant perception survey data at least once every two years, and small providers at least once every three years. The cost impact on the sector overall under this policy option, appears to be extremely low.

Under this policy option, providers would benefit from a reduced regulatory burden and it will still provide clear, comparable and accessible TSMs. However, sector intelligence and our stakeholder engagement suggest many large providers are at least carrying out annual tenant perception surveys. The RSH's requirements might therefore inadvertently encourage providers who are already carrying out increased tenant perception survey activity to reduce that activity



to the minimum base level established by our requirements, which might therefore result in some decreased level of intelligence for providers about tenants' views of their service performance and a reduced tenant voice.

**Policy option 3 – More extensive tenant perception survey requirements** - Equivalent to the lead option but small providers would also need to collect tenant perception survey data at least annually. Providers could still choose their own collection method(s) for the tenant perception surveys, but online surveys would not be permitted. The cost impact on the sector overall under this policy option, appears to be low. However, small providers would be more disproportionately impacted compared to policy option 1.

Under this policy option, providers would benefit from a reduced regulatory burden and it will still provide clear, comparable and accessible TSMs. However, sector intelligence and our stakeholder engagement suggest many large providers are at least carrying out annual tenant perception surveys. The TSM's requirements might therefore inadvertently encourage providers who are already carrying out increased tenant perception survey activity to reduce that activity to the minimum base level established by our requirements, which might therefore result in some decreased level of intelligence for providers about tenants' views of their service performance and a reduced tenant voice.

A requirement to annually survey tenants would result in a significant and potentially disproportionate regulatory burden for small providers. It might also reduce transparency for tenants. Statistical accuracy issues might be intensified through the frequency of surveys. As small providers are more likely to take a census approach to surveying, tenants may be more likely to suffer from survey request fatigue. A reduction in survey return rates would result in higher margins of error for small providers and further reduce the statistical accuracy of the tenant perception measures.

**Policy option 4 – National tenant survey** - Equivalent to the lead option but the RSH would commission its own national tenant survey to collect the tenant perception data for large providers. Large providers would only be required to collect, submit to the RSH, and publish management information related TSMs. The approach to small providers would be the same as described in policy option 1 – small providers would be required to carry out tenant perception surveys (using survey method(s) of their choice)) at least once every two years and publish the results to their tenants at least annually.

It is assumed large providers will continue to carry out their existing tenant perception survey work and would not cease to do so if the RSH were to undertake its own survey to generate the TSMs. For example, under the current Tenant Involvement and Empowerment Standard, providers must provide timely and relevant performance information to support effective scrutiny by tenants of their landlord's performance in a form which registered providers seek to agree with their tenants. Therefore, this policy option would be likely to produce greater duplication of efforts than the other options. The RSH has estimated this policy option to be the costliest option overall and there are a number of disadvantages with this option e.g. added risks and complexities.

Whilst this policy option is estimated to be the costliest option and has some significant disadvantages, the national tenant survey would offer some benefits:

- A potential increase in trust in the tenant perception data due to the independent role of the RSH in commissioning the survey.
- Reduces the direct regulatory burden on large providers as the RSH would take responsibility for carrying out the tenant perception surveys for the TSMs (although many providers will continue to carry out their own perception surveys)

The tenant perception TSM data would be available as standard at registered provider level – some tenants might find this data more transparent if they identify with their landlord at a provider level and providers might find this data more useful for performance management purposes and improving service delivery, as they might more easily be able to identify where issues originate. However, under the other policy options providers may choose to collect/publish TSM data and/or other performance information in a way that meets their own needs and/or the needs of tenants. Also, as noted above, providers are required by existing

regulatory requirements to provide timely and relevant performance information to support effective tenant scrutiny by tenants of their landlord's performance in a form which providers seek to agree with their tenants.

No.	Consultation Question	Response
18	<p>Do you agree with our conclusions in the draft Regulatory Impact Assessment?</p> <ul style="list-style-type: none"> <li>• Yes – please give details. You are invited to include evidence to support your view.</li> <li>• No – please give details. You are invited to include evidence to support your view.</li> </ul>	<p><b>Yes</b> – We agree that policy option 0, to 'do nothing', would mean that the objectives of the White Paper will not be met. We recognise that the lead policy option 1 to collect and report on the TSMs annually will incur greater costs and burden to us than policy option 2, which considers collecting and reporting on the TSMs every 2 years. However, less extensive tenant perception survey requirements could weaken effective scrutiny and transparency of performance if data is collected and published less frequently. In terms of policy option 4, where the RSH undertakes a national tenant survey, we agree this could risk duplication where large providers may continue to carry out existing tenant perception survey work to support other areas of scrutiny on performance. Therefore, we agree with the conclusions in the draft Regulatory Impact Assessment to support policy option 1 for providers to collect and report on the TSMs annually.</p>

### Draft Equality Impact Assessment

The draft Equality Impact Assessment aims to understand the potential impact on equality of the proposals to introduce the TSMs and addressing those impacts where relevant. TSM proposals that the RSH consider having the potential for either negative or positive equality impact include. As follows:

**Proposal 1 (positive impact) – Providers must assess the extent to which their achieved sample is representative of the relevant tenant population and to undertake reasonable checks for differences between the total responses to the tenant perception survey and their tenant population in terms of characteristics associated with different average satisfaction scores. Providers would need to judge which characteristics they include in this assessment based on their tenant profile and available data** - This proposal is likely to have a positive impact as it should help to ensure that large providers' TSM perception survey results are representative of their tenant profile.

**Proposal 2 (positive impact) – If the provider's achieved survey sample is not representative of their tenant population, they must appropriately weight the responses to ensure that, as far as possible, the sample is representative** - This proposal is likely to have a positive impact as it should help to ensure that large providers' TSM perception survey results are representative of their tenant profile.

**Proposal 3 (positive impact) – Providers can choose their survey method(s) but must demonstrate their rationale for their chosen survey collection method(s)** - This proposal is likely to have a positive equality impact because it would enable providers to tailor their survey methods to meet the needs of their tenant profile. It would also align with the RSH's principle of co-regulation and their duty to minimise interference.

**Proposal 4 (positive impact) – Providers must take reasonable steps to assess, identify and remove barriers to certain groups of tenants participating in surveys. In particular, this is in respect to tenants who share one or more protected characteristics under the Equality Act 2010 and in respect of duties of that Act. Barriers may include, but are not limited to, language barriers, visual impairment, literacy or lack of access to digital media. Where necessary to overcome barriers to participation, surveys can be completed by a carer or another household member on behalf of a tenant** - This proposal is likely to have a positive impact, particularly for those tenants who are older, are non-English speakers or who have a disability.

**Proposal 5 (positive impact) – Providers would be able to use additional visual features such as emojis alongside response options in their surveys, if they are necessary to overcome specific barriers to a particular group of tenants** - Allowing the use of emojis to help illustrate the text response scales where necessary would be likely to have a positive equality impact, as it should help respondents to better understand the response options and therefore encourage wider survey participation, particularly by some disabled and younger tenants.

**Proposal 6 (negative impact) – Providers who own fewer than 1,000 relevant properties would be required to collect and publish their TSM data, but the RSH are proposing that they would not be required to submit TSM data to the RSH** - This proposal has been assessed as a potential negative impact as tenants would not be able to compare their landlord's performance via the RSH's published data. However, the RSH do not believe that putting this information into the public domain would help to advance equality, as they think that the data from small providers is highly likely to be less comparable than data from large providers.

**Proposal 7 (negative impact) – The RSH are not proposing to require small providers to weight their survey responses unless there is strong evidence of a significant bias in estimated scores** - This proposal could have a negative impact as it would mean that the responses of small providers may not be representative. However, the RSH are proposing this because, due to the significant challenge for small providers in achieving statistical validity and in carrying out weighting of their data, they do not consider there is sufficient justification to require small providers to weight their data unless there is strong evidence of a significant bias in estimated scores.

**Proposal 8 (positive impact) – NM01 number of anti-social behaviour cases relative to the size of the landlord. Cases of Domestic Abuse and Hate incidents should be included in the data for this TSM** - This proposal is likely to have a positive impact, as it should enable providers to scrutinise and compare their figures for anti-social behaviour, hate crime and domestic abuse.

**Proposal 9 (negative impact) – BS05 - Lift safety checks – the proportion of homes for which all required communal passenger lift safety checks have been carried out. Data for this TSM would not include checks to internal lifts to the property e.g., stair lifts, hoists, through floor lifts etc)** - This proposal could have a negative equality impact as the data would not include checks carried out on lifting equipment within individual properties, which are likely to be installed in households where someone has a disability or is older. It would not however remove any of the current landlord responsibilities to check such lifting equipment and provide such information on request to the regulator and others.

**Proposal 10 (positive impact) – TP07 is the proportion of respondents who report that they strongly agree or agree that their landlord treats them fairly and with respect** - This proposal would be likely to have a positive equality impact, as tenants would be able to judge themselves as to whether they have been treated with fairness and respect.

**Proposal 11 (negative impact) – The proposed suite of TSMs does not include measures which specifically relate to equality** - This proposal could have a negative impact on people with disability, age, gender reassignment, race, religion, sex, sexual orientation and pregnancy/maternity protected characteristics. The reasons for the RSH's proposed position are: the themes of the TSMs in the Social Housing White Paper do not specifically relate to equality, and the draft TSMs follow the themes set out in the White Paper; the TSMs are intended to be one part of our revised and strengthened approach to consumer regulation and providers would need to comply with the RSH's consumer standards, which include expectations around equality and understanding the diverse needs of tenants; and, tenant profiles of providers would need to be viewed in the context of their own location, which for some providers can cover large areas which may vary in their demographic profile.

**Proposal 12 (positive impact) – The RSH are proposing to introduce a TSM on satisfaction with repairs (TP02) -** Social renters with a Black HRP (18%) were more likely to live in a non-decent home, compared with White or Asian social renters (11% and 7% respectively) according to data from the EHS. In addition, ethnic minority social renters (8%) were more likely to live in a home with a Category 1 hazard than White social renters (5%). This TSM should have a positive equality impact, as it would create a national benchmark for satisfaction with repairs. Many large providers would be likely to include race in their assessment of representativeness and so would be able to identify significant differences in satisfaction in relation to race and be able to explore whether there is information that would indicate the reasons behind any disparity.

No.	Consultation Question	Response
19	<p>Do you agree with our conclusions in the draft Equality Impact Assessment? The regulator particularly welcomes views on whether the proposals will have a positive or negative impact on people who share one or more protected characteristics (as set out in the Equality Act 2010).</p> <ul style="list-style-type: none"> <li>• Yes – please give details. You are invited to include evidence to support your view. Please do not provide any sensitive personal information in your response.</li> <li>• No – please give details. You are invited to include evidence to support your view. Please do not provide any sensitive personal information in your response.</li> </ul>	<p><b>No</b> – We agree with the majority of conclusions contained within the draft Equality Impact Assessment aside from the conclusion under Proposal 8 – ‘NM01 number of anti-social behaviour cases relative to the size of the landlord’ where cases of domestic abuse and hate incidents should be included in the data for this TSM. The Equality Impact Assessment concludes that this proposal is likely to have a positive impact, as it should enable providers to scrutinise and compare their figures for anti-social behaviour, hate crime and domestic abuse.</p> <p>As explained in our response to question 11, we feel that this TSM should not include domestic abuse and hate crime in the figure. In the case of hate crime, this is particularly relevant to protected characteristic groups of race, religion, sexual orientation, disability and gender reassignment as behaviour motivated by hostility or prejudice based on the persons protected characteristic. For the purpose of understanding and scrutinising the figures on ASB, domestic abuse and hate crime are each distinct forms of unacceptable behaviour and so should be separate measures.</p>

**TSM proposals overall**

No.	Consultation Question	Response
20	<p>Finally, if you have anything else that you would like to tell us about the proposals relating to the TSMs, including the detailed requirements set out in Annexes 2 and 3, please tell us.</p>	<p>We welcome the proposals in this consultation as they will enable greater transparency by ensuring tenants have information to hold their landlords to account. Whilst this will create additional burdens for our Housing Service to deliver on the TSMs, we recognise the benefits of the longer term aims of increasing improvements in performance and tenant satisfaction across the social housing sector.</p>

**CABINET**  
**24 FEBRUARY 2022**

**EXTENSION TO THE TRANSITIONAL RELIEF AND SUPPORTING SMALL BUSINESS RATES RELIEF SCHEME 2022/23**

1. Summary

- 1.1 To consider the proposed approach to delivering the Government's extension to Transitional Relief and Supporting Small Business Rates Relief.

