

**GROWTH, ECONOMIC DEVELOPMENT AND
COMMUNITIES CABINET COMMITTEE**

Friday, 3rd July, 2020

10.00 am

Online



AGENDA

GROWTH, ECONOMIC DEVELOPMENT AND COMMUNITIES CABINET COMMITTEE

Friday, 3 July 2020 at 10.00 am
Online

Ask for: **Georgina Little**
Telephone: **03000 414043**

Membership (18)

Conservative (15): Mr M C Dance (Chairman), Mr N J Collor (Vice-Chairman),
Mr A M Ridgers, Mr S Holden, Mrs R Binks, Mr A Booth,
Mr A H T Bowles, Mr D L Brazier, Mr A Cook, Mr J A Kite, MBE,
Mr G Lymer, Mr S C Manion, Mr D D Monk, Mr J Wright and
Mr J P McInroy

Liberal Democrat (2): Mr I S Chittenden and Mr A J Hook

Labour (1) Mr D Farrell

In response to COVID-19, the Government has legislated to permit remote attendance by Elected Members at formal meetings. This is conditional on other Elected Members and the public being able to hear those participating in the meeting. This meeting will be streamed live and can be watched via the Media [link](#) on the Webpage for this meeting.

County Councillors who are not Members of the Committee but who wish to ask questions at the meeting are asked to notify the Chairman of their questions in advance.

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

- 1 Introduction/Webcast announcements
- 2 Membership
- 3 Apologies and Substitutes
- 4 Protocols for Virtual Meetings (Pages 1 - 6)
- 5 Declarations of Interest by Members in items on the Agenda
- 6 Minutes of the meeting held on 10 March 2020 (Pages 7 - 18)

- 7 Verbal updates by Cabinet Members and Corporate Director
- 8 Decision Summary Report (Pages 19 - 20)
- 9 Performance Dashboard - Q4 2019/20 (Pages 21 - 36)
- 10 20/00063 - Reinvestment of Growing Places Fund (Pages 37 - 56)
- 11 Manston Business Park Thanet - East Kent Opportunities LLP (Pages 57 - 68)
- 12 Economic Recovery Plan (Pages 69 - 72)
- 13 Tourism sector reopening (Pages 73 - 76)
- 14 The Kent and Medway Growth Hub Covid-19 Business Support Helpline (Pages 77 - 82)
- 15 Work Programme 2020-21 (Pages 83 - 88)

EXEMPT ITEMS

(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)

Benjamin Watts
General Counsel
03000 416814

Thursday, 25 June 2020

Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.

From: Ben Watts, General Counsel
To: Growth, Economic Development and Communities Cabinet Committee – 3 July 2020
Subject: Protocols for Virtual Meetings
Classification: Unrestricted

1. Introduction

- (a) In line with provisions in the Coronavirus Act, regulations have come into force giving local authorities the ability to take a more flexible approach to holding meetings.
- (b) However, the core governance requirements for meetings remain. Notice still needs to be given for meetings and the Agendas need to be made available online. The public's right to observe meetings remains the same and so provision needs to be made for the public to hear the discussion and see it where possible as well.
- (c) The regulations are written so that each local authority can tailor their ability to hold virtual meetings to the technology they are able to put into place. Use of the technology needs to ensure the business of the Council can be conducted fairly and without any participant or observer being unduly disadvantaged.
- (d) Formal meetings held virtually are still formal meetings, and while the procedures and rules remain the same as when all Members are present in the same room, it will be a different way of working.

2. Protocols for Virtual Meetings

- (a) Each Committee is being asked to adopt a set of supplementary protocols to guide how virtual meetings will be run. These are geared to explaining how the requirements of the Constitution will be put into effect in a virtual setting.
- (b) Adopting these Protocols will enable Members to have a common point of reference and to understand how business will be conducted. For members of the public observing our virtual meetings, this will improve transparency and understanding of the democratic process.
- (c) A set of Protocols for this Committee are attached as an Appendix to this report.

3. Recommendation:

That in order to facilitate the smooth working of its virtual meetings, the Committee agrees to adopt the appended Protocols.

4. Background Documents

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) England and Wales) Regulations 2020 - SI 2020 392, <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

5. Contact details

Report Author and Relevant Director:

Ben Watts, General Counsel 03000 416814

benjamin.watts@kent.gov.uk

Draft – Protocol for Meetings of the Growth, Economic Development and Communities Cabinet Committee held under SI 2020 392

General

1. Part Three of the Constitution (Standing Orders) shall continue to apply for all virtual meetings except where there is a requirement, implied or otherwise, for Members to be physically present in the same location.
2. These Protocols supplement but do not replace the Standing Orders in the Constitution and exist to make meetings held under SI 2020 392 more effective and efficient.
3. Reference to Chair or Clerk relate to the Chair or Clerk of the specific virtual meeting.
4. The Monitoring Officer or his deputies are available to assist and advise the Chair and the Clerk as necessary.
5. Members are respectfully reminded to ensure that the electronic device through which they are attending the virtual meeting has sufficient battery charge.

Rules of Conduct

6. The Chair's ruling on the meaning or application of these Protocols or any other aspect of the proceedings of a meeting held virtually cannot be challenged.
7. The Chair may give any direction, or vary these Protocols, when they consider it appropriate to do so in order to allow for the effective and democratic management of the meeting but must take advice from the Clerk before so doing.
8. Immediately before the commencement of the virtual meeting, all participants must switch the video and microphone settings to "off" and only turn them on when invited to speak by the Chair.
9. Members are reminded that any member of the public may observe the meeting.
10. The conversation function referred to in the Protocols is also known as the 'meeting chat'. Members should proceed as if the content can be viewed by participants and the wider public and only use the function for procedural matters as set out below. It should not be used to discuss the substantive issue – this should be done verbally.

Attendance

11. Members must affirm their presence by typing the word 'Present' in the conversation function of the meeting. This shall be accepted by the Clerk as the equivalent of the Member having signed the attendance list.
12. Where a Member is leaving the meeting permanently or temporarily, the word 'Absent' shall be typed in the conversation function. Where the Member joins the meeting once more, 'Present' shall be typed once more.
13. Where a Member has declared a DPI or other interest which means they need to absent themselves for part of the meeting, the Member shall leave

the meeting completely at the appropriate time. The Clerk shall email the Member when they are able to re-join. The Clerk will confirm the absence by checking the meeting attendees and confirming the same to the Chair.

14. The standard quorum of one third of the total voting membership applies and this number must have indicated they are 'Present' for the meeting to commence or continue. The Clerk will conduct electronic checks on quoracy periodically throughout the meeting.

Substitutes

15. In order to ensure that Members have access to the virtual meeting, it is requested that formal notification of substitutes to the Clerk be made at least 48 hours prior to the start of the meeting. The start time of the meeting will be affected if this is not done.

Speaking

16. Members and other participants in the meeting must wait to be called on by the Chair before speaking.
17. Attendees may indicate a desire to speak through use of the conversation function. The Clerk will ensure these are brought to the attention of the Chair in the order received.
18. Members not part of the Committee wishing to speak shall request permission from the Chair in advance so that the Clerk is informed 24-hours ahead of the meeting.

Motions and Amendments

19. Except where the motion before the Committee is set out in the Agenda, any Member is entitled to request that a motion or amendment before the Committee be typed out in the conversation function by the proposer. Where this is done, the Clerk shall read out the motion/amendment.
20. All proposed motions/amendments will need to be seconded by a Committee Member present in line with usual practice.
21. The Chair shall ask for Members' views on the motion/amendment. Where the view of the Committee is unclear, the Chair shall call for a vote.

Voting

22. Voting will be through a rollcall of all Members taken in alphabetical order, or through a poll overseen by the Clerk through the conversation function, with the Clerk announcing whether the motion/amendment was agreed or not agreed once this has concluded. The Chair will announce at the start of the meeting which of these methods is to be used.
23. Where a poll is the chosen method but is not able to take place, the Chair shall ask Members to record whether they are for, against, or abstaining in the conversation function. No response shall be taken as an abstention.
24. No votes shall be recorded in the Minutes unless sections 16.31 or 16.32 of the Constitution apply.

Clerking

25. There will normally be a minimum of two Officers supporting the Chair and Committee during a virtual meeting. One will act as a facilitator to support the Chair. The other will be taking minutes.

Other Provisions

26. Where the minimum legal requirements apply and Members are only able to hear each other and be heard, the Chair shall be responsible for identifying speakers etc., and will be supported in this by the Clerk as facilitator. A rollcall shall be held at the start of the meeting, and at other times as deemed necessary by the Chair, to establish quoracy in these circumstances.

Part Two Meetings

27. At the start of any formal meeting, or part of any formal meeting, from which the press and public have been excluded in accordance with section 15.17 of the Constitution, Members shall type the words 'Present - Alone' to verify that no unauthorised person is able to hear, see, or otherwise participate in the meeting.
28. A Part Two meeting will normally be anticipated and will be scheduled in advance as a separate virtual meeting. Where the need to move into a Part Two meeting only becomes apparent during the meeting, the item affected should be adjourned to a later date.

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KENT COUNTY COUNCIL

**GROWTH, ECONOMIC DEVELOPMENT AND COMMUNITIES
CABINET COMMITTEE**

MINUTES of a meeting of the Growth, Economic Development and Communities Cabinet Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Tuesday, 10 March 2020.

PRESENT: Mr M C Dance (Chairman), Mrs R Binks, Mr N J Collor (Vice-Chairman), Mr A M Ridgers, Mr S Holden, Mr A J Hook (Substitute for Mr D S Daley), Mr A Booth, Mr A H T Bowles, Mr D L Brazier, Mr I S Chittenden, Mr A Cook, Mr D Farrell, Mr G Lymer, Mr M A C Balfour (Substitute for Mr S C Manion), Mr J Wright and Mr J P McInroy

ALSO PRESENT: Mr P M Hill, OBE and Mr M Whiting

IN ATTENDANCE: Mrs B Cooper (Corporate Director of Growth, Environment and Transport), Mr D Smith (Director of Economic Development), Mrs S Holt-Castle (Interim Director of Environment, Planning and Enforcement) and Miss G Little (Democratic Services Officer)

UNRESTRICTED ITEMS**210. Apologies and Substitutes**

(Item 2)

Apologies for absence had been received from Mr D Daley, Mr S Manion and Mr J Kite.

Mr A Hook attended as a substitute for Mr D Daley and Mr Balfour attended as a substitute for Mr S Manion.

211. Declarations of Interest by Members in items on the Agenda

(Item 3)

There were no declarations of interest received.

212. Minutes of the meeting held on 17 January 2020

(Item 4)

It was RESOLVED that the minutes of the meeting held on 17 January 2020 are a correct record and that they be signed by the Chairman.

213. Verbal updates by Cabinet Members and Corporate Director

(Item 5)

1. Mr M Hill, OBE (Cabinet Member for Community and Regulatory Services) provided an update on the following:

- (a) Upon review of the Committee structure, a decision was made by the Leader of the Council that, all services that fell within the portfolio of the Cabinet Member for Community and Regulatory Services would be reported to the Growth, Economic Development and Communities Cabinet Committee and not to the Environment and Transport Cabinet Committee, with the exception of those that were of a cross-cutting nature.
 - (b) An update on COVID-19 (Coronavirus) would be addressed under item 9 on the agenda '*Kent County Councils Resilience and Emergency Planning Update*' and Members of the Committee were asked to delay any discussion on the matter until the item presented itself.
 - (c) Kent County Council (KCC) launched a new service, Trading Standards Checked, which was a Fairtrade scheme that aimed to tackle doorstep criminals. The scheme was free to residents in Kent who would be able to access a list of traders, however there was a subscription fee for traders who wished to join the site, and this was used to fund the scheme. A formal launch was due to take place in April 2020 with press coverage.
 - (d) Three country parks that were under the management of the Infrastructure team had been assigned to Country Parks to manage on behalf of the service, these were: Parkwood, Dry Hill and Preston Hill.
 - (e) The Sandwich station to support the Open Golf tournament was firmly under the control of Network Rail and was on track to open in time for launch of the tournament. R&A had invited Members of the Council to attend the site on one of the practice days and Mr Hill offered Members of the Committee the opportunity to attend. An email confirming details of the visit would be circulated in due course.
2. Mr Whiting (Cabinet Member for Economic Development) provided an update on the following:
- (a) On 5 February 2020, Mr Whiting along with European counterparts attended a conference in Northern France to sign the Straits Committee Memorandum of Understanding (MoU). The event was well received with over 200 attendees and included delegates from Kent's education and industry sector. Mr Whiting was due to attend a meeting in Bruges on 11 March 2020 for the first executive business meeting of the Straits Committee following the signing of the MoU.
 - (b) Visit Kent was due to launch the 'Kent Big Weekend' from Saturday 4th to Sunday 5th April 2020 and had 33,000 free tickets on offer that could be applied for online by 16 March 2020. Visit Kent was also due to

launch the #KentyTwenty event which would coordinate a multitude of celebrations across the county to commemorate historical dates.

- (c) Locate in Kent had produced an excellent set of results for January 2020, having used a series of projects to help create and validate 324 new jobs. Locate in Kent aimed to create a further 484 jobs by the end of the financial year which would amount to a total of 900 new jobs within the tourism sector. Mr Whiting commended the success of Locate in Kent and its achievement in promoting Kent as the place for businesses to invest and create new opportunities for Kent residents.
 - (d) Mr Whiting invited Mr McInroy (Deputy Cabinet Member for Economic Development) to highlight the work of Produced in Kent. Mr McInroy informed the Committee that he had attended the Taste of Kent Awards 2020 on Thursday 5 March 2020, hosted by Produced in Kent at the Kent Event Centre. The event showcased the best food and drink products across the county and was well-received. Produced in Kent had drafted its strategy which KCC would be participating in the review of and helping to drive forward.
 - (e) Visit Kent had also been named as the Destination Management Organisation of the year by UKinbound, a Leading Travel Trade association which represented more than 400 of the UK's top tourism industry.
 - (f) The draft Enterprise and Productivity Strategy would undergo early consultation in June/July 2020 and would be presented to the Growth, Economic Development and Communities Cabinet Committee for comment and review prior to the final presentation at Full County Council in November 2020. The Strategy was connected to both the Kent and Medway Industrial Strategy and the South East Local Enterprise Productivity Strategy which then tied into the national strategy.
 - (g) A meeting was held on Wednesday 29 January 2020 between KCC and a range of partners from the rural economy. An update on the rural economy would be addressed under item 11 on the agenda '*Kent's Rural Economy – a coordinated approach*' and Members of the Committee were asked to delay any discussion on the matter until the item presented itself.
3. The Cabinet Members responded to comments and questions as follows:
- (a) Mr Whiting agreed to liaise with Visit Kent regarding the Mayflower replica and whether this would be included in the #KentyTwenty events.

4. It was RESOLVED that the update be noted, with thanks.

214. Government Funded Business Investment Schemes Monitoring Report - Q3 2019/20
(Item 6)

Martyn Riley (Programme Manager, Business Investment), Matthew Russell (CEO, Russell Distillers Limited) and Paul Carter (Chairman of the Investment Advisory Board) were in attendance for this item.

1. Mr Smith (Director of Economic Development) introduced the report that summarised the results of Kent County Council's (KCCs) monitoring returns for the period 1 October 2019 to 31 December 2019, from businesses that had received loans and equity from KCC managed Government funded Business Investment Schemes (BIS), including the Kent and Medway Business Fund (KMBF) scheme and the former Regional Growth Fund (RGF) schemes. Mr Smith informed Members that the report had been set out in a different format to that previously presented to the Committee to provide greater clarity regarding the funds and should Members' approve the newly adopted formatting, this style would be applied to future reports. Prior to further discussion on the information set out within the report, Mr Smith introduced Mr Matthew Russell, CEO of Russell Distillers, who was a recipient of a loan from the Tiger fund to present his company's success story as a result of the loan scheme.
2. Mr Russell presented a series of slides that set out the process, benefit and success of the Copper Rivet Distillery as a result of receiving the Tiger loan as well as the positive impact on neighbouring industries that had secured business through the establishment and growth of the distillery. Mr Russell thanked KCC for supporting Russell Distiller's vision and for acting as a trusted ambassador throughout the process of the loan.
3. Mr Dance welcomed Mr Carter who addressed the Committee in his capacity as the Chairman of the Investment Advisory Board. Mr Carter expressed his view regarding the formatting of the report and proposed that it needed to reflect the entirety of the scheme and its context over the last eight years including KCCs lessons learned and its successes. Mr Carter informed the Committee that the Regional Growth Fund (RGF) had been established to facilitate new investment and to address market failure in the provision of bank lending to viable small and medium sized businesses in order to support economic growth in Kent and Medway. KCC had supplied £60 million in loans to businesses and had received over 50% back. This then meant that the recouped money could be recycled and reinvested into other businesses which were unable to secure loans from Highstreet lenders. Mr Carter complimented the work

undertaken by the professionals who sat on the Investment Advisory Board which ensured that the correct businesses received money for the correct purposes. He assured the Committee that all efforts to recoup the money and support those businesses which were perhaps struggling to repay the loan amount, would continue through the work of the Debt Advisory Group. Mr Carter commended the success of the RGF and said that all efforts needed to be made by KCC to retain recovered monies for further investment into Kent and Medway to ensure economic growth.

