



Agenda

Meeting: **Overview and Scrutiny Committee**
Date: **11 December 2018**
Time: **7.00 pm**
Place: **Council Chamber - Civic Centre, Folkestone**

To: **All members of the Overview and Scrutiny Committee**

The committee will consider the matters, listed below, at the date, time and place shown above. The meeting will be open to the press and public.

Members of the committee, who wish to have information on any matter arising on the agenda, which is not fully covered in these papers, are requested to give notice, prior to the meeting, to the Chairman or appropriate officer.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/home>. Although unlikely, no guarantee can be made that Members of the public in attendance will not appear in the webcast footage. It is therefore recommended that anyone with an objection to being filmed does not enter the council chamber.

1. **Apologies for Absence**
2. **Declarations of Interest**

Members of the committee should declare any interests which fall under the following categories*:

- a) disclosable pecuniary interests (DPI);
- b) other significant interests (OSI);
- c) voluntary announcements of other interests.

3. **Minutes (Pages 5 - 10)**

To consider and approve, as a correct record, the minutes of the meeting held on 13 November 2018.

Queries about the agenda? Need a different format?

Contact Kate Clark– Tel: 01303 853267
Email: committee@folkestone-hythe.gov.uk or download from our
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4. **Council Tax Reduction Scheme (Pages 11 - 108)**

Report C/18/52 recommends the adoption of a replacement Council Tax Reduction scheme for 2019/2020, which is to be implemented with effect from 1 April 2019.

5. **General Fund Revenue - Budget Monitoring Position - 2nd Quarter 2018/19 (Pages 109 - 116)**

Monitoring report C/18/56 provides a projection of the end of year financial position of the General Fund revenue budget, based on expenditure to the 31 October 2018.

6. **Housing Revenue Account - Revenue and Capital Budget Monitoring 2018/19 (Pages 117 - 126)**

Monitoring report C/18/54 provides a projection of the end of year financial position for the Housing Revenue Account (HRA) revenue expenditure and HRA capital programme based on net expenditure to 30 September 2018.

7. **Draft General Fund Revenue Budget 2019/20 (Pages 127 - 186)**

Report C/18/51 sets out the Council's Draft General Fund budget for 2019/20.

8. **Quarter 2 Performance Report 2018/19 (Pages 187 - 216)**

Report C/18/55 provides an update on the Council's performance for the second quarter of 2018/19, covering 1 July 2018 to 30 September 2018. The report enables the Council to assess progress against the approved key performance indicators for each service area.

Key Performance Indicators (KPIs) will be monitored during 2018/19 and reported to CLT and Members quarterly.

9. **Oportunitas Progress Report 2018/19 (Pages 217 - 224)**

Report C/18/53 provides an update from the Board of Oportunitas Ltd ("the company") covering activities undertaken so far in 2018/19 financial year, including a financial statement for the period from 1 April 2018 to 30 September 2018, in-line with the requirement contained in the Shareholder's Agreement between the company and the Council.

10. **Folkestone and Hythe District Heritage Strategy (Pages 225 - 330)**

The Heritage Strategy Report C/18/57 is an evidence base document for the Places and Policies Local Plan and Core Strategy Review and it will also provide information for planning applications and funding bids. It sets out positive objectives and priorities to ensure the district's heritage assets provide a unique opportunity for future place-making, guiding and

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stimulating regeneration and making significant contributions to recreation, tourism, health and education.

The views of a large and enthusiastic group of stake-holders, individuals and groups were gathered during the initial stages the strategy's production. It is now proposed that the draft Strategy is published to provide an opportunity for interested groups and individuals, businesses, landowners, developers and the wider public, to shape the final version

*Explanations as to different levels of interest

(a) A member with a disclosable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with an other significant interest (OSI) under the local code of conduct relating to items on this agenda must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item

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Minutes

Overview and Scrutiny Committee

| | |
|-----------------------|---|
| Held at: | Council Chamber - Civic Centre, Folkestone |
| Date | Tuesday, 13 November 2018 |
| Present | Councillors Miss Susan Carey, Peter Gane (Chairman), Clive Goddard, Ms Janet Holben, Mrs Mary Lawes, Michael Lyons, Ian Meyers, Russell Tillson and Mrs Rodica Wheeler |
| Apologies for Absence | Councillor Mrs Claire Jeffrey |
| Officers Present: | Kate Clark (Committee Services Officer), Mrs Jess Harman (Community Projects Manager), Jyotsna Leney (Community Services Manager), Chris Lewis (Planning Advisor), Sue Lewis (Committee Services Officer), Tim Madden (Corporate Director - Customer, Support and Specialist Services), Susan Priest (Head of Paid Service), Matt Rain (Communications Manager), Sarah Robson (Assistant Director), Charlotte Spendley (Assistant Director), Adrian Tofts (Planning Policy Manager) and David Whittington (Planning Policy Team Leader) |
| Others Present: | |

134. **Appointment of Vice-Chairman for the remainder of 2018/19**

Proposed by Councillor Michael Lyons
Seconded by Councillor Russell Tillson and

RESOLVED:

To appoint Councillor Ms Janet Holben as Vice-Chairman of this Committee for the remainder of 2018/19.

135. **Declarations of Interest**

There were no declarations of interest.

136. **Minutes**

The minutes of the meeting held on 16 October 2018 were submitted, approved and signed by the Chairman.

137. **Core Strategy Review - report on Regulation 18 Consultation and draft Regulation 19 plan**

This report provided more detail on the consultation on the Core Strategy Review (Regulation 18) document, the changing national planning policy context and further evidence work being undertaken. The report set out the draft Core Strategy Review (Regulation 19) document and outlined the main changes from the previous version. Cabinet is asked to agree the Core Strategy Review (Regulation 19) plan prior to consultation and submission.

Mr Adrian Tofts, Planning Policy Manager, briefly explained the consultation and submission to the Planning Inspectorate process.

Members highlighted the following points:

- When looking at Otterpool Park there is a need for the Local Authority to demonstrate plans will come forward and consideration given to all matters. An example of the viability of a new Kent based town is Kings Hill in Maidstone.
- Affordability for local residents in the new build process of homes. Reference was made to 7.4 of the report which states that house prices are 9.7 times high than the average wage in the district. Members were concerned about earnings in the district and how they differ across the wards, however affordability can be addressed by Local Authority and Housing Association properties being provided in the district.
- Reference was made to the Heritage Strategy which is detailed in the Places and Policy plan and the Play Strategy which is still under review.
- Water supply and the shortages in the South East were mentioned. High water efficiency standards are specified in plan policies and it is imperative that water companies ensure supplies are not in jeopardy. The local authority has been in discussions with water companies in preparing the plan.
- Employment and health care issues were raised; there is an existing development strategy to engage with businesses to encourage growth. Also, enhanced provision of healthcare as part of the garden town potentially releases capacity at other facilities that can be used to improve healthcare services.

- The Rural and Tourism Policy (Policy CSD3) which remains unchanged since 2013 and the text regarding New Romney and the Marsh is also largely unchanged from the 2013 Core Strategy. More detailed policies on tourism development are provided in the emerging Places and Policies Local Plan.

Proposed by Councillor Michael Lyons
Seconded by Councillor Ms Susan Carey and

RESOLVED:

- 1. To receive and note report C/18/49.**

(Voting: For 8; Against 0; Abstentions 1)

138. Fees & Charges 2019/20

This report focused on the proposed fees and charges for 2019/20 which will contribute towards meeting the council's 2019/20 budget objectives and Medium Term Financial Strategy.

The Council's Fees and Charges Policy was revised and agreed by Cabinet on 15 November 2017 (Report C/17/54).

Mrs Charlotte Spendley, Assistant Director, presented this report to the Committee.

Members raised the following points:

- Fixed Penalties and the issue of no right to appeal. This subject comes under policy setting rather than Fees and Charges.
- Within the contractual arrangements, what is the refund process for operator error? This is looked at on an individual basis and any queries can be passed to the Corporate Contracts Manager.
- Pre-planning charges are proposed to increase however remain lower than many other district or borough councils.
- All other fees and charges raised by members are covered in Appendices 2 to 5 of the report.

Proposed by Councillor Clive Goddard
Seconded by Councillor Michael Lyons and

RESOLVED:

- 1. To receive and note report C/18/48**

(Voting: For 8; Against 0; Abstentions 1)

139. **Budget Strategy 2019/20**

This Budget Strategy set out the guidelines for preparing the 2019/20 Budget. It supports the Corporate Plan and aligns with the direction and objectives of the Medium Term Financial Strategy (MTFS).

The Budget Strategy takes account of current and future financial issues, sets out the underlying assumptions and initial budget-setting proposals and provides a timetable for delivering a balanced budget in 2019/20.

Mrs Spendley explained that the draft budgets, including the HRA budget, will be presented to this committee in December 2018.

It was noted that Court costs have increased, however there is a proposal to reduce this level for Council Tax and Business Rates collection costs. Council Tax Reduction and Universal Credit have had an impact on residents although collection rates are steady.

Business Rates Retention pilot for Kent has been well received by the MHCLG (Ministry of Housing, Communities and Local Government) and the district's bid for the 2019/20 pilot is hopefully successful.

Proposed by Councillor Michael Lyons
Seconded by Councillor Rodica Wheeler and

RESOLVED:

- 1. To receive and note report C/18/47.**

(Voting: For 9; Against 0; Abstentions 0)

140. **Communications and Engagement Strategy 2018-23**

The draft Communications and Engagement Strategy 2018-23 outlined how the Council will use communications to build a stronger reputation, involve and inform residents, engage effectively with stakeholders and improve customer satisfaction.

Mr Matt Rain, Communications Manager, drew members' attention to the Objectives and Principles in the report as well as the Strategic Communications Objectives.

Proposed by Councillor Clive Goddard
Seconded by Councillor Ian Meyers and

RESOLVED:

- 1. To receive and note report C/18/41.**

(Voting: For 9; Against 0; Abstentions 0)

141. Public Space Protection Order (PSPO) Consultation

The current public space protection order (PSPO) declared by the Council is due for replacement on 19 June 2019. Members have previously been informed of the process and work underway to create bespoke PSPOs that will help to tackle more specific issues of antisocial behaviour affecting parts of the District. The process as required by the Antisocial Behaviour Act 2014 requires us to carry out consultation and this report introduces the consultation document and feedback survey that will be sent to stakeholders and residents and the format that will take.

Mrs Jess Harman, Community Projects Manager, presented the report.

Points raised by members included:

- Stress further the point that the PSPO is aimed at tackling antisocial behaviour (associated with specific activities) that are having a detrimental effect on local communities.
- Looking at the Area Key, it was noted Lydd is not included and should show under measures 1, 2, 3 and 7.
- The feedback survey form will be available online as well as a hard copy version which can be dropped back off at a range of collection points across the District.
- Signage relaying all measures needs to be clear and concise as well as legally precise.
- Measure 3 – no urinating, spitting or defecating in a public place. The question was asked about enforcement of this measure. It was pointed out that for some nationalities, spitting is acceptable. Ultimately all these measures are to reduce anti-social behaviour.
- Measure 5 contains a typographical error in the first sentence which will be amended.
- Measure 7 – no unauthorised Camping in open spaces. This was welcomed by members. The types of vehicles under this measure needs further definition. Members stressed the importance of enforcement action, however it must not be seen as a target for homelessness.
- Hythe town council needs to be added to the list on p14 of the consultation document.

Proposed by Councillor Russell Tillson
Seconded by Councillor Ian Meyers and

RESOLVED:

- a) To note report C/18/45.**

(Voting: For 9; Against 0; Abstentions 0)

142. **Origin and Destination of S106 monies**

Report OS/18/03 responded to the request from New Romney Town Council for a topic review on the “origin and destination of section 106 monies” and “lack of transparency on the same”. The legislative and policy requirements of section 106 contributions and their close relationship with the Community Infrastructure Levy (CIL) are set out. The report concludes that the council has sound governance procedures in place to ensure that section 106 contributions are collected and spent in accordance with best practice and legislative requirements.

Mr Chris Lewis, Planning Advisor, reiterated that S106 agreements are in place if a site is exempt from a Community Infrastructure Levy (CIL) as is the case with the New Romney masterplan sites. There are other restrictions as detailed in the report.

The designation of these funds is carried out by the District, however the Town Council is keen to decide where these monies are spent.

It was made clear that all town and parish councils have access to proposed planning developments including those to be presented at the District’s monthly Planning and Licensing Committee. Town councils also have regular planning meetings to discuss pending applications. Representations can be made by town councils suggesting that a proposed development includes new infrastructure or section 106 infrastructure contributions in those areas that are exempt from the Community Infrastructure Levy (CIL).

Annual reporting through Cabinet and the Planning and Licensing Committee is also carried out.

Proposed by Councillor Clive Goddard
Seconded by Councillor Russell Tillson and

RESOLVED:

- 1. To receive and note report OS/18/03.**
- 2. To confirm that the annual reporting arrangements to Cabinet and Planning and Licensing Committee that are already in place for monitoring section 106 payments and CIL receipts are appropriate.**
- 3. To request that the Audit Partnership provide a timetable for an updated review of Section 106 agreements that includes the points raised by New Romney Town Council.**

(Voting: For 9; Against 0; Abstentions 0)

This report will be made public on 4 December 2018

Report Number **C/18/52**

To: Cabinet
Date: 12 December 2018
Status: Key Decision
Head of Service: Charlotte Spendley, Head of Finance
Portfolio Holder: Councillor Malcolm Dearden, Cabinet Member for Finance

SUBJECT: COUNCIL TAX REDUCTION SCHEME 2019/20

SUMMARY: This report recommends the adoption of a replacement Council Tax Reduction scheme for 2019/2020, which is to be implemented with effect from 1 April 2019.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to approve the following recommendations because the Local Government Finance Act 1992 requires a local authority to have approved a scheme for the provision of Council Tax Support in 2019/20 by 11 March 2019. Changes are designed to reduce administration for the Council whilst producing a simpler, more transparent scheme for the customer in response to wider welfare reform.

RECOMMENDATIONS:

Cabinet is asked:

1. To receive and note report C/18/52.
2. To maintain Non Dependant charges within the new scheme.
3. To recommend to Full Council that the new Council Tax Reduction scheme be adopted from the 2019/20 financial year as required by S13A and Schedule 1A of the Local Government Finance Act 1992 as amended.

1. BACKGROUND

- 1.1 The Council Tax Reduction scheme replaced Council Tax Benefit with effect from 1 April 2013.
- 1.2 Under the Council Tax Reduction provisions, the scheme for pensioners is determined by Central Government and the scheme for working age applicants is determined by the Council. Pensioners broadly receive the same level of support that was previously available under the Council Tax Benefit scheme.
- 1.3 The current scheme (2018/19) for working age applicants is based on the previous Council Tax Benefit means test, but has been amended since 2013. The following changes currently apply to working age applicants only:
 - The maximum level of support for working age applicants is set at 75%;
 - Second Adult rebate has been removed;
 - A standard non-dependant deduction of £10.00 has been introduced;
 - A banding cap of Band D has been introduced; and
 - A hardship scheme has been introduced for those applicants suffering exceptional hardship.
- 1.4 The scheme has also been amended each year for general changes in applicable amounts (primarily in relation to disability premiums).

2. COUNCIL TAX REDUCTION AND THE FULL SERVICE ROLL OUT OF UNIVERSAL CREDIT

- 2.1 The introduction of Universal Credit within the area has, as experienced in all other areas, brought a number of challenges to both the administration of Council Tax Reduction and also the collection of Council Tax generally. All sites within full service areas have experienced the following:
 - a. The reluctance of Universal Credit claimants to make a prompt claim for Council Tax Reduction leading to loss of entitlement;
 - b. A high number of changes to Universal Credit cases are received from the Department for Work and Pensions requiring a change to Council Tax Reduction entitlement. On average 40% of Universal Credit claimants have between eight and twelve changes in entitlement per annum. These changes result in amendments to Council Tax liability, the re-calculation of instalments, delays and the demonstrable loss in collection; and
 - c. The increased costs of administration through multiple changes with significant additional staff and staff time being needed.
- 2.2. It is clear that the existing means tested Council Tax Reduction scheme, which is too reactive to change, will not be viable in the longer term now that Universal Credit has been rolled out fully within the area. The move to a new more efficient scheme from 2019 is now imperative.

3. THE 2019/20 COUNCIL TAX REDUCTION SCHEME

- 3.1 In view of the problems being experienced with Universal Credit, the Council Tax Reduction scheme has been fundamentally redesigned to address;
- The problems with the introduction of full service Universal Credit; and
 - The inevitable increase in administration costs due to the high level of changes received in respect of Universal Credit.
- 3.2 Work has been undertaken since January 2018 on a new scheme which is now completed. Consultation with the public and the precepting authorities has also taken place. If accepted by Council, the new scheme will be implemented from 2019/20. The new scheme has a number of features as follows:
- The overall expenditure (cost) of the scheme will remain broadly as at present;
 - The changes can **only be made to the working age schemes** as the current schemes for pensioners is prescribed by Central Government;
 - The current means – tested schemes will be replaced by a simple income grid model as in table 1.

Table 1

| Band | Single Weekly income (£) | Couple Weekly income (£) | 1 Child Weekly income (£) | 2+ children Weekly income (£) |
|-------------------------------|---|---|--|--|
| 1 75% discount | Relevant Benefit | | | |
| | 0.00 to 110.00 | 0.00 to 160.00 | 0.00 to 190.00 | 0.00 to 270.00 |
| 2 55% discount | 110.01 to 150.00 | 160.01 to 190.00 | 190.01 to 220.00 | 270.01 to 340.00 |
| 3 35% discount | 150.01 to 190.00 | 190.01 to 220.00 | 220.01 to 270.00 | 340.01 to 420.00 |
| 4-22% discount | 190.01 to 280.00 | 220.01 to 310.00 | 270.01 to 340.00 | 420.01 to 495.00 |

- 3.3 The principles of the scheme will be as follows:
- It is recommended that the highest level of discount will be set at current maximum level of liability (75%) and all current applicants that are in receipt of a 'relevant benefit' such as Income Support, Jobseeker's Allowance (Income Based) and Employment and Support Allowance (Income Related) receive maximum discount;
 - All other discount levels are based on the applicant's (and partner's, where they have one) net income;

- c. The scheme allows for variation in household size with the levels of income per band increasing where an applicant has a partner, and / or dependants
- d. Where an applicant had non-dependants living with them, no deduction shall be made from any entitlement. This is a significant change and means that the administration of the scheme will be more straightforward whilst also protecting low income families where adult sons and daughters for example remain at home;
- e. To encourage work, a standard £25 per week disregard will be provided against all earnings for all applicant types. This will take the place of the current standard disregards and additional earnings disregards. Where a family also receives a child care disregard (for child care costs not paid for by Central Government schemes), the income levels in the 'grid scheme' are set at a higher rate;
- f. Disability benefits such as Disability Living Allowance and Personal Independence Allowance will continue to be disregarded and, in addition, the Support Component of Employment and Support Allowance and Carer's Allowance will also be disregarded, again providing additional protection with the scheme;
- g. Child Benefit and Child Maintenance will continue to be disregarded;
- h. Where a person currently receives a disability premium, enhanced disability premium or severe disability premium, a further disregard of £40 per week will be deducted from their net income (in addition to the disregard of disability benefits as outlined above);
- i. The total disregard on war pensions and war disablement pensions will continue;
- j. The capital limit under the new scheme will remain at £16,000 but the rules will be simplified.
- k. Extended payments will be removed; and
- l. The rules for students will be amended in line with Council Tax legislation.

3.4 The removal on non-dependant deductions (3.3d) will mean that less information and evidence needs to be supplied by the customer and that there will be less administration by the Council. However it should be noted that this principle would have an additional cost to the scheme of £215,268 (Folkestone & Hythe share=£32,290) whereas all other principles combined are of similar to cost to the existing scheme. These costs are details in Table 2.

(It is the officer's opinion that maintaining the Non Dependant charge is deemed to be fairer in order that other occupants contribute to the household. This was demonstrated in feedback comments received from the consultation (Appendix 1). The cost of the administration of this element of the scheme is small in comparison to the potential cost of introducing this change.)

4. HOW THE NEW SCHEME WILL ADDRESS THE PROBLEMS OF FULL SERVICE UNIVERSAL CREDIT

4.1 Due to the simplicity of the proposed new scheme and by taking a more 'Council Tax discount approach', it will address the problems associated with Universal Credit as follows:

- a. **The scheme will require a simplified claiming process.** In the case of Universal Credit applicants *any* Universal Credit data received from the Department for Work and Pensions will be treated as a claim for Council Tax Reduction. Where information is received from DWP, the entitlement to Council Tax Reduction will be processed automatically without the need to request further information from the taxpayer. This will have the following distinct advantages namely:
- i. **Speed of processing** – claims will be able to be calculated automatically and promptly without the need to request further information which inevitably leads to delays;
 - ii. **Maximising entitlement to every applicant.** As there will no requirement for Universal Credit applicants to apply, entitlement to Council Tax Reduction will be maximised with a reduced risk of loss of discount or the need for backdating;
 - iii. **Maintenance of collection rates** – the new scheme will avoid constant changes in discount, the need for multiple changes in instalments and therefore assist in maintaining the high collection rates currently achieved.
- b. **The income bands are sufficiently wide to avoid constant changes in discount.** The current Council Tax Reduction scheme is very reactive and will alter even if the overall change to the person's liability is small. This is leading to constant changes in Council Tax liability, the need to recalculate monthly instalments and the requirement to issue a large number of Council Tax demands. The effect of this is that Council Tax collection is reduced. The new scheme, with its simplified income banding approach will have the following advantages:
- i. Only significant changes in income will affect the level of discount awarded;
 - ii. Council Taxpayers who receive Council Tax Reduction will not receive multiple Council Tax demands and adjustments to their instalments; and
 - iii. It should be noted that software restrictions will not enable the Council to allow daily changes for reduction as consulted, awards will remain weekly.

5. TRANSITION TO THE NEW SCHEME AND THE COUNCIL'S EXCEPTIONAL HARDSHIP POLICY

- 5.1 The Council is mindful that any change in scheme or a transition to a new scheme may have result in a change to the entitlement of certain applicants.
- 5.2 Whilst the new scheme has been designed to protect vulnerable groups and to, where possible, minimise any reductions in entitlement, it is proposed that the new scheme will contain additional provisions to protect individuals who experience exceptional hardship. Where any applicant is likely to experience exceptional hardship, they will be encouraged to apply for an exceptional hardship payment. The Council will consider all applications for exceptional hardship on an individual basis, taking into account available income and essential outgoings.

- 5.3 Where appropriate further support will be given to the applicant.
- 5.4 The Council is of the opinion that this approach will enable individual applicants to be dealt with in a fair and equitable manner.

6 CONSULTATION

- 6.1 The Council has undertaken a full public consultation during the period 30/07/2018 to 21/10/2018. A total of 140 responses were received and a summary of responses is given within Appendix 1.
- 6.2 Appendix 1 also includes comments from an event held for local agencies.
- 6.3 The Council should be mindful of the responses shown at Appendix 1. It should be noted that overall, the responses were favourable to the changes proposed.
- 6.4 In addition to a full public consultation, the Council also has consulted with the major preceptors namely the Kent County Council, Kent Fire and Rescue Service and the Police and Crime Commissioner for Kent
- 6.5 No preceptors have responded with disapproval with the changes or approach taken by the Council

7 THE NEW SCHEME

- 7.1 The proposed new scheme document is attached at Appendix 2.

8. FINANCIAL IMPACT

- 8.1 The estimated total level of expenditure for the Council Tax Reduction scheme for 2018/19 is £8,572,624. The intention is to maintain expenditure at current levels. The modelled expenditure for 2019/20 based on the new scheme is demonstrated on table 2.

Table 2

| | Passported | Single | Couple | 1 Child | 2+ children |
|---------------------------------------|-------------------|---------------|---------------|----------------|--------------------|
| Total working age claims | 3,214 | 566 | 121 | 390 | 611 |
| Impact with Non Dep charges | £0 | -£535 | +£663 | +£23,252 | -£12,672 |
| Impact with no Non Dep charges | +£139,381 | +£18,237 | +£7,963 | +£43,588 | +£6,099 |

All figures demonstrated relate to total Council Tax, Folkestone & Hythe DC share is 15% of figures demonstrated

The total difference to the scheme with Non-Dependant charges unchanged are predicted to have an additional cost of £10,708 (3.3d of this report). This equates to £1,606 for the Folkestone & Hythe share of Council Tax.

The total difference to the scheme with Non-Dependant charges removed are predicted to have an additional cost of £215,268. This equates to £32,290 for the Folkestone & Hythe share of Council Tax.

It should be noted that these figures are estimates.

- 8.2 Final costs will be calculated once the Council Tax levels for 2019/20 have been set by full Council. It is anticipated that there will be no significant increase in expenditure under the new scheme.
- 8.3 There will be no significant financial impact to the Council and the Major Precepting Authorities (Kent County Council, Fire Authority and Police).
- 8.4 Where an individual may suffer exceptional hardship, the scheme will include an exceptional hardship provision which will be met by the collection fund in the same way as Council Tax Reduction.
- 8.5 It was announced during the Autumn Budget that the rollout of Universal Credit has been further delayed for a new proposed end date of June 2024. Whilst there is no further information currently available to state the further rollout of existing cases for the district it is expected to be a slow and phased process so it is expected that Council Tax Reduction levels would remain steady until this rollout is increased.
- 8.6 The Autumn budget also stated that claimants in receipt of a severe disability premium will no longer be moved onto Universal Credit (until managed migration is confirmed). This means that these cases would remain on legacy benefits until a much later point.

9. LEGAL IMPLICATIONS

- 9.1 Schedule 1A (5) of the Local Government Finance Act 1992 as amended requires local authorities to consider the following:

For each financial year, each billing authority must consider whether to revise its scheme or to replace it with another scheme.

The authority must make any revision to its scheme, or any replacement scheme, no later than 11th March in the financial year preceding that for which the revision or replacement scheme is to have effect

- 9.2 In addition, where there are changes to the scheme, the authority is obliged under Schedule 1A (5) (4) *if any revision to a scheme, or any replacement scheme, has the effect of reducing or removing a reduction to which any class of persons is entitled, the revision or replacement must include such transitional provision relating to that reduction or removal as the authority thinks fit.*
- 9.3 The full implications of the legislation are addressed with section 5 of this report. The exceptional hardship provision will provide a mechanism enabling the Council to award additional support where it is felt that any applicant may suffer exceptional hardship under the new provisions.

10. EQUALITY IMPACT ASSESSMENT

- 10.1 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.
- 10.2 A full equality impact assessment on the Council Tax Reduction scheme is included at Appendix 3.

11. RISK MANAGEMENT

- 11.1 The new scheme framework will inevitably change the amount of discount to some applicants. The modelling suggests that whilst a number will have an enhanced award, where any award is reduced applicants will be able to apply for an exceptional hardship payment.

A summary of the perceived risks follows:

| Perceived risk | Seriousness | Likelihood | Preventative action |
|---|-------------|------------|--|
| Council not able to maximise collection due to increased demand notices | High | Medium | To review the scheme so that small changes in income are not reflecting in multiple changes to a CTR award with multiple demand notices. |
| Council not able to recover increase in arrears | Medium | Medium | To utilise resource effectively and administer hardship schemes appropriately. |
| Negative public reaction to proposals | Medium | Medium | Response from consultation will be taken into consideration when the final Scheme is recommended. |
| Potential legal challenge to 2019/20 CTRS | Medium | Low | Ensure full consultation has taken place with genuine options and that a proper equality impact assessment has been undertaken. |

12. LEGAL, FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

12.1 Legal Officer's comments (DK)

There are no legal implications arising directly out of this report other than those already cited in it.

Legal Services confirms that the Council has the right to reduce council tax payable to the extent, if any, required by the Council's tax reduction scheme and as the Council thinks fit.

In accordance with the Local Government Finance Act 1992 (as amended), the Council must draft the tax reduction scheme so that it states the reductions applicable to the amounts of council tax payable. If any revision to a tax reduction

scheme, or any replacement scheme, has the effect of reducing or removing a reduction to which any class of persons is entitled, the revision or replacement must include such transitional provisions relating to that reduction or removal as the Council thinks fit.

12.2 Finance Officers comments (CI)

There are no financial implications for the current financial year as expenditure will be maintained within the 18/19 budget. Section 8.1 details the potential financial implications for 19/20 onwards of either £10,708 or £215,268 dependent on the scheme option. Pending the decision of Cabinet additional expenditure will need to be built into the final budget for 19/20 which will be presented to Council in February 2019.

12.3 Equalities and Diversities Implications

The council has clearly defined responsibilities in relation to and awareness of those in the most vulnerable situations. It has endeavoured to engage with those affected and with representative groups through the consultation process. A full Impact Assessment has been presented as an appendix to this report.

12.4 Communication comments (MR)

A consultation process has been completed with regard to this proposed change and the majority of respondents were in favour of the change. Should the change be approved, the CTR scheme should be more straightforward and easier to understand. If approved, the change should be communicated appropriately to all affected parties.

13 CONTACT OFFICERS AND BACKGROUND DOCUMENTS

13.1 Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Report author: Andrew Hatcher

Telephone: 01303 853348

Email: andrew.hatcher@folkestone-hythe.gov.uk

13.2 Appendices:

Appendix 1 – Public Consultation Responses – Summary

Appendix 2 – Full Council Tax Reduction Scheme 2019/20

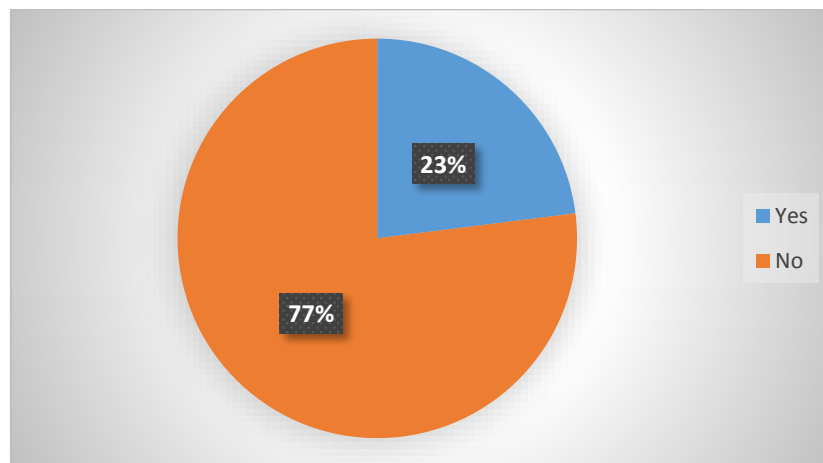
Appendix 3 – Equality Impact Assessment

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Council Tax Reduction public Consultation response overview

Part 1: Consultation responses

Should the Council keep the current Council Tax Reduction scheme? (Should it continue to administer the scheme as it does at the moment?)

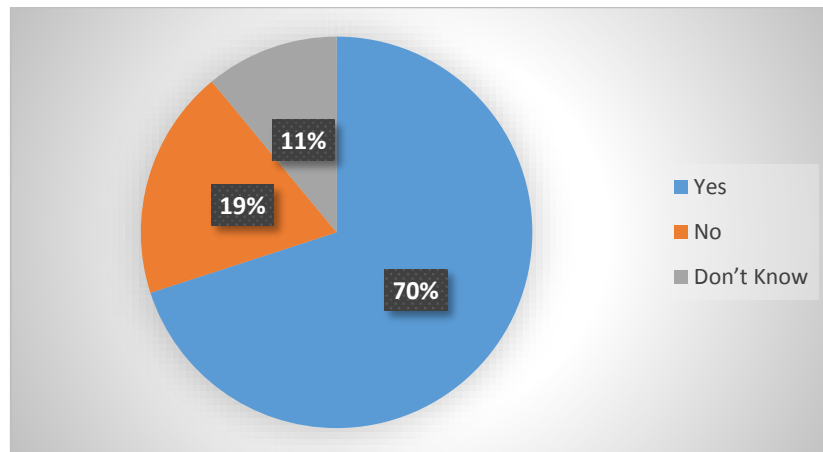


Selected comments:

- Hopefully, giving Local Council's more 'scope' to decide upon Council Tax Reductions by bringing in new and fairer systems of reduction; will significantly save in administration costs, thus allowing Councils to add funding to other projects.
- The current scheme provides too much discount in a number of cases
- Improvements are necessary
- You must find a way to make changes that do not mean people on these low incomes pay more. With food bank use soaring, how could the council justify hitting people with additional charges.
- I think it should change
- I worry about those families of more than 2 children who are on universal credit experiencing hardship as a result
- It is the council's duty to help those that need it
- Anything to simplify the system whilst maintaining fairness is a good thing.
- I do not receive any discount, and I do not want to pay more council tax so others can still get a % off
- The current scheme seems overly time consuming and fundamentally unfair. It is also a disincentive to people finding work / better paid work.

Do you agree that the following changes should be made to the scheme?

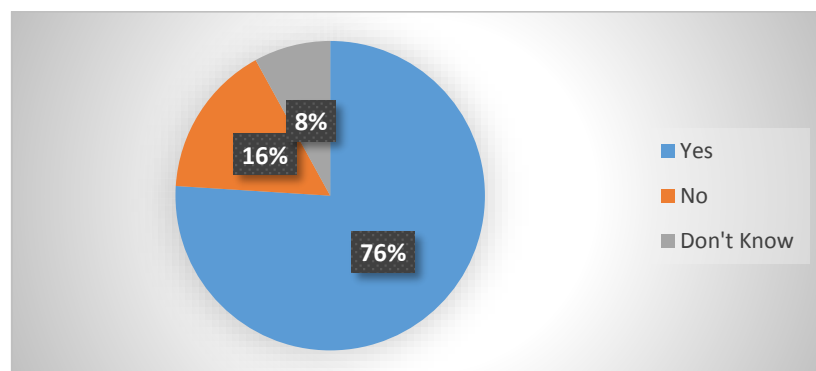
The introduction of an Income Grid scheme to replace the current scheme for all applicants of working age?



Selected comments:

- Consider why individuals can get more income on benefits than a person working full time and yet still get a council tax reduction.
- Those who earn more pay more, pensioners and people with children and depend pay less
- Families with more than 2 children should not be penalised
- None - I fully support the limitation to 2 children. Families who cannot support themselves should not benefit by having more children.
- Scrap it altogether. It is a disincentive to people finding work / better paid work
- I think that it is imperative that there aren't dispensations for people who are claiming asylum or benefits for children that they cannot physically prove are living in the country and biologically their children
- That all income is taken into account, including maintenance, child benefit and disability benefits and increase the income levels for everyone There is no mention of how self employed income would be treated.
- Self employed income should be calculated based on the actual earnings, not a notional value based on 35 x minimum wage like in UC.

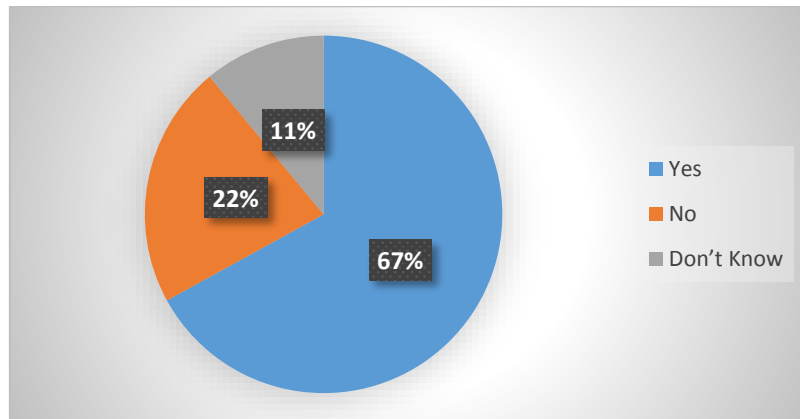
To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two for all applicants?



Selected comments:

- Number of dependants should not be restricted.
- Don't disagree
- It shouldn't matter how many children you have. The reduction should be based on the number of adults in the house and whether or not they are on benefits.
- I agree in principle, but this option should be linked to family planning advice.
- Matches with DWP policy
- Yes, if residents need to be assessed for support then they can provided all of their finance situation.

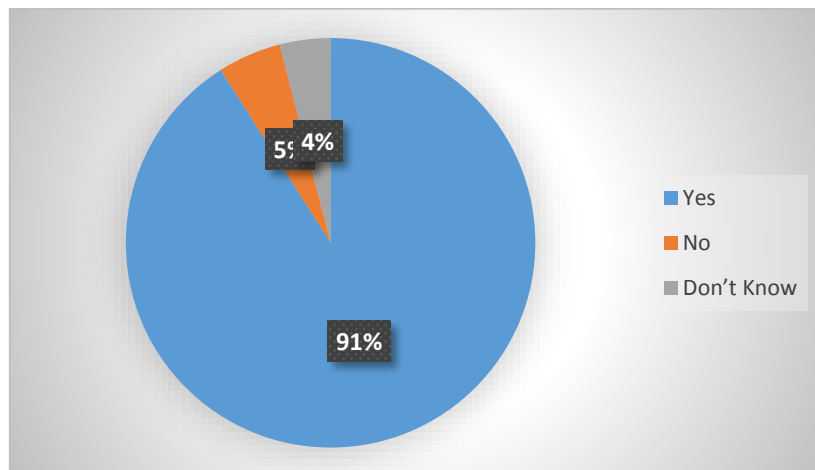
To remove Non-Dependant Deductions from the scheme?



Selected comments:

- Keep this and increase the deduction based on how many non dependants live with them and how much they earn
- If they have adult children living with them and adult children are unemployed council tax should be reduced
- I cannot see the point of making a change to the scheme that may increase its costs.
- I believe that any adults should be contributing, so you should continue to deduct a set amount.
- Adult kids should have to contribute
- Include the income or household contribution of these non dependants in the calculation if they form part of the household.
- Retain and increase it as all adults need to understand they need to contribute to council tax
- Don't disagree
- Retain the existing deduction for non dependant occupants
- The NDD should remain in place as is

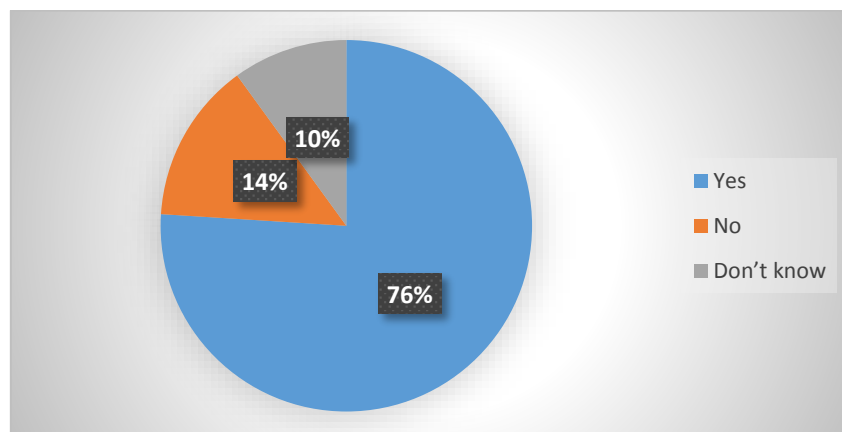
Changing the claiming process for all applicants who receive Universal Credit?



Selected comments:

- Continue separate claim as people may not need this in addition to other benefits. It shouldn't be paid automatically
- Seems sensible
- I feel that anyone claiming benefits, including Personal Independence Payments etc.. should have a discount.
- Don't agree
- Universal Credit has been widely discredited and shown not to work. To continue to pursue a path in the face of this must be considered insane or punitive.

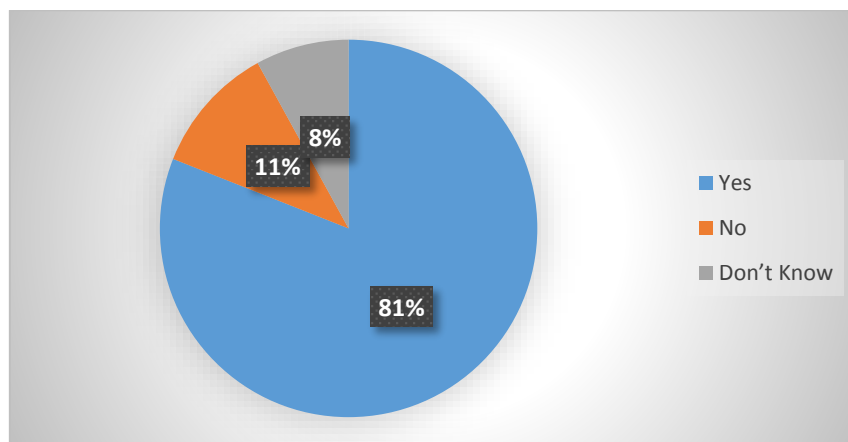
Removing the current earnings disregards and replacing them with a standard £25 disregard irrespective of a person's circumstances?



Selected comments:

- This would harm some of the very poorest people. Not everyone is in a position to work.
- Don't disagree
- None - it is the choice of parents to have larger families and should only do so if they are self-sufficient
- Will penalise working parents, if working, should be higher allowance to promote work ethic
- Make the limit £50-00 and not £25-00
- Agreed - but make the hardship payment process simpler

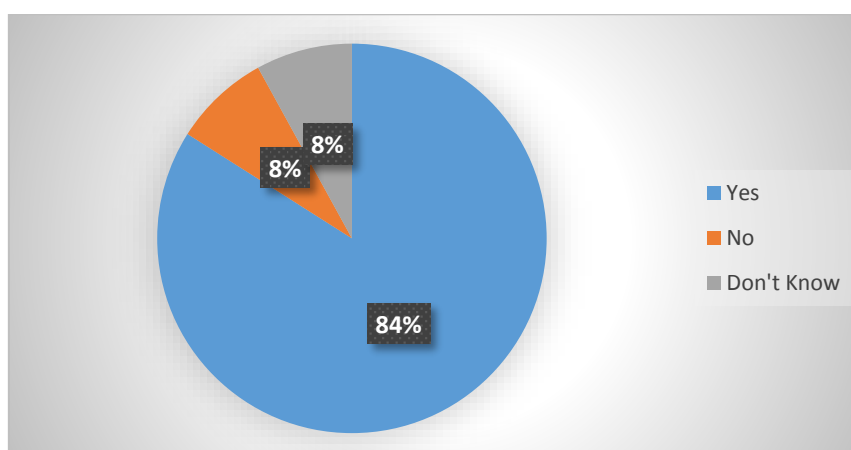
Disregarding a further £40 per week where the applicant, partner or dependant receives Disability Living Allowance (DLA) or Personal Independence Payment (PIP)?



Selected comments:

- Keep the current disregard for DLA
- Don't disregard these allowances
- Don't disagree
- Make it simple and reduce admin charges
- People who receive these benefits are very important, vulnerable and should be considered as such.
- None - give the support to those that need it - just ensure that those receiving disability payments are eligible for them.
- Why are disabled people given higher allowance then working families with children? Should be equal
- they are already receiving extra income for their disability and should not get extra benefits.

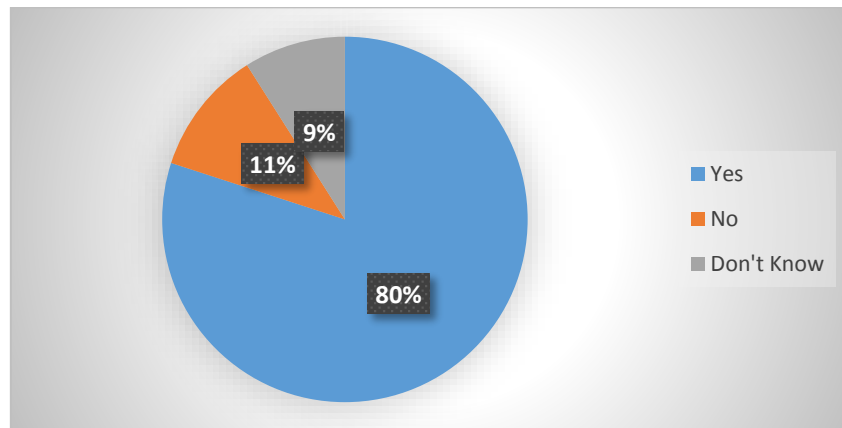
Disregarding Carer's Allowance which is currently taken into account as income?



Selected comments:

- Don't disregard carers allowance
- Seems fair
- Carers' allowance should make no difference to council tax - it's just there to help people who need it.
- Carers are saving local authorities a huge amount of money so totally agree with this
- Do not disagree if it is simpler and better financially
- It's income and should be treated as such

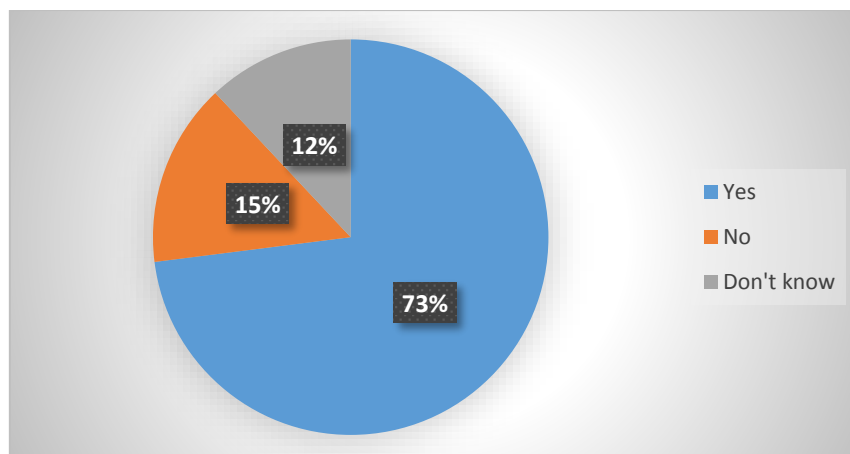
Removing the conditions that prevent certain students from claiming Council Tax Reduction?



Selected comments:

- If they are using services provided by the council and are over 18, they should pay
- I agree
- Students should not be eligible to claim as they can work to support themselves and should not need to claim benefits
- Don't charge those trying to better themselves with education

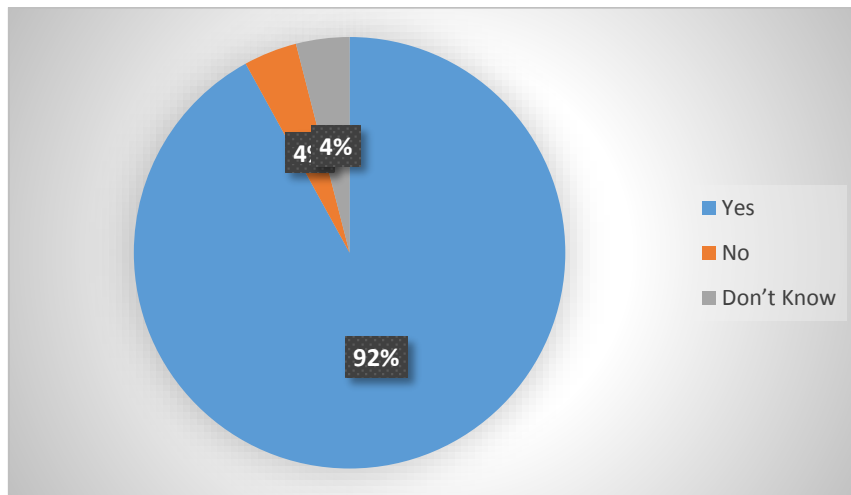
Removing the Extended Payment provision?



Selected comments:

- This makes getting back into work harder.
- Don't disagree
- I agree
- People should be helped back into work. removing this might cause hardship and deter people from changing their circumstances

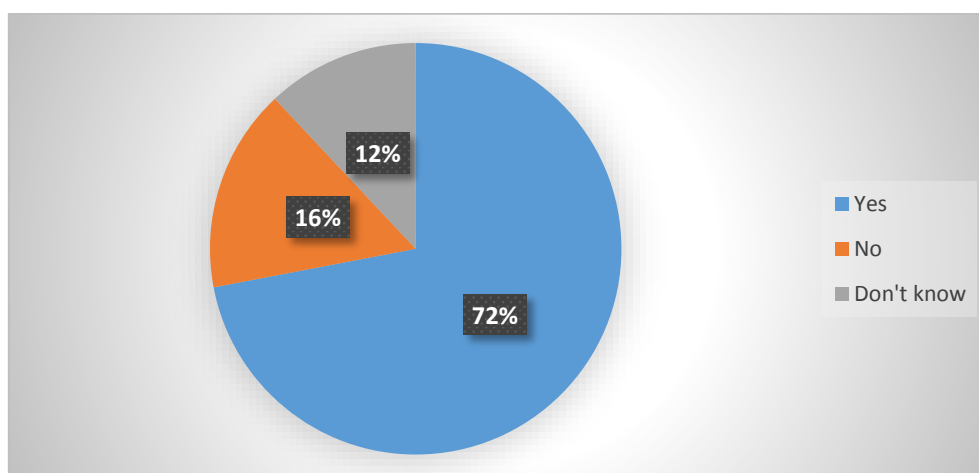
Any change in circumstances which changes Council Tax Reduction entitlement will be made from the date on which the change occurs, (rather than on a weekly basis as at present?)



Selected comments:

- Its only correct if changes are applied on the date of that change
- I agree
- Sort of agree, but will be very confusing for people to keep track of what is correct or not
- Continue with weekly to prevent daily changes or disagreements over dates

Simplifying the capital rules but leaving the capital limit in line with the current scheme (£16,000)?



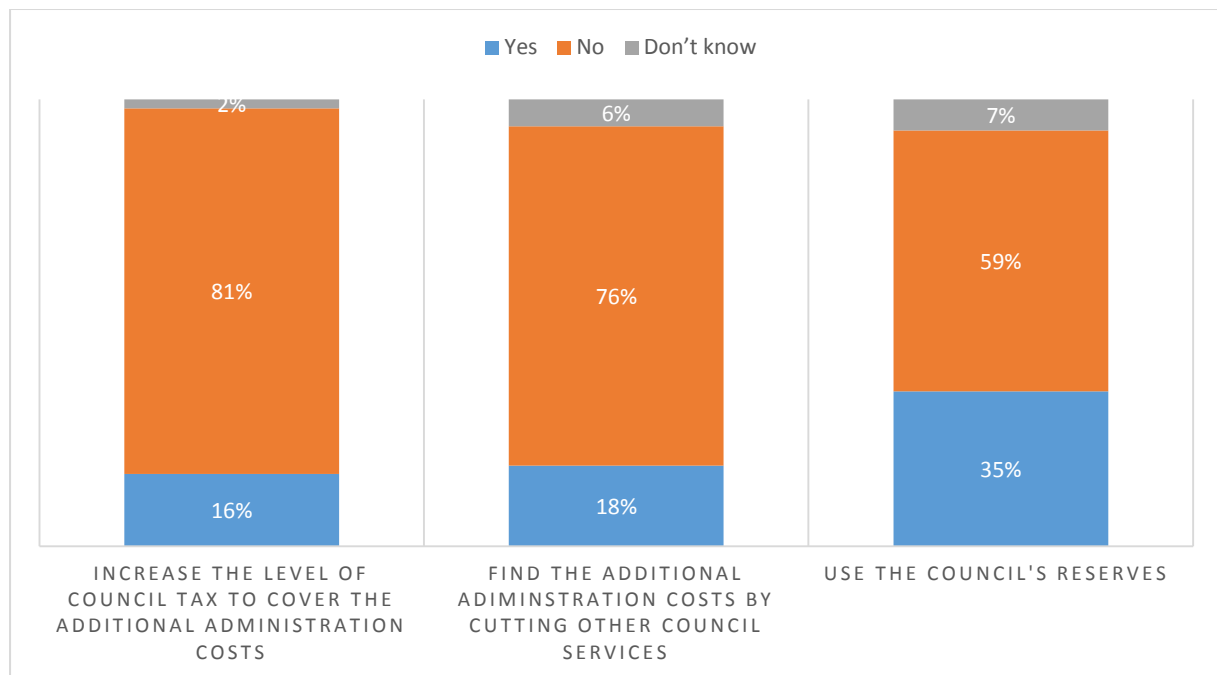
Selected comments:

- I think that the £16000 should be increased to account for inflation each year
- Keep it the same
- Should be 10000
- Anyone who has capital generally has worked for that capital so it shouldn't affect the reduction that person can claim. When someone who has worked hard and needs help they should be top of the list to be helped. Regardless of savings or property owned.

Part 2: Alternative options

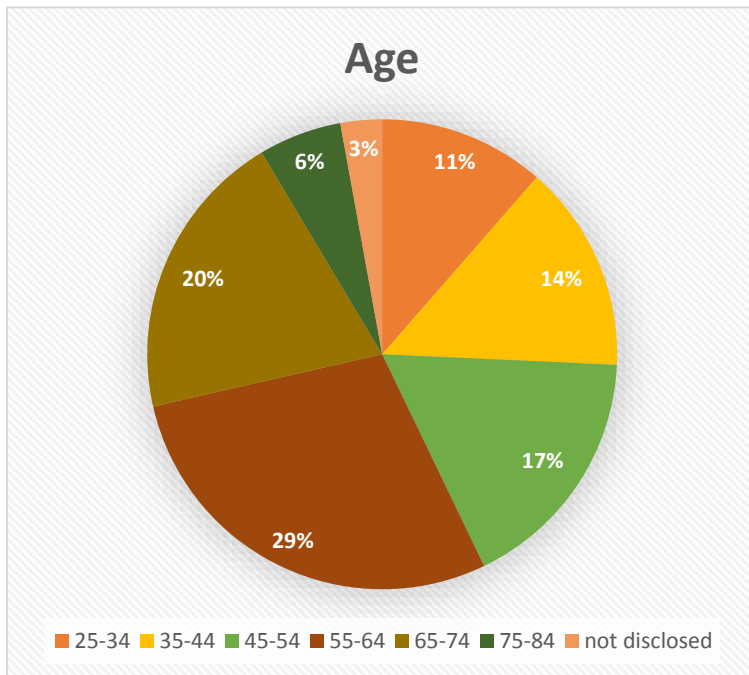
Do you think we should choose any of the following options rather than the proposed changes to the Council Tax Reduction Scheme? Please select one answer for each source of funding.

- a. **Increase the level of Council Tax to cover the additional administration costs**
- b. **Find the additional administration costs by cutting other Council Services**
- c. **Use the Council's reserves**



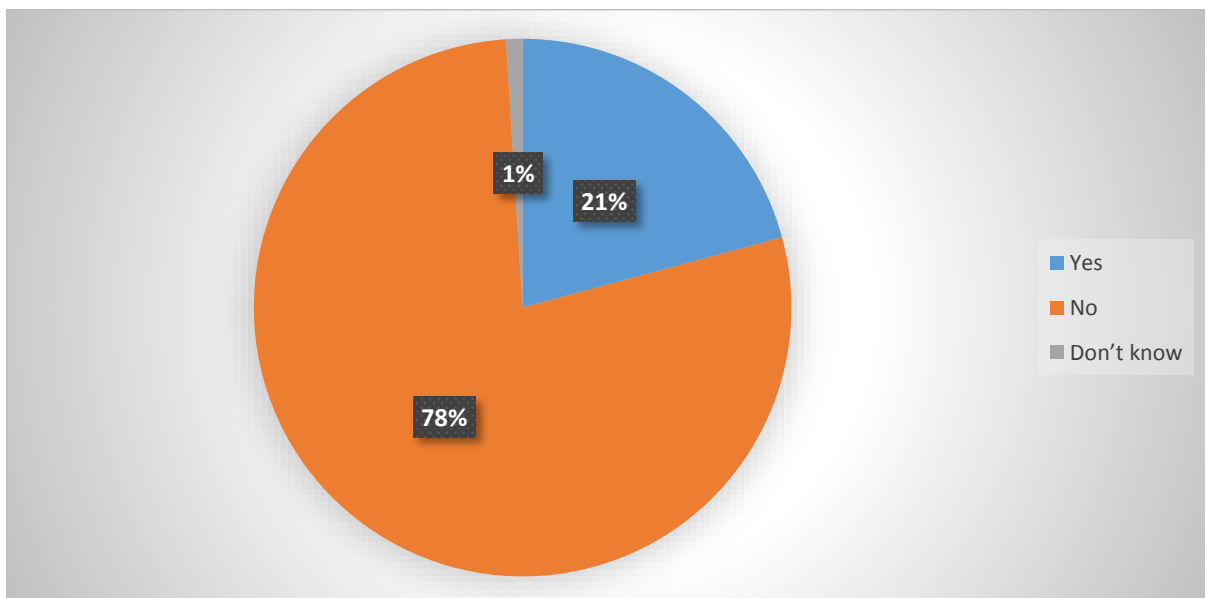
Part 3: Overview of respondents

Age of respondents



| Age | Respondents | Percentage |
|-------------------|-------------|------------|
| 18-24 | 0 | 0% |
| 25-34 | 16 | 11% |
| 35-44 | 20 | 14% |
| 45-54 | 24 | 17% |
| 55-64 | 40 | 29% |
| 65-74 | 28 | 20% |
| 75-84 | 8 | 6% |
| Prefer not to say | 4 | 3% |

Receiving Council Tax Reduction



Part 4: Agency feedback notes

Council Tax Reduction Consultation 2019/20

Agency feedback (18.09.18)

Attendees: East Kent Housing, Folkestone Rainbow Centre, DWP

Option 1:

DWP: Seems similar to JSA where you can have cliff edges where income doesn't change much but customers can lose a high % of discount. Can a taper be considered instead?

However, customers on that cliff edge would have been receiving much more up to the point that they fall off than they would have under current system if they were close to nil-entitlement.

Option 2:

All agreed it was a sensible consistent approach

Option 3:

EKH: Positive for claimants but would this cost a lot?

RC: Are costs neutral with saving on admin?

Option 4:

All round support, helps all those that need it.

Option 5:

EKH: Logical and simpler, incentivises work.

Option 6:

RC: Good to see support for disabled continues.

EKH: This would help customers that are vulnerable.

Option 7:

EKH: A pleasant surprise and support in this key area.

Option 8:

No significant comments.

Option 9:

No significant comments.

Option 10:

No significant comments.

Option 11:

No significant comments.

DRAFT

**Folkestone & Hythe District Council
Council Tax Reduction Scheme**

S13A and Schedule 1a of the Local Government Finance Act 1992

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1.0 Introduction to the Council Tax Reduction Scheme

- 1.1 The following has been adopted by the Council and details the Council Tax Reduction scheme for the period from 1st April 2019.
- 1.2 This document details how the scheme will operate for both pension credit age and working age applicants and in accordance with Section 13A of the Local Government Finance Act 1992 specifies the classes of person who are to be entitled to a reduction under the scheme and is effective from 1st April 2019 for a period of one financial year.
- 1.3 The scheme in respect of pension age applicants is defined by Central Government within the following:
- Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012;
 - Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012;
 - Council Tax Reduction Schemes (Transitional Provision) (England) Regulations 2013;
 - Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013;
 - Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013;
 - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014;
 - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015;
 - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016
 - The Council Tax Reduction Schemes (England) (Amendment) Regulations 2017;
 - The Council Tax Reduction Schemes (England) (Amendment) Regulations 2018; and
 - Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

The scheme for pension age applicants - Central Government's scheme as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012

- 1.4 There are three main classes under the prescribed pension credit age scheme, for each of which there are a number of qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction, such as a person subject to immigration control with limited leave to remain. The definition of a pension credit age person is a person who;
- a. has attained the qualifying age for state pension credit; and
 - b. is not, or, if he has a partner, his partner is not;
 - i. a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance; or
 - ii. a person with an award of universal credit

The three prescribed classes are as follows;

Class A: pensioners whose income is less than the applicable amount.

On any day Class A consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- c. who does not fall within a class of persons prescribed for the purposes of paragraph 2(9) of Schedule 1A to

- d. the Local Government Finance Act 1992 and excluded from the authority's scheme;
- d. whose income (if any) for the relevant week does not exceed his applicable amount calculated in accordance with paragraph 9 and Schedule 2 of the Local Government Finance Act 1992;
- e. not have capital savings above £16,000; and
- f. who has made an application for a reduction under the authority's scheme.

Class B: pensioners whose income is greater than the applicable amount.

On any day class B consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- c. who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- d. whose income for the relevant week is greater than his applicable amount calculated in accordance with paragraph 9 and Schedule 2 to the Local Government Finance Act 1992;
- e. in respect of whom amount A exceeds amount B where;
 - (i) amount A is the maximum Council Tax Reduction in respect of the day in the applicant's case; and
 - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount;
- g. not have capital savings above £16,000; and
- h. who has made an application for a reduction under the authority's scheme.

Class C: alternative maximum Council Tax Reduction

On any day class C consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day;
- c. in respect of whom a maximum Council Tax Reduction amount can be calculated;
- d. who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the 1992 Act and excluded from the authority's scheme;
- e. who has made an application for a reduction under the authority's scheme; and
- f. in relation to whom the condition below is met.

The condition referred to in sub-paragraph f. is that no other resident of the dwelling is liable to pay rent to the applicant in respect of the dwelling and there is an alternative maximum Council Tax Reduction in respect of the day in the case of that person which is derived from the income, or aggregate income, of one or more residents to whom this sub-paragraph applies.

The above applies to any other resident of the dwelling who:

- a. is not a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount;
- b. is not a person who is liable for council tax solely in consequence of the provisions of section 9 of the 1992 Act (spouse's or civil partner's joint and several liability for tax);
- c. is not a person who is residing with a couple or with the members of a polygamous marriage where the applicant is a member of that couple or of that marriage and–
 - (i) in the case of a couple, neither member of that couple is a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount; or
 - (ii) in the case of a polygamous marriage, two or more members of that marriage are not persons

- who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount;
- d. is not a person who, jointly with the applicant, falls within the same paragraph of section 6(2)(a) to (e) of the 1992 Act (persons liable to pay council tax) as applies in the case of the applicant; or
 - e. is not a person who is residing with two or more persons both or all of whom fall within the same paragraph of section 6(2)(a) to (e) of the 1992 Act where two or more of those persons are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount.

Disregard of certain incomes

- 1.5 For those who have reached the qualifying age for state pension credit, the Council has resolved to enhance the government scheme (as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012 to disregard in full the following:
- a. a war disablement pension;
 - b. a war widow's pension or war widower's pension;
 - c. a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
 - d. a guaranteed income payment;
 - e. a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
 - f. a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
 - g. pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.

The provisions outlined above, enhance the Central Government's scheme.

THE SCHEME FOR WORKING AGE APPLICANTS – THE COUNCIL'S LOCAL SCHEME

- 1.6 The adopted scheme for working age applicants is an income banded / grid scheme means test, which compares income against a range of discounts available. Full details of the working age scheme of the authority are contained within this document from section 2 onwards. The authority is required to specify a scheme for working age and therefore this scheme only applies to a person who;
- a. has not attained the qualifying age for state pension credit; or
 - b. has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance, on an income-related employment and support allowance or on universal credit.
- 1.7 The Council has resolved that there will be **one** class of persons who will receive a reduction in line with adopted scheme. The scheme has qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction as specified within section 7 of this scheme.

Class D

To obtain reduction the individual (or partner) must:

- a. have not attained the qualifying age for state pension credit; or
- b. he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or a person with an award of universal credit.

- c. be liable to pay council tax in respect of a dwelling in which he is solely or mainly resident;
- d. is not deemed to be absent from the dwelling;
- e. not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- f. be somebody in respect of whom a maximum Council Tax Reduction amount can be calculated;
- g. not have capital savings above £16,000;
- h. not have income above the levels specified within the scheme;
- i. be a person in respect of whom a day in which s/he is liable to pay council tax falls within a week in respect of which the person's *income*¹ is within a range of incomes specified; and
- j. has made a valid application for reduction.

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¹ Sections 15 to 32 and Schedules 3 and 4 of this scheme

Council Tax Reduction Scheme

Details of support to be given for **working age applicants** for the financial year 2019/20

Definitions and interpretation

2.0 Interpretation - an explanation of the terms used within this scheme

2.1 In this scheme-

'the Act' means the Social Security Contributions and Benefits Act 1992;

'the Administration Act' means the Social Security Administration Act 1992;

'the 1973 Act' means the Employment and Training Act 1973;

'the 1992 Act' means the Local Government Finance Act 1992;

'the 2000 Act' means the Electronic Communications Act 2000;

'Abbeyfield Home' means an establishment run by the Abbeyfield Society including all bodies corporate or incorporate which are affiliated to that Society;

'adoption leave' means a period of absence from work on ordinary or additional adoption leave by virtue of section 75A or 75B of the Employment Rights Act 1996;

'an AFIP' means an armed forces independence payment payable in accordance with an armed and reserve forces compensation scheme established under section 1(2) of the Armed Forces (Pensions and Compensation) Act 2004

'applicant' means a person who the authority designates as able to claim Council tax reduction - for the purposes of this scheme all references are in the masculine gender but apply equally to male and female;

'application' means an application for a reduction under this scheme:

'appropriate DWP office' means an office of the Department for Work and Pensions dealing with state pension credit or office which is normally open to the public for the receipt of claims for income support, a jobseeker's allowance or an employment and support allowance;

'assessment period' means such period as is prescribed in sections 19 to 21 over which income falls to be calculated;

'attendance allowance' means-

(a) an attendance allowance under Part 3 of the Act;

(b) an increase of disablement pension under section 104 or 105 of the Act;

(c) a payment under regulations made in exercise of the power conferred by paragraph 7(2)(b) of Part 2 of Schedule 8 to the Act;

(d) an increase of an allowance which is payable in respect of constant attendance under paragraph 4 of Part 1 of Schedule 8 to the Act;

(e) a payment by virtue of article 14, 15, 16, 43 or 44 of the Personal Injuries (Civilians) Scheme 1983 or any analogous payment; or

(f) any payment based on need for attendance which is paid as part of a war disablement pension;

'the authority' means a billing authority in relation to whose area this scheme has effect by virtue of paragraph 4(6) of Schedule 1A to the 1992 Act;

'Back to Work scheme(s)' means any scheme defined within the Jobseekers (Back to Work Schemes) Act 2013 or Jobseeker's Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;

'basic rate', where it relates to the rate of tax, has the same meaning as in the Income Tax Act 2007 (see section 989 of that Act).

'the benefit Acts' means the Act (SSBA) and the Jobseekers Act 1995 and the Welfare Reform Act 2007;

'board and lodging accommodation' means accommodation provided to a family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises;

'care home' has the meaning given by section 3 of the Care Standards Act 2000 and in Scotland means a care home service within the meaning given by section 2(3) of the Regulation of Care (Scotland) Act 2001 and in Northern Ireland means a nursing home within the meaning of Article 11 of the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 or a residential care home within the meaning of Article 10 of that Order;

'the Caxton Foundation' means the charitable trust of that name established on 28th March 2011 out of funds provided by the Secretary of State for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with its provisions;

'child' means a person under the age of 16;

'child benefit' has the meaning given by section 141 of the SSCBA as amended by The Child Benefit (General), Child Tax Credit (Amendment) Regulations 2014 and The Child Benefit (General) (Amendment) Regulations 2015;

'the Children Order' means the Children (Northern Ireland) Order 1995;

'child tax credit' means a child tax credit under section 8 of the Tax Credits Act 2002;

'claim' means a claim for council tax reduction;

'close relative' means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or if any of the preceding persons is one member of a couple, the other member of that couple;

'concessionary payment' means a payment made under arrangements made by the Secretary of State with the consent of the Treasury which is charged either to the National Insurance Fund or to a Departmental Expenditure Vote to which payments of benefit or tax credits under the benefit Acts or the Tax Credits Act are charged;

'the Consequential Provisions Regulations' means the Housing Benefit and Council tax reduction (Consequential Provisions) Regulations 2006;

'contributory employment and support allowance' means an allowance under Part 1 of the Welfare Reform Act 2007 as amended by the provisions of Schedule 3, and Part 1 of Schedule 14, to the Welfare Reform Act 2012 that remove references to an income-related allowance and a contributory allowance under Part 1 of the Welfare Reform Act 2007 as that Part has effect apart from those provisions;

'converted employment and support allowance' means an employment and support allowance which is not income-related and to which a person is entitled as a result of a conversion decision within the meaning of the Employment and Support Allowance (Existing Awards) Regulations 2008;

'council tax benefit' means council tax benefit under Part 7 of the SSCBA;

'council tax reduction scheme' has the same meaning as **'council tax reduction or reduction'**

'council tax reduction' means council tax reduction as defined by S13a Local Government Finance Act 1992 (as amended);

'couple' means;

(a) two people who are married to, or civil partners of, each other and are members of the same household; or

(b) two people who are not married to, or civil partners of, each other but are living together as a married couple,

Two people of the same sex are to be treated as living together as if they were civil partners if, and only if, they would be treated as living together as husband and wife were they of opposite sexes. The above includes the Marriage (Same Sex Couples) Act 2013 and The Marriage (Same Sex Couples) Act 2013 (Commencement No. 3) Order 2014;

'date of claim' means the date on which the application or claim is made, or treated as made, for the purposes of this scheme

'designated authority' means any of the following;

the local authority; or a person providing services to, or authorised to exercise any function of, any such authority;

'designated office' means the office designated by the authority for the receipt of claims for council tax reduction;

(a) by notice upon or with a form approved by it for the purpose of claiming council tax reduction; or

(b) by reference upon or with such a form to some other document available from it and sent by electronic means or otherwise on application; or

(c) by any combination of the provisions set out in sub-paragraphs (a) and (b) above;

'disability living allowance' means a disability living allowance under section 71 of the Act;

'dwelling' has the same meaning in section 3 or 72 of the 1992 Act;

'earnings' has the meaning prescribed in section 25 or, as the case may be, 27;

'the Eileen Trust' means the charitable trust of that name established on 29th March 1993 out of funds provided by the Secretary of State for the benefit of persons eligible for payment in accordance with its provisions;

'electronic communication' has the same meaning as in section 15(1) of the Electronic Communications Act 2000 ;

'employed earner' is to be construed in accordance with section 2(1)(a) of the Act and also includes a person who is in receipt of a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay or statutory maternity pay;

'Employment and Support Allowance Regulations' means the Employment and Support Allowance Regulations 2008 and the Employment and Support Regulations 2013 as appropriate;

'Employment and Support Allowance (Existing Awards) Regulations' means the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) Regulations 2010;

'the Employment, Skills and Enterprise Scheme' means a scheme under section 17A (schemes for assisting persons to obtain employment; 'work for your benefit' schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to assist applicants to obtain employment, including self-employment, and which may include for any individual work-related activity (including work experience or job search). This also includes schemes covered by The Jobseekers Allowance (Employment, Skills and Enterprise Scheme) Regulations 2011 as amended by the Jobseekers (Back to Work Schemes) Act 2013 – see **'Back to Work Schemes'**;

'employment zone' means an area within Great Britain designated for the purposes of section 60 of the Welfare Reform and Pensions Act 1999 and 2014 and an **'employment zone programme'** means a programme established for such an area or areas designed to assist applicants for a jobseeker's allowance to obtain sustainable employment;

'employment zone contractor' means a person who is undertaking the provision of facilities in respect of an employment zone programme on behalf of the Secretary of State for Work and Pensions;

'enactment' includes an enactment comprised in, or in an instrument made under, an Act of the Scottish Parliament;

'extended reduction' means a payment of council tax reduction payable pursuant to section 60;

'extended reduction period' means the period for which an extended reduction is payable in accordance with section 60A or 61A of this scheme;

'extended reduction (qualifying contributory benefits)' means a payment of council tax reduction payable pursuant to section 61;

'family' has the meaning assigned to it by section 137(1) of the Act and Section 9 of this scheme;

'the Fund' means moneys made available from time to time by the Secretary of State for the benefit of persons eligible for payment in accordance with the provisions of a scheme established by him on 24th April 1992 or, in Scotland, on 10th April 1992;

'a guaranteed income payment' means a payment made under article 15(1)(c) (injury benefits) or 29(1)(a) (death benefits) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2011;

'he, him, his' also refers to the feminine within this scheme

'housing benefit' means housing benefit under Part 7 of the Act; 'the Housing Benefit Regulations' means the Housing Benefit Regulations 2006;

'Immigration and Asylum Act' means the Immigration and Asylum Act 1999;

'an income-based jobseeker's allowance' and **'a joint-claim jobseeker's allowance'** have the meanings given by section 1(4) of the Jobseekers Act 1995;

'income-related employment and support allowance' means an income-related allowance under Part 1 of the Welfare Reform Act 2007;

'Income Support Regulations' means the Income Support (General) Regulations 1987(a);

'independent hospital'–

- (a) in England, means a hospital as defined by section 275 of the National Health Service Act 2006 that is not a health service hospital as defined by that section;
- (b) in Wales, has the meaning assigned to it by section 2 of the Care Standards Act 2000; and
- (c) in Scotland means an independent health care service as defined by section 10F of the National Health Service (Scotland) Act 1978;

'the Independent Living Fund (2006)' means the Trust of that name established by a deed dated 10th April 2006 and made between the Secretary of State for Work and Pensions of the one part and Margaret Rosemary Cooper, Michael Beresford Boyall and Marie Theresa Martin of the other part;

'invalid carriage or other vehicle' means a vehicle propelled by a petrol engine or by electric power supplied for use on the road and to be controlled by the occupant;

'Jobseekers Act' means the Jobseekers Act 1995; 'Jobseeker's Allowance Regulations' means the Jobseeker's Allowance Regulations 1996 and Jobseeker's Allowance Regulations 2013 as appropriate;

'limited capability for work' has the meaning given in section 1(4) of the Welfare Reform Act;

'limited capability for work-related activity' has the meaning given in section 2(5) of the Welfare Reform Act 2007;

'the London Bombing Relief Charitable Fund' means the company limited by guarantee (number 5505072), and registered charity of that name established on 11th July 2005 for the purpose of (amongst other things) relieving sickness, disability or financial need of victims (including families or dependants of victims) of the terrorist attacks carried out in London on 7th July 2005;

'lone parent' means a person who has no partner and who is responsible for and a member of the same household as a child or young person;

'the Macfarlane (Special Payments) Trust' means the trust of that name, established on 29th January 1990 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia;

'the Macfarlane (Special Payments) (No.2) Trust' means the trust of that name, established on 3rd May 1991 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia and other beneficiaries;

'the Macfarlane Trust' means the charitable trust, established partly out of funds provided by the Secretary of State to the Haemophilia Society, for the relief of poverty or distress among those suffering from haemophilia;

'main phase employment and support allowance' means an employment and support allowance where the calculation of the amount payable in respect of the applicant includes a component under section 2(1)(b) or 4(2)(b) of the Welfare Reform Act 2007 except in Part 1 of Schedule 1;

'the Mandatory Work Activity Scheme' means a scheme within section 17A (schemes for assisting persons to obtain employment; 'work for your benefit' schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to provide work or work related activity for up to 30 hours per week over a period of four consecutive weeks with a view to assisting applicants to improve their prospect of obtaining employment;

'maternity leave' means a period during which a woman is absent from work because she is pregnant or has given birth to a child, and at the end of which she has a right to return to work either under the terms of her contract of employment or under Part 8 of the Employment Rights Act 1996;

'member of a couple' means a member of a married or unmarried couple;

'MFET Limited' means the company limited by guarantee (number 7121661) of that name, established for the purpose in particular of making payments in accordance with arrangements made with the Secretary of State to persons who have acquired HIV as a result of treatment by the NHS with blood or blood products;

'mobility supplement' means a supplement to which paragraph 9 of Schedule 4 refers;

'mover' means an applicant who changes the dwelling in which the applicant is resident and in respect of which the applicant liable to pay council tax from a dwelling in the area of the appropriate authority to a dwelling in the area of the second authority;

'net earnings' means such earnings as are calculated in accordance with section 26;

'net profit' means such profit as is calculated in accordance with section 28;

'the New Deal options' means the employment programmes specified in regulation 75(1)(a)(ii) of the

Jobseeker's Allowance Regulations 1996 and the training scheme specified in regulation 75(1)(b)(ii) of those Regulations;

'new dwelling' means, for the purposes of the definition of 'second authority' and sections 60C, and 61C the dwelling to which a applicant has moved, or is about to move, in which the applicant is or will be resident;

'non-dependant' has the meaning prescribed in section 3;

'non-dependant deduction' means a deduction that is to be made under section 58;

'occasional assistance' means any payment or provision made by a local authority, the Welsh Ministers or the Scottish Ministers for the purposes of:

(a) meeting, or helping to meet an immediate short-term need;

(i) arising out of an exceptional event or exceptional circumstances, or

(ii) that needs to be met to avoid a risk to the well-being of an individual, and

(b) enabling qualifying individuals to establish or maintain a settled home, and—

(i) 'local authority' has the meaning given by section 270(1) of the Local Government Act 1972

;and

(ii) 'qualifying individuals' means individuals who have been, or without the assistance might otherwise be:

(aa) in prison, hospital, an establishment providing residential care or other institution, or

(bb) homeless or otherwise living an unsettled way of life; and 'local authority' means a local authority in England within the meaning of the Local Government Act 1972;

'occupational pension' means any pension or other periodical payment under an occupational pension scheme but does not include any discretionary payment out of a fund established for relieving hardship in particular cases;

'occupational pension scheme' has the same meaning as in section 1 of the Pension Schemes Act 1993

'ordinary clothing or footwear' means clothing or footwear for normal daily use, but does not include school uniforms, or clothing or footwear used solely for sporting activities;

'partner' in relation to a person, means

(a) where that person is a member of a couple, the other member of that couple;

(b) subject to paragraph (c), where that person is polygamously married to two or more members of his household, any such member to whom he is married; or

(c) where that person is polygamously married and has an award of universal credit with the other party to the earliest marriage that still subsists, that other party to the earliest marriage;

'paternity leave' means a period of absence from work on leave by virtue of section 80A or 80B of the Employment Rights Act 1996;

'payment' includes part of a payment;

'pensionable age' has the meaning given by the rules in paragraph 1 of Schedule 4 to the Pensions Act 1995 as amended by the Public Services Pension Act 2013 and Pensions Act 2014;

'pension fund holder' means with respect to a personal pension scheme or an occupational pension scheme, the trustees, managers or scheme administrators, as the case may be, of the scheme concerned;

'pensioner' a person who has attained the age at which pension credit can be claimed;

'person affected' shall be construed as a person to whom the authority decides is affected by any decision made by the council;

'person on income support' means a person in receipt of income support;

'personal independence payment' has the meaning given by Part 4 of the Welfare Reform Act 2012 and the Social Security (Personal Independence Payments) 2013;

'person treated as not being in Great Britain' has the meaning given by section 7;

'personal pension scheme' means—

a. a personal pension scheme as defined by section 1 of the Pension Schemes Act 1993 as amended by the Public Service Pension Act 2013;

b. an annuity contractor trust scheme approved under section 620 or 621 of the Income and Corporation Taxes Act 1988 or a substituted contract within the meaning of section 622(3) or that Act which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(f) of Schedule 36 of the Finance

Act 2004²;

- c. a personal pension scheme approved under Chapter 4 of Part 14 of the Income and Corporation Taxes Act 1988 which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(g) of Schedule 36 to the Finance Act 2004;
- d. a scheme prescribed in regulation 3 of the Jobseeker's Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;
- e. Back to Work scheme;

'policy of life insurance' means any instrument by which the payment of money is assured on death (except death by accident only) or the happening of any contingency dependent on human life, or any instrument evidencing a contract which is subject to payment of premiums for a term dependent on human life;

'polygamous marriage' means a marriage to which section 133(1) of the Act refers namely;

- (a) a person is a husband or wife by virtue of a marriage entered into under a law which permits polygamy; and
- (b) either party to the marriage has for the time being any spouse additional to the other party.