2. RECOMMENDATIONS

- 2.1 That, the Government's announcement to extend the current transitional relief and supporting small business rates relief for small and medium properties, for one year to the end of the current revaluation cycle, be noted.
- 2.2 That the Extension to the Transitional Relief and Supporting Small Business Rates Relief Scheme (2022/23), as set out in Appendix A to the report, be approved.

3. Background and Discussion

- 3.1. The Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 introduced the transitional relief scheme to limit the impact on ratepayers who were faced with higher bills as a result of the revaluation in 2017.
- 3.2. Supporting small business relief was introduced in 2017 to limit the increases in rate bills for ratepayers who lost all or part of their small business rate relief as a result of the increase in rateable value at revaluation. The relief ensured that the increase per year was limited to a prescribed percentage plus inflation or £600.00, whichever was the greater.
- 3.3. The current arrangements for both reliefs end on 31 March 2022. This means that, without further measures being put in place, some ratepayers would face a significant increase in their rates bills from 1 April 2022.
- 3.4. In the Budget on 27 October 2021, Government announced that it would extend the current transitional relief scheme and the supporting small business rate relief scheme for one year, to the end of the current revaluation cycle.

**CABINET**  
**24 FEBRUARY 2022**

- 3.5. As the extension is a temporary measure, the legislation is not being amended. Instead, local authorities have been instructed to use their discretionary powers under section 47 of the Local Government Finance Act 1988 (as amended) to grant relief.
- 3.6. The Extension to the Transitional Relief and Supporting Small Business Rates Relief Scheme, at Appendix A to the report, sets out how the Council intends to implement these reliefs for the year 2022/23.
- 3.7. Applications for relief may be made up to six months after the end of the financial year for which relief is sought. No relief can be awarded if an application is made outside of the statutory timeframe. Once awarded, relief can only be withdrawn or reduced by the Council if a minimum of 12 months' notice has been given to the recipient.

Financial implications

- 3.8. Since 1 April 2013, all business rate relief awarded using discretionary powers under Section 47 of the Local Government Finance Act 1988 (as amended) has come under the provisions of the Business Rate Retention Scheme.
- 3.9. Government will fully reimburse billing authorities and major preceptors for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in the scheme set out in Appendix A. Reimbursement will be by way of a grant under section 31 of the Local Government Act 2003.

4. Relationship to the Corporate Plan

Not applicable.

5. Financial, legal, staffing and other administrative implications and risk assessments

Financial Implications	As set out in the body of the report
Legal Implications	As set out in the body of the report
Staffing Implications	None
Administrative Implications	None
Risk Assessment	No uncertainties and/or constraints

6. Appendices

Appendix A Extension to the Transitional Relief and Supporting Small Business Rates Relief Scheme 2022/2023

**CABINET**  
**24 FEBRUARY 2022**

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date</u>	<u>File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
None			Sue Cressall 01732 227041	Revenues Corporate Services	N/A

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**Extension to the Transitional Relief and  
Supporting Small Business Rates Relief  
Scheme  
(2022/23 financial year only)**

**Contents**

1.0 Purpose of the Policy ..... 3

2.0 General Explanation ..... 3

3.0 How will the relief be provided? ..... 3

    Who is eligible for the relief? ..... 3

    How much relief will be available? ..... 4

    Recalculations of relief ..... 5

    Calculating the extension of transitional relief and SSB where other reliefs apply... 5

4.0 Subsidy control ..... 5

5.0 Transitional Relief & Supporting Small Business Rates Relief (2022/23) - the Council’s policy for granting discretionary relief..... 6

6.0 Effect on the Council’s Finances ..... 6

7.0 Administration of Discretionary Relief ..... 6

    Applications and Evidence ..... 6

    Granting of relief ..... 6

8.0 Scheme of Delegation..... 7

    Granting, Varying, Reviewing and Revocation of Relief ..... 7

9.0 Reviews..... 7

10.0 Reporting changes in circumstances ..... 7

11.0 Fraud..... 8

## 1.0 Purpose of the Policy

- 1.1 The purpose of this policy is to determine the level of discretionary relief to be awarded in respect of Transitional Relief (TR) and Supporting Small Business Rates relief (SSB) for the financial year commencing 1<sup>st</sup> April 2022.
- 1.2 This is a government led initiative and the Council is keen to support businesses as far as possible.

## 2.0 General Explanation

- 2.1 The Transitional Relief scheme was introduced in 2017 to help those ratepayers who were faced with higher bills as a result of the revaluation. The scheme ends on 31 March 2022 and, as a result, a small number of ratepayers would face a significant increase to their full rates bill from 1 April 2022.
- 2.2 Government has announced that it would like to extend the current Transitional Relief (TR) scheme and the Supporting Small Business scheme (SSB) for one year to the end of the current revaluation cycle.
- 2.3 This scheme, which has been adopted by the Council, will restrict increases in bills to 15% for businesses with small properties (up to and including £20,000 rateable value) and 25% for medium properties (up to and including £100,000 rateable value).

## 3.0 How will the relief be provided?

- 3.1 As this is a temporary measure for 2022/23, the government is not changing the legislation around transitional relief. Instead, the government will, in line with the eligibility criteria set out in this guidance, reimburse the Council if it uses its discretionary relief powers, under section 47 of the Local Government Finance Act 1988, to grant relief.

### Who is eligible for the relief?

- 3.2 Hereditaments that will benefit are those with a rateable value up to and including £100,000 who would have received transitional relief and/or SSB in 2022/23. In line with the existing thresholds in the Transitional Relief scheme, the £100,000 rateable value threshold will be based on the rateable value shown for 1<sup>st</sup> April 2017 or the substituted day in the cases of splits and mergers.
- 3.3 This policy does **not** apply to those in downward transition to lower bills, those will fall to their full bill on 1 April 2022.

**How much relief will be available?**

- 3.4 Government will fund the discretionary relief to ensure eligible properties receive the same level of protection they would have received had the statutory Transitional Relief scheme and Supporting Small Business scheme extended into 2022/23.
- 3.5 The practical effects of the Transitional Relief scheme will be assumed to remain as it is in the current statutory scheme (As prescribed in the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265) except that:
- (a) the cap on increases for small properties (with a rateable value of less than or equal to £20,000) in 2022/23 will be assumed to be 15% (before the increase for the change in the multiplier). Specifically, X in regulation 10(6) for the year commencing 1 April 2022 will be assumed to be 115. Q in regulation 10(12) should be assumed to be 1; and
  - (b) the cap on increases for other properties (up to and including £100,000 rateable value) in 2022/23 will be assumed to be 25% (before the increase for the change in the multiplier). Specifically, X in regulation 10(4) for year commencing 1 April 2022 will be assumed to be 125. Q will be assumed to be 1.
- 3.6 This scheme applies only to hereditaments up to and including £100,000 rateable value based on the value shown for 1<sup>st</sup> April 2017 or the substituted day in the cases of splits and mergers.
- 3.7 Changes in rateable value which take effect from a later date will be calculated using the normal rules in the Transitional Relief scheme. For the avoidance of doubt, properties whose rateable value is £100,000 or less on 1<sup>st</sup> April 2017 (or the day of merger) but increase above £100,000 from a later date will still be eligible for the relief.
- 3.8 Where necessary, the Valuation Office Agency will continue to issue certificates for the value at 31<sup>st</sup> March 2017 (regulation 17, SI 2016 No. 1265) or 1<sup>st</sup> April 2017 (as required under regulations 16 and 18 SI 2016 No.1265).
- 3.9 The relief will be calculated on a daily basis.
- 3.10 The Supporting Small Business scheme will be assumed to remain as it is in the Council's current scheme (for periods up to 31<sup>st</sup> March 2022) with a percentage cap in 2022/23 of 15% plus inflation (or a cash value increase of £600 if greater).
- 3.11 Where a ratepayer would have been in receipt of both Transitional Relief and Supporting Small Business in respect of 2022/23, a single award of section 47 relief will be granted resulting in a chargeable amount equivalent to that had the original Transitional Relief and Supporting Small Business schemes continued.

## Recalculations of relief

- 3.12 As with the original Transitional Relief scheme, the amount of relief awarded will be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or to the hereditament. This change of circumstances could arise during the year in question or during a later year.

## Calculating the extension of Transitional Relief and Supporting Small Business where other reliefs apply

- 3.13 Under the statutory Transition scheme which ends on 31 March 2022, Transitional Relief is measured before all other reliefs. But the extension of Transitional Relief and Supporting Small Business scheme into 2022/23 will be delivered via section 47 of the Local Government Finance Act 1988 which will be measured **after** other reliefs (including other funded reliefs granted under section 47).

## 4.0 Subsidy control

- 4.1 The extension of Transitional Relief and Supporting Small Business relief scheme is likely to amount to subsidy. Any relief provided by the Council under this scheme will need to comply with the UK's domestic and international subsidy control obligations.
- 4.2 To the extent that the Council is seeking to provide relief that falls within the Small Amounts of Financial Assistance Allowance, Article 364 of the TCA allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to 325,000 Special Drawing Rights (£343,000 as at 9<sup>th</sup> December 2021) in a three-year period (consisting of the 2022/23 financial year and the two previous financial years). Expanded Retail Discount granted in either 2020/21 or 2021/22 does not count towards the £343,000 allowance but BEIS business grants (throughout the 3 years) and any other subsidies claimed under the Small Amounts of Financial Assistance limit, should be counted.
- 4.3 In those cases where it is clear to the Council that the ratepayer is likely to breach the Small Amounts of Financial Assistance Allowance then the Council will automatically withhold the relief.

## **5.0 Transitional Relief & Supporting Small Business Rates Relief (2022/23) - the Council's policy for granting discretionary relief.**

- 5.1 Over the past few years, a number of schemes have been led by government but without specific legislative changes. These are administered under S47 of the Local Government Finance Act 1988. The Council is keen to support such initiatives especially where they are designed to help local businesses and will look to maximise both the reliefs given as well as maximise any grants receivable. However, the Council reserves the right to vary its approach where thought appropriate.
- 5.2 In the case of transitional relief and supporting small business rates relief, the Council will grant the relief strictly in accordance with government guidance.

## **6.0 Effect on the Council's Finances**

- 6.1 As this is a government led initiative, grants for the full amount awarded will be available through section 31 of the Local Government Act 2003.