4. Mr Whiting (Cabinet Member for Economic Growth) thanked Mr Carter for his comments and assured Members that all efforts would be made to ensure that KCC retained the recovered money and invested it into the Kent and Medway economy.
5. David Smith (Director of Economic Development), Martyn Riley (Programme Manager, Business Investment), Matthew Russell (CEO, Russell Distillers Limited) and Paul Carter (Chairman of the Investment Advisory Board) responded to comments and questions as follows:
 - (a) In response to the administration process of the loan and whether this would deter businesses from applying, Mr Russell said that there was an arduous process to go through in terms of due diligence. However, Mr Russell recognised that as an entrepreneur or business seeking free or cheaper money, it was crucial that the Investment Advisory Board adopted a strict process to ensure that the right people received the money for the right purpose and as a business, Russell Distillers understood that there had to be a hurdle rate to ensure that the intention of the applicant was the right one for Kent and Medway. Mr Russell informed Members that there would be the same level of reporting required within a commercial setting and that through KCC, Russell Distillers were able to make the contacts required to help grow their business in a way that the commercial industry may not have been able to do. In addition, Mr Carter informed Members that the charge for the loan application offered by KCC was the same as the administration fee from the bank and that the full cost recovery was in place to ensure that those who delivered the service and managed a complex range of loans and equity investments, could be paid.
 - (b) With regard to the security of assets, property or personal guarantees for KCC investments of over £100,000, Mr Riley informed the Committee that this was put in place to minimise the risk to KCC. In the early stages of the loan scheme KCC proceeded to provide loans without security and as a result of that, a majority of those business failed to repay the loan. Since the launch of the Kent and Medway Business Fund in 2017, all loan agreements were required to have a form of security.

6. It was RESOLVED that the report be noted.

215. Kent County Council Resilience and Emergency Planning Update
(Item 9)

Alison Duggal (Deputy Director Public Health/ Consultant in Public Health & STP Prevention Lead) and Tony Harwood (Resilience and Emergency Planning Manager) were in attendance for this item.

1. Mr Hill (Cabinet Member for Communities and Regulatory Services) introduced the report which provided an overview of Kent County Council's (KCC) resilience and emergency planning duties, its current activities and emerging risks. Mr Hill also welcomed Mrs Duggal to the Committee to provide an update on the emerging issues relating to COVID-19 (Coronavirus) and to address any public health related concerns.
2. Mrs Duggal provided an update on the confirmed cases of coronavirus in Kent and the measures that had been put in place to mitigate the spread of the virus. The Government had announced that it was in the containment phase of the process, however, in coming weeks, steps would be taken to move into the delay and detain phase. Kent County Council continued to support the NHS and critical front-line services within the Council, including Adult Social Care, to ensure staff were equipped with personal protective equipment and that those requiring domiciliary care were still able to be supported.
3. Officers responded to comments and questions as follows:
 - (a) In relation to the work carried out with Parish Councils and community organisations, Mrs Holt-Castle (Interim Director of Environment, Planning and Enforcement) informed Members' that the Council had started working on COVID-19 contingency plans in February 2020 and that Mr Harwood had been involved in a number of local and national discussions. The first meeting of the Kent Resilience Team Silver, which was a tactical response unit, was scheduled to take place on 10 March 2020 and a further Kent Resilience strategic meeting was also planned. Mrs Holt-Castle informed Members' that that the response, plans and measures to mitigate the impact of COVID-19 was led by Public Health but strongly supported by the Emergency Planning Team in terms of business continuity.
 - (b) In response to a question raised about the effect of Jeye's fluid when diluted to the avian bird flu strain and whether this would disinfect the communal areas of a livery yard, Mrs Duggal agreed to ascertain

further detail on the question raised and respond to the Member directly.

- (c) Mrs Duggal confirmed that there had been no advice issued on the use of public swimming pools. The chemicals used within pools helped to eliminate the risk and spread of bacteria.
- (d) In response to concerns regarding reduced stock in shops, Mrs Duggal clarified that it was not a Public Health matter, however, the issue would be raised with partner organisations as part of the emergency planning.
- (e) Mrs Duggal explained the difference between the delay and contain phase of Government's approach to reduce the spread of COVID-19 and said that containment involved the identification of those people that had come into contact with the person displaying symptoms of the virus and to instruct those people to self-isolate to stop any further transmission. The delay phase, which would be a decision implemented by members of COBRA (Cabinet Office Briefing Room A), would involve asking all members of the general public to self-isolate. Public Health was in the process of pulling together the necessary plans should the UK enter the contain phase to ensure that front-line service staff could operate safely and provide the best care to those who could potentially contract the virus.
- (f) In response to communication methods, Mrs Duggal assured Members' that the KCC Communications Team utilised all media channels, including Twitter and Facebook to ensure both staff and the general public were kept abreast of the daily changes brought forward by Government officials. Mrs Duggal agreed to feed concerns back to regional partners and the Communications Team to ensure that radio stations provided the same clear message.
- (g) Mrs Holt-Castle advised Members' that KCC already had a number of emergency and continuity plans in place as a result of Brexit and a review of all those plans was taking place over the present week. Mrs Holt-Castle assured Members that all directorates recognised the importance and impact of COVID-19 and the correct measures were in place.
- (h) In response to queries relating to flood defence infrastructure, Mrs Cooper (Corporate Director of Growth, Environment and Transport) informed Members that the matter fell within the portfolio of the Cabinet Member for Environment and agreed for a paper to be presented at the next environment and Transport Cabinet Committee on 14 May 2020. A report on the impact of recent flooding events as a result of Storm

Kieran and Storm Denise was due to be presented to Cabinet on 23 March 2020.

- (i) Mr Harwood addressed concerns relating to flooding and said that KCC undertook a structure debrief on 7 January 2020 in response to the flood events before Christmas. This was attended by the Director of Highways, Transportation and Waste, the highways drainage team and emergency planners. Mr Harwood said that Utilities companies were required to install drainage with 20% headroom to facilitate climate change, however, this did not apply to highways infrastructure. The recommendations from the debrief included the maintenance of ditches on private land and the suggestion that KCC should approach the Department of the Environment, Fisheries and Rural Affairs (DEFRA) and Government to raise its concerns around drainage infrastructure capacity and to offer Kent as a pilot area to trial new models. Mr Harwood referred Members to the [Kent Flood Risk Management Committee on Monday 9 March 2020](#) for further details on the discussions related to flood risk management as a significant amount of work was already underway in recognition of the changes to weather patterns and rainfall.
 - (j) In response to issues raised in relation to Peel Ports, Mr Harwood agreed to provide a direct response to the Member in relation to issues concerning Swale. Mr Harwood informed Members that an announcement detailing the expected funding on flood defences was expected from Government and that it was crucial for KCC to identify areas which would benefit the most from flood defence interventions. The issues which had been described in relation to sites managed by Peel Ports were being discussed with flood water management colleagues within Environment, Planning and Enforcement. The Kent Flood Risk Management Committee received a presentation from the Environment Agency on the sophisticated management and maintenance of drainage and other infrastructure issues and again, referred Members to the [Kent Flood Risk Management Committee on Monday 9 March 2020](#).
 - (k) With regard to planning applications and the mitigation of new development on floodplains, Mr Whiting (Cabinet Member for Economic Development) said that KCC would undertake further analysis of planning applications under regulation 19 of the local plan.
4. It was RESOLVED that the County Council resilience and emergency planning activity, be noted.

216. Performance Dashboard

(Item 7)

Helen Groombridge (Performance and Analyst Manager) and James Pearson (Head of Service, Libraries, Registration and Archives) was in attendance for this item.

1. Mrs Groombridge introduced the report which showed the progress made against targets set for Key Performance indicators (KPIs) up to the end of December 2019.
2. The officers responded to comments and questions as follows:
 - (a) Mr Pearson responded to queries relating to KPI *LRA02: Total number of books issued (includes audio and e-books)* and confirmed that procurement of book stock from S106 contributions was recorded. Mr Pearson agreed to produce two separate KPI's in future reports to capture the total number of physical books and the total number of e-books.
 - (b) In response to queries relating to KPI *ED08: Developer Contributions secured against total contributions sought*, Mr Smith (Director of Economic Development) informed Members that the Q3 figure had been reduced to 82% due to one sites viability, however, all efforts continued to be made to pursue developer contributions. All other sites had delivered 100% of the contributions sought. Supplementary to the aforementioned points, Mrs Cooper (Corporate Director of Growth, Environment and Transport) advised the Committee that further detail on the performance of that KPI would be circulated to Members and that a report on S106 payments would be brought to a future Committee.
 - (c) Mrs Holt-Castle (Interim Director of Environment, Planning and Enforcement) agreed to verify whether the contact centre reminded those who called about the online reporting tool. Mrs Holt-Castle informed the Committee that members of the public had to register to use the Public Right of Way online portal, however, statistics revealed that online reporting had increased. The public often reverted to using the phone system in times of flooding due to the immediacy of the situation. Mrs Holt-Castle agreed to provide Members with the performance indicators used to measure how faults were repaired and said that a review of the KPIs would take place at the May Committee.
 - (d) In response to indicators LRA19 and LRA20, Mr Pearson informed the Committee that these were new measures that had been introduced as a result of the previous year's results which linked low customer satisfaction levels to issues around PCs and Wi-Fi. Due to insufficient

survey returns, the results could not be published within the current report.

3. It was RESOLVED that the performance report be noted.

217. Risk Management: Growth, Environment and Transport Directorate
(Item 8)

Mark Scrivener (Corporate Risk Manager) was in attendance for this item.

1. Mr Scrivener presented a paper on the strategic risks relating to the Growth, Economic Development and Communities Cabinet Committee and welcomed comments from the Committee.
2. The officers and Cabinet Member for Economic Development responded to comments and questions as follows:
 - (a) With regard to the skills shortage and whether this had been assessed on a point-based immigration system, Mrs Cooper (Corporate Director for Growth, Environment and Transport) clarified that the risks were associated to internal staff and the development of a workforce strategy. Mrs Cooper recognised the impact of a diminished labour market and said that work was being done with Kent businesses and Kent County Council's (KCC) education providers to address the key skills gap.
 - (b) Mrs Cooper assured Members that Kent County Council was committed to developing its own staff in order for them to progress into senior roles. However, it was important that KCC promoted itself as a good brand to attract external interest.
 - (c) Mr Whiting (Cabinet Member for Economic Development) said that the skills agenda was an essential element in KCC's five-year plan and that it featured strongly in the Enterprise and Productivity Strategy and the South East Local Enterprise Productivity Strategy. Mr Whiting and the Leader of Kent County Council had met with the University of Kent to address the skills gap and said that Kent needed well skilled, well-educated and well trained people to provide a basis for good economic development and growth in the county.
3. It was RESOLVED that the report and risks presented, be noted.

218. No Use Empty (NUE) - Update
(Item 10)

Steve Grimshaw (Strategic Programme Manager) was in attendance for this item.

1. Mr Grimshaw introduced the report which provided an update on the No Use Empty (NUE) scheme, including its performance to date, future plans and the status of the two bids for additional funding resources.
2. The officer responded to comments and questions as follows:
 - (a) Members queried whether the scheme addressed the need for affordable housing. Mr Grimshaw said that Kent County Council (KCC) was working with developers and Dover District Council to provide eight accommodation units. The end objective was for Dover District Council to acquire ownership of the stock to help provide the needed accommodation going forward. The new loan product supported by the Treasury had encouraged a number of District Councils and Boroughs in Kent to identify and prioritise derelict sites which could be developed into affordable housing units across the county.
 - (b) Mr Grimshaw assured the Committee that due diligence was applied in the initial screening phase to prohibit previous applicants applying for interest free loans under a different company name. He said that previous applicants were entitled to return to NUE with a new application for funding, however, since 2017 new regulations were brought in which meant that interest would be applied to the loan.
 - (c) Mrs Cooper (Corporate Director of Growth, Environment and Transport) and David Smith (Director of Economic Development) informed the Committee that the NUE scheme was a finance scheme, not a house building scheme and was not connected to the housing targets of Local Housing Authorities. Mr Grimshaw confirmed that the funding available would not be able to deliver mass housing estates.
3. It was RESOLVED that the report and plans for the further development of the NUE scheme, be noted.

219. Kent's Rural Economy - a coordinated approach *(Item 11)*

Huw Jarvis (Programme Manager) was in attendance for this item.

1. Mr Smith (Director of Economic Development) and Mr Jarvis introduced the report that set out the initial activity with partners which explored ways of working together to develop a coordinated rural input into the draft Kent and Medway Enterprise and Productivity Strategy in the context of Kent County Council's (KCCs) "Your Future, Our Priority" Strategic Statement. Mr Smith informed Members that the Kent Rural Board (KRB) had been dormant for eighteen months, however, KCC's aim was to create a

reconstituted KRB or similar body with a new membership and sought the Committee's comments on how to move this notion forward.

2. Mr Whiting (Cabinet Member for Economic Development) noted Members' comments and said that there was an opportunity to revisit the Terms of Reference and membership of the Board and that a report would be brought back to the Committee following a consultation with stakeholders. Mr Whiting also commented on the prospect of using the Board as a mechanism to lobby Government. He asked that further suggestions be fed back to Mr Smith directly.
3. Members commended the report and welcomed a reconstituted KRB which would allow rural economy matters to be discussed in the context of KCC's strategic objectives.
4. It was RESOLVED that the report be noted.

220. Work Programme 2020/21

(Item 12)

1. It was RESOLVED that the Work Programme be noted, subject to the inclusion of the following items:
 - (a) A report on S106 Developer Contributions
 - (b) A report on Flood Defence Management – it was agreed for a paper to be presented at the next Cabinet Committee meeting on 14 May 2020
 - (c) An update report on Kent's Rural Economy

From: Mike Whiting, Cabinet Member, Economic Development
Mike Hill, Cabinet Member for Community & Regulatory Services
Barbara Cooper, Corporate Director of Growth, Environment and Transport

To: Growth, Economic Development and Communities Cabinet Committee – 3 July 2020

Subject: **Decision Summary Report – For Information**

Classification: **Unrestricted**

Summary: This information report summarises the decisions taken or in progress by the Cabinet Member for Community & Regulatory Services and Cabinet Member for Economic Development during the temporary suspension of Cabinet Committee meetings during the COVID crisis.

Recommendation: The Growth, Economic Development and Communities Cabinet Committee is asked to note the report.

1. Background Information

- 1.1 In the absence of Cabinet Committees, revised arrangements were put in place for taking key decisions remotely.
- 1.2 To ensure Members were engaged with decision-making, the new arrangements included a PRE-PROD (Proposed Record of Decision) stage in addition to existing decision-making stages.
- 1.3 Following publication of the Forthcoming Executive Decisions summary on the KCC website, under the PRE-PROD stage, a confidential draft decision report and PROD was emailed to relevant Cabinet Committee members asking for comments and questions. Any feedback would be shared with the Cabinet Member making the decision for consideration.
- 1.4 The final draft decision report and PROD was then published on the KCC website and emailed to relevant Cabinet Committee members asking again for comments and questions to be shared with the relevant Cabinet Member for consideration before the Record of Decision was published. Once published, the decision was subject to a call-in period of 5 working days before it could be implemented. This is in-line with the decision-making procedures set out in the KCC Constitution.
- 1.5 In April, the government passed emergency legislation which allowed local authorities to hold virtual meetings. After testing technology to ensure the meetings could run smoothly, Cabinet Committee briefings were organised for June. The Growth, Economic Development and Communities Cabinet Committee Members

Briefing was held on 8 June where a summary of decisions taken or in progress was reported.

2. Decision Summary

2.1 Following further consideration of the governance and meeting arrangements by the Monitoring Officer, formal Cabinet Committee meetings have resumed from 1 July.