'public authority' includes any person certain of whose functions are functions of a public nature;

'qualifying age for state pension credit' means (in accordance with section 1(2)(b) and (6) of the State Pension Credit Act 2002)–

- (a) in the case of a woman, pensionable age; or
- (b) in the case of a man, the age which is pensionable age in the case of a woman born on the same day as the man;

'qualifying contributory benefit' means;

- (a) severe disablement allowance;
- (b) incapacity benefit;
- (c) contributory employment and support allowance;

'qualifying course' means a qualifying course as defined for the purposes of Parts 2 and 4 of the Job Seeker's Allowance Regulations 1996

'qualifying income-related benefit' means

- (a) income support;
- (b) income-based jobseeker's allowance;
- (c) income-related employment and support allowance;

'qualifying person' means a person in respect of whom payment has been made from the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;

'reduction week' means a period of seven consecutive days beginning with a Monday and ending with a Sunday;

'relative' means a close relative, grandparent, grandchild, uncle, aunt, nephew or niece;

'relevant authority' means an authority administering council tax reduction;

'relevant week' In relation to any particular day, means the week within which the day in question falls;

'remunerative work' has the meaning prescribed in section 6;

'rent' means 'eligible rent' to which regulation 12 of the Housing Benefit Regulations refers less any deductions in respect of non-dependants which fall to be made under regulation 74 (non-dependant deductions) of those Regulations;

'resident' has the meaning it has in Part 1 or 2 of the 1992 Act;

'Scottish basic rate' means the rate of income tax of that name calculated in accordance with section 6A of the Income Tax Act 2007;

'Scottish taxpayer' has the same meaning as in Chapter 2 of

'second authority' means the authority to which a mover is liable to make payments for the new dwelling;

'self-employed earner' is to be construed in accordance with section 2(1)(b) of the Act;

'self-employment route' means assistance in pursuing self-employed earner's employment whilst participating in–

² As amended by the Finance Act 2014

- (a) an employment zone programme;
- (b) a programme provided or other arrangements made pursuant to section 2 of the 1973 Act (functions of the Secretary of State) or section 2 of the Enterprise and New Towns (Scotland) Act 1990 (functions in relation to training for employment, etc.); or
- (c) the Employment, Skills and Enterprise Scheme;

'Service User' references in this scheme to an applicant participating as a service user are to

- a. a person who is being consulted by or on behalf of–
 - (i) the Secretary of State in relation to any of the Secretary of State's functions in the field of social security or child support or under section 2 of the Employment and Training Act 1973; or
 - (ii) a body which conducts research or undertakes monitoring for the purpose of planning or improving such functions in their capacity as a person affected or potentially affected by the exercise of those functions or the carer of such a person; or
- b. the carer of a person consulted as described in sub-paragraph (a) where the carer is not being consulted as described in that sub-paragraph

'single applicant' means an applicant who neither has a partner nor is a lone parent;

'the Skipton Fund' means the ex-gratia payment scheme administered by the Skipton Fund Limited, incorporated on 25th March 2004, for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with the scheme's provisions.

'special account' means an account as defined for the purposes of Chapter 4A of Part 8 of the Jobseeker's Allowance Regulations or Chapter 5 of Part 10 of the Employment and Support Allowance Regulations;

'sports award' means an award made by one of the Sports Councils named in section 23(2) of the National Lottery etc Act 1993 out of sums allocated to it for distribution under that section;

'the SSCBA' means the Social Security Contributions and Benefits Act 1992

'State Pension Credit Act' means the State Pension Credit Act 2002;

'student' has the meaning prescribed in section 43;

'subsistence allowance' means an allowance which an employment zone contractor has agreed to pay to a person who is participating in an employment zone programme;

'support or reduction week' means a period of 7 consecutive days commencing upon a Monday and ending on a Sunday;

'the Tax Credits Act' means the Tax Credits Act 2002;

'tax year' means a period beginning with 6th April in one year and ending with 5th April in the next;

'training allowance' means an allowance (whether by way of periodical grants or otherwise) payable–

- (a) out of public funds by a Government department or by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise, the Young People's Learning Agency for England, the Chief Executive of Skills Funding or Welsh Ministers;
- (b) to a person for his maintenance or in respect of a member of his family; and
- (c) for the period, or part of the period, during which he is following a course of training or instruction provided by, or in pursuance of arrangements made with, the department or approved by the department in relation to him or so provided or approved by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise or the Welsh Ministers.

It does not include an allowance paid by any Government department to or in respect of a person by reason of the fact that he is following a course of full-time education, other than under arrangements made under section 2 of the 1973 Act or is training as a teacher;

'the Trusts' means the Macfarlane Trust, the Macfarlane (Special Payments) Trust and the Macfarlane (Special Payments) (No. 2) Trust;

'Universal Credit' means any payment of Universal Credit payable under the Welfare Reform Act 2012, the Universal Credit Regulations 2013, The Universal Credit (Consequential, Supplementary, Incidental and Miscellaneous Provisions) Regulations 2013, Universal Credit (Miscellaneous Amendments) Regulations 2013 and the Universal Credit (Transitional Provisions) Regulations 2014;

'Up-rating Act' means the Welfare Benefit Up-rating Act 2013, the Welfare Benefits Up-rating Order 2014 and the Welfare Benefits Up-rating Order 2015;

'voluntary organisation' means a body, other than a public or local authority, the activities of which are carried on otherwise than for profit;

'war disablement pension' means any retired pay or pension or allowance payable in respect of disablement under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003;

'war pension' means a war disablement pension, a war widow's pension or a war widower's pension;

'war widow's pension' means any pension or allowance payable to a woman as a widow under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

'war widower's pension' means any pension or allowance payable to a man as a widower or to a surviving civil partner under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

'water charges' means;

(a) as respects England and Wales, any water and sewerage charges under Chapter 1 of Part 5 of the Water Industry Act 1991,

(b) as respects Scotland, any water and sewerage charges established by Scottish Water under a charges scheme made under section 29A of the Water Industry (Scotland) Act 2002, in so far as such charges are in respect of the dwelling which a person occupies as his home;

'week' means a period of seven days beginning with a Monday;

'Working Tax Credit Regulations' means the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 as amended³; and

'young person' has the meaning prescribed in section 9(1) and in section 142 of the SSCBA.

2.2 In this policy, references to an applicant occupying a dwelling or premises as his home shall be construed in accordance with regulation 7 of the Housing Benefit Regulations 2006.

2.3 In this policy, where an amount is to be rounded to the nearest penny, a fraction of a penny shall be disregarded if it is less than half a penny and shall otherwise be treated as a whole penny.

2.4 For the purpose of this policy, a person is on an income-based jobseeker's allowance on any day in respect of which an income-based jobseeker's allowance is payable to him and on any day;

(a) in respect of which he satisfies the conditions for entitlement to an income-based jobseeker's allowance but where the allowance is not paid in accordance with regulation 27A of the Jobseeker's Allowance Regulations or section 19 or 20A or regulations made under section 17A of the Jobseekers Act (circumstances in which a jobseeker's allowance is not payable); or

(b) which is a waiting day for the purposes of paragraph 4 of Schedule 1 to that Act and which falls immediately before a day in respect of which an income-based jobseeker's allowance is payable to him or would be payable to him but for regulation 27A of the Jobseeker's Allowance Regulations or section 19 or 20A or regulations made under section 17A of that Act;

(c) in respect of which he is a member of a joint-claim couple for the purposes of the Jobseekers Act and no joint-claim jobseeker's allowance is payable in respect of that couple as a consequence of either member of that couple being subject to sanctions for the purposes of section 20A of that Act;

(d) in respect of which an income-based jobseeker's allowance or a joint-claim jobseeker's allowance would be payable but for a restriction imposed pursuant to section 6B, 7, 8 or 9 of the Social Security Fraud Act 2001 (loss of benefit provisions).

2.4A For the purposes of this policy, a person is on an income-related employment and support allowance on any day

³ The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2013; The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2015

- in respect of which an income-related employment and support allowance is payable to him and on any day;
- (a) in respect of which he satisfies the conditions for entitlement to an income-related employment and support allowance but where the allowance is not paid in accordance with section 18 of the Welfare Reform Act disqualification; or
 - (b) which is a waiting day for the purposes of paragraph 2 of Schedule 2 to that Act and which falls immediately before a day in respect of which an income-related employment and support allowance is payable to him or would be payable to him but for section 18 of that Act.

2.5 For the purposes of this policy, two persons shall be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.

2.6 In this policy, references to any person in receipt of state pension credit includes a person who would be in receipt of state pension credit but for regulation 13 of the State Pension Credit Regulations 2002 (small amounts of state pension credit).

2.7 Any references to receipt of a legacy benefit should be taken to include receipt of Universal Credit where that replaces the legacy benefit.

3.0 Definition of non-dependant

3.1 In this policy, 'non-dependant' means any person, except someone to whom paragraph 3.2 applies, who normally resides with an applicant or with whom an applicant normally resides.

3.2 This paragraph applies to;

- a. any member of the applicant's family;
- b. if the applicant is polygamously married, any partner of his and any child or young person who is a member of his household and for whom he or one of his partners is responsible;
- c. a child or young person who is living with the applicant but who is not a member of his household by virtue of section 11 (membership of the same household);
- d. subject to paragraph 3.3, any person who, with the applicant, is jointly and severally liable to pay council tax in respect of a dwelling for any day under sections 6, 7 or 75 of the 1992 Act (persons liable to pay council tax);
- e. subject to paragraph 3.3, any person who is liable to make payments on a commercial basis to the applicant or the applicant's partner in respect of the occupation of the dwelling;
- f. a person who lives with the applicant in order to care for him or a partner of his and who is engaged by a charitable or voluntary organisation which makes a charge to the applicant or his partner for the services provided by that person.

3.3 Excepting persons to whom paragraph 3.2 a) to c) and f) refer, a person to whom any of the following subparagraphs applies shall be a non-dependant-

- a. a person who resides with the person to whom he is liable to make payments in respect of the dwelling and either;
 - i. that person is a close relative of his or her partner; or
 - ii. the tenancy or other agreement between them is other than on a commercial basis;
- b. a person whose liability to make payments in respect of the dwelling appears to the authority to have been created to take advantage of the Council Tax Reduction scheme except someone who was, for any period within the eight weeks prior to the creation of the agreement giving rise to the liability to make such payments, otherwise liable to make payments of rent in respect of the same dwelling;

- c. a person who becomes jointly and severally liable with the applicant for council tax in respect of a dwelling and who was, at any time during the period of eight weeks prior to his becoming so liable, a non-dependant of one or more of the other residents in that dwelling who are so liable for the tax, unless the authority is satisfied that the change giving rise to the new liability was not made to take advantage of the support scheme.

4.0 Requirement to provide a National Insurance Number⁴

4.1 No person shall be entitled to support unless the criteria below in 4.2 is satisfied in relation both to the person making the claim and to any other person in respect of whom he is claiming support.

4.2 This subsection is satisfied in relation to a person if-

- a. the claim for support is accompanied by;
 - i. a statement of the person's national insurance number and information or evidence establishing that that number has been allocated to the person; or
 - ii. information or evidence enabling the national insurance number that has been allocated to the person to be ascertained; or
- b. the person makes an application for a national insurance number to be allocated to him which is accompanied by information or evidence enabling such a number to be so allocated and the application for reduction is accompanied by evidence of the application and information to enable it to be allocated.

4.3 Paragraph 4.2 shall not apply-

- a. in the case of a child or young person in respect of whom Council Tax Reduction is claimed;
- b. to a person who;
 - i. is a person in respect of whom a claim for Council Tax Reduction is made;
 - ii. is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act;
 - iii. is a person from abroad for the purposes of this scheme; and
 - iv. has not previously been allocated a national insurance number.

5.0 Persons who have attained the qualifying age for state pension credit

5.1 This scheme applies to a person if:

- (i) he has not attained the qualifying age for state pension credit; or
- (ii) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is;
 - (a) a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or
 - (b) a person with an award of universal credit.

6.0 Persons treated as not being in Great Britain and Persons Subject to Immigration Control

Persons treated as not being in Great Britain

6.1 Persons treated as not being in Great Britain are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority's scheme.

6.2 Except where a person falls within paragraph (5) or (6), a person is to be treated as not being in Great Britain if the person is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland.

⁴ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- 6.3 A person must not be treated as habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland unless the person has a right to reside in one of those places.
- 6.4 For the purposes of paragraph (3), a right to reside does not include a right, which exists by virtue of, or in accordance with–
- (a) regulation 13 of the EEA Regulations or Article 6 of Council Directive 2004/38/EC;
 - (aa) regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is–
 - (i) a jobseeker for the purpose of the definition of “qualified person” in regulation 6(1) of those Regulations, or
 - (ii) a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker;
 - (ab) Article 45 of the Treaty on the functioning of the European Union (in a case where the person is seeking work in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland); or
 - (b) regulation 15A(1) of the EEA Regulations, but only in a case where the right exists under that regulation because the applicant satisfies the criteria in paragraph (4A) of that regulation or Article 20 of the Treaty on the Functioning of the European Union (in a case where the right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of their rights as a European Union citizen).
- 6.5 A person falls within this paragraph if the person is–
- (a) a qualified person for the purposes of regulation 6 of the EEA Regulations as a worker or a self-employed person;
 - (b) a family member of a person referred to in sub-paragraph (a) within the meaning of regulation 7(1)(a), (b) or (c) of the EEA Regulations;
 - (c) a person who has a right to reside permanently in the United Kingdom by virtue of regulation 15(1)(c), (d) or (e) of the EEA Regulations;
 - (d) a person recorded by the Secretary of State as a refugee within the definition in Article 1 of the Convention relating to the Status of Refugees done at Geneva on 28th July 1951, as extended by Article 1(2) of the Protocol relating to the Status of Refugees done at New York on 31st January 1967;
 - (e) a person who has been granted, or who is deemed to have been granted, leave outside the rules made under section 3(2) of the Immigration Act 1971⁵ where that leave is–
 - (i) discretionary leave to enter or remain in the United Kingdom,
 - (ii) leave to remain under the Destitution Domestic Violence concession which came into effect on 1st April 2012, or
 - (iii) leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005.
 - (f) a person who has humanitarian protection granted under those rules;
 - (g) a person who is not a person subject to immigration control within the meaning of section 115(9) of the Immigration and Asylum Act 1999 and who is in the United Kingdom as a result of his deportation, expulsion or other removal by compulsion of law from another country to the United Kingdom;
 - (h) in receipt of income support or on an income-related employment and support allowance;
 - (ha) in receipt of an income-based jobseeker’s allowance and has a right to reside other than a right to reside falling within paragraph (4) or
 - (i) a person who is treated as a worker for the purpose of the definition of “qualified person” in regulation 6(1) of the EEA Regulations pursuant to regulation 5 of the Accession of Croatia

⁵ As amended by the Immigration Act 2014 and the Immigration Act 2014 (Commencement No. 2) Order 2014

(Immigration and Worker Authorisation) Regulations 2013 (right of residence of a Croatian who is an "accession State national subject to worker authorisation")

- 6.6 A person falls within this paragraph if the person is a Crown servant or member of Her Majesty's forces posted overseas.
- 6.7 A person mentioned in sub-paragraph (6) is posted overseas if the person is performing overseas the duties of a Crown servant or member of Her Majesty's forces and was, immediately before the posting or the first of consecutive postings, habitually resident in the United Kingdom.
- 6.8 In this regulation—
"claim for asylum" has the same meaning as in section 94(1) of the Immigration and Asylum Act 1999;
"Crown servant" means a person holding an office or employment under the Crown;
"EEA Regulations" means the Immigration (European Economic Area) Regulations 2006; and and the The Immigration (European Economic Area) (Amendment) (No. 2) Regulations 2014; and
"Her Majesty's forces" has the same meaning as in the Armed Forces Act 2006.

Persons subject to immigration control

- 6.9 Persons subject to immigration control are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority's scheme.
- 6.10 A person who is a national of a state which has ratified the European Convention on Social and Medical Assistance (done in Paris on 11th December 1953) or a state which has ratified the Council of Europe Social Charter (signed in Turin on 18th October 1961) and who is lawfully present in the United Kingdom is not a person subject to immigration control for the purpose of paragraph 7.9
- 6.11 "Person subject to immigration control" has the same meaning as in section 115(9) of the Immigration and Asylum Act 1999.

7.0 Transitional provision

- 7.1 The above does not apply to a person who, on 31st March 2015—
- (a) is liable to pay council tax at a reduced rate by virtue of a council tax reduction under an authority's scheme established under section 13A(2) of the Act; and
 - (b) is entitled to an income-based jobseeker's allowance, until the first of the events in paragraph 7A.2 occurs.
- 7.2 The events are—
- (a) the person makes a new application for a reduction under an authority's scheme established under section 13A(2) of the Act; or
 - (b) the person ceases to be entitled to an income-based jobseeker's allowance.
- 7.3 In this section "the Act" means the Local Government Finance Act 1992.

8.0 Temporary Absence (period of absence)

- 8.1 A person is not absent from a dwelling in relation to any day which falls within a period of temporary absence from that dwelling.
- 8.2 In sub-paragraph (1), a "period of temporary absence" means:
- (a) a period of absence not exceeding 13 weeks, beginning with the first whole day on which a person resides in residential accommodation where and for so long as:
 - (i) the person resides in that accommodation in Great Britain;
 - (ii) the part of the dwelling in which he usually resided is not let or sub-let; and
 - (iii) that period of absence does not form part of a longer period of absence from the dwelling of more than 52 weeks,
- where he has entered the accommodation for the purpose of ascertaining whether it suits his needs and with the intention of returning to the dwelling if it proves not to suit his needs;

(b) a period of absence within Great Britain not exceeding 13 weeks, beginning with the first whole day of absence from the dwelling, where and for so long as:

- (i) the person intends to return to the dwelling;
- (ii) the part of the dwelling in which he usually resided is not let or sub-let;
- (iii) that period is unlikely to exceed 13 weeks; and

(c) a period of absence within Great Britain not exceeding 52 weeks, beginning with the first whole day of that absence, where and for so long as:

- (i) the person intends to return to the dwelling;
- (ii) the part of the dwelling in which he usually resided is not let or sub-let;
- (iii) the person is a person to whom sub-paragraph (3) applies; and
- (iv) the period of absence is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period and

(d) subject to sub-paragraphs (2F), (3C), (3E) and (3G) and where sub-paragraph (2E) applies, a period of absence outside Great Britain not exceeding 4 weeks, beginning with the first day of that absence from Great Britain where and for so long as:

- (i) the person intends to return to the dwelling;
- (ii) the part of the dwelling in which he usually resides is not let or sub-let; and
- (iii) the period of absence from Great Britain is unlikely to exceed 4 weeks.

8.2A The period of 13 weeks referred to in sub-paragraph (2)(b) shall run or continue to run during any period of absence from Great Britain.

8.2B Where:

- (a) a person returns to Great Britain after a period of absence from Great Britain (period A);
- (b) that person has been absent from the dwelling, including any absence within Great Britain, for less than 13 weeks beginning with the first day of absence from that dwelling; and
- (c) at the outset of, or during, period A, period A ceased to be treated as a period of temporary absence, then any day that follows period A and precedes the person's return to the dwelling, shall not be treated as a period of temporary absence under sub-paragraph (2)(b).

8.2C The period of 52 weeks referred to in sub-paragraph (2)(c) shall run or continue to run during any period of absence from Great Britain.

8.2D Where:

- (a) a person returns to Great Britain after a period of absence from Great Britain (period A);
- (b) that person has been absent from the dwelling, including any absence within Great Britain, for less than 52 weeks beginning with the first day of absence from that dwelling; and
- (c) at the outset of, or during, period A, period A ceased to be treated as a period of temporary absence, then, any day that follows period A and precedes the person's return to the dwelling, shall not be treated as a period of temporary absence under sub-paragraph (2)(c).

8.2E This sub-paragraph applies where:

- (a) a person is temporarily absent from Great Britain;
- (b) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.

8.2F If the temporary absence referred to in sub-paragraph (2)(d) is in connection with the death of:

- (a) the person's partner or a child or young person for whom the person or the person's partner is responsible;
- (b) the person's close relative;
- (c) the close relative of the person's partner; or
- (d) the close relative of a child or young person for whom the person or the person's partner is responsible, then the period of 4 weeks in the opening words of sub-paragraph (2)(d) may be extended by up to 4 further weeks if the relevant authority considers it unreasonable to expect the person to return to Great Britain within the first 4 weeks (and the reference in sub-paragraph (iii) of that paragraph to a period of 4 weeks shall, where the period is extended, be taken as referring to the period as so extended).

8.3 This sub-paragraph applies to a person who—

- (a) is detained in custody on remand pending trial or required, as a condition of bail, to reside—
 - (i) in a dwelling, other than the dwelling referred to in sub-paragraph (1), or
 - (ii) in premises approved under section 13 of the Offender Management Act 2007, or is detained in custody pending sentence upon conviction;
- (b) is resident in a hospital or similar institution as a patient;
- (c) is undergoing, or whose partner or dependent child is undergoing, medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
- (d) is following, a training course;
- (e) is undertaking medically approved care of a person;
- (f) is undertaking the care of a child whose parent or guardian is temporarily absent from the dwelling normally occupied by that parent or guardian for the purpose of receiving medically approved care or medical treatment;
- (g) is receiving medically approved care provided in accommodation other than residential accommodation;
- (h) is a student;
- (i) is receiving care provided in residential accommodation and is not a person to whom sub-paragraph (2)(a) applies; or
- (j) has left the dwelling he resides in through fear of violence, in that dwelling, or by a person who was formerly a member of the family of the person first mentioned.

8.3A This sub-paragraph applies to a person ("P") who is:

- (a) detained in custody on remand pending trial;
- (b) detained pending sentence upon conviction; or
- (c) as a condition of bail required to reside—
 - (i) in a dwelling, other than a dwelling P occupies as P's home; or
 - (ii) in premises approved under section 13 of the Offender Management Act 2007,
 and who is not also detained in custody following sentence upon conviction.

8.3B This sub-paragraph applies where:

- (a) a person is temporarily absent from Great Britain;
- (b) the person is a member of Her Majesty's forces posted overseas, a mariner or a continental shelf worker;
- (c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.

8.3C Where sub-paragraph (3B) applies, a period of absence from Great Britain not exceeding 26 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as:

- (a) the person intends to return to the dwelling;
- (b) the part of the dwelling in which he usually resided is not let or sub-let;
- (c) the period of absence from Great Britain is unlikely to exceed 26 weeks.

- 8.3D This sub-paragraph applies where–
- (a) a person is temporarily absent from Great Britain;
 - (b) the person is a person described in any of paragraphs (b), (c), (g) or (j) of sub-paragraph (3);
 - (c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.
- 8.3E Where sub-paragraph (3D) applies, a period of absence from Great Britain not exceeding 26 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as:
- (a) the person intends to return to the dwelling;
 - (b) the part of the dwelling in which he usually resided is not let or sub-let;
 - (c) the period of absence is unlikely to exceed 26 weeks, or in exceptional circumstances, is unlikely substantially to exceed that period.
- 8.3F This sub-paragraph applies where:
- (a) a person is temporarily absent from Great Britain;
 - (b) the person is a person described in any of paragraphs (a), (d), (e), (f), (h) or (i) of sub-paragraph (3);
 - (c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.
- 8.3G Where sub-paragraph (3F) applies, a period of absence from Great Britain not exceeding 4 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as:
- (a) the person intends to return to the dwelling;
 - (b) the part of the dwelling in which he usually resided is not let or sub-let;
 - (c) the period of absence is unlikely to exceed 4 weeks, or in exceptional circumstances, is unlikely substantially to exceed that period.”;
- 8.4 This sub-paragraph applies to a person who is–
- (a) detained in custody pending sentence upon conviction or under a sentence imposed by a court (other than a person who is detained in hospital under the provisions of the Mental Health Act 1983, or, in Scotland, under the provisions of the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Criminal Procedure (Scotland) Act 1995 or, in Northern Ireland, under Article 4 or 12 of the Mental Health (Northern Ireland) Order 1986); and
 - (b) on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952 or the Prisons (Scotland) Act 1989.
- 8.5 Where sub-paragraph (4) applies to a person, then, for any day when he is on temporary release–
- (a) if such temporary release was immediately preceded by a period of temporary absence under sub-paragraph (2)(b) or (c), he must be treated, for the purposes of sub-paragraph (1), as if he continues to be absent from the dwelling, despite any return to the dwelling;
 - (b) for the purposes of sub-paragraph (3A), he must be treated as if he remains in detention;
 - (c) if he does not fall within paragraph (a), he is not to be considered to be a person who is liable to pay council tax in respect of a dwelling of which he is a resident.
- 8.6 In this paragraph–

“continental shelf worker” means a person who is employed, whether under a contract of service or not, in a designated area or a prescribed area in connection with any of the activities mentioned in section 11(2) of the Petroleum Act 1998;

“designated area” means any area which may from time to time be designated by Order in Council under the Continental Shelf Act 1964 as an area within which the rights of the United Kingdom with respect to the seabed and subsoil and their natural resources may be exercised;

“mariner” means a person who is employed under a contract of service either as a master or member of the crew of any ship or vessel, or in any other capacity on board any ship or vessel, where–

(a) the employment in that capacity is for the purposes of that ship or vessel or its crew or any passengers or cargo or mails carried by the ship or vessel; and

(b) the contract is entered into in the United Kingdom with a view to its performance (in whole or in part) while the ship or vessel is on its voyage;”;

“medically approved” means certified by a medical practitioner;

“member of Her Majesty’s forces posted overseas” means a person who is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006), who is absent from the main dwelling because the person has been posted outside of Great Britain to perform the duties of a member of Her Majesty’s regular forces or reserve forces;

“patient” means a person who is undergoing medical or other treatment as an in-patient in any hospital or similar institution;

“prescribed area” means any area over which Norway or any member State (other than the United Kingdom) exercises sovereign rights for the purpose of exploring the seabed and subsoil and exploiting their natural resources, being an area outside the territorial seas of Norway or such member State, or any other area which is from time to time specified under section 10(8) of the Petroleum Act 1998;”

“residential accommodation” means accommodation which is provided in:

(a) a care home;

(b) an independent hospital;

(c) an Abbeyfield Home; or

(d) an establishment managed or provided by a body incorporated by Royal Charter or constituted by Act of Parliament other than a local social services authority;

“training course” means a course of training or instruction provided wholly or partly by or on behalf of or in pursuance of arrangements made with, or approved by or on behalf of, Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise, a government department or the Secretary of State.

The family for Council Tax Reduction purposes

9.0 Membership of a family

9.1 Within the support scheme adopted by the Council ‘family’ means;

- a. a married or unmarried couple;
- b. married or unmarried couple and a member of the same household for whom one of them is or both are responsible and who is a child or a young person;
- c. two people of the same sex who are civil partners of each other and are members of the same household (with or without children);
- d. two people of the same sex who are not civil partners of each other but are living together as if they were civil partners (with or without children),
- e. and for the purposes of sub-paragraph (d) two people of the same sex are to be regarded as living together as if they were civil partners if, but only if, they would be regarded as living together as husband

- and wife were they instead two people of the opposite sex;
- f. except in prescribed circumstances, a person who is not a member of a married or unmarried couple and a member of the same household for whom that person is responsible and who is a child or a young person;

For the purposes of the scheme a child is further defined as a 'child or young person'

A 'child' means a person under the age of 16 and a 'Young Person' is someone aged 16 or over but under 20 and who satisfies other conditions. These conditions are:

- they are aged 16, have left 'relevant education' or training, and 31 August following the sixteenth birthday has not yet been passed;
- they are aged 16 or 17, have left education or training, are registered for work, education or training, are not in remunerative work and are still within their 'extension period';
- they are on a course of full-time non-advanced education, or are doing 'approved training', and they began that education or training before reaching the age of 19;
- they have finished a course of full-time non-advanced education, but are enrolled on another such course (other than one provided as a result of their employment);
- they have left 'relevant education' or 'approved training' but have not yet passed their 'terminal date'.

- 9.2 Paragraph 9.1 the definition of child or young person shall not apply to a person who is;
- a. on income support ;
 - b. an income-based jobseeker's allowance or an income related employment and support allowance; or be entitled to an award of Universal Credit; or
 - c. a person to whom section 6 of the Children (Leaving Care) Act 2000 applies.

- 9.3 The definition also includes a child or young person in respect of whom there is an entitlement to child benefit but only for the period that Child Benefit is payable

10.0 Circumstances in which a person is to be treated as responsible (or not responsible) for a child or young person.

- 10.1 Subject to the following paragraphs a person shall be treated as responsible for a child or young person who is normally living with him and this includes a child or young person to whom paragraph 9.3 applies

- 10.2 Where a child or young person spends equal amounts of time in different households, or where there is a question as to which household he is living in, the child or young person shall be treated for the purposes of paragraph 9.1 as normally living with;
- a. the person who is receiving child benefit in respect of him; or
 - b. if there is no such person;
 - i. where only one claim for child benefit has been made in respect of him, the person who made that claim; or
 - ii. in any other case the person who has the primary responsibility for him.

- 10.3 For the purposes of this scheme a child or young person shall be the responsibility of only one person in any reduction week and any person other than the one treated as responsible for the child or young person under this section shall be treated as not so responsible.

11.0 Circumstances in which a child or young person is to be treated as being or not being a member of the household

11.1 Subject to paragraphs 11.2 and 11.3, the applicant and any partner and, where the applicant or his partner is treated as responsible by virtue of section 10 (circumstances in which a person is to be treated as responsible or not responsible for a child or young person) for a child or young person, that child or young person and any child of that child or young person, shall be treated as members of the same household notwithstanding that any of them is temporarily absent from that household.

11.2 A child or young person shall not be treated as a member of the applicant's household where he is;

- a. placed with the applicant or his partner by a local authority under section 23(2)(a) of the Children Act 1989 or by a voluntary organisation under section 59(1)(a) of that Act, or in Scotland boarded out with the applicant or his partner under a relevant enactment; or
- b. placed, or in Scotland boarded out, with the applicant or his partner prior to adoption; or
- c. placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002⁶ or the Adoption Agencies (Scotland) Regulations 2009.

11.3 Subject to paragraph 11.4, paragraph 11.1 shall not apply to a child or young person who is not living with the applicant and he-

- a. is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or
- b. has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or
- c. has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009; or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes).

11.4 The authority shall treat a child or young person to whom paragraph 11.3 a) applies as being a member of the applicant's household in any reduction week where;

- a. that child or young person lives with the applicant for part or all of that reduction week; and
- b. the authority considers that it is responsible to do so taking into account the nature and frequency of that child's or young person's visits.

11.5 In this paragraph 'relevant enactment' means the Army Act 1955, the Air Force Act 1955, the Naval Discipline Act 1957, the Matrimonial Proceedings (Children) Act 1958, the Social Work (Scotland) Act 1968, the Family Law Reform Act 1969, the Children and Young Persons Act 1969, the Matrimonial Causes Act 1973, the Children Act 1975, the Domestic Proceedings and Magistrates' Courts Act 1978, the Adoption and Children (Scotland) Act 1978, the Family Law Act 1986, the Children Act 1989, the Children (Scotland) Act 1995 and the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

Definition and the treatment of income for Council Tax Reduction purposes

12.0 Calculation of income and capital of members of applicant's family and of a polygamous marriage

12.1 The income and capital of an applicant's partner within this scheme and for the purposes of claiming council tax reduction is to be treated as income and capital of the applicant and shall be calculated or estimated in accordance with the following provisions in like manner as for the applicant; and any reference to the 'applicant' shall, except where the context otherwise requires be construed for the purposes of this scheme as if it were a

⁶ The Adoption and Children Act 2002 (Commencement No. 12) Order 2014

reference to his partner.

- 12.2 Where an applicant or the partner of is married polygamously to two or more members of his household-
- a. the applicant shall be treated as possessing capital and income belonging to each such member; and
 - b. the income and capital of that member shall be calculated in accordance with the following provisions of this scheme in like manner as for the applicant.

12.3 The income and capital of a child or young person shall not be treated as the income and capital of the applicant.

13.0 Calculation of income and capital: persons who are not pensioners who have an award of universal credit

13.1 In determining the income of an applicant

- a. who has, or
- b. who (jointly with his partner) has,

an award of universal credit the authority may, subject to the following provisions of this paragraph, use the calculation or estimate of the income of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit.

13.2 The authority may adjust the amount referred to in sub-paragraph (1) to take account of income consisting of the award of universal credit, determined in accordance with subparagraph (3) and housing costs

13.3 The amount for the award of universal credit is to be determined by multiplying the amount of the award by 12 and dividing the product by 52.

13.4 In determining the capital of an applicant;

- (a) who has, or
- (b) who (jointly with his partner) has,

an award of universal credit, the authority may use the calculation or estimate of the capital of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining that award

14.0 Calculation of income on a weekly basis

14.1 For the purposes of this scheme the income of an applicant shall be calculated on a weekly basis by estimating the amount which is likely to be his average weekly income.

15.0 Average weekly earnings of self-employed earners

15.1 Where an applicant's income consists of earnings from employment as a self-employed earner his average weekly earnings shall be estimated by reference to his earnings from that employment over such period as is appropriate by the authority.

16.0 Calculation of weekly income

16.1 For the purposes of this scheme, where the period in respect of which a payment is made;

- a. does not exceed a week, the weekly amount shall be the amount of that payment;
- b. exceeds a week, the weekly amount shall be determined-
 - i. in a case where that period is a month, by multiplying the amount of the payment by 12 and dividing the product by 52;
 - ii. in any other case, by dividing the amount of the payment by the number equal to the number

of days in the period to which it relates and multiplying the quotient by 7.

- 16.2 For the purpose of self-employed earners the weekly amount of earnings of an applicant shall be determined by dividing his earnings over the assessment period by the number equal to the number of days in that period and multiplying the quotient by 7.

17.0 Earnings of employed earners

- 17.1 Subject to paragraph 17.2, 'earnings' means in the case of employment as an employed earner, any remuneration or profit derived from that employment and includes-
- a. any bonus or commission;
 - b. any payment in lieu of remuneration;
 - c. any payment in lieu of notice or any lump sum payment intended as compensation for the loss of employment;
 - d. any holiday;
 - e. any payment by way of a retainer;
 - f. any payment made by the applicant's employer in respect of expenses not wholly, exclusively and necessarily incurred in the performance of the duties of the employment;
 - g. any award of compensation made under section 112(4) or 117(3)(a) of the Employment Rights Act 1996 (remedies and compensation for unfair dismissal);
 - h. any payment or remuneration made under section 28, 34, 64, 68 or 70 of the Employment Rights Act 1996 (right to guarantee payments, remuneration on suspension on medical or maternity grounds, complaints to employment tribunals);
 - i. any such sum as is referred to in section 112 of the Act (certain sums to be earnings for social security purposes);
 - j. any statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay, or a corresponding payment under any enactment having effect in Northern Ireland;
 - k. any remuneration paid by or on behalf of an employer to the applicant who for the time being is on maternity leave, paternity leave or adoption leave or is absent from work because he is ill;
 - l. the amount of any payment by way of a non-cash voucher which has been taken into account in the computation of a person's earnings in accordance with Part 5 of Schedule 3 to the Social Security (Contributions) Regulations 2001 as amended⁷.

18.0 Calculation of net earnings of employed earners

- 18.1 For the purposes of this scheme the earnings of an applicant derived or likely to be derived from employment as an employed earner to be taken into account shall, be his net earnings.
- 18.2 For the purposes of paragraph 18.1 net earnings shall, be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less;
- a. any amount deducted from those earnings by way of
 - i) income tax;
 - ii) primary Class 1 contributions under the Act;
 - b. 100% of any sum paid by the applicant by way of a contribution towards an occupational pension scheme;
 - c. one-half of the amount calculated in respect of any qualifying contribution payable by the applicant; and
- 18.3 In this section 'qualifying contribution' means any sum which is payable periodically as a contribution towards

⁷ Social Security (Contributions)(Amendment) Regulations 2013, Social Security (Contributions)(Amendment No.2) Regulations 2013 and Social Security (Contributions)(Amendment No.2) Regulations 2013

a personal pension scheme.

- 18.4 The amount in respect of any qualifying contribution shall be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying contribution shall be determined-
- a. where the qualifying contribution is payable monthly, by multiplying the amount of the qualifying contribution by 12 and dividing the product by 365;
 - b. in any other case, by dividing the amount of the qualifying contribution by the number equal to the number of days in the period to which the qualifying contribution relates.
- 18.5 Where the earnings of an applicant are estimated his net earnings shall be calculated by taking into account those earnings over the assessment period, less-
- a. an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 257(1) of the Income and Corporation Taxes Act 1988(personal allowances) as is appropriate to his circumstances but, if the assessment period is less than a year, the earnings to which the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph shall be calculated on a pro rata basis;
 - b. an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the Act in respect of those earnings if such contributions were payable; and
 - c. 100% of any sum which would be payable by the applicant by way of a contribution towards an occupational or personal pension scheme, if the earnings so estimated were actual earnings.

19.0 Earning Disregard for Employed and Self-Employed Earners

- 19.1 There shall be disregarded from an applicant's net earnings, £25 per week (the standard earnings disregard). This shall apply irrespective of the claimant's household and only one disregard shall be applied per claim.

20.0 Earnings of self-employed earners

- 20.1 Subject to paragraph 20.2, 'earnings', in the case of employment as a self-employed earner, means the gross income of the employment plus any allowance paid under section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 to the applicant for the purpose of assisting him in carrying on his business unless at the date of claim the allowance has been terminated.
- 20.2 'Earnings' shall not include any payment in respect of a person accommodated with the applicant under arrangements made by a local authority or voluntary organisation and payments made to the applicant by a health authority, local authority or voluntary organisation in respect of persons temporarily in the applicant's care) nor shall it include any sports award.
- 20.3 This paragraph applies to-
- a. royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark; or
 - b. any payment in respect of any-
 - (i) book registered under the Public Lending Right Scheme 1982; or
 - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982, where the applicant is the first owner of the copyright, design, patent or trade mark, or an original contributor to the book of work concerned.

21.0 Calculation of net profit of self-employed earners

- 21.1 For the purposes of the average weekly earnings of self-employed earners) the earnings of an applicant to be taken into account shall be
- a. in the case of a self-employed earner who is engaged in employment on his own account, the net profit derived from that employment;
 - b. in the case of a self-employed earner whose employment is carried on in partnership or is that of a share fisherman within the meaning of the Social Security (Mariners' Benefits) Regulations 1975, his share of the net profit derived from that employment, less-
 - i. an amount in respect of income tax and of national insurance contributions payable under the Act; and
 - ii. one-half of the amount calculated in respect of any qualifying premium; and
 - iii. £25, this deduction shall apply once only irrespective of whether a person is also employed or self employed in a number of occupations. For the avoidance of doubt a single £25 per week disregard shall be granted to any claim. Irrespective of the household composition, the number of employed persons within the household or the type or number of employment (s) or self employment (s).
- 21.2 The net profit of the employment shall be calculated by taking into account the earnings of the employment over the assessment period less any expenses wholly and exclusively incurred in that period for the purposes of the employment.
- 21.3 Subject to paragraph 21.4 no deduction shall be made, in respect of-
- a. any capital expenditure;
 - b. the depreciation of any capital asset;
 - c. any sum employed or intended to be employed in the setting up or expansion of the employment;
 - d. any loss incurred before the beginning of the assessment period;
 - e. the repayment of capital on any loan taken out for the purposes of the employment;
 - f. any expenses incurred in providing business entertainment, and
 - g. any debts, except bad debts proved to be such, but this sub-paragraph shall not apply to any expenses incurred in the recovery of a debt.
- 21.4 The authority shall refuse to make deduction in respect of any expenses where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.
- 21.5 For the avoidance of doubt deduction shall not be made in respect of any sum unless it has been expended for the purposes of the business;
- 21.6 Where an applicant is engaged in employment, as a child minder the net profit of the employment shall be one-third of the earnings of that employment, less an amount in respect of
- a. income tax; and
 - b. national insurance contributions payable under the Act; and
 - c. one-half of the amount in respect of any qualifying contribution; and
 - d. £25, this deduction shall apply once only irrespective of whether a person is also employed or self employed in a number of occupations. For the avoidance of doubt a single £25 per week disregard shall be granted to any claim. Irrespective of the household composition, the number of employed persons within the household or the type or number of employments or self employments.
- 21.7 For the avoidance of doubt where an applicant is engaged in employment as a self-employed earner and he is also engaged in one or more other employments as a self-employed or employed earner any loss incurred in

any one of his employments shall not be offset against his earnings in any other of his employments.

- 21.8 The amount in respect of any qualifying premium shall be calculated by multiplying the daily amount of the qualifying premium by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying premium shall be determined
- a. where the qualifying premium is payable monthly, by multiplying the amount of the qualifying premium by 12 and divided the product by 365;
 - b. in any other case, by dividing the amount of the qualifying premium by the number equal to the number of days in the period to which the qualifying premium relates.
- 21.9 In this section, 'qualifying premium' means any premium which is payable periodically in respect of a personal pension scheme and is so payable on or after the date of claim.

22.0 Deduction of tax and contributions of self-employed earners

- 22.1 The amount to be deducted in respect of income tax under these sections shall be calculated on the basis of the amount of chargeable income and as if that income were assessable to income tax at the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under section 257(1) of the Income and Corporation Taxes Act 1988(personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax is to be applied and the amount of the personal reliefs deductible under this paragraph shall be calculated on a pro rata basis.
- 22.2 The amount to be deducted in respect of national insurance contributions under this part shall be the amount of Class 4 contributions (if any) which would be payable under section 15 of the Act (Class 4 contributions recoverable under the Income Tax Acts) at the percentage rate applicable to the assessment period on so much of the chargeable income as exceeds the lower limit but does not exceed the upper limit of profits and gains applicable for the tax year applicable to the assessment period; but if the assessment period is less than a year, those limits shall be reduced pro rata.

23.0 Chargeable Income

- 23.1 In this section 'chargeable income' means-
- a. except where sub-paragraph (b) applies, the earnings derived from the employment less any expenses deducted; or
 - b. in the case of employment as a child minder, one-third of the earnings of that employment.

24.0 Calculation of income other than earnings

- 24.1 For the purposes of calculating the average weekly income other than earnings, the income of an applicant which does not consist of earnings to be taken into account shall, be his gross income and any capital treated as income by the authority.
- 24.2 Where the payment of any benefit under the benefit Acts is subject to any deduction by way of recovery the amount to be taken into account shall be the gross amount payable.
- 24.3 Where the applicant or, where he is a member of a couple, his partner is receiving a contributory employment and support allowance and that benefit has been reduced under regulation 63 of the Employment and Support Allowance Regulations 2008 or 2013 as appropriate, the amount of that benefit to be taken into account is the amount as if it had not been reduced.
- 24.4 For the avoidance of doubt there shall be included as income to be taken into account any other income not specifically disregarded.

25.0 Capital treated as income

- 25.1 Any payment received under an annuity shall be treated as income.

26.0 Notional income

- 26.1 An applicant shall be treated as possessing income of which he has deprived himself for the purpose of securing entitlement of support or increasing the amount of that support. This shall include any benefits or credits not applied for but for which the claimant could be entitled, if applied for.
- 26.2 Any other payment of income.
- 26.3 Paragraph 26.2 shall not apply in respect of a payment of income made under the Macfarlane Trust, the Macfarlane (Special Payments) Trust, the Macfarlane (Special Payments) (No. 2) Trust, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund or the Independent Living Fund (2006);
- 26.4 Where an applicant is treated as possessing any income under any of paragraphs within this section, the foregoing provisions of this scheme shall apply for the purposes of calculating the amount of that income as if a payment has actually been made and as if it were actual income which he does possess.

Definition and the treatment of capital for Council Tax Reduction purposes

27.0 Capital limit

- 27.1 For the purposes of this scheme, the prescribed amount is £16,000 and no support shall be granted when the applicant has an amount greater than this level. Where an applicant or partner has income above £6,000 then a tariff income will be calculated and included as a weekly income. The tariff shall be calculated as £1 per week for every £250 or part thereof above the disregard level of £6,000.

28.0 Calculation of capital

- 28.1 For the purposes of this scheme, the capital of an applicant to be taken into account shall, be the whole of his

capital calculated in accordance with this scheme and any income treated as capital under section 32 (income treated as capital).

29.0 Disregard of capital of child and young person

29.1 The capital of a child or young person who is a member of the applicant's family shall not be treated as capital of the applicant.

30.0 Income treated as capital

30.1 Any arrears of working tax credit or child tax credit shall be treated as capital.

31.0 Calculation of capital in the United Kingdom

31.1 Capital which an applicant possesses in the United Kingdom shall be calculated at its current market or surrender value less-

- a. where there would be expenses attributable to the sale, 10 per cent.; and
- b. the amount of any encumbrance secured on it;

32.0 Calculation of capital outside the United Kingdom

32.1 Capital which an applicant possesses in a country outside the United Kingdom shall be calculated

- a. in a case where there is no prohibition in that country against the transfer to the United Kingdom of an amount equal to its current market or surrender value in that country, at that value.
- b. in a case where there is such a prohibition, at the price which it would realise if sold in the United Kingdom to a willing buyer,

less, where there would be expenses attributable to sale, 10 per cent. and the amount of any encumbrances secured on it.

33.0 Notional capital

33.1 An applicant shall be treated as possessing capital of which he has deprived himself for the purpose of securing entitlement to Council Tax Reduction or increasing the amount of that support.

33.2 Any capital which would become available to the applicant upon application being made, but which has not been acquired by him, shall be treated as possessed by him but only from the date on which it could be expected to be acquired were an application made.

33.3 Any payment of capital, other than a payment of capital specified in paragraph (33.4), made

- (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) shall, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
- (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) shall, where it is not a payment referred to in sub-paragraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) shall be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

- 33.4 Paragraph 33.3 shall not apply in respect of a payment of capital made
- (a) under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund or the London Bombings Relief Charitable Fund;
- 33.5 Where an applicant stands in relation to a company in a position analogous to that of a sole owner or partner in the business of that company, he may be treated as if he were such sole owner or partner and in such a case
- a. the value of his holding in that company shall be disregarded; and
 - b. he shall, subject to paragraph 34.6, be treated as possessing an amount of capital equal to the value or, as the case may be, his share of the value of the capital of that company and the foregoing provisions of this Section shall apply for the purposes of calculating that amount as if it were actual capital which he does possess.
- 33.6 For so long as the applicant undertakes activities in the course of the business of the company, the amount which, he is treated as possessing under paragraph 34.5 shall be disregarded.
- 33.7 Where an applicant is treated as possessing capital under any of paragraphs 35.1 to 35.2 the foregoing provisions of this Section shall apply for the purposes of calculating its amount as if it were actual capital, which he does possess.

34.0 Capital jointly held

- 34.1 Where an applicant and one or more persons are beneficially entitled in possession to any capital asset they shall be treated as if each of them were entitled in possession to the whole beneficial interest therein in an equal share and the foregoing provisions of this section shall apply for the purposes of calculating the amount of capital which the applicant is treated as possessing as if it were actual capital which the applicant does possess

Definition and the treatment of students for Council Tax Reduction purposes

35.0 Student related definitions

- 35.1 In this scheme the following definitions apply;
- 'academic year'** means the period of twelve months beginning on 1st January, 1st April, 1st July or 1st September according to whether the course in question begins in the winter, the spring, the summer or the autumn respectively but if students are required to begin attending the course during August or September and to continue attending through the autumn, the academic year of the course shall be considered to begin in the autumn rather than the summer;
- 'access funds'** means;
- a. grants made under section 68 of the Further and Higher Education Act 1992 for the purpose of providing funds on a discretionary basis to be paid to students;
 - b. grants made under section 73(a) and (c) and 74(1) of the Education (Scotland) Act 1980;
 - c. grants made under Article 30 of the Education and Libraries (Northern Ireland) Order 1993 or grants, loans or other payments made under Article 5 of the Further Education (Northern Ireland) Order 1997 in each case being grants, or grants, loans or other payments as the case may be, for the purpose of assisting students in financial difficulties;
 - d. discretionary payments, known as "learner support funds", which are made available to students in further education by institutions out of funds provided by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding under sections 100 and 101 of the

- Apprenticeships, Skills, Children and Learning Act 2009; or
- e Financial Contingency Funds made available by the Welsh Ministers;

'college of further education' means a college of further education within the meaning of Part 1 of the Further and Higher Education (Scotland) Act 1992;

'contribution' means;

- a. any contribution in respect of the income of a student or any person which the Secretary of State, the Scottish Ministers or an education authority takes into account in ascertaining the amount of a student's grant or student loan; or
- b. any sums, which in determining the amount of a student's allowance or bursary in Scotland under the Education (Scotland) Act 1980, the Scottish Ministers or education authority takes into account being sums which the Scottish Ministers or education authority consider that it is reasonable for the following person to contribute towards the holder's expenses;
- (i) the holder of the allowance or bursary;
 - (ii) the holder's parents;
 - (iii) the holder's parent's spouse, civil partner or a person ordinarily living with the holder's parent as if he or she were the spouse or civil partner of that parent; or
 - (iv) the holder's spouse or civil partner;

'course of study' means any course of study, whether or not it is a sandwich course and whether or not a grant is made for attending or undertaking it;

'covenant income' means the gross income payable to a full-time student under a Deed of Covenant by his parent;

'education authority' means a government department, a local education authority as defined in section 12 of the Education Act 1996 (interpretation), a local education authority as defined in section 123 of the Local Government (Scotland) Act 1973 an education and library board established under Article 3 of the Education and Libraries (Northern Ireland) Order 1986, any body which is a research council for the purposes of the Science and Technology Act 1965 or any analogous government department, authority, board or body of the Channel Island, Isle of Man or any other country outside Great Britain;

'full-time course of study' means a full time course of study which;

- a. is not funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers or a full-time course of study which is not funded in whole or in part by the Scottish Ministers at a college of further education or a full-time course of study which is a course of higher education and is funded in whole or in part by the Scottish Ministers;;
- b. is funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers if it involves more than 16 guided learning hours per week for the student in question, according to the number of guided learning hours per week for that student set out–
- (i) in the case of a course funded by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding, in the student's learning agreement signed on behalf of the establishment which is funded by either of those persons for the delivery of that course; or
 - (ii) in the case of a course funded by the Welsh Ministers, in a document signed on behalf of the establishment which is funded by that Council for the delivery of that course; or
- c. is not higher education and is funded in whole or in part by the Scottish Ministers at a college of further education and involves–
- (i) more than 16 hours per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff according to the number of hours set out in a document signed on behalf of the college; or
 - (ii) 16 hours or less per week of classroom-based or workshop-based programmed

learning under the direct guidance of teaching staff and additional hours using structured learning packages supported by the teaching staff where the combined total of hours exceeds 21 hours per week, according to the number of hours set out in a document signed on behalf of the college;

'full-time student' means a person attending or undertaking a full-time course of study and includes a student on a sandwich course;

'grant' (except in the definition of 'access funds') means any kind of educational grant or award and includes any scholarship, studentship, exhibition allowance or bursary but does not include a payment from access funds or any payment to which paragraph 12 of Schedule 4 or paragraph 53 of Schedule 5 applies;

'grant income' means

- (a) any income by way of a grant;
- (b) any contribution whether or not it is paid;

'higher education' means higher education within the meaning of Part 2 of the Further and Higher Education (Scotland) Act 1992; 'last day of the course' means;

- a. in the case of a qualifying course, the date on which the last day of that course falls or the date on which the final examination relating to that course is completed, whichever is the later;
- b. in any other case, the date on which the last day of the final academic term falls in respect of the course in which the student is enrolled;

'period of study' means-

- a. in the case of a course of study for one year or less, the period beginning with the start of the course and ending with the last day of the course;
- b. in the case of a course of study for more than one year, in the first or, as the case may be, any subsequent year of the course, other than the final year of the course, the period beginning with the start of the course or, as the case may be, the year's start and ending with either-
 - (i) the day before the start of the next year of the course in a case where the student's grant or loan is assessed at a rate appropriate to his studying throughout the year, or, if he does not have a grant or loan, where a loan would have been assessed at such a rate had he had one; or
 - (ii) in any other case, the day before the start of the normal summer vacation appropriate to his course;
- c. in the final year of a course of study of more than one year, the period beginning with that year's start and ending with the last day of the course;

'periods of experience' means periods of work experience which form part of a sandwich course;

'qualifying course' means a qualifying course as defined for the purposes of Parts 2 and 4 of the Jobseeker's Allowance Regulations;

'modular course' means a course of study which consists of two or more modules, the successful completion of a specified number of which is required before a person is considered by the educational establishment to have completed the course.

'sandwich course' has the meaning prescribed in regulation 2(9) of the Education (Student Support) Regulations 2008, regulation 4(2) of the Education (Student Loans), (Scotland), Regulations 2007 or regulation 2(8) of the Education (Student Support) Regulations (Northern Ireland) 2007, as the case may be;

'standard maintenance grant' means-

- a. except where paragraph (b) or (c) applies, in the case of a student attending or undertaking a course of study at the University of London or an establishment within the area comprising the City of London and the Metropolitan Police District, the amount specified for the time being in paragraph 2(2)(a) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 ('the 2003 Regulations') for such a student;
- b. except where paragraph (c) applies, in the case of a student residing at his parent's home, the amount specified in paragraph 3 thereof;
- c. in the case of a student receiving an allowance or bursary under the Education (Scotland) Act 1980, the amount of money specified as 'standard maintenance allowance' for the relevant year appropriate for the student set out in the Student Support in Scotland Guide issued by the student Awards Agency for Scotland, or its nearest equivalent in the case of a bursary provided by a college of further education or a local education authority;

- d. in any other case, the amount specified in paragraph 2(2) of Schedule 2 to the 2003 Regulations other than in sub-paragraph (a) or (b) thereof;

'student' means a person, other than a person in receipt of a training allowance, who is attending or undertaking-

- a. a course of study at an educational establishment; or
- b. a qualifying course;

'student' loan' means a loan towards a student's maintenance pursuant to any regulations made under section 22 of the Teaching and Higher Education Act 1998, section 73 of the Education (Scotland) Act 1980 or Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 and shall include, in Scotland, a young student's bursary paid under regulation 4(1)(c) of the Student's Allowances (Scotland) Regulations 2007

35.2 For the purposes of the definition of 'full-time student', a person shall be regarded as attending or, as the case may be, undertaking a full-time course of study or as being on a sandwich course

- a. in the case of a person attending or undertaking a part of a modular course which would be a full-time course of study for the purposes of this Part, for the period beginning on the day on which that part of the course starts and ending;
 - (i) on the last day on which he is registered with the educational establishment as attending or undertaking that part as a full-time course of study; or
 - (ii) on such earlier date (if any) as he finally abandons the course or is dismissed from it;
- b. in any other case, throughout the period beginning on the date on which he starts attending or undertaking the course and ending on the last day of the course or on such earlier date (if any) as he finally abandons it or is dismissed from it.

35.3 For the purposes of sub-paragraph (a) of paragraph 36.2, the period referred to in that sub-paragraph shall include;

- a. where a person has failed examinations or has failed to successfully complete a module relating to a period when he was attending or undertaking a part of the course as a full-time course of study, any period in respect of which he attends or undertakes the course for the purpose of retaking those examinations or that module;
- b. any period of vacation within the period specified in that paragraph or immediately following that period except where the person has registered with the educational establishment to attend or undertake the final module in the course and the vacation immediately follows the last day on which he is required to attend or undertake the course.

36.0 Calculation of grant income

36.1 The amount of a student's grant income to be taken into account shall, subject to paragraphs 36.2 and 36.3, be the whole of his grant income.

36.2 There shall be excluded from a student's grant income any payment;

- (a) intended to meet tuition fees or examination fees;
- (b) in respect of the student's disability;
- (c) intended to meet additional expenditure connected with term time residential study away from the student's educational establishment;
- (d) on account of the student maintaining a home at a place other than that at which he resides during his course;
- (e) on account of any other person but only if that person is residing outside of the United Kingdom and there is no applicable amount in respect of him;

- (f) intended to meet the cost of books and equipment;
 - (g) intended to meet travel expenses incurred as a result of his attendance on the course;
 - (h) intended for the child care costs of a child dependant.
 - (i) of higher education bursary for care leavers made under Part III of the Children Act 1989.
- 36.3 Where a student does not have a student loan and is not treated as possessing such a loan, there shall be excluded from the student's grant income;
- (a) the sum of £303 per academic year in respect of travel costs; and
 - (b) the sum of £390 per academic year towards the costs of books and equipment, whether or not any such costs are incurred.
- The above figures will be increased annually in line with the Housing Benefit Regulations 2006 (as amended).
- 36.4 There shall also be excluded from a student's grant income the grant for dependants known as the parents' learning allowance paid pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 or section 22 of the Teaching and Higher Education Act 1998.
- 36.5 Subject to paragraphs 36.6 and 36.7, a student's grant income shall be apportioned;
- (a) subject to paragraph 36.8, in a case where it is attributable to the period of study, equally between the weeks in that period beginning with the reduction week, the first day of which coincides with, or immediately follows the first day of the period of study and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study;
 - (b) in any other case, equally between the weeks in the period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period for which it is payable and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period for which it is payable.
- 36.6 Any grant in respect of dependants paid under section 63(6) of the Health Services and Public Health Act 1968 (grants in respect of the provision of instruction to officers of hospital authorities) and any amount intended for the maintenance of dependants under Part 3 of Schedule 2 to the Education (Mandatory Awards) Regulations 2004 shall be apportioned equally over the period of 52 weeks or, if there are 53 reduction weeks (including part-weeks) in the year, 53.
- 36.7 In a case where a student is in receipt of a student loan or where he could have acquired a student loan by taking reasonable steps but had not done so, any amount intended for the maintenance of dependants shall be apportioned over the same period as the student's loan is apportioned or, as the case may be, would have been apportioned.
- 36.8 In the case if a student on a sandwich course, any periods of experience within the period of study shall be excluded and the student's grant income shall be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which immediately follows the last day of the period of experience and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study.

37.0 Treatment of student loans

- 37.1 A student loan shall be treated as income.
- 37.2 In calculating the weekly amount of the loan to be taken into account as income
- (a) in respect of a course that is of a single academic year's duration or less, a loan which is payable in respect of that period shall be apportioned equally between the weeks in the period beginning with;
 - (i) except in a case where (ii) applies, the reduction week, the first day of which coincides with, or

immediately follows, the first day of the single academic year;
(ii) where the student is required to start attending the course in August or where the course is less than an academic year's duration, the reduction week, the first day of which coincides with, or immediately follows, the first day of the course, and ending with the reduction week, the last day of which coincides with, or immediately precedes with last day of the course,

- (b) in respect of an academic year of a course which starts other than on 1st September, a loan which is payable in respect of that academic year shall be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year and ending with the reduction week, the last day of which coincides with or immediately precedes, the last day of that academic year but excluding any reduction weeks falling entirely within the quarter during which, in the opinion of the Secretary of State, the longest of any vacation is taken and for the purposes of this sub-paragraph, 'quarter' shall have the same meaning as for the purposes of the Education (Student Support) Regulations 2005;
- (c) in respect of the final academic year of a course (not being a course of a single year's duration), a loan which is payable in respect of that final academic year shall be apportioned equally between the weeks in the period beginning with;
- (i) except in a case where (ii) applies, the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year;
- (ii) where the final academic year starts on 1st September, the reduction week, the first day of which coincide with, or immediately follows, the earlier of 1st September or the first day of the autumn term, and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;
- (d) in any other case, the loan shall be apportioned equally between the weeks in the period beginning with the earlier of;
- (i) the first day of the first reduction week in September; or
- (ii) the reduction week, the first day of which coincides with, or immediately follows the first day of the autumn term, and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;

and, in all cases, from the weekly amount so apportioned there shall be disregarded £10.

37.3 A student shall be treated as possessing a student loan in respect of an academic year where;

- (a) a student loan has been made to him in respect of that year; or
- (b) he could acquire such a loan in respect of that year by taking reasonable steps to do so.

37.4 Where a student is treated as possessing a student loan under paragraph 37.3, the amount of the student loan to be taken into account as income shall be, subject to paragraph 37.5

- (a) in the case of a student to whom a student loan is made in respect of an academic year, a sum equal to
- (i) the maximum student loan he is able to acquire in respect of that year by taking reasonable steps to do so; and
- (ii) any contribution whether or not it has been paid to him;
- (b) in the case of a student to whom a student loan is not made in respect of an academic year, the maximum student loan that would be made to the student if;
- (i) he took all reasonable steps to obtain the maximum student loan he is able to acquire in respect of that year; and
- (ii) no deduction in that loan was made by virtue of the application of a means test.

- 37.5 There shall be deducted from the amount of income taken into account under paragraph 37.4
- (a) the sum of £303 per academic year in respect of travel costs; and
 - (b) the sum of £390 per academic year towards the cost of books and equipment, whether or not any such costs are incurred.

The above figures will be increased annually in line with the Housing Benefit Regulations 2006 (as amended).

38.0 Treatment of payments from access funds

- 38.1 A payment from access funds shall be disregarded as income.
- 38.2 Any amount paid from access funds as a single lump sum shall be treated as capital.

The calculation and amount of Council Tax Reduction

39.0 Maximum Council Tax for the Calculation of the Reduction

- 39.1 Subject to paragraphs 39.2 to 39.4, the amount of a person's maximum Council Tax for the calculation of the reduction in respect of a day for which he is liable to pay council tax, shall be 100 per cent, of the amount A divided by B where;
- (a) A is the lowest of either:
 - the amount set by the appropriate authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and
 - the amount set by the appropriate authority as the council tax for the relevant financial year in respect of a Band D dwelling subject to any discount which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and
 - (b) B is the number of days in that financial year.
- 39.2 In calculating a person's maximum Council Tax Reduction any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act, shall be taken into account.
- 39.3 Subject to paragraph 39.4, where an applicant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons in determining the maximum Council Tax Reduction in his case in accordance with paragraph 39.1, the amount A shall be divided by the number of persons who are jointly and severally liable for that tax.
- 39.4 Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, paragraph 39.3 shall not apply in his case.

40.0 Extended reductions: movers into the authority's area⁸

- 40.1 Where;
- (a) an application is made to the authority for a reduction under its scheme, and
 - (b) the applicant or the partner of the applicant, is in receipt of an extended reduction from;
 - (i) another billing authority in England; or

⁸ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

(ii) a billing authority in Wales,
the current authority must reduce any reduction to which the applicant is entitled under its scheme by the amount of that extended reduction.

Dates on which entitlement and changes of circumstances are to take effect

41.0 Date on which entitlement is to begin

- 41.1 Subject to paragraph 41.2, any person to whom or in respect of whom a claim for council tax support is made and who is otherwise entitled to that support shall be so entitled from the reduction week following the date on which that claim is made or is treated as made.
- 41.2 Where a person is otherwise entitled to council tax support and becomes liable for the first time for the authority's council tax in respect of a dwelling of which he is a resident in the reduction week in which his claim is made or is treated as made, he shall be so entitled from that reduction week

42.0 Date on which change of circumstances is to take effect

- 42.1 Subject to the following provisions of this paragraph, a change of circumstances which affects entitlement to, or the amount of, a reduction under an authority's scheme ("change of circumstances"), takes effect from the first day of the reduction week following the date on which the change actually occurs, and where that change is cessation of entitlement to any benefit under the benefit Acts, the date on which the change actually occurs shall be the day immediately following the last day of entitlement to that benefit.
- 42.2 Subject to paragraph (3), where the change of circumstances is a change in the amount of council tax payable, it takes effect from the day on which it actually occurs.
- 42.3 Where the change of circumstances is a change in the amount a person is liable to pay in respect of council tax in consequence of regulations under section 13 of the 1992 Act (reduced amounts of council tax) or changes in the discount to which a dwelling may be subject under sections 11 or 12 of that Act, it shall take effect from the day on which the change in amount has effect.
- 42.4 Where the change of circumstances is the applicant's acquisition of a partner, the change takes effect on the day on which the acquisition takes place.
- 42.5 Where the change of circumstances is the death of an applicant's partner or their separation, it takes effect on the day the death or separation occurs.
- 42.6 If two or more changes of circumstances occurring in the same reduction week would, but for this paragraph, take effect in different reduction weeks in accordance with paragraphs (1) to (5) they take effect from the day to which the appropriate paragraph from (2) to (5) above refers, or, where more than one day is concerned, from the earlier day.
- 42.7 Where the change of circumstances is that income, or an increase in the amount of income, other than a benefit or an increase in the amount of a benefit under the Act, is paid in respect of a past period and there was no entitlement to income of that amount during that period, the change of circumstances shall take effect from the first day on which such income, had it been paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.
- 42.8 Without prejudice to paragraph (7), where the change of circumstances is the payment of income, or arrears of income, in respect of a past period, the change of circumstances takes effect from the first day on which such

income, had it been timeously paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme

Claiming and the treatment of claims for Council Tax Reduction purposes

43.0 Making an application⁹

43.1 In the case of a couple or members of a polygamous marriage an application is to be made by whichever one of them they agree should so apply or, in default of agreement, by such one of them as the authority determines.

43.2 Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act, and;
(a) a deputy has been appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
(b) in Scotland, his estate is being administered by a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on his behalf; or
(c) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise, that deputy, judicial factor, guardian or attorney, as the case may be, may make an application on behalf of that person.

43.3 Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act and sub-paragraph (2) does not apply to him, the authority may, upon written application made to them by a person who, if a natural person, is over the age of 18, appoint that person to exercise on behalf of the person who is unable to act, any right to which that person might be entitled under the authority's scheme and to receive and deal on his behalf with any sums payable to him.

43.4 Where a person who is liable to pay council tax in respect of a dwelling is for the time being unable to act and the Secretary of State has appointed a person to act on his behalf under regulation 33 of the Social Security (Claims and Payments) Regulations 1987 (persons unable to act), the authority may if that person agrees, treat him as if he had been appointed by them under sub-paragraph (3).

43.5 Where the authority has made an appointment under sub-paragraph (3) or treated a person as an appointee under sub-paragraph (4);
(a) it may at any time revoke the appointment;
(b) the person appointed may resign his office after having given 4 weeks notice in writing to the authority of his intention to do so;
(c) any such appointment terminates when the authority is notified of the appointment of a person mentioned in sub-paragraph (2).

43.6 Anything required by the authority's scheme to be done by or to any person who is for the time being unable to act may be done by or to the persons mentioned in sub-paragraph (2) above or by or to the person appointed or treated as appointed under this paragraph and the receipt of any such person so appointed shall be a good discharge to the authority for any sum paid.

43.7 The authority must;
(a) inform any person making an application of the duty imposed by paragraph 9(1)(a);

⁹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- (b) explain the possible consequences (including prosecution) of failing to comply with that duty; and
- (c) set out the circumstances a change in which might affect entitlement to the reduction or its amount.

44.0 Procedure by which a person may apply for a reduction under the authority's scheme¹⁰

44.1. Paragraphs 2 to 7 apply to an application made under the authority's scheme.

44.2. An application may be made;

- (a) in writing,
- (b) by means of any electronic communication in accordance with Part 4 of this Schedule, or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

44.3 (1) An application which is made in writing must be made to the designated office on a properly completed form.
 (2) The form must be provided free of charge by the authority for the purpose.

44.4 (1) Where an application made in writing is defective because–
 (a) it was made on the form supplied for the purpose but that form is not accepted by the authority as being properly completed; or
 (b) it was made in writing but not on the form approved for the purpose and the authority does not accept the application as being in a written form which is sufficient in the circumstances of the case having regard to the sufficiency of the written information and evidence,
 the authority may, in a case to which sub-paragraph (a) applies, request the applicant to complete the defective application or, in the case to which sub-paragraph (b) applies, supply the applicant with the approved form or request further information and evidence.

(2) An application made on a form provided by the authority is properly completed if it is completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the application.

44.5. (1) If an application made by electronic communication is defective the authority must provide the person making the application with an opportunity to correct the defect.
 (2) An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.

44.6. In a particular case the authority may determine that an application made by telephone is only valid if the person making the application approves a written statement of his circumstances provided by the authority.

44.7 (1) If an application made by telephone is defective the authority must provide the person making the application with an opportunity to correct the defect.
 (2) An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

44.8 Notwithstanding other paragraphs within this section, the authority will determine the method by which claims

¹⁰ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

are to be made as well as where claims should be sent or delivered.