## **7.0 Administration of Discretionary Relief**

- 7.1 The following section outlines the procedures followed by officers in granting, amending, or cancelling discretionary relief and reduction. This is essentially laid down by legislation<sup>1</sup>

### **Applications and Evidence**

- 7.2 Transitional Relief and Supporting Small Business rates relief will be awarded automatically by the Council.
- 7.3 **The Council will provide this service and provide guidance free of charge. Ratepayers are encouraged to approach the Council direct and NOT pay for such services through third parties.**

### **Granting of relief**

- 7.4 In all cases, the Council will notify the ratepayer of decisions via their rates demand and details will include:
- The amount of relief granted and the date from which it has been granted;
  - The new chargeable amount; and

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<sup>1</sup> The Non-Domestic Rating (Discretionary Relief) Regulations 1989

- A requirement that the applicant should notify the Council of any change in circumstances that may affect entitlement to relief.

7.5 This relief is to be granted from the beginning of the financial year in which the decision is made or when liability begins whichever is the later.

7.6 Variations in any decision will be notified to ratepayers as soon as practicable

## **8.0 Scheme of Delegation**

### **Granting, Varying, Reviewing and Revocation of Relief**

8.1 All powers in relation to reliefs are given under the Local Government Finance Act 1988, the Local Government and Rating Act 1997, the Local Government Act 2003 and the Localism Act 2011. However section 223 of the Local Government Act 1992 allows for delegation of decisions by the Council to Cabinet, Committees, Sub-Committees or Officers.

8.2 The Council's scheme of delegation allows for the Business Rates Team Leader to award, revise or revoke any discretionary relief applications.

8.3 Applications that are refused will, on request, be reconsidered if additional supporting information is provided or the refusal is subsequently considered to be based on a misinterpretation of the application.

## **9.0 Reviews**

9.1 Where the Council receives an appeal from the ratepayer regarding the granting, non-granting or the amount of any discretionary relief, the case will be reviewed by the Business Rates Manager. Where a decision is revised, then the ratepayer shall be informed, likewise if the original decision is upheld.

9.2 Where the ratepayer wishes to appeal the decision, the case will be considered by the Council's Chief Officer and Director of Corporate Services whose decision on behalf of the Council will be final.

9.3 Ultimately the formal appeal process for the ratepayer is Judicial Review although the Council will endeavour to explain any decision fully and openly with the ratepayer.

## **10.0 Reporting changes in circumstances**

10.1 Where any award is granted to a ratepayer, the Council will require any changes in circumstances which may affect the relief, to be reported as soon as possible or

in any event within 21 days of the change. This will be important where the change would result in the amount of the award being reduced or cancelled.

- 10.2 Where a change of circumstances is reported, the relief will, if appropriate, be revised or cancelled as appropriate. Where any award is to be reduced, the Council will look to recover the amount from the date the change of circumstances occurred.

## **11.0 Fraud**

- 11.1 Where a ratepayer falsely applies for any relief, or where the ratepayer provides false information, makes false representation, or deliberately withholds information in order to gain relief, prosecutions will be considered under the Fraud Act 2006.



**CABINET**  
**24 February 2022**

**GENERAL ASSEMBLY OF THE COUNCIL**  
**28 February 2022**

**COUNCIL TAX DISCOUNTS FOR UNOCCUPIED AND UNFURNISHED DWELLINGS AND LONG TERM EMPTY PREMIUM**

1. Summary

- 1.1 To consider the level of Council Tax discount for unoccupied and unfurnished dwellings and to consider increasing the premium on dwellings that are long term empty (unoccupied and unfurnished for more than 2 years).

2. RECOMMENDATIONS

**To Cabinet:**

- 2.1. That Cabinet recommend to the General Assembly of the Council that the Council Tax discount for unoccupied and unfurnished dwellings, be changed from 100% for one month to 0%.
- 2.2. That Cabinet recommend to the General Assembly of the Council that the additional charge for dwellings that are unoccupied and unfurnished for 5 years to one day less than 10 years, be increased from 100% to 200% and dwellings that are unoccupied and unfurnished for 10 years or more, be increased to 300%

**To the General Assembly of the Council:**

- 2.3. That the discount for unoccupied and unfurnished dwellings be changed from 100% for one month to 0%.
- 2.4. That the additional charge for dwellings that are unoccupied and unfurnished for 5 years to one day less than 10 years, be increased from 100% to 200% and dwellings that are unoccupied and unfurnished for 10 years or more, be increased to 300%.

3. Background and Discussion

- 3.1. Local Authorities were given powers and flexibility to amend certain Council Tax discounts under Section 11A of the Local Government Finance Act 1992, which were enacted by the Council Tax (Prescribed Classes of Dwellings (England) (Amendment) Regulations 2012 and The Council Tax (Exempt Dwellings) (England) (Amendment) Order 2012.

**CABINET**  
**28 February 2022**

- 3.2. Approval was given by the General Assembly of the Council (GAC) on 17 December 2012 (minute number 69) to make the following amendments to the level of Council Tax discount for prescribed classes of dwellings and long term empty premium with effect from 1 April 2013:

Prescribed class C (unoccupied and unfurnished dwellings) be set at 100% discount for a three-month period, thereafter the discount be set at 0%.

Section 12 of the Local Government Finance Act 2012 added section 11B to the Local Government Finance Act 1992 enabling Local Authorities to increase the charge on long term empty dwellings (unoccupied and substantially unfurnished for at least 2 years) by up to 50%. The GAC determined this charge from 1 April 2013.

- 3.3. Further approval was given by the GAC on 25 February 2019 (minute number 8) to make the following amendments to the level of Council Tax discount for prescribed classes of dwellings and long term empty premium with effect from 1 April 2019:

Prescribed class C (unoccupied and unfurnished dwellings) be set at 100% discount for a one-month period, thereafter the discount be set at 0%;

- 3.4. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 increased the amount local authorities can charge on long term empty dwellings up to 100%. The GAC determined this charge from 1 April 2019.

- 3.5. The table below summarises the current position across other Kent authorities with effect from 1 April 2021.

3.6.

<b>Council</b>	<b>Class C discount</b> Unoccupied/unfurnished	<b>Premium</b> Unoccupied/unfurnished for 2 years or more
Ashford	100% up to 6 weeks	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Canterbury	0%	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Dartford	100% up to 1 month	100% for 2 years+
Dover	0%	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Gravesham	100% up to 1 month	100% for 2-5 years 200% for 5-10 years 300% for 10 years +

**CABINET**  
**28 February 2022**

Maidstone	0%	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Medway	100% up to 3 months	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Sevenoaks	0%	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Shepway	0%	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Thanet	0%	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Tonbridge & Malling	0%	100% for 2-5 years 200% for 5-10 years 300% for 10 years +
Tunbridge Wells	0%	100% for 2-5 years 200% for 5-10 years 300% for 10 years +

- 3.7. It is recommended that from 1 April 2022, the prescribed class C (unoccupied and unfurnished dwellings) be set at 0%
- 3.8. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 increased the amount local authorities can charge on long term empty dwellings from 1 April 2019, 1 April 2020 and 1 April 2022. It is therefore recommended that from 1 April 2022, the charge on long-term empty dwellings (unoccupied and substantially unfurnished for at least 2 years) be set at 100% for 2 years to one day less than 5 years. 200% from 5 years to one day less than 10 years. 300% for 10 years+
- 3.9. Reducing the Class C discount to 0% and increasing the long-term empty charge from 100% to 200% for 5 years to one day less than 10 year and 300% for 10 years+ will support the Council's empty homes plan and encourage empty dwellings to be brought back into use more quickly.
- 3.10. In addition, there is estimated additional Council Tax that can be raised as a result of implementing the recommendations. As highlighted in the financial implications section of this report, the estimated income for Dartford Borough Council from these changes is £38k.
- 3.11. Kent County Council has also committed to give an incentive of 25% of the County's share of additional Council Tax proceeds where

**CABINET**  
**28 February 2022**

districts have reduced empty property discounts. The incentive payable to the Council for 2022/23 is estimated at £69k.

4. Relationship to the Corporate Plan

Not applicable.

5. Financial, legal, staffing and other administrative implications and risk assessments

<p>Financial Implications</p>	<p>The estimated additional Council Tax that can potentially be raised as a result of the recommendations is as follows:</p> <p>a. Discount for unoccupied and unfurnished dwellings (Class C) – reducing the discount from 0% will raise an estimated £350,000 in additional Council Tax.</p> <p>b. Long Term Empty Dwellings – increasing the premium to 200% for five years to one day less than ten years and 300% for ten years+ will raise an estimated £30,000.</p> <p>The estimated additional Council Tax of £380,000 would be shared between the Council and the major precepting authorities. The Council’s share would be around £38,000.</p> <p>Kent County Council is committed to pay an incentive of 25% of their share of additional income from reductions in empty property discounts. The incentive for 2022/23 if the recommendations are approved would be around £69,000.</p> <p>These proposals will have a negative impact on the Housing Revenue Account. The HRA will have to pay additional Council Tax on any void properties. Based on average numbers of voids, it is estimated that the extra cost to the HRA would be around £56,000. This would have a minimal</p>
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**CABINET**  
**28 February 2022**

	impact on the HRA Business Plan.
Legal Implications	There is no legal requirement to consult on the recommended changes but there is a legal requirement to publish any changes to the Council Tax regime in at least one newspaper circulating in the Billing Authority's area. This must be done within 21 days' of the resolution being agreed by the GAC.
Public Sector Equality Duty	Section 13A of the Local Government Finance Act 1992 allows the Council to reduce or remit any amount of council tax (at the full cost of the Council). These powers can be considered in certain circumstances.  Any amendments made to Council Tax discounts for empty or long-term empty dwellings are not based on individual circumstances or family characteristics. The recommendations will therefore apply equally to everyone.
Staffing Implications	Minimal, the adjustments will be processed as part of the annual billing processes. Some complaints or appeals may increase in the short term.
Administrative Implications	None
Risk Assessment	None

6. Appendices

None

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date</u>	<u>File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
			Tim Dennington	Revenues & Benefits	N/A

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**CABINET  
24 FEBRUARY 2022**

**WRITE-OFF OF NATIONAL NON-DOMESTIC RATES**

1. Summary

- 1.1 To consider writing-off Non Domestic Rate debts where it has not been possible to obtain payment because of insolvency, because the ratepayer cannot be traced or where the debt is otherwise irrecoverable.

2. RECOMMENDATION

- 2.1. That the sums shown at Appendix A, in the confidential part of the report, amounting to £252,367.72, be written off as uncollectible.

3. Background and Discussion

- 3.1. In each of the cases shown in Appendix A the debts are considered uncollectible for the reasons set out in this report.
- 3.2. The normal stages of recovery referred to in subsequent paragraphs are the issue of bills, reminders, final notices and the application for a liability order. Thereafter, a case may be subject to further action which can include the instruction of enforcement agents, the commencement of insolvency proceedings or an application for a warrant of commitment to prison.
- 3.3. Where a case has been recommended for write-off because there appears to be little or no prospect of a dividend to unsecured creditors, should such a dividend subsequently be paid, the amount of the dividend will be written on to reduce the sums written off as bad debt.
- 3.4. Where a case has been recommended for write-off because the ratepayer has gone away and all attempts to trace have proven unsuccessful, should their whereabouts subsequently become known, the debt will be re-instated.

Case 1

- 3.5. The ratepayer was registered on 10 March 2020, effective from 14 February 2020 per information from the liquidator of the previous occupier.
- 3.6. The ratepayer was originally granted 100% expanded retail discount for the year 2020/2021 leaving a balance payable for the period 14 February 2020 to 31 March 2020.

**CABINET**  
**24 FEBRUARY 2022**

- 3.7. When payment was not received reminder and final notices were issued. However, before a summons could be issued, the company went into administration on 30 November 2020.
- 3.8. Information from the administrators confirmed that the company had vacated the property on 11 June 2020 and the lease was disclaimed effective from 29 January 2021.
- 3.9. The amount of any potential dividend to unsecured creditors has not yet been determined. The debt is therefore submitted for write-off pending declaration and receipt of any dividend payment.