2.2 In the period that the Cabinet Committee was suspended:

- Decision number 20/00034: Procurement of Temporary Body Storage Facilities was taken as an urgent decision by the Leader on 6 April.
- Decision number 20/00051: Kent Community Warden Service – Enhance and Expand – Implementation was implemented on 18 June
- Decision number: 20/00033: Inward Investment Contract is in progress under the virtual key decision-making arrangements. The anticipated date for publication of the Record of Decision is 1 July

2.3 Future key decisions will be taken through the Cabinet Committee process.

3. Recommendation

Recommendation:

The Growth, Economic Development and Communities Cabinet Committee is asked to note the report.

4. Contact details

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From: Mike Whiting, Cabinet Member for Economic Development

Mike Hill, Cabinet Member for Community and Regulatory Services

Barbara Cooper, Corporate Director of Growth, Environment and Transport

To: Growth, Economic Development and Communities Cabinet Committee – 3 July 2020

Subject: Performance Dashboard – Q4 2019/20

Classification: Unrestricted

Summary:

The Growth, Economic Development and Communities Performance Dashboard shows progress made against targets set for Key Performance Indicators (KPI).

Thirteen of the nineteen KPIs with figures to March 2020 achieved target (Green), four were below target but did achieve the floor standard (Amber) and two did not achieve the floor standard (Red).

Several services were impacted by Coronavirus at the end of the quarter, which affected both performance and data availability of some indicators.

Recommendation(s):

The Growth, Economic Development and Communities Cabinet Committee is asked to NOTE the performance report.

1. Introduction

1.1. Part of the role of Cabinet Committees is to review the performance of those functions of the Council that fall within its remit. To support this role, Performance Dashboards are regularly reported to each Cabinet Committee throughout the year, and this is the fourth and final report for the 2019/20 financial year.

2. Performance Dashboard

2.1. The current Growth, Economic Development and Communities Performance Dashboard provides results up to the end of March 2020 and is attached in Appendix 1.

2.2. The Dashboard provides a progress report on performance against target for the Key Performance Indicators (KPIs) for 2019/20. These KPIs and targets came before the Cabinet Committee for comment in May 2019. The

Dashboard also includes a range of activity indicators which help give context to the KPIs.

- 2.3. KPIs are presented with RAG (Red/Amber/Green) alerts to show progress against targets. Details of how the alerts are generated are outlined in the Guidance Notes, included with the Dashboard in **Appendix 1**.
- 2.4. KPIs for 2020/21 are yet to be agreed for some services, as the impact of Coronavirus and planned recovery from it are still to be factored in.

3. Economic Development

- 3.1. The number of properties brought back to use through No Use Empty (NUE) was 551 at the end of the year, ahead of the target of 400 bringing the total to 6,462 since the programme began in 2005. In this quarter, £11.21m was secured from developers of new housing sites for capital investment which was 99% of the amount sought. The number of businesses assisted via the Kent and Medway Growth Hub was ahead of target, with many seeking assistance due to Coronavirus during the last quarter.

4. Libraries, Registration and Archives (LRA)

- 4.1. Work to implement the LRA strategy has continued, with workshops to discuss the future branding of the service and orders placed for the new mobile fleet. The new vehicles will be delivered over the course of 2020/21.
- 4.2. LRA has completed building refurbishments at Pembury, Yalding and Lenham Libraries. Work is progressing at the Tunbridge Wells Library, Museum and Art Gallery in order to create The Amelia, the town's new Cultural Hub. Works to Tonbridge library have been completed with the final touches being work to the external façade which alongside the refurbishment works internally, creates a much improved building both inside and out for the people of Tonbridge. Other projects planned for this quarter have had to be paused due to Coronavirus; the intention is to get these back underway as soon as possible.
- 4.3. This quarter saw the completion of the planned programme of 50 community days and events, with the most notable event being the participation of Cheriton Library in the Cheriton Light Festival, where over 3,000 people visited the library over two evenings.
- 4.4. Due to Coronavirus it has not been possible to gain a full picture of the statistics for Quarter 4 since the software for creating the reports is only available on PCs in a library building. Consequently, some of the following comparisons do not include March data. Issues for January and February decreased very slightly by 0.2% in comparison with the same period last year, while e-issues increased by 34% which reflects the continuing shift to online usage. E-newspapers are proving progressively popular with an increase in usage of 52%. Greater engagement is anticipated through the e-Offer during the Coronavirus lockdown period.

- 4.5. Library visits decreased by 5%, reflecting a stabilisation after the significant decreases in Quarter 3 and an indication that customers have become accustomed to new opening hours patterns introduced earlier in the year.
- 4.6. Due to work to address the delivery of services at the start of the lockdown period, the mailout of the Library Satisfaction Survey was delayed. This has now been sent, and the results collated and analysed, giving a total satisfaction rate of 94% for Libraries.
- 4.7. The satisfaction rate for Archives is at 96%, well over the target of 92%. For Registration services it is 96%, achieving the target for this year. The new Libraries Direct satisfaction target, which this year encompasses the Mobile Libraries, Home Library Service, Open Access and Postal Loan services, was 95%, and this target has also been exceeded with a satisfaction rate of 97%. Satisfaction with PCs and Wifi at 37% did not meet the floor standard, but on further investigation it was found this result was partly due to the way the survey was constructed, so the result was not a true reflection of satisfaction, and the survey is being revised for next year.
- 4.8. March was impacted significantly by the escalation of Coronavirus. This saw increasing adjustments to the service to limit social contact, including having to cease events and activities. All Kent libraries closed until further notice on Friday 20th March and following the government's implementation of lockdown from Monday 23rd, all Registration services except Death Registrations were suspended. LRA has adapted to continue to deliver services including death registrations over the phone, Home library befriending service, maintaining our Ask a Kent Librarian and Archive enquiry service as well as developing our digital services in the form of e-Books, e-audiobooks, e-Magazines and e-Newspapers. Work is ongoing to develop new service offers during the lockdown.

5. Environment, Planning and Enforcement

- 5.1. Three of the six indicators for Environment, Planning and Enforcement exceeded target (Green). Of the three that were RAG rated Red having not met the floor standard, the percentage of public rights of way reported online was affected by reports of flooding and fallen trees in January and February, with people tending to report these "urgent" issues by phone. Volunteer hours and Investment received were both affected by lockdown, with some final numbers still to be confirmed.

6. Recommendation(s):

The Growth, Economic Development and Communities Cabinet Committee is asked to NOTE the performance report.

7. Contact details

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Growth, Economic Development and Communities Performance Dashboard

Financial Year 2019/20

Results up to end of March 2020

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Produced by Strategic Commissioning - Performance & Analytics

Publication Date: March 2020



Guidance Notes

RAG RATINGS

Results in this report show either quarterly data or Year to Date (YTD) values.

GREEN	Target has been achieved
AMBER	Floor Standard* achieved but Target has not been met
RED	Floor Standard* has not been achieved

*Floor Standards are the minimum performance expected and if not achieved must result in management action

Activity Indicators

Activity Indicators representing demand levels are also included in the report. They are not given a RAG rating; instead they are compared with previous year or tracked within an expected range represented by Upper and Lower Thresholds. The Alert provided for Activity Indicators is whether they are in expected range or not. Results can either be in expected range (**Yes**) or they could be **Above** or **Below**.

Key Performance Indicators Summary

Economic Development (ED)	RAG
ED05 : Number of homes brought back to market through No Use Empty	GREEN
ED08 : Developer contributions secured against total contributions sought	GREEN
ED10 : Businesses assisted via Kent and Medway Growth Hub contract	GREEN
ED11 : Businesses assisted through intensive support provided via the Growth Hub contract	GREEN

Environment, Planning and Enforcement (EPE)	RAG
DT14 : Percentage of Public Rights of Way (PRoW) faults reported online	RED
EPE04 : Number of businesses supported by EPE services	GREEN
EPE15 : Income generated by EPE charged for services	GREEN
EPE16 : Median number of days to resolve priority faults on the Public Rights of Way network	GREEN
EPE18 : Investment secured by EPE services (Grants / EU funding)	RED
EPE19 : Number of volunteer hours contributing to delivery of EPE services	RED

Libraries, Registrations and Archives (LRA)	RAG
LRA06 : Customer satisfaction with Registration Services	GREEN
LRA12 : Customer satisfaction with libraries	GREEN
LRA13 : Customer satisfaction with archives	GREEN
LRA19 : Customer satisfaction with Libraries Direct Services	GREEN
LRA20 : Customer satisfaction with PCs and Wi-Fi	RED
LRA15 : Number of customers attending events in libraries and archives	GREEN
LRA17 : Number of volunteer hours adding extra value to the LRA service	AMBER
LRA21 : Percentage of registration appointments available within statutory time targets	AMBER
LRA22: Percentage of total issues as e-issues	GREEN

Division	Director	Cabinet Member
Economic Development	David Smith	Mike Whiting

Ref	Performance Indicators	Q4 18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Yr End 19/20	Yr End RAG	Target	Floor
ED05	Number of homes brought back to market through No Use Empty	96	136	138	141	136	551	GREEN	400	350
ED08	Developer contributions secured against total contributions sought	99%	100%	100%	82%	99%	93%	GREEN	93%	85%
ED10	Businesses assisted via Kent and Medway Growth Hub contract (cumulative from Nov 18)	1,500	2,148	2,521	3,264	4,898	4,898	GREEN	4,675	4,200
ED11	Businesses assisted through intensive support provided via the Growth Hub contract (cumulative from Nov 18)	39	75	135	193	203	203	GREEN	52	47

Service Area	Head of Service	Cabinet Member
Libraries, Registrations and Archives	James Pearson	Mike Hill

Ref	Performance Indicators (Annual)	2016/17	2017/18	2018/19	2019/20	RAG	Target	Floor
LRA06	Customer satisfaction with Registration Services	New Measure			96%	GREEN	96%	90%
LRA12	Customer satisfaction with libraries	95%	97%	92%	94%	GREEN	90%	85%
LRA13	Customer satisfaction with archives	86%	91%	95%	96%	GREEN	92%	85%
LRA19	Customer satisfaction with Libraries Direct Services	New Measure			97%	GREEN	95%	90%
LRA20	Customer satisfaction with PCs and Wi-Fi	New Measure			37%	RED	55%	45%

LRA06 – This is a new indicator that includes a combination of survey results. The overall figures comprise Births and Deaths, Ceremonies, and Citizenship Ceremonies.

LRA19 – This is also a new indicator that includes a combination of survey results. The Libraries Direct service consists of the Mobile, Postal Loan, Home Library and Open Access (Red Box) services.

LRA20 – The low customer satisfaction is partly attributable to the survey including a “Neutral” option on the question, which some customers clicked even though they did not use the service, so were recorded as not being satisfied. The next survey will initially ask customers if they use a particular service - a click on “No” will take them to the next section. The satisfaction rates for those who click “Yes” will then give a more representative picture. For public PCs and Wi-Fi, 61% of the customers who took part ticked the “Neutral” box. Only 2% of customers indicated dissatisfaction with the public PCs, mainly due to the slow speed – this will be addressed by the pending PC upgrade and introduction of Wi-Fi printing that was not possible to complete as planned due to impact of the Coronavirus pandemic.

Service Area	Head of Service	Cabinet Member
Libraries, Registrations and Archives	James Pearson	Mike Hill

Ref	Performance Indicators	Q4 18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Yr End 19/20	Yr End RAG	Target	Floor
LRA15	Number of customers attending events in libraries and archives	61,655	67,631	87,589	52,629	37,628	245,477	GREEN	228,000	195,000
LRA17	Number of volunteer hours adding extra value to the LRA service	11,538	12,007	11,854	10,310	7,450	41,621	AMBER	45,000	40,500
LRA21	Percentage of registration appointments available within statutory time targets	99%	97%	95%	96%	81%	93%	AMBER	95%	90%
LRA22	Percentage of total issues as e-issues	New indicator	16%	15%	20%	33%	18%	GREEN	17%	14%

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Ref	Activity Indicators	Q4 18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20
LRA21b	Number of registration appointments	399	372	399	408	284

LRA17 – The year end figure is not quite complete due to there being only a partial return for March 2020 before the lockdown commenced, so the figure for Quarter 4 represents January, February and a small return for March. The hours will be input when staff and volunteers are able to resume entering this data.

LRA21 – The drop in Quarter 4, which lowers the average for the year, is due to a change in the way the targets are determined – up to the end of Quarter 3 an appointment had to be given within 4 working days, but from Quarter 4 onwards, this changed to 5 calendar days, which makes the target harder to meet. Additionally, in some smaller libraries, appointments can only be made on one or two days a week, so if a person cannot make an appointment on the day they want or if the diary is full, then the appointment target is missed. These issues will be considered in setting future targets

Service Area	Head of Service	Cabinet Member
Libraries, Registrations and Archives	James Pearson	Mike Hill

Ref	Activity Indicators	Q4 18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	In expected range?	Expected Activity	
								Upper	Lower
LRA01	Total number of visits to libraries (000s)	1,121	1,090	1,173	968	698*	Below	937	847
LRA02	Total number of books issued (includes audio- and e-books) (000s)	1,177	1,153	1,339	1,177	763*	Below	1,095	990
LRA04	Total number of online contacts to Libraries and Registration services (000s)	685	639	695	662	913	Above	696	630
LRA24	Number of online contacts for Kent archives (000s)	47	74	74	78	64	Above	48	44
LRA25	Number of archive enquiries answered	New indicator	3,620	3,143	2,387	2,168	Below	3,100	2,860

* Quarter total only includes figures for January and February. March figures unavailable due to lockdown.

LRA01 – The Quarter 4 figure represents January and February only data could not be retrieved for March due to the Coronavirus lockdown. Also, the March figure will be lower due to the reduction of services prior to lockdown and ultimately the closure of Kent's Libraries and Archives from 21st March onwards. The figures reveal that there is only a difference of 27,655 between the actual and lower threshold for expected activity for 2019-20 as a whole, which indicates that it will likely be within the expected parameters once figures for March have been added, which should take place shortly.

LRA02 –The Quarter 4 return represents full issues for January and February, and e-Issues only for March for the reasons referred to above. The final figure is expected to be within expected levels when the March data is available. E-Issues for the full quarter can be measured, and these have risen from 190,709 to 255,024, an increase of 34%. This reflects not only the natural increase in usage as these resources are enhanced, but also the upsurge in use towards the end of March, when the Coronavirus lockdown was implemented.

Appendix 1

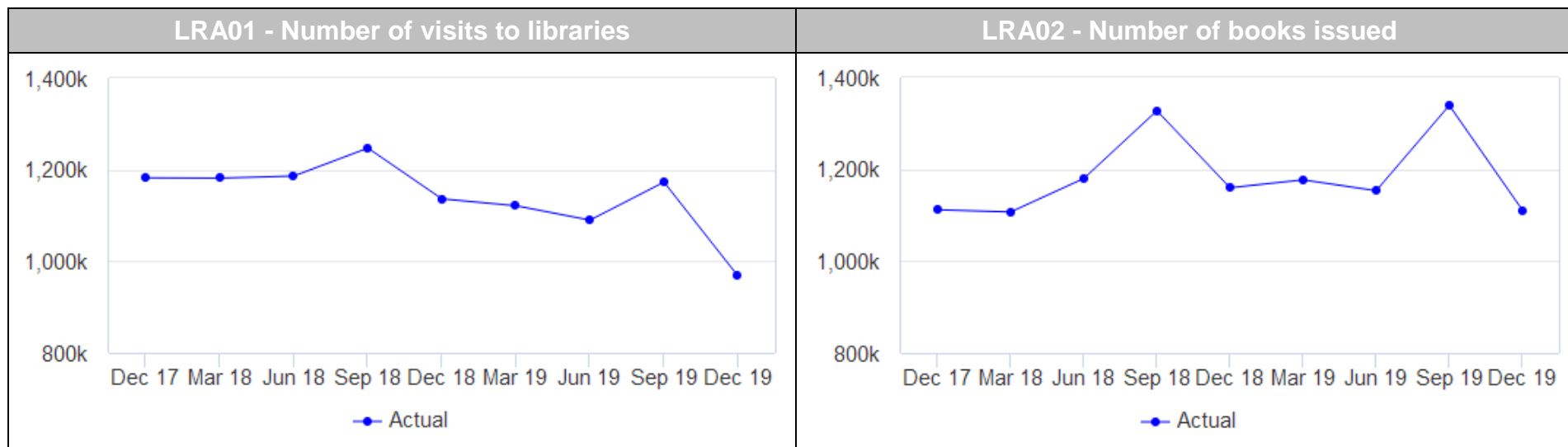
LRA04 – Quarter 4 saw a considerable upsurge in online activity, with Facebook usage and web visits in particular increasing significantly. This can be attributed to the situation in March, when the Coronavirus pandemic took hold and customers required information on the availability of services, with the e-Offer and other virtual services being promoted more widely.