45.0 Date on which an application is made

- 45.1 the date on which an application is made is;
- (a) in a case where;
 - (i) an award of income support, an income-based jobseeker's allowance or an income-related employment and support allowance or an award of universal credit has been made to the applicant or his partner, and
 - (ii) the application is made within one month of the date on which the claim for that income support, jobseeker's allowance, employment and support allowance or universal credit was received,the first day of entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit arising from that claim;
 - (b) in all other cases, the date the application is received by the authority at the designated office.
- 45.2 Where there is a defect in an applications and that defect ;
- (a) is corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance;
 - (b) is not corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance where it considers it has sufficient information to decide the application.
- 45.3 The authority is to treat a defective application as if it had been validly made in the first instance if, in any particular case, the conditions specified in sub-paragraph (4)(a), (b) or (c) are satisfied.
- 45.4 The conditions are that–
- (a) where the authority receives the properly completed application or the information requested to complete it or the evidence within one month of the request, or such longer period as the authority may consider reasonable; or
 - (b) where an application is not on approved form or further information requested by authority applies;
 - (i) the approved form sent to the applicant is received at the offices of the authority properly completed within one month of it having been sent to him; or, as the case may be;
 - (ii) the applicant supplies whatever information or evidence was requested within one month of the request; or,in either case, within such longer period as the authority may consider reasonable; or
 - (c) where the authority has requested further information, the authority receives at its offices the properly completed application or the information requested to complete it within one month of the request or within such longer period as the authority considers reasonable.
- 45.6 Except in the case of an application made by a person treated as not being in Great Britain, where a person has not become liable for council tax to the authority but it is anticipated that he will become so liable within the period of 8 weeks (the relevant period), he may apply for a reduction under that authority's scheme at any time in that period in respect of that tax and, provided that liability arises within the relevant period, the authority must treat the application as having been made on the day on which the liability for the tax arises.
- 45.7 In this paragraph "appropriate DWP office" means an office of the Department for Work and Pensions dealing with state pension credit or an office which is normally open to the public for the receipt of claims of income support, a job seekers allowance or an employment and support allowance.

46.0 Submission of evidence electronically

46.1 The authority may accept such evidence, documents and certificates to support the claim electronically where it feels that this would be acceptable given the nature of the claim

47.0 Use of telephone provided evidence

47.1 The authority may accept such evidence to support the claim by telephone where it feels that this would be acceptable given the nature of the claim

48.0 Information and evidence¹¹

48.1 Subject to sub-paragraph (3), a person who makes an application for a reduction under an authority's scheme must satisfy sub-paragraph (2) in relation both to himself and to any other person in respect of whom he is making the application.

48.2 This sub-paragraph is satisfied in relation to a person if–

- (a) the application is accompanied by;
 - (i) a statement of the person's national insurance number and information or evidence establishing that that number has been allocated to the person; or
 - (ii) information or evidence enabling the authority to ascertain the national insurance number that has been allocated to the person; or
- (b) the person has made an application for a national insurance number to be allocated to him and the application for the reduction is accompanied by;
 - (i) evidence of the application for a national insurance number to be so allocated; and
 - (ii) the information or evidence enabling it to be so allocated.

48.3 Sub-paragraph (2) does not apply;

- (a) in the case of a child or young person in respect of whom an application for a reduction is made;
- (b) to a person who;
 - (i) is a person treated as not being in Great Britain for the purposes of this scheme;
 - (ii) is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act 1999; and
 - (iii) has not previously been allocated a national insurance number.

48.4 Subject to sub-paragraph (5), a person who makes an application, or a person to whom a reduction under the authority's scheme has been awarded, must furnish such certificates, documents, information and evidence in connection with the application or the award, or any question arising out of the application or the award, as may reasonably be required by that authority in order to determine that person's entitlement to, or continuing entitlement to a reduction under its scheme and must do so within one month of the authority requiring him to do so or such longer period as the authority may consider reasonable.

48.5 Where the authority makes a request under sub-paragraph (4), it must;

- (a) inform the applicant or the person to whom a reduction under its scheme has been awarded of his duty to notify the authority of any change of circumstances; and
- (b) indicate to him either orally or by notice or by reference to some other document available to him on application and without charge, the kind of change of circumstances which must be notified.

48.6 This sub-paragraph applies to any of the following payments;

¹¹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- (a) a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the London Emergencies Trust, the We Love Manchester Emergency Fund, or the London Bombings Relief Charitable Fund;
- (b) a payment which is disregarded under paragraph 24 of Schedule 5, other than a payment under the Independent Living Fund (2006);

49.0 Amendment and withdrawal of application¹²

- 49.1 A person who has made an application may amend it at any time before a decision has been made on it by a notice in writing delivered or sent to the designated office.
- 49.2 Where the application was made by telephone the amendment may also be made by telephone.
- 49.3 Any application amended is to be treated as if it had been amended in the first instance.
- 49.4 A person who has made an application may withdraw it by notice to the designated office at any time before a decision has been made on it.
- 49.5 Where the application was made by telephone, the withdrawal may also be made by telephone.
- 49.6 Any notice of withdrawal given in accordance with sub-paragraph (4) or (5) has effect when it is received.
- 49.7 Where a person, by telephone, amends or withdraws an application the person must (if required to do so by the authority) confirm the amendment or withdrawal by a notice in writing delivered or sent to the designated office.

50.0 Duty to notify changes of circumstances¹³

- 50.1 Subject to sub-paragraphs (3), (6) and (7), an applicant (or any person acting on his behalf) must comply with sub-paragraph (2) if there is a relevant change of circumstances at any time;
 - (a) between the making of an application and a decision being made on it, or
 - (b) after the decision is made (where the decision is that the applicant is entitled to a reduction under the authority's scheme) including at any time while the applicant is in receipt of such a reduction.
- 50.2 The applicant (or any person acting on his behalf) must notify any change of circumstances which the applicant (or that person) might reasonably be expected to know might affect his entitlement to, or the amount of, a reduction under the authority's scheme (a "relevant change of circumstances") by giving notice to the authority;
 - (a) in writing; or
 - (b) by telephone–
 - (i) where the authority has published a telephone number for that purpose unless the authority determines that in any particular case or class of case notification may not be given by telephone; or
 - (ii) in any case or class of case where the authority determines that notice may be given by telephone; or
 - (c) by any other means which the authority agrees to accept in any particular case, within a period of 21 days beginning with the day on which the change occurs, or as soon as reasonably practicable after the change occurs, whichever is later.

¹² Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹³ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- 50.3 The duty imposed on a person by sub-paragraph (1) does not extend to notifying
- (a) changes in the amount of council tax payable to the authority;
 - (b) changes in the age of the applicant or that of any member of his family;
 - (c) in the case of an applicant in receipt of a relevant benefit, changes in circumstances which affect the amount of the benefit but not the amount of the reduction under the authority's scheme to which he is entitled, other than the cessation of that entitlement to the benefit.
- 50.4 For the purposes of sub-paragraph (3)(c) "relevant benefit" means income support, an income-based jobseeker's allowance or an income-related employment and support allowance or universal credit.
- 50.5 Notwithstanding sub-paragraph (3)(b) or (c) an applicant is required by sub-paragraph (1) to notify the authority of any change in the composition of his family arising from the fact that a person who was a member of his family is now no longer such a person because he has ceased to be a child or young person.
- 50.6 All changes in circumstances should be notified to the authority in writing (or by whatever format agreed by the authority) within twenty one days of the happening of the event or change in circumstance. This timescale may be extended at the discretion of the authority. Where such a change is not received within that timescale and where the change would increase the level of reduction payable, the authority may use a date later than the actual change of circumstances

Decisions, decision notices and awards of Council Tax Reduction

51.0 Decisions by the authority¹⁴

51.1 The authority must make a decision on a completed application under its scheme within 14 days or as soon as reasonably practicable thereafter.

52.0 Notification of decision¹⁵

52.1 The authority must notify in writing any person affected by a decision made by it under its scheme;
(a) in the case of a decision on an application, forthwith or as soon as reasonably practicable thereafter;
(b) in any other case, within 14 days of that decision or as soon as reasonably practicable thereafter.

52.2 Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement;
(a) informing the person affected of the duty imposed by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012
(b) explaining the possible consequences (including prosecution) of failing to comply with that duty; and
(c) setting out the circumstances a change in which might affect entitlement to the reduction or its amount.

52.3 Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement as to how that entitlement is to be discharged.

52.4 In any case, the notification under sub-paragraph (1) must inform the person affected of the procedure by which an appeal may be made and must refer the person to the provisions in the authority's scheme relating to the procedure for making an appeal.

52.5 A person affected to whom the authority sends or delivers a notification of decision may, within one month of the date of the notification of that decision request in writing the authority to provide a written statement setting out the reasons for its decision on any matter set out in the notice.

52.6 The written statement referred to in sub-paragraph (5) must be sent to the person requesting it within 14 days or as soon as reasonably practicable thereafter.

52.7 For the purposes of this paragraph a person is to be treated as a person affected by a decision of the authority under its scheme where the rights, duties or obligations of that person are affected by that decision and the person falls within sub-paragraph (8).

52.8 This sub-paragraph applies to–
(a) the applicant;
(b) in the case of a person who is liable to pay council tax in respect of a dwelling and is unable for the time being to act;
(i) a deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
(ii) in Scotland, a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on the person's behalf; or
(iii) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of

¹⁴ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹⁵ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,
(c) a person appointed by the authority to act for a person unable to act.

53.0 Time and manner of granting Council Tax Reduction¹⁶

- 53.1 Where a person is entitled to a reduction under this authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year ("the chargeable year"), the authority must discharge his entitlement;
- (a) by reducing, so far as possible, the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 refers; or
 - (b) where;
 - (i) such a reduction is not possible; or
 - (ii) such a reduction would be insufficient to discharge the entitlement to a reduction under the authority's scheme; or
 - (iii) the person entitled to the reduction is jointly and severally liable for the council tax and the authority determines that such a reduction would be inappropriate, by making payment to him of the amount of reduction to which he is entitled, rounded where necessary to the nearest penny.
- 53.2 The authority must notify the person entitled to a reduction under this scheme of the amount of that reduction and how his entitlement is to be discharged in pursuance of paragraph (1).
- 53.3 In a case to which paragraph (1)(b) refers;
- (a) if the amount of the council tax for which he remains liable in respect of the chargeable year, after any reduction to which sub-paragraph (1)(a) refers has been made, is insufficient to enable his entitlement to a reduction under the authority's scheme in respect thereof to be discharged, upon the final instalment of that tax becoming due any outstanding reduction;
 - (i) must be paid to that person if he so requires; or
 - (ii) in any other case must (as the authority determines) either be repaid or credited against any subsequent liability of the person to make a payment in respect of the authority's council tax as it has effect for any subsequent year;
 - (b) if that person has ceased to be liable for the authority's council tax and has discharged the liability for that tax, the outstanding balance (if any) of the reduction under the authority's scheme in respect thereof must be paid within 14 days or, if that is not reasonably practicable, as soon as practicable thereafter
 - (c) in any other case, the reduction under the authority's scheme must be paid within 14 days of the receipt of the application at the offices of the authority or, if that is not reasonably practicable, as soon as practicable thereafter.
- 53.4 For the purposes of this paragraph "instalment" means any instalment of the authority's council tax to which regulation 19 of the Council Tax (Administration and Enforcement) Regulations 1992 refers (council tax payments).

54.0 Persons to whom support is to be paid¹⁷

- 54.1 Subject to paragraph (2), any payment of the amount of a reduction must be made to that person.

¹⁶ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹⁷ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

54.2 Where a person other than a person who is entitled to a reduction under this authority's scheme made the application for the reduction and that first person is a person acting pursuant to an appointment or is treated as having been so appointed, the amount of the reduction may be paid to that person.

55.0 Shortfall in support / reduction¹⁸

55.1 Where, on the revision of a decision allowing a reduction under the authority's scheme to a person, it is determined that the amount allowed was less than the amount to which that person was entitled, the authority must either;

- (a) make good any shortfall in reduction which is due to that person, by reducing so far as possible the next and any subsequent payments he is liable to make in respect of the council tax of the authority as it has effect for the chargeable financial year until that shortfall is made good; or
- (b) where this is not possible or the person concerned so requests, pay the amount of any shortfall in reduction due to that person within 14 days of the revision of the decision being made or if that is not reasonable practicable, as soon as possible afterwards.

56.0 Payment on the death of the person entitled¹⁹

56.1 Where the person entitled to any reduction under this scheme has died and it is not possible to award the reduction which is due in the form of a reduction of the council tax for which he was liable, the authority must make payment of the amount of the reduction to his executor or administrator in accordance with regulation 58(4) of the Council Tax (Administration and Enforcement) Regulations 1992.

57.0 Offsetting

57.1 Where a person has been allowed or paid a sum of Council Tax Reduction under a decision which is subsequently revised or further revised, any sum allowed or paid in respect of a period covered by the subsequent decision shall be offset against arrears of entitlement under the subsequent decision except to the extent that the sum exceeds the arrears and shall be treated as properly awarded or paid on account of them.

58.0 Payment where there is joint and several liability²⁰

58.1 Where;

- (a) a person is entitled to a reduction under the authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year;
 - (b) the person entitled to the reduction is jointly and severally liable for the council tax; and
 - (c) the authority determines that discharging his entitlement by reducing the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 refers would be inappropriate,
- it may make a payment to him of the amount of the reduction to which he is entitled, rounded where necessary to the nearest penny.

58.2 Subject to sub-paragraph (3) any payment made under sub-paragraph (1) must be made to the person who is entitled to the reduction.

¹⁸ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

¹⁹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

²⁰ Inserted by Schedule 8 of the Council Tax Reductions Scheme (Prescribed Requirements) (England) Regulations 2012

Collection, holding and forwarding of information for Council Tax Reduction purposes

59.0 Use of information from and to the Department of Work and Pensions (DWP) and Her Majesty's Revenues and Customs (HMRC)

- 59.1 The authority will use information provided by the DWP and HMRC for the purposes of Council Tax Reduction, council tax liability, billing, administration and enforcement as outlined within Schedule 2 of the Local Government Finance Act 1992 as amended by the Local Government Finance Act 2012 and the Social Security (Information-sharing in relation to Welfare Services etc.) (Amendment) Regulations 2013
- 59.2 Where required by the relevant department and where required by law, the authority will share information obtained for Council Tax Reduction with the DWP or HMRC as appropriate and in accordance with Data Protections requirements²¹.

60.0 Collection of information

- 60.1 The authority may receive and obtain information and evidence relating to claims for Council Tax Reduction, the council may receive or obtain the information or evidence from–
- (a) persons making claims for Council Tax Reduction;
 - (b) other persons in connection with such claims;
 - (c) other local authorities; or
 - (d) central government departments including the DWP and HMRC
- 60.2 The authority may verify relevant information supplied to, or obtained.

61.0 Recording and holding information

- 61.1 The authority may
- (a) may make a record of such information; and
 - (b) may hold that information, whether as supplied or obtained or recorded, for the purpose of forwarding it to the person or authority for the time being administering Council Tax Reduction.

62.0 Forwarding of information

- 62.1 The authority may forward it to the person or authority for the time being administering claims to or awards of Council Tax Reduction to which the relevant information relates, being
- (i) a local authority;
 - (ii) a person providing services to a local authority; or
 - (iii) a person authorised to exercise any function of a local authority relating to Council Tax Reduction.

²¹ Data Retention and Investigatory Powers Act 2014 and Data Retention Regulations 2014

Revisions, Written Statements, Termination of Council Tax Reduction

63.0 Persons affected by Decisions

- 63.1 A person is to be treated as a person affected by a relevant decision of the authority where that person is;
- a. an applicant;
 - b. in the case of a person who is liable to make payments in respect of a dwelling and is unable for the time being to act
 - (i) a Deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit or support on his behalf,
 - (ii) in Scotland, a tutor, curator, judicial factor or other guardian acting or appointed in terms of law administering that person's estate, or
 - (iii) an attorney with a general power or a power to receive benefit or support appointed by the person liable to make those payments under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise;
 - c. a person appointed by the authority under this scheme;

64.0 Revisions of Decisions

- 64.1 Subject to the provisions in this scheme, a relevant decision ('the original decision') may be revised or further revised by the authority, which made the decision where the person affected makes an application for a revision within;
- (i) one month of the date of notification of the original decision; or
 - (ii) such extended time as the authority may allow.
- 64.2 The authority may revise or further revise that original decision at any time. Where further information is required from the person affected, the authority shall request such information and evidence as it feels is reasonable. Such information must be supplied within;
- i) one month of the date of notification of the additional information; or
 - (ii) such extended time as the authority may allow

65.0 Written Statements

- 65.1 Subject to the provisions in the scheme, the authority may upon a written request issue a written statement to a person affected to further explain the decision of the authority in relation to Council Tax Reduction. The request must be received within one month of the date of the notification being issued by the authority.

66.0 Terminations

- 66.1 The authority may terminate support in whole or in part the Council Tax Reduction where it appears to the authority that an issue arises whether;
- a. the conditions for entitlement to Council Tax Reduction are or were fulfilled; or
 - b. a decision as to an award of such a support should be revised or superseded.
- 66.2 The authority may terminate, in whole or in part the Council Tax Reduction where it appears to the authority that an issue arises whether;
- a. the conditions for entitlement to Council Tax Reduction are or were fulfilled; or
 - b. a decision as to an award of such a support should be revised or superseded.
- Where the person fails to provide information to the authority as requested in relation to any matter relating to their liability for Council Tax

Appeals against the authority's decisions

67.0 Procedure by which a person may make an appeal against certain decisions of the authority²²

- 67.1 A person who is aggrieved by a decision of the authority, which affects;
- (a) the person's entitlement to a reduction under its scheme, or
 - (b) the amount of any reduction to which that person is entitled,
- may serve a written notice on the authority stating the matter by which, and the grounds on which, he is aggrieved.
- 67.2 The authority must
- (a) consider the matter to which the notice relates;
 - (b) notify the aggrieved person in writing;
 - (i) that the ground is not well founded, giving reasons for that belief; or
 - (ii) that steps have been taken to deal with the grievance, stating the steps taken.
- 67.3 Where, following notification under sub-paragraph (2)(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with sub-paragraph (2)(b) within two months of the service of his notice, he may appeal to the valuation tribunal under section 16 of the 1992 Act²³.

Procedure for applying for a discretionary reduction

68.0 Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act²⁴

- 68.1 An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act may be made;
- (a) in writing,
 - (b) by means of an electronic communication in accordance this scheme or
 - (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.
- 68.2 Where;
- (a) the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
 - (b) a person in that class would otherwise be entitled to a reduction under its scheme, that person's application for a reduction under the authority's scheme may also be treated as an application for a reduction under section 13A(1)(c).

69.0 Procedure for an application to the authority for an Exceptional Hardship Reduction under section 13A(1)(A) of the 1992 Act²⁵

- 69.1 An application to the authority for an Exceptional Hardship Reduction under this scheme may be made;
- (a) in writing,
 - (b) by means of an electronic communication in accordance this scheme or
 - (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

²² Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

²³ As amended by the Tribunal Procedure (Amendment No 3) Rules 2014

²⁴ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

²⁵ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Electronic Communication

70.0 Interpretation

- 70.1 In this Part;
"information" includes an application, a certificate, notice or other evidence; and
"official computer system" means a computer system maintained by or on behalf of an authority for sending, receiving, processing or storing of any information.

71.0 Conditions for the use of electronic communication

- 71.1 The authority may use an electronic communication in connection with applications for, and awards of, reductions under its scheme.
- 71.2 A person other than the authority may use an electronic communication in connection with the matters referred to in sub-paragraph (1) if the conditions specified in sub-paragraphs (3) to (6) are satisfied.
- 71.3 The first condition is that the person is for the time being permitted to use an electronic communication by an authorisation given by means of a direction of the Chief Executive of the authority.
- 71.4 The second condition is that the person uses an approved method of;
- (a) authenticating the identity of the sender of the communication;
 - (b) electronic communication;
 - (c) authenticating any application or notice delivered by means of an electronic communication; and
 - (d) subject to sub-paragraph (7), submitting to the authority any information.
- 71.5 The third condition is that any information sent by means of an electronic communication is in a form approved for the purposes.
- 71.6 The fourth condition is that the person maintains such records in written or electronic form as may be specified in a direction given by the Chief Executive of the authority.
- 71.7 Where the person uses any method other than the method approved of submitting any information, that information is to be treated as not having been submitted.
- 71.8 In this paragraph "approved" means approved by means of a direction given by the Chief Executive of the authority for the purposes of this section.

72.0 Use of intermediaries

- 72.1 The authority may use intermediaries in connection with;
- (a) the delivery of any information by means of an electronic communication; and
 - (b) the authentication or security of anything transmitted by such means,
- and may require other persons to use intermediaries in connection with those matters.

73.0 Effect of delivering information by means of electronic communication

- 73.1 Any information which is delivered by means of an electronic communication is to be treated as having been delivered in the manner or form required by any provision of an authority's scheme on the day the conditions

imposed;
(a) by this section; and
(b) by or under an enactment,
are satisfied.

73.2 The authority may determine that any information is to be treated as delivered on a different day (whether earlier or later) from the day provided for in sub-paragraph (1).

73.3 Information may not be taken to have been delivered to an official computer system by means of an electronic communication unless it is accepted by the system to which it is delivered.

74.0 Proof of identity of sender or recipient of information

74.1 If it is necessary to prove, for the purpose of any legal proceedings, the identity of—
(a) the sender of any information delivered by means of an electronic communication to an official computer system; or
(b) the recipient of any such information delivered by means of an electronic communication from an official computer system,
the sender or recipient, as the case may be, is to be presumed to be the person whose name is recorded as such on that official computer system.

75.0 Proof of delivery of information

75.1 If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any information this is presumed to have been the case where;
(a) any such information has been delivered to the relevant authority, if the delivery of that information has been recorded on an official computer system; or
(b) any such information has been delivered by the relevant authority, if the delivery of that information has been recorded on an official computer system.

75.2 If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any such information, this is presumed not to be the case, if that information delivered to the relevant authority has not been recorded on an official computer system.

75.3 If it is necessary to prove, for the purpose of any legal proceedings, when any such information sent by means of an electronic communication has been received, the time and date of receipt is presumed to be that recorded on an official computer system.

76.0 Proof of content of information

76.1 If it is necessary to prove, for the purpose of any legal proceedings, the content of any information sent by means of an electronic communication, the content is presumed to be that recorded on an official computer system.

Counter Fraud and Compliance

77.0 Counter Fraud and compliance

- 77.1 In order to protect the finances of the authority and also in the interests of all council taxpayers, the authority will undertake such actions as allowed by law to;
- a. Prevent and detect fraudulent claims and actions in respect of Council Tax Reduction;
 - b. Carry out investigations fairly, professionally and in accordance with the law; and
 - c. Ensure that sanctions are applied in appropriate cases
- 77.2 The authority believes that it is important to minimise the opportunity for fraud and;
- a. will implement rigorous procedures for the verification of claims for Council Tax Reduction;
 - b. will employ sufficient Officers to fulfil the authority's commitment to combat fraud;
 - c. will actively tackle fraud where it occurs in accordance with this scheme;
 - d. will co-operate with the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs and take part in joint working including prosecutions; and
 - e. will in all cases seek to recover all outstanding council tax.
- 77.3 The authority shall put into place such administrative policies, procedures and processes as are necessary to ensure that the actions outlined within paragraph 77.1 and 77.2 can be carried out successfully. In particular the authority shall undertake actions provided by the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Schedule 1

Calculation of the amount of Council Tax Reduction in accordance with the Discount Scheme.

- 1 The authority's Council Tax Reduction scheme from 2019/20 shall be calculated on the basis of the following Banded Discount Scheme:

| Band | | Single (Income level) per week | Couple (no Dependant(s)) (Income level) per week | Lone Parent or Couple +1 Dependant (Income level) per week | Lone Parent or Couple +2 (or more) Dependant per week |
|------|-----|--------------------------------------|---|---|---|
| 1 | 75% | £0 - £110.00 | £0 -£160.00 | £0 -£190.00 | £0 -£270.00 |
| 2 | 55% | £110.01 - £150.00 | £160.01 - £190.00 | £190.01 - £220.00 | £270.01 - £340.00 |
| 3 | 35% | £150.01 - £190.00 | £190.01 - £220.00 | £220.01 - £270.00 | £340.01 - £420.00 |
| 4 | 22% | £190.01 - £280.00 | £220.01 - £310.00 | £270.01 - £340.00 | £420.01 - £495.00 |

- 2 The amount of discount to be granted is to be based on the following factors:
- The maximum Council Tax Reduction as defined within this scheme;
 - The Council Tax family as defined within this scheme
 - The income of the applicant as defined within this scheme;
 - The capital of the applicant as defined within this scheme.
- 4 For the sake of clarity all incomes shown within the table above are weekly in accordance with the scheme requirements and definitions.
- 5 Discount bands vary depending on both weekly income and the household (family as defined within this scheme). For the sake of clarity, It should be noted that in any application for reduction is limited to a maximum of two dependant children or young persons.
- 6 Any applicant who capital is greater than £16,000 shall not be entitled to any Council Tax Reductions whatsoever.
7. The authority may increase the level of incomes within the grid specified in paragraph 1 on an annual basis by the appropriate level of inflation measured by the Consumer Price Index (CPI) at 1st October preceding the effective financial year.
8. Where an applicant or partner is in receipt of a relevant benefit namely Income Support, Income Related Employment and Support Allowance or Income Based Jobseeker's Allowance, discount will be award at Band 1 level (75%)

Schedule 2

Sums to be disregarded in the calculation of income other than earnings

1. Any amount paid by way of tax on income, which is to be taken into account under section 30 (calculation of income other than earnings).
2. Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance the whole of his income.
3. Any disability living allowance or personal independence payment or AFIP
4. Any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983 or any payment intended to compensate for the non-payment of such a supplement.
5. Any attendance allowance.
6. Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous payment.
7. 100% of any of the following, namely
 - (a) a war disablement pension (except insofar as such a pension falls to be disregarded under paragraph 9 or 10);
 - (b) a war widow's pension or war widower's pension;
 - (c) a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
 - (d) a guaranteed income payment;
 - (e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
 - (f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
 - (g) pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.
8.
 - (1) Any payment made to the applicant in respect of a person who is a member of his family—
 - (a) pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002 or in accordance or with a scheme approved by the Scottish Ministers under section 51A of the Adoption (Scotland) Act 1978**(b)** (schemes for payments of allowances to adopters); or in accordance with an Adoption Allowance Scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (Adoption Allowances Schemes)
 - (b) not used
 - (ba) which is a payment made by a local authority in pursuance of section 15(1) of, and paragraph 15 of Schedule 1 to, the Children Act 1989 (local authority contribution to a child's maintenance where the child is living with a person as a result of a residence order) or in Scotland section 50 of the Children Act 1975 (payments towards maintenance of children);
 - (c) which is a payment made by an authority, as defined in Article 2 of the Children Order, in pursuance of Article 15 of, and paragraph 17 of Schedule 1 to, that Order (contribution by an authority to child's maintenance);
 - (d) in accordance with regulations made pursuant to section 14F of the Children Act 1989**(c)** (special guardianship support services);
 - (2) Any payment, other than a payment to which sub-paragraph (1)(a) applies, made

to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.

- 9.** Any payment made to the applicant with whom a person is accommodated by virtue of arrangements made
- (a) by a local authority under-
 - (i) section 23(2)(a) of the Children Act 1989 (provision of accommodation and maintenance for a child whom they are looking after),
 - (ii) section 26 of the Children (Scotland) Act 1995 (manner of provision of accommodation to child looked after by local authority), or
 - (iii) regulations 33 or 51 of the Looked After Children (Scotland) Regulations 2009 (fostering and kinship care allowances and fostering allowances); or
 - (b) by a voluntary organisation under section 59(1)(a) of the Children Act 1989 (provision of accommodation by voluntary organisations).
- 10.** Any payment made to the applicant or his partner for a person ('the person concerned'), who is not normally a member of the applicant's household but is temporarily in his care, by-
- (a) a health authority;
 - (b) a local authority but excluding payments of housing benefit made in respect of the person concerned;
 - (c) a voluntary organisation;
 - (d) the person concerned pursuant to section 26(3A) of the National Assistance Act 1948;
 - (e) a primary care trust established under section 16A of the National Health Service Act 1977 or established by an order made under section 18(2)(c) of the National Health Service Act 2006; or
 - (f) a Local Health Board established under section 16BA of the National Health Service Act 1977 or established by an order made under section 11 of the National Health Service (Wales) Act 2006
- 11.** Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or section 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
- 12.** (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989(e) or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ('A') which A passes on to the applicant.
- (2) Sub-paragraph (1) applies only where A;
- (a) was formerly in the applicant's care, and
 - (b) is aged 18 or over, and
 - (c) continues to live with the applicant.
- 13.** Any payment of income which, by virtue of section 36 (income treated as capital) is to be treated as capital.
- 14.** Where a payment of income is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
- 15.** (1) Any payment made under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund or the Independent Living Fund (2006).
- (2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of-
- (a) that person's partner or former partner from whom he is not, or where that person has died was

not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;

(b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or

(c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of;

(a) the person who is suffering from haemophilia or who is a qualifying person;

(b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or

(c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where;

(a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and

(b) the payment is made either;

(i) to that person's parent or step-parent, or

(ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian,

but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where;

(a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who was or had been a member of his family; and

(b) the payment is made either

(i) to that person's parent or step-parent, or

(ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose support payment referred to in this paragraph is made, any income which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund and the London Bombings Relief Charitable Fund.

16. Any housing benefit.

17. Any payment in consequence of a reduction of council tax under section 13 or section 80 of the 1992 Act

(reduction of liability for council tax).

- 18.** Any guardian's allowance.
- 19.** Any supplementary pension under article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (pensions to surviving spouses and surviving civil partners) and any analogous payment made by the Secretary of State for Defence to any person who is not a person entitled under that Order.
- 20.** Any Council Tax Reduction or council tax benefit to which the applicant is entitled.
- 21.** Any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001 as amended by the Welfare Reform Act 2012 (Consequential Amendments) Regulations 2013.
- 22.** Any payment of child benefit.
- 23.** Any Carer's Allowance
- 24.** Any support component of Employment and Support Allowance
- 25.** Any Bereavement Support payments made under the Bereavement Support Payment Regulations 2017.
- 26.** Any payments disregarded for Housing Benefits under the Social Security (*Emergency Funds*) Amendment) *Regulations 2017*.
- 27.** Where the applicant would have been entitled to any disability premium, enhanced disability premium or severe disability premium under any previous scheme, an amount of £40 per week shall be disregarded from the applicant's total income.

Schedule 3

Capital to be disregarded

1. The dwelling together with any garage, garden and outbuildings, normally occupied by the applicant as his home including any premises not so occupied which it is impracticable or unreasonable to sell separately.
2. (1) The assets of any business owned in whole or in part by the applicant and for the purposes of which he is engaged as a self-employed earner, or if he has ceased to be so engaged, for such period as may be reasonable in the circumstances to allow for disposal of any such asset.
(2) The assets of any business owned in whole or in part by the applicant where—
 - (a) he is not engaged as a self-employed earner in that business by reason of some disease or bodily or mental disablement; but
 - (b) he intends to become engaged or, as the case may be, re-engaged as a self-employed earner in that business as soon as he recovers or is able to become engaged or re-engaged in that business;

for a period of 26 weeks from the date on which the claim for Council Tax Reduction is made, or is treated as made, or, if it is unreasonable to expect him to become engaged or re-engaged in that business within that period, for such longer period as is reasonable in the circumstances to enable him to become so engaged or re-engaged.

 - (3) In the case of a person who is receiving assistance under the self-employment route, the assets acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is being received.
 - (3) In the case of a person who has ceased carrying on the commercial activity in respect of which assistance was received as specified in sub-paragraph (3), the assets relating to that activity for such period as may be reasonable in the circumstances to allow for disposal of any such asset.
3. Any personal possessions except those which have been acquired by the applicant with the intention of reducing his capital in order to secure entitlement to Council Tax Reduction or to increase the amount of that support.
4. The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.
5. The surrender value of any policy of life insurance.
6. Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or sections 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
7. (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ('A') which A passes on to the applicant.
(2) Sub-paragraph (1) applies only where A;
 - (a) was formerly in the applicant's care, and
 - (b) is aged 18 or over, and
 - (c) continues to live with the applicant.

8. (1) Any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund or the Charitable Fund.

(2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of-

- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of-

- (a) the person who is suffering from haemophilia or who is a qualifying person;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where-

- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
- (b) the payment is made either;
 - (i) to that person's parent or step-parent; or
 - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian, but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or any of the Trusts to which sub-paragraph (1) refers, where

- (a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child or young person who was or had been a member of his family; and
- (b) the payment is made either;
 - (i) to that person's parent or step-parent; or
 - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian, but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose support payment referred to in this paragraph is made, any capital resource which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited the Skipton Fund , the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund and the London Bombings Relief Charitable Fund.

- 9.** The value of the right to receive an occupational or personal pension.
- 10.** The value of any funds held under a personal pension scheme
- 11.** Any payment in kind made by a charity or under or by the Trusts, the Fund, MFET Limited, the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund or the Independent Living Fund (2006).
- 12.** Any payment in consequence of a reduction of council tax under section 13 or, as the case may be, section 80 of the Local Government Finance Act 1992 (reduction of liability for council tax), but only for a period of 52 weeks from the date of the receipt of the payment.
- 13.** Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.
- 14.** Any payment made by a local authority under section 3 of the Disabled Persons (Employment) Act 1958 to homeworkers assisted under the Blind Homeworkers' Scheme.
- 15.** Any sum of capital administered on behalf of a person in accordance with an order made under section 13 of the Children (Scotland) Act 1995, or under Rule 36.14 of the Ordinary Cause Rules 1993 or under Rule 128 of those Rules, where such sum derives from
 - (a) award of damages for a personal injury to that person; or
 - (b) compensation for the death of one or both parents where the person concerned is under the age of 18.
- 16.** Any payment to the applicant as holder of the Victoria Cross or George Cross.
- 17.** Where an ex-gratia payment of £10,000 has been made by the Secretary of State on or after 1st February 2001 in consequence of the imprisonment or interment of—
 - (a) the applicant;
 - (b) the applicant's partner;
 - (c) the applicant's deceased spouse or deceased civil partner; or
 - (d) the applicant's partner's deceased spouse or deceased civil partner,

by the Japanese during the Second World War, £10,000.
- 18.** (1) Subject to sub-paragraph (2), the amount of any trust payment made to an applicant or a member of an applicant's family who is
 - (a) a diagnosed person;
 - (b) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
 - (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or

- (d) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death.
- (2) Where a trust payment is made to;
- (a) a person referred to in sub-paragraph (1)(a) or (b), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending on the date on which that person dies;
 - (b) a person referred to in sub-paragraph (1)(c), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending two years after that date;
 - (c) a person referred to in sub-paragraph (1)(d), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending-
 - (i) two years after that date; or
 - (ii) on the day before the day on which that person-
 - (aa) ceases receiving full-time education; or
 - (bb) attains the age of 20,
 whichever is the latest.
- (3) Subject to sub-paragraph (4), the amount of any payment by a person to whom a trust payment has been made or of any payment out of the estate of a person to whom a trust payment has been made, which is made to an applicant or a member of an applicant's family who is-
- (a) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
 - (b) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
 - (c) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death,
- but only to the extent that such payments do not exceed the total amount of any trust payments made to that person.
- (4) Where a payment as referred to in sub-paragraph (3) is made to-
- (a) a person referred to in sub-paragraph (3)(a), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending on the date on which that person dies;
 - (b) a person referred to in sub-paragraph (3)(b), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending two years after that date; or
 - (c) person referred to in sub-paragraph (3)(c), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending-
 - (i) two years after that date; or
 - (ii) on the day before the day on which that person
 - (aa) ceases receiving full-time education; or
 - (bb) attains the age of 20,
 whichever is the latest.
- (5) In this paragraph, a reference to a person-
- (a) being the diagnosed person's partner;
 - (b) being a member of a diagnosed person's family;
 - (c) acting in place of the diagnosed person's parents,
- at the date of the diagnosed person's death shall include a person who would have been such a person or a person who would have been so acting, but for the diagnosed person residing in a care home, an Abbeyfield Home or an independent hospital on that date.

(6) In this paragraph- 'diagnosed person' means a person who has been diagnosed as suffering from, or who, after his death, has been diagnosed as having suffered from, variant Creutzfeld- Jakob disease; 'relevant trust' means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeld-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions; 'trust payment' means a payment under a relevant trust.

- 19.** The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant's partner, the applicant's deceased spouse or deceased civil partner or the applicant's partner's deceased spouse or deceased civil partner
- (a) was a slave labourer or a forced labourer;
 - (b) had suffered property loss or had suffered personal injury; or
 - (c) was a parent of a child who had died,
- during the Second World War.
- 20.** Any payment made under regulations made under section 57 of the Health and Social Care Act 2001 or under section 12B of the Social Work (Scotland) Act 1968, or under section 12A to 12D of the National Health Service Act 2006 (direct payments for health care).
- 21.** Any payment made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.
- 22.** Any payment made to the applicant in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services).
- 23.** Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)
- 24.** Any Bereavement Support payments made under the Bereavement Support Payment Regulations 2017.
- 25.** Any payments disregarded for Housing Benefits under the Social Security (*Emergency Funds*) Amendment) Regulations 2017

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Equality Impact Assessment Templates

Quick Guidance Notes

Stage 1. Screening Stage

Stage 1 of the template is classed as the Screening Stage. This should always be completed. **Remember it should be an integral part of policy development not a last minute thought.**

At this stage you should be assessing obvious negative/positive impact or gaps in knowledge about likely impact. It should be a relatively short process which makes use of any previous consultation results, any differences in user satisfaction among groups, personal knowledge and experience, research, reports, existing equality data about service usage, internet searches, internal and external specialist advice, employees with previous experience of similar work, known inequalities etc. **If the likely impact on a particular group is unknown, then action should be taken to acquire this information.**

If the impact is positive (i.e. the outcome will benefit an Equality Group) then no further action is required. If no positive or negative impacts are identified then no further action is required. If the activity has the potential to cause adverse/negative impact or discriminate against different groups in the community it will require a full impact assessment (Stage 2).

In some cases it might be easy to put in place simple adjustments to eliminate any negative impact while you are working through the screening process, especially if you already have clear evidence/consultation and the process is an integral part of your policy development. It should only be done if you are absolutely confident that no other impact will be identified. If you choose to do this you should clearly document the reasons/evidence and put in place monitoring to ensure action is taken if unanticipated impact occurs.

Stage 2. Full Equality Impact Assessment Report

Stage 2 of the EIA process guides officers through the full impact assessment process, ensuring that research/consultation with relevant equality groups has been carried out and leads to an action plan aiming to minimise the negative impact/s.

Consultation involves engaging with representatives from equality groups who are likely to be affected by the activity. It could involve engaging with employees and Members, trade unions, other public bodies, voluntary and community groups. It is important to ensure sufficient time and resources are dedicated to the consultation process to encourage full participation. You should refer to the Consultation Toolkit to ensure your consultation follows good practice. The Focus system should also be used and is able to give you information relating to other consultation activities across the council as well as existing groups/volunteers you may be able to access.

Take a Proportionate Approach

Your approach to assessing the equalities impact of a policy, strategy or service should be proportionate to the likely impact it will have. Issues you should consider include:

- the number of people likely to be affected

- the size of the budget/amount of money involved
- the extent of the proposed change
- wider public policy implications

This means you will assess more rigorously policies which are likely to have a significant impact on the local community.

Additional guidance notes to help you through the process are available in the Equality Impact Assessment Guidance Document.

DRAFT

Stage 1 and 2 Equality Impact Assessment Templates

Directorate: Finance
Benefits

Service: Revenues &

Accountable Officer: Andrew Hatcher

Telephone & e-mail: 01303 853348 / andrew.hatcher@folkestone-hythe.gov.uk

Date of assessment: 22/06/18

Names & job titles of people carrying out the assessment:
Andrew Hatcher (Revenues & Benefits Strategic Manager)

| |
|---|
| Name of service/function/policy etc: Council Tax Reduction Scheme |
| Is this new or existing? Replacement of existing scheme |

Stage 1: Screening Stage

1. Briefly describe its aims & objectives

The Council Tax Reduction scheme provides support for certain taxpayers who have a low income.

Where entitled, the scheme provides a reduction in liability for Council Tax.

The replacement scheme is designed to overcome the significant administrative complications with the introduction of Universal Credit within the area. The main issues are;

- The current scheme is too reactive to the constant changes in Universal Credit. With the frequent changes in liability, taxpayers receive multiple Council Tax demands which in turn has a negative effect on the taxpayers ability to manage their finances and on collections levels;
- There is a need to make the scheme simpler and for taxpayers to be encouraged to claim a reduction;
- The scheme needs to be future proofed to avoid constant amendments.

2. Are there external considerations? (legislation/government directive etc.)

Yes – the legislation (Local Government Finance Act 1992 as amended) allows the Council to amend the scheme for working age applicants only.

The scheme for pension age applicants is prescribed by Central Government and cannot

be amended.

Schemes must be amended by 11th March of the financial year preceding the year of implementation.

All changes to schemes are subject to consultation with both precepting authorities and the public.

3. Who are the stakeholders and what are their interests?

The stakeholders are:

- Working age Council Taxpayers who have a low income (who may make an applicant for reduction);
- The District Council who is responsible for administration of the scheme and also receives a proportion (15%) of Council Tax receipts to provide services for local residents;
- The Major Precepting Authorities (Kent CC; Police and Fire & Rescue) who receive the majority of Council Tax receipts to provide services for local residents;

4. What outcomes do we want to achieve and for whom?

Any new scheme must:

- Minimise any potential loss to existing applicants;
- Reduce administration costs which will occur through the roll out of Universal Credit;
- Ensure that collection rates are maintained in respect of Council Tax; and
- Prevent future changes in schemes

5. Has any consultation/research been carried out or relied upon?

Yes

Consultation is to be carried out in accordance with the legislation.

Major preceptors will be consulted as well as the public and interested groups.

Consultation will be carried out over the summer time and the results will be analysed and taken into account when the scheme is decided by full Council.

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? (Consider and identify any evidence you have - equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, feedback and issues raised at previous consultations, known inequalities) If so please provide details.

Major changes to the scheme as proposed may affect applicants. Modelling of scheme options will be undertaken throughout 2018 up to the adoption by the Council.

Initial modelling indicates that the number of working age applicants will remain broadly the same (currently 4902 ; new scheme 4889). Whilst most applicants will experience a minimal change to their entitlement between £0.00 and £0.45 per week, certain applicants with more than two children may experience a reduction in support by up to £1.14 per

week.

The Council maintains an Exceptional Hardship Payment Scheme which can be applied for by any applicant. Where any applicant experiences exceptional hardship, further support can be given.

7. Could a particular protected characteristic be affected differently in either a negative or positive way? (Positive – it could benefit, Negative – it could disadvantage, Neutral – neither positive nor negative impact or Not sure?)

| | Type of impact, reason & any evidence |
|------------------------------------|---|
| Disability | Neutral |
| Race (including Gypsy & Traveller) | Neutral |
| Age | Only working age applicants will be affected |
| Gender | Neutral – based on current modelling both male and female applicants can either receive increased or decreased support |
| Transgender | Neutral |
| Sexual Orientation | Neutral – sexual orientation has no bearing on the scheme |
| Religion/Belief | Neutral – religion or belief orientation has no bearing on the scheme |
| Pregnancy & Maternity | Neutral – although it should be noted that a third or subsequent child will not affect entitlement |
| Marriage/ Civil Partnership Status | Positive- couples or persons in Civil Partnerships / relationships are able to have a higher level of income than singles to receive the same level of support. |

8. Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?

| | | |
|---|--|--|
| Carers - positive | | |
| Persons in receipt of Support Component of ESA positive | | |
| Low income taxpayers – will be able to apply as in the current scheme - neutral | | |

9. Are there any human rights implications?

No

10. Is there an opportunity to promote equality and/or good community relations?

Yes – the new scheme will make applying for support easier and will treat all working age applicants equally.

11. If you have indicated a negative impact for any group is that impact legal? (not discriminatory under anti-discrimination legislation)

Yes

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

No

Please note that normally you should proceed to a Stage 2: Full Equality Impact Assessment Report if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community. (Refer to Quick Guidance Notes at front of template document)

13. Is a Stage 2: Full Equality Impact Assessment Report required?

Yes

14. Date by which Stage 2 is to be completed and actions

1 December 2018

Please complete

We are satisfied that an initial screening has been carried out and a full impact assessment **is /is not required*** (please delete as appropriate).

Completed by: Andrew Hatcher

Date: 22/06/18

Role: Revenues & Benefits Strategic Manager

Countersigned by Head of Service

Date: 22/06/18



Please keep the signed hard copy with your team for auditing purposes and forward an electronic copy to leadership.support@shepway.gov.uk so that it can be published.

Stage 2: Full Equality Impact Assessment Report

15. Summarise the likely negative impacts for relevant groups identified in the screening process (Refer to Stage 1, Questions 7-8, start to think about possible alternatives)

| | Type of impact, reason & any evidence |
|---|--|
| Disability | Neutral |
| Race (including Gypsy & Traveller) | Neutral |
| Age | Only working age applicants will be affected |
| Gender | Neutral – based on current modelling both male and female applicants can either receive increased or decreased support |
| Transgender | Neutral |
| Sexual Orientation | Neutral – sexual orientation has no bearing on the scheme |
| Religion/Belief | Neutral – religion or belief orientation has no bearing on the scheme |
| Pregnancy & Maternity | Neutral – although it should be noted that a third or subsequent child will not affect entitlement |
| Marriage/ Civil Partnership Status | Positive- couples or persons in Civil Partnerships / relationships are able to have a higher level of income than singles to receive the same level of support. |
| Carers | Positive effect as Carers Allowance will be disregarded as an income under the scheme |
| Persons in receipt of Support Component of ESA | Positive effect as the Support Component of Employment and Support Allowance will be disregarded as an income under the scheme |
| Low income taxpayers – will be able to apply as in the current scheme | Neutral effect as low income applicants can still apply for a support under the scheme |
| Applicants who have more than two dependants | The scheme will provide additional support to families up to and including two dependants. No additional support will be provided to a third or subsequent dependant. This is in line with Central Government benefits such as Housing Benefit, Tax Credits and Universal Credit |
| Applicants who have non dependants | No changes from existing scheme. |
| Disabilities | Positive effect as all applicants who receive a disability benefit such as DLA, PIP etc will have the income disregarded and a further disregard of £40 per week will be taken from their net income potentially allowing further support to be granted |

16. What consultation/involvement activities have taken place or will need to take place with groups/individuals from each relevant protected characteristic or equality group? (refer back to Stage 1, Question 5)

The scheme has been subject to consultation as follows:

- Major precepting authorities – the County Council, Fire & Rescue Service and the Police and Crime commission has been consulted on the new scheme. No objects have been received;
- A full public consultation has been undertaken between 30/07/2018 and 21/10/2018.

17. What other research has been or will need to be carried out to help you with the assessment?

Modelling of the scheme will continue to be undertaken until final approval by full Council.

18. Results of research/consultation (what does it tell you about the negative impacts?)

The Council should be mindful of the responses shown at Appendix 1. It should be noted that overall, the responses were favourable to the changes proposed from the public consultation and session held for local agencies.

Should the Council keep the current Council Tax Reduction scheme? (Should it continue to administer the scheme as it does at the moment?)

Yes: 77%

No: 23%

Do you agree that the following changes should be made to the scheme?

The introduction of an Income Grid scheme to replace the current scheme for all applicants of working age?

Yes: 70%

No: 19%

Don't Know: 11%

To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two for all applicants?

Yes: 76%

No: 16%

Don't Know: 8%

To remove Non-Dependant Deductions from the scheme?

Yes: 67%

No: 22%

Don't Know: 11%

Changing the claiming process for all applicants who receive Universal Credit?

Yes: 91%

No: 5%

Don't Know: 4%

Removing the current earnings disregards and replacing them with a standard £25 disregard irrespective of a person's circumstances?

Yes: 76%

No: 14%

Don't Know: 10%

Disregarding a further £40 per week where the applicant, partner or dependant receives Disability Living Allowance (DLA) or Personal Independence Payment (PIP)?

Yes: 81%

No: 11%

Don't Know: 8%

Disregarding Carer's Allowance which is currently taken into account as income?

Yes: 84%

No: 8%

Don't Know: 8%

Removing the conditions that prevent certain students from claiming Council Tax Reduction?

Yes: 80%

No: 11%

Don't Know: 9%

Removing the Extended Payment provision?

Yes: 73%

No: 15%

Don't Know: 12%

Any change in circumstances which changes Council Tax Reduction entitlement will be made from the date on which the change occurs, (rather than on a weekly basis as at present)?

Yes: 92%

No: 4%

Don't Know: 4%

Simplifying the capital rules but leaving the capital limit in line with the current scheme (£16,000)?

Yes: 72%

No: 16%

Don't Know: 12%

19. Conclusions & Action Planning

You should explain what and how negative impacts have been reduced or removed and how positive impacts are to be improved or included.

Your final decisions or recommendations may include making immediate changes, stopping or proceeding with a new policy, justifying a decision or adding objectives/targets to the service development plan/equality scheme (long term changes).

You could use the template below to record your conclusions/actions. You should also make reference to any additional monitoring or research that is still required, or was not

retrievable at the point of assessment, but will be required in subsequent reviews or in order to complete actions.

| Impact/Issue | Action/Objective/Target or Justification | Will this remove negative impact? | Resources | Lead Officer & Timescale |
|-----------------------|--|-----------------------------------|---|---|
| Reductions in support | The Council will operate an Exceptional Hardship Fund. Any applicant who receives less support, may apply for additional support. A careful examination will be made of their circumstances (income and essential expenditure). Where it is determined that they are experiencing exceptional hardship, further support may be granted | Yes | Staff have been fully trained to administer the Exceptional Hardship Fund | Andrew Hatcher Revenues and Benefits Strategic Manager |

20. How will you monitor, evaluate and check the policy in the future?

The scheme will be monitored on an ongoing basis after implementation in April 2019

21. When will a review take place?

Continually.

Please complete

We are satisfied that a full impact assessment has been carried out.

Completed by: Andrew Hatcher

Date: 2/11/18

Role: Revenues & Benefirs Strategic Manager



Countersigned by Head of Service:

Date: 8/11/18

Please keep the signed hard copy with your team for auditing purposes and forward an electronic copy to leadership.support@shepway.gov.uk for publication.

This Report will be made
public on 4 December
2018

Report Number **C/18/56**

To: Cabinet
Date: 12 December 2018
Status: Non-Key Decision
Head of Service: Charlotte Spendley – Assistant Director Finance,
Customer & Support Services
Cabinet Member: Councillor Malcolm Dearden - Cabinet Member for
Finance

**SUBJECT: GENERAL FUND REVENUE BUDGET MONITORING – 2ND QUARTER
2018/19**

SUMMARY: This monitoring report provides a projection of the end of year financial position of the General Fund revenue budget, based on expenditure to the 31 October 2018.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because it needs to be informed of the council's General Fund revenue budget position and take appropriate action to deal with any variance from the approved budget.

RECOMMENDATIONS:

1. To receive and note Report C/18/56.
2. To agree to utilise £100,000 for local environmental enhancements, that meet the conditions outlined in 2.5, to be agreed by the Head of the Paid Service in consultation with the Leader of the Council.

1. INTRODUCTION AND BACKGROUND

- 1.1 This report updates Cabinet on the likely projected outturn on the General Fund revenue budget, based on data received as at 31 October 2018.
- 1.2 General Fund projections are made against the latest approved estimate and approved virements within year to 31 October 2018.
- 1.3 The projections shown in the report are made at a relatively early stage in the financial year and will be subject to further change which will be reported to Cabinet as part of the regular budget monitoring process.

2. GENERAL FUND REVENUE 2018/19 - PROJECTED OUTTURN

- 2.1 The Quarter 2 projected outturn for service areas shows a forecast of £19,902k against the latest approved budget of £19,146k resulting in a variance of £756k (projected overspend).
- 2.2 When taking into account other entries such as Earmarked Reserves, Other Service Grants and Business Rates Income, the total projected outturn is a projected underspend of £450k.
- 2.3 The following table summarises the latest projected outturn position across the Service Units:

| General Fund Net Cost of Services | Latest Approved Budget | Projected Outturn | Variance |
|--|-------------------------------|--------------------------|-----------------|
| | £'000 | £'000 | £'000 |
| Planning Advisor | 241 | 300 | 59 |
| Leadership Support | 926 | 762 | -164 |
| Communications | 297 | 303 | 6 |
| Democratic Services & Law | 4,935 | 4,986 | 51 |
| Human Resources | 2,973 | 2,919 | -54 |
| Finance | 3,382 | 3,304 | -78 |
| Contracts Manager | 358 | 362 | 4 |
| Strategic Development Project | 1,343 | 2,450 | 1,107 |
| Economic Development | 1,123 | 1,113 | -10 |
| Planning | 793 | 750 | -43 |
| Commercial & Technical Services | 2,999 | 2,453 | -546 |
| Sub-Total – Heads of Services | 19,370 | 19,702 | 332 |
| Unallocated Net Employee Costs | -224 | 200 | 424 |
| Total – Heads of Service | 19,146 | 19,902 | 756 |

- 2.4 The main variations are shown and explained in more detail below.

| | |
|--|--------------|
| | £'000 |
|--|--------------|

| | |
|---|------------|
| Administration budgets incl. vacancy factor | 177 |
| | |
| Democratic Services & Law | |
| Household Waste Collection | -28 |
| Hythe Swimming Pool | 37 |
| | |
| Human Resources | |
| Cemeteries | 45 |
| Homelessness | -25 |
| | |
| Finance | |
| Pensions Back Funding | -43 |
| Environmental Improvements (see 2.5 below) | 100 |
| Housing Benefit/Rent Rebates | 51 |
| Council Tax Collection | -24 |
| Council Tax Reduction Scheme | -130 |
| | |
| Strategic Development | |
| Otterpool Park | 1,084 |
| | |
| Planning | |
| Market Income | 20 |
| Pre-Application Fees | -30 |
| Development Control | -20 |
| Planning Policy | -20 |
| | |
| Commercial & Technical Services | |
| On Street Parking | -132 |
| Off Street Parking | -82 |
| Building Control | -81 |
| Building Holding Accounts | -111 |
| | |
| Other small variations | -32 |
| | |
| Total – Heads of Service | 756 |

Administration Budgets

There are various underspends across service areas within the administration budgets mainly relating to staffing costs and there is also an assumed vacancy factor amount budgeted for each year.

Democratic Services & Law

Household Waste Collection – the increase in income relates to the sale of garden waste bins being higher than originally expected.

Hythe Swimming Pool – the increase mainly relates to lifeguard training and staffing costs and is partly off-set by over recovery in income due to an increased uptake in pool usage.

Human Resources

Cemeteries - the reduced income trend over recent years is continuing and the projection is based on this and previous years outturn. This budget variance has been addressed during the 2019/20 budget setting process.

Homelessness – the increase in income relates to the recovery of income relating to self-contained nightly lets, which produces a higher rate of contributions than the bed and breakfast costs.

Finance

Pensions Back Funding – the underspend relates to the amount to be charged to the HRA being higher than originally budgeted for.

Housing Benefit/Rent Rebates – the projected net overspend on Housing Benefits mainly relates to the projected increase in rent allowance payments.

Council Tax Collection – the increase in income relates to a combination of grant being received from Kent County Council (KCC) relating to Empty Homes Incentive and a reduction in court costs income.

Strategic Development

Otterpool Park - The projected cost for progressing the Otterpool masterplanning process in 2018/19, both as a developer and as the local planning authority, is projected to be £1,084k more than budgeted.

Approximately £700k of this increase is due to the reprofiling of expenditure from 2017/18.

The remainder of the increase relates to various increases in developer costs for the masterplanning process including:-

- additional archaeological and ecological survey work for the existing land and new land added to the plan;
- extending the programme of work being required to support the project through the Collaboration Board and Project Board undertaken by Arcadis;
- enhanced communications work and;
- Business Plan costs previously expected to be met by a contribution from Homes England now met directly by the developers.

The projected increase in cost of £1,084k will be met from the Otterpool Reserve.

Planning

Market Income – the reduction in income is a result of continued under-utilisation of available spaces. A market policy is currently under development and officers are exploring other options for the delivery of a market provision.

Pre-Application Fees – there is a projected over recovery of income based on previous years outturn and current trends. This budget variance has been addressed during the 2019/20 budget setting process.

Development Control – the underspend relates to professional fees and advice no longer required.

Planning Policy – the increase in income relates to neighbourhood plan grant income and a S106 contribution being received.

Commercial & Technical Services

Car Parking - income projections for both on-street and off-street parking continues to increase in line with current trends. This budget variance has been addressed during the 2019/20 budget setting process.

Building Control – the projected additional income for building control fees is based on previous years outturn and current trends. This budget variance has been addressed during the 2019/20 budget setting process.

Building Holding Accounts – the increase in income relates to rental income being received for Otterpool Farm.

Transformation Project

The transformation project is currently on target to spend the budget that was approved by Cabinet in March 2018. This was profiled over 2 years with 2018/19 being year 1 and at present is projecting to be on target however, this will be reviewed on an ongoing basis and reprofiled if necessary.

2.5 Environmental Improvements

Due to the strong financial improvements during the financial year it is proposed a sum of £100,000 be allocated evenly across Cabinet (£10,000 per portfolio holder) for the purposes of local environmental enhancements. In order to be met from the available resources the funds will be spent only on one off items and will not have any recurring financial impact. Additionally it is proposed any area the funds are spent on should not contradict or work against any existing Council policies, the funds must be spent by the end of the 2018/19 financial year (31st March 2019), that there should be proper consideration of value for money in determining the proposed spending. It is proposed that the agreement for the projects will be determined by the Head of Paid Service in consultation with the Leader of the Council.

2.6 Further variances below the heads of service total are shown below.

Interest and Investment Income

Additional £13k investment interest is projected to be received mainly due to having higher than anticipated cash balances.

Other Non-Service related Government Grants

There is projected to be additional grant received of £107k which reflects net changes to Section 31 grant received from Ministry of Housing, Communities & Local Government (MHCLG) in relation to Business Rates for changes in small business rates and discretionary reliefs.

Capital Financed from Revenue

In line with the latest projected outturn position on the General Fund Capital Budget Monitoring report it is reported that this cost will be approximately £1,630k in 2018/19.

This is an increase of £1,433k in the budgeted sum in respect of the re-profiling of capital schemes between financial years. Where capital expenditure is financed from revenue there is no net cost to the General Fund because it is funded from reserves.

Movement in Earmarked Reserves

The projected movement on Earmarked Reserves reflects the release of £111k from the VET Reserve and £64k from the Corporate Initiatives Reserve although in year use of this reserve is subject to a review and confirmation process.

The total approved carry forwards from 2017/18 was £351k and included within the projection for the Carry Forward Reserve is £168k that has been released in 2018/19. It is assumed that a further £183k will be used during the year and transferred out of the Carry Forward Reserve with the service areas amended accordingly.

Movement in Earmarked Reserves

| Reserve | Balance at 1/4/2018 £'000 | Latest Budget £'000 | Projection £'000 | Change £'000 | Balance at 31/3/2019 £'000 |
|---------------------------------|---------------------------------|---------------------------|---------------------|-----------------|----------------------------------|
| Earmarked | | | | | |
| Business Rates | 3,160 | 335 | 335 | 0 | 3,495 |
| Leisure Reserve | 197 | 0 | 0 | 0 | 197 |
| Carry Forwards | 420 | -218 | -218 | 0 | 202 |
| VET Reserve | 654 | 28 | 17 | -11 | 671 |
| Invest to Save | 366 | 0 | 0 | 0 | 366 |
| Maintenance of Graves | 12 | 0 | 0 | 0 | 12 |
| New Homes Bonus (NHB) | 2,713 | -189 | -189 | 0 | 2,524 |
| Corporate Initiatives | 379 | 0 | -64 | -64 | 315 |
| IFRS Reserve | 49 | -12 | -12 | 0 | 37 |
| Otterpool Park Garden Town | 2,232 | -1,019 | -2,141 | -1,122 | 91 |
| Economic Development | 2,194 | -23 | -23 | 0 | 2,171 |
| Community Led Housing | 437 | 0 | 0 | 0 | 437 |
| Lydd Airport | 9 | 0 | 0 | 0 | 9 |
| Homelessness Prevention | 215 | 0 | 0 | 0 | 215 |
| Total Earmarked Reserves | 13,037 | -1,098 | -2,295 | -1,197 | 10,742 |

Business Rates Income

Business Rates income has fallen by £222k compared to budget due to an increase in the levy payment due in 2018/19. This is as a result of an increase in the compensation due for the changes to Small Business Rates Relief Thresholds as per the Budget 2016 announcement which has increased the NDR growth on which the levy is payable.

This increase is partly offset by the increase in Section 31 grant receivable shown under Other Non-Service related Government Grants.

- 2.7 With the above variances added to the service areas favourable variance of £756k, the overall position for the general fund shows a projected underspend of £450k.

3. CONCLUSIONS

- 3.1 The projected outturn shown for the General Fund revenue account for 2018/19 reflects the position based on actual expenditure and forecasts at 31 October 2018. The projected outturn will be reviewed, updated and reported to Cabinet as part of the regular budget monitoring process for 2018/19.

4. RISK MANAGEMENT ISSUES

- 4.1 A summary of the perceived risks follows:

| Perceived risk | Seriousness | Likelihood | Preventative action |
|--------------------------------|-------------|------------|--|
| MTFS becomes out of date. | High | Low | The MTFS is reviewed annually through the budget process. |
| Assumptions may be inaccurate. | High | Medium | Budget monitoring is undertaken regularly and financial developments nationally are tracked. Assumptions are regularly reviewed. |

5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

5.1 **Legal Officer's Comments (DK)**

There are no legal implications arising directly out of this report.

5.2 **Finance Officer's Comments (LH)**

This report has been prepared by Financial Services. There are therefore no further comments to add.

5.3 **Diversities and Equalities Implications**

The report does not cover a new service/policy or a revision of an existing service/policy and therefore does not require an Equity Impact Assessment.

6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Leigh Hall, Group Accountant

Telephone: 01303 853231 Email: leigh.hall@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

Budget projection working papers.

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This Report will be made public on 4 December 2018



Report Number **C/18/54**

To: Cabinet
Date: 12 December 2018
Status: Non-Key Decision
Head of Service: Charlotte Spendley, Assitant Director – Finance, Customer & Support Services
Cabinet Members: Councillor Malcolm Dearden, Finance and Councillor Alan Ewart-James, Housing

SUBJECT: HOUSING REVENUE ACCOUNT REVENUE AND CAPITAL BUDGET MONITORING 2018/19 – 2nd QUARTER

SUMMARY: This monitoring report provides a projection of the end of year financial position for the Housing Revenue Account (HRA) revenue expenditure and HRA capital programme based on net expenditure to 30 September 2018.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because Cabinet needs to be kept informed of the Housing Revenue Account position and take appropriate action to deal with any variance from the approved budget and be informed of the final 2018/19 position.

RECOMMENDATIONS:

1. To receive and note Report C/18/54.

1. INTRODUCTION

- 1.1 This report informs Cabinet of the likely projected outturn on HRA revenue and capital expenditure for 2018/19.
- 1.2 The projections are based on actual expenditure and income to 30 September 2018. Some caution therefore needs to be exercised when interpreting the results due to the early stage of the financial year, however, a thorough budget monitoring exercise has been carried out.

2. HOUSING REVENUE ACCOUNT REVENUE 2018/19 (see Appendix 1)

- 2.1 The table below provides a summary of the projected outturn compared to the latest budget for 2018/19.

| | Latest Budget £'000 | Projection £'000 | Variance £'000 |
|---|------------------------|---------------------|-------------------|
| Income | (15,829) | (15,960) | (131) |
| Expenditure | 10,994 | 9,766 | (1,228) |
| HRA Share of Corporate Costs | 226 | 201 | (25) |
| Net Cost of HRA Services | (4,609) | (5,993) | (1,384) |
| Interest Payable/Receivable etc | 1,499 | 1,499 | 0 |
| HRA Surplus/Deficit | (3,110) | (4,494) | (1,384) |
| Revenue Contribution to Capital | 6,748 | 2,754 | (3,994) |
| Decrease/(Increase) to HRA Reserve | 3,638 | (1,740) | (5,378) |

- 2.2 The table shows that overall at quarter 2 there is a projected decrease in net expenditure of £5.378m on the HRA.

The projection has moved favourably by £5.145m since Quarter 1. The key factors affecting the movement from Q1 to Q2 is the revenue contribution to capital being reduced as a result of a change in profiling of the new build/acquisition programme and a change in accounting treatment of depreciation on HRA dwellings.

The main reasons for the variance to budget are as follows:-

| | £'000 |
|--|-----------------------|
| Decrease in revenue contribution to capital (see 2.3 below) | (3,994) |
| Decrease in depreciation charges of fixed assets (see 2.4 below) | (1,014) |
| Decrease in repairs and maintenance (see 2.5 below) | (162) |
| Increase in dwelling rents (see 2.6 below) | (160) |
| Decrease in supervision and management (see 2.7 below) | (52) |
| Decrease in HRA Share of Corporate and Democratic costs | (25) |
| Decrease in charges for services and facilities (see 2.8 below) | 29 |
| Total net projected Housing Revenue Account decrease | <u>(5,378)</u> |

- 2.3 The decrease in revenue contribution to capital largely relates to the new build/acquisition programme being reprofiled into 2019/20 and 2020/21.

The overall delivery of the programme remains the same, however the timing of delivery has been adjusted and these changes reflected within the projection for the current financial year.

- 2.4 The decrease in depreciation is due to a change in accounting treatment of depreciation on HRA dwellings, whereby the real depreciation cost has to be charged to the HRA instead of using the Major Repairs Allowance as a proxy which has been allowed in previous years. The budget for 2018/19 was set before the accounting changes were implemented.
- 2.5 The decrease in repairs and maintenance relates to a delay in procuring a new contractor for the provision of internal and external decorations.
- 2.6 The increase in dwelling rents is due to faster void turnarounds and an increase in affordable properties at affordable rent.
- 2.7 The decrease in supervision and management relates to there not being so many feasibility studies required for 2018/19.
- 2.8 The decrease in charges for services and facilities relates to heating charges being lower than anticipated due to a change of supplier.
- 2.9 Overall, the HRA reserve at 31 March 2019 is expected to be £9.787m compared with £4.409m in the latest budget.

3. HOUSING REVENUE ACCOUNT CAPITAL 2018/19 (see Appendix 2)

- 3.1 The latest budget for the HRA capital programme in 2018/19 is £13.673m and the projected outturn for the year is £6.476m, an underspend of £7.197m.

- 3.2 The reasons for the decrease in expenditure are as follows:-

| | £'000 |
|---|-----------------------|
| New Builds/Acquisitions (see 3.3 below) | (5,839) |
| Fire Protection Works (see 3.4 below) | (631) |
| Re-roofing (see 3.5 below) | (390) |
| Re-wiring (see 3.6 below) | (235) |
| Sheltered Scheme Upgrades (see 3.7 below) | (95) |
| External Enveloping (see 3.8 below) | (70) |
| Thermal Insulations (see 3.9 below) | (40) |
| Garage Improvements | (15) |
| Treatment Works | (5) |
| EKH Single System (see 3.10 below) | 93 |
| Lift Replacement (see 3.11 below) | 30 |
| Total decrease against Original Budget | <u>(7,197)</u> |

- 3.3. The decrease in revenue contribution to capital relates to the slippage of the capital programme in 2018/19 and relates to the re-profiling of new build schemes that will commence in 2019/20 and 2020/21. The amount of

revenue contribution to capital will change from year to year depending on the profile of the new build/acquisition programme.

- 3.4 The decrease in fire protection works is due to the original programme of works identified being higher than necessary after further surveys were carried out, therefore, the estimated figures have been revised to reflect the works now required.
- 3.5 The decrease in re-roofing is due to the current supplier going into liquidation so a new roofing contractor needs to be procured.
- 3.6 The decrease in re-wiring is due to the works only being completed if required when a new kitchen or bathroom is being installed.
- 3.7 The decrease in sheltered scheme upgrades is due to the cost of the new scooter stores being lower than anticipated.
- 3.8 The decrease in external enveloping is due to the procurement of a new contract being delayed and the need to identify a programme of works to be undertaken.
- 3.9 The decrease in thermal insulations is due to a new contract needing to be procured, however, fire precaution works have taken priority so this will be delayed until 2019/20 with only urgent works being carried out for the remainder of the year.
- 3.10 EKH requested an additional loan amount of £92,500 to help complete the Single IT System project, payment was made in 2018/19. The decision to loan EKH a further sum was taken by Cabinet in report C/17/57 on the 15 November 2017.
- 3.11 The increase in lift replacement is due to the lift at Mittel Court needing to be replaced due to regulation and legislation changes.
- 3.12 The following table compares the resources required to finance the projected outturn for the HRA capital programme in 2018/19. The variation shown below corresponds to the figure in section 3.1, above.

| 2018/19 HRA | 1-4-1 Capital Receipts | Revenue Contribution | Major Repairs Reserve | Total |
|------------------------|---------------------------------------|---------------------------------|--------------------------------------|--------------|
| | £'000 | £'000 | £'000 | £'000 |
| Projected Outturn | 1,107 | 2,754 | 2,615 | 6,476 |
| Approved | 2,859 | 6,748 | 4,066 | 13,673 |
| Variation | (1,752) | (3,994) | (1,451) | (7,197) |

4. CONCLUSION

- 4.1 The HRA revenue outturn projection for 2018/19 forecasts £5.378m lower expenditure than the latest approved budget.
- 4.2 The HRA capital outturn projection for 2018/19 forecasts £7.197m lower expenditure than the latest approved budget.
- 4.3 The projected outturn for both the HRA revenue expenditure and capital programme for 2018/19 reflects the position based on actual expenditure and forecasts at 30 September 2018.

5. RISK MANAGEMENT ISSUES

- 5.1 A summary of the perceived risks follows:

| Perceived risk | Seriousness | Likelihood | Preventative action |
|---|-------------|------------|---|
| The latest projection of the outturn could be materially different to the actual year end position. | Medium | Medium | Areas at greater risk of variances are being closely monitored and an update will be made to Cabinet if appropriate when this report is considered to allow action to taken. |
| Capital receipts (including right to buy sales) not materialising | Medium | Low | The capital programme uses realised capital receipts only. |
| Insufficient capacity to manage delayed expenditure along with new year programme | Medium | Medium | The 2018/19 to 2019/20 capital programme will need to continue to be reviewed to take account of the capacity to manage the programme. 2018/19 planned expenditure will need to be reviewed to determine whether any expenditure will fall into 2019/20 and beyond. |
| Significant amendments having to be made to the financial results following audit. | High | Low | The formal accounts have been prepared in accordance with professional standards and best accounting practice. |

6. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

- 6.1 **Legal Officer's Comments (DK)**

There are no legal implications arising from this report.

6.2 Finance Officer's Comments (LW)

This report has been prepared by Financial Services. There are therefore no further comments to add.

6.3 Diversities and Equalities Implications (DA)

The report does not cover a new service/policy or a revision of an existing service or policy therefore does not require an EIA.

7. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Cheryl Ireland, Chief Accountant

Tel: 01303 853213 Email: cheryl.ireland@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

Budget projection working papers

Appendices:

[Appendix 1](#) Housing Revenue Account revenue budget monitoring report at 30 September 2018

[Appendix 2](#) Housing Revenue Account capital budget monitoring report at 30 September 2018

| HOUSING PORTFOLIO | LATEST APPROVED BUDGET £000 | PROJECTED OUTTURN £000 | VARIANCE £000 | REASON |
|---|--------------------------------|---------------------------|------------------|---|
| INCOME | | | | |
| Dwelling rents | 14,437 | 14,597 | -160 | Increase largely due to 26 new affordable properties |
| Non-dwelling rents | 357 | 357 | 0 | |
| Charges for services and facilities | 983 | 954 | 29 | |
| Contributions from general fund | 52 | 52 | 0 | |
| Total Income | 15,829 | 15,960 | -131 | |
| EXPENDITURE | | | | |
| Repairs and maintenance | 3,333 | 3,171 | -162 | Due to a reduction in internal and external decorations due to the delay in procuring a new contract. |
| Supervision and management | 3,938 | 3,886 | -52 | |
| Rents, rates and taxes | 22 | 21 | -1 | Reduction in New builds for feasibility studies (£40k), other minor variances (£12k) |
| Depreciation charges of fixed assets | 3,541 | 2,527 | -1,014 | |
| Debt management expenses | 21 | 21 | 0 | |
| Bad debts provision | 140 | 140 | 0 | |
| Total Expenditure | 10,994 | 9,766 | -1,228 | |
| Net | -4,835 | -6,194 | -1,360 | |
| HRA Share of Corporate and Democratic Costs | 226 | 201 | -25 | |
| Net Cost of HRA Services | -4,609 | -5,993 | -1,384 | |
| Interest payable | 1,597 | 1,597 | 0 | |
| Interest and investment income | -83 | -83 | 0 | |
| Premiums and discounts | -15 | -15 | 0 | |
| (SURPLUS)/DEFICIT | -3,110 | -4,494 | -1,384 | |
| MOVEMENTS IN HRA BALANCE FOR 2018/19 | | | | |
| Repayment of debt | 0 | 0 | 0 | HRA capital programme to underspend in 2018/19 |
| Revenue contribution to capital | 6,748 | 2,754 | -3,994 | |
| Surplus/deficit for the year | -3,110 | -4,494 | -1,384 | |
| Increase/Decrease in Net Movement in HRA Balance | 3,638 | -1,740 | -5,378 | |
| HRA Reserve balance brought forward | -8,047 | -8,047 | 0 | |
| HRA Reserve balance carried forward | -4,409 | -9,787 | -5,378 | |

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| PORTFOLIO AND SCHEMES | LATEST APPROVED BUDGET | PROJECTED OUTTURN | VARIANCE | COMMENTS |
|--------------------------------------|------------------------|-------------------|---------------|--|
| HOUSING PORTFOLIO | £'000 | £000 | £000 | |
| 1. Planned Improvements | | | | |
| Windows & Doors | 420 | 420 | 0 | New roofing contract needs to be procured due to liquidation of current supplier |
| Re-roofing | 400 | 10 | -390 | |
| Replacement Double Glazing Units | 0 | 0 | 0 | |
| Heating Improvements | 315 | 315 | 0 | |
| Kitchen Replacements | 300 | 300 | 0 | |
| Bathroom Improvements | 200 | 200 | 0 | |
| Voids Capital Works | 250 | 250 | 0 | |
| Disabled Adaptations | 350 | 350 | 0 | |
| Sheltered Scheme upgrades | 190 | 95 | -95 | |
| Rewiring | 300 | 65 | -235 | |
| Lift Replacement | 0 | 30 | 30 | |
| Thermal Insulation | 50 | 10 | -40 | |
| Fire Protection Works | 1,131 | 500 | -631 | |
| Impairment of Assets | 0 | 0 | 0 | |
| | 3,906 | 2,545 | -1,361 | |
| 2. Major Schemes | | | | |
| External Enveloping * | 120 | 50 | -70 | Due to the requirement of a new contract being procured and works programme to be identified |
| Garages Improvements | 30 | 15 | -15 | Based on actuals to date, works are identified on an ad-hoc basis |
| Treatment Works | 10 | 5 | -5 | |
| Broadmead Road | 0 | 0 | 0 | |
| | 160 | 70 | -90 | |
| 3. Environmental Improvements | | | | |
| Environmental Works | 52 | 52 | 0 | |
| New Paths | 15 | 15 | 0 | |
| Play Areas | 10 | 10 | 0 | |
| | 77 | 77 | 0 | |
| 4. Other Schemes | | | | |
| New Builds/Acquisitions | 9,530 | 3,691 | -5,839 | Re-profile of the new build programme into 2019/20 and 2020/21 |
| EKH Single System | 0 | 93 | 93 | Due to increase in loan to EKH |
| Cash Incentive Scheme | 0 | 0 | 0 | |
| | 9,530 | 3,784 | -5,747 | |
| TOTAL | 13,673 | 6,476 | -7,197 | |
| FUNDING | | | | |
| Major Repairs Reserve | 4,066 | 2,615 | -1,451 | |
| Revenue Contribution | 6,748 | 2,754 | -3,994 | |
| 1-4-1 Capital Receipts | 2,859 | 1,107 | -1,752 | |
| TOTAL FUNDING | 13,673 | 6,476 | -7,197 | |

* This includes all items of the property structure that is external, such as roof, chimneys, gutters, fascias, eaves and repointing.