Case 2

- 3.10. The ratepayer was registered from 9 April 2013 and made payment of business rates up to and including 2020/2021.
- 3.11. The ratepayer was taken through all the normal stages of recovery culminating in the granting of a liability order on 27 August 2021.
- 3.12. Recovery action had to cease when it was discovered that the company had gone into liquidation on 8 July 2021.
- 3.13. The amount of any potential dividend to unsecured creditors has not yet been determined. The debt is therefore submitted for write-off pending declaration and receipt of any dividend payment.

Case 3

- 3.14. The ratepayer was registered on 16 September 2019, effective from 19 August 2019, as per information supplied by the landlord.
- 3.15. An initial payment was made and a Direct Debit set up but this was immediately cancelled.
- 3.16. Information was received that the property was vacated on 5 January 2020.
- 3.17. The ratepayer was taken through all the normal stages of recovery culminating in the granting of liability orders on 2 July 2021 and 27 August 2021.
- 3.18. Before the case could be progressed further, the company was dissolved on 5 October 2021.

Case 4



**CABINET**  
**24 FEBRUARY 2022**

- 3.19. The ratepayer entered in to a Corporate Voluntary Arrangement (CVA) on 14 August 2018. Outstanding debts were referred to Cabinet for write-off on 25 July 2019 and write-off was agreed (Minute no. 20).
- 3.20. On 14 March 2021 the Valuation Office Agency made an amendment to the local rating list which resulted in the raising of additional charges.
- 3.21. These charges are for the same period covered by the CVA and have therefore also been submitted for write-off.

Case 5

- 3.22. The ratepayer was registered retrospectively on 19 March 2019, effective from 30 January 2016, in accordance with information provided by the landlords. The end date of the liability was given as 24 January 2019 when a new tenant took over.
- 3.23. The ratepayer was taken through all the normal stages of recovery culminating in the granting of a liability order on 23 May 2019.
- 3.24. All documents were sent via the companies registered office address but some were returned undelivered. Enquiries were made but contact with the ratepayer was not established.
- 3.25. Enforcement agents were instructed on 30 July 2019 but they too were unable to establish contact with the ratepayer and returned the case on 23 October 2019.
- 3.26. Companies House indicates that compulsory strike off action had been commenced on 2 July 2019, suspended and then re-commenced. The company had filed accounts for several years declaring itself as a dormant company.
- 3.27. The company was finally dissolved on 21 December 2021 and the debt is therefore submitted for write-off as being irrecoverable.

Case 6

- 3.28. The ratepayer was registered on 17 May 2019, effective from 3 May 2019.
- 3.29. A Direct Debit was set up and an initial payment was made. However, subsequent payments were rejected as the rate payer had cancelled the instruction.

**CABINET**  
**24 FEBRUARY 2022**

- 3.30. On 15 November 2019 the ratepayer advised that they had vacated the property on 30 October 2019 and the account was closed.
- 3.31. The ratepayer was then taken through the normal stages of recovery culminating in the granting of a liability order on 28 January 2020.
- 3.32. On 19 February 2020 the ratepayer advised that they had vacated the property on 8 November 2019 and the account was amended to reflect the additional liability.
- 3.33. Recovery action was temporarily suspended during 2020/2021 due to the Covid-19 pandemic. When court dates became available again, the ratepayer was summoned and a liability order granted on 19 November 2021 for the additional debt.
- 3.34. Action had to cease when the company went into liquidation on 25 November 2021. The amount of any potential dividend to unsecured creditors has not yet been determined. The debt is therefore submitted for write-off pending declaration and receipt of any dividend payment.

4. Relationship to the Corporate Plan

Not applicable.

5. Financial, legal, staffing and other administrative implications and risk assessments

Financial Implications	<p>Under the Business Rate Retention rules the cost of writing off uncollectible debt is shared between Central Government, Dartford Borough Council, Kent County Council and Kent &amp; Medway Fire and Rescue Authority.</p> <p>As such, the potential cost to Dartford Borough Council is normally up to £110,947 this being 40% of the total debt recommended for write-off.</p> <p>A provision is set aside for these potential costs and the level of the provision is reassessed each year.</p>
Legal Implications	As set out in the body of the report
Staffing Implications	None
Administrative Implications	None
Risk Assessment	No uncertainties and/or constraints

**CABINET**  
**24 FEBRUARY 2022**

6. Appendices

Appendix A      Non-Domestic Rate debts submitted for write-off.

This appendix has been placed on the closed part of the agenda because it relates to exempt information within the category contained in Standing Order 46(1) (b) Annex 1, namely paragraph 3 information relating to the financial business affairs of any particular person (including the authority holding the information) and in all the circumstances of the case, the public interest in not disclosing the information outweighs the public interest in disclosing the information.

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date</u>	<u>File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
NNDR system & EDMS	Various		Sue Cressall 01732 227041	Revenues	Appendix A SO46 (1) (b) Annex 1 Para. 3

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**CABINET**  
**24 FEBRUARY 2022**

**CALENDAR OF MEETINGS OF THE GENERAL ASSEMBLY OF  
THE COUNCIL, CABINET, COMMITTEES AND BOARDS**

1. Summary

To seek Members' views on the proposed calendar of meetings for the Municipal Year 2022/23 and the provisional calendar for 2023/24.

2. RECOMMENDATION

That the proposed calendar of meetings for the Municipal Year 2022/23 and the provisional calendar of meetings for 2023/24 be submitted to the Annual Meeting of the Council.

3. Background and Discussion

3.1 A proposed calendar of meetings for the 2022/23 Municipal Year is attached at Appendix A and a provisional calendar of meetings for the 2023/24 Municipal Year is proposed at Appendix B.

3.2 The calendars have been prepared with a view to avoiding known party conference dates and school holidays as far as possible. The proposed start times for the meetings are indicative and may be subject to change. The calendars will be presented to the next Annual Meeting of the Council.

4. Relationship to the Corporate Plan

Not applicable

5. Financial, legal, staffing and other administrative implications and risk assessments

Financial Implications	None
Legal Implications	None
Staffing Implications	None
Administrative Implications	Setting out indicative calendars for the next two Municipal Years provides certainty for Members over proposed meeting dates to facilitate the conduct of business.
Risk Assessment	None

**CABINET**  
**24 FEBRUARY 2022**

6. Appendices

- Appendix A - Proposed calendar of meetings for 2022/23  
Appendix B - Provisional calendar of meetings for 2023/24

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date</u>	<u>File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
			Alan Twyman (01322 343430)	Democratic Services Manager/ Corporate Services	N/A

**CABINET  
24 FEBRUARY 2022**

Appendix A

**Indicative Dates and Times of the GAC, Cabinet, Committees and Boards for 2022/23**

COMMITTEE	TIME	USUAL MEETING DAY	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
Cabinet	7pm	THURSDAY	26	23	21		22	27		8	26	23	23	20	
Cabinet Advisory Panels	7pm	MONDAY	23B	20A	18B		19A	24B		5A	23B	20A	20B	17A	
Scrutiny Committee	7pm	TUESDAY			12		13		15			14			
Policy Overview Committee	7pm	TUESDAY		14			6			13			14		
Audit Board	7pm	WEDNESDAY			20		21				25		22		
Development Control Board	7pm	THURSDAY	19	16	14	11	8	13	10	15	19	16	16	13	18
Development Control Site Visits	9.30am	SATURDAY	14	11	9	6	3	8	5	10	14	11	11	8	13
General Assembly of the Council	7pm	MONDAY			25			10		12					
General Assembly of the Council (Budget)	7pm	MONDAY										27			
Annual Meeting	7 pm	WEDNESDAY	11												24

## CABINET 24 FEBRUARY 2022

COMMITTEE	TIME	USUAL MEETING DAY	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
Borough and Parish Council Forum	7pm	TUESDAY			5			4			17			4	
Joint Transportation Board	7pm	TUESDAY		7			20			6			7		
Crime and Disorder (Overview and Scrutiny) Committee	7pm	WEDNESDAY			27							8			
Deed, Trust and Obligations Committee	7pm	TUESDAY						11							
Treasury Management Panel	9.30am	FRIDAY			15				11			10			
<i>Bean Parish Council</i>	<i>Evening</i>	<i>Monday</i>	9	13	11		12	10	14	12	9	13	13	17	8
<i>Darenth Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	18	15	20		21	19	16	21	18	15	15	19	17
<i>Longfield and New Barn Parish Council</i>	<i>Evening</i>	<i>Tuesday</i>	24	28	26		27	25	22		24	23	23	25	23
<i>Southfleet Parish Council</i>	<i>Evening</i>	<i>Monday</i>	9	6	4		5	3	7	5		6	6	3	8
<i>Stone Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	11		13		14		9		11		8		10
<i>Sutton-At-Hone and Hawley Parish Council</i>	<i>Evening</i>	<i>Thursday</i>	19	16	21		15	20	17	15	19	16	16	20	18
<i>Swanscombe and Greenhithe Town Council</i>	<i>Evening</i>														
<i>Wilmington Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	4	1	6		7	5	2	7	11	1	1	5	3

Spring Bank Holiday – Thursday 2 June 2022  
 Platinum Jubilee Bank Holiday – Friday 3 June 2022  
 Summer Bank Holiday – Monday 29 August 2022  
 Christmas Bank Holidays – Monday 26 and Tuesday 27 December 2022  
 New Year Bank Holiday – Monday 2 January 2023  
 Good Friday/Easter Monday public holidays - Friday 7 and Monday 10 April 2023

Labour Party Conference - 24-28 September 2022  
 Conservative Party Conference – 2-5 October 2022

The dates quoted for Parish/Town Council meetings are provisional and may be changed at their associated Annual Meetings.



**CABINET  
24 FEBRUARY 2022**

Appendix B

**Indicative Dates and Times of the GAC, Cabinet, Committees and Boards for 2023/24**

COMMITTEE	TIME	USUAL MEETING DAY	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Cabinet	7pm	THURSDAY		8	20		21	26		7	25	22	21	18	23
Cabinet Advisory Panels	7pm	MONDAY		5B	17A		18B	23A		4B	22A	19B	18A	15B	20A
Scrutiny Committee	7pm	TUESDAY			11		12		14			13			
Policy Overview Committee	7pm	TUESDAY		13			5			12			12		
Audit Board	7pm	WEDNESDAY			19		20				24		27		
Development Control Board	7pm	THURSDAY	18	15	13	10	7	12	9	14	18	15	14	11	16
Development Control Site Visits	9.30am	SATURDAY	13	10	8	5	2	7	4	9	13	10	9	6	11
General Assembly of the Council	7pm	MONDAY			24			9		11					
General Assembly of the Council (Budget)	7pm	MONDAY										26			
Annual Meeting	7 pm	WEDNESDAY	24												8

## CABINET 24 FEBRUARY 2022

COMMITTEE	TIME	USUAL MEETING DAY	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
<b>Borough and Parish Council Forum</b>	7pm	<b>TUESDAY</b>			4			3			16			2	
<b>Joint Transportation Board</b>	7pm	<b>TUESDAY</b>		6			19			5			5		
<b>Crime and Disorder (Overview and Scrutiny) Committee</b>	7pm	<b>WEDNESDAY</b>			26							7			
<b>Deed, Trust and Obligations Committee</b>	7pm	<b>TUESDAY</b>						10							
<b>Treasury Management Panel</b>	9.30am	<b>FRIDAY</b>			14				10			9			
<i>Bean Parish Council</i>	<i>Evening</i>	<i>Monday</i>	8	12	10		11	9	13	11	8	12	11	8	13
<i>Darenth Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	17	21	19		20	18	15	20	17	21	20	17	15
<i>Longfield and New Barn Parish Council</i>	<i>Evening</i>	<i>Tuesday</i>	23	27	25		26	24	28		22	27	26	23	28
<i>Southfleet Parish Council</i>	<i>Evening</i>	<i>Monday/Tuesday</i>	2	5	3		4	2	6	4		5	4	2	7
<i>Stone Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	10		12		13		8		10		13		8
<i>Sutton-At-Hone and Hawley Parish Council</i>	<i>Evening</i>	<i>Thursday</i>	18	15	20		21	19	16	21	18	15	21	18	16
<i>Swanscombe and Greenhithe Town Council</i>	<i>Evening</i>														
<i>Wilmington Parish Council</i>	<i>Evening</i>	<i>Wednesday</i>	3	7	5		6	4	1	6	10	7	6	3	1

Spring Bank Holiday – Monday 29 May 2023  
 Summer Bank Holiday – Monday 28 August 2023  
 Christmas Bank Holidays – Monday 25 and Tuesday 26 December 2023  
 New Year Bank Holiday – Monday 1 January 2024  
 Good Friday/Easter Monday public holidays - Friday 29 March and Monday 1 April 2024  
 May Day Bank Holiday: Monday 6 May 2024

Labour Party Conference - end September 2023  
 Conservative Party Conference – 1<sup>st</sup> week October 2023

The dates quoted for Parish/Town Council meetings are provisional and may be changed at their associated Annual Meetings.