LRA24 – Facebook activity and visits to the website have been higher than anticipated, reflecting the improved website. There may also be people who used the online service due to the planned 3-week closure of the Archive search room and enquiry service at the Kent History and Library Centre in Maidstone. Additionally, as mentioned above, for Libraries and Registration online contacts, the Coronavirus pandemic resulted in an upsurge in usage of online services in Quarter 4, with customers continuing to send in enquiries, and seeking information.

LRA25 – The target was set for this indicator prior to the agreement that the Archive service would close for 3 weeks in December. As a result of this planned closure, enquiry levels were below the previously forecast levels. Coupled with this is the drop in phone and search room enquiries during March due to the Coronavirus pandemic.

Service Area	Head of Service	Cabinet Member
Libraries, Registrations and Archives	James Pearson	Mike Hill

Graphs below do not include March 2020 quarter due to current unavailability of data for March



Division	Director	Cabinet Member
Environment, Planning and Enforcement	Stephanie Holt-Castle	Mike Hill

Ref	Performance Indicators	Q4 18/19	Q1 19/20	Q2 19/20	Q3 19/20	Q4 19/20	Yr End 19/20	Yr End RAG	Target	Floor
DT14	Percentage of Public Rights of Way (PRoW) faults reported online	72%	68%	70%	76%	65%	69%	RED	85%	75%
EPE04	Number of businesses supported by Trading Standards and the Sustainable Business Team	184	116	143	163	121	543	GREEN	420	378
EPE15	Income generated by EPE charged for services (£000s)	1,189	830	1338	1021	1181	4,370	GREEN	3,500	3,200
EPE16	Median number of days to resolve priority faults on public rights of way network (rolling 12-month figure)	28	21	16	15	14	14	GREEN	24	28
EPE18	Investment secured by EPE services (Grants / EU funding) (£000s)	2,746	791	656	1326	1,515	4,228	RED	5,200	4,699
EPE19	Number of volunteer hours contributing to delivery of EPE services	13,054	9,966	7,635	10,973	10,187	38,760	RED	54,660	49,200

DT14 – Quarter 4 performance was negatively impacted by the number of fault reports which were due to flooding and fallen trees in January and February. People view these issues as particularly urgent and prefer to speak to someone rather than use online reporting.

EPE18 and EPE 19 – verbal update to be given

Service Area	Head of Service	Cabinet Member
Environment, Planning and Enforcement	Katie Stewart	Mike Hill

Ref	Activity Indicators	YTD	Previous Year YTD
EPE02	Value of criminal activity investigated by Trading Standards	£46,104,155	£1,648,900
EPE03	Value of items prevented from entering or removed from the market by Trading Standards	£38,061,800	£1,244,500

EPE02 – The figure includes a £45 Million intellectual property investigation.

EPE03 – The figure is based on the National Trading Standards consumer detriment figure of £37 for each unsafe product that is placed on the market, based on research commissioned by them.

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From: Mike Whiting, Cabinet Member for Economic Development
Barbara Cooper, Corporate Director of Growth, Environment & Transport

To: Growth, Economic Development & Communities Cabinet Committee – 3 July 2020

Subject: **Reinvestment of Growing Places Fund**

Decision No: 20/00063

Classification: Unrestricted

Future pathway: Decision by the Cabinet Member for Economic Development

Electoral Division: All

Summary: The South East Local Enterprise Partnership (SELEP) has launched a call for project proposals that will help unlock economic growth in local areas. SELEP is making £12m of Growing Places Funding (GPF) available to reinvest as capital loans across Kent, Medway, East Sussex, Essex, Thurrock and Southend.

This paper summarises the SELEP process for awarding the GPF and provides details of the Kent and Medway bids that SELEP has prioritised for investment.

Recommendations:

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Economic Development on the proposed decision for Kent County Council as shown at appendix A to:

- Note the projects in Kent that the South East Local Enterprise Partnership has prioritised to receive Growing Places Funding (GPF).
- Act as the accountable body for projects within Kent County Council's geographical boundaries that receive GPF funding approval from the SELEP Accountability Board.
- Delegate to the Section 151 Officer the authority to sign on KCC's behalf a loan agreement or equivalent, where this is required to draw down funds following business case approval.

1. Introduction

1.1. The Growing Places Fund (GPF) was established by the Government in 2011 to promote economic growth, create jobs and build houses in England. The funding was distributed to local enterprise partnerships (LEPs)¹ to allocate to local projects accordingly to investment criteria set by the LEP. GPF is a revolving capital loan scheme – with repayments reinvested in new local projects.

¹ Local Enterprise Partnerships (LEPs) are partnerships between local authority leaders, business leaders and the HE and FE sector. LEPs were set up in 2011 by the Department for Business, Innovation and Skills to help determine local economic priorities and lead economic growth and job creation within the local area.

1.2. A total of £45.477m of GPF was originally made available to the South East Local Enterprise Partnership (SELEP)² by central Government for spend as capital loan. The recyclable nature of the pot has enabled a total of £54.4m to be invested across 21 projects across the South East to date.

1.3. Repayments are now being made on these previous loans, creating the opportunity for SELEP to make further GPF loan investments. At their meeting on 12th June, the SELEP Strategic Board confirmed that £12m of GPF would be available to reinvest in new projects.

2. Interest Rate

2.1 The SELEP Strategic Board has agreed that an interest rate will be applied on future GPF loans. This will be set at 2% below the PWLB (Public Works Loan Board) maturity rate on the date when the loan agreement is signed. Under the present market conditions, this would mean a 0.1% interest rate.

2.2 The LEP Strategic Board has also agreed that there will be a penalty for late repayment. Where projects fail to meet their agreed repayment schedule, the 2% discount will be withdrawn and the interest will default back to the PWLB rate.

3. The SELEP process for awarding Growing Places Funding to new projects

3.1 The SELEP Strategic Board have set the following Growing Places Fund reinvestment criteria:

- a) The minimum loan value an applicant can apply for is £250k.
- b) The maximum loan value an applicant can apply for is £3.5million.
- c) The application must be for a capital, not revenue, loan.
- d) The capital loan should unlock economic growth, create jobs, support new learners, and/or assist housing delivery.
- e) The project must align with SELEP's strategic objectives.
- f) Applicants must be able to repay the loan by 31st March 2026, to allow further reinvestment in new projects after that date.
- g) The project must provide value for money (i.e. the expected benefits must exceed the project costs, with a minimum Benefit Cost Ratio of 2:1).
- h) The loan must comply with legal requirements for the investment of public funds.
- i) The project must be deliverable and viable.
- j) The project must receive support from the local SELEP federated board³ for that area (i.e. the Kent and Medway Economic Partnership must endorse the project).

3.2 The SELEP Strategic Board agreed a three-stage process to determine which projects would be awarded a GPF capital loan:

- **Stage 1** – Each SELEP federated board advertises the loan opportunity. These federated boards then sift their area's applications using the criteria above and prioritise the projects based on their strategic fit.
- **Stage 2** – A full business case is written by the applicant, which is independently assessed by a consultancy. The SELEP Strategic Board then ranks the projects in order of priority to create a GPF project pipeline. This process selects the projects to receive GPF funding as more repayments are received.

² The South East Local Enterprise Partnership covers Kent, Medway, Essex, Thurrock, Southend, and East Sussex. The Leader of Kent County Council is a member of the SELEP Strategic Board, SELEP Investment Panel, and SELEP Accountability Board.

³ The SELEP federated boards are: the Kent and Medway Economic Partnership (KMEP), Opportunity South Essex (OSE), Success Essex (SE) and Team East Sussex (TES).

- **Stage 3** – The SELEP Accountability Board formally approves the drawdown of funding.

Each of these three stages is explained in more depth below:

Stage 1 – Local Federated Boards select applications up to the value of £4.6585m

- 3.3 The Kent and Medway Economic Partnership (KMEP - a federated board of SELEP) distributed information on the GPF loan opportunity to Kent County Council, Medway Council, the 12 District Councils, the business community, and to the Higher Education and Further Education organisations. Information on how to apply was also displayed on the KMEP website. In response, KMEP received 18 expressions of interest, requesting a total of £32.7m in GPF loan funding.
- 3.4 KMEP met on 26th November 2019 to consider the applications. The Partnership considered each project in relation to the reinvestment criteria shown in paragraph 3.1, and specifically concentrated on each project's strategic fit.
- 3.5 SELEP stipulated that each federated board could select projects to proceed to Stage 2 that had a maximum combined GPF ask of £20m.
- 3.6 KMEP concluded that the following applications most closely met the SELEP reinvestment criteria and had the strongest strategic fit:
- Wine Innovation Centre – GPF ask of £600,000
 - Herne Relief Road – GPF ask of £3,500,000
 - The Accelerator at New Town Works – GPF ask of £2,098,125*
 - Britton Farm Mall – GPF ask of £1,290,000*
 - Swanley Town Centre – GPF ask of £1,490,000
 - No Use Empty Commercial Phase 2 – GPF ask of £2,000,000
 - Green Hydrogen Generation Facility – GPF ask of £3,470,000
 - No Use Empty Residential – GPF ask of £2,500,000
 - Coombe Valley – GPF ask of £1,250,000
 - Hatchery at Preston Farm – GPF ask of £1,000,000.
- 3.7 KMEP recommended the business cases for these 10 schemes be developed further and submitted to the SELEP Strategic Board. In December 19, the promoters for the Accelerator at New Town Works and the Britton Farm Mall projects withdrew their bids from the process, leaving the remaining 8 bids for SELEP's consideration at Stage 2.

Stage 2 – SELEP Investment Panel selects the projects to receive GPF funding.

- 3.8 In the second stage of the process, a full business case was written by each applicant, which was independently assessed by an external consultant. This independent evaluator considered each project's technical aspects, including the project's deliverability, viability, need for intervention, expected benefits, the pace of benefit realisation, and its ability to repay.
- 3.9 The SELEP Strategic Board met on 12th June 2020 to consider the technical assessments from the consultant, and the views of the local federated boards that were provided in Stage 1. Having reviewed this information, the SELEP Strategic Board ranked the projects in order of priority to create a GPF project pipeline. Their decision selects the projects to receive GPF funding as more repayments are received, subject to no showstopper issues being identified by the SELEP Accountability Board in Stage 3.

3.10 The final GPF prioritised project pipeline as agreed by the SELEP Strategic Board on 12th June 2020 is as follows:

Project	Federated Area	GPF ask (£)	Cumulative total (£)
Green Hydrogen Generation Facility	KMEP	3,470,000	3,470,000
Observer Building (Phase 1)	TES	1,750,000	5,220,000
Barnhorn Green (Phase 1)	TES	1,750,000	6,970,000
Wine Innovation Centre	KMEP	600,000	7,570,000
Cockle Wharf	OSE	3,500,000	11,070,000
Herne Relief Road	KMEP	3,500,000	14,570,000
No Use Empty South Essex	OSE	1,000,000	15,570,000
No Use Empty Commercial Phase 2	KMEP	2,000,000	17,570,000
Observer Building (Phase 2)	TES	1,616,500	19,186,500
Barnhorn Green (Phase 2)	TES	1,750,000	20,936,500
No Use Empty Residential	KMEP	2,500,000	23,436,500

3.11 At their meeting on 12th June, the SELEP Strategic Board confirmed that £12m of GPF would immediately be available to reinvest in new projects, and the projects on this pipeline above had six months from GPF funding being available to progress through Stage 3. If this timeline is not adhered to by a project, the GPF notionally allocated to it will be returned to the central pot and will be re-allocated to the next project on the pipeline.

3.12 In addition to the £12m of GPF allocated immediately, SELEP expect a further £4.72m of GPF repayments to be made in 20/21, which can be allocated to the next project awaiting funding on the pipeline.

Stage 3 – The SELEP Accountability Board formally approve the drawdown of funding

3.13 At the end of stage 2, GPF is ringfenced for the schemes selected by the SELEP Strategic Board. However, a requirement of the Government's Assurance Framework is that the SELEP Accountability Board formally approves each scheme's final business case and agrees it complies with all legal and 'green book' requirements before funding is transferred from the SELEP account to the scheme promoter's account. In essence, the SELEP Accountability Board cannot re-prioritise the project order, but can remove a project from the list if a showstopper risk is identified.

3.14 At present, there is sufficient GPF available for the following two projects to proceed to the SELEP Accountability Board meeting in September 2020 for funding approval:

- Green Hydrogen Generation Facility – GPF ask of 3,470,000
- Wine Innovation Centre – GPF ask of £600,000

3.15 Work is also underway to ensure that the Herne Relief Road project can proceed to the SELEP Accountability Board meeting in February 2021 for funding approval, as it is anticipated that the £3.5m of GPF required for that project should become available in spring 2021.

3.16 It is anticipated that funding may become available during 21/22 for the two No Use Empty schemes to proceed to the board, and KCC officers will maintain a watching brief so the business cases can proceed to SELEP at the appropriate point in time.

4. Financial & Legal Implications

- 4.1 Kent County Council must enter into a loan agreement with SELEP (via Essex County Council which is SELEP's accountable body) for all schemes awarded GPF by SELEP within KCC's administrative boundary. The loan agreements give Kent County Council the legal and financial responsibility for ensuring the proper use and administration of the funding in accordance with the loan agreement.
- 4.2 Kent County Council is the project promoter for the following schemes:
- Herne Relief Road – GPF ask of £3.5m
 - No Use Empty Commercial Phase 2 – GPF ask of £2m
 - No Use Empty Residential – GPF ask of £2.5m
- 4.3 For these three schemes, Kent County Council will be responsible for the repayment of the loan to the SELEP, plus any interest charge incurred as a penalty for late payment.
- 4.4 Ryse Hydrogen Ltd is the promoter of the Green Hydrogen Generation Facility in Herne Bay. NIAB EMR is the promoter of the Wine Innovation Centre in East Malling. With private-sector schemes, the conditions set out in paragraph 4.1 still apply. Kent County Council will therefore need to make a back-to-back loan agreement with these companies, so they can draw down the SELEP funding.

5. Recommendations

- 5.1 The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Economic Development on the proposed decision as shown at Appendix A for Kent County Council to:
- Note the projects in Kent that the South East Local Enterprise Partnership has prioritised to receive Growing Places Funding (GPF).
 - Act as the accountable body for projects within Kent County Council's geographical boundaries that receive GPF funding approval from the SELEP Accountability Board.
 - Delegate to the Section 151 Officer the authority to sign on KCC's behalf a loan agreement or equivalent, where this is required to draw down funds following business case approval.

6. Appendices

- Appendix A: Proposed Record of Decision
- Appendix B: Description of SELEP-endorsed GPF bids within KCC's boundary
- Appendix C: EqIA

7. Contact details

Report Author

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY

Mike Whiting, Cabinet Member for Economic Development

DECISION NO:

20/00063

For publication

Key decision

Yes

Subject: Reinvestment of Growing Places Funding

Decision:

As Cabinet Member for Economic Development, I agree that Kent County Council shall:

- Note the projects in Kent that the South East Local Enterprise Partnership's Strategic Board has prioritised to receive Growing Places Funding (GPF)
- Act as the accountable body for projects within Kent's geographical boundaries that are selected by the SELEP to receive GPF loan funding.
- Delegate to the Section 151 the authority to sign on KCC's behalf a loan agreement or equivalent, where this is required to draw down funds following business case approval.

Reason(s) for decision:

In 2019, the South East Local Enterprise Partnership (SELEP) announced the release of a further tranche of the Growing Places Fund (known as GPF). GPF is a revolving capital loan scheme, and it funds capital infrastructure projects that support job creation, housing delivery, and wider economic growth.

SELEP has now received £12m in repayments from existing GPF schemes, and this loan funding is now available to reallocate to new projects. SELEP asked its local federated boards (including the Kent and Medway Economic Partnership) to select prospective projects for the SELEP Strategic Board to consider at their meeting on 12 June 2020. At this meeting, the SELEP Strategic Board chose five Kent projects to be added to its SELEP pipeline of projects to receive GPF as repayments become available, subject to final approval of the business case being granted by the SELEP Accountability Board.

SELEP asks Kent County Council to enter into a loan agreement with Essex County Council (which is SELEP's accountable body) for all schemes awarded GPF by SELEP within KCC's administrative boundary, whether the projects are Kent County Council projects, or alternatively projects promoted by a third party (e.g. a private sector business). If Kent County Council is not the promoter of a project within its administrative boundary, Kent County Council is asked to enter a back-to-back loan agreement with the third party.

This key decision is therefore required to enable loan agreements to be entered into, so that funding may be secured for the Kent projects from the fifth tranche of Growing Places Funding.

Cabinet Committee recommendations and other consultation:

The comments will be recorded after the Growth, Economic Development and Communities Cabinet Committee meeting has taken place on 3 July 2020.