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This report will be made
public 4 December 2018

Report number **C/18/51**

To: Cabinet
Date: 12 December 2018
Status: Key Decision
Head of Service: Charlotte Spendley, Assistant Director – Finance,
Customer & Support Services
Cabinet Member: Councillor Malcolm Dearden – Portfolio Holder for
Finance

SUBJECT: DRAFT GENERAL FUND BUDGET 2019/20

SUMMARY: This report sets out the Council's Draft General Fund budget for 2019/20.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because they form part of the budget-setting process which will culminate in Full Council approving the budget and council tax for 2019/20 on 20 February 2019, in accordance with the Local Government Finance Act 1992.

RECOMMENDATIONS:

1. To receive and note report C/18/51.
2. To approve the budget estimates, as detailed in the report, as the basis for preparing the final 2019/20 budget and council tax recommendations for approval by Full Council in February 2019.

1. INTRODUCTION AND BACKGROUND

- 1.1 Council approved the Medium Term Financial Strategy 2019/20 to 2022/23 (MTFS) on 31 October 2018 and Cabinet agreed the Budget Strategy for 2019/20 on 14 November 2018. These reports considered the council's forecast budget position for 2019/20 from a strategic perspective. This report now sets out the detail for the draft General Fund budget, prior to Full Council approving the final budget proposals and the level of council tax at its meeting on 20 February 2019.
- 1.2 The budget proposals in this report been prepared assuming a 2.0% council tax increase in 2019/20. The final decision will not be confirmed until 20 February 2019. In addition, the following remain to be finalised:
- the forecast for council tax and net business rates income
 - the council tax base position
 - this council's share of Collection Fund balances
 - the Local Government Finance Settlement
- These items will be confirmed in the final budget report.
- 1.3 The MTFS identified that the Council faced a budget shortfall of £721k in 2019/20. The Corporate Leadership Team and Heads of Service have reviewed current budget allocations and savings proposals amounting to £56k were approved by Cabinet on 14 November. In addition the review of fees & charges resulted in additional income of £27k being identified, and unavoidable growth of £594k was also identified through the Budget Strategy process. Furthermore, agreed use of reserves of £440k to fund one-off growth, and transformation programme savings of £500k were agreed. The draft budget detailed in this report reflects the changes made as a result of these reviews.
- 1.4 The major reasons for changes to the budget are shown in section 3 below and in more detail at Appendix 1.

2. CONTEXT

- 2.1 The context and financial climate have previously been set out in the MTFS and Budget Strategy reports. The Council continues to face challenging times and tight financial restraint is expected to continue to be applied across the public sector well over the medium to longer term.

Chancellor's Budget 2018

- 2.2 The Chancellor announced his Autumn budget proposals on 30 October, which contained relatively few significant changes for Local Government, however a summary of the changes and the impact resulting will be built into the final budget due to be presented to Cabinet in February.

Local Government Finance Settlement

- 2.3 The provisional Local Government Finance Settlement for 2019/20 is expected to on 6 December.

3. GENERAL FUND BUDGET 2019/20

- 3.1 The draft budget for 2019/20 is presented in detail at Appendix 1 compared to the original budget for 2018/19 and the outturn for 2017/18. It includes the Council's contribution to the Folkestone Parks and Pleasure Grounds Charity, the cost of which determines the special expense falling on Folkestone and Sandgate taxpayers.
- 3.2 The budget estimates are presented on a 'controllable' basis only; all inter service area recharges, capital charges and certain other technical accounting adjustments are excluded. Focus can therefore be on real changes in expenditure and income within a service area.
- 3.3 Table 1 below sets out a summary of the budget, including the outturn for 2017/18. Appendix 1 provides a more detailed breakdown of the budget across service areas.

DRAFT

Table 1: General Fund Summary

| 2017/18 | | 2018/19 | 2019/20 |
|-----------------------------------|---|---------------------|---------------------|
| Actual | | Original Budget | Original |
| £ | | £ | £ |
| SUMMARY OF NET EXPENDITURE | | | |
| Service Heads | | | |
| 735,196 | Corporate Director - Strategy | 759,060 | 639,630 |
| 4,354,058 | Governance, Law & Regulatory Services | 4,745,080 | 5,084,900 |
| 555,251 | Human Resources | 569,930 | 597,040 |
| 5,449,502 | Finance, Customer & Support Services | 5,800,490 | 6,358,120 |
| 2,472,069 | Strategy, Performance & Communications | 2,402,100 | 2,170,070 |
| 1,085,643 | Strategic Development | 1,321,470 | 925,840 |
| 437,774 | Economic Development | 293,540 | 588,040 |
| 647,715 | Planning | 687,860 | 825,200 |
| 1,662,250 | Environment & Corporate Assets | 2,483,170 | 2,437,720 |
| (1,761,705) | Recharges | (1,980,500) | (1,980,500) |
| - | Vacancy & Savings Target | (6,000) | (340,000) |
| <u>15,637,753</u> | TOTAL HEAD OF SERVICE NET EXPENDITURE | <u>17,076,200</u> | <u>17,306,060</u> |
| 444,273 | Internal Drainage Board Levies | 452,770 | 461,830 |
| 758,114 | Interest Payable and Similar Charges | 452,210 | 431,000 |
| (608,318) | Interest and Investment Income | (678,430) | (848,000) |
| (1,571,614) | New Homes Bonus Grant | (1,361,670) | (1,349,460) |
| (1,674,707) | Other non-service related Government Grants | (1,240,020) | (1,240,020) |
| 2,052,914 | Town and Parish Council Precepts | 2,283,450 | 2,329,130 |
| <u>15,038,415</u> | TOTAL GENERAL FUND OPERATING NET EXP | <u>16,984,510</u> | <u>17,090,540</u> |
| 569,306 | Net Transfers to/(from) Earmarked Reserves | (906,650) | (800,440) |
| 388,929 | Minimum Revenue Provision | 373,370 | 373,370 |
| 971,008 | Financing of Fixed Assets | 197,000 | 138,000 |
| | TOTAL TO BE MET FROM REVENUE SUPPORT GRANT AND LOCAL TAXPAYERS | | |
| <u>16,967,658</u> | | <u>16,648,230</u> | <u>16,801,470</u> |
| 310,032 | Transfer to/(from) the Collection Fund | (100,000) | - |
| (4,992,263) | Business Rates Income | (4,244,100) | (4,015,400) |
| (848,144) | Revenue Support Grant | - | - |
| <u>11,437,283</u> | TOTAL TO BE MET FROM DEMAND ON THE COLLECTION FUND & GENERAL RESERVE | <u>12,304,130</u> | <u>12,786,070</u> |
| | Council Tax-Demand on Collection Fund | | |
| <u>(11,821,000)</u> | | <u>(12,183,130)</u> | <u>(12,578,070)</u> |
| (383,717) | (SURPLUS)/DEFICIT FOR YEAR | 121,000 | 208,000 |

Service Budget Changes 2018/19 Compared to 2017/18

3.4 Forecast Head of Service net expenditure has increased by £229,860 (1.35%):

| | Budget £ |
|--------------------------------------|-----------------------|
| Original 2017/18 General Fund Budget | 17,076,200 |
| Original 2018/19 General Fund Budget | <u>17,306,060</u> |
| Increase | <u>229,860</u> |

3.5 A summary of the most significant changes is provided below and service budget variances over £10,000 are explained at Appendix 1:

| | £ |
|---|-----------------|
| Budget Strategy Approvals – November 2018 | |
| Budget savings | - 56,000 |
| Budget growth | 594,000 |
| Increase in income being generated | -27,000 |
| Transformation Programme Savings | -500,000 |
| Use of Reserves for one-off growth items | -440,000 |
| | -429,000 |
| | |
| MTFS Service Budget Reductions and Growth: | |
| | |
| Governance, Law & Regulatory Services | |
| Elections – budget growth | 140,000 |
| | |
| Other MTFS Budget Reductions and Growth: | |
| General contract inflation | 147,000 |
| Staff pay award | 421,000 |
| Staff salaries - incremental increases | 135,000 |
| Pension Scheme revaluation 2016 | 2,000 |
| | 845,000 |

In addition costs of £1.019 million over the base budget were built into the net costs of services in respect of the anticipated costs of Otterpool Park for 2018/19. These costs were identified through the MTFS as having concluded and therefore will not be reflected in the 2019/20 base budget.

4. RESERVES

4.1 The forecast balance on the General Reserve was reported in the Budget Strategy in November 2018 and will be updated to reflect planned use and 2018/19 outturn predictions for inclusion in the final budget reports to Cabinet and Council on 20 February 2019.

4.2 Estimates of changes to Earmarked Reserves are shown below:

| Reserve | Balance 1/4/2018 £'000 | 2018/19 Movement £'000 | Balance 1/4/2019 £'000 | 2019/20 Movement £'000 | Balance 31/3/2020 £'000 |
|-----------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|
| Business Rates ¹ | 3,160 | 335 | 3,495 | (30) | 3,465 |
| Carry Forward | 420 | (218) | 202 | 0 | 202 |
| Corporate Initiatives | 379 | (64) | 315 | 0 | 315 |
| IFRS ¹ Reserve | 49 | (12) | 37 | (7) | 30 |
| Invest to Save | 366 | 0 | 366 | 0 | 366 |
| Leisure | 197 | 0 | 197 | 0 | 197 |
| New Homes Bonus (NHB) | 2,713 | (189) | 2,524 | (165) | 2,359 |
| VET ² Reserve | 654 | 17 | 671 | 50 | 721 |
| Otterpool | 2,232 | (2,141) | 91 | (150) | (59) ³ |
| Economic Development | 2,194 | (23) | 2,171 | (300) | 1,871 |
| Community Led Housing | 437 | 0 | 437 | 0 | 437 |
| Lydd Airport | 9 | 0 | 9 | 0 | 9 |
| Homelessness Prevention | 215 | 0 | 215 | 0 | 215 |
| Maintenance of Graves | 12 | 0 | 12 | 0 | 12 |
| Total | 13,037 | (2,295) | 10,742 | (602) | 10,140 |

Notes:

¹ IFRS = International Financial Reporting Standards

² VET = Vehicles, equipment and technology

³ Further external funding anticipated during 2019/20 to offset anticipated year end reserves position.

5. BUDGET PREPARATION – NEXT STEPS

5.1 The following items remain subject to confirmation:

- Final Local Government Finance Settlement.
- Council Tax Base position
- The council's share of the Collection Fund surplus or deficit.
- Town and parish precepts.
- Business rates income forecast
- Notification of 100% Business Rates pilot reapplication for 2019/20.

5.2 These will be covered in the final budget reports to Cabinet and Council on 20 February 2019, along with details of the special expense charged to Folkestone and Sandgate taxpayers.

6. ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

- 6.1 The Local Government Act 2003 requires the Council's Chief Finance Officer to formally give an opinion on the robustness of the budget and adequacy of reserves.
- 6.2 The Chief Finance Officer's statement will be presented to Council when it considers the budget for 2019/20 on 20 February 2019; it will set out the assumptions used to arrive at the final budget recommendations.

7. BUDGET CONSULTATION

- 7.1 The objectives for consultation on the 2019/20 budget proposals will be to:
- (i) Engage with key stakeholder groups and local residents;
 - (ii) Seek feedback on specific budget proposals for 2019/20; and
 - (iii) Seek feedback on general spending and income generation priorities

- 7.2 The target audience and communication channels will include:

| Group | Channel |
|---------------------------|--|
| Residents | <ul style="list-style-type: none">• Council website and social media• Dedicated e-mail address• Option to submit information by post |
| Business Community | <ul style="list-style-type: none">• Attendance at Shepway Business Advisory Board |
| Other Community Groups | Direct engagement with: <ul style="list-style-type: none">• Community Safety Partnership• Shepway Homelessness Forum• Shepway Older Person's Forum• Shepway Employment and Training Forum• Voluntary and Community Sector Forum• Youth Advisory Group |
| Town and Parish Councils. | Direct communication to invite feedback. |

- 7.3 Consultation feedback responses will be summarised and reported to Cabinet in the New Year, along with any feedback received from the Parish Councils who will also be contacted.
- 7.4 In addition, in order to meet statutory responsibilities for consulting on the budget with the business community a presentation on the Council's financial strategy was made to members of the Shepway Business Advisory Board in November.
- 7.6 The outcome of this consultation will be considered by Cabinet when making the final budget recommendations to Council in February 2019.

8. CONCLUSION

8.1 Cabinet is asked to approve the budget estimates, as detailed in this report, as the basis for preparing the final 2019/20 budget and council tax recommendations for approval by Council in February 2019.

9. RISK MANAGEMENT ISSUES

9.1 A summary of the perceived risks follows:

| Perceived risk | Seriousness | Likelihood | Preventative action |
|---|-------------|------------|---|
| Deteriorating economic climate including impact of Brexit | Medium | Medium | Setting of a prudential budget and continuing strong financial control in the Council's decision making. |
| Business Rates Localisation Scheme | High | Medium | Significant degree of uncertainty means close monitoring and modeling of the impact will be required. Budget to be reviewed in light of final NNDR1 claim in January. |
| Reduction in Government grant | High | Medium | Monitor closely Government announcements and identify early action to address any shortfall. Risk has been partially mitigated due shift away from reliance on government grants |
| Budget strategy not achieved. | High | Low-medium | Close control of the budget making process and a prompt and decisive response to addressing budget issues. Stringent budget monitoring and reporting during 2019/20 and future years. |
| MTFS becomes out of date. | High | Low | The MTFS is reviewed annually through the budget process. |
| Assumptions may be inaccurate. | High | Medium | Budget monitoring is undertaken regularly and financial developments nationally are tracked. Assumptions are regularly reviewed. |
| Incorrect assessment of Local | High | Low | Current position is based on known information. Position will be updated |

| Perceived risk | Seriousness | Likelihood | Preventative action |
|---------------------------------------|-------------|------------|--------------------------------------|
| Government Finance Settlement impact. | | | before February report is presented. |

10. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

10.1 Legal Officer's Comments (DK)

Subject to Cabinet ensuring best value and having regard to its general fiduciary duties and those relating to equality, transparency and efficiency, there are no legal implications arising directly out of this report.

10.2 Finance Officer's Comments (CS)

The Budget for 2019/20 will be submitted for approval by Cabinet and Full Council in February 2019. This report is the latest stage in the detailed budget process and will be used to inform the preparation of the final budget proposals.

10.3 Diversities and Equalities Implications (CS)

The budget report to Council in February 2019 will include an Equality Impact Assessment of the budget recommendations for 2019/20.

11. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Charlotte Spendley, Assistant Director – Finance, Customer & Support Services

Tel: 07935 517986

E-mail: charlotte.spendley@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

- Medium Term Financial Strategy 2019/20 to 2022/23
- Budget Strategy 2019/20

Appendices:

Appendix 1 – General Fund Budget Estimates (detail)

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**GENERAL FUND
SUMMARY**

Appendix 1

| 2017/18 | | 2018/19 Original Budget | 2019/20 Original Budget |
|--------------|---|-------------------------------|-------------------------------|
| | | (Based on outturn prices) | |
| Actual | | | |
| £ | | £ | £ |
| | SUMMARY OF NET EXPENDITURE | | |
| | Service Heads | | |
| 735,196 | Corporate Director - Strategy | 759,060 | 639,630 |
| 4,354,058 | Governance, Law & Regulatory Services | 4,745,080 | 5,084,900 |
| 555,251 | Human Resources | 569,930 | 597,040 |
| 5,449,502 | Finance, Customer & Support Services | 5,800,490 | 6,358,120 |
| 2,472,069 | Strategy, Performance & Communications | 2,402,100 | 2,170,070 |
| 1,085,643 | Strategic Development | 1,321,470 | 925,840 |
| 437,774 | Economic Development | 293,540 | 588,040 |
| 647,715 | Planning | 687,860 | 825,200 |
| 1,662,250 | Environment & Corporate Assets | 2,483,170 | 2,437,720 |
| (1,761,705) | Recharges | (1,980,500) | (1,980,500) |
| - | Vacancy Target & Savings Target not included in service heads | (6,000) | (340,000) |
| 15,637,753 | TOTAL HEAD OF SERVICE NET EXPENDITURE | 17,076,200 | 17,306,060 |
| 444,273 | Internal Drainage Board Levies | 452,770 | 461,830 |
| 758,114 | Interest Payable and Similar Charges | 452,210 | 431,000 |
| (608,318) | Interest and Investment Income | (678,430) | (848,000) |
| (1,571,614) | New Homes Bonus Grant | (1,361,670) | (1,349,460) |
| (1,674,707) | Other non-service related Government Grants | (1,240,020) | (1,240,020) |
| 2,052,914 | Town and Parish Council Precepts | 2,283,450 | 2,329,130 |
| 15,038,415 | TOTAL GENERAL FUND OPERATING NET EXP | 16,984,510 | 17,090,540 |
| 569,306 | Net Transfers to/(from) Earmarked Reserves | (906,650) | (800,440) |
| 388,929 | Minimum Revenue Provision | 373,370 | 373,370 |
| 971,008 | Financing of Fixed Assets | 197,000 | 138,000 |
| 16,967,658 | TOTAL TO BE MET FROM REVENUE SUPPORT GRANT AND LOCAL TAXPAYERS | 16,648,230 | 16,801,470 |
| 310,032 | Transfer to/(from) the Collection Fund | (100,000) | - |
| (4,992,263) | Business Rates Income | (4,244,100) | (4,015,400) |
| (848,144) | Revenue Support Grant | - | - |
| 11,437,283 | TOTAL TO BE MET FROM DEMAND ON THE COLLECTION FUND & GENERAL RESERVE | 12,304,130 | 12,786,070 |
| (11,821,000) | Council Tax-Demand on Collection Fund | (12,183,130) | (12,578,070) |
| (383,717) | (SURPLUS)/DEFICIT FOR YEAR | 121,000 | 208,000 |
| | GENERAL RESERVE | | |
| (383,717) | Balance at Beginning of Year | | |
| (383,717) | (Surplus)/Deficit for Year | 121,000 | 208,000 |
| | BALANCE AT END OF YEAR | 121,000 | 208,000 |

Susan Priest
Corporate Director - Strategy Summary

| | | <u>Service</u> | | |
|------------------------|----------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 12,000 | Folkestone Airshow | 12,000 | 0 | -12,000 |
| 12,000 | Service Total | 12,000 | 0 | -12,000 |

| | | <u>Administration</u> | | |
|------------------------|--|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 174,672 | Corporate Centre | 166,540 | 0 | -166,540 |
| 133,943 | Corporate Director - Place & Commercial | 135,500 | 133,020 | -2,480 |
| 133,672 | Corporate Director - Customer, Support & Specialist Services | 131,840 | 134,150 | 2,310 |
| 130,244 | Corporate Director - Strategy | 117,090 | 147,220 | 30,130 |
| 150,665 | Leadership and PA Support | 196,090 | 225,240 | 29,150 |
| 723,196 | Service Total | 747,060 | 639,630 | -107,430 |

Susan Priest
Corporate Director - Strategy Detail

| | | <u>Service</u> | | |
|--|------------------------------------|------------------------------------|------------------------------------|----------------|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
| | EE23 Folkestone Airshow | | | |
| 12,000 | 1 Supplies & Services | 12,000 | 0 | -12,000 |
| <u>12,000</u> | Net Expenditure | <u>12,000</u> | <u>0</u> | <u>-12,000</u> |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| | 1 Approved Budget Strategy Savings | | | -12,000 |

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|-----------------|
| | GB00 Corporate Centre | | | |
| 167,819 | 1 Employees | 161,200 | 0 | -161,200 |
| 645 | 2 Transport-Related Expenditure | 1,010 | 0 | -1,010 |
| 5,037 | 3 Supplies & Services | 2,820 | 0 | -2,820 |
| 1,170 | 4 Third Party Payments | 1,510 | 0 | -1,510 |
| <u>174,672</u> | Net Expenditure | <u>166,540</u> | <u>0</u> | <u>-166,540</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1-4 Approved Budget Strategy Savings | | | -166,540 |
| | GL05 Corporate Director - Place & Commercial | | | |
| 129,597 | 1 Employees | 128,740 | 129,470 | 730 |
| 126 | 2 Transport-Related Expenditure | 250 | 350 | 100 |
| 3,051 | 3 Supplies & Services | 6,510 | 8,200 | 1,690 |
| 1,170 | 4 Third Party Payments | 0 | 0 | 0 |
| <u>133,943</u> | Gross Expenditure | <u>135,500</u> | <u>138,020</u> | <u>2,520</u> |
| 0 | 5 Other Income | 0 | -5,000 | -5,000 |
| <u>133,943</u> | Net Expenditure | <u>135,500</u> | <u>133,020</u> | <u>-2,480</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 5 Permanent virement (GM01) | | | -5,000 |
| | GM00 Corporate Director - Customer, Support & Specialist Services | | | |
| 128,493 | 1 Employees | 128,620 | 129,450 | 830 |
| 528 | 2 Transport-Related Expenditure | 200 | 300 | 100 |
| 3,482 | 3 Supplies & Services | 1,510 | 3,190 | 1,680 |
| 1,170 | 4 Third Party Payments | 1,510 | 1,210 | -300 |
| <u>133,672</u> | Net Expenditure | <u>131,840</u> | <u>134,150</u> | <u>2,310</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | | | | |
| | GM01 Corporate Director - Strategy | | | |
| 126,858 | 1 Employees | 128,470 | 142,090 | 13,620 |
| 760 | 2 Transport-Related Expenditure | 400 | 250 | -150 |
| 4,177 | 3 Supplies & Services | 1,710 | 3,670 | 1,960 |
| 2,390 | 4 Third Party Payments | 1,510 | 1,210 | -300 |
| <u>134,184</u> | Gross Expenditure | <u>132,090</u> | <u>147,220</u> | <u>15,130</u> |
| -3,941 | 5 Other Income | -15,000 | 0 | 15,000 |
| <u>130,244</u> | Net Expenditure | <u>117,090</u> | <u>147,220</u> | <u>30,130</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 13,620 |
| | 5 Approved Budget Strategy Growth | | | 10,000 |
| | 5 Permanent virement (GL05) | | | 5,000 |
| | GM38 Leadership and PA Support | | | |
| 136,319 | 1 Employees | 179,700 | 214,380 | 34,680 |
| 619 | 2 Transport-Related Expenditure | 1,000 | 1,000 | 0 |
| 6,994 | 3 Supplies & Services | 8,640 | 4,900 | -3,740 |
| 7,160 | 4 Third Party Payments | 9,050 | 7,260 | -1,790 |
| <u>151,092</u> | Gross Expenditure | <u>198,390</u> | <u>227,540</u> | <u>29,150</u> |
| -427 | 5 Other Income | -2,300 | -2,300 | 0 |
| <u>150,665</u> | Net Expenditure | <u>196,090</u> | <u>225,240</u> | <u>29,150</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 34,680 |

Amandeep Khroud
Governance, Law & Regulatory Services Summary

| | | <u>Service</u> | | |
|------------------------|--|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| -160,372 | Licensing | -172,880 | -143,880 | 29,000 |
| -2,545 | Caravan Sites | -3,000 | -3,000 | 0 |
| 234,131 | Food Safety, Health and Safety etc | 259,610 | 262,060 | 2,450 |
| 31,975 | Pollution Reduction | 43,390 | 59,390 | 16,000 |
| 7,150 | Pest Control | 0 | 5,000 | 5,000 |
| 0 | Unauthorised Encampments | 0 | 10,000 | 10,000 |
| 959,532 | Household and Trade Waste | 912,490 | 1,025,680 | 113,190 |
| -121,768 | Recycling and Waste | -7,020 | -5,090 | 1,930 |
| 10,879 | Hythe Swimming Pool | 6,080 | 14,670 | 8,590 |
| 9,019 | Dog Control | 10,080 | 8,580 | -1,500 |
| 6,740 | Litter & Fouling Enforcement | 8,050 | 6,050 | -2,000 |
| -97,784 | Hackney Carriage Licensing | -86,130 | -89,130 | -3,000 |
| 939,935 | Cleansing | 1,078,760 | 1,051,860 | -26,900 |
| -16,674 | Street Naming & Numbering | -14,000 | -14,000 | 0 |
| 682,964 | Leas Cliff Hall | 709,100 | 733,100 | 24,000 |
| 348,315 | Members Allowances & Expenses | 403,500 | 397,570 | -5,930 |
| 20,316 | Democratic Representation-Misc Expenditure | 20,270 | 20,270 | 0 |
| 14,801 | Civic Ceremonials | 15,030 | 15,050 | 20 |
| -122,650 | Democratic Representation-Recharges | -123,000 | -133,000 | -10,000 |
| 63,447 | Registration of Electors | 80,260 | 80,270 | 10 |
| 1,113 | Conducting Elections | 48,000 | 188,000 | 140,000 |
| 2,808,523 | Service Total | 3,188,590 | 3,489,450 | 300,860 |

| | | <u>Administration</u> | | |
|------------------------|---|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 135,511 | Client Side Unit | 134,260 | 141,110 | 6,850 |
| 100,552 | Procurement | 81,650 | 89,200 | 7,550 |
| -178 | Centralised Equipment | 2,000 | 2,000 | 0 |
| 2,737 | Corporate Consumables - Floors 1 & 2 | 3,500 | 3,500 | 0 |
| 330,525 | Legal Services | 328,970 | 257,760 | -71,210 |
| 111,069 | Asst Director - Governance, Law & Regulatory Services | 93,610 | 99,320 | 5,710 |
| 135,206 | Electoral Services | 129,190 | 104,700 | -24,490 |
| 110,144 | Committee Services | 148,830 | 119,510 | -29,320 |
| 0 | FOI & Info Governance Team | 0 | 109,530 | 109,530 |
| 185,101 | Waste Contract Management | 185,750 | 205,750 | 20,000 |
| 268,178 | Env Protection & Licensing | 294,360 | 300,400 | 6,040 |
| 129,654 | Licensing | 108,480 | 115,980 | 7,500 |
| 1,508,500 | Administration Total | 1,510,600 | 1,548,760 | 38,160 |

| | | <u>Holding</u> | | |
|------------------------|----------------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 37,035 | Civic Centre - Cleaning Contract | 45,890 | 46,690 | 800 |
| 37,035 | Holding Total | 45,890 | 46,690 | 800 |

Amandeep Khroud
Governance, Law & Regulatory Services Detail

| | | <u>Service</u> | | |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
| | BE57 Licensing | | | |
| 4,777 | 1 Premises-Related Expenditure | 6,800 | 6,800 | 0 |
| 187 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 2,498 | 3 Supplies & Services | 1,600 | 1,600 | 0 |
| 1,452 | 4 Third Party Payments | 2,000 | 2,000 | 0 |
| <u>8,913</u> | Gross Expenditure | <u>10,400</u> | <u>10,400</u> | <u>0</u> |
| -169,285 | 5 Other Income | -183,280 | -154,280 | 29,000 |
| <u>-160,372</u> | Net Expenditure | <u>-172,880</u> | <u>-143,880</u> | <u>29,000</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 5 Approved Budget Strategy Growth | | | 29,000 |
| | BE58 Caravan Sites | | | |
| -2,545 | 1 Other Income | -3,000 | -3,000 | 0 |
| <u>-2,545</u> | Net Expenditure | <u>-3,000</u> | <u>-3,000</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | BG50 Food Safety, Health and Safety etc | | | |
| 211,303 | 1 Employees | 239,740 | 245,180 | 5,440 |
| 7,183 | 2 Transport-Related Expenditure | 6,750 | 6,750 | 0 |
| 14,769 | 3 Supplies & Services | 6,670 | 5,470 | -1,200 |
| 7,130 | 4 Third Party Payments | 9,050 | 7,260 | -1,790 |
| <u>240,385</u> | Gross Expenditure | <u>262,210</u> | <u>264,660</u> | <u>2,450</u> |
| -6,253 | 5 Other Income | -2,600 | -2,600 | 0 |
| <u>234,131</u> | Net Expenditure | <u>259,610</u> | <u>262,060</u> | <u>2,450</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 5,440 |
| | BG51 Pollution Reduction | | | |
| 47,175 | 1 Supplies & Services | 54,390 | 68,390 | 14,000 |
| 47,175 | Gross Expenditure | 54,390 | 68,390 | 14,000 |
| -15,201 | 2 Other Income | -11,000 | -9,000 | 2,000 |
| <u>31,975</u> | Net Expenditure | <u>43,390</u> | <u>59,390</u> | <u>16,000</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Growth | | | 24,000 |
| | 1 Permanent virement (BG53) | | | -10,000 |
| | BG52 Pest Control | | | |
| 7,150 | 1 Premises-Related Expenditure | 0 | 5,000 | 5,000 |
| <u>7,150</u> | Net Expenditure | <u>0</u> | <u>5,000</u> | <u>5,000</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Growth | | | 5,000 |
| | BG53 Unauthorised Encampments | | | |
| 0 | 1 Supplies & Services | 0 | 10,000 | 10,000 |
| <u>0</u> | Net Expenditure | <u>0</u> | <u>10,000</u> | <u>10,000</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Permanent virement (BG51) | | | 10,000 |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | CE10 Household and Trade Waste | | | |
| 192,824 | 1 Premises-Related Expenditure | 0 | 0 | 0 |
| 97,974 | 2 Supplies & Services | 83,000 | 83,000 | 0 |
| 981,920 | 3 Third Party Payments | 965,350 | 1,078,540 | 113,190 |
| 1,272,718 | Gross Expenditure | 1,048,350 | 1,161,540 | 113,190 |
| -313,186 | 4 Other Income | -135,860 | -135,860 | 0 |
| 959,532 | Net Expenditure | 912,490 | 1,025,680 | 113,190 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 3 Change in outsourced contract recharges | | | 113,190 |
| | CE11 Recycling and Waste | | | |
| 20,161 | 1 Supplies & Services | 23,120 | 23,120 | 0 |
| 1,238,803 | 2 Third Party Payments | 1,358,640 | 1,360,570 | 1,930 |
| 1,258,964 | Gross Expenditure | 1,381,760 | 1,383,690 | 1,930 |
| -1,380,732 | 3 Other Income | -1,388,780 | -1,388,780 | 0 |
| -121,768 | Net Expenditure | -7,020 | -5,090 | 1,930 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | CE31 Hythe Swimming Pool | | | |
| 237,995 | 1 Employees | 205,390 | 240,630 | 35,240 |
| 31,881 | 2 Supplies & Services | 41,690 | 40,640 | -1,050 |
| 31,170 | 3 Third Party Payments | 33,020 | 32,420 | -600 |
| 301,046 | Gross Expenditure | 280,100 | 313,690 | 33,590 |
| -290,167 | 4 Other Income | -274,020 | -299,020 | -25,000 |
| 10,879 | Net Expenditure | 6,080 | 14,670 | 8,590 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Growth | | | 8,000 |
| | 1 Employee Costs including Increments and Pension | | | 27,000 |
| | 4 Approved Budget Strategy Savings | | | -25,000 |
| | CE51 Dog Control | | | |
| 4,571 | 1 Transport-Related Expenditure | 1,820 | 1,820 | 0 |
| 7,243 | 2 Supplies & Services | 13,060 | 11,560 | -1,500 |
| 11,814 | Gross Expenditure | 14,880 | 13,380 | -1,500 |
| -2,795 | 3 Other Income | -4,800 | -4,800 | 0 |
| 9,019 | Net Expenditure | 10,080 | 8,580 | -1,500 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | CE54 Litter & Fouling Enforcement | | | |
| 624 | 1 Employees | 550 | 550 | 0 |
| 6,116 | 2 Supplies & Services | 7,500 | 7,500 | 0 |
| 6,740 | Gross Expenditure | 8,050 | 8,050 | 0 |
| 0 | 3 Other Income | 0 | -2,000 | -2,000 |
| 6,740 | Net Expenditure | 8,050 | 6,050 | -2,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | CE58 Hackney Carriage Licensing | | | |
| 15,981 | 1 Supplies & Services | 21,870 | 21,870 | 0 |
| 15,981 | Gross Expenditure | 21,870 | 21,870 | 0 |
| -113,766 | 2 Other Income | -108,000 | -111,000 | -3,000 |
| -97,784 | Net Expenditure | -86,130 | -89,130 | -3,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | CE60 | | | |
| | Cleansing | | | |
| 15,897 | 1 Supplies & Services | 17,000 | 17,000 | 0 |
| 951,980 | 2 Third Party Payments | 1,072,610 | 1,045,710 | -26,900 |
| <u>967,877</u> | Gross Expenditure | <u>1,089,610</u> | <u>1,062,710</u> | <u>-26,900</u> |
| -27,943 | 3 Other Income | -10,850 | -10,850 | 0 |
| <u>939,935</u> | Net Expenditure | <u>1,078,760</u> | <u>1,051,860</u> | <u>-26,900</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 2 Change in outsourced contract recharges | | | -26,900 |
| | DA12 | | | |
| | Street Naming & Numbering | | | |
| -16,674 | 1 Other Income | -14,000 | -14,000 | 0 |
| <u>-16,674</u> | Net Expenditure | <u>-14,000</u> | <u>-14,000</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | EA01 | | | |
| | Leas Cliff Hall | | | |
| 682,964 | 1 Third Party Payments | 709,100 | 733,100 | 24,000 |
| <u>682,964</u> | Net Expenditure | <u>709,100</u> | <u>733,100</u> | <u>24,000</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Contract Inflation | | | 24,000 |
| | FE05 | | | |
| | Members Allowances & Expenses | | | |
| 2,012 | 1 Employees | 16,500 | 16,750 | 250 |
| 9,790 | 2 Transport-Related Expenditure | 8,000 | 8,000 | 0 |
| 336,513 | 3 Supplies & Services | 347,310 | 347,420 | 110 |
| 0 | 4 Third Party Payments | 31,690 | 25,400 | -6,290 |
| <u>348,315</u> | Net Expenditure | <u>403,500</u> | <u>397,570</u> | <u>-5,930</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 4 Change in outsourced contract recharges | | | -6,290 |
| | FE15 | | | |
| | Democratic Representation-Misc Expenditure | | | |
| 20,316 | 1 Supplies & Services | 20,270 | 20,270 | 0 |
| <u>20,316</u> | Net Expenditure | <u>20,270</u> | <u>20,270</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | FE20 | | | |
| | Civic Ceremonials | | | |
| 4,667 | 1 Employees | 5,000 | 5,000 | 0 |
| 3,865 | 2 Transport-Related Expenditure | 3,110 | 3,130 | 20 |
| 6,936 | 3 Supplies & Services | 6,920 | 6,920 | 0 |
| <u>15,468</u> | Gross Expenditure | <u>15,030</u> | <u>15,050</u> | <u>20</u> |
| -667 | 4 Other Income | 0 | 0 | 0 |
| <u>14,801</u> | Net Expenditure | <u>15,030</u> | <u>15,050</u> | <u>20</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | FE70 | | | |
| | Democratic Representation-Recharges | | | |
| -122,650 | 1 Other Income | -123,000 | -133,000 | -10,000 |
| <u>-122,650</u> | Net Expenditure | <u>-123,000</u> | <u>-133,000</u> | <u>-10,000</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Budget Adjustment | | | -10,000 |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--------------------------------------|------------------------------------|------------------------------------|----------------|
| | FH03 Registration of Electors | | | |
| 65,026 | 1 Employees | 53,000 | 53,000 | 0 |
| <u>18,982</u> | 2 Supplies & Services | <u>28,760</u> | <u>28,770</u> | <u>10</u> |
| 84,008 | Gross Expenditure | 81,760 | 81,770 | 10 |
| <u>-20,561</u> | 3 Other Income | <u>-1,500</u> | <u>-1,500</u> | <u>0</u> |
| <u>63,447</u> | Net Expenditure | <u>80,260</u> | <u>80,270</u> | <u>10</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--------------|----------------------------------|---------------|----------------|----------------|
| | FH04 Conducting Elections | | | |
| 17 | 1 Employees | 0 | 0 | 0 |
| <u>1,096</u> | 2 Supplies & Services | <u>48,000</u> | <u>188,000</u> | <u>140,000</u> |
| <u>1,113</u> | Net Expenditure | <u>48,000</u> | <u>188,000</u> | <u>140,000</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--|-------------------|--|--|---------|
| | 2 MTFS adjustment | | | 140,000 |
|--|-------------------|--|--|---------|

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|---------------------------------|---------------------------------|--|--|------------------------|
| | GA03 Client Side Unit | | | |
| 125,709 | 1 Employees | 126,920 | 132,910 | 5,990 |
| 1,738 | 2 Transport-Related Expenditure | 10 | 610 | 600 |
| 5,707 | 3 Supplies & Services | 4,310 | 5,170 | 860 |
| 2,390 | 4 Third Party Payments | 3,020 | 2,420 | -600 |
| 135,543 | Gross Expenditure | 134,260 | 141,110 | 6,850 |
| -32 | 5 Other Income | 0 | 0 | 0 |
| 135,511 | Net Expenditure | 134,260 | 141,110 | 6,850 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|-------|
| 1 Employee Costs including Increments and Pension | 5,990 |
|---|-------|

| | | | | |
|---------|---------------------------------|---------|---------|-------|
| | GA10 Procurement | | | |
| 104,431 | 1 Employees | 88,350 | 96,430 | 8,080 |
| 669 | 2 Transport-Related Expenditure | 150 | 100 | -50 |
| 4,737 | 3 Supplies & Services | 4,170 | 4,290 | 120 |
| 4,750 | 4 Third Party Payments | 3,020 | 2,420 | -600 |
| 114,587 | Gross Expenditure | 95,690 | 103,240 | 7,550 |
| -14,036 | 5 Other Income | -14,040 | -14,040 | 0 |
| 100,552 | Net Expenditure | 81,650 | 89,200 | 7,550 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|-------|
| 1 Employee Costs including Increments and Pension | 8,080 |
|---|-------|

| | | | | |
|------|-----------------------------------|-------|-------|---|
| | GA11 Centralised Equipment | | | |
| 50 | 1 Supplies & Services | 2,000 | 2,000 | 0 |
| 50 | Gross Expenditure | 2,000 | 2,000 | 0 |
| -228 | 2 Other Income | 0 | 0 | 0 |
| -178 | Net Expenditure | 2,000 | 2,000 | 0 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|-------|--|-------|-------|---|
| | GA24 Corporate Consumables - Floors 1 & 2 | | | |
| 2,737 | 1 Supplies & Services | 3,500 | 3,500 | 0 |
| 2,737 | Net Expenditure | 3,500 | 3,500 | 0 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GL00 Legal Services | | | |
| 349,262 | 1 Employees | 284,130 | 241,700 | -42,430 |
| 1,786 | 2 Transport-Related Expenditure | 1,100 | 1,600 | 500 |
| 28,725 | 3 Supplies & Services | 69,570 | 51,550 | -18,020 |
| 9,520 | 4 Third Party Payments | 12,070 | 5,810 | -6,260 |
| <u>389,293</u> | Gross Expenditure | <u>366,870</u> | <u>300,660</u> | <u>-66,210</u> |
| -58,768 | 5 Other Income | -37,900 | -42,900 | -5,000 |
| <u>330,525</u> | Net Expenditure | <u>328,970</u> | <u>257,760</u> | <u>-71,210</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Restructure of Establishment (GL53) | | | -34,300 |
| | 1 Approved Budget Strategy Savings | | | -10,000 |
| | 3 Approved Budget Strategy Savings | | | -15,000 |
| | 4 Change in outsourced contract recharges | | | -6,260 |
| | 5 Approved Budget Strategy Savings | | | -5,000 |
| | GL41 Asst Director - Governance, Law & Regulatory Services | | | |
| 87,147 | 1 Employees | 90,610 | 95,690 | 5,080 |
| 0 | 2 Transport-Related Expenditure | 500 | 500 | 0 |
| 22,752 | 3 Supplies & Services | 990 | 1,920 | 930 |
| 1,170 | 4 Third Party Payments | 1,510 | 1,210 | -300 |
| <u>111,069</u> | Net Expenditure | <u>93,610</u> | <u>99,320</u> | <u>5,710</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 5,080 |
| | GL51 Electoral Services | | | |
| 125,855 | 1 Employees | 120,690 | 96,790 | -23,900 |
| 983 | 2 Transport-Related Expenditure | 540 | 780 | 240 |
| 4,808 | 3 Supplies & Services | 3,430 | 3,500 | 70 |
| 3,560 | 4 Third Party Payments | 4,530 | 3,630 | -900 |
| <u>135,206</u> | Net Expenditure | <u>129,190</u> | <u>104,700</u> | <u>-24,490</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Restructure of Establishment (GL53) | | | -28,800 |
| | 1 Employee Costs including Increments and Pension | | | 4,800 |
| | GL52 Committee Services | | | |
| 99,891 | 1 Employees | 139,300 | 111,020 | -28,280 |
| 247 | 2 Transport-Related Expenditure | 150 | 300 | 150 |
| 4,045 | 3 Supplies & Services | 4,850 | 4,560 | -290 |
| 5,960 | 4 Third Party Payments | 4,530 | 3,630 | -900 |
| <u>110,144</u> | Net Expenditure | <u>148,830</u> | <u>119,510</u> | <u>-29,320</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Restructure of Establishment (GL53) | | | -33,900 |
| | 1 Employee Costs including Increments and Pension | | | 5,600 |
| | GL53 FOI & Info Governance Team | | | |
| 0 | 1 Employees | 0 | 102,960 | 102,960 |
| 0 | 2 Transport-Related Expenditure | 0 | 500 | 500 |
| 0 | 3 Supplies & Services | 0 | 2,200 | 2,200 |
| 0 | 4 Third Party Payments | 0 | 3,870 | 3,870 |
| <u>0</u> | Net Expenditure | <u>0</u> | <u>109,530</u> | <u>109,530</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Restructure of Establishment (GL00, GL51 & GL52) | | | 105,000 |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|---------------------------------------|------------------------------------|------------------------------------|----------------|
| | GM34 Waste Contract Management | | | |
| 121,752 | 1 Employees | 120,740 | 143,600 | 22,860 |
| 4,329 | 2 Transport-Related Expenditure | 6,100 | 5,200 | -900 |
| 5,269 | 3 Supplies & Services | 7,870 | 7,110 | -760 |
| 53,750 | 4 Third Party Payments | 51,040 | 49,840 | -1,200 |
| <u>185,101</u> | Net Expenditure | <u>185,750</u> | <u>205,750</u> | <u>20,000</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|--------|
| 1 Restructure of Establishment | 16,000 |
| 1 Employee Costs including Increments and Pension | 6,500 |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GM36 Env Protection & Licensing | | | |
| 239,970 | 1 Employees | 260,940 | 270,480 | 9,540 |
| 9,000 | 2 Transport-Related Expenditure | 6,140 | 5,260 | -880 |
| 12,269 | 3 Supplies & Services | 16,790 | 16,260 | -530 |
| 8,350 | 4 Third Party Payments | 10,560 | 8,470 | -2,090 |
| 269,588 | Gross Expenditure | 294,430 | 300,470 | 6,040 |
| -1,410 | 5 Other Income | -70 | -70 | 0 |
| <u>268,178</u> | Net Expenditure | <u>294,360</u> | <u>300,400</u> | <u>6,040</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|-------|
| 1 Employee Costs including Increments and Pension | 9,540 |
|---|-------|

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|---------------------------------|------------------------------------|------------------------------------|----------------|
| | GM44 Licensing | | | |
| 118,678 | 1 Employees | 99,450 | 105,900 | 6,450 |
| 4,774 | 2 Transport-Related Expenditure | 4,000 | 4,050 | 50 |
| 2,642 | 3 Supplies & Services | 500 | 2,400 | 1,900 |
| 3,560 | 4 Third Party Payments | 4,530 | 3,630 | -900 |
| <u>129,654</u> | Net Expenditure | <u>108,480</u> | <u>115,980</u> | <u>7,500</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|-------|
| 1 Employee Costs including Increments and Pension | 6,450 |
|---|-------|

Holding

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GX02 Civic Centre - Cleaning Contract | | | |
| 29,868 | 1 Premises-Related Expenditure | 38,490 | 39,290 | 800 |
| 7,167 | 2 Supplies & Services | 7,400 | 7,400 | 0 |
| <u>37,035</u> | Net Expenditure | <u>45,890</u> | <u>46,690</u> | <u>800</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

**Andrina Smith
Human Resources Summary**

| | | <u>Service</u> | | |
|------------------------|----------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 7,139 | Corporate Training | 24,000 | 24,000 | 0 |
| 7,139 | Service Total | 24,000 | 24,000 | 0 |

| | | <u>Administration</u> | | |
|------------------------|--------------------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 359,640 | Organisational Development | 363,180 | 391,400 | 28,220 |
| 37,195 | Pay Review Project | 1,510 | 0 | -1,510 |
| 46,545 | Payroll | 47,950 | 47,950 | 0 |
| 16,337 | Human Resources (Corporate Training) | 53,150 | 53,150 | 0 |
| 88,396 | Human Resources (Central Costs) | 80,140 | 80,540 | 400 |
| 548,112 | Administration Total | 545,930 | 573,040 | 27,110 |

**Andrina Smith
Human Resources Detail**

| | | <u>Service</u> | | | | |
|------------------------|------|---------------------------|------------------------------------|------------------------------------|--|----------------|
| 2017/18 Actual £ | | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | | Variances £ |
| | FD16 | Corporate Training | | | | |
| 7,139 | | 1 Employees | 24,000 | 24,000 | | 0 |
| <u>7,139</u> | | Net Expenditure | <u>24,000</u> | <u>24,000</u> | | <u>0</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GL45 Organisational Development | | | |
| 306,527 | 1 Employees | 306,260 | 334,920 | 28,660 |
| 1,473 | 2 Transport-Related Expenditure | 800 | 800 | 0 |
| 42,121 | 3 Supplies & Services | 44,050 | 44,790 | 740 |
| 9,520 | 4 Third Party Payments | 12,070 | 10,890 | -1,180 |
| <u>359,640</u> | Net Expenditure | <u>363,180</u> | <u>391,400</u> | <u>28,220</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|--------|
| 1 Employee Costs including Increments and Pension | 28,660 |
|---|--------|

| | | | | |
|---------------|--------------------------------|--------------|----------|---------------|
| | GM02 Pay Review Project | | | |
| 28,088 | 1 Employees | 0 | 0 | 0 |
| 9,107 | 2 Supplies & Services | 0 | 0 | 0 |
| 0 | 3 Third Party Payments | 1,510 | 0 | -1,510 |
| <u>37,195</u> | Net Expenditure | <u>1,510</u> | <u>0</u> | <u>-1,510</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|---------------|--------------------------------|---------------|---------------|----------|
| | GM07 Payroll | | | |
| 7 | 1 Employees | 0 | 0 | 0 |
| 46,538 | 2 Premises-Related Expenditure | 47,950 | 47,950 | 0 |
| <u>46,545</u> | Net Expenditure | <u>47,950</u> | <u>47,950</u> | <u>0</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|---------------|--|---------------|---------------|----------|
| | GM08 Human Resources (Corporate Training) | | | |
| 41,419 | 1 Employees | 53,150 | 53,150 | 0 |
| 41,437 | Gross Expenditure | 53,150 | 53,150 | 0 |
| -25,100 | 2 Other Income | 0 | 0 | 0 |
| <u>16,337</u> | Net Expenditure | <u>53,150</u> | <u>53,150</u> | <u>0</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|---------------|---|---------------|---------------|------------|
| | GM09 Human Resources (Central Costs) | | | |
| 77,030 | 1 Employees | 57,740 | 58,140 | 400 |
| 80 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 11,286 | 3 Supplies & Services | 22,400 | 22,400 | 0 |
| <u>88,396</u> | Net Expenditure | <u>80,140</u> | <u>80,540</u> | <u>400</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

Charlotte Spendley
Finance, Customer & Support Services Summary

| | | <u>Service</u> | | |
|----------------|--------------------------------|-----------------|-----------------|--------------------|
| 2017/18 | | 2018/19 | 2019/20 | Original to |
| Actual | | Original | Original | Original |
| £ | | Budget | Budget | Variance |
| £ | | £ | £ | £ |
| -125,971 | Cemeteries | -179,260 | -139,250 | 40,010 |
| -1,388 | Burials | 2,000 | 2,000 | 0 |
| -7,600 | Members Community Grant Bids | 0 | 0 | 0 |
| 107,533 | Corporate Management | 298,700 | 324,700 | 26,000 |
| -77,615 | Corporate Management-Recharges | -102,000 | -72,000 | 30,000 |
| 1,494,200 | Pensions Back Funding | 1,577,000 | 1,577,000 | 0 |
| 54,300 | Early Retirement Contributions | 0 | 0 | 0 |
| -177,148 | Local Land Charges | -164,120 | -163,930 | 190 |
| -152,149 | Business Rates Collection | -172,030 | -172,030 | 0 |
| -429,622 | Council Tax Collection | -497,680 | -397,680 | 100,000 |
| -13,503 | Council Tax Benefits | 0 | 0 | 0 |
| -386,975 | Council Tax Reduction Scheme | -270,650 | -273,110 | -2,460 |
| 90,374 | Housing Benefits | 250,280 | -29,720 | -280,000 |
| -79,263 | Rent Rebates | 5,720 | 315,720 | 310,000 |
| 295,174 | Service Total | 747,960 | 971,700 | 223,740 |

| | | <u>Administration</u> | | |
|------------------|-----------------------------|-----------------------|------------------|--------------------|
| 2017/18 | | 2018/19 | 2019/20 | Original to |
| Actual | | Original | Original | Original |
| £ | | Budget | Budget | Variance |
| £ | | £ | £ | £ |
| 913,012 | Accountancy | 708,120 | 775,790 | 67,670 |
| 318,397 | Corporate Debt | 383,600 | 372,520 | -11,080 |
| 47,513 | Treasury Management | 48,240 | 49,240 | 1,000 |
| 1,025,927 | Revenues | 987,530 | 1,214,700 | 227,170 |
| 312,351 | Business Support - Systems | 327,640 | 339,920 | 12,280 |
| 683,983 | Business Support Unit | 691,790 | 731,930 | 40,140 |
| 173,845 | Printing Services | 188,850 | 194,810 | 5,960 |
| 1,035 | New Romney One Stop | 410 | 620 | 210 |
| 95,059 | Civic Wardens | 101,040 | 91,900 | -9,140 |
| 826,961 | Customer Services | 920,960 | 887,590 | -33,370 |
| 657,121 | ICT Operations | 599,350 | 632,400 | 33,050 |
| 99,125 | Internal Audit | 95,000 | 95,000 | 0 |
| 5,154,328 | Administration Total | 5,052,530 | 5,386,420 | 333,890 |

Charlotte Spendley
Finance, Customer & Support Services Detail

| | | <u>Service</u> | | |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
| | CE20 Cemeteries | | | |
| 137 | 1 Supplies & Services | 370 | 380 | 10 |
| 137 | Gross Expenditure | 370 | 380 | 10 |
| -126,108 | 2 Other Income | -179,630 | -139,630 | 40,000 |
| -125,971 | Net Expenditure | -179,260 | -139,250 | 40,010 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 2 Approved Budget Strategy Growth | | | 40,000 |
| | CE25 Burials | | | |
| 10,578 | 1 Supplies & Services | 3,000 | 3,000 | 0 |
| 10,578 | Gross Expenditure | 3,000 | 3,000 | 0 |
| -11,966 | 2 Other Income | -1,000 | -1,000 | 0 |
| -1,388 | Net Expenditure | 2,000 | 2,000 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | ED42 Members Community Grant Bids | | | |
| -7,600 | 1 Supplies & Services | 0 | 0 | 0 |
| -7,600 | Net Expenditure | 0 | 0 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | FD15 Corporate Management | | | |
| 113,499 | 1 Supplies & Services | 298,730 | 324,730 | 26,000 |
| 113,499 | Gross Expenditure | 298,730 | 324,730 | 26,000 |
| -5,966 | 2 Other Income | -30 | -30 | 0 |
| 107,533 | Net Expenditure | 298,700 | 324,700 | 26,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Growth | | | 26,000 |
| | FD70 Corporate Management-Recharges | | | |
| -77,615 | 1 Other Income | -102,000 | -72,000 | 30,000 |
| -77,615 | Net Expenditure | -102,000 | -72,000 | 30,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Budget Adjustment | | | 30,000 |
| | FF15 Pensions Back Funding | | | |
| 1,494,200 | 1 Employees | 1,577,000 | 1,577,000 | 0 |
| 1,494,200 | Net Expenditure | 1,577,000 | 1,577,000 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | FF16 Early Retirement Contributions | | | |
| 54,300 | 1 Employees | 0 | 0 | 0 |
| 54,300 | Net Expenditure | 0 | 0 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|--|------------------------------------|------------------------------------|-----------------|
| | FH57 Local Land Charges | | | |
| 51,963 | 1 Supplies & Services | 50,880 | 51,070 | 190 |
| 51,963 | Gross Expenditure | 50,880 | 51,070 | 190 |
| -229,111 | 2 Other Income | -215,000 | -215,000 | 0 |
| -177,148 | Net Expenditure | -164,120 | -163,930 | 190 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | FL05 Business Rates Collection | | | |
| 0 | 1 Supplies & Services | 2,900 | 2,900 | 0 |
| 0 | Gross Expenditure | 2,900 | 2,900 | 0 |
| -152,149 | 2 Other Income | -174,930 | -174,930 | 0 |
| -152,149 | Net Expenditure | -172,030 | -172,030 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | FL20 Council Tax Collection | | | |
| 0 | 1 Supplies & Services | 2,320 | 2,320 | 0 |
| 0 | Gross Expenditure | 2,320 | 2,320 | 0 |
| -429,622 | 2 Other Income | -500,000 | -400,000 | 100,000 |
| -429,622 | Net Expenditure | -497,680 | -397,680 | 100,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 2 Approved Budget Strategy Growth | | | 100,000 |
| | FL21 Council Tax Benefits | | | |
| -13,503 | 1 Transfer Payments | 0 | 0 | 0 |
| -13,503 | Net Expenditure | 0 | 0 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | FL22 Council Tax Reduction Scheme | | | |
| 9,460 | 1 Employees | 100 | 100 | 0 |
| 29 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 2,423 | 3 Supplies & Services | 2,460 | 0 | -2,460 |
| 11,912 | Gross Expenditure | 2,560 | 100 | -2,460 |
| -398,887 | 4 Other Income | -273,210 | -273,210 | 0 |
| -386,975 | Net Expenditure | -270,650 | -273,110 | -2,460 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | FN01 Housing Benefits | | | |
| 12,938 | 1 Supplies & Services | 11,000 | 11,000 | 0 |
| 29,263,516 | 2 Transfer Payments | 33,687,820 | 28,399,820 | -5,288,000 |
| 29,276,454 | Gross Expenditure | 33,698,820 | 28,410,820 | -5,288,000 |
| -29,186,080 | 3 Other Income | -33,448,540 | -28,440,540 | 5,008,000 |
| 90,374 | Net Expenditure | 250,280 | -29,720 | -280,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 2 Budget re-alignment | | | -4,978,000 |
| | 2 Budget Adjustment (FN02) | | | -310,000 |
| | 3 Approved Budget Strategy Growth | | | 30,000 |
| | 3 Budget re-alignment | | | 4,978,000 |
| | FN02 Rent Rebates | | | |
| 9,412,945 | 1 Transfer Payments | 9,526,230 | 9,736,230 | 210,000 |
| 9,412,945 | Gross Expenditure | 9,526,230 | 9,736,230 | 210,000 |
| -9,492,208 | 2 Other Income | -9,520,510 | -9,420,510 | 100,000 |
| -79,263 | Net Expenditure | 5,720 | 315,720 | 310,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Budget Adjustment (FN01) | | | 310,000 |
| | 1 Budget re-alignment | | | -100,000 |
| | 2 Budget re-alignment | | | 100,000 |

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variences £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GA00 Accountancy | | | |
| 816,356 | 1 Employees | 648,160 | 714,270 | 66,110 |
| 2,251 | 2 Transport-Related Expenditure | 2,200 | 2,200 | 0 |
| 94,595 | 3 Supplies & Services | 50,090 | 57,340 | 7,250 |
| 21,440 | 4 Third Party Payments | 28,670 | 22,980 | -5,690 |
| <u>934,642</u> | Gross Expenditure | <u>729,120</u> | <u>796,790</u> | <u>67,670</u> |
| -21,629 | 5 Other Income | -21,000 | -21,000 | 0 |
| <u>913,012</u> | Net Expenditure | <u>708,120</u> | <u>775,790</u> | <u>67,670</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Pension | | | 66,110 |
| | 3 Approved Budget Strategy Growth | | | 6,000 |
| | 4 Change in outsourced contract recharges | | | -5,690 |
| | GA05 Corporate Debt | | | |
| 282,608 | 1 Employees | 335,620 | 328,670 | -6,950 |
| 4,237 | 2 Transport-Related Expenditure | 3,050 | 3,250 | 200 |
| 19,632 | 3 Supplies & Services | 28,330 | 27,290 | -1,040 |
| 11,920 | 4 Third Party Payments | 16,600 | 13,310 | -3,290 |
| <u>318,397</u> | Net Expenditure | <u>383,600</u> | <u>372,520</u> | <u>-11,080</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Pension | | | 6,530 |
| | 1 Restructure of Establishment | | | -13,480 |
| | GA08 Treasury Management | | | |
| 47,513 | 1 Supplies & Services | 48,240 | 49,240 | 1,000 |
| <u>47,513</u> | Net Expenditure | <u>48,240</u> | <u>49,240</u> | <u>1,000</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GA20 Revenues | | | |
| 882,777 | 1 Employees | 798,010 | 931,820 | 133,810 |
| 10,846 | 2 Transport-Related Expenditure | 10,850 | 10,800 | -50 |
| 104,296 | 3 Supplies & Services | 136,980 | 131,870 | -5,110 |
| 149,600 | 4 Third Party Payments | 42,250 | 140,770 | 98,520 |
| <u>1,147,519</u> | Gross Expenditure | <u>988,090</u> | <u>1,215,260</u> | <u>227,170</u> |
| -121,592 | 5 Other Income | -560 | -560 | 0 |
| <u>1,025,927</u> | Net Expenditure | <u>987,530</u> | <u>1,214,700</u> | <u>227,170</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Council Tax Officers funded by KCC grant (FL22) | | | 82,880 |
| | 1 Employee Costs including Increments and | | | 36,900 |
| | 1 Permanent virement | | | 13,900 |
| | 3 Approved Budget Strategy Growth | | | 4,800 |
| | 3 Approved Budget Strategy Savings | | | -11,000 |
| | 4 Change in outsourced contract recharges | | | 98,520 |
| | GA22 Business Support - Systems | | | |
| 298,339 | 1 Employees | 297,480 | 312,350 | 14,870 |
| 1,804 | 2 Transport-Related Expenditure | 200 | 200 | 0 |
| 14,688 | 3 Supplies & Services | 17,890 | 17,690 | -200 |
| 9,520 | 4 Third Party Payments | 12,070 | 9,680 | -2,390 |
| <u>324,351</u> | Gross Expenditure | <u>327,640</u> | <u>339,920</u> | <u>12,280</u> |
| -12,000 | 5 Other Income | 0 | 0 | 0 |
| <u>312,351</u> | Net Expenditure | <u>327,640</u> | <u>339,920</u> | <u>12,280</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and | | | 14,870 |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|--|------------------------------------|------------------------------------|-----------------|
| | GA23 Business Support Unit | | | |
| 634,026 | 1 Employees | 632,030 | 682,850 | 50,820 |
| 623 | 2 Transport-Related Expenditure | 400 | 400 | 0 |
| 17,214 | 3 Supplies & Services | 20,130 | 17,230 | -2,900 |
| 32,120 | 4 Third Party Payments | 39,230 | 31,450 | -7,780 |
| <u>683,983</u> | Net Expenditure | <u>691,790</u> | <u>731,930</u> | <u>40,140</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 13,730 |
| | 1 Restructure of Establishment (GE01) | | | 37,090 |
| | GA54 Printing Services | | | |
| 125,556 | 1 Employees | 126,480 | 132,920 | 6,440 |
| 79 | 2 Transport-Related Expenditure | 550 | 750 | 200 |
| 62,432 | 3 Supplies & Services | 74,750 | 75,270 | 520 |
| 4,750 | 4 Third Party Payments | 6,040 | 4,840 | -1,200 |
| <u>192,818</u> | Gross Expenditure | <u>207,820</u> | <u>213,780</u> | <u>5,960</u> |
| -18,973 | 5 Other Income | -18,970 | -18,970 | 0 |
| <u>173,845</u> | Net Expenditure | <u>188,850</u> | <u>194,810</u> | <u>5,960</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Pension | | | 6,440 |
| | GA56 New Romney One Stop | | | |
| 140 | 1 Premises-Related Expenditure | 110 | 0 | -110 |
| 936 | 2 Supplies & Services | 300 | 620 | 320 |
| <u>1,076</u> | Gross Expenditure | <u>410</u> | <u>620</u> | <u>210</u> |
| -41 | 3 Other Income | 0 | 0 | 0 |
| <u>1,035</u> | Net Expenditure | <u>410</u> | <u>620</u> | <u>210</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GA60 Civic Wardens | | | |
| 86,835 | 1 Employees | 87,610 | 80,600 | -7,010 |
| 34 | 2 Transport-Related Expenditure | 200 | 200 | 0 |
| 6,365 | 3 Supplies & Services | 10,050 | 9,120 | -930 |
| 4,750 | 4 Third Party Payments | 6,040 | 4,840 | -1,200 |
| <u>97,984</u> | Gross Expenditure | <u>103,900</u> | <u>94,760</u> | <u>-9,140</u> |
| -2,925 | 5 Other Income | -2,860 | -2,860 | 0 |
| <u>95,059</u> | Net Expenditure | <u>101,040</u> | <u>91,900</u> | <u>-9,140</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Pension | | | 4,990 |
| | 1 Approved Budget Strategy Savings | | | -12,000 |
| | GA62 Customer Services | | | |
| 751,042 | 1 Employees | 812,690 | 798,440 | -14,250 |
| 865 | 2 Transport-Related Expenditure | 1,100 | 1,000 | -100 |
| 32,932 | 3 Supplies & Services | 49,290 | 40,210 | -9,080 |
| 70,546 | 4 Third Party Payments | 87,300 | 77,360 | -9,940 |
| <u>855,385</u> | Gross Expenditure | <u>950,380</u> | <u>917,010</u> | <u>-33,370</u> |
| -28,424 | 5 Other Income | -29,420 | -29,420 | 0 |
| <u>826,961</u> | Net Expenditure | <u>920,960</u> | <u>887,590</u> | <u>-33,370</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Savings | | | -41,000 |
| | 1 Employee Costs including Increments and | | | 26,750 |
| | 3 Reduced Centrally Determined Costs | | | -9,082 |
| | 4 Change in outsourced contract recharges | | | -9,940 |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GM19 ICT Operations | | | |
| <u>704,098</u> | 1 Supplies & Services | <u>643,430</u> | <u>676,480</u> | <u>33,050</u> |
| 704,098 | Gross Expenditure | 643,430 | 676,480 | 33,050 |
| <u>-46,977</u> | 2 Other Income | <u>-44,080</u> | <u>-44,080</u> | <u>0</u> |
| <u>657,121</u> | Net Expenditure | <u>599,350</u> | <u>632,400</u> | <u>33,050</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Permanent virement - centralisation of mobile phones | | | 33,600 |
| | GP00 Internal Audit | | | |
| <u>99,125</u> | 1 Third Party Payments | <u>95,000</u> | <u>95,000</u> | <u>0</u> |
| <u>99,125</u> | Net Expenditure | <u>95,000</u> | <u>95,000</u> | <u>0</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

Sarah Robson
Strategy, Performance & Communications Summary

| | | <u>Service</u> | | |
|------------------------|--------------------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 17,948 | Crime and Disorder | 20,750 | 20,850 | 100 |
| -4,959 | Family Champions | 0 | 0 | 0 |
| -5,560 | Planning Policy | 77,880 | 97,140 | 19,260 |
| 247,927 | Otterpool (Local Planning Authority) | 253,830 | 70,000 | -183,830 |
| -1,337 | Community Chest | 0 | 0 | 0 |
| -16,149 | Folkestone CLLD | 5,000 | -13,560 | -18,560 |
| 82,689 | Members Ward Allowance | 90,000 | 90,000 | 0 |
| 71,500 | Community Grants | 45,060 | 45,060 | 0 |
| 19,628 | Sports Development Initiatives | 20,020 | 19,850 | -170 |
| 179,000 | Folkestone Sports Centre | 180,500 | 150,000 | -30,500 |
| 19,102 | Tall Ships Project | 20,000 | 20,000 | 0 |
| 459,480 | General Grants | 139,500 | 89,500 | -50,000 |
| -3,759 | Housing Standards | -550 | -550 | 0 |
| 3,500 | Housing Strategy | 3,500 | 3,500 | 0 |
| -147,313 | Homelessness | 47,150 | 47,150 | 0 |
| 0 | Renovation Loans | 0 | 0 | 0 |
| 43,680 | Care and Repair Scheme | 44,550 | 44,550 | 0 |
| 30,234 | Other Housing Improvement Services | 100,000 | 100,000 | 0 |
| 775 | Rent Deposits (Supp People-KCC) | 1,000 | 1,000 | 0 |
| 996,387 | Service Total | 1,048,190 | 784,490 | -263,700 |

| | | <u>Administration</u> | | |
|------------------------|---|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 421,255 | Housing Options | 354,920 | 331,780 | -23,140 |
| 38,584 | Social Lettings Agency | 38,690 | 41,380 | 2,690 |
| 118,398 | Housing Strategy & Support | 122,430 | 128,680 | 6,250 |
| 32,252 | Head of Communities | 0 | 0 | 0 |
| 316,433 | Community Safety & Engagement | 283,280 | 246,610 | -36,670 |
| 87,403 | Future Operating Model | 91,960 | 0 | -91,960 |
| 0 | Asst Director - Strategy, Performance & Comms | 0 | 106,230 | 106,230 |
| 209,379 | Private Sector Housing | 208,860 | 176,660 | -32,200 |
| 251,979 | Communications | 253,770 | 354,240 | 100,470 |
| 1,475,683 | Administration Total | 1,353,910 | 1,385,580 | 31,670 |

Sarah Robson
Strategy, Performance & Communications Detail

| | | <u>Service</u> | | |
|-------------------|--|------------------------------------|------------------------------------|----------------|
| 2017/18 Actual | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
| | BF53 Crime and Disorder | | | |
| 46,806 | 1 Supplies & Services | 49,760 | 49,860 | 100 |
| 46,806 | Gross Expenditure | 49,760 | 49,860 | 100 |
| -28,858 | 2 Other Income | -29,010 | -29,010 | 0 |
| 17,948 | Net Expenditure | 20,750 | 20,850 | 100 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | CE28 Family Champions | | | |
| 32,059 | 1 Employees | 0 | 0 | 0 |
| 1,819 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 98,800 | 3 Supplies & Services | 0 | 0 | 0 |
| 132,679 | Gross Expenditure | 0 | 0 | 0 |
| -137,638 | 4 Other Income | 0 | 0 | 0 |
| -4,959 | Net Expenditure | 0 | 0 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | EC12 Planning Policy | | | |
| 65,420 | 1 Supplies & Services | 107,880 | 112,140 | 4,260 |
| 65,420 | Gross Expenditure | 107,880 | 112,140 | 4,260 |
| -70,980 | 2 Other Income | -30,000 | -15,000 | 15,000 |
| -5,560 | Net Expenditure | 77,880 | 97,140 | 19,260 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 2 Approved Budget Strategy Growth | | | 15,000 |
| | EC14 Otterpool (Local Planning Authority) | | | |
| 111,047 | 1 Employees | 107,030 | 0 | -107,030 |
| 840 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 149,869 | 3 Supplies & Services | 145,290 | 70,000 | -75,290 |
| 1,170 | Third Party Payments | 1,510 | 0 | -1,510 |
| 262,927 | Gross Expenditure | 253,830 | 70,000 | -183,830 |
| -15,000 | 4 Other Income | 0 | 0 | 0 |
| 247,927 | Net Expenditure | 253,830 | 70,000 | -183,830 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Savings | | | -107,030 |
| | 3 Decrease in scheme costs | | | -75,290 |
| | ED15 Community Chest | | | |
| -1,337 | 1 Supplies & Services | 95,000 | 0 | -95,000 |
| -1,337 | Gross Expenditure | 95,000 | 0 | -95,000 |
| 0 | 2 Other Income | -95,000 | 0 | 95,000 |
| -1,337 | Net Expenditure | 0 | 0 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 KCC grant funding ended | | | -95,000 |
| | 2 KCC grant funding ended | | | 95,000 |

| 2017/18 Actual | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|--|---|------------------------------------|------------------------------------|-----------------|
| ED16 Folkestone CLLD | | | | |
| 11,934 | 1 Employees | 0 | 65,540 | 65,540 |
| 47 | 2 Transport-Related Expenditure | 0 | 100 | 100 |
| 1,563 | 3 Supplies & Services | 5,000 | 6,390 | 1,390 |
| 13,544 | Gross Expenditure | 5,000 | 72,030 | 67,030 |
| -29,693 | 4 Other Income | 0 | -85,590 | -85,590 |
| -16,149 | Net Expenditure | 5,000 | -13,560 | -18,560 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| | 1 Employee Costs including Increments and Pension | | | 65,540 |
| | 4 Approved Budget Strategy Savings | | | -20,000 |
| | 4 Reimbursement of employee costs | | | -65,590 |
| ED40 Members Ward Allowance | | | | |
| 82,689 | 1 Supplies & Services | 90,000 | 90,000 | 0 |
| 82,689 | Net Expenditure | 90,000 | 90,000 | 0 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| ED41 Community Grants | | | | |
| 71,500 | 1 Supplies & Services | 45,060 | 45,060 | 0 |
| 71,500 | Net Expenditure | 45,060 | 45,060 | 0 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| EE20 Sports Development Initiatives | | | | |
| 1,727 | 1 Employees | 0 | 0 | 0 |
| 17,901 | 2 Supplies & Services | 20,020 | 19,850 | -170 |
| 19,628 | Net Expenditure | 20,020 | 19,850 | -170 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| EE25 Folkestone Sports Centre | | | | |
| 179,000 | 1 Supplies & Services | 180,500 | 150,000 | -30,500 |
| 179,000 | Net Expenditure | 180,500 | 150,000 | -30,500 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| | 1 Approved Budget Strategy Savings | | | -30,500 |
| ER02 Tall Ships Project | | | | |
| 25,102 | 1 Supplies & Services | 20,000 | 20,000 | 0 |
| 25,102 | Gross Expenditure | 20,000 | 20,000 | 0 |
| -6,000 | 2 Other Income | 0 | 0 | 0 |
| 19,102 | Net Expenditure | 20,000 | 20,000 | 0 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| FH18 General Grants | | | | |
| 459,480 | 1 Supplies & Services | 139,500 | 89,500 | -50,000 |
| 459,480 | Net Expenditure | 139,500 | 89,500 | -50,000 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| | 1 Approved Budget Strategy Savings | | | -50,000 |
| HE10 Housing Standards | | | | |
| 747 | 1 Supplies & Services | 1,000 | 1,000 | 0 |
| 747 | Gross Expenditure | 1,000 | 1,000 | 0 |
| -4,506 | 2 Other Income | -1,550 | -1,550 | 0 |
| -3,759 | Net Expenditure | -550 | -550 | 0 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |
| HH11 Housing Strategy | | | | |
| 1,000 | 1 Premises-Related Expenditure | 1,000 | 1,000 | 0 |
| 2,500 | 2 Supplies & Services | 2,500 | 2,500 | 0 |
| 3,500 | Net Expenditure | 3,500 | 3,500 | 0 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | |

| 2017/18 Actual | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|-------------------|---------------------------------|------------------------------------|------------------------------------|-----------------|
| | HH21 Homelessness | | | |
| 1,153 | 1 Transport-Related Expenditure | 300 | 300 | 0 |
| 1,177,578 | 2 Supplies & Services | 445,330 | 445,330 | 0 |
| 46,245 | 3 Third Party Payments | 42,400 | 42,400 | 0 |
| 1,224,976 | Gross Expenditure | 488,030 | 488,030 | 0 |
| -1,372,289 | 4 Other Income | -440,880 | -440,880 | 0 |
| -147,313 | Net Expenditure | 47,150 | 47,150 | 0 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|---|------------------------------|----------|------------|----------|
| | HH40 Renovation Loans | | | |
| 0 | 1 Supplies & Services | 500,000 | 1,000,000 | 500,000 |
| 0 | Gross Expenditure | 500,000 | 1,000,000 | 500,000 |
| 0 | 2 Other Income | -500,000 | -1,000,000 | -500,000 |
| 0 | Net Expenditure | 0 | 0 | 0 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | |
|--|---|----------|
| | 1 Budget re-alignment - revenue expenditure funded by capital | 500,000 |
| | 2 Budget re-alignment - revenue expenditure funded by capital | -500,000 |

| | | | | |
|--------|------------------------------------|--------|--------|---|
| | HH42 Care and Repair Scheme | | | |
| 43,680 | 1 Supplies & Services | 44,550 | 44,550 | 0 |
| 43,680 | Net Expenditure | 44,550 | 44,550 | 0 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|---------|--|---------|---------|---|
| | HH48 Other Housing Improvement Services | | | |
| 55,767 | 1 Supplies & Services | 100,000 | 100,000 | 0 |
| 55,767 | Gross Expenditure | 100,000 | 100,000 | 0 |
| -25,533 | 2 Other Income | 0 | 0 | 0 |
| 30,234 | Net Expenditure | 100,000 | 100,000 | 0 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|-----|---|-------|-------|---|
| | HX02 Rent Deposits (Supp People-KCC) | | | |
| 800 | 1 Supplies & Services | 1,700 | 1,700 | 0 |
| 800 | Gross Expenditure | 1,700 | 1,700 | 0 |
| -25 | 2 Other Income | -700 | -700 | 0 |
| 775 | Net Expenditure | 1,000 | 1,000 | 0 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|---------------------------------|------------------------------------|------------------------------------|-----------------|
| | GH51 Head of Communities | | | |
| 28,170 | 1 Employees | 0 | 0 | 0 |
| 164 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 2,747 | 3 Supplies & Services | 0 | 0 | 0 |
| 1,170 | 4 Third Party Payments | 0 | 0 | 0 |
| <u>32,252</u> | Net Expenditure | <u>0</u> | <u>0</u> | <u>0</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|----------------|---------------------------------|----------------|----------------|----------------|
| | GH58 Housing Options | | | |
| 444,903 | 1 Employees | 442,580 | 417,680 | -24,900 |
| 10,499 | 2 Transport-Related Expenditure | 7,020 | 9,020 | 2,000 |
| 11,355 | 3 Supplies & Services | 7,590 | 10,040 | 2,450 |
| 10,690 | 4 Third Party Payments | 13,580 | 10,890 | -2,690 |
| <u>477,447</u> | Gross Expenditure | <u>470,770</u> | <u>447,630</u> | <u>-23,140</u> |
| -56,192 | 5 Other Income | -115,850 | -115,850 | 0 |
| <u>421,255</u> | Net Expenditure | <u>354,920</u> | <u>331,780</u> | <u>-23,140</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--|--------------------------------|--|--|---------|
| | 1 Restructure of Establishment | | | -24,900 |
|--|--------------------------------|--|--|---------|

| | | | | |
|---------------|------------------------------------|---------------|---------------|--------------|
| | GH61 Social Lettings Agency | | | |
| 33,349 | 1 Employees | 34,590 | 36,370 | 1,780 |
| 3,184 | 2 Transport-Related Expenditure | 1,600 | 3,000 | 1,400 |
| 881 | 3 Supplies & Services | 990 | 800 | -190 |
| 1,170 | 4 Third Party Payments | 1,510 | 1,210 | -300 |
| <u>38,584</u> | Net Expenditure | <u>38,690</u> | <u>41,380</u> | <u>2,690</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|----------------|--|----------------|----------------|----------------|
| | GH62 Housing Strategy & Support | | | |
| 132,794 | 1 Employees | 133,810 | 114,270 | -19,540 |
| 3,484 | 2 Transport-Related Expenditure | 3,980 | 3,680 | -300 |
| 6,854 | 3 Supplies & Services | 7,610 | 7,100 | -510 |
| 3,560 | 4 Third Party Payments | 4,530 | 3,630 | -900 |
| <u>146,692</u> | Gross Expenditure | <u>149,930</u> | <u>128,680</u> | <u>-21,250</u> |
| -28,294 | 5 Other Income | -27,500 | 0 | 27,500 |
| <u>118,398</u> | Net Expenditure | <u>122,430</u> | <u>128,680</u> | <u>6,250</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--|---|--|--|---------|
| | 1 Partnership Manager salary no longer required | | | -19,540 |
| | 5 Partnership Manager income no longer received | | | 27,500 |

| | | | | |
|----------------|---|----------------|----------------|----------------|
| | GL21 Community Safety & Engagement | | | |
| 273,288 | 1 Employees | 244,740 | 214,440 | -30,300 |
| 9,773 | 2 Transport-Related Expenditure | 10,690 | 8,960 | -1,730 |
| 25,022 | 3 Supplies & Services | 18,800 | 15,950 | -2,850 |
| 8,350 | 4 Third Party Payments | 9,050 | 7,260 | -1,790 |
| <u>316,433</u> | Net Expenditure | <u>283,280</u> | <u>246,610</u> | <u>-36,670</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--|---------------------------------------|--|--|---------|
| | 1 Restructure of Establishment (GM37) | | | -24,873 |
|--|---------------------------------------|--|--|---------|