**CABINET**  
**24 February 2022**

**REPORT OF DELEGATED ACTION TAKEN UNDER STANDING ORDER 38: DECARBONISATION WORKS TO PUBLIC BUILDINGS**

1. Summary

- 1.1 To report to Cabinet, in accordance with the requirements of Standing Order 38(2)(b), the delegated action taken under Standing Order 38(2)(a) by the Director of Housing & Public Protection, in consultation with the Cabinet Chairman, relating to a revised scheme for decarbonisation works to public buildings, utilising funding from the Government and additional Council funding, and to place orders to ensure that the works can be completed by the end of June 2022 as stipulated in the conditions of the funding agreement.

2. RECOMMENDATION

- 2.1 That Cabinet notes the action taken by the Director of Housing & Public Protection, in consultation with the Cabinet Chairman, under Standing Order 38(2)(a), to implement a revised scheme for decarbonisation works to public buildings, utilising funding from the Government and additional Council funding, and to place orders to ensure that the works can be completed by the end of June 2022 as stipulated in the conditions of the funding agreement with the Government.

3. Background and Discussion

- 3.1. Standing Order 38 concerns the delegation of urgent and routine matters. Standing Order 38(2)(a) provides for the delegation to each member of the Management Team the authority to act in respect of any function of the Cabinet, a Committee, Board or Panel which in his/her opinion is either urgent or of a routine nature, subject however to members of the Management Team first consulting with the Chairman or Vice-Chairman of the Cabinet, Committee, Board or Panel responsible for the function in accordance with Terms of Reference. Standing Order 38(2)(b) requires that a report of the action taken, including a note of the circumstances which made it necessary, must be made to the next meeting of the Cabinet, Committee, Board or Panel responsible for the function in accordance with Terms of Reference.
- 3.2. Cabinet is asked to note the actions of the Director of Housing & Public Protection, as specified in Appendix A, taken under delegated authority and in consultation with the Cabinet Chairman, to implement a revised scheme for decarbonisation works to public buildings, utilising funding from the Government and additional Council funding, and to place orders to ensure that the works can be completed by the end of June 2022 as stipulated in the conditions of the funding agreement.

4. Relationship to the Corporate Plan

Not applicable.

**CABINET**  
**24 February 2022**

5. Financial, legal, staffing and other administrative implications and risk assessments

Financial Implications	As described in Appendix A
Legal Implications	None
Staffing Implications	None
Administrative Implications	None
Risk Assessment	No uncertainties and/or constraints

6. Details of Exempt Information Category

Not applicable.

7. Appendices

Appendix A – The report relating to Decarbonisation Works to Public Buildings

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
As detailed in paragraph 7 above		Alan Twyman Democratic Services Manager (01322) 343430	Democratic Services/ Corporate Services	N/A

**STANDING ORDER 38****REPORT TO DIRECTOR OF HOUSING AND PUBLIC PROTECTION  
3 February 2022**

Appendix A

**DECARBONISATION WORKS TO PUBLIC BUILDINGS****1. SUMMARY**

1.1 Following the successful bid to the Department of Business, Energy & Industrial Strategy for funding to deliver energy efficiency works to public buildings, the Council is ready to appoint a contractor to deliver the works. This report outlines the next steps and further investment required to deliver the works.

**2. RECOMMENDATIONS**

2.1 That the proposal to utilise the grant funding to deliver the Decarbonisation to Public Buildings Scheme, as set out in para. 3.7 of the report, be noted.

2.2 That, for the reasons outlined in para.3.12 of the report, and subject to the implementation of a virement from the Town Centre Project (Co-op site) Project, as outlined in para.5 of the report, a further investment of £400,000, to secure the delivery of the Decarbonisation to Public Buildings Scheme, be approved.

2.3 That £400,000 be vired from the Town Centre Project (Co-op site) Project to the Decarbonisation to Public Buildings Scheme.

**3. Background and Discussion**

3.1 The Public Sector Decarbonisation Scheme provides grants for public sector bodies to fund heat decarbonisation and energy efficiency measures. The Scheme is managed by the Department of Business, Energy & Industrial Strategy (BEIS). The Scheme supports the public sector in taking a 'whole building' approach when decarbonising their estates.

3.2 A number of the Council's public buildings are difficult to heat and energy inefficient, leaving the Council, and sometimes its tenants, with high energy costs and negative impacts on the environment.

3.3 Following a successful bid in 2021, for funding to BEIS, the Council was awarded approximately £1,340,000 to help fund the installation of energy efficient measures to a number of its public buildings which at the time would include:

- Civic Centre
- Acacia Gym
- The Mansion House
- Manor Gate House
- Tree Community Centre

3.4 Cabinet received a report [27 May 2021- Min.No,7] and approved a recommendation that Contract Standing Order 7.5 be waived, and the contract for the energy efficiency works to the Council's public buildings be awarded to a contractor, pursuant to the Fusion 21 Framework for Energy Efficiency.

**REPORT TO DIRECTOR OF HOUSING AND PUBLIC PROTECTION  
3 February 2022**

- 3.5 Due to planning related concerns and other site-specific issues, the works proposed could not progress at the following sites:
- The Mansion House
  - Manor Gate House
  - Tree Community Centre
- 3.6 Therefore, a new proposal for the installation of energy measures was put forward to BEIS, which included measures to help decarbonise The Orchard Theatre, along with the original proposed works for the Civic Centre and Acacia Sports Hall. The Council has been advised throughout by C02 Targets Limited, an expert in environmental improvements of this nature.
- 3.7 The revised Scheme now provides:
- The Orchard Theatre measures include the replacement of the current heating system with a modern low energy air source heat pump powered by Photovoltaic Panels.
  - Civic Centre measures to include the replacement of the current heating system with a modern low energy air source heat pump powered by Photovoltaic Panels.
  - Acacia Sports Hall measures to include provision of photovoltaic panels and low energy lighting throughout.
- 3.8 The revised Scheme was approved by BEIS in November 2021. The original grant of £1,340,000 was retained and Officers have been obtaining quotations for the works and now have a final cost for delivery of the revised Scheme.
- 3.9 The funding from BEIS comes with some restrictions. It must be spent on the approved revised Scheme and within tight timeframes. In order to meet the timeframes, the most appropriate route for the procurement of works was through an established procurement framework called Fusion 21 [Cabinet – 27 Mya 2021, minute 7 refers]. However, due to the impact of Covid, Brexit and other construction industry restraints, generally costs of materials and labour have increased nationally since the original bid was submitted.
- 3.10 Quotations obtained from the Council's preferred contractor through the Fusion 21 Framework have increased significantly. For this reason and due to the change to the now revised Scheme, the cost of the works is estimated to be £1,940,000, which leaves a shortfall of £600,000 needed to complete the revised Scheme. The concern is that these costs will increase if there is any further delay and that the works must be completed by June 2022 to adhere to the grant conditions.
- 3.11 To meet those additional costs a contribution of £200,000 for the renewal of the boiler at The Orchard Theatre has already been included in the projected outturn and will be used towards the revised Scheme, leaving a shortfall of £400,000.
- 3.12 In order to make these vital improvements to the Council's public estates, reduce running costs, improve the estates' environmental impact and make use of £1.3m external funding, it is recommended that a further investment of £400,000 be made.

**STANDING ORDER 38****REPORT TO DIRECTOR OF HOUSING AND PUBLIC PROTECTION  
3 February 2022**

3.13 SO38 has been implemented in order that the required orders can be placed immediately to protect the project from increasing costs and to ensure that the grant-funding deadline can be achieved.

4 Relationship to the Corporate Plan

4.1 This report relates to the Corporate Plan strategic aim 'to promote an environment which is attractive with improved air quality and which provides a realistic choice of travel options.

5 Financial, legal, staffing, administrative implications & risk assessments

Financial Implications	<p>This grant funding has been included in the corporate property Capital Budget 2021/22, allocated to decarbonisation works.</p> <p>The additional costs will be met via a virement from the Town Centre Project (Co-op site) Project line, which was for originally intended to underwrite the planning costs related to the development of the former Co-op site and surrounding area. This budget is not required as the Council set aside a provision for these costs at the end of the 2020-21 year and any future settlement of these costs is not likely to be a capital charge.</p> <p>The decarbonisation works to Civic Centre are intended to lower future running costs and improve our environmental impact.</p> <p>The works to Acacia Sports Hall and The Orchard Theatre will improve the condition and value of our estate, reduce the running costs for tenants and improve the environmental impact of both buildings.</p>
Legal Implications	The terms of the contract will be agreed in consultation with the Head of Legal Services.
Staffing Implications	None as detailed in the report.
Administrative Implications	None.
Risk Assessment	Failure to appoint and deliver the works before the end of June 2022 will mean the loss of the £1,340,000 grant and result in Council public buildings not receiving the benefits of the energy efficiency works.

6 Details of Exempt Information Category

Not applicable

7 Appendices

Not applicable

**STANDING ORDER 38**

**REPORT TO DIRECTOR OF HOUSING AND PUBLIC PROTECTION**

**3 February 2022**

BACKGROUND PAPERS

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Information Category</u>
None	N/A	Paul Koster	Housing, H&PP	N/A



## DARTFORD BOROUGH COUNCIL

**POLICY OVERVIEW COMMITTEE**

**MINUTES** of the meeting of the Policy Overview Committee held on Tuesday 14 December 2021 at 7.00 pm

**PRESENT:** Councillor M J Davis (Chairman)  
Councillor M I Peters (Vice-Chairman)  
Councillor S H Brown  
Councillor Mrs. R M Currans  
Councillor B Garden  
Councillor K J Grehan  
Councillor D T Nicklen  
Councillor T Oliver  
Councillor Mrs. J A Ozog  
Councillor A S Sandhu, MBE

**ABSENT:** Councillor E H Ben Moussa  
Councillor J Burrell  
Councillor S P Butterfill  
Councillor L A Canham  
Councillor L H K Edie  
Councillor R A S Jones  
Councillor Mrs. R F Storey

**Dartford Borough Council Officers**

Peter Dosad	– Director of Housing & Public Protection
Adrian Gowan	– Community Services Manager
Mark Salisbury	– EARS & CSU Manager
Richard Cherry	– Enforcement Manager, CSU
Dave Thomas	– Waste & Parks Manager
Darian Keady	– Team Leader, Environmental Health
James Fox	– Scientific Officer

**19. APOLOGIES FOR ABSENCE**

The Chairman welcomed Members and attending Officers to the meeting and thanked them for attending the proceedings in the current Covid-19 climate.