Any alternatives considered:

If Kent County Council were to choose to not enter into a loan agreement for the GPF projects selected by the SELEP Strategic Board, the GPF funding would be reallocated to the other projects that are being promoted by the other federated boards represent East Sussex, Essex, Southend and Thurrock.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

None

.....
signed

.....
date

Name:

Appendix B: SELEP-endorsed GPF bids from Kent County Council's administrative area

Project	Green Hydrogen Generation Facility
Project Promoter	Ryse Hydrogen Ltd
GPF Ask	£3,470,000
Total Project Cost	£9,360,000
Project Description	<p>In this project, new hydrogen production company Ryse Hydrogen Limited will install and operate the UK's largest zero carbon hydrogen production system in Kent. This will be powered by way of a direct connection to the on-land substation for the existing Vattenfall offshore wind farms - Kentish Flats and Kentish Flats Extension (in Herne Bay). In so doing, Ryse will demonstrate the economic and practical viability of generating hydrogen from wind energy to produce hydrogen on a bulk scale to be used in zero emission mobility solutions. In this way Ryse will become the first large scale producer of fully renewable and zero emission hydrogen fuel in the UK</p> <p>Ryse will distribute the hydrogen produced in Herne Bay to fuel fleets of hydrogen buses in the South East (first contracts to supply Transport for London buses have been secured). In addition to these first customers for hydrogen buses, the hydrogen supply will eventually expand to serve fleets of trucks, taxis and trains.</p> <p>Ryse requires this public support from the GPF loan in order to accelerate the pace of development. The company has been formed and is well capitalised to develop a first hydrogen production and dedicated hydrogen distribution system.</p> <p>However, without external support, the first system will be installed at a scale required to meet only the initial small customer demands for hydrogen. This leads to poor economics and a risk of a system stuck without capacity for expansion.</p> <p>Requested £3.47m GPF will:</p> <ul style="list-style-type: none"> • Deliver 16 new permanent jobs on site, and 40 permanent jobs in the supply chain. • Deliver 471,000 tons per annum of carbon saving until 2035 • Reduce air pollution by 1,685 tons of NOx, 21 tons of PM2.5, 414 tons of hydrocarbons in the period to 2035. • Result in 6 additional PhD learners, and 29 industrial placements for HE students. • Generate 1,610 sqm of commercial floorspace (current site is former BMX track).

Project	Wine Innovation Centre
Project Promoter	NIAB EMR, based in East Malling
GPF Ask	£600,000
Total Project Cost	£1,550,000
Project Description	<p>The East Malling Trust (EMT) in partnership with NIAB EMR propose to build a facility to host a Wine Innovation Centre at the East Malling Estate. The vision of this project complements NIAB EMR's investment in the only UK research vineyard to support Kent's wine sector to develop as global leaders in innovation.</p> <p>With 3,500 ha viticulture is the fastest growing agriculture sector in the UK. Despite the growing trend the industry is not profitable yet, due to adverse climate conditions and the lack of suitable bespoke agronomy approaches which have a direct impact on crop yields. The Wine Innovation Centre will build on the success of Kent's wine industry and the development of the East Malling Viticulture Consortium which includes members that collectively account for more than 60% of the wine production of the UK (e.g. ChapelDown, Gusbourne, etc). The majority of the UK's vineyards are located in Kent and the SELEP area; making this sector one of the most promising for growth and economic development in the next 10 years.</p> <p>This project will create infrastructure, services and high-tech facilities which will generate upwards of £1m million (over 5 years) in additional annual R&D spend in the region. It will create 50+ new knowledge-based and highly skilled jobs at NIAB EMR and in the wider industry, in addition to safeguarding 20+ jobs.</p> <p>Accelerating investment at East Malling is a priority to ensure that NIAB EMR and its partners remain at the cutting edge of research and innovation and can secure future public and private sector funding. Access to the most advanced facilities is also essential to attract and retain high-calibre staff, provide the 'know-how' that is needed by industry to deliver sustainable growth and productivity gains, and ensure that Kent, and the SELEP area are established as world-class leader in wine making innovation.</p>

Project	Herne Relief Road – Bullockstone Road
Project Promoter	Kent County Council
GPF Ask	£3,500,000
Total Project Cost	£7,700,000
Project Description	<p>The Herne Relief Road – Bullockstone Road Improvement Scheme is located within Herne Bay.</p> <p>Bullockstone Road is currently a constrained weight restricted narrow single carriageway unclassified route which does not provide a safe and suitable route for all users. Despite this, Bullockstone Road is regularly used as a “rat run” between the Greenhill area of Herne Bay and the A291 to Canterbury. Furthermore, the constrained nature of the route as a result of abutting hedges / vegetation and properties do not allow for the provision of walking and cycling.</p> <p>The A291 which travels through the centre of the village of Herne is a key corridor in the area as it provides access between the A299 and the A28 and thus further afield. The strategic importance of the A291 results in this route and the village of Herne being subject to large volumes of traffic. Consequentially, the already highly constrained village of Herne suffers from severe congestion which is documented within the 2017 Canterbury Local Plan.</p> <p>The Herne Relief Road improvements include:</p> <ul style="list-style-type: none"> • the widening of Bullockstone Road to 7m • the provision of pedestrian and cycling facilities between A291 Canterbury Road and Lower Herne Village • improvements to drainage • construction of new roundabout junctions at Lower Herne Village and A291 Canterbury Road <p>The scheme aims to:</p> <ul style="list-style-type: none"> • Reduce congestion and traffic volumes in Herne • Provide infrastructure that supports the construction of around 2,500 new homes • Provide walking and cycling routes and easier access to bus routes

Project	No Use Empty Commercial Phase 2
Project Promoter	Kent County Council
GPF Ask	£2,000,000
Total Project Cost	£4,000,000
Project Description	<p>KCC is seeking £2m GPF funds to deliver a second phase of NUE Commercial which will bring more long term empty commercial properties back into use.</p> <p>KCC received £1m from GPF2 to deliver its NUE Commercial project (2018-2020). Phase II will enable KCC to build on the success of NUE Commercial and continue to provide short term-secured loans (up to 3 years) to landlords so they can bring empty commercial properties back into use, for alternative commercial, residential, or mixed-use purposes.</p> <p>Changing consumer demand has impacted the town centres. The national town centre vacancy rate was 9.9% in January 2019, up from 8.9% in January 2018. During this period footfall dropped by 0.7% marking a 14th consecutive month of decline (source: Retail Gazette). COVID-19 has undoubtedly had a further negative impact on town centre.</p> <p>This NUE C II scheme will continue to focus on town centres (particularly in coastal areas of Kent) to help support their regeneration.</p> <p>The NUE scheme is intended to provide pan-Kent benefits, with property owners from across the 12 districts able to apply for a loan. KCC have extended the invitation to work with Medway Council.</p> <p>Requested £2m GPF will:</p> <ul style="list-style-type: none"> • return 18 empty commercial units back into use and • create 36 new residential homes.

Project	No Use Empty Residential
Project Promoter	Kent County Council
GPF Ask	£2,500,000
Total Project Cost	£5,000,000
Project Description	<p>KCC is seeking £2.5m GPF funds to scale up the No Use Empty (NUE) initiative to return an extra 100 long term empty properties back into use to provide much needed homes.</p> <p>KCC's award winning NUE initiative is the longest running empty homes initiative in the UK. Operating since 2005, it was expanded across all 12 districts in Kent (2009) returning an average of 400 empty homes back into use per year through a variety of interventions.</p> <p>The £2.5m will be used to provide short term secured recyclable loans (units of £25k), either as a 1st or 2nd charge, using the established application, approval and monitoring processes used by the NUE team.</p> <p>The scheme is intended to provide pan-Kent benefits, with property owners from across the 12 Kent districts able to apply for a loan. NUE are also willing to work with Medway Council to extend the scheme to cover the Medway towns as well.</p> <p>Lack of traditional finance remains a barrier when it comes to bringing empty homes back into use. Latest Council Tax records show a total of 6,738 long term vacant dwellings in Kent and Medway (5,340 in Kent and 1,398 in Medway). The number of long-term vacant dwellings has increased: Kent (12 districts) by 312 and Medway by 284.</p> <p>Requested £2.5m GPF will:</p> <ul style="list-style-type: none"> • return 100 empty homes back into use and • create 50 new 'direct' jobs, and 40 new 'indirect' jobs.

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Kent County Council**Equality Analysis/ Impact Assessment (EqIA)****Directorate/ Service:** Growth, Economy and Transport/ Economic Development**Name of decision, policy, procedure, project or service:** Kent County Council's decision to note and act as the accountable body for projects within Kent County Council's geographical boundaries that receive Growing Places Fund (GPF) approval from the South East Local Enterprise Partnership (SELEP) Accountability Board.**Responsible Owner/ Senior Officer:** Sarah Nurden**Version:** 1 – Initial Screening**Author:** Theresa Warford**Pathway of Equality Analysis:** Environment and Transport Cabinet Committee – 17 July 2020.**Summary and recommendations of equality analysis/impact assessment.****Context**

The Growing Places Fund (GPF) was established by the Government in 2011 to promote economic growth, create jobs and build houses in England. The funding was distributed to local enterprise partnerships (LEPs) to allocate to local projects accordingly to investment criteria set by the LEP. GPF is a revolving capital loan scheme – with repayments reinvested in new local projects.

SELEP has now received £12m in repayments from existing GPF schemes, which is now available to reallocate to new projects. On 12 June, the SELEP Accountability Board considered full business case applications for new schemes which met its reinvestment criteria. Five Kent schemes were awarded funding.

Aims and Objectives

Local Enterprise Partnerships bring together local partners (namely local businesses, local authorities, universities, and further education colleges) in the pursuit of economic growth. Kent County Council has been a partner in the South East Local Enterprise Partnership (SELEP) since its inception in 2011.

Summary of equality impact

This EqlA is for KCC's proposed decision to note and act as the accountable body for projects within Kent County Council's geographical boundaries that receive Growing Places Fund (GPF) approval from the South East Local Enterprise Partnership (SELEP) Accountability Board.

Kent County Council has been a member of SELEP since its inception in 2011. As a member KCC has been able to access competitive funding schemes to prioritise its strategic aims within regional and national agendas, and influence strategy formation.

Individual schemes go through an assessment process including a full business case which in turn includes an EqlA as part of the assessment.

As this decision is to note and adopt the individual schemes that have been awarded funding, this EqlA screening has considered the outcomes of the individual scheme EqlA assessments undertaken as part of the formal application and assessment process.

Adverse Equality Impact Rating Low

Attestation

I have read and paid due regard to the Equality Analysis/Impact Assessment concerning Kent County Council's proposed decision to note and act as the accountable body for projects within Kent County Council's geographical boundaries that receive Growing Places Fund (GPF) approval from the South East Local Enterprise Partnership (SELEP) Accountability Board.

Head of Service

Signed:

Name:

Job Title:

Date:

DMT Member

Signed:

Name: David Smith

Job Title: Director, Economic Development

Date:

Part 1 Screening

Protected Group	Please provide a brief commentary on your findings. Fuller analysis should be undertaken in Part 2.			
	High negative impact	Medium negative impact	Low negative Impact	High/Medium/Low Positive Impact Evidence
Age	None	None	None	The individual schemes will help deliver the outcomes of KCC's strategic objectives to promote affordable and accessible housing and transport connections to enable access for all ages to housing and employment opportunities.
Disability	None	None	None	None
Sex	None	None	None	None.
Gender identity/ Transgender	None	None	None	None
Race	None	None	None	None
Religion and Belief	None	None	None	None
Sexual Orientation	None	None	None	None
Pregnancy and Maternity	None	None	None	None
Marriage and Civil Partnerships	N/A	N/A	N/A	N/A
Carer's Responsibilities	None	None	None	None

Part 2**Equality Analysis /Impact Assessment****Protected groups**

From the initial screening, it is not anticipated that any protected characteristics will be negatively impacted by KCC's decision to note and act as accountable body to SELEP GPF approved schemes.

Information and Data used to carry out your assessment

This is an overarching decision that will allow KCC to enter into a third-party agreement to help unlock £12m of GPF to invest in capital schemes across Kent to support housing and employment growth. Data analysis on scheme impacts will be included as part of the scheme business case.

Who have you involved consulted and engaged?

As part of the funding award each scheme will need to provide a full business case supported by data and impact analysis and demonstrate robust consultation with directly affected communities and key stakeholders.

Analysis

The delivery of schemes will have a positive impact for all Kent residents, by increasing choice and opportunities to access a range of housing and access to improved transport infrastructure will increase accessibility to employment and other key services such as health whilst growing a sustainable economy.

Adverse Impact

After completing the initial screening grid, it indicated that the decision will not have a significant negative impact on any of the protected characteristics. Individual schemes that are delivered will be subject to an individual Equalities Impact Assessment which will be reviewed as the schemes are taken forward for delivery to ensure that no protected characteristics are adversely impacted.

Positive Impact

The aims and objectives of SELEP will enable planned housing growth and transport infrastructure that will benefit all Kent residents.

JUDGEMENT

- **No major change** - no potential for discrimination and all opportunities to promote equality have been taken

Internal Action Required**YES/NO**

From: Mike Whiting, Cabinet Member for Economic Development.
Barbara Cooper, Corporate Director of Growth, Environment and Transport

To: Growth, Economic Development and Communities Cabinet Committee – 3 July 2020

Subject: Manston Business Park Thanet - East Kent Opportunities LLP

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: N/A

Electoral Divisions: Manston, Thanet

Summary:

East Kent Opportunities Limited Liability Partnership was established in 2008, a Joint Venture Limited Liability Partnership between KCC and Thanet District Council. Its primary remaining asset is Manston Business Park, located just north of Manston Airport and the Thanet Way.

EKO LLP has in more recent years been successfully promoting the Business Park for commercial development. With years of inactivity due to suppressed property markets the kick-start of development activity was the development of Plot 5, a two acre site in the centre of the scheme, by Rowe Atlantic and which delivered elevator workshop/office space where accommodation can be added to for future expansion. This development was assisted by a £500k Growth fund loan provided through Economic Development in 2015/16. Since then development activity has been entirely from local SME businesses, many of which have been self-funded by the individual respective company owners, often using private pension arrangements.

EKO LLP has through both the town planning process and commercial techniques encouraged and engaged with the private sector in bringing about new economic growth and regeneration of Thanet in various key locations. EKO has successfully demonstrated its ability to facilitate land and business development. It continues to look at ways to do this and this report shows how it has delivered the maximum employment creation opportunities, particularly through its landholdings at Manston Business Park.

Recommendation:

The Cabinet Committee is asked to consider, note and endorse the current economic and regeneration objectives being achieved by EKO LLP, envisaged in its original Member's Agreement. Recognise EKO LLP as an effective and economic development delivery vehicle, by encouraging a wide range of employment opportunities through commercial growth, even in what are difficult market conditions. Specifically, to support the continuing achievements made by cost-effective facilitation/delivery of the Business Park as a unique, major business and employment location for Thanet.

1.0 EKO LLP - Joint Venture-The partnership -background and context

- 1.1 In June 2006, KCC acquired landholdings at Manston Park with the objective of creating a significant impetus to the regeneration of the Thanet and wider East Kent economy through the provision of quality employment land and in turn, quality local jobs in a phased and co-ordinated manner. TDC owned comparable sized landholdings at Eurokent, near Westwood Cross and with KCC pooled their holdings into a JV vehicle. A clear synergy in the control and management of both landholdings by a single LLP company, an entity specialising in placemaking, town planning, land and property development and formed to articulate and deliver development more effectively, with clear and certain economic regeneration and development objectives through identifying opportunities able to gain economies of scale. The JV was to focus and maximise the overall regeneration benefits to Thanet, with significant mutual benefits for both partner authorities.
- 1.2 In June 2007, KCC and TDC entered into a collaboration agreement that confirmed the intention of the two authorities to develop both Manston Business Park (formerly Kent International Business Park) and Eurokent Ramsgate sites. The collaboration agreement resulted in the formal transfer of the respective land parcels (Kent County Council - Manston Business Park and Thanet District Council-New Haine Road, Eurokent) into the joint venture company of East Kent Opportunities Limited Liability Partnership in August 2008.
- 1.3 KCC and TDC are the shareholders of the Limited Liability Partnership, where the business is steered by a Management Team of six representatives, one elected member and two senior officers from both parties. The Management Team make Strategic decisions and the day to day functions of the business are undertaken by an appointed Project Coordinator.
- 1.4 Formal operations and procedures for the LLP have been established and an initial Business Plan was prepared. The value of the land at Eurokent and Manston Park were effectively written off by KCC and TDC. The transfer of land into the LLP Company represented an opportunity cost to the respective councils. The LLP was however also responsible for the cost of building the New Haine road link in 2007, imperative to the creation and success of Westwood Cross new town centre. This debt along with other loans made to the company were fully repaid in spring 2017.