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|--|------------------------------------|------------------------------------|-----------------|
| | GL60 Future Operating Model | | | |
| 66,782 | 1 Employees | 90,160 | 0 | -90,160 |
| 1,003 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 19,618 | 3 Supplies & Services | 290 | 0 | -290 |
| 0 | 4 Third Party Payments | 1,510 | 0 | -1,510 |
| <u>87,403</u> | Net Expenditure | <u>91,960</u> | <u>0</u> | <u>-91,960</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Restructure of Establishment (GM03) | | | -89,460 |
| | GM03 Asst Director - Strategy, Performance & Comms | | | |
| 0 | 1 Employees | 0 | 102,910 | 102,910 |
| 0 | 2 Supplies & Services | 0 | 2,110 | 2,110 |
| 0 | 3 Third Party Payments | 0 | 1,210 | 1,210 |
| <u>0</u> | Net Expenditure | <u>0</u> | <u>106,230</u> | <u>106,230</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Restructure of Establishment (GL60) | | | 89,460 |
| | 1 Employee Costs including Increments and Pension | | | 11,185 |
| | GM29 Private Sector Housing | | | |
| 190,575 | 1 Employees | 192,370 | 157,930 | -34,440 |
| 6,787 | 2 Transport-Related Expenditure | 6,600 | 6,600 | 0 |
| 6,057 | 3 Supplies & Services | 6,840 | 6,080 | -760 |
| 5,960 | 4 Third Party Payments | 7,550 | 6,050 | -1,500 |
| <u>209,379</u> | Gross Expenditure | <u>213,360</u> | <u>176,660</u> | <u>-36,700</u> |
| 0 | 5 Other Income | -4,500 | 0 | 4,500 |
| <u>209,379</u> | Net Expenditure | <u>208,860</u> | <u>176,660</u> | <u>-32,200</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Savings | | | -34,440 |
| | GM37 Communications | | | |
| 213,024 | 1 Employees | 213,340 | 274,370 | 61,030 |
| 78 | 2 Transport-Related Expenditure | 250 | 200 | -50 |
| 42,647 | 3 Supplies & Services | 41,620 | 82,900 | 41,280 |
| 7,160 | 4 Third Party Payments | 9,050 | 7,260 | -1,790 |
| <u>262,909</u> | Gross Expenditure | <u>264,260</u> | <u>364,730</u> | <u>100,470</u> |
| -10,930 | 5 Other Income | -10,490 | -10,490 | 0 |
| <u>251,979</u> | Net Expenditure | <u>253,770</u> | <u>354,240</u> | <u>100,470</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 13,980 |
| | 1 Restructure of Establishment (GL21) | | | 51,243 |
| | 3 Approved Budget Strategy Growth | | | 40,000 |

**Andy Jarrett
Strategic Development Summary**

| | | <u>Service</u> | | |
|------------------------|----------------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 679,161 | Otterpool - Developer | 885,210 | 63,530 | -821,680 |
| 24,871 | Princess Parade Planning Project | 0 | 0 | 0 |
| 21,259 | Misc Regeneration Initiatives | 21,160 | 0 | -21,160 |
| 15,800 | Strategic Projects | 30,000 | 30,000 | 0 |
| 5,574 | Greatstone Coast Drive Project | 0 | 0 | 0 |
| 13,425 | Hawkinge Fernfield Lane Project | 0 | 0 | 0 |
| 0 | Corporate Investment Initiatives | 0 | 420,000 | 420,000 |
| 760,090 | Service Total | 936,370 | 513,530 | -422,840 |

| | | <u>Administration</u> | | |
|------------------------|-------------------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 111,782 | Projects | 131,440 | 138,270 | 6,830 |
| 93,282 | Chief Strategic Development Officer | 95,170 | 99,020 | 3,850 |
| 120,490 | Land Owner Projects | 158,490 | 175,020 | 16,530 |
| 325,554 | Administration Total | 385,100 | 412,310 | 27,210 |

Andy Jarrett
Strategic Development Detail

| | | <u>Service</u> | | |
|------------------------|--|------------------------------------|------------------------------------|-----------------|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
| | ED00 Otterpool - Developer | | | |
| 90,172 | 1 Employees | 85,200 | 112,230 | 27,030 |
| 5,858 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 1,369,013 | 3 Supplies & Services | 1,447,990 | 591,000 | -856,990 |
| 0 | 4 Third Party Payments | 3,020 | 0 | -3,020 |
| <u>1,465,043</u> | Gross Expenditure | <u>1,536,210</u> | <u>703,230</u> | <u>-832,980</u> |
| -785,882 | 5 Other Income | -651,000 | -639,700 | 11,300 |
| <u>679,161</u> | Net Expenditure | <u>885,210</u> | <u>63,530</u> | <u>-821,680</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 27,030 |
| | 3 Decrease in scheme budget costs relating to Masterplanning stage | | | -856,990 |
| | 5 Contribution from partner in relation to Masterplanning work | | | 11,300 |
| | ED02 Princess Parade Planning Project | | | |
| 24,871 | 1 Supplies & Services | 0 | 0 | 0 |
| <u>24,871</u> | Net Expenditure | <u>0</u> | <u>0</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | ED11 Misc Regeneration Initiatives | | | |
| 24,908 | 1 Employees | 9,560 | 0 | -9,560 |
| 1,203 | 2 Transport-Related Expenditure | 700 | 0 | -700 |
| 20,979 | 3 Supplies & Services | 20,990 | 0 | -20,990 |
| 1,170 | 4 Third Party Payments | 0 | 0 | 0 |
| <u>48,260</u> | Gross Expenditure | <u>31,250</u> | <u>0</u> | <u>-31,250</u> |
| -27,002 | 5 Other Income | -10,090 | 0 | 10,090 |
| <u>21,259</u> | Net Expenditure | <u>21,160</u> | <u>0</u> | <u>-21,160</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Townscape Heritage Initiative Project ended | | | -9,560 |
| | 3 Approved Budget Strategy Savings | | | -20,000 |
| | 5 Townscape Heritage Initiative Project ended | | | 10,090 |
| | ED50 Strategic Projects | | | |
| 15,800 | 1 Supplies & Services | 30,000 | 30,000 | 0 |
| <u>15,800</u> | Net Expenditure | <u>30,000</u> | <u>30,000</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | ED52 Greatstone Coast Drive Project | | | |
| 5,574 | 1 Supplies & Services | 0 | 0 | 0 |
| <u>5,574</u> | Net Expenditure | <u>0</u> | <u>0</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | ED53 Hawkinge Fernfield Lane Project | | | |
| 13,425 | 1 Supplies & Services | 0 | 0 | 0 |
| <u>13,425</u> | Net Expenditure | <u>0</u> | <u>0</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |

| 2017/18 Actual £ | | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|--|-------------|---|------------------------------------|------------------------------------|----------------|
| | ED53 | Corporate Investment Initiatives | | | |
| 0 | | 1 Supplies & Services | 0 | 420,000 | 420,000 |
| 0 | | Net Expenditure | 0 | 420,000 | 420,000 |
| Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | | | |
| | | 1 Approved Budget Strategy Growth | | | 420,000 |

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|---------------------------------|------------------------------------|------------------------------------|----------------|
| | GM33 Projects | | | |
| 103,539 | 1 Employees | 125,210 | 132,790 | 7,580 |
| 195 | 2 Transport-Related Expenditure | 300 | 400 | 100 |
| 7,107 | 3 Supplies & Services | 2,910 | 2,660 | -250 |
| 2,390 | 4 Third Party Payments | 3,020 | 2,420 | -600 |
| <u>113,231</u> | Gross Expenditure | <u>131,440</u> | <u>138,270</u> | <u>6,830</u> |
| -1,450 | 5 Other Income | 0 | 0 | 0 |
| <u>111,782</u> | Net Expenditure | <u>131,440</u> | <u>138,270</u> | <u>6,830</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|-------|
| 1 Employee Costs including Increments and Pension | 7,580 |
|---|-------|

| | | | | |
|---------------|---|---------------|---------------|--------------|
| | GM40 Chief Strategic Development Officer | | | |
| 89,604 | 1 Employees | 92,670 | 95,240 | 2,570 |
| 480 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 2,027 | 3 Supplies & Services | 990 | 2,570 | 1,580 |
| 1,170 | 4 Third Party Payments | 1,510 | 1,210 | -300 |
| <u>93,282</u> | Net Expenditure | <u>95,170</u> | <u>99,020</u> | <u>3,850</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|----------------|---------------------------------|----------------|----------------|---------------|
| | GM48 Land Owner Projects | | | |
| 114,340 | 1 Employees | 148,790 | 167,010 | 18,220 |
| 1,210 | 2 Transport-Related Expenditure | 3,200 | 2,000 | -1,200 |
| 2,550 | 3 Supplies & Services | 1,970 | 2,380 | 410 |
| 2,390 | 4 Third Party Payments | 4,530 | 3,630 | -900 |
| <u>120,490</u> | Net Expenditure | <u>158,490</u> | <u>175,020</u> | <u>16,530</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|--------|
| 1 Employee Costs including Increments and Pension | 18,000 |
|---|--------|

**Katharine Harvey
Economic Development Summary**

| | | <u>Service</u> | | |
|------------------------|-------------------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 154,266 | Regeneration & Economic Development | 39,330 | 335,320 | 295,990 |
| 8,323 | Rural Regeneration Initiatives | 25,310 | 30,650 | 5,340 |
| 24,363 | European Initiatives | 23,500 | 23,500 | 0 |
| 44,493 | Environmental Initiatives | 44,620 | 40,360 | -4,260 |
| 231,445 | Service Total | 132,760 | 429,830 | 297,070 |

| | | <u>Administration</u> | | |
|------------------------|-------------------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 206,329 | Regeneration & Economic Development | 160,780 | 158,210 | -2,570 |
| 206,329 | Administration Total | 160,780 | 158,210 | -2,570 |

**Katharine Harvey
Economic Development Detail**

| | | <u>Service</u> | | |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
| | ED10 Regeneration & Economic Development | | | |
| 20 | 1 Employees | 0 | 0 | 0 |
| -22 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| <u>202,134</u> | 3 Supplies & Services | <u>75,330</u> | <u>335,320</u> | <u>259,990</u> |
| 202,132 | Gross Expenditure | 75,330 | 335,320 | 259,990 |
| -47,866 | 4 Other Income | <u>-36,000</u> | 0 | <u>36,000</u> |
| <u>154,266</u> | Net Expenditure | <u>39,330</u> | <u>335,320</u> | <u>295,990</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 3 Approved Budget Strategy Growth | | | 260,000 |
| | 4 Approved Budget Strategy Growth | | | 36,000 |
| | ED12 Rural Regeneration Initiatives | | | |
| 27,621 | 1 Employees | 30,560 | 36,370 | 5,810 |
| 1,821 | 2 Transport-Related Expenditure | 2,300 | 2,000 | -300 |
| 11,045 | 3 Supplies & Services | 20,940 | 21,070 | 130 |
| 1,170 | 4 Third Party Payments | 1,510 | 1,210 | -300 |
| <u>41,656</u> | Gross Expenditure | <u>55,310</u> | <u>60,650</u> | <u>5,340</u> |
| -33,333 | 5 Other Income | <u>-30,000</u> | <u>-30,000</u> | <u>0</u> |
| <u>8,323</u> | Net Expenditure | <u>25,310</u> | <u>30,650</u> | <u>5,340</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 5,810 |
| | ED13 European Initiatives | | | |
| 24,363 | 1 Supplies & Services | 23,500 | 23,500 | 0 |
| <u>24,363</u> | Net Expenditure | <u>23,500</u> | <u>23,500</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | ES05 Environmental Initiatives | | | |
| 44,498 | 1 Supplies & Services | 44,620 | 40,360 | -4,260 |
| 44,498 | Gross Expenditure | 44,620 | 40,360 | -4,260 |
| -5 | 2 Other Income | 0 | 0 | 0 |
| <u>44,493</u> | Net Expenditure | <u>44,620</u> | <u>40,360</u> | <u>-4,260</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GM30 | | | |
| | Regeneration & Economic Development | | | |
| 193,218 | 1 Employees | 150,730 | 148,750 | -1,980 |
| 3,455 | 2 Transport-Related Expenditure | 2,500 | 2,500 | 0 |
| 4,907 | 3 Supplies & Services | 3,020 | 3,330 | 310 |
| 4,750 | 4 Third Party Payments | 4,530 | 3,630 | -900 |
| <u>206,329</u> | Net Expenditure | <u>160,780</u> | <u>158,210</u> | <u>-2,570</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

**Llywelyn Lloyd
Planning Summary**

| | | <u>Service</u> | | |
|---------------------------|-----------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| -673,087 | Development Control | -601,430 | -375,790 | 225,640 |
| <u>-673,087</u> | Service Total | <u>-601,430</u> | <u>-375,790</u> | <u>225,640</u> |
| <u>Administration</u> | | | | |
| 0 | Planning Policy | 0 | 405,680 | 405,680 |
| 1,320,801 | Development Management | 1,289,290 | 795,310 | -493,980 |
| <u>1,320,801</u> | Administration Total | <u>1,289,290</u> | <u>1,200,990</u> | <u>-88,300</u> |

**Llywelyn Lloyd
Planning Detail**

| | | <u>Service</u> | | |
|------------------------|----------------------------|------------------------------------|------------------------------------|----------------|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
| | DA11 | | | |
| | Development Control | | | |
| 17,100 | 1 Supplies & Services | 68,570 | 209,210 | 140,640 |
| <u>17,100</u> | Gross Expenditure | <u>68,570</u> | <u>209,210</u> | <u>140,640</u> |
| -690,187 | 2 Other Income | -670,000 | -585,000 | 85,000 |
| <u>-673,087</u> | Net Expenditure | <u>-601,430</u> | <u>-375,790</u> | <u>225,640</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|------------------------------------|---------|
| 1 Approved Budget Strategy Growth | 100,000 |
| 1 Approved Budget Strategy Savings | -50,000 |
| 1 Approved Budget Strategy Growth | 50,000 |
| 1 Budget re-alignment (GM20) | 40,640 |
| 2 Approved Budget Strategy Growth | 85,000 |

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|---------------------------------|------------------------------------|------------------------------------|----------------|
| | GM12 | | | |
| | Planning Policy | | | |
| 0 | 1 Employees | 0 | 378,910 | 378,910 |
| 0 | 2 Transport-Related Expenditure | 0 | 6,095 | 6,095 |
| 0 | 3 Supplies & Services | 0 | 20,675 | 20,675 |
| <u>0</u> | Net Expenditure | <u>0</u> | <u>405,680</u> | <u>405,680</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---------------------------------------|---------|
| 1 Restructure of Establishment (GM20) | 378,910 |
| 2 Restructure of Establishment (GM20) | 6,095 |
| 3 Restructure of Establishment (GM20) | 20,675 |

| | | | | |
|------------------|---------------------------------|------------------|----------------|-----------------|
| | GM20 | | | |
| | Development Management | | | |
| 1,180,326 | 1 Employees | 1,146,380 | 728,500 | -417,880 |
| 22,590 | 2 Transport-Related Expenditure | 20,890 | 14,790 | -6,100 |
| 102,678 | 3 Supplies & Services | 89,790 | 27,570 | -62,220 |
| 32,120 | 4 Third Party Payments | 39,230 | 31,450 | -7,780 |
| <u>1,337,714</u> | Gross Expenditure | <u>1,296,290</u> | <u>802,310</u> | <u>-493,980</u> |
| -16,913 | 5 Other Income | -7,000 | -7,000 | 0 |
| <u>1,320,801</u> | Net Expenditure | <u>1,289,290</u> | <u>795,310</u> | <u>-493,980</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|----------|
| 1 Approved Budget Strategy Savings | -37,250 |
| 1 Restructure of Establishment (GM12) | -378,910 |
| 2 Restructure of Establishment (GM12) | -6,095 |
| 3 Restructure of Establishment (GM12) | -20,675 |
| 3 Budget re-alignment (DA11) | -40,640 |
| 4 Change in outsourced contract recharges | -7,780 |

Andy Blaszkowicz
Environment & Corporate Assets Summary

| | | <u>Service</u> | | |
|------------------------|---|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 2,035 | Street Furniture | 20,040 | 20,040 | 0 |
| 16,045 | Passenger Shelters | 17,540 | 17,550 | 10 |
| 65,147 | Street Lighting | 66,300 | 96,300 | 30,000 |
| -22,826 | Outdoor Sports and Recreation | -23,980 | -23,980 | 0 |
| -11,210 | Royal Military Canal (including Ecology & Habitat | -10,520 | -10,510 | 10 |
| 9,600 | Royal Military Canal - Drainage Functions | 8,440 | 8,440 | 0 |
| 22,186 | Royal Military Canal - Bridge Painting | 22,480 | 22,480 | 0 |
| 684,357 | Community Parks & Open Spaces | 666,190 | 741,060 | 74,870 |
| -1,032,517 | Off-Street Parking | -924,440 | -1,047,650 | -123,210 |
| -287,536 | On-Street Parking Enforcement | -133,350 | -185,920 | -52,570 |
| 31,924 | Public Toilets | 31,560 | 33,750 | 2,190 |
| -5,298 | Events | 0 | 0 | 0 |
| 37,510 | Other Environmental Services | 40,000 | 40,000 | 0 |
| -257,753 | Coast Protection | -182,040 | -171,790 | 10,250 |
| -23,444 | Shoreline Management | -32,160 | -32,160 | 0 |
| 5,309 | Flood Defence & Land Drainage | 14,650 | 14,650 | 0 |
| -306,340 | Building Control | -237,260 | -299,260 | -62,000 |
| 3,194 | Leas Bandstand | 2,760 | 2,760 | 0 |
| -5,700 | Hythe Beach Chalets | -8,800 | -8,800 | 0 |
| -95,267 | Mountfield Industrial Estate | -76,030 | -91,030 | -15,000 |
| 17,374 | Emergency Planning | 21,600 | 21,650 | 50 |
| -127,202 | Lifeline Facilities | -152,910 | -175,570 | -22,660 |
| -1,280,411 | Service Total | -869,930 | -1,027,990 | -158,060 |

| | | <u>Administration</u> | | |
|------------------------|--|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 108,391 | Maintenance Officers | 86,560 | 201,120 | 114,560 |
| 237,993 | Building Control | 302,770 | 318,180 | 15,410 |
| 105,837 | Parking Services | 113,000 | 114,220 | 1,220 |
| 40,023 | Handyman Service | 60,980 | 0 | -60,980 |
| 82,154 | Grounds Maintenance Contract Management | 82,020 | 85,440 | 3,420 |
| 170,675 | Engineers | 222,590 | 237,320 | 14,730 |
| 189,413 | Property Services | 191,170 | 200,280 | 9,110 |
| 95,346 | Asst Director - Environment & Corporate Assets | 95,560 | 111,360 | 15,800 |
| 1,029,833 | Administration Total | 1,154,650 | 1,267,920 | 113,270 |

| | | <u> Holding </u> | | |
|-------------------------|--------------------------------|------------------------------------|------------------------------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Original to Original Variance £ |
| 1,098,311 | Grounds Maintenance | 1,234,420 | 1,211,650 | -22,770 |
| 173,103 | Charity Areas | 209,180 | 216,170 | 6,990 |
| 87,626 | Royal Military Canal | 87,870 | 88,560 | 690 |
| 110,450 | Toilet Cleaning | 113,860 | 117,340 | 3,480 |
| 14,721 | Pump Maintenance Crew | 4,870 | 6,960 | 2,090 |
| 137,927 | Civic Centre | 145,830 | 144,700 | -1,130 |
| -3,602 | 3/5 Shorncliffe Road | 0 | 0 | 0 |
| 2,824 | Hawkinge Depot | 3,050 | 3,030 | -20 |
| 1,228 | OSS-New Romney | 3,110 | 0 | -3,110 |
| 74,739 | Public Toilets | 84,520 | 98,910 | 14,390 |
| 10,254 | Parks & Open Spaces Buildings | 10,710 | 10,700 | -10 |
| 5,128 | Royal Military Canal Buildings | 6,010 | 6,000 | -10 |
| 116 | Hythe Beach Huts | 0 | 130 | 130 |
| 266 | Bandstand | 2,400 | 2,410 | 10 |
| 38,127 | Sports & Recreation Buildings | 24,620 | 24,620 | 0 |
| 11,825 | Charity Parks & Open Spaces | 32,040 | 32,770 | 730 |
| 117,272 | Hythe Swimming Pool | 130,100 | 125,160 | -4,940 |
| 162,234 | Car Parks | 199,140 | 199,140 | 0 |
| 98,742 | Prog Planned Maintenance | 106,800 | 106,800 | 0 |
| 10,447 | Cemeteries Buildings | 8,420 | 31,610 | 23,190 |
| 5,795 | Oxenden Road Depot | 6,570 | 0 | -6,570 |
| 15,602 | Mountfield Road Depot | 18,450 | 0 | -18,450 |
| -204,258 | Misc Corporate Property | -249,770 | -233,110 | 16,660 |
| -1 | Christchurch Tower | 310 | 310 | 0 |
| 3,151 | Ross Depot & Murf | 8,540 | 0 | -8,540 |
| 2,939 | Mountfield Industrial Estate | 3,830 | 3,830 | 0 |
| -1,150 | Misc Commercial Properties | 350 | 0 | -350 |
| 0 | Misc Leisure Property (Non-Op) | 2,040 | 0 | -2,040 |
| -61,067 | Misc Agricultural Property | 100 | 100 | 0 |
| 80 | Misc Vacant Land & Buildings | 1,080 | 0 | -1,080 |
| <u>1,912,828</u> | Holding Total | <u>2,198,450</u> | <u>2,197,790</u> | <u>-660</u> |

Andy Blaszkowicz
Environment & Corporate Assets Detail

| | | <u>Service</u> | | |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
| | CE02 Street Furniture | | | |
| 2,035 | 1 Supplies & Services | 20,040 | 20,040 | 0 |
| <u>2,035</u> | Net Expenditure | <u>20,040</u> | <u>20,040</u> | <u>0</u> |
| | <i>Key Variances from Original Budget 2018/19 to Original Budget 2019/20</i> | | | |
| | CE03 Passenger Shelters | | | |
| 16,045 | 1 Premises-Related Expenditure | 17,540 | 17,550 | 10 |
| <u>16,045</u> | Net Expenditure | <u>17,540</u> | <u>17,550</u> | <u>10</u> |
| | <i>Key Variances from Original Budget 2018/19 to Original Budget 2019/20</i> | | | |
| | CE04 Street Lighting | | | |
| 36,588 | 1 Premises-Related Expenditure | 30,000 | 35,000 | 5,000 |
| 28,559 | 2 Supplies & Services | 36,300 | 61,300 | 25,000 |
| <u>65,147</u> | Net Expenditure | <u>66,300</u> | <u>96,300</u> | <u>30,000</u> |
| | <i>Key Variances from Original Budget 2018/19 to Original Budget 2019/20</i> | | | |
| | 1 Approved Budget Strategy Growth | | | 5,000 |
| | 2 Approved Budget Strategy Growth | | | 25,000 |
| | CE30 Outdoor Sports and Recreation | | | |
| 10,000 | 1 Supplies & Services | 10,000 | 10,000 | 0 |
| 10,000 | Gross Expenditure | 10,000 | 10,000 | 0 |
| -32,826 | 2 Other Income | -33,980 | -33,980 | 0 |
| <u>-22,826</u> | Net Expenditure | <u>-23,980</u> | <u>-23,980</u> | <u>0</u> |
| | <i>Key Variances from Original Budget 2018/19 to Original Budget 2019/20</i> | | | |
| | CE33/ CE34 Royal Military Canal (including Ecology & Habitat Maintenance (HLF)) | | | |
| 240 | 1 Employees | 240 | 240 | 0 |
| 469 | 2 Supplies & Services | 170 | 180 | 10 |
| 709 | Gross Expenditure | 410 | 420 | 10 |
| -11,919 | 3 Other Income | -10,930 | -10,930 | 0 |
| <u>-11,210</u> | Net Expenditure | <u>-10,520</u> | <u>-10,510</u> | <u>10</u> |
| | <i>Key Variances from Original Budget 2018/19 to Original Budget 2019/20</i> | | | |
| | CE36 Royal Military Canal - Drainage Functions | | | |
| 9,600 | 1 Premises-Related Expenditure | 8,440 | 8,440 | 0 |
| <u>9,600</u> | Net Expenditure | <u>8,440</u> | <u>8,440</u> | <u>0</u> |
| | <i>Key Variances from Original Budget 2018/19 to Original Budget 2019/20</i> | | | |
| | CE37 Royal Military Canal - Bridge Painting | | | |
| 22,186 | 1 Premises-Related Expenditure | 22,480 | 22,480 | 0 |
| <u>22,186</u> | Net Expenditure | <u>22,480</u> | <u>22,480</u> | <u>0</u> |
| | <i>Key Variances from Original Budget 2018/19 to Original Budget 2019/20</i> | | | |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|--|------------------------------------|------------------------------------|-----------------|
| | CE38 Community Parks & Open Spaces | | | |
| 468,904 | 1 Supplies & Services | 476,260 | 484,820 | 8,560 |
| 208,288 | 2 Third Party Payments | 160,890 | 227,200 | 66,310 |
| 52,200 | 3 Contributions to Provisions | 52,200 | 52,200 | 0 |
| <u>729,392</u> | Gross Expenditure | <u>689,350</u> | <u>764,220</u> | <u>74,870</u> |
| -45,035 | 4 Other Income | -23,160 | -23,160 | 0 |
| <u>684,357</u> | Net Expenditure | <u>666,190</u> | <u>741,060</u> | <u>74,870</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 2 Change in outsourced contract recharges | | | 66,310 |
| | CE40 Off-Street Parking | | | |
| 31,231 | 1 Premises-Related Expenditure | 17,560 | 27,560 | 10,000 |
| 76,144 | 2 Supplies & Services | 78,020 | 84,080 | 6,060 |
| 123,520 | 3 Third Party Payments | 134,130 | 97,860 | -36,270 |
| <u>230,895</u> | Gross Expenditure | <u>229,710</u> | <u>209,500</u> | <u>-20,210</u> |
| -1,263,412 | 4 Other Income | -1,154,150 | -1,257,150 | -103,000 |
| <u>-1,032,517</u> | Net Expenditure | <u>-924,440</u> | <u>-1,047,650</u> | <u>-123,210</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1-2 Approved Budget Strategy Growth | | | 15,000 |
| | 3 Change in outsourced contract recharges | | | -36,000 |
| | 4 Approved Budget Strategy Savings | | | -90,500 |
| | CE45 On-Street Parking Enforcement | | | |
| 27,801 | 1 Premises-Related Expenditure | 29,200 | 39,400 | 10,200 |
| 56,785 | 2 Supplies & Services | 69,190 | 76,770 | 7,580 |
| 248,760 | 3 Third Party Payments | 271,260 | 316,910 | 45,650 |
| <u>333,346</u> | Gross Expenditure | <u>369,650</u> | <u>433,080</u> | <u>63,430</u> |
| -620,882 | 4 Other Income | -503,000 | -619,000 | -116,000 |
| <u>-287,536</u> | Net Expenditure | <u>-133,350</u> | <u>-185,920</u> | <u>-52,570</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1-2 Approved Budget Strategy Growth | | | 22,500 |
| | 1-2 Approved Budget Strategy Savings | | | -5,000 |
| | 3 Change in outsourced contract recharges | | | 45,650 |
| | 4 Approved Budget Strategy Savings | | | -116,000 |
| | CE52 Public Toilets | | | |
| 42,022 | 1 Supplies & Services | 40,510 | 42,700 | 2,190 |
| <u>42,022</u> | Gross Expenditure | <u>40,510</u> | <u>42,700</u> | <u>2,190</u> |
| -10,097 | 2 Other Income | -8,950 | -8,950 | 0 |
| <u>31,924</u> | Net Expenditure | <u>31,560</u> | <u>33,750</u> | <u>2,190</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | CE55 Events | | | |
| 2,547 | 1 Supplies & Services | 0 | 0 | 0 |
| <u>2,547</u> | Gross Expenditure | <u>0</u> | <u>0</u> | <u>0</u> |
| -7,845 | 2 Other Income | 0 | 0 | 0 |
| <u>-5,298</u> | Net Expenditure | <u>0</u> | <u>0</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | CE99 Other Environmental Services | | | |
| 604 | 1 Employees | 0 | 0 | 0 |
| 250 | 2 Premises-Related Expenditure | 0 | 0 | 0 |
| 346 | 3 Transport-Related Expenditure | 0 | 0 | 0 |
| <u>36,310</u> | 4 Supplies & Services | <u>40,000</u> | <u>40,000</u> | <u>0</u> |
| <u>37,510</u> | Net Expenditure | <u>40,000</u> | <u>40,000</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|--|------------------------------------|------------------------------------|-----------------|
| | CG80 Coast Protection | | | |
| 11,773 | 1 Premises-Related Expenditure | 32,470 | 32,470 | 0 |
| 6,060 | 2 Supplies & Services | 500 | 500 | 0 |
| 1,150 | 3 Third Party Payments | 15,000 | 15,000 | 0 |
| 18,983 | Gross Expenditure | 47,970 | 47,970 | 0 |
| -276,736 | 4 Other Income | -230,010 | -219,760 | 10,250 |
| -257,753 | Net Expenditure | -182,040 | -171,790 | 10,250 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 4 Approved Budget Strategy Growth | | | 10,250 |
| | CG85 Shoreline Management | | | |
| 7,333 | 1 Premises-Related Expenditure | 9,010 | 9,010 | 0 |
| 68 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 7,402 | Gross Expenditure | 9,010 | 9,010 | 0 |
| -30,846 | 3 Other Income | -41,170 | -41,170 | 0 |
| -23,444 | Net Expenditure | -32,160 | -32,160 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | CG90 Flood Defence & Land Drainage | | | |
| 4,309 | 1 Premises-Related Expenditure | 12,330 | 12,330 | 0 |
| 1,000 | 2 Supplies & Services | 2,320 | 2,320 | 0 |
| 5,309 | Net Expenditure | 14,650 | 14,650 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | DA10 Building Control | | | |
| 1,517 | 1 Supplies & Services | 1,680 | 1,680 | 0 |
| 1,517 | Gross Expenditure | 1,680 | 1,680 | 0 |
| -307,857 | 2 Other Income | -238,940 | -300,940 | -62,000 |
| -306,340 | Net Expenditure | -237,260 | -299,260 | -62,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 2 Approved Budget Strategy Savings | | | -62,000 |
| | EA11 Leas Bandstand | | | |
| 9,194 | 1 Supplies & Services | 8,760 | 8,760 | 0 |
| 9,194 | Gross Expenditure | 8,760 | 8,760 | 0 |
| -6,000 | 2 Other Income | -6,000 | -6,000 | 0 |
| 3,194 | Net Expenditure | 2,760 | 2,760 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | EA12 Hythe Beach Chalets | | | |
| -5,700 | 1 Other Income | -8,800 | -8,800 | 0 |
| -5,700 | Net Expenditure | -8,800 | -8,800 | 0 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | EB02 Mountfield Industrial Estate | | | |
| -95,267 | 1 Other Income | -76,030 | -91,030 | -15,000 |
| -95,267 | Net Expenditure | -76,030 | -91,030 | -15,000 |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Savings | | | -15,000 |

| 2017/18 Actual £ | | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|-------------|---------------------------|------------------------------------|------------------------------------|-----------------|
| | FH25 | Emergency Planning | | | |
| 17,374 | | 1 Supplies & Services | 21,600 | 21,650 | 50 |
| <u>17,374</u> | | Net Expenditure | <u>21,600</u> | <u>21,650</u> | <u>50</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | HH51 | Lifeline Facilities | | | |
|-----------------|-------------|---------------------------------|-----------------|-----------------|----------------|
| 577,171 | | 1 Employees | 593,980 | 576,850 | -17,130 |
| 9,146 | | 2 Transport-Related Expenditure | 10,570 | 11,260 | 690 |
| 119,853 | | 3 Supplies & Services | 114,830 | 129,000 | 14,170 |
| 7,130 | | 4 Third Party Payments | 12,070 | 9,680 | -2,390 |
| <u>713,300</u> | | Gross Expenditure | <u>731,450</u> | <u>726,790</u> | <u>-4,660</u> |
| -840,502 | | 5 Other Income | -884,360 | -902,360 | -18,000 |
| <u>-127,202</u> | | Net Expenditure | <u>-152,910</u> | <u>-175,570</u> | <u>-22,660</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | |
|--|------------------------------------|---------|
| | 1 Approved Budget Strategy Savings | -17,500 |
| | 3 Budget re-alignment | 11,000 |
| | 5 Approved Budget Strategy Savings | -7,000 |
| | 5 Budget re-alignment | -11,000 |

Administration

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|----------------------------------|------------------------------------|------------------------------------|-----------------|
| | GM18 Maintenance Officers | | | |
| 87,794 | 1 Employees | 56,500 | 159,200 | 102,700 |
| 5,251 | 2 Transport-Related Expenditure | 640 | 12,760 | 12,120 |
| 24,131 | 3 Supplies & Services | 26,400 | 71,750 | 45,350 |
| <u>117,177</u> | Gross Expenditure | <u>86,560</u> | <u>246,130</u> | <u>159,570</u> |
| -8,786 | 4 Other Income | 0 | -45,010 | -45,010 |
| <u>108,391</u> | Net Expenditure | <u>86,560</u> | <u>201,120</u> | <u>114,560</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---------------------------------------|---------|
| 1 Restructure of Establishment (GM24) | 49,460 |
| 1 Restructure of Establishment (GE01) | 49,300 |
| 2 Restructure of Establishment (GM24) | 6,690 |
| 2 Restructure of Establishment (GE01) | 5,000 |
| 3 Approved Budget Strategy Growth | 15,000 |
| 3 Restructure of Establishment (GM24) | 4,830 |
| 3 Restructure of Establishment (GE01) | 25,700 |
| 4 Approved Budget Strategy Savings | -15,000 |
| 4 Restructure of Establishment (GE01) | -30,010 |

| | | | | |
|----------------|---------------------------------|----------------|----------------|---------------|
| | GM21 Building Control | | | |
| 220,543 | 1 Employees | 278,600 | 294,650 | 16,050 |
| 3,935 | 2 Transport-Related Expenditure | 3,850 | 3,350 | -500 |
| 9,321 | 3 Supplies & Services | 15,380 | 16,440 | 1,060 |
| 4,750 | 4 Third Party Payments | 6,040 | 4,840 | -1,200 |
| <u>238,549</u> | Gross Expenditure | <u>303,870</u> | <u>319,280</u> | <u>15,410</u> |
| -556 | 5 Other Income | -1,100 | -1,100 | 0 |
| <u>237,993</u> | Net Expenditure | <u>302,770</u> | <u>318,180</u> | <u>15,410</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---|--------|
| 1 Employee Costs including Increments and Pension | 16,000 |
|---|--------|

| | | | | |
|----------------|---------------------------------|----------------|----------------|--------------|
| | GM23 Parking Services | | | |
| 95,783 | 1 Employees | 101,240 | 102,980 | 1,740 |
| 1,628 | 2 Transport-Related Expenditure | 1,850 | 1,800 | -50 |
| 6,036 | 3 Supplies & Services | 6,890 | 7,020 | 130 |
| 2,390 | 4 Third Party Payments | 3,020 | 2,420 | -600 |
| <u>105,837</u> | Net Expenditure | <u>113,000</u> | <u>114,220</u> | <u>1,220</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|---------------|---------------------------------|---------------|----------|----------------|
| | GM24 Handyman Service | | | |
| 34,118 | 1 Employees | 49,460 | 0 | -49,460 |
| 2,450 | 2 Transport-Related Expenditure | 6,690 | 0 | -6,690 |
| 3,637 | 3 Supplies & Services | 4,830 | 0 | -4,830 |
| <u>40,205</u> | Gross Expenditure | <u>60,980</u> | <u>0</u> | <u>-60,980</u> |
| -182 | 4 Other Income | 0 | 0 | 0 |
| <u>40,023</u> | Net Expenditure | <u>60,980</u> | <u>0</u> | <u>-60,980</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | |
|---------------------------------------|---------|
| 1 Restructure of Establishment (GM18) | -49,460 |
| 2 Restructure of Establishment (GM18) | -6,690 |
| 3 Restructure of Establishment (GM18) | -4,830 |

| | | | | |
|---------------|---|---------------|---------------|--------------|
| | GM25 Grounds Maintenance Contract Management | | | |
| 73,349 | 1 Employees | 73,470 | 77,830 | 4,360 |
| 4,478 | 2 Transport-Related Expenditure | 3,500 | 3,500 | 0 |
| 1,937 | 3 Supplies & Services | 2,030 | 1,690 | -340 |
| 2,390 | 4 Third Party Payments | 3,020 | 2,420 | -600 |
| <u>82,154</u> | Net Expenditure | <u>82,020</u> | <u>85,440</u> | <u>3,420</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GM31 Engineers | | | |
| 149,194 | 1 Employees | 172,550 | 188,730 | 16,180 |
| 5,573 | 2 Transport-Related Expenditure | 5,700 | 5,350 | -350 |
| 13,518 | 3 Supplies & Services | 38,300 | 38,400 | 100 |
| 2,390 | 4 Third Party Payments | 6,040 | 4,840 | -1,200 |
| <u>170,675</u> | Net Expenditure | <u>222,590</u> | <u>237,320</u> | <u>14,730</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 16,000 |
| | GM32 Property Services | | | |
| 170,972 | 1 Employees | 177,380 | 189,780 | 12,400 |
| 3,062 | 2 Transport-Related Expenditure | 2,300 | 2,300 | 0 |
| 8,828 | 3 Supplies & Services | 5,450 | 3,360 | -2,090 |
| 7,160 | 4 Third Party Payments | 6,040 | 4,840 | -1,200 |
| <u>190,023</u> | Gross Expenditure | <u>191,170</u> | <u>200,280</u> | <u>9,110</u> |
| -610 | 5 Other Income | 0 | 0 | 0 |
| <u>189,413</u> | Net Expenditure | <u>191,170</u> | <u>200,280</u> | <u>9,110</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 12,400 |
| | GM39 Asst Director - Environment & Corporate Assets | | | |
| 92,035 | 1 Employees | 93,060 | 108,030 | 14,970 |
| 96 | 2 Transport-Related Expenditure | 0 | 0 | 0 |
| 2,045 | 3 Supplies & Services | 990 | 2,120 | 1,130 |
| 1,170 | 4 Third Party Payments | 1,510 | 1,210 | -300 |
| <u>95,346</u> | Net Expenditure | <u>95,560</u> | <u>111,360</u> | <u>15,800</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Employee Costs including Increments and Pension | | | 13,360 |

| | | <u> Holding </u> | | | |
|------------------------|-------------|--|------------------------------------|----------------|--|
| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ | |
| | GE01 | Grounds Maintenance | | | |
| 1,003,989 | 1 | 1,130,140 | 1,072,300 | -57,840 | |
| 47,347 | 2 | 46,970 | 56,810 | 9,840 | |
| 120,486 | 3 | 129,050 | 123,550 | -5,500 | |
| 165,287 | 4 | 202,900 | 161,590 | -41,310 | |
| 5,960 | 5 | 15,090 | 12,100 | -2,990 | |
| <u>1,343,070</u> | | <u>1,524,150</u> | <u>1,426,350</u> | <u>-97,800</u> | |
| -244,759 | 6 | -289,730 | -214,700 | 75,030 | |
| <u>1,098,311</u> | | <u>1,234,420</u> | <u>1,211,650</u> | <u>-22,770</u> | |
| | | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 | | | 47,170 | |
| | 1 | | | -49,300 | |
| | 1 | | | -37,090 | |
| | 1 | | | -23,320 | |
| | 1 | | | 7,330 | |
| | 2 | | | 9,840 | |
| | 3 | | | -5,000 | |
| | 4 | | | -25,700 | |
| | 4 | | | -14,860 | |
| | 6 | | | 43,000 | |
| | 6 | | | 30,010 | |
| | GE05 | Charity Areas | | | |
| 162,959 | 1 | 187,000 | 195,830 | 8,830 | |
| 6,681 | 2 | 7,760 | 7,710 | -50 | |
| 3,463 | 3 | 14,420 | 12,630 | -1,790 | |
| <u>173,103</u> | | <u>209,180</u> | <u>216,170</u> | <u>6,990</u> | |
| | | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 | | | 4,452 | |
| | 1 | | | 4,820 | |
| | GE06 | Royal Military Canal | | | |
| 66,296 | 1 | 63,740 | 65,130 | 1,390 | |
| 2,237 | 2 | 5,000 | 5,000 | 0 | |
| 6,214 | 3 | 4,380 | 4,330 | -50 | |
| 12,879 | 4 | 14,750 | 14,100 | -650 | |
| <u>87,626</u> | | <u>87,870</u> | <u>88,560</u> | <u>690</u> | |
| | | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GE07 | Toilet Cleaning | | | |
| 65,299 | 1 | 70,940 | 75,870 | 4,930 | |
| 16,942 | 2 | 16,000 | 16,000 | 0 | |
| 7,141 | 3 | 9,770 | 9,160 | -610 | |
| 21,068 | 4 | 17,150 | 16,310 | -840 | |
| <u>110,450</u> | | <u>113,860</u> | <u>117,340</u> | <u>3,480</u> | |
| | | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 | | | 1,740 | |
| | GE08 | Pump Maintenance Crew | | | |
| 39,251 | 1 | 33,470 | 35,640 | 2,170 | |
| 10,348 | 2 | 5,390 | 5,390 | 0 | |
| 30,710 | 3 | 38,350 | 38,270 | -80 | |
| <u>80,309</u> | | <u>77,210</u> | <u>79,300</u> | <u>2,090</u> | |
| -65,588 | 4 | -72,340 | -72,340 | 0 | |
| <u>14,721</u> | | <u>4,870</u> | <u>6,960</u> | <u>2,090</u> | |
| | | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variations £ |
|------------------------|--------------------------------|------------------------------------|------------------------------------|-----------------|
| | GX00 Civic Centre | | | |
| 247,314 | 1 Premises-Related Expenditure | 252,350 | 251,170 | -1,180 |
| 1,055 | 2 Supplies & Services | 1,020 | 1,070 | 50 |
| 5,115 | 3 Third Party Payments | 3,460 | 3,460 | 0 |
| <u>253,484</u> | Gross Expenditure | <u>256,830</u> | <u>255,700</u> | <u>-1,130</u> |
| -115,557 | 4 Other Income | -111,000 | -111,000 | 0 |
| <u>137,927</u> | Net Expenditure | <u>145,830</u> | <u>144,700</u> | <u>-1,130</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|---------------|----------------------------------|----------|----------|----------|
| | GX01 3/5 Shorncliffe Road | | | |
| -3,634 | 1 Premises-Related Expenditure | 0 | 0 | 0 |
| 32 | 2 Supplies & Services | 0 | 0 | 0 |
| <u>-3,602</u> | Net Expenditure | <u>0</u> | <u>0</u> | <u>0</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--------------|--------------------------------|--------------|--------------|------------|
| | GX05 Hawkinge Depot | | | |
| 2,824 | 1 Premises-Related Expenditure | 2,650 | 2,630 | -20 |
| 0 | 2 Supplies & Services | 400 | 400 | 0 |
| <u>2,824</u> | Net Expenditure | <u>3,050</u> | <u>3,030</u> | <u>-20</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--------------|--------------------------------|--------------|----------|---------------|
| | GX06 OSS-New Romney | | | |
| 1,228 | 1 Premises-Related Expenditure | 3,110 | 0 | -3,110 |
| <u>1,228</u> | Net Expenditure | <u>3,110</u> | <u>0</u> | <u>-3,110</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|---------------|--------------------------------|---------------|---------------|---------------|
| | GX10 Public Toilets | | | |
| 74,643 | 1 Premises-Related Expenditure | 84,520 | 98,910 | 14,390 |
| 96 | 2 Supplies & Services | 0 | 0 | 0 |
| <u>74,739</u> | Net Expenditure | <u>84,520</u> | <u>98,910</u> | <u>14,390</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--|-----------------------------------|--|--|--------|
| | 1 Approved Budget Strategy Growth | | | 17,500 |
|--|-----------------------------------|--|--|--------|

| | | | | |
|---------------|---|---------------|---------------|------------|
| | GX20 Parks & Open Spaces Buildings | | | |
| 9,646 | 1 Premises-Related Expenditure | 10,710 | 10,700 | -10 |
| 612 | 2 Supplies & Services | 0 | 0 | 0 |
| <u>10,257</u> | Gross Expenditure | <u>10,710</u> | <u>10,700</u> | <u>-10</u> |
| -3 | 3 Other Income | 0 | 0 | 0 |
| <u>10,254</u> | Net Expenditure | <u>10,710</u> | <u>10,700</u> | <u>-10</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|--------------|--|--------------|--------------|------------|
| | GX21 Royal Military Canal Buildings | | | |
| 5,128 | 1 Premises-Related Expenditure | 6,010 | 6,000 | -10 |
| <u>5,128</u> | Net Expenditure | <u>6,010</u> | <u>6,000</u> | <u>-10</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|------------|--------------------------------|----------|------------|------------|
| | GX22 Hythe Beach Huts | | | |
| 116 | 1 Premises-Related Expenditure | 0 | 130 | 130 |
| <u>116</u> | Net Expenditure | <u>0</u> | <u>130</u> | <u>130</u> |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GX23 Bandstand | | | |
| 266 | 1 Premises-Related Expenditure | 2,400 | 2,410 | 10 |
| <u>266</u> | Net Expenditure | <u>2,400</u> | <u>2,410</u> | <u>10</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GX24 Sports & Recreation Buildings | | | |
| 40,771 | 1 Premises-Related Expenditure | 24,590 | 24,590 | 0 |
| -2,644 | 2 Supplies & Services | 0 | 0 | 0 |
| <u>38,127</u> | Gross Expenditure | <u>24,590</u> | <u>24,590</u> | <u>0</u> |
| 0 | 3 Other Income | 30 | 30 | 0 |
| <u>38,127</u> | Net Expenditure | <u>24,620</u> | <u>24,620</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GX25 Charity Parks & Open Spaces | | | |
| 10,818 | 1 Premises-Related Expenditure | 31,540 | 32,240 | 700 |
| 1,007 | 2 Supplies & Services | 500 | 530 | 30 |
| <u>11,825</u> | Net Expenditure | <u>32,040</u> | <u>32,770</u> | <u>730</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GX27 Hythe Swimming Pool | | | |
| 117,272 | 1 Premises-Related Expenditure | 130,100 | 125,160 | -4,940 |
| <u>117,272</u> | Net Expenditure | <u>130,100</u> | <u>125,160</u> | <u>-4,940</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Savings | | | -5,000 |
| | GX30 Car Parks | | | |
| 161,929 | 1 Premises-Related Expenditure | 199,140 | 199,140 | 0 |
| 305 | 2 Supplies & Services | 0 | 0 | 0 |
| <u>162,234</u> | Net Expenditure | <u>199,140</u> | <u>199,140</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GX40 Prog Planned Maintenance | | | |
| 98,742 | 1 Premises-Related Expenditure | 106,800 | 106,800 | 0 |
| <u>98,742</u> | Net Expenditure | <u>106,800</u> | <u>106,800</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GX50 Cemeteries Buildings | | | |
| 10,447 | 1 Premises-Related Expenditure | 8,420 | 31,560 | 23,140 |
| 0 | 2 Supplies & Services | 0 | 50 | 50 |
| <u>10,447</u> | Net Expenditure | <u>8,420</u> | <u>31,610</u> | <u>23,190</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Permanent virement (GX51 & GX52) | | | 23,000 |
| | GX51 Oxenden Road Depot | | | |
| 5,795 | 1 Premises-Related Expenditure | 6,570 | 0 | -6,570 |
| <u>5,795</u> | Net Expenditure | <u>6,570</u> | <u>0</u> | <u>-6,570</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Permanent Virement (GX50) | | | -6,470 |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GX52 Mountfield Road Depot | | | |
| 15,254 | 1 Premises-Related Expenditure | 17,870 | 0 | -17,870 |
| 348 | 2 Supplies & Services | 580 | 0 | -580 |
| <u>15,602</u> | Net Expenditure | <u>18,450</u> | <u>0</u> | <u>-18,450</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Permanent Virement (GX50 & GE01) | | | -17,710 |
| | GX53 Misc Corporate Property | | | |
| 11,947 | 1 Premises-Related Expenditure | 20,000 | 46,660 | 26,660 |
| 18,214 | 2 Supplies & Services | 10,000 | 10,000 | 0 |
| <u>30,161</u> | Gross Expenditure | <u>30,000</u> | <u>56,660</u> | <u>26,660</u> |
| -234,419 | 3 Other Income | -279,770 | -289,770 | -10,000 |
| <u>-204,258</u> | Net Expenditure | <u>-249,770</u> | <u>-233,110</u> | <u>16,660</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Approved Budget Strategy Growth | | | 20,000 |
| | 1 Permanent Virement (GX06) | | | 6,000 |
| | 3 Approved Budget Strategy Savings | | | -10,000 |
| | GX54 Christchurch Tower | | | |
| -1 | 1 Premises-Related Expenditure | 310 | 310 | 0 |
| <u>-1</u> | Net Expenditure | <u>310</u> | <u>310</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GX55 Ross Depot & Murf | | | |
| 5,476 | 1 Premises-Related Expenditure | 8,420 | 0 | -8,420 |
| 0 | 2 Supplies & Services | 120 | 0 | -120 |
| <u>5,476</u> | Gross Expenditure | <u>8,540</u> | <u>0</u> | <u>-8,540</u> |
| -2,325 | 3 Other Income | 0 | 0 | 0 |
| <u>3,151</u> | Net Expenditure | <u>8,540</u> | <u>0</u> | <u>-8,540</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | 1 Permanent virement (GX50) | | | -8,540 |
| | GX60 Mountfield Industrial Estate | | | |
| 2,805 | 1 Premises-Related Expenditure | 3,700 | 3,700 | 0 |
| 133 | 2 Supplies & Services | 130 | 130 | 0 |
| <u>2,939</u> | Net Expenditure | <u>3,830</u> | <u>3,830</u> | <u>0</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GX69 Misc Commercial Properties | | | |
| 0 | 1 Premises-Related Expenditure | 350 | 0 | -350 |
| 0 | Gross Expenditure | <u>350</u> | <u>0</u> | <u>-350</u> |
| -1,150 | 2 Other Income | 0 | 0 | 0 |
| <u>-1,150</u> | Net Expenditure | <u>350</u> | <u>0</u> | <u>-350</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |
| | GX79 Misc Leisure Property (Non-Op) | | | |
| 0 | 1 Premises-Related Expenditure | 2,040 | 0 | -2,040 |
| <u>0</u> | Net Expenditure | <u>2,040</u> | <u>0</u> | <u>-2,040</u> |
| | Key Variances from Original Budget 2018/19 to Original Budget 2019/20 | | | |

| 2017/18 Actual £ | | 2018/19 Original Budget £ | 2019/20 Original Budget £ | Variances £ |
|------------------------|--|------------------------------------|------------------------------------|----------------|
| | GX89 Misc Agricultural Property | | | |
| 0 | 1 Premises-Related Expenditure | 100 | 100 | 0 |
| 0 | Gross Expenditure | 100 | 100 | 0 |
| -61,067 | 2 Other Income | 0 | 0 | 0 |
| -61,067 | Net Expenditure | 100 | 100 | 0 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

| | | | | |
|-----|--|-------|---|--------|
| | GX99 Misc Vacant Land & Buildings | | | |
| 0 | 1 Premises-Related Expenditure | 1,080 | 0 | -1,080 |
| 90 | 2 Supplies & Services | 0 | 0 | 0 |
| 90 | Gross Expenditure | 1,080 | 0 | -1,080 |
| -10 | 3 Other Income | 0 | 0 | 0 |
| 80 | Net Expenditure | 1,080 | 0 | -1,080 |

Key Variances from Original Budget 2018/19 to Original Budget 2019/20

This Report will be made public on 4 December 2018



Report Number **C/18/55**

To: Cabinet
Date: 12 December 2018
Status: Non-Key Decision
Head of service: Sarah Robson, Assistant Director for Strategy, Performance and Communications
Cabinet Member: Councillor David Monk

SUBJECT: QUARTER 2 PERFORMANCE REPORT 2018/19

SUMMARY:

This report provides an update on the Council's performance for the second quarter of 2018/19, covering 1 July 2018 to 30 September 2018. The report enables the Council to assess progress against the approved key performance indicators for each service area.

Key Performance Indicators (KPIs) will be monitored during 2018/19 and reported to CLT and Members quarterly.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because:

- a) The Council is committed to monitoring performance across all of its service areas to ensure progress and improvement is maintained.
- b) The Council needs to ensure that performance is measured, monitored and the results are used to identify where services are working well and where there are failings and appropriate action needs to be taken.

RECOMMENDATIONS:

1. To receive and note report C/18/55.
2. To note the Council's performance information for Quarter 2, 2018/19.
3. To approve the updated Key Performance Indicators outlined in section 1.5 to monitor the Council's performance against its statutory duties under the Homelessness Reduction Act 2017.

1. BACKGROUND

1.1 The Council's Corporate Plan (2017-20) for the district, introduced six new strategic objectives:

- More homes
- More jobs
- Health Matters
- Appearance Matters
- Achieving Stability
- Delivery Excellence

1.2 Underpinning each strategic objective is a set of priorities that explain how each objective will be achieved.

1.3 Key Performance Indicators (KPIs), currently collated on a quarterly basis, were not reviewed as part of the Corporate Plan refresh and currently do not fully align to how the Council will measure progress in delivering the strategic objectives and priorities. The ongoing work in this area means that 2018/19 will be something of a transitional year.

1.4 However, as a result of the introduction of the Homelessness Reduction Act (2017) in April 2018, which set out a framework for one of the biggest changes to homelessness legislation, the relevant performance indicators have had to be amended as performance is now measured and collated by Government in a different format.

1.5 Under the earlier 1996 Housing Act, every client approaching for assistance was given a homeless decision outcome and that was the key measure of a Council's performance. However, the Homelessness Reduction Act requires local housing authorities to carry out homelessness prevention work with all those who are eligible for help and threatened with homelessness, with clients now seen in three stages, prevention, relief duty and lastly, main housing duty. Where homelessness has not been prevented or an alternative solution found, cases will now progress to a formal homeless decision. Therefore, the measure of good performance will be the lowest number of homeless decisions made, as this indicates that most cases are being prevented or other solutions found. For ease of reference, the new performance indicators are:

- Number of homelessness approaches prevented through housing advice or other intervention.
- Number of homelessness approaches withdrawn by applicant.
- Number of homelessness approaches carried forward to the homeless duty relief stage (*relieving homeless for 56 days by helping applicants secure accommodation regardless of priority need*)
- Number of homelessness approaches owed Main Housing Duty (*where the applicant is eligible for assistance, unintentionally homeless and falls within a specified priority need group*)

1.6 The indicator that has therefore been removed is:

- Number of homelessness decisions made

2. INTRODUCTION

2.1 Quarterly Performance Reports enable the Cabinet, other Members of the Council and the public to scrutinise the performance of the Council against strategic deliverables and key indicators in accordance with the approved Corporate Plan.

2.2 The quarterly Performance Report (see Appendix 1) has been produced to summarise the Council's performance for the second quarter of 2018/19 (1 July to 30 September 2018). It captures how the Council is performing against its agreed Key Performance Indicators.

2.3 Where the performance indicator is not being achieved, explanations have been sought from the relevant Service Managers and noted in the report (Appendix 1).

2.4 The performance indicators which have fallen below target are monitored by the Council's Policy & Improvement Officer, who will work with the relevant Service Manager to identify appropriate action that can be taken to resolve the situation.

2.5 Performance areas to be monitored will also be raised with iESE, the Council's transformation partner, to discuss where performance improvements can be achieved through reviewing service resourcing, process redesign and digital enablement. Any significant areas of concern will be brought to the attention of the Corporate Leadership Team (CLT) for consideration.

3. PERFORMANCE – EXCEPTION REPORTING

3.1 The Council has performed well in Quarter 2, with 63 of the 74 indicators meeting/exceeding target or on track at the end of the quarter.

3.2 All areas of monitoring raised in Quarter 1 as a result of performance not meeting target have continued to be monitored throughout Quarter 2. The current status of these exception areas will be set out within this section of the report.

3.3 More Homes

- The Council determined 80% of major planning applications within the statutory period against a target of 50% for the quarter, helping to support the delivery of new housing and employment sites in the district.
- A further 10 long-term empty homes were brought back into use within the district helping to provide much needed local homes. This brings the current total to 34. The intervention of the Council and its partner agencies has resulted in 145 private sector homes being improved in

this quarter, compared with 95 in the same period last year. Over the last quarter, the Private Sector Housing Team has focused on a number of larger buildings containing a significant number of separate flats. The majority of this work has involved upgrading fire protection measures within both the buildings as a whole and the individual properties. This has resulted in an increased number of private sector properties being improved over the last quarter, ensuring these homes are well maintained and safe.

- The Council has worked hard to improve its housing advice and support, with only 26 households being placed in temporary accommodation, compared to 107 in the same period last year. The impact of the Homelessness Reduction Act has seen homelessness approaches to the Council significantly rise. However, 233 of the 325 homelessness approaches were prevented in the quarter.
- Improved housing advice and decision making has seen the average number of families placed in temporary B&B accommodation continue to stay at zero this quarter, compared to 56 in the same period last year.
- The average number of weeks families are staying in Bed & Breakfast continues to remain at zero at the end of the Quarter 2, compared to 5.6 weeks in the same quarter last year.

To monitor

- As a result of Government's introduction of the Homelessness Reduction Act, which places a number of new statutory obligations on local housing authorities, the Council has seen the number of homelessness approaches continue to increase with 325 approaches in the quarter, compared to 148 in the same period last year. The recent introduction of the Duty to Refer, as part of the Homelessness Reduction Act, will see these figures rise again, potentially doubling, in the next 6 months. Exception performance monitoring for Quarter 1 identified the Housing Options team is currently under-resourced to support the increase in homelessness approaches. Staffing resourcing is being reviewed, with approval being given to recruit a front of house triage officer to specialise in supporting complex homelessness cases on the day of approach. The impact of these new statutory obligations on performance and resources (staffing and financial) will continue to be monitored.

3.4 More Jobs

- The annual target of 6 engagement visits delivered to key employers is on track with 5 visits being completed this quarter, to four Folkestone businesses (Saga, West Design, Cowling & Wilcox and MOTIS) and one in Romney Marsh (EDF Energy). The meetings identify areas where the Council can support the growth of these important companies, including meeting their future expansion (or consolidation) needs in order to retain jobs in the district. Opportunities are also identified to link with other organisations such as Folkestone College regarding training and skills development. These companies are also encouraged to use the Folkestone Works website

(www.folkestone.works) to promote their success stories, thereby also providing third party validation of Folkestone & Hythe District as an attractive business location.

3.5 Appearance Matters

- Recycling is very important as waste can have a huge negative impact on the natural environment. Folkestone & Hythe's residents are helping to make a difference, increasing the amount of household waste recycled to more than 48% in Quarter 2 compared to 43.67% in the same period last year. The Council will continue to promote its drive to increase household recycling over the coming years.
- We know the appearance of the district is important to local residents and businesses. In Quarter 2:
 - 97% of streets surveyed were clear of litter, up from 95% in the same quarter last year.
 - 251 instances of fly tipping were reported in the quarter, with the average time for fly tipped waste being removed within 2 days, compared to the 3 day target.
 - More than 506 hours were spent by officers patrolling environmental crime, helping to increase the number of Fixed Penalty Notices issues for fly tipping, litter and dog control to 75, compared to 8 in the same period last year.
 - The number of enforcement notices served for noise, rubbish accumulation and fly tipping increased to 50 in the quarter, compared to 32 in the same period last year. The Environmental Protection team will continue to deliver a range of informal interventions as a first step in resolving environmental issues in the district. In cases, where informal intervention has not worked, the team maintains a firm stance in issuing notices and pursuing prosecutions against those who commit environmental crimes.
- In October 2018, the Council successfully launched its team of local Area Officers to act as the Council's eyes and ears across the district. The officers help to swiftly deal with issues such as graffiti, litter, and vandalism, as well as actively working with local businesses and community groups. Since October, the team has completed nearly 1,000 'See it, Own it, Do it' jobs across the district to ensure it remains a welcoming and attractive place to live, work and visit. A detailed breakdown of the team's performance will feature in exception reporting from Quarter 3 onwards.

3.6 Health Matters

- A total of 109 ASB (anti-social behaviour) complaints were investigated and resolved in the quarter, compared to 22 in the same period last year. This increase has been as a result of the Council's Community Safety team's introduction of the multi-agency operations (Op Ariel and Op Lion), which empower members of the public to actively raise complaints of ASB in the district. A higher number of complaints were received in Quarter 2 as a result of ASB in Grace Hill, Folkestone - an

issue that has now been resolved through joint partnership working with Kent Police and increased awareness and enforcement of our Public Space Protection Order (PSPO).

- Volunteering is a great way to be involved in the local community and make a difference. During the quarter, 318 community volunteers helped to collect 449 bags of rubbish as part of the Council-supported litter picks.
- The number of community volunteer hours undertaken has significantly increased, with 596 hours being recorded in Quarter 2, compared with 294 hours in same period last year. 15 Council-supported litter picks were held in the quarter, with the Council providing equipment and advice to support local volunteers in clearing two sections of Nail Bourne River in Elham and Lyminge. A total of 18 volunteers from Elham and 11 volunteers in Lyminge participated in these stream cleaning events.
- The district's local businesses also played a part in supporting local areas, with more than 240 volunteering hours undertaken in the quarter to support community litter picks. Participating businesses and organisations included Swiss Re Insurance, Surrey Army Cadets and Holiday Extras.
- The district offers a great range of licensed restaurants, pubs and venues, with 95% of premises being rated 3 stars or above, the equivalent of satisfactory to very good, compared to 93.6% in the same period last year.

To monitor

- The percentage of returns to empty a missed bin by the end of the next working day if it is reported within 24 hours reduced to 91% against the 100% quarterly target. However, performance remains good against the target. The overall number of missed bins reported (number of missed collections per 100,000 population) remains low (7.44) compared to the contractual target of 50. This equates in real terms to approximately 100 bins or containers missed in total within the quarter. From this a further 91% were then subsequently collected once reported. Those not collected were often reported late or were operationally difficult to complete. Defaults are issued to the contractor where the bin has not been collected within the contracted timescales.
- The British Vehicle and Foreign Vehicle PCN (Parking Contravention Notice) recovery rates have shown signs of improvement in the quarter and will continue to be monitored. The British Vehicle PCN recovery rate has increased to 61.6% against the 70% quarterly target, an improvement over the Quarter 1 figure of 55.9%. The Foreign Vehicle PCN recovery rate has increased to 48.47% against a 50% quarterly target, an improvement over the Quarter 1 figure of 36.9%. Exception performance monitoring for Quarter 1 has confirmed that previously reported additional staffing is now in place to support workload demand and improvement in performance.

3.7 Achieving Stability

- Business Rates, Council Tax and Council Tax reduction collection rates continue to show positive cumulative trends towards their overall annual targets as a result of improved working processes for charging and pre-enforcement activities, alongside regular scheduled reviews for various discounts and exemptions.

3.8 Delivering Excellence

- Average processing times for new Housing Benefit claims have been undertaken in 4.1 days during the quarter against a target of 10 days. Change of circumstances for housing benefit falls within 4.4 days against a target of 7 days, helping to support some of the Council's most vulnerable customers as quickly as possible. Faster processing times have partially been attributed to a continued channel shift towards making essential benefit services accessible to customers online.
- Focusing on the customer in delivering excellence is highlighted in both the Council's Corporate Plan and its evolving transformation project, with work to date concluding that customers value four elements: (1) the behaviours we exhibit; (2) the speed and efficiency of transactions; (3) our capacity and resilience, being one high performing team; and (4) maintaining an external focus, working collaboratively.

To monitor

- The average wait for calls (except peak times) and the number of call served have shown small improvements, but continue to fall below target. The Customer Services team has been impacted by a number of staff moving into new or seconded roles over the past few months. Exception performance monitoring undertaken in Quarter 1 has confirmed that four new members of staff have now been recruited to the team and are currently completing training, which will help address the recent turnover of staff. The performance output and resources of the team will continue to be monitored. Further work needs to be undertaken, as part of the Council's transformation programme, to consider the department's ongoing staff resourcing and training to ensure overall long term resilience.
- The number of Freedom of Information (FOI) and Environmental Information Regulations (EIR) requests satisfactorily replied to within the statutory timeframe of 20 working days was 91.5% in the quarter against a target of 100%. The Information team's caseload increased to 377 requests in the quarter, with delays in processing requests being attributed to an increase in highly complex procurement and contractual information requests, as well as viability and technical reports relating to the Council's strategic developments. Further work is being undertaken, as part of the transformation programme, to consider the department's work processes and IT requirements, alongside the continuation of proactive publication of Council information online.

4. RISK MANAGEMENT ISSUES

| Perceived risk | Seriousness | Likelihood | Preventative action |
|---|-------------|------------|---|
| The Council's strategic objectives are not met. | High | Medium | Monitor progress against performance indicators and take remedial action for those areas where targets and actions are unlikely to be achieved. |

5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

- 5.1 Legal (DK)** – There are no legal implications arising directly out of this report. The Key Performance Indicators (as amended) must continue to take account of both existing and new statutory duties and responsibilities that are imposed on the Council by Central Government and reflect the strategic objectives contained in the Council's Corporate Plan. Failure to do so will put the Council at risk of legal challenge by affected residents and/or businesses. Whilst reporting on performance is not a statutory requirement, it is considered best practice to review the Council's progress against the Corporate Plan on a regular basis.
- 5.2 Finance (CS)** – There are no direct financial implications arising from this report. There is a presumption that targets will be delivered within existing resources. Adverse performance for some indicators may have financial implications for the Council. In the event that targets cannot be achieved within the agreed envelope of resources officers are expected to raise the issue through the appropriate channels as the needs arise.
- 5.3 Human Resources (AS)** – There are no direct HR implications or risks arising from this report.
- 5.4 Equalities (SR)** – Equality Impact Assessments (EIAs) are systematically carried out for any services, projects or other schemes that have the potential to impact on communities and / or staff on the grounds of particular protected characteristics or socio-economic disadvantage. Over the course of the year, performance against some indicators might potentially have equality and social inclusion implications, if performance is not at an acceptable level. These will be highlighted as necessary in the corporate performance reporting, along with details of the steps that will be taken to address these.
- 5.5 Communications (MR)** – The quarterly performance report should be widely communicated internally and externally. Thought should be given to how this is communicated to our different audiences.
- 5.6 Transformation (SR)** – There are no direct implications on the delivery of the transformation programme arising from this report. However, any performance areas to be monitored should be raised with iESE, the Council's transformation partner, to discuss where performance improvements can be achieved through reviewing service resourcing, process redesign and digital enablement.

6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Sarah Robson – Assistant Director for Strategy, Performance and Communications

Email: sarah.robson@folkestone-hythe.gov.uk

Tel: 01303 85 3426

Gavin Edwards – Policy and Improvement Officer

Tel: 01303 85 3436

Email: gavin.edwards@folkestone-hythe.gov.uk

Appendices:

Appendix 1: Quarter 2 (2018/19) Key Performance Indicators Report

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Folkestone and Hythe District Council Quarter 2 Performance Report 2018/19 – July to September 2018



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Your Cabinet Members



Cllr David Monk
Leader of the
Council



Cllr Jenny
Hollingsbee
Deputy Leader,
Cabinet Member for
Communities



Cllr Malcolm
Dearden
Cabinet Member for
Finance



Cllr John Collier
Cabinet Member for
the District Economy



Cllr Ann Berry
Cabinet Member for
Transport and
Commercial



Cllr Alan Ewart-
James
Cabinet Member for
Housing



Cllr David Godfrey
Cabinet Member for
Special Projects



Cllr Rory Love
Cabinet Member for
Customers,
Communications
and Digital Delivery



Cllr Dick Pascoe
Cabinet Member for
Property
Management and
Environmental
Health



Cllr Stuart Peall
Cabinet Member for
the Environment

Your district

Folkestone & Hythe district has a population of approximately 111,000 of which 58.2% (32,700) of female residents and 60.1% (33,000) of males are of working age. The district has a growing population in line with the growth for the county of Kent, with a projected population increase of 8.3% by 2036 (120,400). The proportion of older people in Folkestone & Hythe is 23.8% (26,500), higher than Kent, South East and England and Wales. The number of people aged 65 and over within the district is set to increase by about 14,000 (52.7%) by 2036. This has implications for a wide range of services provided by the district council including housing and health.