Apologies for absence were received from Councillors: Ben Moussa, Burrell, Butterfill, Canham, Edie and Jones.

**20. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**21. CONFIRMATION OF THE MINUTES OF THE POLICY OVERVIEW MEETING HELD ON 14 SEPTEMBER 2021**

POLICY OVERVIEW COMMITTEE  
TUESDAY 14 DECEMBER 2021

## RESOLVED:

That the minutes of the meeting of the Policy Overview Committee held on 14 September 2021 be confirmed as an accurate record of those discussions.

**22. URGENT ITEMS**

The Chairman confirmed that there were no urgent items for the Committee to consider.

**23. TO CONSIDER REFERENCES FROM OTHER COMMITTEES (IF ANY)**

There were no references from other Committees for Members to consider.

**24. REGULATION 9 NOTICE (FORWARD PLAN)**

## RESOLVED:

1. That Members note the contents of the Regulation 9 Notice [Forward Plan] for the period **29 November 2021** to **31 March 2022**.

**25. AIR QUALITY UPDATE 2021**

The report from the Council's Scientific Officer provided Members with information on pollution levels across the Borough and within the four (4) declared Air Quality Management Areas, together with an update on the Council's Air Quality Action Plan (AQAP). The Council's Air Quality Annual Status Report was attached at Appendix A to the report, with a Supplementary Air Quality Monitoring Report 2021 attached as Appendix B for Members' information.

The Chairman thanked the Scientific Officer for his report and appendices and proposed that Members accept the documents as tabled and that discussion proceed in a Q&A format with presenting Officers to address any specific questions or points of concern Members might have. He began that process by seeking confirmation of the dates and periods covered in the 2021 update report, including DEFRA's appraisal of Dartford's ASR [report p.5 agenda p.33 refers], which did *not* give a year or quote a period covered. He suggested 2020 was more appropriate than 2021 and expressed further reservations over the presentation of the data in the table recording '*Progress on Measurements to Improve Air Quality*' [report para 2.2 agenda pages 35-47 refers], which was too compressed and not overly user-friendly.

The Chairman noted in the wider context, that the report had recorded an improvement in Dartford's air quality during 2020-21, including during the period *prior to* the first COVID-19 lockdown measures being imposed. Measures that had served to help improve air quality levels in the Borough further, given the reduction in vehicle emission levels as a consequence of the Government's 'Work from Home' policy. In concluding his initial comments he emphasised the high profile nature of the topic, and encouraged all Members

POLICY OVERVIEW COMMITTEE  
TUESDAY 14 DECEMBER 2021

to take the opportunity to feed into and contribute to the Council's Air Quality Action Plan (AQAP) going forward.

In response to subsequent questions of detail from the Chairman and individual Members the Scientific Officer confirmed the following points:

- He noted the Chairman's concerns over data and acknowledged that the majority of the report and appendixes had covered the 2020 calendar year and up to September 2021;
- The table format in the ASR was a prescribed DEFRA document which read better on-screen than when printed;
- There were no readily available figures for the number of electrical vehicle (EV) charging points in the Borough;
- Planning applications for new build properties had to include EV charging points as evidenced in the Ebbsfleet Green development, with some developers in the Dartford area also agreeing to undertake retrospective installation in some cases;
- An upscale of EV charging points was planned for the Council's car parks in the New Year, in conjunction with other Planet Dartford greening measures proposed for the Borough.

The Director of Housing and Public Protection supported the Scientific Officer in his responses. He advised Members that recent FOI requests had revealed that the Council did *not* hold comprehensive records for the number of EV charging points in the Borough. Examination of new planning applications had revealed some data but compiling accurate overall figures was difficult, given the disparate number of EV charging point suppliers. Officers would be developing a policy and strategy to help achieve a more comprehensive Council record holding in the New Year. On a more positive point, he was able to inform Members that the Council held the most super-charger points amongst Kent authorities. He also advised (in response to a further specific enquiry from the Chairman), that Council Officers were available to meet with Members to discuss the topic on request, and any other proposal contained in the Council's Air Quality Action Plan (AQAP).

The Chairman of the Joint Transportation Board (in attendance as a POC Member), advised the Committee that an electric bus had been successfully trialled on the FastTrack route and that KCC was committed to a non-diesel FastTrack service by March 2023 on all routes. He conceded, in response to complaints from the Mayor, that the new electrical service had not solved service punctuality for customers for the 1B FastTrack service, especially on parts of that route which had no set timetable, and also suffered from two notorious traffic pinch-points. However, following discussion with Arriva, a split route arrangement had improved that route and further talks were proposed with the company in January 2022 to address specific concerns of Bridge residents over the current FastTrack service, with the topic also being pursued in the JTB forum with all concerned parties.

The Chairman next addressed Items 17 and 18 in the table of Declared Air Quality Management Areas [agenda p.17 refers], and asked when the Kent

POLICY OVERVIEW COMMITTEE  
TUESDAY 14 DECEMBER 2021

Planning Guidance on Air Quality would be adopted [Item 17], and the current status of the Kent Energy and Low Emission Strategy [Item 18].

The Scientific Officer advised Members that the Kent Planning Guidance Document was rather dated and currently subject to review by KCC, but Council Planning Officers would be best placed to give advice on the progress of that review. It was confirmed that Item 18 had been published and the outcome reported to and noted by Cabinet [Cabinet Min. No. 33 refers.].

At the request of the Chairman, the Waste & Parks Manager updated the Committee on the Council's tree planting policy. Members were advised that Dartford already had a significant number of trees (not all on Council land), and that those numbers had been increased by the recent orchard tree planting initiatives in Hesketh and other Council parks totalling 125 new trees in 2021. Planting of a further 300 trees was proposed in 2022 as part of the Queen's Green Canopy event in Council parks to commemorate Her Majesty's Jubilee. However, he advised Members that demand for new trees was high and planting costly, both in terms of initial purchase and the labour-intensive aftercare required to ensure new trees flourished in the long-term. Development of the current depot facility in Central Park as a nursery area for growing good sized saplings to help de-fray capital costs was being considered. There was also a need to manage existing woodlands and thin-out overgrown areas including in Darenth Wood (an ancient woodland), where less rather than more planting was required to ensure continued healthy long-term growth. In response to a variety of questions from individual Members he confirmed that:

- The planting of fruit trees in Alamein Gardens was being considered;
- KCC held responsibility for bus stops [in terms of greening measures];
- Dartford did have its first green bus shelter through Council funding;
- No dedicated Council funding existed for Parish Councils to finance tree-planting schemes but KCC might have a funding stream on request.

The Chairman renewed his thanks to the Scientific Officer for his report and the Waste & Parks Manager for his additional verbal input, and thanked Members for their contribution to the debate, on what continued to be a vital and far reaching area of Council policy.

For the benefit of the minutes and to better inform Cabinet of the Committee's specific views and concerns, he summarised the principal points of the debate as follows:

- That the Committee commended the Council's tree planting scheme to date and encouraged further planting schemes to help reduce air pollution in the Borough;
- That the number and availability of EV charging points be identified and that the Council install further EV points in their car parks and encourage developers to do so in existing developments retrospectively and planned new builds as a planning requirement;

POLICY OVERVIEW COMMITTEE  
TUESDAY 14 DECEMBER 2021

- Welcome and encourage active Member involvement in the Council's new Air Quality Action Plan (AQAP) going forward;
- Monitor the introduction of electric buses on FastTrack services under the provisions of the Kent Air Quality Action Plan;
- Promote the updating of KCC'S Local Planning Guidance document in respect of reducing air pollution.

On a final point, the Chairman requested an update on the progress of proposed Traffic Management Improvements to Dartford's Urban Traffic Management Control (UTMC) [ASR table Item 9 agenda p.40 refers]. The Scientific Officer was unsighted on progress but undertook to report back to the Committee as soon as possible.

### **Post Meeting Note**

Members were subsequently advised that it was proposed to implement a new and upgraded Urban Traffic Management and Control (UTMC) system by ensuring the traffic signal junctions across Kent Thameside utilised the latest control systems and were linked to the Highway Management Centre (HMC) in Aylesford.

The purpose of the proposed scheme was to improve journey times for all road users and ensure that the transport infrastructure across Ebbsfleet and the surrounding area was used as efficiently as possible. Implementing the UTMC system would also minimise delay and congestion for all vehicles and increase capacity wherever possible. This will be of particular benefit for FastTrack services and other local bus services. KCC's Intelligent Transport team had identified 41 junctions within Dartford and Gravesham that required upgrading to operate an efficient UTMC system of which 21 were situated within the Borough. The construction programme had begun in the Spring of 2021 and the 1<sup>st</sup> junction in Dartford at Thames Way with Vale Road now completed, and a further three junctions due for completion by November 2021.

#### RESOLVED:

1. That Members note the air quality findings and associated work as set out in the body of the Air Quality Update 2021 report, the Air Quality Annual Status Report (attached at Appendix A), and the Supplementary Air Quality Monitoring Report 2021 (attached at Appendix B).

## **26. LITTER & ENVIRONMENTAL ENFORCEMENT UPDATE**

The report from the EARS Manager updated Members on the operating effectiveness of the Council's policies pertaining to environmental crime (fly tipping and litter) offences in the Borough, together with an overview of the systems and processes in place to deliver those policies. Attached as Appendix A to the report was a summary of the Council's performance for the period April 2018 to October 2021 in combating environmental crime.

POLICY OVERVIEW COMMITTEE  
TUESDAY 14 DECEMBER 2021

The Chairman thanked the EARS Manager for an excellent report and comprehensive appendix recording locations, investigations and outcomes for environmental crime (EC) committed in the Borough. He noted that most incidents of EC had been reported (Appendix A p.114 refers) and praised the pro-active efforts of Council and LA Support (Kingdom) officers to combat offences at known hot spots. He also welcomed the increased breakdown of data for fines issued, which would help Members to identify and relate to action being taken against offences being committed in their Wards. He had personally walked through known hot spots in Joydens Wood, the adjacent Golf Course area and viewed the impressive new high tech CCTV camera installation at Birchwood Road and asked how it had been financed.

The EARS Manager thanked the Chairman for his kind comments and, before referring points of operational detail to the Enforcement Manager for response, took the opportunity to set the Council's performance in a Kent and country-wide context.

He reminded Members that the investigation and prosecution of EC offences remained a discretionary local authority service in Dartford. The Council had been a trail-blazer in the field of combating EC both in the Kent county and wider national context, and had been the 1<sup>st</sup> local authority to implement fixed penalty notices (FPNs) for low level fly tipping offences, including 'Duty of Care' FPNs for the use of illegal or unlicensed refuse carriers, and the imposition of waste contract arrangements on local businesses. The Enforcement Manager, Richard Cherry, with only 2 Council Enforcement Officers at his disposal, ran a tight and increasingly diverse and effective operation to combat EC together with the Council's contractual partner, LA Support (Kingdom).