2.0 Market conditions

- 2.1 At the point of the LLP's formation the property market went into rapid decline and both commercial and residential development markets effectively collapsed. Thanet as a development location was severely marginalised and has struggled to recover, where there has been a resistance from large corporate companies and developers to locate/develop in the area.
- 2.2 The sites had been marketed for many years but with without success. The Eurokent site suffered from not having a planning permission in place and an

outline planning application for a mixed use development was submitted in 2011 and refused by TDC in 2013. The refusal was subsequently appealed by way of a Public Inquiry and the Decision referred to the Secretary for State and consent was finally granted consent in October 2014.

- 2.3 During the planning appeal process for Eurokent, in 2012/2013 a 5.5 Acres central part of the EKO Eurokent site was identified and promoted independently as a potential SEN school. EKO and KCC collaborated and initiated a complex land swap, whereby EKO secured planning permission for residential redevelopment of the old Laleham School site and KCC achieved planning consent for the new school site. In 2014-2015 local market conditions started to improve and EKO sold the former school site in Cliftonville to Orbit housing for 70 affordable housing units. The land exchange secured EFA funding for the school build and the new facility was completed and occupied in 2014/15.
- 2.4 EKO LLP subsequently secured at appeal a major mixed-use planning consent at Eurokent, with an associated adopted master plan. In March 2017, it sold a significant part of its serviced landholdings at Eurokent, some 22 Acres for residential development to Homes England (HE). EKO simultaneously facilitated a further sale of adjacent land of 11 acres to Homes England. The combined 33 Acres are expected to deliver some 350-400 family houses over the next five years.

3.0 Manston Business Park

- 3.1 Manston Business Park is a major historic employment allocation, both in the previous and very latest Thanet District Local Plan. EKO in promoting the Business Park for commercial development, originally experienced many years of inactivity, due to the poor commercial property markets. It managed to encourage initial development activity with the sale of Plot 5, a two-acre site in the centre of the scheme. Rowe Atlantic Ltd moved their business from near Exeter and to Kent. The company delivered a modest 19 workshops and office suites as a unique speculative elevator workshop/office space scheme with support from a £500k Growth fund loan, facilitated through KCC's Economic Development in 2014-2015. This high-quality designed scheme encouraged much interest. The majority of more recent activity has however, almost entirely originated from existing East Kent SME businesses, and many of which have been self-funded, utilising personal pension funding arrangements.
- 3.2 Manyweathers Properties are a local family run privately funded commercial developer. They currently employ a work force of 30 people, plus an extra 15 staff engaged in the office fitouts and finishing and since 2015 have taken a robust development approach initially based on speculation. Through support and a collaborative approach with EKO, Manyweathers Properties have expanded their development exponentially. EKO LLP devised a calibrated land purchase program and Manyweathers Properties have acquired initially seven separate, but adjacent freehold land parcels (Plots 3 & 4). The sequential land sales were followed by a phased development program, in total creating 101 business workshop units, specifically to suit the pent-up SME market. Accordingly, all the units were either sold or let before each of

the respective seven phases were completed. The collective development scheme is known as The Oaks Business Park, and this scheme has given more than 90 businesses the opportunity to either start-up or re-locate and/or expand and resulted in over 400 people employed at The Oaks Business Park alone.

- 3.3 Manyweathers Properties have continued their developments with the creation of The Maple Leaf Business Park with the purchase of Plot 7. This was subsequently and logically expanded with a further sequence of purchasing of adjacent Plots 8a, 9c, and Option Agreements for Plots 8b ,9d and 9e.
- 3.4 Manyweathers Properties Ltd have become Manston Business Parks, primary developer, where their continuing phased expansion of The Maple Leaf Business Park (including The Oaks) is of an unprecedented scale of commercial development in Kent. Maple Leaf contains a mix of over 155 two storey workshops with associated offices. The occupiers are local East Kent companies wishing to own and occupy (85% freehold) with their own identity and permanent location of their respective businesses. Some (15% rental) are retained and let out by Manyweathers Properties.
- 3.5 Manyweathers Properties have only recently (February 2020) legally completed with Plot 9d and they have announced in the past two weeks that they wish to further progress with the purchase of the two remaining option parcels, 9e and 8b, far earlier than forecast. They are shortly expected to seek detailed planning consent for those parcels. A further 60 plus employment opportunities.
- 3.6 Additional individual plots have been sold In November 2019 Plots 6d (Groundwork Solutions), January 2020, 9b (Robbie Toys Ltd), and in mid-June 2020, Roe Joinery purchased Plots 6ab and are to build an exemplar timber framed factory which in turn will produce timber framed buildings and products.
- 3.7 Manston Business Park's continued and recent successes has helped both significantly mitigate job losses and improve job creation in the Thanet area. The nature of the Park's progressive development has created a far more diverse, eclectic and thereby robust employment base at the site.
- 3.8 Previously, the Park was predominantly occupied by only a very few large PLC manufacturers, sensitive to global market changes and arguably at higher risk of failure. Furthermore, these large companies have in the past created somewhat false security, with a heavy over-reliance on local service companies as a support structure, which compounds the risk of a high reliance on single businesses.
- 3.9 These developments have helped to offset the employment losses from Pfizer, Cummins consolidation, Cardy, Port Ramsgate and the Airport. There has been a marked increase in the total number, range and type of companies, mainly SME's operating from the site, providing a far greater level of choice range of employment opportunities for local people. Such job

creation in the Thanet and East Kent area is paramount for a sustained future commercial prosperity for the area.

3.10 EKO LLP has over the past three years, enabled through various service land transactions at Manston Business Park delivered:

- The creation and/or retention of some 580 full time jobs
- some 60 part time jobs
- 122 companies located/re-located
- 134 workshops/business units
- 1 HQ office
- 5 serviced offices

4.0 Pipeline

4.1 EKO LLP has a number of further land sales in the pipeline with other local Kent based companies on Plots 1ab, 6c, and Plot 9a, all local companies within the construction industry.

4.2 The Plot 1ab development is a proposed new HQ office facility for local businesses and which include serviced offices and shared associated facilities. Collectively, the above sales will create significant employment retention and expansion opportunities currently estimated as follows:

- Estimated creation of a further 555 full time jobs
- Estimated 55 part time jobs
- A further 80-100 companies to locate/re-located
- Create a further 94 workshops/business units
- 2 HQ offices
- 4 serviced offices
- SME serviced Business Hub/innovation centre
- Potential for 1200+ full time jobs by the future promotion and disposal of the total remaining 15 Acres of commercial development land at both Manston Business Park.

5.0 Conclusion

5.1 EKO LLP continues to look at ways to facilitate and deliver the maximum employment creation opportunities through its landholdings at Manston Business Park.

6.0 Financial Implications

6.1 There are no negative financial implications to KCC (TDC) as EKO LLP is a viable and commercially stable company. EKO in successfully repaying all its debt has in recent years been able to make dividend /distributions back to both Council Partners.

7.0 Legal Implications

7.1 There are no legal implications to KCC as the JV company is a Limited Liability Partnership.

8.0 Equalities Implications

8.1 There are no Equality Impact Assessments (EqIA) required in providing this information.

9.0 General Data Protection Regulations (GDPR) Considerations

9.1 A Data Protection Impact Assessment is not required as this information does not require the processing of personal data.

10.0 Other Corporate Implications

10.1 There are no other corporate implications for KCC

11.0 Governance

11.1 The report will be submitted by the Cabinet Member for Economic Development.

12.0 Recommendation:

12.1 The Cabinet Committee is asked to consider, note and endorse the current economic and regeneration objectives being achieved by EKO LLP, envisaged in its original Member's Agreement. Recognise EKO LLP as an effective and economic development delivery vehicle, by encouraging a wide range of employment opportunities through commercial growth, even in what are difficult market conditions. Specifically, to support the continuing achievements made by cost-effective facilitation/delivery of the Business Park as a unique, major business and employment location for Thanet.

13.0 Background Documents

Appendix A – Manston Business Park Context Plan

Appendix B - Aerial and marketing images

Appendix C - Aerial and marketing images

14.0 Contact details

Report Author:

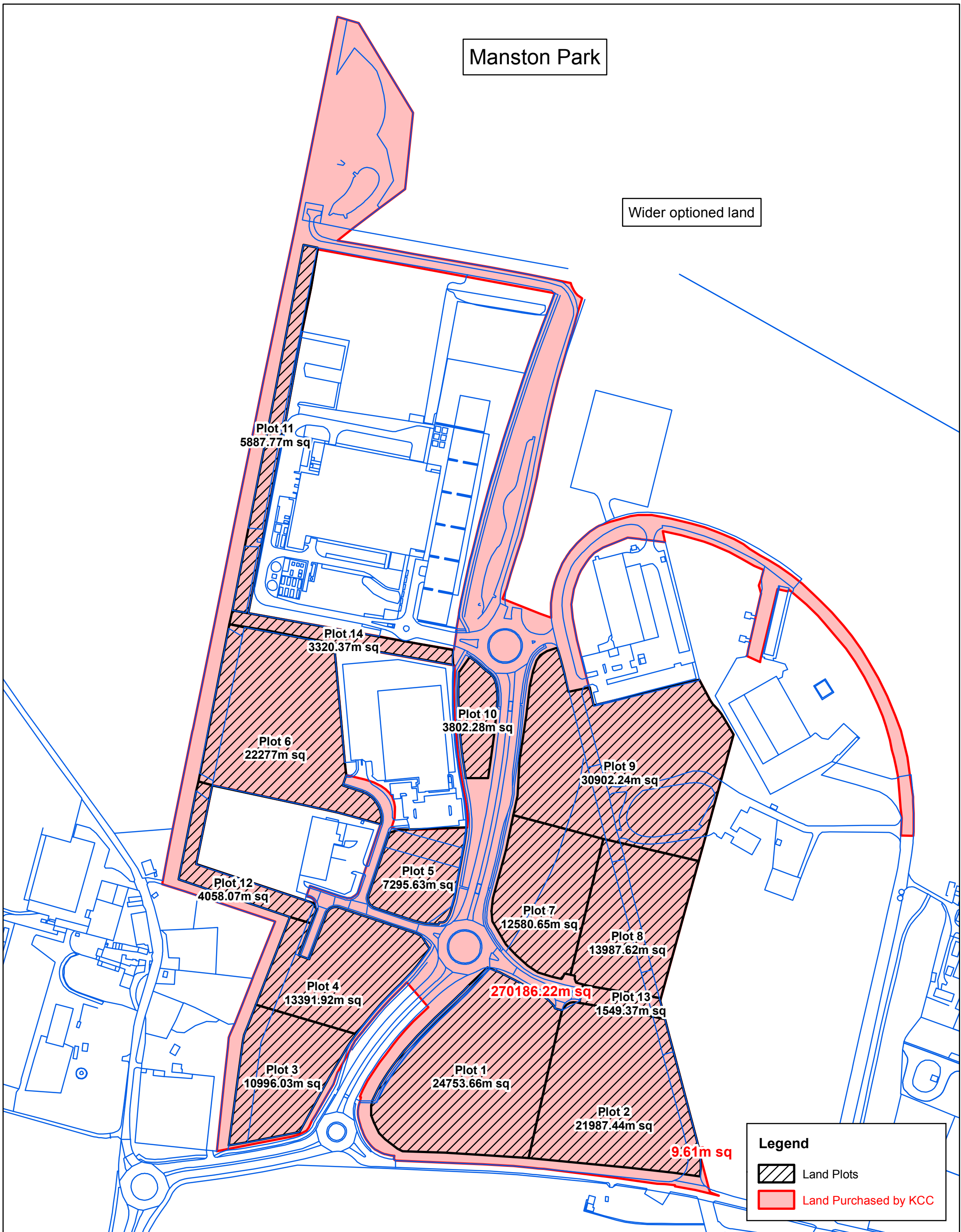
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Relevant Director:

David Smith – Economic Development
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Manston Park

Wider optioned land



Produced by the Environment & Regeneration Analysis Information Team (E&R AIT)

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Ref: ma1004

Legend

- Land Plots
- Land Purchased by KCC



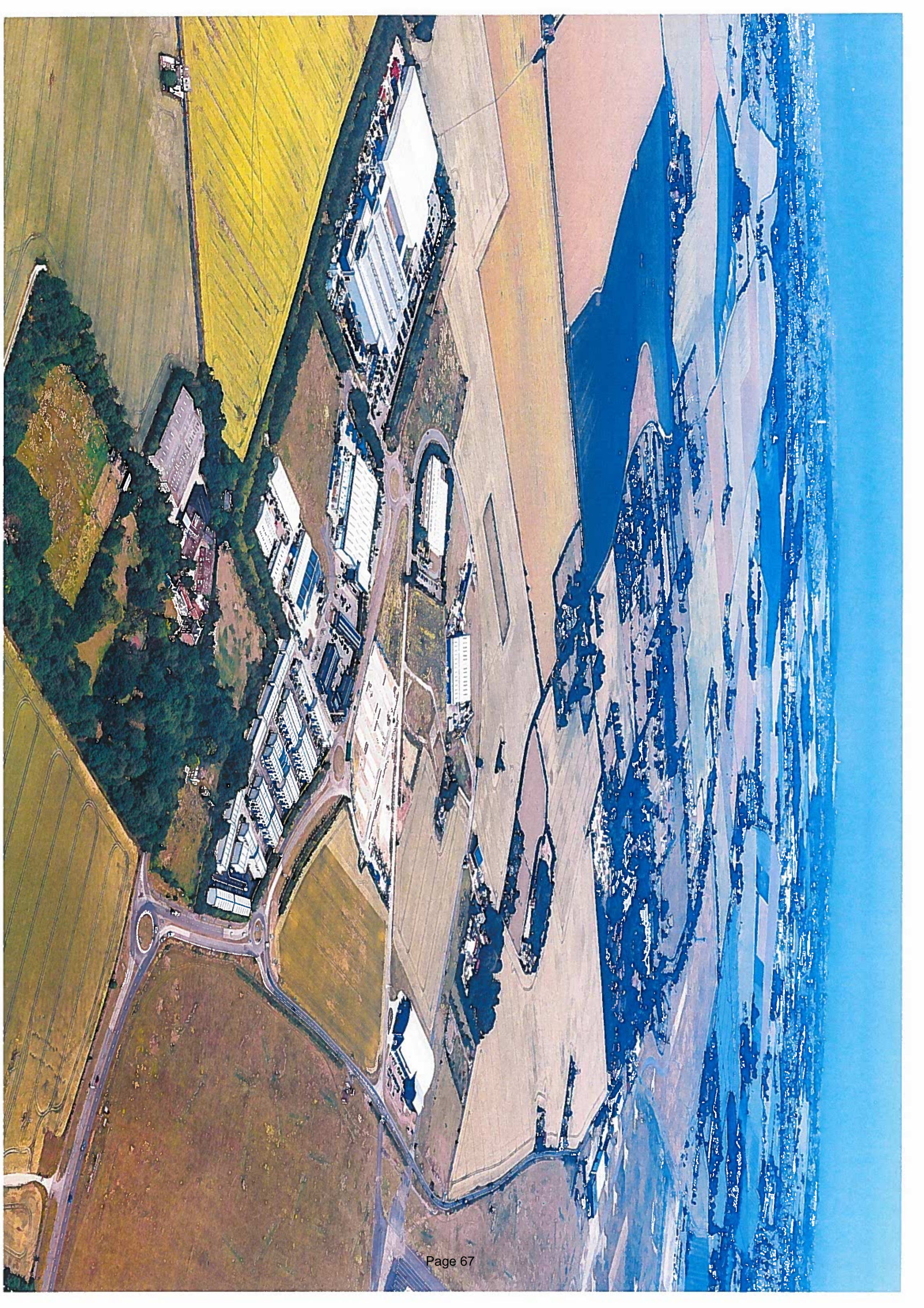
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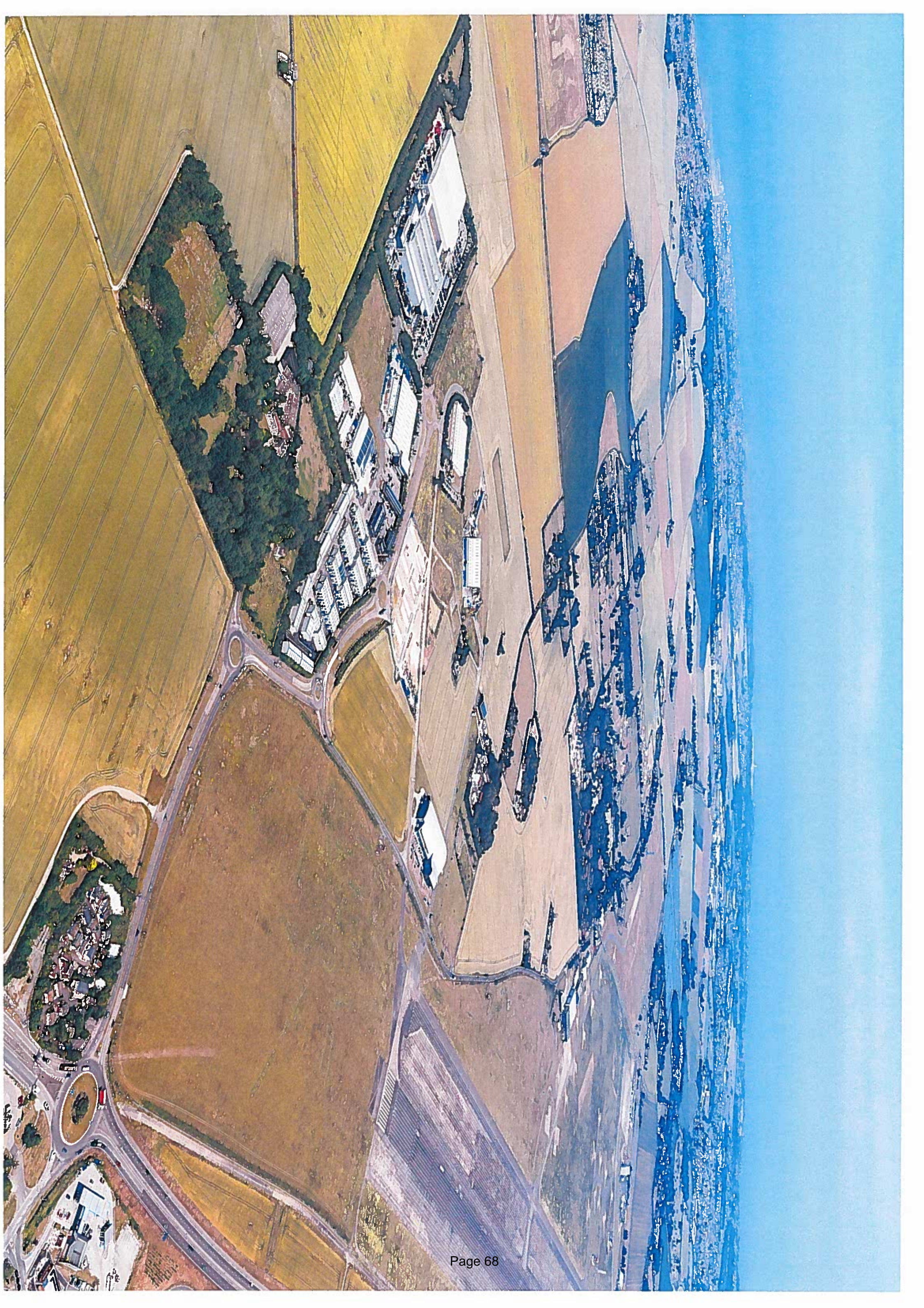