The district is considered a good place to live and work with the number of jobs and full time earnings in the workplace increasing, whilst unemployment has fallen over the past two decades. Jobs are forecast to grow more quickly than the South East average up to 2031. However, although there has been growth in the numbers of jobs, these have been generally lower paid, lower skilled jobs. People claiming Job Seekers Allowance is also higher than in the comparator areas and South East average and residents' full time earnings are lower than the South East and national averages. Therefore, with a challenging economic environment there is no room for complacency. The district has a mixed business sector benefitting from great brand names including Saga, Eurotunnel Le Shuttle, Holiday Extras, the Aspinall Foundation and Church and Dwight, alongside a growing creative industry emerging from Folkestone's Creative Quarter. East Kent College continues to widen the range of courses and facilities it provides, offering an excellent further education offer within the area.

As a well-connected, coastal district in Kent with an attractive mix of urban and rural areas, we recognise the importance of maintaining a quality environment for residents and visitors alike including our heritage and conservation areas. We have outstandingly beautiful countryside and villages, the stunning landscape of Romney Marsh, the ancient Cinque Port Borough of Hythe, and the vibrant coastal town of Folkestone where significant private and public investment in the Old Town has created the unique Creative Quarter. Tourism is an important sector of our local economy supported by stunning coastline with award-winning beaches, boutique hotels and popular visitor attractions including the Harbour Arm, the Romney, Hythe and Dymchurch Railway, Howletts and Port Lympne wild animal parks.

We work in partnership with neighbouring authorities to plan for and deliver the needs of the East Kent area. Transport links are excellent, with the international high speed railway link from Folkestone making London accessible within an hour. The ever popular Eurotunnel means the French coast is within reach in less than 35 minutes. The district is well served by the motorway network with the M20 and M2 providing direct links to the Channel Ports and M25.

Introduction

During 2017/18, the Council introduced its refreshed Corporate Plan, setting out its three year corporate plan vision of *investing for the next generation ~ delivering more of what matters* and outlining six new strategic objectives:

- **More Homes** - provide and enable the right amount, type and range of housing
- **More Jobs** - work with businesses to provide jobs in a vibrant local economy
- **Appearance Matters** - provide an attractive and clean environment
- **Health Matters** - keep our communities healthy and safe
- **Achieving Stability** - achieve financial stability through a commercial and collaborative approach
- **Delivering Excellence** - deliver excellent customer service through commitment of staff and members

The first four objectives are externally focused and detail how the Council will contribute to the district and its communities. The last two objectives are internally focused to identify the priorities required for the Council to ensure its stability and excellence in service delivery. An accompanying Corporate Delivery Plan provides the detail of what the Council plans to achieve over the next three years to support the objectives and priorities of the Corporate Plan 2017-20.

As a district council with big ambitions, we will continue to deliver a range of major projects and initiatives ensuring we are progressive and innovative in our strategic approach by:

- Working with our businesses and communities to promote and invest in our assets - a beautiful coastal district with great connections to London and Europe
- Developing a thriving economy for our residents and attract new people; supporting activities to develop jobs, homes and healthy living
- Designing our services from our customers' perspective and using technology to best effect
- Using the next 2 years to work together with customers and staff to further modernise the Council to help achieve our ambitions and continuously improve the way we do business

Key Performance Indicators, currently collated on a quarterly basis, were not reviewed as part of the Corporate Plan refresh and do not fully align to how the Council will measure progress in delivering its strategic objectives and priorities. The ongoing work in this

area means that 2018/19 will be something of a transitional year, with a full review of current performance indicators being undertaken to ensure they are both meaningful and reflect the Corporate Plan priorities.

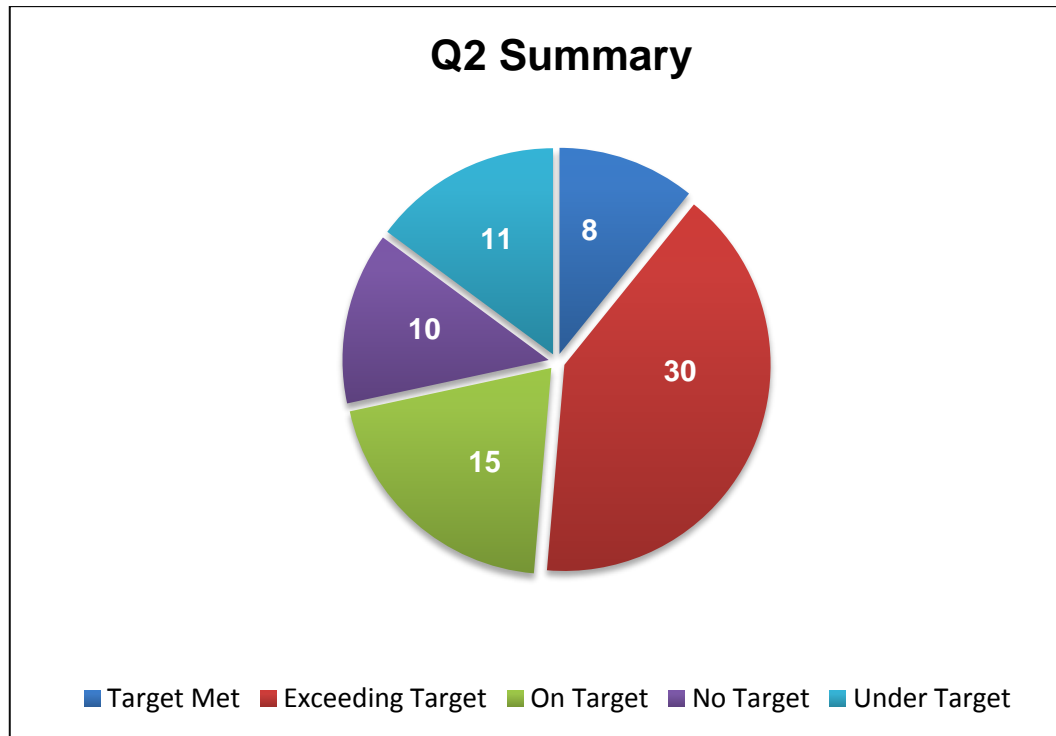
However, as a result of the introduction of the Homelessness Reduction Act (2017) in April 2018, which set out a framework for one of the biggest changes to homelessness legislation, the relevant performance indicators have been amended as performance is now measured and collated by Government in a different format.

Under the earlier 1996 Housing Act, every client approaching for assistance was given a homeless decision outcome and that was the key measure of a Council's performance. However, the Homelessness Reduction Act requires local housing authorities to carry out homelessness prevention work with all those who are eligible for help and threatened with homelessness, with clients now seen in three stages, prevention, relief duty and lastly, main housing duty. Where homelessness has not been prevented or an alternative solution found, cases will now progress to a formal homeless decision. Therefore, the measure of good performance will be the lowest number of homeless decisions made, as this indicates that most cases are being prevented or other solutions found.

Whilst the overall review is underway, the Council will ensure it continues to report on the measures it uses to check its performance each quarter. The purpose of the report is to demonstrate the performance of the Council at the end of the second quarter of 2018/19. Details of the projects and activities ongoing in each service area that contribute to delivering what is important and make a difference to all in the district are highlighted in the Council's Annual Performance Report – Making a difference: a snapshot of our year 2017/18.

Summary of performance – Quarter 2 2018/19

The Council has performed well in Quarter 2, with 63 of the 74 indicators performing satisfactorily and meeting/exceeding target or on track at the end of the quarter.



More Homes- *Provide and enable the right amount, type and range of housing*

| Description | Q2 2017/18 Comparison | Q1 Actual 2018/19 | Q2 Actual 2018/19 | Q3 Actual 2018/19 | Q4 Actual 2018/19 | Target |
|---|-----------------------|--|-------------------|-------------------|-------------------|-------------------|
| New homes built | N/A | - | - | | | 400 (Annually) |
| | | <i>This indicator is collated on an annual basis and not available quarterly. However, the district currently has 466 properties under construction, indicating that the annual target of 400 should be exceeded.</i> | | | | |
| Council new builds to start on site | 0 | 0 | 0 | | | 20 (Annually) |
| | | <i>Start/completion dates can be affected by a range of factors including land acquisition, planning consent and procurement. Although, no construction of Council new builds commenced in Q2, the Council remains on track to meet its annual target with work underway at various sites including Roman Court, to deliver a mix of new homes in the district, including disabled access.</i> | | | | |
| Additional affordable homes delivered in the district by the Council and its partner agencies | 0 | 50 | 1 | | | 80 (Annually) |
| | | <i>Over the next 9 months, approximately 50 housing association homes for rent and shared ownership purchase are due to complete on sites in Cheriton and New Romney. 6 Council homes for rent were completed in Cheriton in October this year (Quarter 3). Over the next 12 months, a further 35 Council homes for rent and shared ownership are due to start on site in Folkestone and approximately 30 further housing association homes for rent and shared ownership purchase are due to commence in Sellindge and Stelling Minnis.</i> | | | | |
| Homes provided in the district for low cost home ownership | 0 | 15 | 9 | | | 32 (Annually) |
| Long term empty homes | 17 | 24 | 10 | | | 70 |

| Description | Q2 2017/18 Comparison | Q1 Actual 2018/19 | Q2 Actual 2018/19 | Q3 Actual 2018/19 | Q4 Actual 2018/19 | Target |
|---|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| brought back into use | | | | | | (Annually) |
| Private sector homes improved as a result of intervention by the Council and its partner agencies | 95 | 60 | 145 | | | 130 (Annually) |
| | <i>Over the last quarter, the Private Sector Housing team has focused on a number of larger buildings containing a significant number of separate flats. The majority of this work has involved upgrading fire protection measures within both the buildings as a whole and the individual properties. This has resulted in an increased number of private sector properties being improved over the last quarter, ensuring homes in the district are safe and well maintained.</i> | | | | | |
| Number of homelessness approaches made to the Council | 148 | 346 | 325 | | | No target |
| | <i>The implementation of the Homelessness Reduction Act (2017) in April this year imposed new statutory processes on all local housing authorities. As a result, the Council has seen an expected, but significant rise in the number of clients approaching its homelessness services for assistance – on par with other local authorities based across Kent and Medway.</i> | | | | | |
| Number of homelessness approaches prevented (through housing advice or other intervention) | 36 | 289 | 233 | | | No Target |
| Number of homelessness approaches withdrawn by applicant | - | 34 | 10 | | | No Target |
| Number of homelessness approaches carried forward to the homeless duty relief stage (relieving homeless for 56 days by helping applicants | - | 23 | 82 | | | No Target |

| Description | Q2 2017/18 Comparison | Q1 Actual 2018/19 | Q2 Actual 2018/19 | Q3 Actual 2018/19 | Q4 Actual 2018/19 | Target |
|---|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <i>secure accommodation regardless of priority need)</i> | | | | | | |
| Number of homelessness approaches owed Main Housing Duty (<i>where the applicant is eligible for assistance, unintentionally homeless and falls within a specified priority need group</i>) | - | 4 | 2 | | | No Target |
| Average number of households in temporary accommodation | 107 | 35 | 26 | | | 35 (Quarterly) |
| Number of families in temporary B&B accommodation | 56 | 2 | 0 | | | 6 |
| Number of families in temporary B&B accommodation over 6 weeks | 20 | 0 | 0 | | | 0 |
| Number of 16/17 year olds in temporary (B&B) accommodation | 1 | 0 | 0 | | | 0 |
| Number of 16/17 year olds in temporary (B&B) accommodation over 6 weeks | 0 | 0 | 0 | | | 0 |
| Average number of weeks families are staying in temporary B&B accommodation | 5.6 | 0 | 0 | | | 6 weeks |

| Description | Q2 2017/18 Comparison | Q1 Actual 2018/19 | Q2 Actual 2018/19 | Q3 Actual 2018/19 | Q4 Actual 2018/19 | Target |
|---|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Average number of weeks single persons are staying in temporary B&B accommodation | 11.6 | 2.6 | 0 | | | 8 weeks |
| % of major planning applications to be determined within statutory period | 81.8% | 100% | 80% | | | 50% (Quarterly) |
| % of non-major planning applications to be determined within statutory period | 81.4% | 89.3% | 89.1% | | | 70% (Quarterly) |
| % of other planning applications to be determined within statutory period | 91.8% | 88.5% | 91.5% | | | 85% (Quarterly) |

More Jobs - *Work with businesses to provide jobs in a vibrant local economy*

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|---|-----------------------|-----------|-----------|-----------|-----------|-----------------|
| Applications for external funding | 0 | 0 | 1 | | | 2 (Annually) |
| Investment in the FHDC area scheme | 0 | 0 | 0 | | | 1 (Annually) |
| Delivery of the business accommodation scheme | 0 | 0 | 0 | | | 1 (Annually) |
| Delivery of the engagement programme to key employers | 6 | 4 | 5 | | | 6 (Annually) |

Appearance Matters - Provide an attractive and clean environment

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|--|-----------------------|--|-----------|-----------|-----------|---------------------|
| Percentage of household waste recycled | 46% | 50% | 48% | | | 47% (Quarterly) |
| Number of missed collections per 100,000 population | 2.22 | 6.42 | 7.44 | | | 50 (Quarterly) |
| Percentage of streets surveyed clear of litter within the district | 95% | 95% | 97% | | | 95% (Quarterly) |
| Percentage of streets surveyed clear of detritus within the district | 59% | 77% | 85% | | | 90% (Quarterly) |
| | | <p><i>The reduction in streets surveyed was caused by two mechanical sweepers being off the road due to maintenance requirements in Q1. This issue has now been addressed, with performance levels in Q2 showing improvement.</i></p> | | | | |
| Number of days to remove fly tipped waste on public land once reported | 1 | 1 | 2 | | | 3 days |
| Percentage of returns to empty a missed bin by the end of the next working day if it is reported within 24 hours | 95.2% | 92% | 91% | | | 100% (Quarterly) |
| | | <p><i>Performance remains good against the target. The overall number of missed bins reported (number of missed collections per 100,000 population) remains low (7.44) compared to the contractual target of 50. This equates in real terms to approximately 100 bins or containers missed in total within the quarter. From this a further 91% were then subsequently collected once reported. Those not collected were often reported late or were operationally difficult to complete. Defaults are issued to the contractor where the bin has not been collected within the contracted timescales.</i></p> | | | | |

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|---|-----------------------|--|-----------|-----------|-----------|---------------------|
| Average number of hours to remove offensive graffiti in public places | 3.42 | 1.36 | 2.1 | | | 4 hours |
| Number of enforcement notices served | 32 | 30 | 50 | | | 60 (Annually) |
| Compliant Air Quality Monitoring Sites | 13 | 14 | 14 | | | 14 sites |
| Enforcement - Fixed Penalty Notices issued | 8 | 29 | 75 | | | 50 (Annually) |
| Enforcement – Number of Hours spent on environmental crime patrol | 371 | 418 | 506 | | | 2,800 (Annually) |
| Enforcement – Number of warning letters issued (Environmental Protection) | 8 | 2 | 2 | | | No Target |
| Stray dogs found | 38 | 38 | 31 | | | No Target |
| Stray dogs successfully returned to owner | 21 | 20 | 19 | | | No Target |
| | | <p><i>Dogs unable to be reunited with the owners are transferred to the care of local kennels for a 7 day period, where they are microchip checked. If the owners cannot be identified or do not come forward within the 7 days, ownership and care is transferred to the kennels. All dogs found in Q2 have or are due to be successfully rehomed. Dog owners are encouraged to microchip their pets as it remains the best way of being reunited with their pet should they become lost or stolen.</i></p> | | | | |
| Parking: Number of PCNs issued | 4,706 | 5,294 | 5,314 | | | No Target |

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|--|-----------------------|---|-----------|-----------|-----------|--------------------|
| Parking: British Vehicle PCN recovery rate | 56% | 55.9% | 61.64% | | | 70% (Quarterly) |
| | | <p><i>Under the Council's appeals process for a PCN for traffic offences, the driver does not have to make payment whilst their objection is being dealt with and is put on hold pending a decision. Following a review of resource requirements, additional staffing was approved with effect from September 2018 to help address the additional workload demand and support improvements to customer service. As a result, performance is showing an improvement in Q2, but will continue to be monitored.</i></p> | | | | |
| Parking: Foreign Vehicle PCN recovery rate | 41% | 36.9% | 48.47% | | | 50% (Quarterly) |
| | | <p><i>Foreign registered vehicles (FRVs) are more likely to contravene traffic and parking regulations than drivers of UK registered vehicles – and are less likely to pay the penalty charges which they incur. It is often impossible to trace the owners of FRVs and, even when they can be traced, there is no legal process by which they can be made to pay civil penalties. However, the Council continues to progress FRV PCN cases with partner enforcement agencies, achieving some success with its recovery rate. Q2 performance shows a positive improvement, but will continue to be monitored.</i></p> | | | | |

Health Matters - Keeping our communities healthy and safe

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|--|-----------------------|-----------|-----------|-----------|-----------|--------------------------------|
| ASB Complaints that have been investigated and resolved | 22 | 50 | 109 | | | 100 (Annually) |
| Number of supported community litter picks | 10 | 19 | 15 | | | 24 (Annually) |
| Number of community volunteer hours | 294 | 250 | 596 | | | 1,200 hours (Annually) |
| Number of corporate social responsibility business volunteer hours | 212 | 120 | 240 | | | 240 hours (Annually) |
| % of premises rated 3 or above | 93.6% | 95% | 95% | | | 95% (Quarterly) |
| Number of licensed premises inspected | 34 | 54 | 37 | | | No target |
| Number of complaints about food premises investigated | 31 | 21 | 10 | | | <100 complaints (Quarterly) |
| Number of caravan sites inspected | 3 | 2 | 0 | | | 10 |
| Number of licensing complaints investigated | 22 | 28 | 23 | | | <100 complaints (monthly) |

Achieving Stability - Achieve financial stability through a commercial and collaborative approach

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|--|------------------------|------------------------|------------------------|-----------|-----------|------------------------|
| Business Rates collection | 59.85% (Cumulative) | 34.22% (Cumulative) | 58.08% (Cumulative) | | | 97.5% (Annually) |
| Council Tax collection | 57.01% (Cumulative) | 29.77% (Cumulative) | 56.98% (Cumulative) | | | 97.3% (Annually) |
| Council Tax reduction collection rate | 47.86% (Cumulative) | 25.96% (Cumulative) | 47.8% (Cumulative) | | | 85% (Annually) |
| % Invoices paid within agreed timescales (30 days) | 97% | 83.9% | 90.53% | | | 100% |
| <p><i>Target of invoices being paid within the agreed 30 day period has been affected due to delays in the submission of utility and contract invoices for payment by East Kent Housing.</i></p> | | | | | | |
| Oportunitas – value of works invoiced (Grounds Maintenance) | £11,358.78 | £17,474.83 | £9,851 | | | £10,000 (quarterly) |
| <p><i>Although, the Q2 figure is just shy of its £10,000 quarterly target, substantial work was undertaken towards the end of Q2 in September, valued at £19,358. This work was invoiced in October and will therefore be presented in Q3 reporting.</i></p> | | | | | | |

Delivering Excellence - Deliver excellent customer service through commitment of staff and members

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|---|-----------------------|--|---------------|-----------|-----------|---------------|
| Customer Services - Calls served (versus number of calls received) | 81% | 72% | 77.58% | | | 80% (Monthly) |
| | | <i>Customer Services has been impacted by considerable staff turnover in Q1 and Q2, due to internal promotions and secondments. Four new members of staff have been recruited and are completing their customer contact training. Recruitment will extend into Q3 to fill the remaining 3 vacant posts. Performance will continue to be monitored.</i> | | | | |
| Customer Services - Average wait for calls (except peak times) | 3mins 21 secs | 4 mins 51 secs | 4mins 20 secs | | | 3 mins |
| | | <i>Customer Services has been impacted by considerable staff turnover in Q1 and Q2, due to internal promotions and secondments. Four new members of staff have been recruited and are completing their customer contact training. Recruitment will extend into Q3 to fill the remaining 3 vacant posts. Performance will continue to be monitored.</i> | | | | |
| Customer Services - Customers seen within 10 minutes of an appointment | 100% | 100% | 99.7% | | | 90% (Monthly) |
| Average number of days taken to process new claims for Housing Benefit | 19 | 21 | 19.1 | | | 21 days |
| Average number of days to process new claims for Housing Benefit from the date the complete evidence is received. | 5.3 | 6.2 | 4.4 | | | 10 days |
| Average number of days to process change of circumstances for Housing | 3.8 | 5.7 | 4.1 | | | 7 days |

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|---|--|-----------|-----------|-----------|-----------|-------------------|
| Benefit from the date complete evidence is received. | | | | | | |
| Average number of days taken to process new claims for Council Tax Reduction | 17.6 | 18.1 | 17.6 | | | 21 days |
| Average number of days taken to process change of circumstances for Council Tax Reduction | 8.3 | 10 | 9.1 | | | 10 days |
| FOI - All complaints will be acknowledged within 5 days | 100% | 100% | 100% | | | 100% (Monthly) |
| All standard FOI and EIR requests will be satisfactorily replied to within the statutory timeframe of 20 working days after receipt (including number of requests received) | 97.3% | 92% | 91.5% | | | 100% (Monthly) |
| | <p><i>The Council has seen an increase in the number and complexity of FOI/EIR requests received, with the caseload increasing to 377 in Q2. Many of the delayed requests are as a result of highly complex procurement / contractual information, or viability and technical reports relating to the Council's strategic developments. Responding to these types of request requires the collation of a large amount of information, which places a significant demand on staffing resource and detailed consideration of public interest factors. The information team is currently focusing on pre-emptively addressing this demand through the proactive publication of relevant documents and supplementary material, for example, Business Rates data is now published online.</i></p> | | | | | |
| FOI - All subject access requests will be satisfactorily replied to within the statutory timeframe of 40 days | 100% | 100% | 83.3% | | | 100% (Monthly) |

| Description | Q2 2017/18 Comparison | Q1 Actual | Q2 Actual | Q3 Actual | Q4 Actual | Target |
|---|-----------------------|---|------------|-----------|-----------|--------------------|
| (including number of requests received) | | | | | | |
| | | <i>Although the Subject Access Request caseload is relatively small, staffing resource has been impacted and diverted by the increase in the number and complexity of FOI/EIR requests received, which has impacted Q2 performance.</i> | | | | |
| Planning - Respond to all Local Land Charge searches within 10 working days | 100% | 100% | 100% | | | 100% (Monthly) |
| Parking - Respond to all Fixed Penalty Notice challenges within 20 working days | 80.6% | 77.6% | 81.3% | | | 100% (Monthly) |
| | | <i>Following an increase in Controlled Parking Zones introduced in 2017/18, the request for additional staff resources was approved in Q1, with recruitment and staff training completed in Q2. Performance is improving and Q3 should bring a significant increase in performance.</i> | | | | |
| Lifeline - Number of calls answered in 60 seconds. | 98% | 98% | 98.3% | | | 97.5% (Monthly) |
| Lifeline - Number of calls answered in 180 seconds | 99.8% | 100% | 100% | | | 100% (Monthly) |
| EKH - Average time taken to re-let council dwellings excluding major works | 12.37 days | 15.23 days | 17.98 days | | | 19 days |
| EKH - % of emergency repairs completed on time | 98.96% | 99.35% | 100% | | | 98% (Quarterly) |
| EKH - % of routine repairs completed on time | 99.96% | 98.54% | 96.09% | | | 90% (Quarterly) |

Get in touch

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- FIND your bin collection day
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- REPORT littering / fly tipping / abandoned cars
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This report will be made public on 4 December 2018



Report Number **C/18/53**

To: Cabinet
Date: 12th December 2018
Status: Non-Key Decision
Director: John Bunnett, Corporate Director, Place and Commercial
Oportunitas Chairman: Councillor Russell Tillson

SUBJECT: OPORTUNITAS PROGRESS REPORT 2018/19

SUMMARY: This report provides an update from the Board of Oportunitas Ltd (“the company”) covering activities undertaken so far in 2018/19 financial year, including a financial statement for the period from 1 April 2018 to 30 September 2018, in-line with the requirement contained in the Shareholder’s Agreement between the company and the Council.

REASON FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because:-

- a. Oportunitas Ltd (“the company”) is required to provide regular updates to Cabinet as set out in the Shareholder’s Agreement between the company and the Council.

RECOMMENDATIONS:

1. To receive and note the report.

1. BACKGROUND

- 1.1 The report sets out the progress of Oportunitas Ltd. in 2018/19 in relation to its investments and trading activity.
- 1.2 A financial statement for the period from 1 April 2018 to 30 September 2018 is included in appendix 1 of this report. .

2 INVESTMENT PORTFOLIO UPDATE

- 2.1 The company has acquired two further properties so far in 2018/19 to provide rented residential accommodation. On 6 June 2018 it acquired 84 Sidney Street, Folkestone, a block of four flats, for £385k plus £11k Stamp Duty Land Tax (SDLT). On 2 October 2018 it acquired 1 Claremont Road, Folkestone, again a block of four flats with further development potential, for £350k plus £10.5k SDLT.
- 2.2 The current property portfolio of 37 residential units and 1 commercial unit is summarised in the table below:

| Address | Units | Type |
|---|-----------|--|
| Walter Tull Way, Folkestone | 5 | 2 x 1 bed units 2 x 2 bed units 1 x 3 bed unit |
| 2 Grove Terrace, Dover Road, Folkestone | 1 | 1 x 4 bed unit |
| 15 Grace Hill, Folkestone | 5 | 5 x 1 bed units |
| 15 Grace Hill, Folkestone | 1 | 1 x commercial unit |
| 82 - 84 Leyburne Road, Dover | 8 | 8 x 2 bed units |
| 19 Castle Hill Avenue, Folkestone | 10 | 9 x 1 bed units 1 x 2 bed unit |
| 84 Sidney Street, Folkestone | 4 | 3 x 1 bed units 1 x 2 bed unit |
| 1 Claremont Road, Folkestone | 4 | 4 x 1 bed units |
| Total | 38 | |

- 2.3 The property at 1 Claremont Road has planning consent to convert a garage to an additional one bedroom unit and the potential to undertake this is currently being explored.
- 2.4 All properties are currently tenanted and when vacancies have occurred the company's agents have worked hard to minimise void periods. The company uses Smith Woolley as its main managing agent for the property portfolio. However, three properties at Walter Tull Way remain being managed by Reeds Rains and these will be transferred to Smith Woolley as and when tenancies change.
- 2.5 As Shareholder, the council originally provided a capital investment facility of £4.78m to the company to acquire property. To date £4.22m has been committed to meet the company's property acquisitions leaving a balance

of £0.56m for further investment. Additionally, the council provided the company with a working capital loan facility of £300k of which £80k has been drawn down so far.

- 2.6 As part of the 2018/19 budget process, Full Council approved a further investment in Oportunitas of £6.9m through a mixture of share and loan capital to expand its property acquisitions. The investment is intended to provide the council with an enhanced revenue stream and help to ensure the company remains financially viable over the long term. To date no action has been taken to utilise this facility, in part because funding remains for the original facility, outlined above. The Board of Directors are currently in the early stages of exploring a longer term strategy for future property investment and it is proposed to bring this back to Cabinet as part of the next Business Plan in the Spring 2019. In the meantime the company continues to actively seek other local investment opportunities.

3 TRADING ACTIVITY – UPDATE

- 3.1 The number of ground maintenance quotations for private clients from 1 April 2018 to 30 September 2018 was 316. This is a significant increase of about 80% on 2017/18 figure of 175 quotes given.
- 3.2 The number of accepted quotes was 109, the number not accepted was 159, with 48 awaiting confirmation.
- 3.3 The total value of quotes accepted during the period was £28,173 excluding VAT. The total value of works invoiced for during this period was £28,790, excluding VAT although some of this relates to quotes accepted prior to 1 April 2018.

4. FINANCIAL UPDATE

- 4.1 A financial update for the company for the six month period to 30 September 2018 is shown in appendix 1 to this report. This excludes the transactions relating to the acquisition of 1 Claremont Road, Folkestone which took place in early October.
- 4.2 A small net loss of £4.5k has been incurred to 30 September 2018, a reduction of £16k compared to the loss incurred of £20k for the same period in 2017.
- 4.3 The financial update provides details of the accrued benefit to the council as Shareholder from its investment and relationship with the company. In summary the council received an accrued income of £117,835 from the company.
- 4.4 The Directors of Oportunitas are due to consider the company's audited accounts for the period ending 31 March 2018 at their meeting scheduled for 26 November 2018. Subject to approval, the accounts will then be lodged with Companies House.

5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

5.1 Legal (NE) – The power for councils to trade their services for cost recovery only has been in force for many years. The power for councils to establish companies to trade for profit is set out more recently in the Localism Act 2011. The company model provides the only mechanism for local councils to operate more commercially and generate profit.

Officers have taken specialist legal advice from Bevan Brittan and will continue to work with these external legal advisers as and when the need arises.

5.2 Resources (LW) – The council's total approved capital funding of £11.687m towards the company is identified in the body of the report along with the £0.3m working capital facility. The company has approximately £7.4m of resources available to it through the council to support further acquisitions in line with the approved Business Plan. The accrued benefit to the council from its investment and relationship with the company is being captured in the General Fund budget projections for 2018/19.

5.3 Equalities (GE) – There are no diversity or equalities implications arising from this report.

6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officers prior to the meeting:

Lee Walker, Group Accountant
Telephone: 01303 85 3593
Email: lee.walker@folkestone-hythe.gov.uk

Gavin Edwards, Board Administrator
Telephone: 01303 853436
Email: gavin.edwards@folkestone-hythe.gov.uk

Appendix 1 - Financial Statement Period 1 April 2018 to 30 September 2018

Appendix 1 – Financial Update 2018/19

The company's provisional profit and loss account and balance sheet for the period for the six month period from 1 April 2018 to 30 September 2018 are shown below. The profit and loss account includes comparative information for the same period in 2017:

Oportunitas Limited **Comparative Profit and Loss Report**

| | <u>2018/19</u> | <u>2017/18</u> |
|------------------------------------|-----------------------|-----------------------|
| From 1st April | Actual to | Actual to |
| | 30.09.18 | 30.09.17 |
| Income | £ | £ |
| Grounds Maintenance Charges | 28,790 | 15,888 |
| Housing Rents - Market Rate | 107,371 | 88,701 |
| Commercial Rents | 3,750 | 5,501 |
| | <hr/> | <hr/> |
| | 139,911 | 110,090 |
| Purchases | | |
| Direct Expenses | | |
| FHDC Grounds Maintenance Recharges | 23,032 | 12,733 |
| Advertising | 360 | 1,130 |
| Property Expenses | 6,639 | 7,590 |
| Property Management Charges | 8,059 | 4,720 |
| Premises Insurance | 7,410 | 5,914 |
| | <hr/> | <hr/> |
| | 45,500 | 32,087 |
| Gross Profit/(Loss): | <hr/> 94,411 | <hr/> 78,003 |
| Overheads | | |
| Insurance | 2,556 | 3,580 |
| Professional Fees | 1,350 | 3,710 |
| Legal Fees | 0 | 63 |
| Management Charges from FHDC | 7,464 | 9,996 |
| Directors Remuneration | 5,439 | 5,280 |
| Bank Charges | 48 | 83 |
| Computer and Software | 0 | 85 |
| Sundry Expenses | 243 | 50 |
| | <hr/> | <hr/> |
| | 17,100 | 22,847 |
| Interest Payable | 81,900 | 75,520 |
| Net Profit/(Loss): | <hr/> -4,589 | <hr/> -20,364 |

Oportunitas Limited
Balance Sheet at 30 September 2018

| | <u>30.09.18</u> | |
|---|------------------|-----------------------|
| | £ | £ |
| Fixed Assets | | |
| Investment Assets | <u>4,070,048</u> | 4,070,048 |
| Current Assets | | |
| Debtors | 12,420 | |
| Bank Account | <u>300,965</u> | |
| | 313,385 | |
| Current Liabilities | | |
| Creditors : Short Term | (49,016) | |
| Loan Interest | (371,932) | |
| VAT Liability | <u>(1,961)</u> | |
| | (422,909) | |
| Current Assets less Current Liabilities: | | (109,524) |
| Total Assets less Current Liabilities: | | 3,960,524 |
| Long Term Liabilities | | |
| Creditors : Long Term | (3,511,000) | |
| | | <u>(3,511,000)</u> |
| Total Assets less Total Liabilities: | | <u>449,524</u> |
| Capital & Reserves | | |
| Share Capital | 300 | |
| Reserves | 478,451 | |
| P & L Account | <u>(29,227)</u> | |
| | | <u>449,524</u> |

Commentary

- During the period, the company acquired 84 Sidney Street, Folkestone on 6 June 2018 for £385k, excluding Stamp Duty Land Tax, providing a further four units of housing accommodation for rent, reflected in the above financial statements. Since 30 September 2018 the company acquired 1 Claremont Road, Folkestone on 2 October 2018 for £350k, excluding Stamp Duty Land Tax, also providing a further four units of housing accommodation for rent and is not reflected above.
- The company made a net loss of £4.5k from its trading activities to the 30 September 2018, an improvement of £16k compared to the equivalent period last year with the main reasons being;-

| | | |
|------|---------------------------------------|-------------|
| i) | Property - net improvement | £7k |
| ii) | Grounds Maintenance – net improvement | £4k |
| iii) | Reduction in overheads | £5k |
| | | <u>£16k</u> |

3. The property activity for the profit and loss account to 30 September 2018 includes the full impact of 19 Castle Hill Avenue, acquired in May 2017, and also the partial impact of 84 Sidney Street, acquired on 6 June 2018.
4. The balance sheet shows the company's accumulated loss is £29k. This is analysed as follows:

| | | |
|-----|---|-------------|
| | | £k |
| i) | Realised losses on trading activities | (181) |
| ii) | Unrealised gains on property valuations | <u>152</u> |
| | Net accumulated loss | <u>(29)</u> |

Note – The unrealised gains on property valuations is based on data at 31 March 2018 and does not reflect any increase in values that may have occurred during the six months to 30 September 2018. A revaluation of the property portfolio will be undertaken to capture the value at 31 March 2019.

5. The benefit to the council from its relationship with the company for the period to 30 September 2018, with comparatives for last year, is shown in the table below:

| | 30.09.18 | 30.09.17 |
|---|----------------|----------------|
| | £ | £ |
| Loan interest | 81,900 | 75,520 |
| Grounds Maintenance income | 23,032 | 12,733 |
| Directors remuneration recharge | 5,439 | 5,280 |
| Staff recharges - management and administration | <u>7,464</u> | <u>9,996</u> |
| Total | <u>117,835</u> | <u>103,529</u> |

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This Report will be made public on 4 December 2018.



Report Number **C/18/57**

To: Cabinet
Date: 12th December 2018
Status: Key Decision
Head of service: Dr Sarah Robson, Assistant Director - Strategy, Performance and Communications
Cabinet Member: Councillor John Collier

SUBJECT: Folkestone & Hythe District Heritage Strategy

SUMMARY:

The Heritage Strategy is an evidence base document for the Places and Policies Local Plan and Core Strategy Review and it will also provide information for planning applications and funding bids. It sets out positive objectives and priorities to ensure the district's heritage assets provide a unique opportunity for future place-making, guiding and stimulating regeneration and making significant contributions to recreation, tourism, health and education.

The views of a large and enthusiastic group of stake-holders, individuals and groups were gathered during the initial stages the strategy's production. It is now proposed that the draft Strategy is published to provide an opportunity for interested groups and individuals, businesses, landowners, developers and the wider public, to shape the final version.

REASONS FOR RECOMMENDATIONS

The Heritage Strategy is an evidence based document for the emerging District Local Plans and has been produced following extensive informal engagement with interested groups and individuals. A final formal public consultation would help ensure the final version carries greater weight.

To ensure that the Strategy can be given greater weight further public consultation is necessary.

RECOMMENDATIONS:

- 1. To receive and note report C/18/57.**
- 2. To give delegated authority to the Planning Policy Manager to make any amendments that may be necessary to the Folkestone & Hythe District Heritage Strategy following recommendations of Cabinet;**
- 3. To agree the publication of the Folkestone & Hythe District Heritage Strategy for public consultation subject to recommendation 2 above.**

1. BACKGROUND

- 1.1 The National Planning Policy Framework (NPPF, July 2018) states that local plans should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats (paragraph 185). As the NPPF makes clear, heritage can bring social, cultural, economic and environmental benefits and make a positive contribution to the character of a place. It also places importance on having a solid and robust evidence base for local plans and decision making. Any evidence gained through policy-making should also be publicly accessible.
- 1.2 The adopted Core Strategy Local Plan (2013) recognises the importance of the historic environment in the Strategic Need B, ‘... to enhance the management and maintenance of the rich ... historic assets ...’ in the district. This is taken forward into the Core Strategy Review currently in preparation. The draft Heritage Strategy has also underpinned the policies in the Historic Environment chapter of the emerging Places and Policies Local Plan.
- 1.3 A key priority in the District Council’s Corporate Plan (2017-2020), under the ‘Appearance Matters’ strategic objective, is to ‘maintain and improve natural and historic assets’ by providing landscape and urban design advice in order to achieve high quality places to live and work.
- 1.4 The Heritage Strategy seeks to apply the high-level guidance contained within the NPPF and articulate this for the district, providing a positive strategy for the conservation and enjoyment of the historic environment.
- 1.5 The views of a large and enthusiastic group of stake-holders, individuals and groups were gathered during the initial stages of the Heritage Strategy production through workshops, one-to-one meetings and phone calls.

Summary of the Strategy

- 1.6 The Heritage Strategy is set out in two parts, the Strategy and the Appendices.

Strategy

- 1.7 The Strategy is split into ten sections. These are an introduction, a summary of the heritage in the district, the main heritage themes, and the activity currently in the district, the opportunities and the vulnerability of the assets. It also sets out the stakeholder engagement that has been undertaken and how to take the Heritage Strategy forward, setting out four objectives and eleven ‘priorities’.

Appendices

- 1.8 The Appendices set out each of the identified heritage themes in detail (thirteen in total), five case studies, and the assessment of submitted residential sites for the Strategic Housing Land Availability Assessment

(SHLAA) that has informed the allocations in the Places and Policies Local Plan. Due to the size of the Appendices, these can be viewed at this on the District Council's web site¹. These are envisaged to be an online source of information.

Theme papers

- 1.9 Themes have been identified (through the preliminary work and consultation) as the heritage is exceptionally rich, varied and extensive in the district and this approach enables a mixture of asset types to be brought together. A theme-based approach also helps explain the contribution of undesignated heritage assets and it allows broader links to be made across activities to enable co-ordinated effort, promotion and project development. The theme papers set out a description, vulnerabilities and opportunities, current activity and the 'significance' of the heritage assets (thus providing a starting point for Heritage Statements to accompany future planning applications).

Case studies

- 1.10 The five case studies aim to illustrate how the Strategy could be used. These are:
- Folkestone Racecourse;
 - Folkestone Creative Quarter & Folkestone Townscape Heritage Initiative (FTHI);
 - Royal Military Canal;
 - Dungeness; and
 - Heritage & Health.

The main issues identified

- 1.11 There is an extraordinary rich history in the district and this is reflected in a vast and diverse wealth of heritage assets. Reflecting this, the Strategy has identified a large number of very active heritage-related groups and other stakeholders, extending across the heritage themes and throughout the district. (It should also be noted that there were a large number of heritage-related comments to the consultations on the Places and Policies Local Plan and Core Strategy Review earlier this year.)
- 1.12 The Strategy has identified that heritage can play a positive role in the district's future. It can be a catalyst for economic and social regeneration, in realising tourism and contributing to improved health and wellbeing.
- 1.13 The Strategy, however, also identifies eleven generic and specific activities, processes and issues that can have a detrimental impact on heritage assets. These include: natural processes; new developments without the relevant information; poor accessibility; lack of coordinated efforts; and lack of funding and resources.

¹ <https://www.folkestone-hythe.gov.uk/planning-policy/local-plan/places-policies/evidence>

The Recommendations of the Strategy

- 1.14 From the analysis of research, consultation and feedback, the Strategy suggests four broad Objectives to take forward:

Objective 1 - Leadership

The District Council to play a leading role in championing and promoting the rich heritage of the district and supporting heritage-related activity.

Objective 2 - Heritage Management

The district's heritage assets are sustained and enhanced so as to best meet the needs of the present without compromising the ability of future generations to appreciate their significance; ways are developed to help manage, inform and guide the process of change in the district.

Objective 3 - Place Shaping

The district's historic environment and heritage assets are used to shape development, regeneration and place-making.

Objective 4 - Capitalising

The district realises the economic and social potential of its rich historic environment, heritage assets and heritage activity.

- 1.15 To deliver the Objectives the Strategy has identified eleven priority actions that aim to meet the four broad objectives. The Strategy does state that it would be unrealistic to expect that all of these would be addressed in the short term and that for some, progress is already being made. The priorities are set out in the draft Strategy attached (Appendix 1).
- 1.16 The priority actions propose that District Council helps to co-ordinate projects with heritage groups. It also suggests that the District Council provides information, such as guidance or identifying any heritage assets of local interest, so that developers are fully aware of what is required and planning applications can be decided promptly.
- 1.17 The Strategy recognises the substantial and increasing pressures on local authority resources and suggests that there is a considerable role the voluntary and community sectors could play in undertaking some of this work, such as conservation area reviews and the identification of heritage assets of local interest.

2. CONSULTATION

- 2.1 The Strategy has been shaped by considerable informal consultation from the outset. There have been two workshops and the consultants have discussed issues on a one-to-one basis in person or by phone. The consultation and the feedback is set out in the section 8 of the Strategy.
- 2.2 As some of the recommendations seek a working relationship with these groups and individuals, it is important that a final consultation is undertaken and the views sought. Following consultation the Strategy will be taken

back to Cabinet with the comments received and any recommended amendments for final consideration.

3. OPTIONS

- 3.1 The options to be considered are:
- i. Not to publish the document for consultation nor adopt it;
 - ii. Not to publish the document for consultation and adopt it;
 - iii. To publish the document for consultation as presented to Cabinet; or
 - iv. To publish the document for consultation with any necessary amendments recommended by Cabinet.
- 3.2 The first option could leave the District Council's emerging Local Plans vulnerable at Examination in Public. There are heritage-related policies in the Plans and the Heritage Strategy provides evidence to support these policies.
- 3.3 The second option would enable the District Council to adopt the Strategy as an evidence document, but this could result in a Strategy that could not be implemented. This is because some of the actions would require working with others, such as businesses, landowners, Parish Councils and amenity groups, and these stakeholders would not have an opportunity to shape the strategy. In addition the informal consultation, whilst extensive, has been focused on specific groups, and the general public, businesses, landowners and developers also need to be consulted to ensure that the strategy is practical, realistic and deliverable.
- 3.4 The third option is recommended, which will ensure that there is an opportunity for local groups, businesses, landowners and other stakeholders to have a final input into the Strategy, ensuring that it is practical, realistic and deliverable. It will also ensure that greater weight can be given to it when the local plans are considered at Examination and as a consideration in relevant planning decisions.
- 3.5 The fourth option has the same outcomes as the third option and allows Cabinet to make any necessary amendments to the text before consultation.

4. RISK MANAGEMENT ISSUES

- 4.1 Risks are as presented below.

| Perceived risk | Seriousness | Likelihood | Preventative action |
|---|-------------|------------|--|
| The Heritage Strategy becomes too onerous and is not used | High | Medium | The Strategy has had been subject to initial work with stakeholders to ensure that objectives and priorities are realistic and can be implemented. A |

| | | | |
|--|------|-----|--|
| | | | period of consultation is recommended to ensure that further comments can shape the final strategy. |
| The Heritage Strategy is subject to significant challenge at examination and/or planning appeals | High | Low | The strategy has been prepared following policies set out in the National Planning Policy Framework and Planning Practice Guidance. Consultation on the draft strategy will allow further changes to be made to ensure it is robust. |
| Significant changes in legislation and Government planning policies and guidance | Low | Low | The National Planning Policy Framework has recently been updated (July 2018). The new version maintains the support for positive heritage strategies |

7. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

7.1 Legal Officer's Comments (DK)

There are no legal implications arising directly out of this report. The Council must comply with the National Planning Policy Framework (published by the Ministry of Housing, Communities and Local Government in July 2018) when preparing and implementing its Heritage Strategy.

7.2 Finance Officer's Comments (CS)

There are no direct financial implications of this paper.

7.3 Diversities and Equalities Implications (GE)

There are no direct implications arising from this report. However, as part of good practice, an Equality Impact Assessment should be carried out to fully ensure there are no adverse impacts of the strategy on protected characteristics

8. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Adrian Tofts Planning Policy Manager
Telephone: 3438
Email: Adrian.tofts@folkestone-hythe.gov.uk

David Whittington Planning Policy Team Leader
Telephone: 3375
Email: david.whittington@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

(Note: only documents that have not been published are to be listed here)

Appendices:

Appendix 1: Folkestone & Hythe District Heritage Strategy.

DRAFT

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PROJECT: Folkestone & Hythe District Heritage Strategy
DOCUMENT NAME: Volume 1 – Main Strategy Combined

| Version | Status | Prepared by | Date |
|---------|---|-------------------|-----------|
| V01 | DRAFT INITIAL COMBINATION | Simon Mason | 17/11/17 |
| V02 | INITIAL EDIT FOR CIRCULATION TO SDC AND COMMENT | Simon Mason | 21/11/17 |
| V03 | SECOND EDIT RICH HERITAGE ADDED | Simon Mason | 28/11/17 |
| V04 | REVISED FOLLOWING DW COMMENTS | Simon Mason | 27/3/2018 |
| V05 | REVISED CHAPTERS 8 & 9 ADDED | Simon Mason | 22/6/18 |
| V06 | Tracked Changes from F&HDC | David Whittington | 19/11/18 |
| V07 | KCC Check and edit following F&HDC changes | Simon Mason | 26/11/18 |
| V08 | F&HDC Adrian Toft Comments | Adrian Toft | 27/11/18 |

| Version | Status | Prepared by | Date |
|--|-------------------|-------------|----------|
| V09 | Consultation Copy | Simon Mason | 27/11/18 |
| Final edit pre consultation for Cabinet Submission | | | |

Folkestone & Hythe District Heritage Strategy

Contents

Main Document

- 1 Introduction to the Heritage Strategy**
- 2 The District's Rich Heritage**
- 3 Heritage Assets**
- 4 Heritage Themes**
- 5 Heritage Activity in the Folkestone & Hythe District**
- 6 Opportunities - Making the Most of the District's Heritage**
- 7 Vulnerability of the Heritage Assets**
- 8 Stakeholder Engagement**
- 9 Taking the Folkestone & Hythe District Heritage Strategy Forward**
- 10 Sources and Consultation**

Annex

- 1 Heritage Assets**

Appendices

- 1 Theme Papers**
- 2 Case Studies**
- 3 Activities in Folkestone & Hythe District**
- 4 SHLAA Assessment**

1 Introduction to the Heritage Strategy

1.1 Folkestone & Hythe District is the most southern local authority in Kent and its longest standing administrative unit. It extends from the hills and valleys of the North Kent Downs in the north, through the Greensand Vale (an area that includes the Greensand Ridge and Holmesdale) and southwards onto the Romney Marsh and the Dungeness shingle spit. It is a coastal district edged by high white chalk cliffs and sandy beaches interspersed with a number of coastal towns and settlements including the former major port of entry at Folkestone.

1.2 The district has a remarkably rich and diverse heritage. While some of its heritage assets are instantly recognisable like the Martello towers along its coastline there are many more that are less well known but that play a major role in the district's historic sense of place. At a wider scale the district contains a range of historic landscapes moulded by natural and human processes that provide the distinct character that is valued by those who live, work in and visit the area. The heritage assets, from individual features to the wider landscapes, have all played a role in shaping the district's development and identity.

1.3 At a time of substantial change and growth in the area, the district's heritage assets provide a unique opportunity for place-making, guiding and stimulating regeneration and making significant contributions to recreation, tourism, the economy, health and education. That is why the District Council has identified a key priority in its Corporate Plan (2017-2020), under the 'Appearance Matters' objective, to '...maintain and improve ... historic assets' by providing landscape and urban design advice in order to achieve high quality places to live and work in.

1.4 The Folkestone & Hythe District Heritage Strategy was commissioned by the Council to ensure that the heritage of the district plays a clear and positive role in its future. While the primary purpose of the Heritage Strategy is to address local planning needs, it is designed to address much more than that. It has been written to explain the substantial benefits and real value that conservation of the historic environment and heritage assets, their recognition and use can bring to the district. The Heritage Strategy will seek to:

- Ensure that heritage plays a positive role in all areas of strategic planning – place shaping, economic, tourism, health and wellbeing, education;
- Enable and inform regeneration and growth, building places and communities with a stronger sense of place, pride and interest in their surroundings. Heritage-led regeneration and development provides additional economic value to an area, providing a quality environment that attracts new businesses;
- Contribute to and enhance tourism and the visitor experience and the economy;
- Increase wider understanding of the District's heritage and the ways in which the community can engage with and experience their heritage;

- Provide strong social and health benefits through improving quality of life and activities that encourage physical and mental health and well-being, reduce social exclusion and crime;
- Provide a valuable educational resource that can contribute local context to curriculums at all stages and an available and accessible resource for local schools and colleges.

1.5 There are a large and enthusiastic group of stake-holders, individuals and groups, involved in many existing heritage activities within the district. Many of these stake-holders have been involved in the production of the Heritage Strategy. The Heritage Strategy will act as an aid to the stake-holders helping them to pursue common goals and to provide an evidence base for their project funding bids and future plan development.

1.6 Overall the key aim of the Heritage Strategy is to help those involved with the district's heritage understand the real values that it can provide and see it less of a constraint and more of an opportunity to be embraced and considered at the outset of planning change and activities.

Policy Context

1.7 Planning shapes the places where people live and work and the country we live in. It plays a key role in supporting the Government's wider social, environmental and economic objectives and for sustainable communities. This is achieved through a planned system, with national policy and local plans, forming the basis for sustainable planning.

National Policy

1.8 The Government's planning policy is set out in a single document known as the National Planning Policy Framework (NPPF)¹ backed up by the Planning Practice Guidance². These highlight the importance that the built and historic environment plays in promoting sustainable development.

1.9 Section 16 of the NPPF sets out the Government's specific policies relating to the conservation and enhancement of the historic environment. It states that planning should '*...conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life for this and future generations....*'

1.10 The NPPF states that plans should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740441/National_Planning_Policy_Framework_web_accessible_version.pdf

² <https://www.gov.uk/government/collections/planning-practice-guidance>

most at risk though neglect, decay or other threats. Such strategies should take into account.

- *'the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- *the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;*
- *the desirability of new development making a positive contribution to local character and distinctiveness; and*
- *opportunities to draw on the contribution made by the historic environment on the character of a place.'*

1.11 The NPPF places importance on having a solid and robust evidence base for plan and decision making. This strategy, along with the County Historic Environment Record, will form part of that evidence base so that the District Council has up-to-date evidence about the historic environment in its area. The strategy also provides a broad-brush assessment of the significance of groups of heritage assets within the district and the contribution they make to their environment.

Local Plans

1.12 The Shepway Core Strategy Local Plan³ was adopted on 18th September 2013 and sets the overall long-term vision, principles, course and framework for more detailed plan making in the district to 2031. This sets out two strategic aims that are relevant to heritage:

'Strategic Need B : The challenge to enhance the management and maintenance of the rich natural and historic assets in Shepway.' (para 2.38)' and

'Strategic Need C: The challenge to improve the quality of life and sense of place, vibrancy and social mix in neighbourhoods, particularly where this minimises disparities in Shepway.'

1.13 The Core Strategy is now being reviewed and will look further into the future to 2037. This Plan does not change the strategic needs set out above but has set out policies for a new garden settlement and a revised policy for further growth in the village of Sellindge. The proposed garden settlement site contains cultural heritage with the potential to bring benefits to the masterplan design.

1.14 The Places and Policies Local Plan (PPLP) identifies specific sites and policies for new development. This strategy is being developed in parallel with and informing this plan.

³ On 1 April 2018 the local authority changed its name from Shepway District Council to Folkestone & Hythe District Council.

1.15 It is hoped that the theme papers in this Strategy will be useful tools for other plans or strategies being developed. These would include communities developing neighbourhood plans or other district council strategies.

Approach and Structure

1.16 The approach taken to compiling the Folkestone & Hythe District Heritage Strategy conforms with the advice set out in Historic England's paper 'Historic Environment Good Practice Advice in Planning - Note 1: The Historic Environment in Local Plans' (HELP) (March 2015)⁴, which sets out advice about creating the 'positive strategy' sought by the NPPF.

1.17 HELP explains how conservation is not a stand-alone exercise satisfied by stand-alone policies and that it needs to be woven throughout the Local Plan. The Strategy therefore needs to consider the inter-relationship of the historic environment and the following suggested areas:

- Building a strong and competitive economy;
- Ensuring the vitality of town centres;
- Supporting a prosperous rural economy;
- Promoting sustainable transport;
- Delivering a wide choice of high quality homes;
- Requiring good design;
- Meeting the challenge of climate change, flooding and coastal change; and
- Conserving and enhancing the natural environment.

1.18 The Heritage Strategy goes beyond planning and development and will be used to explain the ways in which the historic environment can positively address other key current agendas such as education, crime, health, community cohesion, recreation, pride and celebration.

1.19 The evidence base has been compiled with reference to thematic grouping of heritage assets (see Chapter 4 and Appendix 1). This approach enables the broad significance of collections of heritage assets that provide the distinctive character of the district to be described in a legible and engaging way. A key part of the process of identifying the heritage themes and assets that the district's community value has been an extensive programme of stakeholder consultation involving workshops, meetings, site visits and general correspondence throughout the period of development. An additional aspect gained from the stakeholder engagement has been to identify the substantial amount of heritage-related activity that is taking place or being planned within the district (Chapter 5) and to highlight potential opportunities for linking activities for common benefit.

⁴ <https://historicengland.org.uk/images-books/publications/gpa1-historic-environment-local-plans/>

1.20 Chapter 6 sets out the ways in which the district's heritage can be used in a positive way providing real value from its appropriate conservation.

1.21 The way in which heritage assets are vulnerable to change both in general terms and from specific circumstances in Folkestone & Hythe District has been considered and set out (Chapter 7). At an early stage the site allocations being considered in the PPLP were reviewed and advice provided with respect to their impact on the historic environment.

1.22 A major focus of the project has been engagement with local heritage stakeholders. This engagement and the principal feedback received is described in Chapter 8.

1.23 Specific objectives, priorities and recommendations are set out in Chapter 9 including advice for the role of the council and stakeholders as well as to assist the development of policy in the Local Plan.

2 The District's Rich Heritage

2.1 The district contains an exceptional wealth of heritage spanning from prehistoric times to the present day. The district features archaeological finds, historic structures and landscapes that are of outstanding significance having importance nationally and even internationally. While the district may arguably lack the internationally recognisable sites of its neighbours, Canterbury Cathedral and Dover Castle, it does include amongst its heritage offer iconic assets. For example the Martello Towers and Royal Military Canal which sit proudly amongst its unrivalled collection of Napoleonic period defences or the unique landscapes at Dungeness and the Romney Marsh.

2.2 Alongside these and other nationally important sites there are numerous sites of regional or local importance, less well known perhaps but treasured and valued by local communities as markers of their own history and that of their towns and villages. Furthermore there are many important visitor sites, museums and collections that are open to the public in the district that make a substantial contribution to the public's understanding of the area's heritage and to its tourism potential. These sites, buildings and objects are known as 'heritage assets' and are exactly that – places and artefacts of value to the district, to its sense of identity, its aesthetic appeal and its economy.

2.3 The wealth and importance of this heritage is reflected in the Kent Historic Environment Record which lists more than five and a half thousand heritage assets in the district with more than a thousand being designated. Alongside those recorded there will be many more that are not yet included in the Record.

2.4 The geography of the district plays an important role in its heritage and history. Located in the south east of the country, separated from the Continent by the English Channel and the narrow Straits of Dover the interaction with Europe through trade, new people, cultures and ideas and through cross channel travel all play a part in the story of the district. In particular the area has always been on the front line of potential invasion and this has left a particularly rich defensive record, expressed clearly in the Napoleonic defences but also in a remarkable collection of heritage assets that span from Roman times to the Second World War.

2.5 The richness of the heritage assets is reflected and to a great extent influenced by the richness of its landscapes. The district contains an exceptionally rich and varied historic landscape which spans southward from the quintessential rolling Kentish chalk downland to the unique and vegetated shingles of Dungeness. In doing so it crosses the major coastal transport conduit of the Greensand Vale before dropping into the expansive Romney Marsh. The district's coastline, varying between the iconic White Cliffs and sand or shingle beaches with a seascape that includes views to France and the busy shipping routes through the Channel makes a further major contribution to the outstanding landscape of the district.

2.6 The range of heritage assets and the way in which they can be explained through a number of particular themes is described in Chapters 3 and 4 of this Heritage Strategy. Unsurprisingly given the location it is perhaps the district's defensive and coastal heritage that is the most prominent, however there are many other aspects that provide the area with its distinctive character; its settlements and rural landscapes, transport infrastructure and its church heritage are all examples.

2.7 A strong legacy of defence is represented by the remains of various fortifications on the coastline and inland going back to the Iron Age and continuing through to the 20th century. They form an outstanding collection of assets that represent the nation's responses to foreign threats and the defence strategies that were employed as a result. The earliest potential fortification in the District lies at Castle Hill, here the prominent hill overlooking Folkestone with its Norman castle earthworks possibly originated as an Iron Age hill fort though this is yet to be confirmed. With the arrival of the Romans we see the emergence of one of the main crossing points from the south east at Lympne (*Portus Lemanis*) sited at the end of Stone Street and to facilitate the crossing to Boulogne. Archaeological evidence has highlighted the importance of the area in the activities of the *Classis Britannica*, the Roman channel fleet. The most prominent evidence in the district of the Roman's defence from seaborne raiding survives at Lympne where the ruins of Stutfall Castle, a 3rd century Roman fort of the Saxon Shore, one of a number that survive along the east and southern coast of England, can be seen. During the medieval period, possibly with Saxon origins, we see the rise of some of the most spectacular of the district's fortifications, its castles. Designed more as defended seats of power rather than serving an anti-invasion purpose the castles illustrate the changing nature and function of the fortifications over the time. Amongst them are the Norman earthwork castles at Castle Hill, Folkestone and at Stowting. The impressive, mainly 14th century castle at Saltwood which itself had a Norman precursor and the fortified manor house of Westenhanger Castle. Although now mostly lost to coastal erosion a castle once lay at the Bayle in Folkestone.

2.8 By the late 14th and 15th centuries coastal defences again became important meeting the threat of French raiding. Saltwood Castle would have played an important role in overlooking the Cinque Port at Hythe. Changes in both the military potential of France and Spain and schism with Catholic powers led Henry VIII to initiate a programme of new castles along the coast, linked by lines of fortifications and now designed both to deliver and withstand artillery fire. In this district we see the construction of one such castle at Sandgate in 1540 although it was short lived and derelict by 1560 before its later modification first during the English Civil War and later as part of the Martello scheme. Perhaps the most significant anti-invasion fortifications are the outstanding collection of Napoleonic (and Revolutionary Wars) period defences built along the coast and the Romney Marsh. Although the numerous towers of the Martello Scheme are the best known remains of these defences, redoubts at Shorncliffe and Dymchurch, several coastal batteries and the Royal Military Canal are

all important surviving elements in this defensive arrangement, one of the best examples in the country.

2.9 From the late 18th century the district sees it taking on a more prominent role in encamping and preparing troops for foreign expeditions. A camp was established at Shorncliffe in 1794, training troops for fighting in the Napoleonic Wars on the continent. It was again used as a staging post for troops destined for the Western Front embarking at Folkestone. Its association with Commonwealth troops is particularly notable; from 1915 a Canadian training division was formed there and since 2001 until recently it has been a base for the Royal Gurkha rifles. The training of troops has left its considerable mark on the district, a School of Musketry was established in Hythe in 1853. Taking advantage of the open areas along the Romney Marsh coast, military training grounds and ranges developed for military practice through Hythe, Dymchurch and Lydd, much of which is still in use today. The Downs north of Folkestone and Shorncliffe were also heavily used for training troops before departure to the Western Front in the Great War. An incredible footage of troops training is available in Canadian archives and aerial photography has revealed the survival of practice trenches and other defences across the landscape with particularly important survival at Tolsfold Hill where Canadian troops camped at Sandling have left their mark.

2.10 The final stages of the development of the district's defences was during the 20th century. The increasing threat of invasion saw defensive positions being established around the vital port of embarkation at Folkestone in WW1. The Second World War sees the development of new forms of warfare and the District's heritage assets illustrate the national response to new threats. Assets associated with air defence, coastal defence, troop support and supply, anti-invasion works and civil defence are all well represented. Together these help to tell the story of Britain's changing fortunes in the war from initial preparations, through the dark days of the Battle of Britain and real invasion threat following the Dunkirk evacuation, to invasion planning and support for the Normandy landings evidenced by the remains of a Mulberry Harbour and the Pluto pipeline.

2.11 Kent's defensive role has now greatly receded but numerous sites survive and many can still be visited to remind us of the dramatic events that occurred in the district, in the sea that surrounded it and the air above. The human cost of the wars can also be seen through the war memorials and monuments across the district.

2.12 Most of the maritime traffic between the Atlantic and the North Sea travels through the English Channel and the Strait of Dover making it the busiest seaway in the world. This has been the case from early times resulting in a wealth of maritime heritage whether in the abundant wrecks that litter the seafloor between the district and the French coast as little as 22 miles away, or as features on the shoreline and inland within the district. Around 630 wrecks or reported sites of foundering of vessels are recorded on the Kent HER for the local waters, representing a fraction of the losses

in the area. The coastal heritage includes assets associated with navigation of this important sea route such as the lighthouses at Dungeness, lifeboat stations and the fishing industry. With such expansive lengths of beaches flanking the Romney Marshes, the area became synonymous with smuggling and the history of this is well represented in the towns and villages of the area. Elements of the chain of coast-guard stations still survive along the coastline.

2.13 The district played an important role in the growth of seaside leisure in the 19th century. The coming of the railway to Folkestone in 1843 opened up access to the sandy beaches of the district's coastline. By the end of century Folkestone and Sandgate had developed into fashionable seaside resorts with luxurious hotels, villas, pleasure gardens and other seaside amenities. By the early 20th centuries popular holiday camps were springing up along the coastline's sandy beaches at Dymchurch, St Mary's Bay and Romney Sands, access to which was greatly helped by the purpose-built opening of the Romney, Hythe and Dymchurch Railway in 1927. Today much of the character of the district's coastal area is provided by the 19th and 20th century leisure heritage assets there. Folkestone and Sandgate's Victorian and Edwardian built heritage is particularly significant with areas such as the Leas containing important assets such as the Leas Lift and Pavilion. Elsewhere settlements along the coast still capitalise on the sands and are popular leisure destinations. The Romney, Hythe and Dymchurch Railway is a particularly important heritage asset that plays an important role in the district's tourism offer and community as well as, in part, its aesthetic value to the coastal landscape.

2.14 The district's position at the channel end of the corridor through the Greensand Vale has meant the district has played an important role in transport since early times. From the Roman times we see the establishment of Stone Street, major road between Canterbury and the coastal port at Lympne (*Portus Lemanis*) enabling access cross channel into the wider Roman Empire. With the coming of the railway in the 19th century, Folkestone developed into a major cross channel port with many of the harbour assets relating to this heritage. While the ferry services linking Folkestone to the continent have now gone, the development of the Channel Tunnel and its terminal at Cheriton plays a very significant role in the country's connection with its European neighbours. Lydd Airfield, built in 1954 was once one of the busiest airports in the country handling cross channel ferrying of cars to Le Touquet in France. Other branch railways have come and gone in the District for example the Elham Valley Line and the Hythe and Sandgate branch line though some parts survive as memories of these links. The Romney, Hythe and Dymchurch Railway has survived as a particularly special reminder of the local network built to serve the communities in the district.

2.15 The religious heritage provides valuable and unique evidence of a long and varied history of spirituality and Christianity in Kent. It includes some examples of the earliest churches dating back to Anglo-Saxon times with one example All Saints, Lydd arguably including Romano-British religious architecture. Other early assets include early Christian remains being discovered through excavations Lyminge. Of the 52

churches known in the district a particularly important grouping are those that stand in isolation on the Romney Marsh, markers of the lost settlements that they once served.

2.16 The historic character of the district is underpinned by its historic landscapes which play an important role in its distinctiveness. Within the landscapes the pattern of settlement, farms, fields, tracks and lanes has evolved over millennia, influenced by the area's geology but also by the movement of peoples through this important place connecting Britain to Europe. While many of the earliest remains survive only as archaeological remains buried beneath the ground, the influence they have on the district's landscape can still be traced. For example at Saltwood investigations have revealed that the 19th century road network, in places still used today had its origins at least as far back as the Iron Age.

2.17 The settlements in the district are rich and varied: the historic port towns at Folkestone, and the Cinque Ports of Hythe and New Romney; the seaside heritage settlements stretching from Folkestone to Romney Sands; the unique settlement at Dungeness; the garrison town at Shorncliffe and the many small historic towns and villages scattered through the valleys of the North Downs and on the shingle banks of the Romney Marshes. These contain a wealth of historic buildings and buried archaeological remains that record their evolution, development and rich history. The built heritage in the district, which includes 913 Listed Buildings and many more that are not designated, is distributed across every town and village in the district and are also scattered across its fields and along its coastline. They are buildings of special architectural or historic interest and tell the story of people's homes, places of work and worship for more than a thousand years. Some of are of national or international renown while others are of more local relevance telling the story of how ordinary people lived and worked in the district. All of these remains, whether Listed or not, have helped to shape the character of the places where they stand and are valued landmarks for local communities. They provide character, interest and a sense of age within settlements, often defining the heart of an old settlement and linking new development with old.

2.18 More detail on the district's rich heritage is explained in the following chapters and in the accompanying theme papers in Appendix 1.

3 Heritage Assets

Definition of a heritage asset

3.1 *A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the Local Planning Authority (including local listing) **NPPF Annex 2***

3.2 A heritage asset will hold meaning to individuals and groups of individuals beyond their purely functional utility. Heritage assets have been shaped by people responding to their local environment, but will also help to shape that environment in the future. They have a significant role to play in creating a sense of place and acting as a catalyst for regeneration and supporting local economic activity. The district's heritage assets add distinctiveness, meaning and identity to the place and are an exceptionally valuable local resource.

3.3 It is therefore important that the significance of the district's heritage assets is taken into account as part of any future development management, regeneration or maintenance decisions and opportunities are sought, wherever possible to enhance the district's heritage assets.

Types of assets and designations

3.4 The term heritage assets encompasses all sorts of features, including buildings, parks and gardens, standing and buried remains, areas, sites and landscapes. Some heritage assets possess a level of significance that justifies designation. The following statutory designations covering heritage assets exist within Folkestone & Hythe District:

- **Scheduled Monuments**

Scheduled Monuments are those archaeological sites which are considered to be nationally significant and as such have been given legal protection by being placed on a list by the Secretary of State for Digital, Culture, Media and Sport.

- **Listed Buildings**

Significant historic buildings or structures are provided with statutory protection by being placed upon the Statutory List of Buildings of Special Architectural or Historic Interest.

- **Conservation Areas**

Conservation Areas are designated where a place is of special historic or architectural interest, and where it is desirable to preserve or enhance the character and appearance

- **Registered Parks and Gardens**

This Register is specifically concerned with gardens, grounds and planned open-spaces and the emphasis is on the significance of the place as a designed landscape, rather than its botanical importance

- **Protected Wreck Sites**

The Protection of Wrecks Act (1973) provides the legislative framework for designating the remains of vessels (or their contents) which are of historical, artistic or archaeological importance.

3.5 Other heritage assets may be indirectly provided with statutory protection. For example, Areas of Outstanding Natural Beauty (AONBs) are designated to protect the natural beauty of a place and heritage assets will form an important part of what makes an AONB special. The Local Planning Authority has a legal duty under the Countryside and Rights of Way Act (2000) to have regard to the purposes of the AONB in making decisions affecting land in an AONB. Part of the district falls within the Kent Downs AONB an area of chalk downland that extends across Kent from the White Cliffs of Dover to Surrey. The chalk cliffs at Dover and Folkestone are defined as a Heritage Coast, one of thirty two in England. The conservation, management and enhancement of the AONB, including the Heritage Coast, for a five year period is set out in the Kent Downs Management Plan 2014⁵ which includes a vision for the AONB to 2034.

3.6 The historic environment and the natural environment are not mutually exclusive and designations aimed at the conservation of the natural environment such as Special Protection Areas (SPAs) and Special Areas of Conservation (SACs) can play an important part in conserving the special and distinctive historic character of an area and afford protection to its heritage assets. Within the district there are three SACs at Dungeness, the Folkestone to Etchinghill Escarpement and at Parkgate Down. Dungeness and Romney Marsh are covered by a SPA. Numerous Sites of Special Scientific Interest fall within these and other areas of the district.

Non- designated heritage assets

3.7 The majority of heritage assets will not be designated, either because they do not warrant formal designation or their significance has only recently been revealed or has not been considered. Some of the undesignated heritage assets are of equivalent significance to those that are. Non-designated heritage assets are all those recognised elements of the historic environment not covered by one of the above designations. Some assets may have a locally-defined designation; these do not have any statutory framework underpinning them but represent recognised heritage assets of local significance or value. As there is no currently adopted local list of buildings for the district, the only locally-defined heritage assets are the Historic Parks and Gardens included in the Kent Gardens Compendium 1996.

⁵ <http://www.kentdowns.org.uk/guidance-management-and-advice/management-plan>

3.8 The Kent Historic Environment Record (KHER), maintained by Kent County Council is the county's record of its heritage assets. This is constantly being updated with new records and existing records are regularly amended and enhanced with new data and more accurate locations. The source of new records can be the result of individual contributions or from more extensive surveys and targeted thematic studies. Parallel recording schemes such as the Portable Antiquities Scheme also feed into the KHER. The NPPF (para 187) requires that as a minimum the Historic Environment Record should be consulted by applicants to understand the impact of their proposals on heritage assets. It should be noted that as the database is an evolving record there are many heritage assets, including some of great significance that have yet to be included in the record. The Kent Historic Environment Record is available on line through the website *Exploring Kent's Past*⁶. The web based version is however in a limited form for general use only and for planning use contact should be made direct to KCC Heritage Conservation.

3.9 The following table provides a summary of the number of records held in the KHER for the district's heritage assets.

| | |
|--|------|
| <i>Designated Heritage Assets</i> | |
| Scheduled Monuments | 65 |
| Listed Buildings | 913 |
| Conservation Areas | 21 |
| Registered Parks and Gardens | 2 |
| Protected Wreck Sites | 1 |
| | |
| <i>Locally designated Heritage Assets</i> | |
| Historic Parks and Gardens | 16 |
| | |
| <i>Non-designated Heritage Assets</i> | |
| Standing buildings (not Listed) | 160 |
| Archaeology - sites and monuments | 1414 |
| Archaeology - find spots | 2365 |
| Wrecks and sites of foundering (approx.) | 630 |
| Crash sites | 94 |

Table quantifying designated and non-designated heritage assets recorded in the Kent Historic Environment Record (as of February 2017)

3.12 The work for the present Heritage Strategy has involved research into the key heritage assets of the identified themes. As a result a large number of additional

⁶ <http://webapps.kent.gov.uk/KCC.ExploringKentsPast.Web.Sites.Public/>

heritage assets have been identified that will be included on the KHER and enhance the record for the district.

4 Heritage Themes

Introduction to the themes

4.1 The heritage of the district is exceptionally rich, varied and extensive. It comprises thousands of known and recorded heritage assets and many more that are not known. Those assets occur in a number of forms: archaeology, built heritage, landscapes and townscapes, wrecks, customs, traditions and stories. Some assets are specifically protected by designation but the majority are not. In order to properly define and characterise these assets the heritage strategy has taken a thematic approach, one that was developed and successfully used on the Dover District Heritage Strategy.

4.2 A thematic approach has considerable strengths:

- It allows a mixture of assets types to be brought together into a coherent and accessible story that explains their context and collective significance;
- It explains the contribution that the vast number of undesignated heritage assets can make to the overall significance of the district's heritage; and
- It allows broader links to be made across the district's heritage and heritage activity enabling co-ordinated effort, project development and promotion.

4.3 A list of the themes is included below. The theme papers themselves are included as Appendix 1 of this strategy.

4.4 In identifying a list of themes for this strategy consideration was given to those aspects that particularly contributed to local distinctiveness or have played an important role in shaping the character of the district. A more general description of the richness of the District's heritage is provided through the asset-based themes, considering the resource in terms of asset groupings.

4.5 The list of themes addressed in the Folkestone & Hythe District Heritage Strategy has been arrived at in conjunction with stake-holders at workshops before and during the course of the project. At an initial workshop in February 2015 stakeholders presented ideas for themes. These ideas were resolved into a draft list by the project team that was then presented at a further workshop in June 2016. As a result of that workshop an additional theme 'Transport' was added to the original presented list.

4.6 A theme of 'People' connecting the district with its history of notable residents and visitors was initially considered. This was in the end not taken forward as it was agreed that the 'People' are contributing to a range of themes and enhance their historical associative values.

4.7 The following themes were considered as part of the present study (due to the complexity of some themes these have been treated by individual sub-theme). Themes 11-13 are those that are asset-based:

Folkestone & Hythe District Heritage Themes

1. Landscape
 - 1a Romney Marsh
 - 1b North Downs & Greensand Vale⁷
 - 1c Dungeness
 - 1d The District's Coastline
2. Coastal Heritage - Harbours & Ports
 - 2a Early Harbours
 - 2b Cinque Ports, Limbs & Connected Towns
 - 2c Folkestone as a Cross Channel Port
3. Coastal Heritage - Seaside Leisure & Tourism
 - 3a Folkestone & Sandgate as seaside resorts
 - 3b Dymchurch, St Mary's Bay & Romney Sands
 - 3c The Romney, Hythe and Dymchurch Railway
4. Coastal Heritage - The District's Maritime Coast
 - 4a Fishing
 - 4b Safeguarding the coast
 - 4c Wrecks
5. Defence Heritage
 - 5a Invasion Coast
 - 5b Castles
 - 5c Napoleonic
 - 5d Great War
 - 5e Second World War
 - 5f Camps, training grounds and ranges
- 6 Church
- 7 Settlement
- 8 Farming & farmsteads
- 9 Parks, gardens and estates
- 10 Transport
- 11 Archaeology
- 12 Built Heritage
- 13 Conservation Areas

⁷ The Greensand Vale refers to an area that includes the Greensand Ridge and Vale of Holmesdale

4.8 It is recognised that there are significant heritage assets within the district that do not easily fall in to the above themes and that arguments could be made for additional themes which are important to the district. The thematic approach is flexible and can be added to through future studies and be applied at different scales perhaps focusing on a particular collection of assets or an area of the district.