The Enforcement Manager advised Members that the combined running costs for the two new high tech CCTV cameras at the Birchwood Road and New Barn re-cycling facilities amounted to a total of £690 per week. This was mainly due to a lack of electrical power-sockets for the moveable installations (to be remedied in the future) which were presently gas powered. However, the present running costs were more than off-set by savings accrued from reduced clean-up and disposal costs previously experienced at both sites. Those savings were augmented by significant revenue from the single justice court system, with £205 accruing to the Council for each proven offence. Ultimate success was defined as a significant reduction in offences at both sites which had already been achieved, with increased signage and the enormous camera capacity, acting as significant deterrents to potential offenders. The Council had also benefitted in reputational terms with local residents and the general public.

In response to a variety of further questions from individual Members the Enforcement and the Waste & Parks Managers confirmed the following points:

POLICY OVERVIEW COMMITTEE  
TUESDAY 14 DECEMBER 2021

- Use of high tech CCTV camera surveillance in the urban environment was being considered by some Housing Associations to encourage positive tenant behaviour in communal bin areas;
- White goods left in alleyways (whether private or Council owned) should be reported either to the council direct or the police who would refer matters to the council to examine the possibilities for prosecution. Officers would only investigate cases where a successful prosecution was likely, which usually required the offender and/or their vehicle to be identified, a process which is often hampered by the restrictions imposed by GDPR in terms of releasing vehicle keeper details;
- Re-cycling bins were emptied at variable time's dependent on content and ownership. Glass bins were emptied by the Council contractor every Wednesday. Textile re-cycling banks were usually owned by charities and sited next to roads which fell within the jurisdiction of KCC Highways not the Council. SCOPE at Wilmington collected clothing contributions fortnightly, and the British Heart Foundation had maintained its collection service throughout the pandemic, but other smaller charities had been severally impacted by COVID-19 and Government 'lockdown' measures.

The Chairman sought confirmation that appropriate punishments were being meted out to EC offenders.

The EARS Manager believed that this was the case. The Council had been instrumental in the formation of a 'Pan Kent' intelligence network to prevent and deter fly tipping, and to bring successful prosecutions through enhanced information sharing and combined operations. Council Environment Enforcement officers now accompanied Kent Police on random vehicle stoppage operations, with any unlicensed waste carriers apprehended prosecuted by the Council. On a related note; the recent BBC and ITV coverage of the Council's new fly tip CCTV camera operation [still available to view on YouTube], had enhanced the Council's reputation and acted as a genuine deterrent to potential offenders. That publicity had also enhanced the Council's reputation with other Kent and local authorities nationally, several of whom now regularly sought advice from the Enforcement Manager to help guide their own EC operations. A further and increasing deterrent to offenders, was the Council's development of a 'Publicising Environmental Crime, Criminal Behaviour Orders, Verdicts and Sentences Policy' [Cabinet Min. No. 46 refers], which enabled the Council's Media & Communications team to publicise successful enforcement outcomes and prosecutions, including 'naming and shaming' prolific offenders where appropriate.

The Chairman and several individual Members, congratulated the EARS Manager on an excellent report, and the Enforcement Manager and his team, together with LA Support (Kingdom) operatives, on a highly successful performance to combat environmental crime, deploying all available powers, to achieve an exceptional outcome for the Council and Dartford residents in the period under review.

RESOLVED:

POLICY OVERVIEW COMMITTEE  
TUESDAY 14 DECEMBER 2021

1. That Members note the report.

**27. FOOD SECURITY POLICY**

The report from the Community Services Manager (CSM) presented for Member comment and approval, the Council's Food Security Action Plan 2022-2025 document (attached as Appendix A to the report).

In general discussion Members noted the very low take-up rate in the Dartford community for Healthy Start Vouchers [only 54%], and agreed the need to better publicise their availability going forward, in a renewed outreach programme in the community to include:

- Leaflet drops at GP Surgeries;
- Verbal promotion by Councillors in their Wards;
- The Council's Healthy Living Co-ordinator to target new Groups and Walk-In programmes;
- Leafletting Churches and Food Banks;
- Advertising at the Sikh Temple Ladies Group (Wednesdays in the New Year) and the regular Sunday 'Feed the Homeless' Sikh Temple event;
- Consideration of a Parish Council Leader's Initiative programme.

The Community Services Manager advised Members that he and the Lead Member held regular meetings every 2 months with the voluntary sector, the DWP and Food Banks, to help formulate an overall Food Policy for the Borough. Engagement with these sectors and potential partners had been poor to date but would continue to be pursued, together with an increased publicity drive to advertise Healthy Start Vouchers as proposed by the Committee.

**RESOLVED:**

1. That Members note the report;
2. That the Lead Member and the Community Services Manager take forward an enhanced publicity campaign to improve the present take-up rate of Healthy Start Vouchers.

**28. 2021-22 WORK PLAN UPDATE**

The report from the Committee Co-ordinator enclosed an updated Work Plan for the remainder of the 2021-22 municipal cycle.

The Chairman advised Members that he intended to call for update reports on Adult Social Care and new GP provision across the Borough at the next meeting of the Committee in March 2022 which, by tradition, considered the various health services provided to Dartford residents by NHS bodies and their partners.

**RESOLVED:**



POLICY OVERVIEW COMMITTEE  
TUESDAY 14 DECEMBER 2021

1. That Members note the contents of the report and Appendix.

The meeting closed at 8.15 pm

Councillor M J Davis  
CHAIRMAN

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## DARTFORD BOROUGH COUNCIL

**STRATEGIC HOUSING BOARD**

**MINUTES** of the meeting of the Strategic Housing Board held on Friday 28 January 2022.

**PRESENT:** Councillor David J Mote (Chairman)  
Councillor Tom A Maddison  
Brian Cooke, Director of Housing, YMCA (Observer)

**IN ATTENDANCE** Gus Zogolovitch, Director of Unboxed Homes

**Dartford Borough Council Officers:-**

Peter Dosad	– Director of Housing & Public Protection
Paul Koster	– Head of Housing
Alan Twyman	– Democratic Services Manager

**24. APOLOGIES FOR ABSENCE**

An apology for absence was submitted on behalf of Councillor Kite and also on behalf of Jackie Pye and Sonia Collins.

The Board recorded its sadness over the passing of Councillor Ann Allen MBE since its last meeting and noted that the Chairman would be discussing future membership of the Board with the Leader of the Council in due course.

The Chairman welcomed Gus Zogolovitch, Director of Unboxed Homes, who was attending the meeting remotely via Zoom to inform the Board of his experience of the self-build, custom-build and property development with social impact housing market.

**25. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**26. CONFIRMATION OF THE MINUTES OF THE MEETING OF THE STRATEGIC HOUSING BOARD HELD ON 13 OCTOBER 2021 AND MATTERS ARISING**

The Strategic Housing Board considered the minutes of the meeting held on 13 October 2021.

Under matters arising, the Chairman said that he had contacted Brian Downton to see whether progress had been made over establishing a web

## STRATEGIC HOUSING BOARD

FRIDAY 28 JANUARY 2022

site for the panel of local Independent Mortgage Advisors and getting this up and running with a view to linking this to Signpost. He understood that, whilst progress had been made this was taking longer than originally anticipated and was not yet ready to launch. The link would be established once the new web site went live.

**RESOLVED:**

That the minutes of the meeting of the Strategic Housing Board held on 13 October 2021 be confirmed as an accurate record.

**27. URGENT ITEMS**

There were no urgent items.

**28. REFERENCES FROM OTHER COMMITTEES**

There were no references to from other committees.

**29. SELF-BUILD, CUSTOM-BUILD AND PROPERTY DEVELOPMENT WITH SOCIAL IMPACT**

The Chairman provided some context about the local housing market in Dartford and explained that there was significant ongoing development across the borough and at Ebbsfleet Garden City. He explained that it had been anticipated that this would have included opportunities for some custom-build and self-build projects but that there had not been much evidence of this having happened. He explained the new build projects being carried out by the Council and the constraints posed by the lack of suitable Council-owned land for development and wondered whether there might be opportunities arising from the custom-build/self-build sector to develop niche sites or how the Council could assist in promoting this in the Borough.

The Board received a presentation from Gus Zogolvitch, Director of Unboxed Homes, on his experience of the self-build, custom-build and property development with social impact housing market (copy appended). Mr Zogolvitch advised the Board of his background as an award winning custom-build and self-build specialist who served on the executive board of the National Custom & Self Build Association and described some of the projects that he had been involved in, including building his own home, and his consultancy work on the Queen Elizabeth Olympic Park and for the London Legacy Development Corporation. He explained the difference between custom-build, where the purchaser customised their own home by buying a serviced plot, a shell or customisable turn-key but didn't take all of the risk, and Self-Build, where the purchaser took all the decisions and risks, purchasing the plot and building themselves. He explained that custom-build more often took place on a multi plot development whereas self-build was

## STRATEGIC HOUSING BOARD

FRIDAY 28 JANUARY 2022

more likely on a single plot development but that sometimes a purchaser would purchase a multi-plot site and sell the plots individually for self-build.

The three main models of delivery for custom-build accounted for around 95% of such projects in the UK. Where the purchaser bought a serviced plot the developer would establish the planning permissions and put the infrastructure and landscaping in place before selling individual plots. Where the purchaser acquired a shell, the developer would build the fabric of the property and the customer would fit out the interior, and where the purchaser bought a customisable turn-key they would be involved in agreeing the specification and design but the developer would carry out the building. Custom and self-build was currently uncommon in the UK but was widely used in many other countries. Custom-build offered many advantages, including faster delivery and take-up, helping to create more cohesive communities and stronger commitment to the area, generally better design and build quality, and more environmentally friendly outcomes. Custom-build created additional demand for housing and speedier outcomes whereas current mainstream house building options did not deliver quickly and were often of limited quality as their construction was profit-driven rather than focussed on quality. Where customers were involved in the design and build decisions they tended to choose better design, materials and delivery and better locations. This meant that custom build communities were better for the environment as where customers had the choice they tended to choose more environmentally friendly options and this resulted in savings for the occupier.

Mr Zogolovitch described the obligations for local planning authorities to maintain a register for custom/self-build and that there was low take-up in Dartford. He wondered whether there were opportunities for this to be more widely promoted. He explained that there were a number of ways that the Council could help to deliver more custom-build opportunities:

- It could enter into a partnership with a custom-build developer and share the risk and reward;
- It could allocate a certain percentage of all major sites for custom-build;
- It could ensure that a certain percentage of council owned land was sold for custom build provision, although he accepted that the Council had limited land ownership opportunities;
- It could purchase non-residential land and get outline planning permission as a council, gaining an ability to then subsidise allocation; and
- It could create planning incentives through Supplementary Planning guidance.

There were also things that the Council should avoid when considering custom-build, including not allowing mainstream developers to 'game the system,' masquerade as custom-build developers when they were not or claim that there was no consumer demand or that there were no suppliers willing to buy parcels of land and to package them for custom-build. Research had suggested that 50-60% of people considering their ownership options were interested in custom-build but did not know how to go about it. He

## STRATEGIC HOUSING BOARD

FRIDAY 28 JANUARY 2022

suggested that the next steps for the Council could include more active promotion of the Self-build register, working with custom-build partners and delivery agents and making firm decisions as to the Council's risk appetite in terms of pursuing this.

The Chairman thanked Mr Zogolovitch for his presentation.

The Director of Housing & Public Protection explained the difficulties the Council had in acquiring suitable land for development and the Council's paucity of directly owned land that was viable for development. The Council sought to promote development via the planning process but repeatedly faced challenges on grounds of viability, which had made it difficult to achieve its affordable housing targets.