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From: Mike Whiting, Cabinet Member for Economic Development
Barbara Cooper, Corporate Director of Growth, Environment and Transport
David Smith, Director of Economic Development

To: Growth, Economic Development and Communities Cabinet Committee – 3 July 2020

Subject: Economic Recovery Plan

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: N/A

Electoral Divisions: All.

Summary:

This paper introduces the draft Economic Recovery Plan to support the Kent and Medway economy as it emerges from the Covid-19 crisis. The draft Plan considers the challenges that the economy will face after the immediate crisis has passed, and identifies where Kent County Council, with partners, should prioritise its resources going forward.

Consultation with County Council Members and other stakeholders took place in June. A revised version of the draft Plan is currently being prepared, and work is underway to identify and take forward actions. A further update on the revised Plan will be presented to the Cabinet Committee on 3 July

Recommendation:

The Cabinet Committee is asked to consider the draft Economic Recovery Plan and to endorse or make recommendations to the Cabinet Member for Economic Development on the actions that Kent County Council will prioritise in supporting economic recovery from the Covid-19 pandemic.

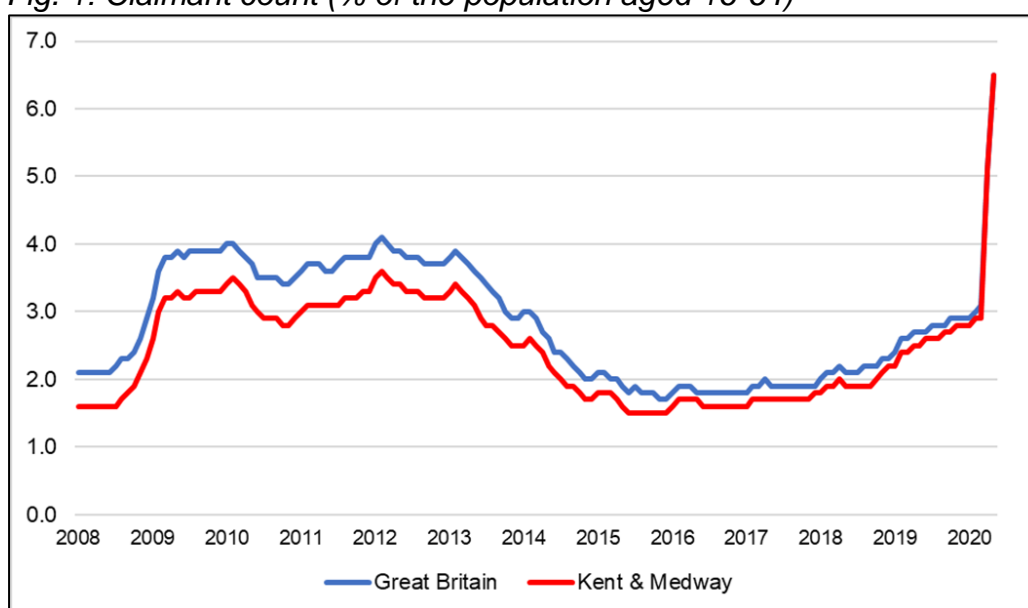
1. Background: The scale of the economic crisis

- 1.1. The Covid-19 pandemic has already had significant impacts on the Kent economy. Overall, it is estimated that Kent and Medway faces an output loss of around £5.3 billion in 2020. Almost all sectors of the economy will be affected by this, although the impact on hospitality and tourism, retail and the cultural sector is especially severe.
- 1.2. The Government responded quickly at the end of March with a substantial package of measures to protect jobs and businesses, including the Coronavirus Jobs Retention Scheme (the furlough scheme) and a series of

grant and products for business. This has since been adjusted in response to evidence of economic need, and the package has helped to avert widespread business closures and redundancies.

- 1.3. However, the crisis has still been accompanied by a sharp increase in unemployment. Between March and May, the 'claimant count' in Kent and Medway rose by 122% - a much faster increase than in the last recession following the 2008 financial crash. It is likely that unemployment may rise further as new entrants join the labour market after the end of the academic year, and as the Government unwinds the furlough scheme. This presents significant long-term risks, given that unemployment levels typically remain high even as recovery from recession gets underway.

Fig. 1: Claimant count (% of the population aged 16-64)¹



- 1.4. Nevertheless, despite the scale of the challenge, there is evidence that many firms have responded well, in adapting their product mix to meet changing demand, adjusting methods of production and building resilience into supply chains. The 'macro' picture is clearly negative and recovery will take time – but several firms with which we have consulted in recent weeks see grounds for optimism over the longer term.

2. The immediate economic response

- 2.1. Kent County Council, with its partners in the Kent Districts, responded quickly to the economic challenge:

- KCC and the Districts have funded the Covid-19 Support Line, managed by Kent Invicta Chamber of Commerce and reported elsewhere on this agenda. The Support Line has responded to over 7,000 calls from business (and over 1,500 webchat contacts) since the

¹ ONS (June 2020). The claimant count is the count of people claiming Universal Credit required to seek work and people claiming Jobseekers' Allowance

end of March, supporting business in accessing financial assistance and linking them with a wider range of support products

- Local government has played a vital role in the delivery of the Government's economic mitigation measures: by the end of May, the Kent Districts and Medway had paid some £307 million to local businesses through the Retail and Hospitality Grants Scheme and the Small Business Grants Fund (in addition to automatic rates relief)
- Work is also underway to re-launch the Kent and Medway Business Fund, to offer loans up to six years interest-free.

3. Developing the Economic Recovery Plan

3.1. Building on this, a draft Economic Recovery Plan has been prepared. This looks to the medium-term (i.e. the next 12-18 months) to set out the actions that KCC and its partners should take to support economic revival and longer-term sustainability and resilience. It should be noted that while the Economic Recovery Plan is partly concerned with the actions that local partners can take within our own resources, it will also be important in making the case to central Government, either for direct funding or for the design of national programmes to address local need.

3.2. The current draft Economic Recovery Plan proposes five 'channels' of activity:

- **Communications, confidence and trust:** Providing better intelligence to inform our actions and ensuring collaboration and partnership to drive our activity.
- **Open for business:** Taking action quickly to build confidence and demonstrate that Kent and Medway, including its town and city centres and visitor economy are 'open' and accessible.
- **Supporting businesses in the return to growth:** Practical measures to help firms grow, innovate and adapt to changing circumstances and markets.
- **Accelerating employment and supporting the labour market:** Active measures to counter the likely steep rise in unemployment.
- **Investing in the future:** Bringing forward capital spending and planning for future investment.

3.3. The draft Plan was prepared as a discussion document. It was circulated to all County Council Members, and has been considered by Kent Council Leaders, Kent and Medway Economic Partnership, and several other local authority and business forums. It was also discussed at a recent briefing meeting for members of the Growth, Economic Development and Communities Cabinet Committee.

3.4. During the consultation process, a number of areas were highlighted in which the draft Plan could be strengthened, particularly:

- Highlighting the opportunity to ‘build back better’ and the positive potential for future growth, as well as mitigating the negative impacts of recession
- Embedding climate change resilience, low carbon transition and the need for long-term sustainability
- Recognising the increased demand that the immediate crisis has placed on digital infrastructure (and the opportunities that this presents)
- Building longer-term skills development as an integral part of the labour market response

3.5. These points are being addressed in the revised Economic Recovery Plan, which is currently being prepared. It is envisaged that the contents of the revised draft will be presented to GEDC CC on 3 July.

4. Action planning

4.1. Alongside the draft Economic Recovery Plan, work is underway to develop specific actions, both for local delivery and for engagement with Government. These include the development of a ‘pipeline’ of potential initiatives (capital and revenue) that could support the delivery of the Economic Recovery Plan and will help to place Kent on the ‘front foot’ in responding to funding opportunities and requests from Government.

5. Recommendations

5.1. The Cabinet Committee is asked to consider the draft Economic Recovery Plan and to endorse or make recommendations to the Cabinet Member for Economic Development on the actions that Kent County Council may make in support of economic recovery from the Covid-19 pandemic.

5.2. A presentation on the contents of the revised Economic Recovery Plan and the development of specific actions will be made to the Cabinet Committee on 3 July.

Contact details

Report Author and Relevant Director:

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Director of Economic Development

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By: Mike Whiting, Cabinet Member for Economic Development
Barbara Cooper, Corporate Director of Growth, Environment and Transport

To: Growth, Economic Development and Communities Cabinet Committee – 3 July 2020

Subject: Tourism sector reopening

Key Decision: No

Classification: Unrestricted

Past Pathway of Paper: None

Electoral Division: Countywide

Summary: This paper provides an overview of progress towards reopening of the tourism sector and work to support these preparations in Kent. It highlights issues to be addressed and reports on cross-Channel discussions to rebuild the international visitor market.

NB: The issues highlighted in this paper had yet to be addressed at time of writing. If, however, the Government maintains the 4th July reopening date, it is likely that a number of these are resolved by the time the Committee meets on 3rd July.

Recommendation:

The Cabinet Committee is invited to note the contents of this paper.

1. The Government's Covid-19 recovery strategy

- 1.1** On 26 March 2020, the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 came into force, imposing restrictions on people's movements and gatherings, and requiring the closure of certain retail and public premises. As a result, Kent and Medway's visitor economy closed down almost completely.
- 1.2** The Government's Covid-19 recovery strategy, published on 11th May, foresaw the progressive easing of restrictions on people's movements and the reopening of the economy in three phases. The tourism sector formed the third stage with 4th July being the earliest date when hospitality – including food service providers, pubs, accommodation providers - public places and leisure facilities such as cinemas would be allowed to open. Reopening would, however, be dependent on people continuing to meet social distancing guidance and on meeting the five tests the Government has set: these are protecting the NHS; a falling death rate; a virus reproduction rate (R rate) of less than one; testing and personal protective equipment (PPE) in place; and no risk of a second peak.
- 1.3** Since the launch of the strategy, modest easements have allowed greater access to the Kent countryside and certain attractions to reopen. Increased social contact and use of outdoor space was permitted from the end of May. Changes to advice on accessing green space meant ticketed gardens could

reopen from 6th June and, following industry lobbying, zoos (outdoor areas) reopened alongside non-essential retail on 15th June. Howletts and Port Lympne reserves and Wingham wildlife park were amongst the Kent zoos and animal parks that reopened on 15th June.

2. Issues affecting the reopening of the tourism sector

- 2.1 Certainty that tourism and hospitality can reopen on 4th July:** Government has not yet confirmed that tourism will reopen on 4th July and further delay will reduce the ability of the sector to generate income necessary for survival. The lack of a confirmed date also creates a financial risk for the tourism supply chain as it has to invest in advance to supply the sector at the time of reopening.
- 2.2 Operating guidelines:** Cross-governmental taskforces were set up in May to develop guidelines on how to operate in a Covid-secure way. At time of writing, these had still not been shared, delaying business preparations for reopening. If 4th July is confirmed as the reopening date, it is expected that the guidance will be released around the same time as the confirmation of this date.
- 2.3 Social distancing:** Adapting operations to respect social distancing is essential but the tourism sector has been urging the Government to consider reducing the distancing to one metre, the distance in use in France. This would allow businesses to operate closer to normal operating capacity. Government has said that the guidance is under review and, at time of writing, an announcement is expected on 23rd June.
- 2.4 International travel restrictions:** The Government confirmed on 8th June a compulsory 2-week quarantine on all travellers arriving in the UK as a measure to control the spread of the virus. To help facilitate international tourism, the Cabinet Member for Economic Development has discussed with Ministers the possibility of “airbridges” – air corridors between the UK and specific countries that would be exempt from the quarantine: the Government is currently negotiating such arrangements with a number of countries.

3. Helping the sector to recover in Kent: the work of Visit Kent

- 3.1** Since the outbreak of the crisis, Visit Kent, Kent’s destination management organisation, has worked hard to support the sector, focussing efforts on four areas of activity: business support and recovery; Covid-19 impact monitoring; sector representation to Government; and consumer engagement.
- 3.2** Extensive, business support information on government guidance and support for the sector from central and local government has been made available on Visit Kent’s Covid-19 business support webpages. Visit Kent has also carried out extensive surveying and monitoring with intelligence gathered fed into Government departments and representative bodies.
- 3.3** In preparation for reopening, Visit Kent have run a series of themed, online roundtables where businesses can learn how their peers are preparing, share tips and good practice. A series of further training webinars will also be launched once the Government operating guidance is published. All events and training have been made freely accessible online.

3.4 Market outlook: Perception audits suggest some 36% of the UK population are feeling confident that the public health situation will allow them to take a holiday in July and August, and this figure rises to over 60% in September. Coastal and countryside destinations appear favoured with camping, caravanning and self-catering accommodation options expected to prove particularly popular initially.

3.5 There will, however, be intense competition for the staycation market and effective marketing of all there is to do in Kent will be important. Visit Kent is preparing a new marketing campaign that will highlight the “Secret garden of England” and its hidden gems. Customers will also want reassurance on safety and businesses will need to ensure high visibility is given to hygiene regimes.

4. Rebuilding cross-Channel travel

4.1 While the immediate focus remains on the domestic tourism market, Kent has a long tradition of receiving international visitors, particularly from near and neighbouring regions on the continent. With anxiety around long-haul travel and flying expected to outlast the crisis, destinations closer to home and accessible by other transport, means Kent may become increasingly attractive to visitors from our near neighbours across the channel.