Themes methodology, values and significance

4.9 Themes were investigated using a desk-based approach, with a number of different sources of information consulted. Some limited site visits were made to key heritage assets and areas. In addition a considerable volume of information was obtained via correspondence, discussion and meetings with stakeholders. Outputs comprised thematic based studies (which are included as an appendix) as well as GIS layers, which have been used as a basis for the production of the illustrations accompanying the theme papers.

4.10 The thematic studies are not intended to provide a definitive list of all heritage assets relating to a particular theme. They are intended to provide an illustration of significant elements, examples or key groupings of the district's heritage assets that contribute to the significance of the theme. The nature of such a theme based approach means that there will be considerable overlap between themes, groups and sub-themes. As such some heritage assets feature in multiple themes; where possible, cross-references have been included to other relevant themes.

4.11 Each theme study comprises an introduction to the theme, a written description of the principal heritage assets, a tabulated list of key heritage assets and a statement of significance for that theme. The theme studies also highlight any significant vulnerabilities or opportunities connected with either the theme as a whole or to specific assets within that theme. A summary of current activity taking place in the district that is relevant to the theme is also included.

Significance

4.12 Measures for assessing the significance of the themes and groups in their various aspects have been based on the values (where relevant) set out in English Heritage's *Conservation Principles*. These values are: evidential, illustrative, aesthetic and communal. **Evidential value** derives from the potential for heritage assets to yield further evidence of past human activity. The evidential value of the theme is based on the potential capacity of the assets to provide additional information upon investigation. **Historical value** derives from the way in which past people, events and aspects of life can be connected through a theme to the present. Historical values may

be represented through the ability of an asset to illustrate an aspect of history or prehistory on a wider scale, or by association with a specific notable family, person, event or movement. **Aesthetic value** derives from the ways in which people draw sensory or intellectual stimulation from a place. It is recognised in the present study that some assets may have an aesthetic value as a result of deliberate and conscious designs, whereas the aesthetic value of other places may be accidental or secondary to their primary function. **Communal value** derives from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory. As part of the communal value consideration has also been given to the amenity value of themes or elements therein.

4.13 The overall assessment of significance is considered in terms of its evidential, historical, aesthetic and communal values and is intended to reflect the theme, group or sub-theme as a whole. Assets may individually be of greater or lesser significance or may contribute to the significance of multiple themes or have an additional group value. The degrees of significance adopted in the Folkestone & Hythe District Heritage Strategy are:

- **Outstanding Significance:** themes which are of key national or international significance. These contain significant heritage assets, which are among the best (or the only surviving example) of an important type of monument, or are outstanding representatives of important social or cultural phenomena, or are of very major regional or local significance.
- **Considerable Significance:** themes which contain heritage assets that are good and representative examples of an important class of monument (or the only example locally), or have a particular significance through association (although surviving examples may be relatively common on a national scale).
- **Moderate Significance:** themes which contribute to the character and distinctiveness of the district, or which provide an historical or cultural context for other themes that may be of individually greater significance.
- **Low Significance:** themes which are of individually low value in general terms, or have little or no significance in promoting understanding or appreciation of the district, without being actually intrusive.
- **Uncertain Significance:** themes or elements therein which have the potential to be significant (e.g. buried archaeological remains) but where it is not possible to be certain on the evidence currently available.
- **Intrusive:** themes or elements therein which detract visually from or which obscure understanding of significant elements or values of the district. Recommendations may be made on their removal or other methods of mitigation.

4.14 The table below sets out the significance of each of the themes assessed for the Heritage Strategy.

| Theme | Significance |
|---|----------------------------|
| 1a Romney Marsh | Outstanding |
| 1b North Downs & Greensand Vale | Outstanding |
| 1c Dungeness | Outstanding |
| 1d The District's Coastline | Outstanding |
| 2a Early Harbours | Outstanding |
| 2b Cinque Ports, Limbs & Connected Towns | Considerable |
| 2c Folkestone as a Cross Channel Port | Moderate - Considerable |
| 3a Folkestone & Sandgate as seaside resorts | Moderate - Considerable |
| 3b Hythe, Dymchurch, St Mary's Bay & Romney Sands | Moderate - Considerable |
| 3c The Romney, Hythe & Dymchurch Railway | Low - Moderate |
| 4a Fishing | Moderate |
| 4b Safeguarding the coast | Considerable |
| 4c Wrecks | Outstanding |
| 5a Invasion Coast | Considerable - Outstanding |
| 5b Castles | Considerable - Outstanding |
| 5c Napoleonic | Outstanding |
| 5d Great War | Moderate - Considerable |
| 5e Second World War | Considerable |
| 5f Camps, training grounds and ranges | Moderate - Considerable |
| 6 Church | Outstanding |
| 7 Settlement | Outstanding |
| 8 Farming & farmsteads | Moderate |
| 9 Parks, gardens and estates | Considerable |
| 10 Transport | Moderate - Considerable |
| 11 Archaeology | Outstanding |
| 12 Built Heritage | Outstanding |
| 13 Conservation Areas | Outstanding |

Limitations and assumptions

4.15 The data used to comprise the theme studies was largely comprised of secondary information obtained from a variety of sources, only some of which were directly examined. Where possible, sources have been cross-referenced and cross-examined to ensure accuracy. The general assumption was made that this data as well as that derived from other secondary sources is reasonably accurate, but none the less some errors may be expected. Given the time limits posed upon the study, only those sources that were readily and easily accessible were examined. It should be noted that the information held within these sources will not be complete and does not preclude the subsequent identification or discovery of other significant heritage assets that are, at present, unknown.

4.16 The theme papers presented in the Heritage Strategy present a snap-shot in time of the district's heritage assets. New discoveries are continually being made and new information constantly coming to light.

5 Heritage Activity in the Folkestone & Hythe District

Introduction

5.1 A particular focus of the Heritage Strategy has been, through stakeholder engagement, to identify the heritage related activities that are taking place or planned to take place. As early as the pre-project workshop in February 2015 it was clear that there is a substantial amount of heritage activity spread throughout the district. A strong advocate of the need for a heritage strategy from an early stage has been the Shepway Heart Forum, a forum of stakeholders interested in heritage, the arts and tourism. Recognising this Folkestone and Hythe District Council were keen that the heritage strategy should examine the activity that is taking place and look for opportunities that may arise through connecting these.

5.2 Taking this forward the workshop in June 2016 included a group table exercise focused on activities. Tables were asked to identify

"On the map of the district as a group note where heritage related activities or projects are taking place or are planned to take place."

5.3 This exercise provided the project team with an initial listing of activities broadly across the district. Following this the team conducted an extensive number of discussions with numerous stakeholders to clarify their current work and ambitions. This engagement included telephone discussions, email correspondence, face to face and on-site meetings.

5.4 The very substantial evidence base that resulted from this engagement was then analysed to look for ways in which the activities can be linked. Stakeholders also provided their views on how their working could be enhanced via the Heritage Strategy.

Heritage Activity

5.5 The substantial amount of heritage related activity identified as taking place contrasts with the RSA Heritage Index for England⁸ which indicates that in terms of activity per heritage asset, the district is 250th of 325 local authority area in England. This however may be a product of the relative wealth of the district in terms of heritage assets.

5.6 The activities are being carried out by a wide variety of stakeholders including community and friends groups, societies and projects; institutions such as universities and the church; local authorities; AONB and landscape partnerships; the arts and natural heritage sectors; property, asset and land owners; health groups and more.

⁸ The Royal Society for the encouragement of Arts, Manufactures and Commerce see <https://www.thersa.org/action-and-research/rsa-projects/public-services-and-communities-folder/heritage-and-place/England>

Activities ranged from those that are concerned with a specific asset to those that are concerned with the heritage of entire landscapes.

5.7 Local history groups and societies are very active and have been passionate about contributing to the strategy. Each group has great pride for their locality and its heritage assets and provide a significant resource for future involvement with and ownership of the heritage strategy.

5.8 There are clear overlaps with other sectors particularly with natural heritage and the arts. Landscape scale projects such as the 'Fifth Continent' and 'Up on the Downs' have substantial heritage related activities. The arts sector is particularly strong in Folkestone with projects such as Creative Quarter and Folkestone Triennial.

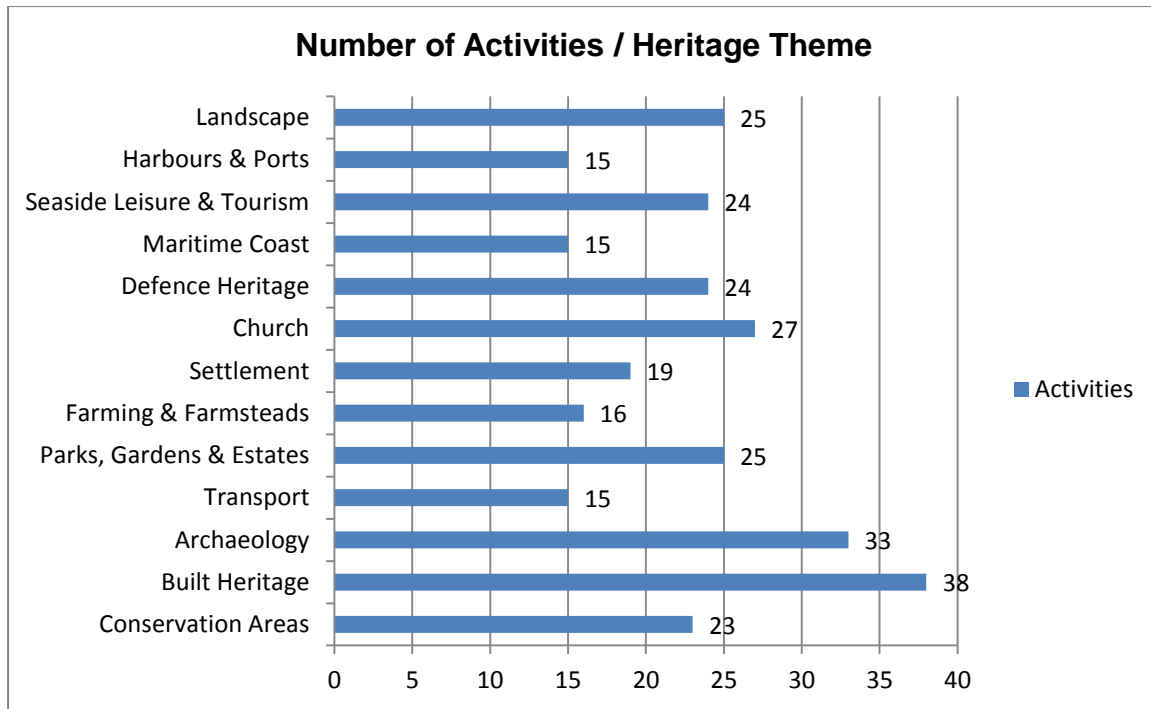
Linking Heritage Activities in the District

5.9 The strategy has analysed the potential overlaps between heritage related activities in the district. For each activity the main heritage interests were identified and correlated against the thirteen heritage themes. A table setting out the correlation for seventy four activities is included in Appendix 3. An extract is included below:

| | (1) Landscape | (2) Coastal Heritage (Harbours & Ports) | (3) Coastal Heritage (Seaside Leisure & Tourism) | (4) Coastal Heritage (Shepway's Maritime Coast) | (5) Defence Heritage | (6) Church | (7) Settlement | (8) Agriculture & Farmsteads | (9) Parks, Gardens & Estates | (10) Transport | (11) Archaeology | (12) Built Heritage | (13) Conservation Areas |
|--|---------------|---|--|---|----------------------|------------|----------------|------------------------------|------------------------------|----------------|------------------|---------------------|-------------------------|
| "A Town Unearthed: Folkestone Before 1500" (Canterbury Christ Church University, Folkestone People's History Centre and Canterbury Archaeological Trust) | | X | | | | | X | | | | X | | X |
| "Between the Storms" (Pavement Pounders) | | X | X | X | X | | | | | | | | |
| "Finding St Eanswythe" (Canterbury Christ Church University) | X | | | | | X | X | | | | X | | X |
| "Look Out and Remember Garden" (Folkestone community project) | | | | | | | | | X | | | | |
| Aspinall Foundation | | | | | | | | | X | | | | |
| Canterbury Archaeological Trust | | X | | | X | X | | | | | X | X | X |
| Canterbury Diocese "Pilgrimage Network" | X | | | | | X | X | | | | | X | |
| Creative Foundation (Creative Quarter) | | | X | | | | X | | | | | X | X |
| Dymchurch & District Heritage Group | X | | X | X | X | X | | X | | X | X | X | |
| East Wear Bay Archaeological Project | | X | | | | | X | | | | X | | X |
| EDF (Dungeness Estate) | X | | | X | | | | | | X | | X | X |
| Elham Historical Society | X | | | | | X | X | X | X | | X | X | X |

5.10 The table clearly illustrates across the themes many activities have mutual interests. The following chart illustrates the number of activities that were identified for each theme. It shows there is a good range of activity across every theme with

Church showing the highest level of the non-asset based themes marginally ahead of four others. More than half of the activities were involved with Built Heritage with Archaeology a close second. Caution needs to be exercised in reading too much into the data as many activities fall within several themes and the table doesn't take into account the scale of interest for each activity. It does however serve to illustrate that there is high potential for activities to work in a joined up way to achieve strong outcomes for each of the heritage themes.



5.11 A discussion of the heritage related activity for each theme and sub theme is included in the Theme Papers in Appendix 1.

5.12 Further analysis of the seventy four identified activities has highlighted that forty six of them have positive health and wellbeing outcomes. The Heritage and Health Case Study (Appendix 2) considers the contribution that heritage activity can make towards public health and the above suggests that in the district there is already much that is contributing.

Stakeholder Feedback on their Activities

5.13 Through discussion with the stakeholders involved in heritage related activity the project team have raised the following:

- That there is a need for better communication between activities to achieve better outcomes and stronger impact;

- Activities and projects would benefit from understanding what is going on between them and some level of co-ordination to avoid duplication of effort and to identify opportunities for joint development of projects;
- They see benefits in sharing knowledge, skills and resources between projects;
- They could benefit from joint training initiatives;
- They see value in joint promotion of projects and feel that there is a need to raise awareness of their projects and initiatives with the public; and
- They feel that they need up to date advice and guidance on funding opportunities that may be open to them for their activities.

5.14 These matters are dealt with further in Chapters 6 and 7 following.

6 Opportunities - Making the Most of the District's Heritage

Introduction

6.1 The rich historic environment offers many opportunities to those who live, work, visit and invest in the district. Heritage plays a vital role in the environmental, social and economic well-being of the district and its sustainable future. As described earlier in this strategy (1.19 to 1.21) this is recognised in the Shepway Core Strategy Local Plan (2013) and the National Planning Policy Framework (para 126) which directs the Heritage Strategy to take into account "*the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring.*"

6.2 It is very clear from stakeholder engagement that there is great enthusiasm and pride amongst local communities in their heritage and the positive role that it can play in the area's future. None-the-less heritage assets can often be seen as a constraint on change and it is the ambition of this heritage strategy to change that perception and explain the various ways in which the heritage can provide meaningful and tangible value. In particular through the following chapter the strategy will explain the economic value of heritage that can be realised through conservation and use of the district's heritage assets in a number of ways, contributing to a range of agendas.

6.3 Historic England provide some useful data and collation of research at a national level on the value of heritage through their annual Heritage Counts⁹ audit which they carry out for the Historic Environment Forum. First produced in 2002, data from their 2016 audit is included in this heritage strategy. As well as producing broad data using heritage indicators, each year Heritage Counts focuses on a particular theme from its research: including in 2009 it focused on Sense of Place; 2010 Economic Impact; 2014 The Value and Impact of Heritage; and in 2016 Heritage & Place Branding. Two papers in the 2016 audit present national headline findings on 'Heritage and the Economy' and 'Heritage and Society'. Research quoted in Heritage Counts 2016 suggests that for local places "On average, £1 of public sector expenditure on heritage-led regeneration generates £1.60 additional economic activity over a ten year period."

6.4 The following chapter considers how the district's heritage can play a positive role in the future:

- as a catalyst for economic and social regeneration;
- in realising tourism and visitor potential;
- contributing to improved public health and well-being;

⁹ <https://historicengland.org.uk/research/heritage-counts/>

Heritage: A Catalyst for Economic and Social Regeneration

"Our heritage plays a crucial role in shaping the places we live, work and visit. it provides places and people with a link to the past, a symbol of permanence and stability, as sense of belonging - an identity. Places with strong, distinctive identities are more likely to prosper than those without them."

Sir Laurie Magnus, Chairman, Historic England in *Heritage Counts 2016*

6.5 The historic environment offers great potential as a resource for enhancing the quality of life in the district. It can act as a framework for regeneration, complementing and supporting the economic development of the area. This can help produce higher quality and more sustainable development that is successfully integrated into life here. The historic environment can also play a key role in social regeneration and in the cultural offering of the district. Successful heritage-led regeneration, acting in partnership with community projects, can help to connect people with their urban and rural landscapes, with their heritage and with each other. The linking of heritage with the culture and arts sector can provide significant benefits together and be a strong catalyst to creating wealth and regeneration.

6.6 Successful regeneration has to have a lasting long-term positive effect on places and the communities that live in them. It is not just about improving the physical fabric of a place; it is about bringing about social cohesion, encouraging economic growth and restoring vibrancy to communities.

6.7 The Shepway Core Strategy Local Plan recognises the importance of quality of life and sense of place in its Strategic Need C as a key element of its growth and in Strategic Need B recognises the need to enhance the management and maintenance of the district's rich natural and heritage assets. These two aspects are fundamentally linked and should work together in regeneration, development and growth in the district. The Government in its 2016 Culture White Paper explains that "The development of our historic built environment can drive wider regeneration, job creation, business growth and prosperity."

6.8 The incorporation of heritage as a keystone in a holistic regeneration approach brings a number of benefits which are discussed further below:

- Creating a sense of place;
- Re-use of heritage assets;
- Adding value to new development;
- Attracting business and commercial activities;
- Creating employment;
- Durability of regeneration;
- Reduces social exclusion.

Creating a sense of place

6.9 Creating a 'sense of place' is very important in regeneration. It provides the distinctiveness of the place and contributes to its competitiveness, sense of identity and pride. Heritage plays a fundamental role in providing the unique character and distinctiveness of a place, grounding the place in its history and roots. Without heritage the product of regeneration may be essentially similar and without its unique selling points a regenerated area is at an economic disadvantage.

6.10 Heritage Counts 2016 - Heritage and Place Branding brings together research into the role and importance of place-making. It states that "Local places are becoming more not less important for our economies and for society" and that "Place is a producer of wealth and wellbeing as well as provider of a sense of belonging and identity".

6.11 The buildings, open spaces, historic features and patterns of roads and lanes are what ultimately define the character of settlements. It is therefore important that any change is sensitive to this character, adding to and developing distinctiveness rather than diminishing it and creating uniformity or blandness. Although designated heritage assets and Conservation Areas will be central to this process, the historic environment can hold meanings and memories for a community that go beyond the architectural, archaeological or historical importance of designated assets. As has been seen in the strategy, the strength of the District's heritage is the thematic linking of its assets, designated and undesignated into stories that connect with people. With undesignated heritage assets forming the vast majority of the heritage, and the most under-valued, it is important that proposals for regeneration take account of all of its heritage from an early stage to ensure that the character and distinctiveness of a place is used to its best effect.

6.12 Heritage assets can act as a mechanism for bringing groups and communities together. People want to be proud of where they live and the historic environment can act as a catalyst for engendering and reawakening local pride by strengthening and celebrating the self-image of communities. The heritage of a place is an identifying link that brings people together. The stakeholder contribution to this heritage strategy clearly illustrates the passion that local people have for their heritage in the district and how they wish to see heritage leading regeneration. Many of the areas proposed for change have strong heritage identities for example the strategic delivery sites at Folkestone Harbour and The Leas with its maritime and leisure heritage, and Shorncliffe Garrison with its military heritage, development around the historic settlements of New Romney and Hythe and the incremental changes to the historic villages, towns and settlements each with their own distinctive characteristics and identities.

6.13 The creation of the new Otterpool Garden Settlement provides an opportunity to the District Council to use the natural and built heritage strengths of the area to

shape a unique and distinctive place and assist regeneration. The case study for Folkestone Racecourse (Appendix 2 Case Study 1) accompanying this Heritage Strategy illustrates practical ways in which the heritage can be used to positively shape place for example:

- Using the site's archaeological interest to help shape development;
- Improving understanding and management of heritage assets;
- Finding uses for Westenhanger Castle to sustain its future and use change at the racecourse to trigger investment in enhancement of the heritage asset;
- Using open space to appreciate the former parkland setting of the castle and reinstate its historic southern approach;
- Providing positive enhancements through removal of intrusive elements and reinstatement of lost features;
- Using the rich history and heritage, including that of its less tangible heritage, to make a positive contribution to the local character and distinctiveness of the place;
- Informing new development through a detailed understanding of the landscape character of the area, respecting the topography, historic character and features of the site;
- Taking into account ancient routeways in new development.

Re-using heritage assets

6.14 Heritage-led regeneration can take a number of forms. In its simplest mode it might involve bringing a historic building back into use or refurbishing a historic property that has suffered from neglect. More complex programmes can involve refurbishing industrial, maritime or military buildings as whole areas become subject to change. Re-using existing buildings is a simple way of achieving sustainability whilst bringing the added benefit of reinforcing the sense of place that they engender.

6.15 The historic environment has a significant role to play in the conservation of resources required for development as it may take fewer overall resources to adapt an old building than to demolish it and build a completely new one. Some modern building materials may also have limited lifespan compared to traditional materials such as stone, brick and tile. English Heritage produced guidance (*'Climate Change and the Historic Environment'*, 2008) that reviews the threats to the historic environment posed by climate change. The guidance also demonstrates that historic structures, settlements and landscapes can in fact be more resilient in the face of climate change and sometimes more energy efficient, than more modern structures and settlements.

6.16 Re-use of existing buildings can also be economically beneficial. It may be less expensive to refurbish or convert an old structure than to build anew. By contrast,

historic buildings are often considered more desirable than new buildings and thus have the potential to carry a price premium.

6.17 Heritage-led regeneration is about more than just re-using historic buildings. Other assets such as parks and gardens, municipal spaces, sea-front promenades, bridges, piers, the patterns of roads and lanes, historic features such as walls, road signs and surfaces and also more ephemeral historic elements such as house, pub or building names etc also have key roles to play. All of these, both designated and undesignated heritage assets, can together create a historic 'framework' for the settlement. When new extensions to the settlement are being planned it may be that the majority of these features are not found in the development area as they will naturally be concentrated in the historic core. It is likely, however, that some of them will be present and these enable the new development to be linked to the historic framework of the rest of the town.

Adding value to new development

6.18 Heritage-led regeneration adds value to development projects. It is striking that in most towns it is the heritage-led developments that are among the most prestigious and financially valuable. Research suggests that in Conservation Areas, properties generally have a higher selling price than areas around and generally development which includes heritage assets generally has greater value (Heritage Counts 2017 *'Heritage and the Property Market'*)

6.19 Where regeneration is led by large-scale new development, the historic environment can help to avoid a sense of a development scheme being artificial and seemingly dropped into a landscape. These can also have the advantage of accommodating large scale new housing without major intrusion into the existing infrastructure and the local community.

Attracting business and commercial activities

6.20 Heritage and a historic sense of place help to attract investment, businesses and commercial activity. Research quoted by Heritage Counts 2016 found that of a 100 businesses surveyed 25% agreed that the historic environment is an important factor in deciding where to locate and indeed as important as road access. Research by the Heritage Lottery Fund in 2013 confirmed that innovative new businesses flourish in places that possess a good stock of historic distinctive buildings. It also found that independent retail and leisure businesses seek to cluster in historic areas of towns and cities thereby adding to the distinctive sense of place and attracting more successful businesses. The HLF also found that businesses that occupy listed buildings generate £13,000 extra Gross Valued Added per business per year. Creative and cultural industries are particularly attracted to historic buildings because they are

smaller, more flexible and cost-effective. 29% are more likely to be found in a Listed Building (Heritage Counts 2016 and HLF 2013)

Creating employment

6.21 As well as heritage attracting business and commercial activity, heritage contributes to employment both directly and indirectly. Jobs created through tourism both on and off visitor sites are considerable and discussed in more detail below (6.34 to 6.50). Heritage Counts 2016 quotes research that in 2013 there were 164,100 direct heritage jobs in England rising to 328,700 when taking into account indirect and induced heritage employment. That is equivalent to 1% of national employment. Heritage related construction plays an important part in England's construction industry. Heritage Counts 2016 indicates that the value of repairing and maintaining historic buildings in England is estimated to be worth £9.7 billion in of construction sector output equivalent to 8% of total construction output or 22% of repair and maintenance output.

Making regeneration durable

6.22 The historic environment can also help to ensure that regeneration is durable. Many examples of failed regeneration are where development has taken place entirely independent of the local environment. The 'newness' appeals for a period but gradually the buildings become older and less fashionable, the economic imperative that called the development into being passes and the development begins to decline, at worst gradually degenerating into a 'sink estate'. The development is then demolished and replaced and the process begins again. Heritage-led regeneration helps to avoid this. By integrating development into the historic 'framework' of a place it acquires a greater sense of belonging and thereby resilience. The historic features also help to break up the development's design thus creating 'breathing space' in contrast to developments without heritage features which can often appear monotonous. The historic framework is also a permanent fixture of the development providing a frame of reference for evolutionary change.

6.23 By using heritage to create attractive environments this durability is enhanced as external investment is continually drawn in enabling it to be refreshed and to grow.

Reducing social exclusion

6.24 Heritage-led regeneration also has a role to play in helping to reduce social exclusion in modern developments. Historic buildings come in all shapes and sizes. Just as they can break up the monotonous shape of a modern development so they

can help to break up the monotony of the social structures. Retaining older buildings such as terraced housing in the centre of towns helps to conserve the character of the settlement. In addition, however, these houses are often less expensive than new build equivalents and so by conserving them a more diverse population is allowed than if they were replaced.

6.25 Heritage improves the perception of a place to those that live there, they feel that its heritage assets make it more attractive that investment through heritage regeneration not only results in a nicer place in which to live, work and socialise but also research suggests increases feelings of safety. (Heritage and Society 2016)

6.26 Retaining historic buildings and features also helps older people to retain their own sense of place in an area and thereby brings the generations together. Where those features relate to people's former employment this also helps to tell the story of an area which can be developed for educational groups to further embed new development within the older historic framework. Such changes must be affordable however. Whilst 'gentrification' of a place may lead to an improvement in the market value of properties care must be taken to ensure that this doesn't end up pricing sections of the existing community out and lead to disenfranchisement. Likewise where a ready use cannot be found for a historic building there is the danger that it will become neglected or eventually derelict and will act as a source of disenchantment. It is important therefore that innovative and transformational solutions are sought to bring historic buildings and sites back into use.

Regeneration checklist

6.27 English Heritage has published a checklist for successful regeneration (*Regeneration and the Historic Environment 2005*). Whilst recognising that each regenerating scheme is unique it is recommended that the following should form part of any regeneration proposals being brought forward:

- 1 *A strong vision for the future – that inspires people and encourages them to get involved;*
- 2 *A respect for local residents and businesses – who have often fought hard to stop an area declining; ensuring they are included in a regeneration partnership means the project starts with community commitment;*
- 3 *A tangible link to the past – since places are not created in a vacuum and people need familiar elements, visual reminders and a sense of continuity; landscapes, streets, spaces, buildings and archaeological sites play a part in defining a sense of place;*
- 4 *An understanding of the area – knowing what exists and how it came to be makes it easier to plan its future;*
- 5 *A respect for what already exists – making sure that places that people*

value are kept for the future;

- 6 *A record of the area before work starts – so that future generations can understand how the site has evolved;*
- 7 *An integrated, sustainable approach – not concentrating on a particular social, economic or environmental consideration or a single use;*
- 8 *Achieving the right pace – regeneration that happens too quickly can harm the fabric and the community, while that which happens too slowly fails to create the momentum, commitment and enthusiasm needed to make a scheme a success;*
- 9 *The highest quality design and materials – to enhance local distinctiveness and sustain a sense of place that people can be proud of;*
- 10 *Early discussions between the community, the local authority and other interested parties – ensuring that options can be discussed and designs modified at an early stage, before too much has been committed.*

Heritage: Realising Tourism and Visitor Potential

The economic value of heritage tourism in England

6.28 Heritage tourism is a significant contribution to the economy. In England, research¹⁰ has shown that in 2014 heritage tourism accounted for 22% of all tourist spending generating £18.4bn in expenditure and 285,700 jobs. With indirect effects included England's heritage tourism contributed £24.2bn to GDP in 2014

6.29 The table below breaks this down by type of visits and demonstrates that while day trips are by far the most frequent as would be expected, the relative spend on those trips is substantially lower than trips involving overnight stays and in particular those by foreign visitors:

| | Trips | Spend | Spend / Trip |
|---------------------------|--------------|--------------|---------------------|
| Domestic Overnight Visits | 15.7 m | £3.6 bn | £229.29 |
| Domestic Day Visits | 159.4 m | £4.97 bn | £31.18 |
| International Visits | 15.4 m | £9.86 bn | £640.59 |

¹⁰ Heritage Economic Impact Indicator Workbook (TBR 2016) commissioned by HE to estimate the national and regional economic impact of the heritage sector. Heritage Counts 2016

- 6.30 Heritage Counts 2016 has highlighted a number of benefits of heritage tourism and its future growth.
- 6.31 Heritage tourism benefits the local economy:
- visiting heritage sites generates money for local economy - for every £1 spent on a visit 32p is spent at the attraction while 68p is spent in local businesses such as restaurants, cafes, hotels, shops (HLF 2010);
 - on average half the jobs created by historic visitor attractions are not on the site but in the wider economy (GHK2010);
 - heritage events enhance local economies even if free.
- 6.32 Heritage plays a key role in attracting domestic visitors:
- 73.2% of adults (c40 million people) visited a heritage site at least once in 2015/16 a significant increase on the 69.9% in 2005/6 (DCMS Taking Part Survey);
 - 63% of domestic travellers cited being able to visit a historic building or monument as their sole or very important reason why they took their holiday (TNS 2105);
 - heritage tourism is more popular in Britain than the majority of the EU - 4th highest at 65% being 13% above average (European Commission 2013).
- 6.33 Heritage is a big motivator for international visits:
- heritage is a key part of the UK brand and tourism;
 - in 2015 the UK was ranked 5th of 50 nations for being rich in historic buildings and monuments and ranked 6th for cultural heritage;
 - 30% of overseas visitors cite heritage as the biggest single motivation for their UK visit. That is the largest single factor for non-business visitors.
- 6.34 Heritage tourism is growing and forecast to grow in the future:
- historic attraction visitor numbers have experienced strong growth. Visits to historic houses and castles has risen by 5% in 2015-16; Other prominent attractions have also seen a growth in visitor numbers for example between 2010 and 2015 Stonehenge has seen an increase of 35% and the Tower of London 15%.
 - Tourism is expected to grow in the future and has been estimated to grow by 3.8% per year between 2013 and 2018. By 2025 tourism is forecast to be worth £324 Bn and 4.6m jobs in the national economy.

The value of tourism in Folkestone & Hythe District

6.35 There are no readily available figures for the value of heritage tourism in Folkestone & Hythe District but research commissioned by Visit Kent published in 2016 provides an indication of the value of tourism and visitors to the district. The study identified that:

- approximately £207 million is spent in the district area by tourists and visitors generating a value to the economy of approximately £242 million;
- staying visitors make around 473 thousand trips, staying for 1,400 nights and spending around £82 million. Of these overseas visitors account for 73 thousand trips staying for 394 thousand nights and spending around £20 million;
- day visitors amount to around 4.1 million trips and spend around £123 million.
- tourism related employment in the district is estimated to be 4,796 jobs accounting for 12.7% of employment in the district. .

6.36 Of the spend figures for Kent as a whole it is suggest that 10% of spend is on attractions. Using the national figure of 22% of tourism being related to heritage as applied to Folkestone & Hythe District we can speculate that heritage tourism is worth around £53 million and 1055 jobs though caution should be used in relying on such figures which may fail to take account of considerable local variations and weighting.

6.37 In a county context the district performs well in terms of overnight stays by domestic visitors ranking 3rd behind Canterbury and Medway. It performs less well with day trippers and overseas visitors ranking around the middle of the County's districts. In terms of the prime purpose of a trip being for a holiday, the district sees a higher percentage at 66% than the county average of 44%. 69% of domestic visitors and 50% of overseas visitors to the district came for a holiday in 2015.

Developing the Heritage Tourism offer for Folkestone & Hythe District

6.38 As covered earlier heritage has a fundamental role in creating a positive 'sense of place', it highlights the unique character of that place and plays an important part in shaping people's perceptions and experiences. The heritage of the district can play a substantial role in branding of the district and its constituent parts.

6.39 In August 2007 Kent Tourism carried out research into public perceptions of Kent generally and east Kent in particular (Dover, Thanet, Folkestone & Hythe and Canterbury Districts). This highlighted some key issues for how east Kent is regarded by respondents, all of whom lived in the south-east of England.¹¹

- Although Kent was identified as a 'historical' region (50% respondents), east Kent was slightly less so (41%)

¹¹ Kent Tourism Perception Research Prepared by Arkenford Ltd for Kent Tourism August 2007

- 45% of respondents associated Kent with castles, as compared with 37% when asked about east Kent
- 24% identified Kent as 'touristy' as compared with 30% for east Kent
- 37% thought there were a range of gardens to visit in Kent but only 26% thought this true of east Kent
- East Kent was, however, more strongly associated with the phrases 'gateway to Europe', 'stunning coastline', 'seaside resorts', and 'beaches'

6.40 While the district may not possess an iconic asset like its neighbours, it is rich in heritage and its strength lies in the cumulative nature of that heritage in terms of its heritage themes. Outstanding examples include the arrangement of Napoleonic defences - the Martello Towers, the Redoubts and forts, the Royal Military Canal - which extend along the coast and across the Romney Marsh; or the unique landscapes of the Romney Marsh and Dungeness.

6.41 The vast majority of the district's heritage is in fact accessible to the public, at least externally. Historic buildings can be seen from the roads and footpaths. Historic features such as walls, memorials, street and building names and street furniture can be seen easily in urban centres and the historic landscape can be explored via the District's extensive public rights of way network. Some of these sites may be public buildings or in publicly accessible areas (e.g. Folkestone Harbour Arm). For most people, most of the time, this represents their interaction with heritage. For residents and visitors alike it is this that defines their perceptions of the district as much as the key sites and landscapes that are more striking or are interpreted. The importance of maintaining the quality of this 'background' heritage cannot be overstated, therefore, and careful conservation will be essential to retain the district's special quality.

6.42 There are clearly some key perception challenges that need to be overcome but this can be addressed by developing and promoting the heritage of the District in a thematic way. This approach has a number of benefits and helps to:

- create packages that link a number of heritage assets across the district encouraging longer or return visits;
- provide a mix of key heritage assets that are promoted as visitor attractions with heritage that can be found in other publicly accessible locations. Following thematic trails will draw visitors in to local areas with greater contribution into the local economy;
- provide a useful mechanism to support and co-ordinate the efforts of groups and activities;
- provide stories that can be readily understood, marketed and celebrated. The stories help to provide a context for the visitor to the heritage.

6.43 Most of the heritage themes set out in this strategy can be developed for visitors however key ones would include:

- Napoleonic Defences
- Folkestone and the First World War
- Church or pilgrimage network
- Romney Marsh and Dungeness (linking with natural heritage)
- Victorian and Edwardian Folkestone

6.44 In many cases visitors may desire a diverse mix of experiences from their trip rather than simply visiting the District's heritage assets. This may be particularly true for families and is likely for those looking for more than a day trip to the district. It will be important therefore that the heritage offer becomes clearly integrated into a wider offer of the district's other assets such as its natural environment and landscape and promotes the rich mix of experiences that is available. Many of the heritage themes enable such a combined approach to be developed and promoted. Conversely it is important that the promotion of other experiences takes full account of the heritage offer so that the benefits are realised from more than one direction.

6.45 Wider use should be made of new technologies. Mobile technology, for example in the form of media players or smart phones, allows information to be packaged in a way that is attractive and elegant but also relatively inexpensive. Using this kind of technology the information that would be traditionally carried on interpretation panels can be made available to people in advance of their visits or can be downloaded 'in the field'. They can then combine it with other information from other projects or with applications providing catering or accommodation information so that all their information needs can be met. A much greater quantity of information can therefore be provided, better tailored to visitors, often at a reduced cost, than could be met by traditional panels without the equally traditional threat of vandalism. Co-ordinated use of new technology, for example with Explore Kent for countryside access, would help to ensure that wider groups benefit from heritage information and that the district's heritage forms part of a more diverse experience.

6.46 New Apps for smart phones are constantly being developed that will help people navigate around the countryside and towns, view their surroundings from new perspectives and introduce new adventures into their visits. Apps which focus on the heritage themes of the district encouraging the users to 'collect' experiences and knowledge may help to engage young people in particular and increase a broader understanding and appreciation of the heritage.

6.47 CDs are hardly new technology but they still have a role to play in packaging information for tourists in a cost-effective but flexible way. An example of this is the '*Drive the Battle of Britain*' driving tour produced by Kent County Council in 2005. The CD guided visitors around a range of Battle of Britain sites in Dover and Folkestone & Hythe districts. The principle underlying the CD remains true today – that a set of sites can be linked by a common theme far more effectively together than separately. It is

particularly useful for sites that have no interpretation materials at all and would suit many of the themes listed above.

6.48 In a similar vein tourist attractions of the future will have to be more flexible about how they communicate with the public. The advent of social media – Facebook, Twitter, etc has meant that word of mouth has, for many people, been replaced by its digital equivalent, with the difference that word travels far faster and wider across the internet than by any previous means. This provides a great opportunity for those trying to promote attractions and events in a cost effective way. It allows them to link with other projects, groups and initiatives thus allowing sites to target their marketing far more effectively than can be achieved by conventional media.

6.49 Although access to heritage sites tends to focus on physical access, it should be remembered that for many people physical access to sites may not be possible. The district's heritage is nonetheless their heritage too and it is essential that websites and other resources are fully developed to connect people with the sites, help them to explore them remotely and understand the history and the context. It is remarkable how many tourist attractions, even those run by very large national organisations, have websites that provide virtually no information about the sites except such as may be required for visitors – opening hours, prices, events etc. There is a substantial need, and a desire from stakeholders for a website that brings together the heritage of the district in a single easily accessible place. Such a website would help in promoting the heritage in the district in a coherent way and enabling thematic access and linkage to individual sites and activities.

6.50 While there are strong benefits of increasing visitor numbers through heritage it should be carefully approached to ensure that increased pressures do not damage or destroy the significance and special characteristics of an area. The case study for Dungeness (Appendix 2 Case Study 4) explains the ways in which increased visitor numbers may affect the fragile heritage, natural and historic landscapes of the area and destroy the special sense of place that it has. Many of the areas of the district such as the North Downs and the Romney Marsh have values that include their tranquillity and visitor pressure needs to be well managed to maintain that characteristic. The district is developing a Sustainable Access and Recreational Management Strategy that is looking at the impact of visiting Dungeness and the Romney Marsh and should be taken account of in developing the heritage tourism offer in the district.

6.51 Stakeholders have raised a number of issues concerning access to the heritage assets, the needs for improved signage, better visitor facilities and information. These are outlined in Chapter 7 and are challenges to be overcome to optimise visitor potential. Stakeholders have particularly referenced:

- While access to Folkestone itself is good, links within the district, particularly to its more remote areas are difficult unless by car. Public transport links to heritage are a constraint on visitors;
- Signage directing to heritage assets needs improvement both from the road network and within towns to encourage pedestrian access and alleviate on-site parking issues;
- There is potential to update and improve heritage trails in some of the district's towns. Projects such as Kent in WW1 have provided training opportunities to local communities to develop their own trails. Linking such training across the range of activities and projects taking place would help engage local communities in developing their heritage offer. Dymchurch is a good example of a trail developed by its local history group. On-site heritage interpretation needs to be brought up to date or redone as new heritage trails are developed;
- Some key heritage assets are inaccessible or not open to the public providing a challenge to thematic trails. Many of the district's castles are key examples. Support for better access and open days to these sites would enhance the tourism offer;
- Potential to create a cultural calendar that promotes celebrations of the district's heritage. There are a number of good examples already in the district which should be supported and potentially, with the thematic approach developing the stories of the district, to add to the offer;
- Strong potential to link the heritage with the cultural and creative arts sector;
- Seek opportunities to develop and promote clusters of heritage assets to enhance the tourism offer and gain a more holistic understanding and appreciation of the area's heritage. The Edwardian heritage around the Leas in Folkestone is a prime example of such a grouping;
- Explore Kent is a major initiative that encourages Kent's residents to access, enjoy and benefit from the Kent landscape. At present it has no specific 'heritage trails' although many routes incorporate heritage assets. New routes could be created that are more specifically geared towards a 'heritage trail'. Other groups have expressed the same desire and so perhaps joint working or backing from Explore Kent for these more local routes ranging to perhaps district-wide trails could also be a good opportunity;
- Explore Kent also has limited presence in the Romney Marsh. Through the Heritage Strategy and the Sustainable Access and Recreation Management Strategy there may be opportunities to improve this;
- The connectivity between the town, the Leas and the harbour at Folkestone needs to be improved;
- There are a number of significant historical figures, events and discoveries linked to the district and these need to be promoted and celebrated so as to attract more people to the area and also encouraging local pride of place;
- Fishing heritage is important, celebrated with the Trawlers Race and interpreted temporarily through the Fishing Heritage Museum. A more sustainable and

permanent location for the museum should be found and re-establishment supported.

6.52 In terms of understanding and accessing the heritage in the district, many of the issues discussed with respect to tourists and visitors equally applies to those who live and work in the district. For many they will have day to day contact with their heritage, occasionally the more significant heritage assets but more often the lesser known heritage that is all around them, often not identified by them or its significance appreciated. The best way to explain heritage is through stories that help to explain its context in an engaging way. The thematic approach lends itself well to presenting the heritage assets of the district as stories. It is important that promotion and explanation of the heritage in the district is aimed equally at those who live and work there as it is to its visitors.

6.53 Heritage Counts 2016 introduces research that explains the benefits of local heritage to those that live there. As discussed before the heritage contributes to sense of place and local pride, 86% of visitors to their local heritage sites say they enjoyed their visit. 69% of UK adults believe that local heritage buildings and sites are important to their local community. Listed property owners take particular pride in their property and see it as part of the nation's history.

6.54 The extent to which local heritage is used by schools and other educational groups for their studies or for site visits has not been examined in any detail in the present Strategy. Anecdotal evidence from stakeholders is that many of their projects involve educational elements, in some cases providing specific educational material.

6.55 There is great potential for the heritage of the district to contribute to the education and learning sector. The heritage themes can fit in well with the curriculum and local heritage assets can potentially provide for a more convenient and cheaper source for school visits. Using local heritage would help to make the curriculum more relevant to local students, make them more aware of the district's heritage and help them value its heritage assets. It would also encourage the students and their families to visit the sites themselves.

6.56 More than 250 schools are directly involved in Historic England's Heritage Schools programme, reaching approximately 100,000 children and training over 3100 teachers since it began in 2012. Heritage Counts 2015 found in an evaluation of the programme that there had been very substantial increases in the knowledge of teachers and pupils about local history and similarly for teachers in how that local history connects to the national story.

6.57 In developing connected packages for the district's heritage themes attention should be given to developing educational resources and itineraries that will draw local schools into the areas heritage.

6.58 One of the most effective ways of engaging with local heritage is to become involved in projects and activities. As has been seen earlier in this Strategy, numerous heritage-led activities and projects are taking place in the district, many of which are open to participation by local people. As well as the health and wellbeing benefits from such engagement local people develop a deeper understanding of and connection with aspects of their local heritage, develop their skills and encourage them to support the conservation of the heritage through volunteering.

Heritage: Improving Public Health and Wellbeing

6.59 Heritage plays an important part in wellbeing and quality of life. The opportunity for the heritage of the district to contribute to what is a presently a critical and growing issue has emerged strongly in developing this Heritage Strategy. The strategy includes a detailed case study (Appendix 2 Case Study 5) that examines the value of heritage in addressing public health and well-being in a number of ways drawing from the considerable amount of health-related heritage activity already taking place in the district.

6.60 Engagement with heritage can have a number of impacts on health and wellbeing:

- Reduce social exclusion and isolation;
- Reduce health and social inequalities;
- Increase satisfaction of living environment and overall quality of life;
- Increasing opportunities for social interaction and long-term relationships/social network;
- Reduce stress and mental illnesses such as anxiety and depression;
- Opportunities for individuals with learning difficulties to engage in new activities;
- Increase feelings of self-esteem and self-worth;
- Instil a sense of control and empowerment over personal health and wellbeing;
- Provide opportunities for self-improvement such as training and volunteering;
- Learn new skills and develop new interests;
- Encourage pride of place and communal engagement;
- Increase opportunities for physical activity;
- Provide activity and social engagement as part of rehabilitation;
- Provide a wide range of choices for engagement with heritage to supplement health and social care services;
- Help to prevent and reduce illnesses and diseases such as diabetes, depression and obesity.

6.61 The case study suggests that a number of the district's heritage-led initiatives are valuable health resources, making significantly positive impacts on health and

wellbeing, and have potential to make substantial contributions to health and social care services.

6.62 An advantage of heritage is that it can be extremely varied and programmes that engage with heritage can take many forms. Heritage assets can range from archaeological remains to memories or traditions and span a vast amount of time. This provides a wide range of potential choices when catering support and care to a person's needs and interests. The heritage-led initiatives within the district appeal to wide audiences and are largely wholly inclusive programmes, open to all. Some may have age restrictions or be targeted to specific needs, but the vast majority serve their local communities as a whole and can address a wide range of health challenges.

6.63 The case study suggests that a number of the district's heritage-led initiatives are valuable health resources and with appropriate measures of the various health outcomes they could make substantial contributions to health and social care services. Several could be suitable for health commissioning. The longevity of projects and programmes may be enhanced through more co-operative working, perhaps thematically making them more suitable for commissioning and gaining more sustained impact.

6.64 Referral by health professionals to the district's heritage initiatives is very limited. The primary challenge for heritage initiatives in becoming involved in health and social care commissioning is the recognition that they are able to make significant differences to various health challenges. This is mainly due to the lack of available empirical and clinical data to demonstrate the health benefits.

6.65 The heritage initiatives have great potential to benefit health. Participant feedback makes clear the impact that these programmes have, but a robust evidence base that includes empirical data is needed. If health outcomes could be properly measured and assessed in a formal and clinical way that is accessible to health professionals, perhaps referral pathways to suitable heritage-led programmes could be established as part of future health and social care provisions to meet the significant health challenges being faced.

6.66 Heritage has been less extensively explored for its health benefits than other areas of culture such as arts activities, sport and the natural environment. This is currently being redressed through a number of studies and projects and is recognised as a desired outcome for funding provided by bodies such as the Heritage Lottery Fund. Funding to support the continuation or formalisation of a selection of the heritage initiatives within Folkestone & Hythe District and then the implementation of assessment frameworks would provide the evidence needed to demonstrate the value of heritage as a health resource.

6.67 The case study has provided recommendations to help develop the heritage benefits to public health and wellbeing in the district (see Appendix 2 Case Study 5).

7 Vulnerability of the Heritage Assets

Introduction

7.1 Heritage assets are vulnerable to change in a number of different ways. The heritage asset may be affected physically through a specific action, for example damage through ploughing or construction activities or it may be affected passively by change over time through environmental factors or neglect.

7.2 The setting of a heritage asset is also vulnerable to change. The NPPF defines the setting of a heritage asset as '*the surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral*'.

7.3 The following chapter considers the vulnerability of the district's heritage assets to general activities and processes (referred to here as 'Generic Vulnerabilities') and the way in which this applies specifically to the district and its heritage themes using examples from the past and present as well as predicting the ways in which the district's heritage is vulnerable to future change. An overall assessment of the vulnerabilities of the heritage themes and the external monitoring provided by the Historic England annual 'Heritage at Risk' survey is included.

7.4 The chapter goes on to explain the ways in which the potential impacts of the allocations and proposals in the Places and Policies Local Plan have been tested against the district's heritage and summarise the results of a case study to illustrate how future development proposals can benefit from being examined in a similar way at an early stage to highlight issues and identify principles that will ensure that heritage assets are treated appropriately and opportunities taken to make the best use of them and add value.

7.5 A significant element of preparing this heritage strategy has involved gathering the views of local stakeholders on heritage matters. This chapter includes matters that the stakeholders have raised but is discussed separately in Chapter 8 Stakeholder Engagement.

Vulnerabilities

7.6 The districts heritage assets are generally vulnerable to:

- Natural processes such as coastal erosion, sea level change, change in hydrology and climate change;
- Rural activities such as ploughing and use of machinery, changes in farming regime and leisure use of the countryside;

- The development and maintenance of infrastructure such as utilities, power generation, roads and railways.
- Development of sites including house building, commercial and industrial properties, extraction of minerals, change in land use, flood and coastal defence works;
- Change through alteration or economic decline and neglect;
- Policy and management gaps, designation thresholds and capacity for monitoring and enforcement;
- Criminal actions such as arson, theft, vandalism and anti-social behaviour.

7.7 Issues such as promotion and awareness of heritage, it's accessibility, leadership and co-ordination of activity, funding and resources are also considered in the context of the vulnerability of the district's heritage. The vulnerabilities are briefly described in turn below.

Natural Processes

Coastal Erosion & Protection Works

7.8 Being a coastal district with both high chalk cliffs and low-lying beaches, coastal erosion and the movement and deposition of sand and shingle is a particular issue in the district. The management of the shoreline¹² generally promotes a policy of 'Hold the Line' over much of Folkestone & Hythe's coastline and requires targeted improvements including construction or raising of sea defences and beach replenishment works as needed.

Sea-level Change and Flooding

7.9 The risk of sea incursions threatens sites with flooding, erosion and exposure to salt water, thus altering preservation conditions. Low lying marsh areas, and hence any assets above or below ground within them, are particularly at risk due to this natural process.

Change in Hydrology

7.10 Changes in water table levels pose a risk of sites drying out, and therefore damaging preserved organic materials. Sites may also become waterlogged and so damage structures or materials previously preserved in dry conditions.

Climate Change

7.11 The threat posed by climate change is broad and often assumes the form of associated changes in conditions affecting sites. Longer-term climate change might

¹² Environment Agency's South Foreland to Beachy Head Shoreline Management Plan (2006) and updated in the more detailed Folkestone to Cliff End Flood and Erosion Management Strategy (2011) .

also permit the advance of invasive species (plant and animal) that may damage structures. There is also a general threat to sites and structures from the increased likelihood of more extreme weather events, in the form of flash flooding (see above), high-winds and lightning strikes.

Decay & Degradation

7.12 Heritage assets are vulnerable to natural processes and decay over time. Many built heritage assets will be built of materials which degrade over time and require regular repair and conservation attention to maintain their integrity. An example of this in the district is the Sound Mirrors at Dungeness. The RSPB who own and manage the site have reported that they are at risk of deterioration as the concrete used to construct them was not meant to last as the structures were to be short-lived as a trial. The marine environment is causing the metal reinforcements within the concrete to rust and future investment will be needed to maintain them. Previously major investment by Historic England via European Union funding has addressed problems of subsidence caused by nearby quarrying and other repair needs.

Landslip

7.13 The district's coastline from Folkestone to Hythe and its former coastline westward along the northern edge of Romney Marsh is known for its tendency to slip both historically and in more recent times. The reason is not due to coastal erosion but the geological structure where strata alternate between pervious and less pervious geological beds. At Folkestone Warren there is a huge mass of tumbled chalk, some 3km in length that has slipped over the gault clay. The town of Sandgate is built on an old landslip of the Sandgate beds and to the west of Sandgate masses of the overlying Hythe Beds often slip off the Atherfield Clay. Westward along this landslip perhaps the most notable heritage asset casualty of subsidence are the remains of Stutfall Castle, the Scheduled Roman fort of the Saxon Shore. This has suffered from several slips and resulted in the collapse of walls and the distortion of the site as it has slipped downwards.

Rural Activities

Ploughing & movement of machinery

7.14 All buried archaeological sites in agricultural land are vulnerable, to varying degrees, to ploughing, particularly deep ploughing techniques. Surviving earthworks are especially vulnerable to even shallow ploughing or machinery movements across them. Many of the district's rural archaeological sites, particularly those on the chalk ridges of the North Downs are very shallowly buried. The majority of finds made across the district by metal detectors are from sites that have been disturbed through ploughing as the majority of finds are located in the plough soil. Plough attrition is

affecting at least two Scheduled bowl barrows that are included on the 2016 Heritage at Risk Register. Ditch cleaning on field boundaries can also have an impact as has been recently seen at Five Vents Lane, Old Romney where burials from an abandoned churchyard of the lost Church of St Michael have been disturbed by mechanical excavation.

7.15 Surviving earthworks in woodland are threatened by forestry machinery movements, particularly as they may be unrecognised in areas not previously surveyed.

Change in farming regime

7.16 The introduction of new crops or techniques, either into farming practice in general or onto land not previously exploited in this manner, potentially threatens the stability of conditions for buried archaeological sites. Intensification of farming methods, larger scale activities (and machinery) along with diversification can all lead to changes in current land uses, removal of existing features, including hedgerows and the introduction of new features such as polytunnels, that can have considerable impact on settings. The trend towards the sub-division of fields into numerous paddocks for horse keeping has similar potential implications, with the introduction of new characteristics for areas and the construction of associated structures. The increasing coverage of the landscape through tree planting can have an impact on buried archaeological remains through root disturbance. Examples of the vulnerability of the district's landscapes and their features to farming practice are identified in the theme papers.

Leisure use of the countryside and coastal landscapes

7.17 Increased access to the countryside has a number of impacts, principally arising from increased traffic (foot, horse or motorised), often on un-metalled track ways or green lanes, leading to erosion. Open access land, or trespassing, also exposes heritage assets to greater erosion or vulnerability (see crime section below).

7.18 Access to the Dungeness Estate has been a particular issue highlighted during the compilation of the heritage strategy and is discussed in detail in the case study (Appendix 2 Case Study 4). The approximately one million visitors to the area each year can have a detrimental effect on the peaceful, isolated character and charm of the area, the very reason why people visit and directly on sensitive heritage and natural assets in the area. Dungeness is an attractive, highly significant and valued but fragile heritage asset which needs to be very carefully managed and the correct balance struck between attracting visitors and maintaining the area as a peaceful and distinct place.

Infrastructure Development

Utilities

7.19 The installation of new utilities pipes or cables and their maintenance can result in ground disturbance, impacting archaeology and the breaching of existing boundaries such as hedgerows. The construction of overhead power lines can have an impact on the setting of heritage assets.

Power Generation

7.20 Recent years have seen a rise in the development of new means of power generation, both on a commercial scale (impacts on setting, such as large wind farms) and for private use (solar panels on listed buildings). The district's proximity to France makes it a prime location for large cables.

Transport

7.21 The district's role in the transport of people and goods between the continent and the UK cannot be overstated either in historical terms or the present day. The construction, widening or maintenance of roads or rail constitutes a significant threat to heritage assets. Increased traffic impacts upon existing road structures, particularly historic bridges which often require strengthening or repairs. Increased traffic, street signage and surface treatment can have an impact on the setting and character of heritage assets particularly in Conservation Areas.

Development

Vulnerability to Development

7.22 Construction activities can directly affect buried archaeological remains through the excavation of new foundations, services, remodelling of land, stripping of sites in advance of development, piling works and from the operation of plant. Development can also involve the demolition of or damage to historic structures, buildings or features. Impacts that affect the setting of historic assets or the character of historic areas can result from the built form of new development, from construction activities and from the use of the new development. Expansion of settlement areas have the potential to subsume smaller distinct areas, for example drawing villages into suburbs, reducing their legibility and identity as individual historic places. Similarly development may affect the character of the historic landscape, removing features or going against the historic grain.

Strategic Growth & Spatial Strategy

7.23 The NPPF states that the planning system should be genuinely plan-led with up-to-date plans providing a positive vision for the future addressing the needs for housing and other economic, social and environmental priorities.

7.24 The District Council therefore has to identify land for development to meet the needs of the future. The 2013 Core Strategy Local Plan set a target of 8,000 dwellings, 20 hectares for business and 35,000 sqm of retail floorspace for a period to 2026. The Plan allocated strategic sized sites for residential development in the Folkestone area (Shorncliffe Garrison and the Seafront), at New Romney and Hawkinge to meet some of this requirement.

7.25 To meet the remaining requirement for development, the Places and Policies Local Plan was published which identified smaller development sites at settlements throughout the district.

7.26 The Core Strategy is now in the process of review to meet the new development requirements until 2037. This plan includes policies for a new garden settlement around Otterpool Manor Farm.

7.27 If not considered at an early stage, development can have a detrimental impact on heritage assets. As an early stage in this Heritage Strategy, a methodology was devised to assess all the sites that were submitted for consideration. The vulnerability of all sites was assessed, comparing their potential effects against the heritage themes. This was then used to take into account heritage considerations in site selection and to develop site specific policy guidance which will help to ensure that assets can be protected, incorporated and utilised in future development. The methodology is set out in Appendix 4 and this can be used to assess other developments in the future.

Change in land-use

7.28 The withdrawal of, for example , industry or the military, exposes built heritage assets to disuse and neglect (also, see crime below). Conversely, the intensification of use can render older structures redundant and vulnerable to demolition or modification. The setting of heritage assets can be affected by changes to their surroundings through visual intrusion, noise, dust and changes in activity.

Minerals extraction

7.29 Quarrying for minerals can have a direct impact both through the removal of heritage assets, especially archaeological remains and historic landscape features and indirect impacts on the setting of heritage assets from the operation of the quarry itself and through the additional traffic and infrastructure required to support the works.

Change

Alterations

7.30 Minor changes to structures (windows, signage) or properties (conversion of gardens to parking), permitted and unpermitted, can have a cumulative detrimental impact on an area's setting or on a specific heritage asset. This gradual erosion of

character is particularly significant within Conservation Areas where the special character is derived from the sum of many things both small and large. It is particularly fragile and vulnerable to even small and incremental change which over time accumulate to a significant loss of the special interest of the area. The theme paper covering Conservation Areas (Appendix 1 Paper 13) has identified that unsympathetic alteration is a significant negative factor in all but one of the areas appraised. Wider use of Article 4 direction that removes permitted development rights could help to address this vulnerability in Conservation Areas.

7.31 Dungeness is a good example of where the improvement in quality of buildings and their surroundings needs to be treated very carefully to avoid having an impact on the unique character of the area.

Economic Decline

7.32 Areas suffering from decline or deprivation expose heritage assets to neglect and impact upon the setting of even the well-maintained assets as their surroundings deteriorate. Areas of deprivation suffer almost twice the rate of heritage crime to its assets as low deprivation areas according to a 2011 survey into the impact of heritage crime.

Lack of Use / Neglect / disuse

7.33 Heritage assets, particularly built heritage, on sites that fall out of use for a variety of reasons become more vulnerable to damage or loss. Empty buildings become susceptible to illicit entry, criminal damage, arson and theft of materials. Maintenance regimes can become neglected and repair needs overlooked. Natural processes including vegetation growth and weather can have a significant impact on heritage assets on unused sites.

Policy and Management

Designation Thresholds

7.34 Difficulties in securing designation for assets comes from complexities of the system or the high requirements to merit protection, particularly where 19th and 20th century structures are concerned. Designation tends to concentrate on nationally important heritage assets meaning that those of regional or local importance remain vulnerable. In addition, the lack of available resources for the review of heritage assets and their identification for possible designation means that many important remains that would merit designation can be left vulnerable.

7.35 Locally significant heritage assets make up the vast majority of the district's heritage and provide a huge contribution to the sense of place of our historic areas. They also contribute positively to other areas which are considered less historic. When

proposals for change come forward there are considerable problems in recognising the value of the undesignated heritage in the area, often with the result that master planning and development does not give it due consideration at an early stage. Development of a Local List of Heritage Assets that explains the significance of heritage assets included on it would help to flag up the value of undesignated heritage assets. Coupled with a thematic approach to considering the heritage of sites, this may result in development proposals considering using the heritage of the site at an early stage and potentially realising better outcomes.

Management, monitoring, enforcement and advice

7.36 While policies may be in place to ensure the protection of heritage assets, resources are often insufficient to ensure the regular monitoring and enforcement of those policies. Shortcomings in the knowledge, information available to and training of those who recommend and make decisions that affect heritage assets can be detrimental.

7.37 As well as monitoring and enforcement, specialist advice is needed to be able to manage development and ensure that proposals have fully taken account of the district's heritage and appropriate mitigation is in place. Specialist advice with a particular local knowledge and understanding is also needed to help the council and those proposing change shape regeneration and development taking account of heritage assets at an early stage.

7.38 The Council presently obtains its archaeological advice, as do most other local authorities in Kent from the County Archaeologist at Kent County Council. Whilst the District Council has tried to recruit an in-house conservation officer It does not at present have one and takes its advice on Listed Building applications and proposals for development in Conservation Areas via a consultancy arrangement. While such an arrangement can address development management needs in a reactive way, to ensure that the district's heritage assets are identified and considered at an early stage in proposals and that they are proactively used to add value an in-house Conservation Officer who is regularly engaged in future planning as well as development management would be a preference.

Heritage at Risk

7.39 There is very limited measurement of the overall condition of the historic environment and its vulnerability. At a national level, Historic England maintains a register of those designated heritage assets that are most vulnerable and subject to decay. The *Heritage at Risk Register 2016* identified heritage assets in the district that are set out in the table below:

| Heritage Asset | Designation | Condition (Trend) | Vulnerability | Occupancy |
|--|---|--|--|-----------------------------|
| Martello 4, Folkestone | Scheduled Monument | Very bad | Repair & obscuring vegetation - long term use not agreed | Vacant in private ownership |
| Dymchurch Redoubt | Scheduled Monument | Poor | Brickwork deterioration - Phased repairs in progress | Part use by military |
| Martello 5, Sandgate | Scheduled Monument part in CA | Fair | Potential for re-use | Vacant in School grounds |
| Martello 6, Shorncliffe Camp | Scheduled Monument & Listed Building Gd II part in CA | Poor | Repair - residential conversion permitted | Vacant in private ownership |
| Martello 7, Shorncliffe Camp | Scheduled Monument & Listed Building Gd II | Poor | Repair - residential conversion permitted | Vacant in private ownership |
| Martello 9, Shorncliffe Camp | Scheduled Monument & Listed Building Gd II | Very bad | Derelict - no scheme for re-use yet agreed | Vacant in private ownership |
| Church of St James, Elmsted | Listed Place of Worship grade I | Poor | Damp problems | Church in use |
| Church of St Peter, The Durlocks, Folkestone | Listed Place of Worship grade II, CA | Poor | Stonework, glazing and roof fleche in poor condition - HLF project in progress | Church in use |
| Church of St George, Ivychurch | Listed Place of Worship grade I | Very bad | West window in very bad condition - HLF project in progress | Church in use |
| Motte and Bailey Castle 200m NW of Stowting Church, Stowting | Scheduled Monument | Generally unsatisfactory with major localised problems (Declining) | Extensive animal burrowing | Private ownership |
| Bowl barrow 150m north east of Red House Farm, Swingfield | Scheduled Monument | Extensive significant problems (Declining) | Arable ploughing | Multiple ownership |
| Bowl barrow at Minnis | Scheduled Monument | Extensive significant | Arable ploughing | Multiple ownership |

| | | | | |
|------------------------|--|-------------------------|--|--|
| Beeches, Swingfield | | problems (Declining) | | |
|------------------------|--|-------------------------|--|--|

Table of Assets in the District included in the 'Heritage at Risk Register 2016'

7.40 Of the twelve heritage assets on the Heritage at Risk Register, nine are Scheduled Monuments including three which are Listed Buildings. The other three are Listed Buildings. Three also fall in Conservation Areas. Thematically Napoleonic defences dominate the list with five Martello Towers and the Dymchurch Redoubt. Three are churches in use but with problems to their fabric. The remaining three heritage assets are earthwork sites, one a medieval Motte and Bailey castle suffering from animal burrowing and two Bronze Age bowl barrows suffering plough damage.

7.41 Prospects for these heritage assets coming off the Register are mixed. Two of the Churches are benefitting from Heritage Lottery Fund funding to address their problems, a conservation plan is in place for the Dymchurch Redoubt with repairs underway and two of the Martellos have permission for conversion via an enabling development scheme. For the three earthwork sites their condition continues to decline, the remaining Martellos remain vulnerable as no scheme for their re-use that maintains their heritage significance has been identified.

7.42 The Heritage at Risk Register is a useful measure for monitoring the condition of the most significant designated heritage assets in the district but it has limitations. The vast majority of the district's heritage is undesignated and not monitored for the national Register. It also excludes the majority of designated heritage assets in the district as Grade II Listed Buildings are not included. To address this some authorities have developed Local Heritage at Risk Registers to monitor the condition of their wider heritage assets. The creation of such a register is a recommendation of the present Heritage Strategy and covered in Chapter 9. Initially the list could be compiled using as its basis key heritage assets identified for the district's heritage themes, designated heritage assets not monitored on the national Register and any heritage assets included on a new Local List of Heritage Assets. Systems of monitoring involving the local community and interest groups could help to manage the Register and provide the district with a much more accurate measure of the overall condition of its heritage and its vulnerabilities.

Access to information

7.43 For effective management of the heritage of the District it is important that information on heritage assets and their significance is made readily available to all so that informed decisions can be made. Developers and their consultants require access to up to date detailed information on heritage assets so that they can examine the impacts of their proposals and provide informed assessments of the impact that may occur and contribute to Heritage Statements that satisfy planning validation needs.

7.44 The Kent Historic Environment Record (HER), maintained by Kent County Council is the principal inventory of heritage assets in the county. The HER is not a

complete inventory; it is an evolving record with many new assets recognised and added to it every day by Historic Environment Record officers and by volunteers under their guidance. Thematic studies such as the Defence of Kent Survey or the Rapid Coastal Zone Assessment or area based projects such as this present study identify large numbers of new sites for inclusion and generally increase the records in detail within particular themes and for particular locations. Information within the HER is occasionally supplemented by records from other organisations' data. For example the recent incorporation of the English Heritage Listed Building record which catalogues around 20,000 buildings in the county. The Portable Antiquities Scheme also maintains a database of thousands of detectorists finds which is regularly updated into the HER.

7.45 The Kent HER is linked to a geographical information system (GIS) which allows the mapping of the records against the county's topography, geology, modern and historic maps, aerial photographs and other geographical information. The HER is available in a shortened version online through the Exploring Kent's Past web pages: www.kent.gov.uk/exploringkentspast

Heritage Crime

7.46 Heritage crime is defined by Historic England as "*any offence which harms the value of England's heritage assets and their settings to this and future generations*"¹³. It includes crimes against landmarks, archaeological sites and built heritage, historical artefacts and museums. Heritage crime covers a wide range of criminal activity that can result in the irreplaceable loss of or serious damage to heritage assets. As well as the impact that heritage crime can have in its own terms on our heritage and the values our communities place on their heritage, in many cases the financial cost of the heritage crime, protecting and repairing the remaining heritage asset can be substantial. Heritage crime includes:

- criminal damage or vandalism;
- arson;
- theft of heritage and cultural property;
- anti-social behaviour;
- damage by vehicles and trespass;
- unauthorised excavation and metal detecting.

¹³ <https://historicengland.org.uk/advice/caring-for-heritage/heritage-crime/what-is-heritage-crime-and-what-is-being-done-about-it/>

7.47 Historic England (English Heritage) commissioned a survey in 2011 to examine the scale of heritage crime in England¹⁴¹⁵. The research was targeted at the impact on designated sites and buildings only and highlighted that nationally there are around 75,000 crimes affecting these annually. The study concluded that although heritage assets are not being specifically targeted over other places other than where valuable materials and artefacts are being removed, they are suffering a substantial rate of attrition and are subject to irreversible harm. For example 18.7% (70,000 plus) of all Listed Buildings in England were physically affected in 2011 with 8% of those suffering substantially. The proportion was greatest for the highest grade of buildings with churches and other religious buildings most at risk with about 37.5% being damaged by crime.

7.48 While the survey has presented useful data on the potential impact of heritage crime on designated heritage assets there is at present no understanding of the effects of crime on undesignated heritage. Instead our knowledge is limited to anecdotal accounts of heritage crime. It may be that in many instances a lack of understanding of the heritage value of sites and property affected by crime prevents systematic reporting of heritage crime.

Criminal Damage & Vandalism

7.49 Built heritage assets can be vulnerable to varying degrees to vandalism including graffiti. The 2011 survey found that around 15% of Listed Buildings were affected by criminal damage. Disused, unoccupied or already damaged structures are particularly vulnerable as are areas which do not have a regular oversight or are in secluded locations. Interpretation panels are also frequently targeted which threatens the value or understanding of the associated heritage assets.

7.50 Feedback from stakeholders in Folkestone & Hythe District has highlighted damage to cemeteries and churchyards in particular. At the Old Folkestone Cemetery, which has limited security coverage, vandals have damaged headstones and an attempted break in to a family tomb caused damage to its structure. Vandalism and anti-social behaviour have also been highlighted in the graveyard of St Mary and St Eanswythe which, being poorly lit and in an isolated location, is also particularly vulnerable.

7.51 Vandalism is an issue that has been raised in various areas of the District. At Dungeness features on the beach such as old fisherman's boats and sheds that contribute greatly to the historic character of the area are exposed to vandalism. Residents at the Bayle have highlighted that in an isolated location it has attracted criminal activity, vandalism and anti-social behaviour. Others have reported vandalism

¹⁴ "Heritage Crime: The Size of the Problem" March 2012 - Researched by Newcastle University, Loughborough University and the Council for British Archaeology.

<http://content.historicengland.org.uk/content/docs/legal/researchsummary.pdf>

¹⁵

to interpretation boards in Folkestone while even the more remote Downs areas of the district experience the problem. The potential for vandalism of disused buildings has been raised by a few in particular has been highlighted concerns for the Leas Pavilion and the presently closed Leas Lift which is reportedly being left in an elevated position to avoid vandalism.

Arson

7.52 While Arson may not be as widespread as other forms of heritage crime (1% of Listed Buildings affected in 2011) the effects can be devastating. Built heritage assets are vulnerable to fire, particularly those which are unoccupied or already in a dilapidated state. Assets located in accessible areas are more vulnerable but those in more remote areas can also suffer as they are less well observed. The 2011 Heritage Crime Survey identified that Listed farm and public buildings are a particular arson risk and suggested that the average material cost was around £500,000.

Theft

7.53 The theft of materials from built heritage assets is a major problem. In the 2011 survey the single biggest threat to Listed Buildings was metal theft with more than 5% of Listed Buildings having suffered. More than 14% of Listed churches and religious buildings were affected by metal theft. Figures produced by Kent Police in 2012 identified 132 places of worship suffering metal theft from their roof in a year with six in the district. Even 3.5% of Scheduled Monuments were affected by metal theft. The theft of metal for its scrap value, particularly from the roofs of historic buildings can lead to substantial repair costs. The exposure of the building to the elements, sometimes for a prolonged time as the theft goes undetected, can lead to additional costly damage or even rendering a structure unsafe.

7.54 Although metal detecting is by and large a legitimate hobby carried out responsibly, metal detecting on property without permission constitutes theft and is also illegal on a Scheduled Monument without consent. Irresponsible detecting can also cause damage to archaeological sites. Laws also cover the recovery and reporting of Treasure and of Wreck in tidal waters of the UK (Merchant Shipping Act 1995) and there are specific protections for military remains including aircraft crash sites (Protection of Military Remains Act 1986) and some historic wrecks (Protection of Wrecks Act) which are vulnerable to illicit diving and theft of artefacts and features.

Anti-social behaviour

7.55 Anti-social behaviour can often go in parallel with criminal damage and vandalism to heritage assets as has been described above. Even where there is no physical damage to a heritage asset anti-social behaviour can still be detrimental. By making areas unwelcoming or even dangerous, people can be discouraged from enjoying and, visiting a heritage asset and it can deter investment. This in turn makes sites vulnerable to other forms of crime as there are fewer visitors likely to discourage

damage or defacement. The 2011 survey found that incidents around heritage assets were commonplace with 12.3% affected and the single most common heritage crime concern for Scheduled Monuments with 15.3% affected.

7.56 Activities such as unauthorised 'off-roading' by motorcycles and cars can cause significant damage to archaeological sites, particularly through erosion of earthworks. Of designated heritage assets Scheduled Monuments are particularly vulnerable. Trespass and unauthorised access onto heritage sites can result in damage. Dungeness residents suffer a particular problem. Their property boundaries are not clearly marked, an aspect of the area's special character, and visitors to the area often unwittingly trespass onto private property raising anti-tourism feelings and resulting in additional signage warning off visitors.

Tackling Heritage Crime

7.57 Historic England, the Police and the Crown Prosecution Service have set up the Heritage Crime Programme to tackle heritage crime. Each of these have signed a Memorandum of Understanding (MOU) which sets out their responsibilities for tackling heritage crime in a co-ordinated effort. A growing number of local authorities including in Kent, Canterbury and Dover have also signed the MOU.