Mr Zogolovitch felt that there might still be opportunities for the Council to encourage developers to engage with custom/self-build ventures as customers were often prepared to pay more for a custom-build plot than for a development plot. He also felt that there would be schemes which were marginal in terms of planning considerations where developers might be prepared to consider the inclusion of a custom/self-build element, perhaps on land on the periphery of a project which might otherwise be difficult to develop, to secure planning consents. The Council could start by focussing on some of these sites, starting small and monitoring progress.

The Director of Housing & Public Protection said that it was likely that such discussions were taking place with developers of 'knife-edge' projects or small peripheral developments already.

The Chairman explained the Council's housing delivery and strong development performance, but that the pattern of development differed across the borough with most development taking place to the north of the A2 and less to the south of the A2 due to 'green belt' and other constraints. He noted that there was also limited appetite for new-build houses which he felt were poorly marketed, of a perceived limited build-quality and which now always involved the payment of management/service fees. The challenge for the Council was how best to focus on the need for local housing and how to deliver this when the Council owned little land itself. He asked Mr Zogolovitch how he acquired land for development?

Mr Zogolovitch explained that he acquired land on the open market or from land owners such as Homes England. The way forward could be for the Council to set custom/self-build targets for major sites and for development projects with partners such as Housing Associations.

The Board also wondered whether there were an opportunities for shared ownership self-build projects similar to those in other countries. Mr Zogolovitch said that he had seen some shared ownership schemes and cited the Government's Help-to-Buy mortgage scheme as an example.

## STRATEGIC HOUSING BOARD

FRIDAY 28 JANUARY 2022

The Chairman thanked Mr Zogolovitch for attending the meeting and for promoting an interesting discussion. He undertook to update him of any progress with taking this forward.

RESOLVED:

That the content of the presentation and subsequent discussion be noted.

**30. SIGN POST (DARTFORD STRATEGIC HOUSING MOSAIC) - UPDATE**

The Chairman provided an update on the Sign Post project. He noted that the Communications Team had promoted Sign Post via Dartford Together and that there would be ongoing promotion to ensure that people were aware of the availability of Sign Post as it evolved and developed.

RESOLVED:

That progress on the Dartford Signpost be noted.

**31. COUNCIL NEW BUILD HOUSING PROGRAMME UPDATE**

The Head of Housing presented an update on the Council's new build housing programme. Since 2012 the Council had developed three sites, within its ownership, providing 86 new homes for local people, all of which were fully occupied. A further four new build sites totalling 32 new housing units had received planning permission. 3 x 1 bedroom bungalows, all wheelchair accessible units, had been completed in August 2021 on the site of the former Mead Crescent depot and new tenants had moved in. However there had been delays to work on other sites due to the national shortage of materials, delays to deliveries and a shortage of labour. Despite this there had been significant progress. The 3 x 3 bedroom houses at the former garage site at Milton Road were now in the final stage of snagging but the 2 x 2 bedroom and 2 x 1 bedroom flats had been delayed due to Highways issues and lack of materials, although these had now been resolved. The homes were now due for completion in March 2022. Kitchens and bathrooms had now been installed and work on floors was in progress on the 4 x 2 bedroom flats and 2 x 1 bedroom flats at the former Keary Road garage site and these flats were also scheduled for completion in March 2022. As previously reported, work at the former garage site at Gilbert Close had been delayed due to the need for further archaeological investigations and problems with the design of the foundations. The borehole drilling required by Kent County Council had commenced on 10 January 2022 and reptile fencing had been installed and was being monitored, and there was some progress on meeting pre-start planning conditions. However, at present, there was still no firm date for starting building work.

In addition to new build housing, the Council had, since July 2021, acquired 22 properties on the open market for affordable social housing. The Council had recently purchased a 6 bedroom property for council housing and was hoping to buy a 4 bedroom property in the coming week. The Council had

## STRATEGIC HOUSING BOARD

FRIDAY 28 JANUARY 2022

also been successful in negotiating for the acquisition of land at Westgate Road, when this had returned to the market following the Council's earlier unsuccessful bid, and this was currently at the conveyancing stage, which should be completed by the end of March 2022. The Council would look to design a suitable scheme for affordable housing for this site.

The report also reminded the Board of changes to the regulations governing the pooling of housing receipts, including an increase in the proportion of a replacement home that could be funded from Right-to-Buy receipts from 30% to 40% and an extension to the timeframe for spending the receipts from 3 to 5 years. To date, as a participant in the 1-4-1 scheme the Council had successfully spent £13.9m delivering 86 new homes for local people and a further £6m on the purchase of 22 market properties and land since July 2020.

The Chairman welcomed the acquisition of a larger property and the greater flexibility this would provide for lettings. He was advised that although the rent for a larger property would be higher it was still well below the market rate for private rental.

**RESOLVED:**

That the update on the New Build Housing Programme be noted.

**32. UPDATE ON THE DEVELOPMENT OF A PRIVATE SECTOR RENEWAL STRATEGY**

The Head of Housing provided an update on the development of a Private Sector Renewal Strategy (PSRS) following the stock condition survey carried out in 2021. Since then, the Private Sector Housing and Policy and Development teams had made further progress with the development of the PSRS and a draft document was currently being finalised prior to consultation.

The PSRS would address the need for housing renewal in the Dartford area and explain how the Council intended to meet this need. It would build upon the work already carried out in the implementation of the previous renewal strategy, developed in 2009, and set out the Council's aims for private sector housing renewal from 2022 onwards to ensure that Council resources are targeted at areas that need it most and to assist in tackling fuel poverty. The PSRS would also set out the types of assistance available to households for housing renewal, such as grants to assist in bringing properties up to a decent standard and help with renewable energy initiatives/works. It was expected that the PSRS would be presented to Cabinet in May 2022, following a formal consultation exercise.

**RESOLVED:**

That the Board notes the progress being made on the preparation of the new Private Sector Renewal Strategy.



## STRATEGIC HOUSING BOARD

FRIDAY 28 JANUARY 2022

**33. THE CHARTER FOR SOCIAL HOUSING - WHITE PAPER 2021 - UPDATE**

The Head of Housing presented an update on progress being made in preparation for the proposals contained in the Government's Charter for Social Housing – White Paper 2021, which reflected some of the biggest changes that the social housing sector was facing in recent years. The Board was reminded of the contents of the White Paper which set out what social housing residents should be able to expect and the obligations of their landlords and expected standards. Although the content of the final charter was unknown, and further information had not been released, the Government was keen for authorities, and the Housing Associations on which it was focussed, to progress this work quickly.

The Housing Service had developed a detailed draft Action Plan to address the actions emanating from the White Paper. The Action Plan followed the themes of the White Paper and was being monitored by a working group of key officers, chaired by the Head of Housing. The working group was meeting regularly to discuss progress, provide assurance that important milestones were mapped and delivered in preparation for the changes being proposed under the White Paper.

The table below detailed achievements already delivered on the seven key themes contained in the White Paper:

<p><i>To be safe in your home</i></p> <ul style="list-style-type: none"> <li>• An initial HRA compliance review has been completed with a number of actions identified that will inform a compliance strategy on the safety of the housing stock (i.e. gas servicing, electrical testing, fire safety, lift safety. Asbestos, legionella and water systems).</li> </ul>
<p><i>To know how your landlord is performing</i></p> <ul style="list-style-type: none"> <li>• A response is being drafted to the Regulator of Social Housing's consultation on a proposed set of tenant satisfaction measures.</li> </ul>
<p><i>To have your complaints dealt with promptly and fairly</i></p> <ul style="list-style-type: none"> <li>• A complaints page on the housing section of the Council's website has been set up to raise awareness to residents of how to make a complaint and the role of the Housing Ombudsman</li> <li>• A new process for logging complaints has been set up for the Housing Service</li> <li>• A new process for measuring resident satisfaction with complaint handling has been set up</li> </ul>
<p><i>To have your voice heard by your landlord</i></p> <ul style="list-style-type: none"> <li>• A resident engagement survey has been drafted to inform a future strategy on resident engagement</li> <li>• A review of the ways the Housing Service can assist to address loneliness is nearing completion.</li> </ul>

## STRATEGIC HOUSING BOARD

FRIDAY 28 JANUARY 2022

<ul style="list-style-type: none"> <li>• A review of the Vulnerable Adults' Housing Policy, including a review of the support available for vulnerable residents, is nearing completion.</li> </ul>
<p><i>To have a good quality home and neighbourhood to live in</i></p> <ul style="list-style-type: none"> <li>• A new Domestic Abuse Co-ordinator post is in the process of being recruited to who will, amongst other duties, be tasked with developing a Domestic Abuse Housing Policy.</li> </ul>
<p><i>To be supported to take your first step into ownership</i></p> <ul style="list-style-type: none"> <li>• A review has been undertaken to consider how the new Right to Buy receipt flexibilities will be used.</li> </ul>

The White Paper was also proposing the introduction of a stronger social housing regulatory regime which moved away from the current co-regulatory approach, whereby the Regulator for Social Housing (RSH) relied upon landlords to demonstrate their compliance with economic and consumer standards. The Government believed that the current regime of regulation was not strong enough to ensure that social housing landlords were meeting residents' expectations and was proposing a more proactive approach which would include routine inspection, a requirement for landlords to report on compliance with 22 new tenant satisfaction measures (which were currently subject to consultation by the RSH) and a requirement for landlords to provide a clear breakdown of how income was being spent. Landlords would also be required to identify a 'responsible person' to ensure that the organisation was complying with consumer standards and a 'nominated person' responsible for compliance with health and safety requirements. Social housing landlord's decision making bodies would be responsible for actively monitoring and scrutinising compliance and mitigating risk.

The Housing Service was currently preparing a response to the RSH's consultation on the set of tenant satisfaction measures (TSM's), which would be reported to Cabinet on 24 February 2022, and it was also proposed to undertake a Resident Engagement Survey in early 2022 to inform a new resident engagement strategy for the Housing Service and ensure that the Service would continue to meet current and future regulatory requirements. The Board was also informed that a new senior officer post was being recruited within the Housing Policy and Development Team to co-ordinate the activities necessary to meet the forthcoming regulatory requirements and to assist in the development and implementation of other policies and strategies.

The Chairman noted that the measures were being introduced to address the management and performance failures of Housing Associations and that local authority landlords were 'collateral' targets. He noted that Dartford was already well ahead of the game in that it had a good record of management of social housing and strong relationships with partner organisations such as the YMCA and through engagement with its tenants through bodies such as the

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Tenants and Leaseholders Joint Liaison Group. The Strategic Housing Board also demonstrated the Council's commitment to its social housing management and consideration of strategic housing but there would be a need to establish and redefine the Board's role moving forward within the context of the major changes proposed by the Government.

The Head of Housing provided more detail on the methodology for conducting the Resident Engagement Survey to ensure that it reached out to all tenants. This could involve the use of Survey-Monkey, writing to all tenants, hard-copy questionnaires and telephone calls. There might also be an online briefing for Members.

**RESOLVED:**

1. That the Board notes the progress being made by the Housing Service on preparing for the proposals in the Government's Charter for Social Housing - White Paper 2021;
2. That the Board considers and comments on the draft Charter for Social Housing - White Paper 2021 Action Plan, contained in Appendix A to the report; and
3. That the full list of tenant satisfaction measures, as set out in Appendix B to the report, be noted

**34. DATE OF NEXT MEETING AND FUTURE ITEMS**

It was noted that the Board's next meeting was scheduled to take place at 2.00pm on 13 April 2022.

Due to the Board's commitment to consider the draft Charter for Social Housing - White Paper 2021 Action Plan, future Board items would potentially support this action.

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The meeting closed at 3.34 pm

Councillor D J Mote  
CHAIRMAN

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