7.58 Local communities, societies and special interest groups have a valuable role to play in the fight against heritage crime and anti-social behaviour through monitoring the condition of heritage assets and reporting crime in their area. In 2011 a voluntary national network, the Alliance to Reduce Crime against Heritage (ARCH), was launched to take forward initiatives and galvanise local action. One such initiative in Kent, launched in 2017 by Historic England in partnership with Country Eye, is Heritage Watch¹⁶ an App that enables quick and easy reporting of rural heritage crime that is monitored and passed on to the appropriate authorities via a team of trained volunteers. Increased reporting, analysis and understanding of heritage crime in particular areas can help develop risk profiles and inform targeted actions and initiatives to tackle the problem.

7.59 In Dover the County Council has worked with Kent Police to carry out a heritage crime assessment for the District that has identified a number of vulnerable areas and assets. A similar study would benefit Folkestone & Hythe District in helping to protect the district's heritage and allow police and the community to co-ordinate their efforts to bring this about.

Promotion and Awareness

7.60 Feedback from a number of stakeholders is that the district's heritage is suffering due to a general lack of awareness and promotion of the rich heritage that it

"The Extent of Crime and Anti-Social Behaviour Facing Designated Heritage Assets" March 2012
<https://content.historicengland.org.uk/content/docs/legal/researchpaper.pdf>

has to offer. It is generally felt that greater promotion of the district's heritage will enhance visitor numbers to the district, increase awareness, appreciation, enjoyment and use of the heritage and help with the conservation, maintenance and protection needs of the heritage assets.

7.61 While promotion of the heritage is generally a positive thing, there is a need to ensure that the correct balance is struck as too many visitors can lead to loss of assets, impact on natural heritage and affect the general positive characteristics and attributes of the area.

Accessibility

7.62 The accessibility of heritage sites in the district is an issue that concerned a majority of the stakeholders consulted. They raised general and specific concerns over matters such as public transport, road and pedestrian access to sites, signage and information, parking and facilities.

7.63 A main point that has come out from the responses is the value of a website or similar central point of contact to provide information about the heritage assets of the district and how to access them. In this way, access to information and understanding would be improved and then, with better signage, transport links and parking, the heritage assets of Folkestone & Hythe District can be better promoted and enjoyed by wider audiences.

7.64 The lack, or poor quality, of visitor facilities at a number of sites has been raised. It is felt that a lack of facilities such as car parks, cafes and toilets discourages potential visitors or reduces the length of their visit although it is recognised that the development of facilities is a matter of careful consideration as construction may impact the heritage of the site itself.

Co-ordination of efforts

7.65 Stakeholders recognised that there could be improved communication and working together to obtain better outcomes and greater impact for their projects and the district's heritage. As has been explained in Chapter 5 there are numerous groups and individuals with a diverse and extensive range of activities and projects relating to the heritage of the district either underway or in planning.

7.66 It was considered that a system could be put in place to help groups understand what others are doing or planning to do so that opportunities for common aims and aspirations can be realised and limited resources better used. Joint working and its co-ordination can be improved to help develop projects and initiatives that have stronger outcomes and impact. Sharing of skills, experience, knowledge and resources would benefit bidding for, developing and undertaking projects. A good

example of a project that would work well across many areas is the Green Gym, an initiative that undertakes voluntary work on improving heritage assets across the district while providing a healthy activity. At present limited to working on Thursday mornings the Green Gym could extend its activity by linking with other projects in the district that would realise shared benefits.

7.67 The thematic approach to the district's heritage provides a good framework for joining groups, projects and initiatives. The defence heritage is a good example, as there are a number of heritage assets that are managed in isolation and various groups that work to promote specific defence heritage sites. However, if these groups could work together to promote the defence heritage of the district as a collection then awareness of these sites could be improved, the overall understanding and experience of them enhanced, and the impact of positive heritage-led regeneration increased.

7.68 Information regarding heritage related groups and the work being done in the District could also be made available to the public so that there are more opportunities for engagement and involvement, increased understanding and support.

Lack of funding and resources

7.69 Difficulties in obtaining funding to maintain, conserve, enhance and investigate heritage assets was highlighted by a number of stakeholders in the district. Some very significant heritage features were flagged up as being at risk of deterioration due to funding issues. In particular the Leas Lift has recently been closed as the Community Interest Group that was running the site and opening it for the public benefit through its volunteers has not been able to obtain funds to meet maintenance and safety requirements. The RSPB have flagged the ongoing deterioration of the Sound Mirrors at Dungeness and the need for future funds to maintain them. At East Wear Bay the challenge is to fund sufficient investigation work of the Roman Villa and the Iron Age site there before it is lost over the cliffs. Many local people have been engaged in the work voluntarily, but the funding is needed to maintain a specialist archaeological input to the work.

7.70 It is not just the key heritage assets that are vulnerable to funding difficulties. At a district level the original features of streetscapes such as lamp posts and sign posts need resources for conservation and maintenance. These original features contribute to the distinct local character of places within the district and are considered heritage assets. The district's highway engineer has commissioned a survey to record what currently exists and what resources are needed to maintain these assets and where responsibility for this lies.

7.71 Significant funding for heritage initiatives and projects comes from grants such as the Heritage Lottery Fund. These are generally time limited investments and the challenge following is to maintain impetus through community training and engagement. In general much activity and project work is supported through the

generous time and expertise provided by volunteers. It is only with such support that the limited funding that is available achieves what it can at present. Stakeholders have advised that they would like to see more information available on where funding can be obtained from and assistance and support in applying for it.

7.72 As well as funds for conservation and maintenance it is important that provision is made to celebrate the district's heritage through events such as the Trawlers Race. This not only raises awareness and appreciation of the heritage in the district but also brings income into the local economy.

7.73 In the past the European Union has funded projects in the area and the impact of Brexit on this source of funding for heritage actions in Folkestone & Hythe District is presently not known but needs to be taken into account.

8 Stakeholder Engagement

Introduction

8.1 As part of the Folkestone & Hythe District Heritage Strategy work, extensive stakeholder engagement was undertaken to identify in detail the various heritage assets that were important to the local community, to highlight related heritage activities that were either active or planned to take place across the district and to obtain the views of the stakeholders on their heritage and its management.

8.2 Following a pre-project workshop in February 2015 organised by the District Council and supported by English Heritage, it was immediately clear that there was a substantial amount of heritage activity throughout the district, and that the local heritage was highly valued by its local community. In recognising this, Folkestone & Hythe District Council were keen that the heritage strategy should examine these heritage activities in detail so that resulting opportunities could be identified such as wider benefits to health, tourism and the local economy.

8.3 Following the commissioning of the Heritage Strategy work, a second workshop was held in June 2016 led by Kent County Council. The June 2016 workshop included a group table exercise focused on highlighting these heritage activities. Tables were asked to identify “*on the map of the district as a group note where heritage related activities or projects are taking place or are planned to take place*”. The information that was collected from this exercise provided the project team with an initial listing of activities broadly across the district which could then be built on through extensive research and stakeholder consultation. The project team was able to go forward and conduct large numbers of discussions with numerous stakeholders in order to clarify their current work, goals and aspirations regarding the local heritage and historic environment. This engagement included email correspondences, telephone conversations, face to face meetings and site visits. Analysis of the activities in the district based on this engagement is described in Chapter 5. A second group exercise focused on identifying key heritage assets for each of the themes.

8.4 A second workshop that was held in October 2016 provided further opportunities for stakeholders to express their views on how the heritage strategy should be used on completion to support, promote and manage the District’s heritage and heritage activities. Specific questions asked at the second workshop were:

Q1) How can the Heritage Strategy be used to support, promote and manage Shepway's heritage and heritage activities?

Q2) What support do you need to take the Heritage Strategy forward?

8.5 The stakeholders that were consulted ranged from interested residents and historical societies through to larger organised heritage groups, initiatives and

programmes. Engagement has also included with key landowners and managers, heritage professionals, council officers, public health professionals providing a broad spectrum of views and interests.

8.6 A substantial evidence base was collected which has been analysed and incorporated into the Heritage Strategy. Ways in which the activities and groups could be linked were identified in addition to other opportunities arising from their activity such as providing positive benefits for health and wellbeing. The stakeholders also provided their own views on how their work was and could continue to benefit the local heritage offering as well as ways in which they could be enhanced via the heritage strategy.

8.7 The table below summarises the stakeholder organisations who were consulted as part of this process, and the contributions that were made to the overall production of the Folkestone & Hythe District Heritage Strategy. Please note individual stakeholders have not been listed.

| Stakeholder | Means of engagement |
|--|---|
| | <ul style="list-style-type: none"> • Contribution to FHDHS |
| BNP Paribas Real Estate (Dungeness Estate) | Emails, Site visit to Dungeness Estate <ul style="list-style-type: none"> • Information relating to the Dungeness Estate. |
| Canterbury Archaeological Trust | Emails, Site visit to East Wear Bay Roman villa site, Online resources <ul style="list-style-type: none"> • Information provided on East Wear Bay Roman villa site as well as work being done to highlight the positive health benefits of engaging with heritage activities. |
| Canterbury Diocese | Emails <ul style="list-style-type: none"> • Information provided on the religious heritage assets within the district. The possibility of a “Green Pilgrimage Network” to link the churches across the district and beyond was also discussed. |
| Coastal Heritage | Emails <ul style="list-style-type: none"> • Information regarding coastal heritage was received. |
| Creative Foundation | Emails, Telephone, Site visit to the Creative Quarter and research of archives in offices at the Quarterhouse. <ul style="list-style-type: none"> • Information provided about the Creative Foundation, Creative Quarter and community work in Folkestone. This was used to produce a case study which demonstrates positive heritage regeneration as well as wider opportunities such as economic wellbeing, leisure and tourism. |
| Dymchurch & District Heritage Group | Email, Online resources <ul style="list-style-type: none"> • Heritage of Dymchurch |
| East Wear Bay Archaeological Project | Site visit to East Wear Bay Roman villa site, Online resources <ul style="list-style-type: none"> • Heritage asset. |
| EDF Energy (Dungeness Estate) | Email, Site visit to Dungeness Estate, Phone conference <ul style="list-style-type: none"> • Information relating to the Dungeness Estate. |
| Elham Historical Society | Email, Online resources. <ul style="list-style-type: none"> • Information relating to the Elham. |
| Explore Kent | Meeting, Online resources. <ul style="list-style-type: none"> • Access to heritage assets and landscapes. |

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| Fifth Continent Landscape Partnership Scheme | <p>Emails, Site visit to Romney Marsh visitor centre, Romney Marsh churches and wider landscape, Online resources.</p> <ul style="list-style-type: none"> Information relating to the Romney Marsh landscape and heritage assets. |
| Finding Eanswythe: The life and afterlife of an Anglo-Saxon saint | <p>Emails, Telephone, Meeting, Site visit to St Mary and St Eanswythe church.</p> <ul style="list-style-type: none"> Information provided on local archaeological heritage assets and projects/initiatives/groups. Contributions regarding the positive benefits on health and wellbeing through engaging with heritage initiatives and the historic environment have been ongoing. This has contributed to the case study produced to look at the relationship between heritage and improved health. |
| Folkestone & District Local History Society | <p>Emails, Online resources.</p> <ul style="list-style-type: none"> Information relating to Folkestone. |
| Folkestone & Hythe District Council | <p>Emails, Telephone, Meeting</p> <ul style="list-style-type: none"> Information provided from various colleagues concerning aspects such as park management, green spaces, heritage assets to be highlighted and wider issues such as tourism. |
| Folkestone Festivals Committee | <p>Emails</p> <ul style="list-style-type: none"> Information relating to Folkestone heritage assets and the local cultural calendar. |
| Folkestone Harbour Company | <p>Emails, Meeting, Site visits to Folkestone Harbour</p> <ul style="list-style-type: none"> Information provided regarding the coastal heritage of Folkestone and the forthcoming development to the Folkestone Harbour and seafront. |
| Folkestone People's History Centre | <p>Meeting, Site visit to Folkestone</p> <ul style="list-style-type: none"> Information provided regarding the local heritage assets of Folkestone and projects/initiatives/groups. |
| Folkestone Research and Archaeology Group (FRAG) | <p>Emails</p> <ul style="list-style-type: none"> Information provided relating to Folkestone's local heritage. |
| Folkestone Town Council | <p>Meeting</p> <ul style="list-style-type: none"> Discussion of the local heritage assets around Folkestone as well as the new Folkestone Museum. |
| Folkestone Townscape Heritage Initiative (FTHI) | <p>Emails, Site visit to Folkestone</p> <ul style="list-style-type: none"> Information provided on the local heritage assets within Folkestone as well as the FTHI scheme. Contributions include the positive benefits on health and wellbeing through engaging with heritage initiatives and the historic environment. |
| Folkestone Triennial | <p>Email, Online resources</p> <ul style="list-style-type: none"> Information provided relating to Folkestone Triennial. |
| Friends of Lydd | <p>Email, Online resources.</p> <ul style="list-style-type: none"> Information relating to Lydd |
| Friends of St Leonard's Church (Hythe) | <p>Emails, Meeting, Site visit to St Leonard's Church</p> <ul style="list-style-type: none"> Information provided on St Leonard's Church and related social/heritage activities as well as the wider heritage of Hythe town. |
| Friends of St Mary and St Eanswythe | <p>Site visit to St Mary and St Eanswythe Church, Online resources</p> <ul style="list-style-type: none"> Information provided on the religious and archaeological heritage of St Mary and St Eanswythe Church. |
| Friends of St Nicholas Church (New Romney) | <p>Emails, Site visit to St Nicholas Church, Online resources.</p> <ul style="list-style-type: none"> Information relating to St Nicholas Church. |
| Friends of St Nicholas Church (Newington) | <p>Email, Online resources.</p> <ul style="list-style-type: none"> Information relating to St Nicholas Church. |
| Friends of the Leas Pavilion | <p>Emails, Meeting, Site visit to Leas Pavilion</p> |

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| | <ul style="list-style-type: none"> Information provided on the Leas Pavilion and the work of Friends group. |
| Friends of the Old Folkestone Cemetery | <p>Emails, Meeting, Site visit to Folkestone Old Cemetery (Cheriton Road Cemetery)</p> <ul style="list-style-type: none"> Information provided on the Folkestone Old Cemetery and work being done to build links to other defence heritage sites/groups across the district. Contributions include the positive benefits on health and wellbeing through engaging with heritage initiatives and the historic environment. |
| Go Folkestone | <p>Emails</p> <ul style="list-style-type: none"> Information provided regarding the local heritage assets and other related issues. |
| Green Gym Scheme | <p>Emails, Site visit to the Royal Military Canal</p> <ul style="list-style-type: none"> Information provided about local heritage and community work. Contributions regarding the positive benefits on health and wellbeing through engaging with heritage initiatives and the historic environment have been received. This has contributed to the case study produced to look at the relationship between heritage and improved health. |
| Historic England | <p>Emails, Meeting</p> <ul style="list-style-type: none"> Discussion regarding the local heritage and approaches regarding the overall Heritage Strategy. Advice has also been sought on some specific areas of heritage, such as ship wrecks and coastal heritage. |
| Hythe Local History Group (Hythe Civic Society) | <p>Emails, Meeting, Site visit to Hythe, Online resources</p> <ul style="list-style-type: none"> Information provided on the history and heritage assets of Hythe |
| IMOS Foundation | <p>Emails, Online resources</p> <ul style="list-style-type: none"> Information provided on local heritage assets and community projects/initiatives/groups. |
| Kent AONB Unit | <p>Emails, Meeting, Online and written sources</p> <ul style="list-style-type: none"> Information provided on the natural and historic landscape as well as related heritage assets. Use of the Kent Downs AONB Management Plan. |
| Kent in WW1 | <p>Emails, Online resources</p> <ul style="list-style-type: none"> Information relating to the defence heritage of the First World War. |
| Kent Wildlife Trust | <p>Emails, Meeting</p> <ul style="list-style-type: none"> Information provided relating to landscape, agricultural and farmstead heritage. Detailed information on the Fifth Continent Landscape Partnership Scheme was also received as well as online resources which have been utilised. Contributions regarding the positive benefits on health and wellbeing through engaging with heritage initiatives and the historic environment have been received. |
| Leas Lift CIC | <p>Emails</p> <ul style="list-style-type: none"> Information provided through response to research questions that were sent out during consultation relating to the Leas Lift and local heritage assets. |
| Lyminge Archaeological Project | <p>Online resources</p> <ul style="list-style-type: none"> Information relating to the archaeology of Lyminge.. |
| Lyminge Historical Society | <p>Emails</p> <ul style="list-style-type: none"> Information relating to local heritage assets. |
| Natural England | <p>Emails, Online resources</p> <ul style="list-style-type: none"> Information relating to the landscape heritage and Dungeness Estate. |
| New Folkestone Society | <p>Emails</p> <ul style="list-style-type: none"> Information relating to the local heritage. |

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| New Romney History Society | <p>Emails</p> <ul style="list-style-type: none"> • Discussion of the local heritage and related issues/community feelings around their local historic environment and heritage groups. |
| New Romney Parish Council | <p>Emails</p> <ul style="list-style-type: none"> • Information provided for heritage assets to be considered within the strategy. |
| Operation Nightingale Heritage | <p>Emails, Site visit to Graveyard Survey at St Mary and St Eanswythe Church (Folkestone), Online resources</p> <ul style="list-style-type: none"> • Site visit allowed for the discussion of the positive benefits that engaging with heritage activities and the historic environment has on health & wellbeing. This feedback has been included in the heritage and health case study. |
| Pavement Pounders | <p>Emails, Written and online resources</p> <ul style="list-style-type: none"> • Information relating to the local heritage. Contributions include the positive benefits on health and wellbeing through engaging with heritage initiatives and the historic environment. This has contributed to the heritage and health case study. |
| Priors Leas Leaseholders Association | <p>Telephone</p> <ul style="list-style-type: none"> • Local heritage assets discussed for inclusion in the strategy. Issues surrounding vulnerabilities were also raised. |
| Radnor Park Community Group | <p>Online resources, District colleagues.</p> <ul style="list-style-type: none"> • Information relating to heritage and the group. |
| Roger de Haan Charitable Trust | <p>Emails, Meeting, Site visit to Folkestone Harbour, Online resources.</p> <ul style="list-style-type: none"> • Information provided regarding various heritage assets, community projects and development work to the Folkestone Harbour and seafront. |
| Romney, Hythe & Dymchurch Railway Heritage Group | <p>Email, Online resources.</p> <ul style="list-style-type: none"> • Information relating to the railway heritage. |
| Romney Marsh Countryside Project | <p>Emails, Meeting, Site visit to Romney Marsh visitor centre, Romney Marsh churches, wider Romney Marsh and Dungeness Estate, Online resources</p> <ul style="list-style-type: none"> • Information provided regarding the Romney Marsh landscape, related heritage assets and community projects. |
| Romney Marsh Historic Churches Trust | <p>Emails, Online resources.</p> <ul style="list-style-type: none"> • Information relating to the church heritage. |
| RSPB | <p>Emails, Online resources.</p> <ul style="list-style-type: none"> • Information relating to the landscape, local heritage and biodiversity. |
| St Peter's Church (Folkestone) | <p>Emails</p> <p>Information provided regarding the church and religious heritage of Folkestone. Contributions include the positive benefits on health and wellbeing through engaging with heritage initiatives and the historic environment. This has contributed to the heritage and health case study.</p> |
| Saltwood Archaeology | <p>Emails, Telephone, Online resources</p> <ul style="list-style-type: none"> • Information provided regarding the archaeological and defence heritage assets around Saltwood and other local areas. |
| Sandgate Heritage Trust | <p>Emails</p> <ul style="list-style-type: none"> • Information relating to the local heritage assets. |
| Save Princes Parade | <p>Emails</p> <ul style="list-style-type: none"> • Information relating to the local built and landscape heritage assets. |
| Sidney de Haan Research Centre for Arts and Health | <p>Emails, Meeting</p> <ul style="list-style-type: none"> • Information provided regarding communal work within the Creative Quarter that relates to the local heritage. Contributions include the positive benefits on health and wellbeing through engaging with heritage initiatives and the historic environment have been received. This has contributed to the heritage and health case study. |

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| Shepway HEART Forum | Emails, Telephone, Meetings <ul style="list-style-type: none"> Information provided regarding heritage assets and groups/initiatives/projects from across the district. |
| Shorncliffe Trust | Emails, Site visit to Shorncliffe Redoubt and Cemetery, Online resources <ul style="list-style-type: none"> Information provided through response to research questions that were sent out during consultation relating to the local defence heritage and Shorncliffe Garrison site. Site visit provided further information regarding the heritage at Shorncliffe as well as the Trust's work there.. |
| Stelling Minnis Windmill and Museum Trust | Online resources. <ul style="list-style-type: none"> Information relating to the windmill and Trust. |
| Step Short | Email, Online resources. <ul style="list-style-type: none"> Information relating to the project and WW1 heritage. |
| Taylor Wimpey | Meeting, <ul style="list-style-type: none"> Discussion concerning development at Shorncliffe and its related heritage assets. |
| The Remembrance Line Association | Email, Online resources. <ul style="list-style-type: none"> Information relating to the Association. |
| "Up on the Downs" | Emails, Meeting, Online resources. <ul style="list-style-type: none"> Information relating to the landscape and local heritage assets as well as related project/community work. |
| Visit Kent | Emails <ul style="list-style-type: none"> Information provided regarding local tourism and updated tourism surveys for the district. |
| White Cliffs Countryside Partnership | Emails, Meeting, Online resources <ul style="list-style-type: none"> Information regarding landscape heritage and the local historic environment. |

Feedback

8.8 The engagement has highlighted the wide range of stakeholders and their heritage activities that are taking place or are planned to take place across the district. Stakeholders include:

- community and friends groups, societies and projects;
- institutions such as universities and the church;
- local authorities and parishes;
- heritage professionals at local, county and national level;
- AONB and landscape partnerships;
- the arts and natural heritage sectors;
- property, asset and land owners and managers;
- developers and proposers of change;
- educational sector;
- public health;
- tourism and more;

8.9 The above list is not exhaustive and does not include the numerous individuals in the district who engage with their heritage on a day to day basis.

8.10 The activities range from those that are concerned with a specific asset or local history to those that are concerned with the heritage of entire landscapes and themes. The stakeholders consulted in developing the Heritage Strategy are clearly passionate about the district's heritage. Each stakeholder expressed a great pride in their particular area of heritage and those assets located within the locality. They emphasised the importance of these heritage assets and the historic environment in which they are set as a significant resource for current and future generations.

8.11 Stakeholders have presented their views on the role that they see for the District Council with respect to the district's heritage, including: protecting, promoting and championing the district's heritage; co-ordinating projects; setting up a steering group to take the strategy forward; recruiting a dedicated heritage or conservation officer; and linking with other strategies to create a greater collective impact.

8.12 Development and its effect on heritage in the district has been one of the major issues that has been fed back by stakeholders in response to the Heritage Strategy. A number of stakeholder groups in the district have been set up in response to particular development. Strong feelings on specific development decisions or proposals were expressed in the Heritage Strategy Workshop in October 2016. Matters that have been particularly raised during the stakeholder consultation include: development around the Leas Pavilion; proposals for Princes Parade in Hythe; development at Shorncliffe Garrison and Folkestone Harbour; and proposals for a new garden settlement at Otterpool Park.

8.13 Stakeholders also considered that there was a need to create a Local List of Heritage Assets so that undesignated heritage of the district can be recognised, better promoted and protected.

8.14 Stakeholders felt their activities could benefit from improved co-ordination and communication between existing groups and better access to advice and guidance. This aspect is discussed further in Chapter 5.

8.15 Stakeholders also felt that more joint working with other sectors and disciplines was called for and improved access to information is needed. Some participants considered that further archaeological investigation in some areas of the district could greatly improve understanding about the archaeological and historical development of places such as Hythe and the Romney Marsh. Some highlighted that the Historic Town Surveys could benefit from updating; they felt that such activity could be facilitated through a number of the local archaeological groups and projects that will also present opportunities for wider community participation.

8.16 With respect to the district's tourism and visitor offer the stakeholders were of the view that: physical accessibility to some sites and assets needs to be improved

in order to encourage more people to visit and appreciate them, such as Folkestone Leas and Harbour and the Dungeness Estate; the creation of more heritage trails could be used to appeal to wider audiences, link sites and themes together and raise awareness of the heritage within the district; “heritage packages” could be created that relate to a particular theme, such as defence or religious heritage; and that there is a need for improved facilities at some sites such as benches, heritage interpretation, information boards and picnic areas to encourage visitors and longer stays.

8.17 This aspect is discussed in more detail in Chapter 7.

9 Taking the Folkestone & Hythe District Heritage Strategy Forward

Introduction

9.1 The Government recognises the role that the historic environment can play in delivering the sustainable development agenda. The National Planning Policy Framework (NPPF) recognises that there are three dimensions sustainable development: economic, social and environmental. It goes on to state that part of the planning system's environmental role is 'contributing to protecting and enhancing our natural, built and historic environment'. Environmental gains should be sought jointly and simultaneously with economic and social gains through the planning system as the dimensions are mutually dependent and not exclusive.

9.2 The sustainable development agenda needs to be reflected in the Local Plan. The NPPF further states that

'185. Plans should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. This strategy should take into account:

- *the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- *the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;*
- *the desirability of new development making a positive contribution to local character and distinctiveness; and*
- *opportunities to draw on the contribution made by the historic environment to the character of a place.'*

9.3 The Heritage Strategy (Chapters 2, 3, 4 and Appendix 1) has described the extraordinarily rich history of the district and its vast and diverse wealth of heritage assets. Alongside the prominent assets such as the outstanding collection of Napoleonic defences, the unique landscapes of Dungeness and the Romney Marshes, the former Cinque Ports of Hythe, New Romney and the town and harbour of Folkestone, numerous sites of national, regional and local importance exist, some designated but many not. Together these heritage assets provide Folkestone & Hythe District with its distinctive historic character and have shaped the place that it is today, a place greatly valued by residents and visitors alike.

9.4 In addition the Heritage Strategy (Chapter 5 & Appendix 3) has identified that the district benefits greatly from a large number of very active heritage related groups and other stakeholders. A substantial amount of heritage activity is already taking place and much more is being planned. This activity extends across the heritage

themes and throughout the district. A key element in the compilation of this Heritage Strategy has been to seek and include the contribution of these stakeholders.

9.5 The historic environment is one of the district's most valuable assets; it can and must play a significant role in the district's future. It should be used in a positive and proactive way and not become seen as an obstacle to the district realising its potential.

9.6 The Heritage Strategy (Chapter 6) has identified how heritage can play a positive role in the district's future, bringing real economic and social benefits. In particular the Strategy has highlighted its role:

- as a catalyst for economic and social regeneration;
- in realising tourism and visitor potential;
- in contributing to improved public health and well-being.

9.7 To realise the potential opportunities and benefits that the district's heritage can provide it is important that it is carefully and appropriately managed, conserved and enhanced. The vulnerability of the district's heritage to both generic and specific activities, processes and issues has been considered in Chapter 7. These include:

- natural processes;
- rural activities;
- development and strategic growth;
- change and disuse;
- policy and management;
- heritage crime;
- promotion and awareness;
- accessibility;
- co-ordination of efforts;
- lack of funding and resources;
- leadership.

9.8 The district's Core Strategy Local Plan demonstrates the Council's understanding that its natural and built heritage is a potentially rich inheritance found across much of the district, that it is often hidden or seen only in disjointed or fragmentary form. The Council has set itself the challenge of addressing its Strategic Need B to "*enhance the management and maintenance of the rich natural and historic assets in Shepway*". The work of the Heritage Strategy has sought to bring together a sound and enhanced evidence base upon which the Council can identify objectives and priorities to take forward and best realise the opportunities that its heritage can bring. This evidence can be used to inform future decision making in the district and can be used by not just the Council but all those involved in shaping the future of the

Folkestone & Hythe District. It is also a resource that helps the community understand its history and heritage and its significance.

Objectives

9.9 The compilation of the Heritage Strategy has involved a substantial amount of research, consultation and feedback. A large number of issues and opportunities, individual and broad have been identified and which are set out in the preceding chapters and the supporting evidence base papers.

9.10 From the analysis of research, consultation and feedback, the Heritage Strategy has identified four broad objectives to take forward. These are set out in the box below:

The Heritage Strategy's objectives are:

Objective 1 - Leadership

The District Council to play a leading role in championing and promoting the rich heritage of the district and related activity.

Objective 2 - Heritage Management

The district's heritage assets are sustained and enhanced so as to best meet the needs of the present without compromising the ability of future generations to appreciate their significance; ways are developed to help manage, inform and guide the process of change in the district.

Objective 3 - Place Shaping

The district's historic environment and heritage assets are used to enable and inform development, regeneration and place making.

Objective 4 - Capitalising

The district realises the economic and social potential of its rich historic environment, heritage assets and heritage activity.

Priorities

9.11 The Heritage Strategy has identified a considerable number of potential actions and recommendations at varying scales and levels of importance to delivering the objectives set out above. It would be unrealistic to expect that all of these can be addressed in the short term though some progress can and in fact already is being made on many.

9.12 Folkestone & Hythe District Council have reviewed the Heritage Strategy and have identified eleven priorities that they wish to take forward. These are set out in the following table and discussed below.

| Priority | |
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| 1 | The District Council (the Council) will seek opportunities to co-ordinate, link and support agreed projects of the numerous heritage related groups and activities in the district. |
| 2 | The district's heritage and its significance will be recognised and considered at the earliest stages of development, regeneration and plan-making. The Heritage Strategy will be taken into account when developing strategies and policies by the Council. |
| 3 | To make heritage information readily available and understood by those involved in the process of change and heritage activities. |
| 4 | To undertake a long-term programme of Conservation Area Appraisal and review and develop management plans and guidance for the district's Conservation Areas. |
| 5 | The Council will develop and make available to planning applicants, guidance for the compilation and content of Heritage Statements. This should include: <ul style="list-style-type: none"> • A methodology for checking proposals against the district's heritage themes; • Statements that clearly set out the significance of the heritage assets present; • Statements that clearly set out the potential impact of proposals on the significance of heritage assets both physically and on their setting. |
| 6 | The Council will create and maintain a Local Heritage at Risk Register with links to the National Register. |
| 7 | The Council will work with Kent Police to undertake a Heritage Crime Risk Assessment, support systems to record and recognise heritage crime and promote reporting initiatives such as Country Eye. |
| 8 | The Council will create and maintain a Local List of Heritage Assets. The List shall: <ul style="list-style-type: none"> • include all types of heritage assets - e.g. built heritage, archaeology, landscape features; • have clear and robust criteria for selection of heritage assets on the list; • require supporting statements of significance, condition, vulnerability and potential opportunities for sustainable use. |
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| | The Council will consider and promote the district's heritage in a thematic way to provide greater opportunities to link assets and co-ordinate activities. |
| 10 | Support the heritage-related proposals in the Sustainable Access and Recreational Management Strategy at Dungeness and measures to manage the impact of visitor numbers at the site. |
| 11 | Show the ways in which the district's heritage can be used to improve public health. |

9.13 The following sections consider each of these priorities.

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| Priority 1 | The District Council (the Council) will seek opportunities to co-ordinate, link and support agreed projects of the numerous heritage related groups and activities in the district. |
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9.14 The Heritage Strategy has identified the large number of heritage-related stakeholders and activity that is taking place in the district. This is seen as a particular strength and is an aspect that can be positively built upon. The District Council were keen that the scale of heritage activity and potential connections be examined as part of the Strategy development. Chapter 5 of the Strategy describes the heritage activity and connections, in particular the ways in which the activity can be linked thematically.

9.15 To be able to deliver the Heritage Strategy the Council may wish to engage with, support where possible and help with co-ordinating the district's heritage stakeholders, their activities and projects. Indeed the stakeholders were strong advocates for the heritage strategy at its onset and have been enthusiastic in engaging with its compilation. Stakeholders are keen to engage further and recognise that their co-ordination and co-operation can strengthen their work. With respect to their own activities they advised back that:

- there is a need for better communication between activities to achieve better outcomes and stronger impact;
- activities and projects would benefit from understanding what is going on between them and some level of co-ordination to avoid duplication of effort and identify opportunities for the joint development of projects;
- they see benefits in sharing knowledge, skills and resources between projects;
- they could benefit from joint training initiatives;
- they see value in joint promotion of projects and feel that there is a need to raise awareness of their projects and initiatives with the public;

- they feel that they need support in obtaining up to date advice and guidance on funding opportunities for their activities.

9.16 Many of the opportunities and potential benefits described in this Strategy can be achieved through the active involvement of communities and heritage stakeholders. One of the most effective ways of engaging with local heritage is to become involved in projects and activities and many of those already taking place in the district are open to participation by local people. As well as health and wellbeing benefits from such engagement local people develop a deeper understanding of and connection with aspects of their local heritage, develop their skills and encourages them to support conservation of the heritage through volunteering.

9.17 Given the financial and resource constraints that the local authority has, to deliver better co-ordination of activities it may be that the Council can work with others to identify opportunities for funding and resourcing support. Support for training in heritage skills may be achieved through specific bids to the Heritage Lottery Fund and from Historic England. Many existing projects include training elements and improved communication throughout stakeholders may help bring this training to the wider group. The Heritage Lottery fund can provide help in developing funding bids but the Council may be able to assist in wider support.

9.18 Creation of a single website that promotes and explains the district's rich heritage and the wealth of activity that is taking place will help to promote the work of the stakeholders to the wider public and encourage wider participation. A calendar of activities and events could be included on such a site. The website could also include information on access to assets and visitor sites, guidance to managing the district's heritage and downloadable toolkits to support heritage work.

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| Priority 2 | The district's heritage and its significance will be recognised and considered at the earliest stages of development, regeneration and plan-making. The Heritage Strategy will be taken into account when developing strategies and policies by the Council. |
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9.19 The important positive role that the historic environment can play in the district's future is explained in chapter 6 above. The Core Strategy Local Plan recognises the role of quality of life and sense of place in the district's growth and the need to enhance the management and maintenance of its heritage assets. The incorporation of heritage in regeneration can bring about a number of benefits including:

- Creating a sense of place;
- Re-use of heritage assets;
- Adding value to new development;

- Attracting business and commercial activities;
- Creating employment;
- Durability of regeneration;
- Reducing social exclusion.

9.20 The district's heritage can play a key role in helping to create new places, in development and in regeneration.

9.21 Creating a 'sense of place' is very important in regeneration, it provides a place with distinctiveness, contributes to its competitiveness, sense of identity and engenders pride. Heritage plays a fundamental role in providing the unique character and distinctiveness of a place, creating a unique selling point and economic advantage for regeneration and development.

9.22 The creation of the new Otterpool Garden settlement provides an opportunity to use the natural and built heritage strengths of the area to shape a unique and distinctive place and assist regeneration.

9.23 To ensure that heritage plays a key role in place making, regeneration and development the following guiding principles should be adopted:

- The historic environment should be considered as an important element in proposals for new development to help develop a strong 'sense of place' and an identity for existing and new communities.
- Proposals for change should be sensitive to the character of a place, adding to and developing its distinctiveness.
- Proposals for regeneration and development should take account of all its heritage, including that which is undesignated at an early stage and should be reflected in Master Plans.
- The sustainable and beneficial reuse of heritage assets, conserving them in a manner that is appropriate to their significance, should be encouraged in new development and given appropriate weight in making planning decisions.
- The Regeneration Checklist published in Regeneration and the Historic Environment (English Heritage 2005), or any updates, should be taken account of in regeneration proposals.

9.24 To successfully take account of the heritage opportunities in regeneration and development it follows that information about the presence of heritage assets and their significance needs to be accessible and readily understood by all parties. It also follows that those promoting and managing change also need to have access to appropriate heritage advice. This is considered in Priorities 3 following.

9.25 While resources for general provision of advice and support for heritage may be constrained given local authority funding there may be means of obtaining specific focused funding for regeneration and growth proposals through particular funding

streams. An example of such funding could potentially include the Housing Infrastructure Fund where the Government have set aside £2.3 billion pounds of grant funding, competitively sought, for local authorities to develop their housing growth. It may be that a case could be made that resources targeted at the heritage infrastructure of a site could help to unlock its potential and contribute to the high quality housing development that the government aims for.

9.26 As described in chapter 7, the Heritage Strategy was used to assess the sites put forward in the Strategic Housing Land Availability Assessment for the Places and Policies Local Plan. Heritage considerations were taken account of in site selection and used to develop site specific policy guidance. It is important that the Heritage Strategy continues to be used proactively, is reviewed and developed and taken into account of in the Council's future plan making, policies and strategies.

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| Priority 3 | To make heritage information readily available and understood by those involved in the process of change and heritage activities. |
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9.27 Paragraph 187 of the NPPF identifies that local planning authorities should make information about the historic environment available to the public. Landowners, developers and other stakeholders with an interest in the heritage assets of the district all require accessible information on the assets to be able to manage their proposals and ensure that the significance of heritage assets is sustained and opportunities for beneficial use are recognised and taken.

9.28 The Kent Historic Environment Record should remain as the main repository and source of information concerning the district's historic environment; it should be promoted as a key resource for those involved in the process of change and management of heritage assets. Other key sources of information should be identified, signposted and promoted.

9.29 Programmes to enhance heritage information and access to it should be put in place or supported, especially initiatives to enhance the Historic Environment Record. Many of these can be delivered in association with heritage projects funded from a variety of sources or even from voluntary sector input.

9.30 Enhancement priorities could include:

- Entering the heritage assets identified through the thematic analysis of the district's heritage in this strategy;
- updating of historic town surveys and in particular developing a project to better understand the historic towns and Cinque Ports of Hythe and New Romney;
- a programme of mapping of cropmarks on aerial photographs;

- work with the Kent Gardens Trust to update the Kent Gardens Compendium.

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| Priority 4 | To undertake a long-term programme of Conservation Area Appraisal and review and develop management plans and guidance for the districts Conservation Areas. |
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9.31 The district's 21 Conservation Areas are considered in a specific thematic paper (Appendix 1, Theme 13). This has described the Conservation Areas and the issues that surround them and their management. A number of recommendations are made in the theme paper with respect to the objective of preservation and enhancement of these significant heritage areas and their assets.

9.32 A number of the district's Conservation Areas lack Conservation Area Appraisals, others have draft appraisals and the remainder have appraisals that have not been recently reviewed. Without such appraisals it is difficult for decision-makers to understand the special significance of the Conservation Area and make informed management decisions. A priority for the Heritage Strategy must be to undertake a programme of Conservation Area Appraisal for the remaining Conservation Areas that are yet to be covered and to review those that have been published in adopted or draft form.

9.33 Such a programme, as seen elsewhere for example in Dover District, can be developed in conjunction with community and interest groups undertaking the appraisals of their local areas supported by specialist advice, toolkits and guidance. With a strength of the district being its enthusiastic stakeholder groups there is a particular opportunity to draw upon this to help assess and monitor the Conservation Areas.

9.34 Following on from appraisal there is a need to develop management plans for each of the Conservation Areas. These should include guidance that explains how the special interest of the area can be best conserved and enhanced. The guidance should help to explain to property owners what is best practice with respect to maintenance, repair and reinstatement and to explain what may be acceptable in terms of sympathetic change and development. Specific guidance should be supported by more generic guidance to tackle recurring issues. All guidance should be readily accessible to those that need to use it. Where appropriate consideration should be given in management plans to extending Article 4 direction that removes specific permitted rights where specific issues are identified.

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| Priority 5 | <p>The Council will develop and make available to planning applicants guidance for the compilation and content of Heritage Statements.</p> <p>This should include:</p> <ul style="list-style-type: none"> • A methodology for checking proposals against the district's heritage themes; • Statements that clearly set out the significance of the heritage assets present; • Statements that clearly set out the potential impact of proposals on the significance of heritage assets both physically and on their setting. |
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9.35 Paragraph 193 of the NPPF guides that when considering the impact of a development proposal on a heritage asset, great weight should be given to its conservation. The greater the importance of the asset the greater the weight. The impact of proposals on the asset's significance, whether that be through direct impact or affecting its setting needs to be appropriately considered. At individual development site level, the Strategy has developed a methodology for proposals to be rapidly assessed and scored for their impact on the heritage themes identified for the district. It has been recognised that the quality and robustness of Heritage Statements that should accompany planning applications for validation needs significant improvement. The methodology developed for the Strategy could be usefully developed as a checklist to help applicants compile a useful Heritage Statement and recognise the opportunities and benefits that the historic environment can bring to their developments.

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| Priority 6 | <p>The Council will create and maintain a Local Heritage at Risk Register with links to the National Register.</p> |
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9.36 Paragraph 185 of the NPPF details that the positive strategy for the historic environment that should be set out in the Local Plan should include conservation of '*heritage assets most at risk through neglect, decay or other threats*'. It follows that there is a need to both identify and monitor the assets most at risk. Historic England only include those heritage assets designated at the highest level i.e. Grade I and II* Listed Buildings, Scheduled Monuments, Grade I Registered Parks and Gardens and Protected Wreck Sites on their Heritage at Risk Register. Many of the district's heritage assets, designated at a lower level or undesignated are not regularly monitored and consequently the risk to them is not understood.

9.37 Alongside supporting initiatives to help reduce the number of designated heritage assets on the national list, it is recommended that Folkestone & Hythe District Council should develop a Local Heritage at Risk Register to monitor the condition of

their wider heritage assets. Local stakeholders, for example heritage interest groups and societies and parish councils could be involved in the management and monitoring of such a list coordinated by the Council.

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| Priority 7 | The Council will work with Kent Police to undertake a Heritage Crime Risk Assessment, support systems to record and recognise heritage crime and promote reporting initiatives such as Country Eye. |
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9.38 Many of the district’s heritage assets are vulnerable to crime. In particular historic buildings are vulnerable to theft of fixtures and metal, unoccupied structures to vandalism, archaeological sites to illicit metal detecting and wrecks to disturbance and removal of artefacts. A Heritage Crime Risk Assessment would allow the most sensitive heritage assets to be compared with recognised hot spots of criminal activity in the district. This would enable targeted monitoring of key assets at risk by local communities in partnership with the police and authorities.

9.39 Initiatives such as Country Eye / Heritage Watch should be supported and promoted widely to heritage stakeholders and the community. Again there is a key role for the voluntary sector in supporting the council and the Police in tackling heritage crime.

9.40 A Heritage Crime Risk Assessment could link with the Local Heritage at Risk Register to maintain an integrated system of monitoring.

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| Priority 8 | <p>The Council will create and maintain a Local List of Heritage Assets.</p> <p>The List shall:</p> <ul style="list-style-type: none"> • include all types of heritage assets - e.g. built heritage, archaeology, landscape features; • have clear and robust criteria for selection of heritage assets on the list; • require supporting statements of significance, condition, vulnerability and potential opportunities for sustainable use. |
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9.41 There are locally important heritage assets that make up the District's heritage and contribute to the sense of place of its historic areas. They also contribute positively to other areas that are considered less historic. Most people in the district interact with undesignated heritage assets, they provide the distinctive character of their places

and defines their perception of the district as much as key sites and landscapes do. When proposals for change come forward there are considerable problems in recognising the value of undesignated heritage assets, often with the result that master-planning and development does not give them due consideration at an early enough stage. The vulnerability to development of the district's undesignated heritage is summarised in Chapter 7 above. The loss of undesignated heritage assets can be a catalyst for adverse reaction to development as well as limit place-shaping opportunities.

9.42 Development of a Local List of Heritage Assets that explains the significance of the heritage assets included on it would help to flag up the value of undesignated heritage assets.

9.43 In developing a Local List it is important that robust criteria for selection are in place and guidance should be provided that sets out the supporting information that is needed to assess applications for inclusion. Application for inclusion can derive from various sources including the undesignated key heritage assets identified in the Heritage Strategy's theme papers. The District Council's emerging Places and Polices Local Plan includes criteria that should be considered for locally important heritage.

9.44 A particular problem with designated heritage assets is the limited information available on their significance. It is important that this is not replicated in a Local List as such omission would reduce the value and usefulness of the List. It is recommended that the List entry should include a Statement of Significance using the heritage values set out in Conservation Principles, a description of the condition, vulnerability and potential opportunities for the heritage asset.

9.45 The development and management of a Local List of Heritage Assets can be enhanced by the participation of stakeholders and volunteers. Communities recognising the heritage assets that they particularly value, and explaining why, can help to guide decision making.

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| Priority 9 | The Council will consider and promote the district's heritage in a thematic way to provide greater opportunities to link assets and co-ordinate activities. |
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9.46 The high value of heritage tourism to the district's economy is discussed in Chapter 6. Research commissioned by Visit Kent in 2016 identified that approximately £207 million is spent in the area by tourists and visitors generating a value to the local economy of approximately £242 million and generating approximately 4,800 jobs (12.7% of employment in the district). While there are no readily available figures for the heritage tourism aspect of this, using national ratios, and cautioning that there may

be local variation in doing so, it can be speculated that heritage tourism is worth around £53 million and 1055 jobs.

9.47 The heritage of the district can play a key role in the its branding. In consultation for the Strategy stakeholders have said that they feel the district suffers from not containing an iconic asset like its neighbours with Dover Castle or Canterbury Cathedral. While that may be true the district is rich in heritage and its strength lies in cumulative nature of that heritage in terms of its themes. Prime examples include the outstanding collection of Napoleonic defences along its coastline and the unique landscapes of Romney Marsh and Dungeness. Alongside the key sites is a wealth of background heritage that residents and visitors interact with on a daily basis and defines their perception of the district's heritage character.

9.48 Developing and promoting the heritage of the district in a thematic way can help to:

- create packages that link a number of heritage assets across the district encouraging longer or return visits;
- provide a mix of key heritage assets that are promoted as visitor attractions with heritage that can be found in other publicly accessible locations, thereby drawing visitors into local areas with greater contribution to the local economy;
- provide a suitable mechanism to support and co-ordinate the efforts of stakeholders and their activities;
- provide stories that can be readily understood, marketed and celebrated. Such stories help to provide context for the visitor to the heritage.

9.49 Most of the district's heritage themes can be developed for visitors though some have particular strengths e.g. defence and military heritage especially the Napoleonic defences, church, Romney Marsh and Dungeness (linking with the natural heritage) and Victorian and Edwardian Folkestone.

9.50 In many cases visitors may desire a mix of experiences from their trip rather than simply heritage. It is important therefore that the heritage offer becomes more integrated into the wider offer available in the district and benefits are realised from both directions.

9.51 Part of developing a thematic approach will be to develop the visitor infrastructure that supports it. Improved access, signage, visitor information and interpretation and online access are all important aspects that have been raised by stakeholders and are discussed in Chapter 6. The development of new technologies and the use of social media and a dedicated web site to promote the heritage offer and improve access are also proposed.

9.52 There is potential to create a cultural calendar for the district that promotes celebrations of the heritage. The thematic approach can provide additional

opportunities to develop events focused on the stories of the district adding to a number of events already taking place.

9.53 It is important that promotion and explanation of the heritage of the district is aimed equally at those who live and work there as it is to visitors. They are the people who will interact with the general heritage on a daily basis and in many cases this will not be readily recognised or appreciated. The thematic approach lends itself to presenting the heritage of the district as stories which explains the context of the heritage in an engaging and more readily understood way. Understanding an area's heritage helps to improve a sense of place and pride for those who live and work there.

9.54 There is great potential for the heritage of the district to contribute to the education and learning sector. The heritage themes can fit well into the curriculum and local heritage assets can potentially provide for a more convenient and cheaper resource for school visits. Additional benefits of using local heritage packages for education will be to develop wider appreciation for the district's heritage and encourage students and their families to visit the sites themselves.

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| Priority 10 | Support the heritage-related proposals in the Sustainable Access and Recreational Management Strategy at Dungeness and measures to manage the impact of visitor numbers at the site. |
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9.55 While the heritage of the district provides many significant and substantial opportunities to be put to beneficial use in regeneration and the visitor economy it is important that an appropriate balance is reached with the needs of the conservation and maintenance of its significance and special character.

9.56 Many heritage assets, particularly earthworks can be fragile and readily damaged or eroded by visitors and traffic. The introduction of visitors and the infrastructure to manage them can affect the special character of a historic area especially areas that are valued for their remoteness and natural tranquillity. Attracting visitors to heritage sites may also impact on local communities.

9.57 A particular issue identified in the district has been the fragility of the historic and natural environment and the distinctive character of the Dungeness Estate. This has been examined in detail in Case Study 4 (see Appendix 2). One of the biggest challenges at Dungeness is the continued conservation of its unique historic landscape, tranquil character and important flora and fauna whilst in the face of substantial visitor numbers, around a million per year, and increased promotion as a visitor attraction. Issues include visitors deviating from pathways and damaging the sensitive landscape and assets, uncontrolled dogs, littering, trespass on private property and infringing the privacy of residents. Whilst measures can be put in place

to mitigate some of these issues, the provision of visitor infrastructure can itself have a detrimental impact on the distinctive and special character of the place. Items such as litter bins, signage and fencing needs to be carefully considered so that a correct balance is achieved. Part of the distinctive character of Dungeness is the remoteness and isolation of the area. This can be undermined by the introduction of substantial numbers of visitors to the area.

9.58 A number of plans and strategies are being developed to help address the issues faced by Dungeness. These include a Sustainable Access and Recreational Management Strategy for Dungeness, Rye and Camber that aims to ensure that increased visitor numbers do not damage the area's heritage. The owners of the Estate, EDF Energy are developing a Management Plan for Dungeness.

9.59 A number of measures are being proposed that may reduce the impact of visitor pressure on Dungeness. Key amongst these is to better inform the visiting public of the fragility of the area and how it should be respectfully treated. A careful balance of information boards, provision of literature and importantly the presence of wardens who can interact with visitors is needed. The lack of amenities at the site including parking can lead to additional pressures. Improvement of amenities close to but outside the sensitive areas may help to disperse visitor pressure. More use of the Romney Hythe and Dymchurch Railway may help to reduce parking at the site.

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| Priority 11 | Show the ways in which the district's heritage can be used to improve public health. |
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9.60 A key finding of the work undertaken for the Heritage Strategy has been the substantial role that the district's heritage related activities are playing in the public health agenda and the considerable potential for heritage to contribute further. This is explained in Chapter 7 above and in a detailed case study (Appendix 2 Case Study 5).

9.61 Public health and well-being is a major issue locally and nationally; the health and social care system is under substantial and increasing budget and resource pressures. To be affordable efforts are needed to reduce the numbers of people who need to access costly health and social services and provide alternative, more cost effective ways of addressing health care problems.

9.62 The district has varying levels of health and includes a number of wards with higher levels of deprivation than the national average and one, the Folkestone Harvey Central Ward with the lowest life expectancy (73 years) in the South Kent Coast Clinical Commissioning Group (CCG). Heart disease is a major contributing factor.

The CCG has the highest proportion of people aged over 65 in Kent and a higher rate of recorded diabetes than the England average. The health priorities for the district have been defined as:

- Increasing physical activity in children and adults;
- Reducing the number of people that smoke and become obese; as a result also preventing and reducing conditions relating to these behaviours;
- Prevention of conditions that relate to an aging population.

9.63 The heritage strategy has explained the number of ways in which engagement with heritage can have a positive impact on health and well-being (Chapter 6 above and Appendix 2 Case Study 5) and that due to the lack of empirical and clinical data that the benefits have not been widely recognised even by health professionals. Awareness is however growing and the study undertaken for the Heritage Strategy is at the forefront in identifying and highlighting the opportunities. The district already has a number of activities which are contributing health and well-being benefits and their value and impact could be greatly increased through targeted health commissioning and support, together with more collaborative and co-ordinated working. The primary challenge is demonstrating to those that hold the considerable (but heavily pressured) health and social care budgets that heritage projects can make significant differences. Evaluation and measurement of health outcomes in a formal and clinical way is essential to establish the recognition of the benefits of heritage in much the same way as the better explored areas of the arts, sport and the natural environment.

9.64 In researching the Heritage Strategy the project team has consulted with public health commissioning bodies and found that there is a strong interest in the findings of the study and taking a project forward. It is recommended that Folkestone & Hythe District Council with Kent County Council develop, through joint commissioning with public health authorities, a project, initially as a pilot, that takes account of the above criteria. Key project partners from the present activities and stakeholders should be identified to help demonstrate and evaluate the benefits through project support. Following evaluation of the impact of a pilot project, consideration should be given to taking it further forward and using it as an exemplar to help support further projects in the district and wider.

9.65 Funding and resources for such a project may be sought from public health commissioning bodies plus interest in the health outcomes of heritage is developing in Historic England and the Heritage Lottery Fund who may be approached for support. Given the present high interest in health and heritage and the momentum provided by the present study it is recommended that addressing this priority should be a short term goal for the Heritage Strategy.

Going Forward

9.66 The Heritage Strategy in its present form provides a sound and enhanced evidence base which can be used for future decision making in the district. It provides a snapshot of the district's heritage taken at this point in time, however it should be seen as a living document that can be regularly monitored, reviewed and updated in response to new findings, challenges and priorities.

9.67 As a result of the work carried out for the Heritage Strategy a considerable number of recommendations have been identified ranging from those that require policy support down to more specific local or asset specific actions. Eleven have been identified by the District Council to initially take forward

9.68 The next stage for the Heritage Strategy, following public consultation, should be to develop a Heritage Action Plan based around the priorities identified subject to the feedback from consultation. This detailed Action Plan should identify:

- who the key stakeholders are and their role in ownership of and helping to deliver the Heritage Strategy;
- a realistic, practical and deliverable programme for carrying out the Action Plan that details how it will be monitored, reviewed and its success measured;
- sources and opportunities for funding and obtaining the resources needed to deliver the Heritage Strategy, recognising the constraints in resources that all organisations are experiencing.

Stakeholders and ownership of delivery

9.69 At a time of substantial pressure on local authority funding and resources creative solutions need to be sought to take the Heritage Strategy forward. The Strategy has identified the considerable amount of heritage related activity that the district's communities and voluntary sector are presently carrying out and highlights the significant role that they can play in helping to deliver many of aspects of the strategy. The role of the local authorities and their heritage professionals and advisors, town and parish councils wherever possible should be one of acting as a focus, facilitating, coordinating and providing advice, information and support to the community to deliver the desired outcomes.

Programming, monitoring and review

9.70 The evidence base set out in the Heritage Strategy is a snapshot of the district's heritage at this moment in time and has its limitations. The evidence base will constantly evolve in light of new research and discoveries, consideration of new

themes and as new challenges and opportunities emerge. The Strategy should therefore be considered as a dynamic document that can be updated as it goes along. It is anticipated that the Heritage Strategy will be formally reviewed in parallel with the Local Plan however it should be monitored on an annual basis and adjusted where possible to take account of changing evidence and circumstances. The District Council currently monitors policies in the adopted Core Strategy through the Authority Monitoring Report and this would also be used to monitor the Heritage Strategy.

9.71 The Action Plan should set out a timetable for delivery of its priority actions as far as it is able to and how the actions will be monitored.

9.72 Criteria should be developed which can be used to measure the success of the heritage strategy. The criteria should be clearly set out in the Action Plan and should be readily quantifiable. Examples could include the number of heritage assets that have been removed from national and local 'at risk' registers, conservation area appraisals carried out, review of visitor numbers at heritage attractions, volunteer numbers in delivering strategy actions, heritage assets re-used in regeneration projects etc.

Funding and resources

9.73 As described in a number of places many of the actions that will emerge from the Heritage Strategy can at least in part be addressed by or with the help of the voluntary sector. As stated above the Council's role should be that of facilitating and helping to co-ordinate the delivery of the strategy or through use of its statutory functions ensuring that those proposing change take appropriate account of the historic environment in accordance with the district's objectives.

9.74 It is inevitable, however, that funding will be needed to support the implementation of the Heritage Strategy either directly or in kind through officer support time.

9.75 The funding landscape is one of constant change. A number of the Council's priorities can be delivered through specific project development. Bodies such as the Heritage Lottery Fund provide grant funding for suitable projects that range from a few thousand to millions of pounds.

9.76 Grant funding and other support targeted at regeneration can be obtained from various bodies such as Historic England and government initiatives. European funding has been a useful source of funding in the past, particularly where heritage activities have been partnered with tourism, culture, environment and economic development. The future of such funding is likely to be short-lived given Brexit.

9.77 There may be opportunities to deliver some of the recommendations of the Heritage Strategy through partnership working with other public sector bodies or the

private sector. A significant opportunity lies with working with public health bodies to develop initiatives and projects that enable heritage to contribute to health and well-being. Demonstrating that investing in such initiatives can have a positive economic benefit on health budgets may encourage investment in heritage initiatives by those holding under pressure health budgets.

10 Sources and Consultation

Acknowledgements and authorship

10.1 The Folkestone & Hythe District Heritage Strategy was compiled by the Heritage Conservation group at Kent County Council on behalf of Folkestone & Hythe District Council. Principal authors were Francesca Clark, Ben Found and Simon Mason. The project was managed on behalf of the District Council by Piran Cooper and David Whittington.

10.2 A feature of the production of this heritage strategy has been the substantial role that stakeholder consultation has played in its development. Numerous stakeholders including individuals, groups and organisations with an interest in the District's heritage have enthusiastically provided valuable advice and information to the project team demonstrating a real passion for their heritage.

10.3 The Strategy has been informed by valuable feedback at three stakeholder workshops before and during the work. On top of that the project team have undertaken a large number of meetings with individuals and groups, been provided with access to and had conducted tours of key sites.

10.4 The project team would like to offer thanks to all who have provided advice and assistance during the production of the Folkestone & Hythe District Heritage Strategy.

Sources and information

10.2 A wide range of guidance and source material has been consulted during the production of the Heritage Strategy. These have included both printed and web-based material as well as local knowledge and expertise. A list of sources and useful information is provided at the end of each of the Theme Papers in Appendix 1.

10.3 During the production of the Heritage Strategy a number of key sources of information and guidance were identified which should be used to guide and inform any future development or regeneration proposals in the District:

Policy

- National Planning Policy Framework
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/2116950.pdf>
- Shepway District Council's Core Strategy (2013)

https://www.folkestone-hythe.gov.uk/media/1811/Core-Strategy-Local-Plan-2013/pdf/Core_Strategy_Local_Plan_2013_v2.pdf

Historic Environment Information

- Kent Historic Environment Record <http://www.kent.gov.uk/HER>
- The National Heritage List for England <http://list.english-heritage.org.uk>
- Heritage Gateway <http://www.heritagegateway.org.uk/gateway/>
- Heritage at Risk – Historic England
<https://www.historicengland.org.uk/advice/heritage-at-risk>
- Conservation and Heritage - Folkestone & Hythe District Council
<http://www.folkestone-hythe.gov.uk/planning/heritage>

Guidance & Principles

- Conservation Principles, Policies and Guidance – Historic England
<https://content.historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/conservationprinciplespoliciesguidanceapr08web.pdf>
- National Heritage Protection Plan – Historic England
<https://content.historicengland.org.uk/images-books/publications/nhpp-plan-framework/nhpp-plan-framework.pdf/>
- Heritage Counts – Historic England
<https://historicengland.org.uk/research/heritage-counts/>
- Heritage Lottery Fund Guidance Notes & Documents – Heritage Lottery Fund
<http://www.hlf.org.uk/aboutus/Pages/allourpublications.aspx>
- Local Heritage Listing – Historic England Advice Note 7
<https://content.historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/heag018-local-heritage-listing.pdf/>
- Understanding Place: Historic Area Assessments - Historic England
<https://content.historicengland.org.uk/images-books/publications/understanding-place-historic-area-assessments/heag146-understanding-place-haa.pdf/>

- Building Sustainable Communities: Actions for Housing Market Renewal – CABE
<http://webarchive.nationalarchives.gov.uk/20110118195515/http://www.cabe.org.uk/files/building-sustainable-communities-hmr.pdf>
- Heritage Works: The use of historic buildings in regeneration – a toolkit of good practice – RICS, BPF & English Heritage <http://www.english-heritage.org.uk/content/imported-docs/f-j/heritageworks.pdf>
- Affordable Rural Housing and the Historic Environment – English Heritage
<http://www.helm.org.uk/upload/pdf/ARH3.pdf?1337937273>
- Knowing Your Place: Heritage and Community-Led Planning in the Countryside – English Heritage and ACRE
<https://content.historicengland.org.uk/images-books/publications/knowning-your-place/knowning-your-place12.pdf/>
- Archaeology and Development: a good practice guide to managing risk and maximising benefit – CIRIA
- Regeneration in Historic Coastal Towns – English Heritage
[http://www.tourisminsights.info/ONLINEPUB/RESORTS/RESORT_PDFS/English%20Heritage%20\(2007\),%20Regeneration%20in%20Historic%20Coastal%20Towns,%20English%20Heritage,%20London.pdf](http://www.tourisminsights.info/ONLINEPUB/RESORTS/RESORT_PDFS/English%20Heritage%20(2007),%20Regeneration%20in%20Historic%20Coastal%20Towns,%20English%20Heritage,%20London.pdf)
- Vacant Historic Buildings: Guidelines on Managing Risk - Historic England
<https://content.historicengland.org.uk/images-books/publications/vacanthistoricbuildings/heag183-vacant-historic-buildings.pdf/>
- Understanding Historic Buildings: A guide to good recording practice – Historic England
<https://content.historicengland.org.uk/images-books/publications/understanding-historic-buildings/heag099-understanding-historic-buildings.pdf/>
- Wind Energy and the Historic Environment – English Heritage
<http://www.michaelhornsby.co.uk/files/documents/advice/wind-energy-in-the-historic-environment.pdf>
- The Setting of Heritage Assets – Historic England
<https://content.historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/heag180-gpa3-setting-heritage-assets.pdf/>
- Streets for All: South East – Historic England

<https://content.historicengland.org.uk/images-books/publications/streets-for-all-south-east/heag149f-sfa-south-east.pdf/>

- Kent Farmstead Guidance (Consultation Draft) – Kent County Council, English Heritage & Kent Downs AONB

<https://shareweb.kent.gov.uk/Documents/community-and-living/Regeneration/Kent%20Downs%20AONB%20Farmsteads%20Guidance.pdf>

- Valuing our Heritage: The case for future investment in the historic environment – The Heritage Alliance

<http://www.theheritagealliance.org.uk/docs/Valuing%20our%20Heritage%2010%20Jan%2007.pdf>

- Conservation Area Designation, Appraisal and Management - Historic England

<https://content.historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/heag040-conservation-area-designation-appraisal-and-management.pdf/>

- Stopping the Rot - Historic England

<https://content.historicengland.org.uk/images-books/publications/stoppingtherot/heag046b-stopping-the-rot.pdf/>

- Preserving Archaeological Remains - Historic England

<https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/>

- Managing Significance in Decision-Taking in the Historic Environment - Historic England

<https://content.historicengland.org.uk/images-books/publications/gpa2-managing-significance-in-decision-taking/gpa2.pdf/>

Annex 1 Heritage Assets

Scheduled Monuments

A1.1 Scheduled Monuments are those archaeological sites which are considered to be nationally significant and as such have been given legal protection by being placed on a list by the Secretary of State for Digital, Culture, Media and Sport. The Ancient Monuments and Archaeological Areas Act of 1979 provides the legislative framework for this list. Scheduling is legal protection afforded specifically to archaeological sites.

A1.2 There are sixty five Scheduled Monuments spread across the district's landscapes and main towns. The most prolific category of Scheduled Monuments relates to defence and in particular the impressive collection of post medieval coastal defences of Martello towers, redoubts and artillery forts and the largest monument, the Royal Military Canal, that extends out of the district into Ashford Borough. The post medieval defences account for twenty two of the thirty two defensive monuments in the district and are generally found along the coastline. Other defensive Monuments include five 20th century defences including the fine collection of inter-war sound mirrors at Greatstone and the remains of the WW2 Phoenix Caisson, a relic of the D Day operations off the coast at Littlestone-on-Sea. Earlier fortifications include the medieval ringwork or motte and baileys at Castle Hill and Stowting, Saltwood Castle and the medieval and later fortified house at Westenhanger. The earliest defensive site designated as a Scheduled Monument is Stutfall Castle, the Roman fort of the Saxon Shore at Portus Lemanis (Lympne).

A1.3 The second largest category of Scheduled Monuments is the outstanding collection of prehistoric barrows found in the North Downs. Bronze Age bowl barrows are designated in twenty separate Scheduled Monuments, a further monument is an oval barrow and one of the most complete Roman barrows in south east England another. An Iron Age urnfield and Roman villa at East Wear Bay in Folkestone is the only other pre-medieval Scheduled Monument in Folkestone & Hythe District.

A1.4 The remaining twelve monuments are all of medieval date and include seven associated with the church theme: a chapel, four churches and two priories; two are moated sites and another an abandoned farmstead, all with attached field systems and enclosures. The final two monuments are a medieval flood defence at West Hythe and part of the Rhee Wall, a medieval canal in the Romney Marshes.

A1.5 The earliest designation of Scheduled Monuments in the district dates to the 18th August 1938 with the designation of the Roman Shore Fort Stutfall Castle, Lympne and the medieval ringwork and bailey at Castle Hill, Folkestone. The 1940s and 50s saw further additions of monuments including the Roman villa at East Wear Bay, Sandgate Castle, Martellos 4 and 5, Westenhanger and a couple of bowl barrows. It was not until the 1970s and 1980s that a major programme of designation was undertaken with twenty two and twelve Scheduled in those decades respectively.

A1.6 The most recently designated Scheduled Monument is that of the Shorncliffe Redoubt, which was added in 2013 in advance of the programme of change proposed for that area.

Listed Buildings

A1.7 Significant historic buildings or structures are provided with statutory protection by being placed upon the Statutory List of Buildings of Special Architectural or Historic Interest. Buildings which have been placed upon this statutory list are known as Listed Buildings and are graded using the following criteria:

- Grade I buildings are of exceptional interest, sometimes considered to be internationally important; only 2.5% of Listed Buildings are Grade I
- Grade II* buildings are particularly important buildings of more than special interest; 5.5% of Listed Buildings are Grade II*
- Grade II buildings are nationally important and of special interest; 92% of all Listed Buildings are in this class and it is the most likely grade of listing for a home owner.

A1.8 Listed Building Consent is required from the local planning authority for any alteration, extension or demolition works which may affect the character or significance of the building. The Planning (Listed Buildings and Conservation Areas) Act 1990 provides the legislative framework for the Listed Building process.

A1.9 The district has at present nine hundred and thirteen Listed Buildings. Broadly comparable to the national picture thirty (3.3%) of these are Listed Grade I, thirty nine (4.35%) Grade II* and eight hundred and forty four (92.4%) Grade II. The earliest designated was Enbrook Manor in 1949 while the majority were designated in annual campaigns mainly in the 1970s and 1980s. Prominent amongst more recent additions include the designation of the new Dungeness Lighthouse (II* 2003), the upgrading of the designation of the Leas Lift (II* 2016) and the designation of St John's Commandery in 1998 (II*). Recent designations have largely emerged from designation assessment exercises by Historic England where major change is proposed (e.g. Shorncliffe Garrison) or as a result of national thematic listing programmes (e.g. war memorials). This illustrates the broad potential for heritage assets of an importance sufficient to meet national designation criteria to lie amongst the districts unassessed non-designated heritage assets.

A1.10 Without careful analysis, dating can often be problematic with Listed Buildings which often contain evidence of their long term evolution within their fabric. In broad terms the vast majority of the Listed Buildings date between the Norman Conquest and the end of the 19th century with almost two thirds dating to the 17th,, 18th and 19th centuries. Compared to national averages however the district is notable in having a significantly higher percentage of pre-1600 buildings at 24% (compared to 15% nationally). Only five Listed Buildings are considered pre-conquest, four Anglo-

Saxon churches and Saltwood Castle, though the latter has only had fabric identified to post-conquest and the early date relies on its manorial record. There are forty two 20th century buildings of which three post-date the Second World War including the new Dungeness Lighthouse, the Roman Catholic Military Chapel at Shorncliffe and a K8 Telephone Kiosk at New Beach Holiday Park in Dymchurch. Those dating prior to and from the Second World War include further telephone kiosks and war memorials but also buildings such as the mansion house at Port Lympne, the Leas Club and Leas Cliffe Hall in Folkestone.

Conservation Areas

A1.11 Conservation Areas are designated where a place is of special historic or architectural interest, and where it is desirable to preserve or enhance the character and appearance. Conservation Areas are mostly designated by the Local Planning Authority. Owners or users of a property in a Conservation Area require permission to carry out certain types of alterations to that property, to demolish or substantially demolish a building and to notify their intention to cut down or prune trees in the area. Additional restrictions on small scale development and alterations within a Conservation Area can be secured through the application of Article 4 and in particular Article 4(2) Directions which can be used to remove permitted development rights.

A1.12 There are twenty one designated Conservation Areas dispersed across the District with eleven located in the Romney Marsh and Dungeness, six amongst the North Down's villages and hamlets, and four concentrated on the major towns and settlement areas of Folkestone, Hythe and Sandgate. The Conservation Areas principally concentrate on the historic cores of the district's settlements, many are villages or coastal settlements. Those in the historic towns such as Folkestone and Hythe are subdivided into specific character areas reflecting the size of and variety within the Conservation Area or as in Sandgate, New Romney and Dymchurch have split areas reflecting the separation of locations of special interest and character. In places the Conservation Areas are not solely focused on the historic settlement cores, for example Saltwood Conservation Area includes the medieval castle and a grange, Dungeness is designated for its landscape and natural value as well as its distinctive settlement and coastal heritage assets, the Hythe Conservation Area extends to take in part of the Royal Military Canal and Sandgate its defences and esplanade.

A1.13 The earliest designation of a Conservation Area in the district is that of Hythe in November 1969. Another seventeen were designated in the next five years. Dungeness was added in 1985 and the last two at Littlestone and Frogholt in 1990. Compared to many other local authorities, the District Council has performed well in reviewing its Conservation Areas and completing Conservation Area Appraisals that explain the special interest, condition and vulnerabilities of the Conservation Area. Since their original designation ten of the Conservation Areas have been amended. A programme of drafting and adopting Conservation Area Appraisals has been in process over the last ten years. At present seven Appraisals have been adopted

covering eight Conservation Areas, four more (covering five5 CAs) have been drafted and are out for public comment (at Feb 2017) and a draft appraisal covering the Old Town Character Area of the Folkestone Conservation Area is also available. Additional protection has been afforded to the Dungeness Conservation Area through an Article 4(2) Direction.

Registered Parks and Gardens

A1.14 Since 1983 English Heritage has maintained a Register of Historic Parks and Gardens of special historic interest in England. This Register is specifically concerned with gardens, grounds and planned open-spaces and the emphasis is on the significance of the place as a designed landscape, rather than its botanical importance. Registration is a 'material consideration' in the planning process, meaning that planning authorities must consider the impact of any proposed development on the landscape's special character. As with Listed Buildings, the Registered Parks and Gardens are graded as per the following criteria:

- Grade I sites are of exceptional interest
- Grade II* sites are particularly important, of more than special interest
- Grade II sites are of special interest, warranting every effort to preserve them

A1.15 There are two Registered Parks and Gardens in the district; Grade II* Port Lympne, an early 20th century formal terraced garden and woodland; and Grade II Sandling Park, a 19th century formal and ornamental garden set in parkland, woodland and farmland extending to around 177 hectares. Both were designated in May 1986.

Protected Wreck Sites

A1.16 The Protection of Wrecks Act (1973) provides the legislative framework for designating the remains of vessels (or their contents) which are of historical, artistic or archaeological importance. It is a criminal offence for anyone to tamper with, damage or remove any part of a protected wreck or its contents.

A1.17 There is one Protected Wreck Site off the local coastline, that of U-8, a First World War German U-Boat that was scuttled during capture by the Dover Patrol in March 1915. SM U-8 was designated following survey in 2016.

A1.18 All military aircraft found in the UK or its territorial waters are also protected by the Protection of Military Remains Act 1986. Under this Act it is an offence to tamper with, damage, move or unearth remains without licence from the Ministry of Defence. At present there are ninety four aircraft crash sites recorded in the Kent Historic Environment Record (KHER) of which none are in the coastal waters off the district. Given the prominence of the area in the Battle of Britain the potential for discovery of aircraft crash sites in the local coastal waters is however high.

Non- designated heritage assets

A1.18 The majority of heritage assets will not be designated. Some heritage assets may be of a level of significance which would not warrant formal designation, whilst other assets may not currently be designated either because their significance has only recently been revealed or has never been formally considered. Some of the undesignated heritage assets are of equivalent significance to those that are.

A1.19 Some assets may have a locally-defined designation; these do not have any statutory framework underpinning them but represent recognised heritage assets of local significance or value. As there is no currently adopted local list of buildings for the district, the only locally-defined heritage assets are the Historic Parks and Gardens included in the Kent Gardens Compendium 1996. As well as the two Registered Parks and Gardens at Sandling Park and Port Lympne, the Compendium includes an additional seventeen sites in Folkestone & Hythe District. These range from the extensive 18th and 19th century parklands of the Acrise and Beachborough estates, public spaces such as the Leas in Folkestone, down to small specialist gardens including a number of recent date such as the garden at Prospect Cottage in Dungeness.

A1.20 Non-designated heritage assets are all those recognised elements of the historic environment not covered by one of the above designations. These include standing buildings and structures, below-ground archaeology and archaeological findspots, earthworks, maritime features (principally shipwrecks) and aircraft crash sites (though most of the latter are covered by the Protection of Military Remains Act 1986).

A1.21 The Kent Historic Environment Record (KHER), maintained by Kent County Council is the county's record of its heritage assets. This is constantly being updated with new records and existing records are regularly amended and enhanced with new data and more accurate locations. The source of new records can be the result of individual contributions or from more extensive surveys and targeted thematic studies. Parallel recording schemes such as the Portable Antiquities Scheme also feed into the KHER. The NPPF (para 128) requires that as a minimum the Historic Environment Record should be consulted by applicants to understand the impact of their proposals on heritage assets. It should be noted that as the database is an evolving record there are many heritage assets, including some of great significance that have yet to be included in the record. The Kent Historic Environment Record is available on line through the website Exploring Kent's Past .The web based version is however in a limited form for general use only and for planning use contact should be made direct to KCC Heritage Conservation.

APPENDICES

- 1 Theme Papers
- 2 Case Studies
- 3 Activities in Folkestone & Hythe District
- 4 SHLAA Assessment