4.2 Both Visit Kent and Kent County Council have longstanding connections with counterpart organisations on the continent and have been working through the Straits Committee, a new, voluntary partnership between Kent and neighbouring Belgian, Dutch and French local authorities, to explore the potential for working together to promote each other’s markets.

4.3 Executives from the main destination management organisations in the Straits area met virtually in early June to discuss possible future joint initiatives and further proposals for an outline programme of work will now be developed.

5. Conclusion

5.1 The coronavirus crisis has hit Kent and Medway’s large visitor economy severely and the report shows the continued uncertainties the sector has had to face as it prepares for reopening. Even if the impacts of the crisis may not be fully offset this year, the report highlights the intensive work Visit Kent has been undertaking to ensure Kent recovers as much as is possible as soon as reopening is allowed.

6. Recommendation

The Cabinet Committee is invited to note the contents of this paper.

8. Background Documents - None

9. Contact Details

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Relevant director: David Smith
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From: Mike Whiting, Cabinet Member for Economic Development
Barbara Cooper, Corporate Director of Growth, Environment and Transport

To: Growth, Economic Development and Communities Cabinet Committee – 3 July 2020

Subject: The Kent and Medway Growth Hub Covid-19 Business Support Helpline

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: N/A

Electoral Divisions: All

Summary:

This paper provides an overview of the enhanced growth hub service designed, implemented and delivered specifically as a response to the Covid-19 crisis. This additional service is an example of a contributory brokerage model between Kent County Council and the local authorities within Kent and Medway.

Recommendation:

The Cabinet Committee is asked to note the contents of this report and to offer to the Cabinet Member for Economic Development observations on the support being provided to Kent Businesses in response to the Covid-19 pandemic.

1. Background

- 1.1. In mid-March 2020, to help mitigate the economic impact of the Covid-19 outbreak on local businesses, KCC Economic Development Division, with the support of partners in the Kent districts, working with the Kent and Medway Growth Hub (Kent Invicta Chamber of Commerce), put in place the necessary resources (funding, IT and trained staff) to establish the Covid-19 Business Support Helpline for Kent.

2. The Covid-19 Business Support Helpline

- 2.1. The Covid-19 Helpline became fully operational on 25 March 2020. The purpose was to offer a single point of contact providing authoritative help and advice to companies in Kent. The Helpline was set up and funded to operate for a period of three months. Initially, most callers needed help in finding financial assistance, for example how to apply for the government funded Covid-19 business support schemes such as the Small Business Grants Fund (SBGF), the Retail, Hospitality and Leisure Business Grants Fund (RHLGF), the Coronavirus Business Interruption Loan Scheme (CBILS) and the

Coronavirus Bounce Back Loans Scheme (CBBLs). Latterly, the Helpline team has collated expressions of interest for the Local Authority Discretionary Grant Scheme, to support the districts whilst they brought their schemes online.

- 2.2. The Helpline was launched with a dedicated team of six call handlers backed up by eight business advisors – all working remotely - who answer detailed enquiries by phone or video conferencing which are specific to the needs of individual business. The call handlers deal with the most frequently asked questions to ensure that answers are given promptly while more complex issues are forwarded to the business advisors.
- 2.3. The phone line 03333 602300 has been open from 8 am to 5 pm Monday to Fridays. Initially, the line stayed open in the early evening but most calls after 5 pm asked about announcements that had only just been made from Downing Street, so it was agreed that these questions could best be answered on the following day.

3. Achievements

- 3.1. To date, the Kent & Medway Growth Hub Covid-19 Business Support Helpline has fielded:
 - 7,118 enquiries and 1635 Live Chat.
 - 2,568 hours of advice from Business Advisers
 - Kent businesses have successfully accessed £315,475,000 of grant funding.
- 3.2. Approval ratings for the Helpline have been consistently very high at 96%, with 100% of all businesses saying that they would recommend the service. An additional response to the crisis is also now being provided by local businesses offering support through a dedicated website moderated by the Growth Hub, <https://www.cv19supporthub.org/>.
- 3.3. The Secretary of State for Business, Energy and Industrial Strategy, the Rt Hon Alok Sharma, has written to the Cabinet Member for Economic Development recognising the “excellent work” of the Growth Hub Covid-19 Helpline in “supporting your local business base”.
- 3.4. The Kent and Medway Growth Hub, which hosts the Kent Helpline, together with KCC Trading Standards and other partners (Dartford and Sevenoaks Environmental Health Partnership, Kent Fire and Rescue Service and South East Water) have produced and launched a new video specifically to advise retail businesses in Kent on the new COVID-19 regulations concerning re-opening safely. The Helpline and Trading Standards have received a high volume of enquiries from businesses asking about the new regulations and guidelines and how they can make sure they are following them correctly. The video offers guidance on which types of businesses are allowed to re-open, which COVID-19 social-distancing and safety guidelines they should follow, how to make changes to store layouts, including fire regulations and how to

make sure a store is safe. There are also links to tools for businesses, such as a sign they can display to show their employees, customers, and other visitors that they have followed COVID-19 guidance. Further help and advice for businesses has also been available through a live Question and Answer session via the internet.

4. The Covid-19 Business Questionnaire

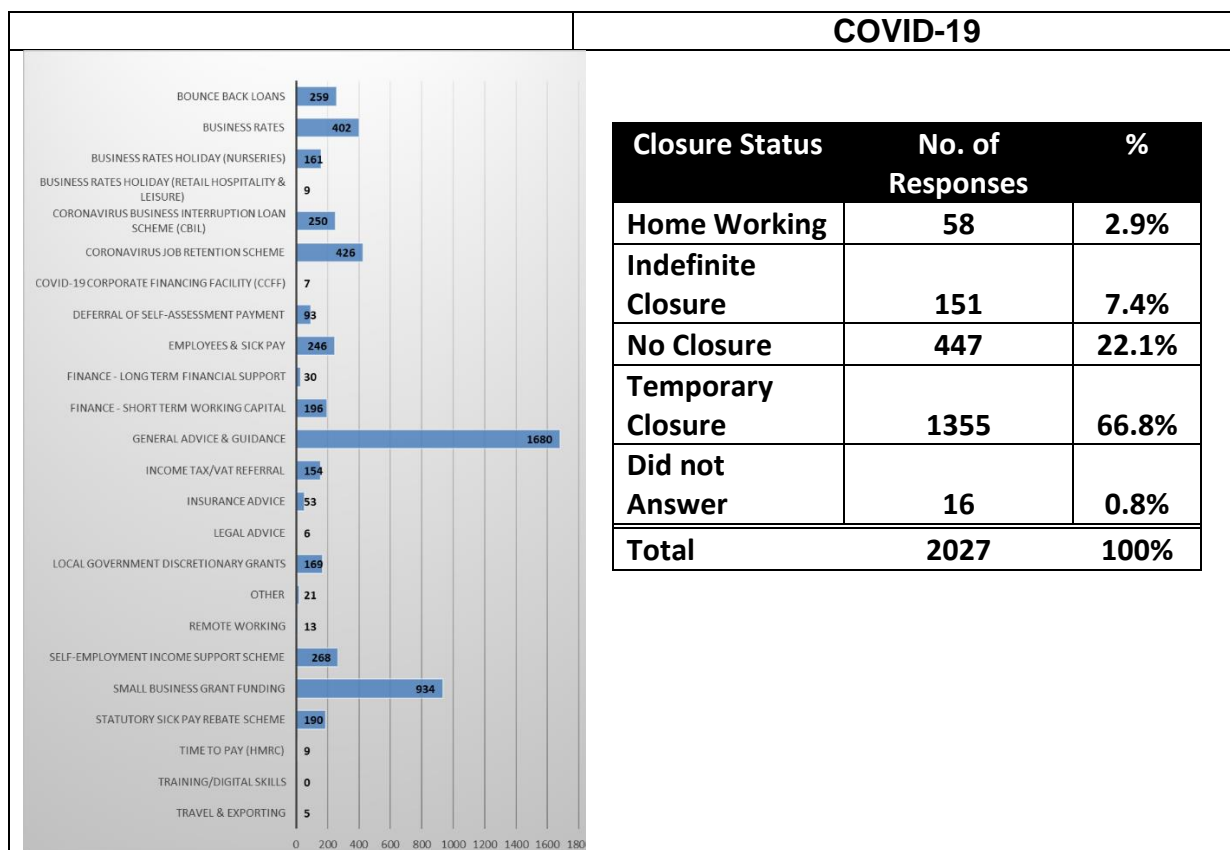
4.1. To help gain feedback and to support the work of Kent & Medway Growth Hub Covid-19 Business Support Helpline, KCC also established an on-line COVID-19 Questionnaire to encourage feedback and build intelligence on local companies and the Kent economy. Since the questionnaire went live on the 26th March 2020, 2,027 responses have been received (by 15 June) from businesses within Kent and Medway.

4.2. The tables below provide a breakdown of the responses:

- Table 1 – number enquiries by District;
- Table 2 – number of enquiries by sector and District;
- Table 3 – Types of enquiries;
- Table 4 – Closure of businesses due to Covid-19.

Table 1 – Enquiries by District	Table 2 – Enquiries by District																																																																		
<p>Enquiries by District</p> <table border="1"> <caption>Enquiries by District Data</caption> <thead> <tr> <th>District</th> <th>Enquiries</th> </tr> </thead> <tbody> <tr><td>Ashford Borough Council</td><td>174</td></tr> <tr><td>Canterbury City Council</td><td>142</td></tr> <tr><td>Dartford Borough Council</td><td>175</td></tr> <tr><td>Dover District Council</td><td>192</td></tr> <tr><td>Folkestone & Hythe District Council</td><td>84</td></tr> <tr><td>Gravesham Borough Council</td><td>96</td></tr> <tr><td>Maidstone Borough Council</td><td>287</td></tr> <tr><td>Medway Council</td><td>218</td></tr> <tr><td>Sevenoaks District Council</td><td>112</td></tr> <tr><td>Swale Borough Council</td><td>46</td></tr> <tr><td>Thanet District Council</td><td>186</td></tr> <tr><td>Tonbridge and Malling Borough Council</td><td>160</td></tr> <tr><td>Tunbridge Wells Borough Council</td><td>155</td></tr> </tbody> </table>	District	Enquiries	Ashford Borough Council	174	Canterbury City Council	142	Dartford Borough Council	175	Dover District Council	192	Folkestone & Hythe District Council	84	Gravesham Borough Council	96	Maidstone Borough Council	287	Medway Council	218	Sevenoaks District Council	112	Swale Borough Council	46	Thanet District Council	186	Tonbridge and Malling Borough Council	160	Tunbridge Wells Borough Council	155	<table border="1"> <thead> <tr> <th>Sectors</th> <th>No. of Responses</th> <th>%</th> </tr> </thead> <tbody> <tr><td>Construction</td><td>160</td><td>7.9%</td></tr> <tr><td>Did not specify</td><td>95</td><td>4.7%</td></tr> <tr><td>Digital, Creative and Technology</td><td>87</td><td>4.3%</td></tr> <tr><td>Health & Life Sciences</td><td>93</td><td>4.6%</td></tr> <tr><td>Manufacturing</td><td>84</td><td>4.1%</td></tr> <tr><td>Maritime & Logistics</td><td>37</td><td>1.8%</td></tr> <tr><td>Other</td><td>297</td><td>14.7%</td></tr> <tr><td>Professional & Business Services</td><td>226</td><td>11.1%</td></tr> <tr><td>Retail</td><td>523</td><td>25.8%</td></tr> <tr><td>Tourism & Hospitality</td><td>425</td><td>21.0%</td></tr> <tr><td>Total</td><td>2027</td><td>100%</td></tr> </tbody> </table>	Sectors	No. of Responses	%	Construction	160	7.9%	Did not specify	95	4.7%	Digital, Creative and Technology	87	4.3%	Health & Life Sciences	93	4.6%	Manufacturing	84	4.1%	Maritime & Logistics	37	1.8%	Other	297	14.7%	Professional & Business Services	226	11.1%	Retail	523	25.8%	Tourism & Hospitality	425	21.0%	Total	2027	100%		
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Table 3 – Types of Enquiries	Table 4 – Closure of businesses due to
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5. Cost of Service

5.1. The cost of the Covid-19 Business Support Helpline was met by Kent County Council and the local authorities within Kent as follows:

Funded by KCC	£100,000
District Authority contributions	£60,000
Total cost of Provision	£160,000

6. Next Steps

6.1. Much information has been gathered during the delivery of this enhanced growth hub service providing intelligence as to what businesses require to return to growth. For the future, we are looking at what further practical support could be provided, for example:

- Wider business engagement
- A Bounce Back Support Programme, based on the national scale-up model which provides 12 months support which includes
 - A 90-minute online workshop
 - Weekly support from a business advisor
 - Continued and further intelligence gathering.
- Extending the Helpline service for another three months.

7. Recommendation

7.1 The Cabinet Committee is asked to note the contents of this report and to offer to the Cabinet Member for Economic Development observations on the support being provided to Kent Businesses in response to the Covid-19 pandemic.

Contact details

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From: Benjamin Watts, General Counsel

To: Growth, Economic Development and Communities Cabinet Committee – 3 July 2020

Subject: Work Programme 2020 -2021

Classification: Unrestricted

Past and Future Pathway of Paper: Standard agenda item

Summary: This report gives details of the proposed work programme for the Growth, Economic Development and Communities Cabinet Committee.

Recommendation: The Growth, Economic Development and Communities Cabinet Committee is asked to consider and agree its Work Programme for 2020/21.

1. Introduction

- 1.1 The proposed Work Programme, appended to the report, has been compiled from items in the Future Executive Decision List and from actions identified during the meetings and at agenda setting meetings, in accordance with the Constitution.
- 1.2 Whilst the Chairman, in consultation with the Cabinet Members, is responsible for the programme's fine tuning, this item gives all Members of this Cabinet Committee the opportunity to suggest amendments and additional agenda items where appropriate.

2. Work Programme 2020 - 2021

- 2.1 The proposed Work Programme has been compiled from items in the Future Executive Decision List and from actions arising and from topics, within the remit of the functions of this Cabinet Committee, identified at the agenda setting meetings [Agenda setting meetings are held 6 weeks before a Cabinet Committee meeting, in accordance with the Constitution.
- 2.2 The Cabinet Committee is requested to consider and note the items within the proposed Work Programme, set out in appendix A to this report, and to suggest any additional topics to be considered at future meetings, where appropriate.
- 2.3 The schedule of commissioning activity which falls within the remit of this Cabinet Committee will be included in the Work Programme and considered at future agenda setting meetings to support more effective forward agenda planning and allow Members to have oversight of significant services delivery decisions in advance.
- 2.4 When selecting future items, the Cabinet Committee should give consideration to the contents of performance monitoring reports. Any 'for information' items

will be sent to Members of the Cabinet Committee separately to the agenda and will not be discussed at the Cabinet Committee meetings.

- 2.5 In addition to the formal work programme, the Cabinet Member for Economic Development, the Chairman of the Cabinet Committee and other interested Members are intending to visit all district councils over the next two years starting with Dover, Dartford, Swale and Thanet.

3. Conclusion

- 3.1 It is vital for the Cabinet Committee process that the Committee takes ownership of its work programme to deliver informed and considered decisions. A regular report will be submitted to each meeting of the Cabinet Committee to give updates of requested topics and to seek suggestions for future items to be considered. This does not preclude Members making requests to the Chairman or the Democratic Services Officer between meetings, for consideration.

5. Recommendation: The Growth, Economic Development and Communities Cabinet Committee is asked to consider and agree its Work Programme for 2020/21.

6. Background Documents: None

7. Contact details

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**GROWTH, ECONOMIC DEVELOPMENT AND COMMUNITIES CABINET COMMITTEE
WORK PROGRAMME 2020/21**

(Members agreed that the number of jobs being created through the work being undertaken in the reports presented to the Cabinet Committee should appear at the top of each report where appropriate)

Item	Cabinet Committee to receive item
Portfolio Dashboard	At each meeting
Final Draft Budget	Annually (January)
Annual Equality and Diversity Report	Annually (June/July)
Risk Register – Strategic Risk Register	Annually (March)
Strategic Delivery Plan Monitoring	Bi-annual (6 monthly) – November and May
Regional Growth Fund Monitoring	Bi-annual reporting (6 monthly) – November and May
Work Programme	At each meeting
Programme of Visits to Districts	At each meeting

FRIDAY 25 SEPTEMBER 2020

1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	Kent Design guide – PROVISIONAL key decision, FED awaited	YES		
8	Annual Equality and Diversity Report	NO		
9	District Visits Programme 2020 (Standing Item)	NO		
10	Work Programme (Standing Item)	NO		

TUESDAY 17 NOVEMBER 2020

1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		

7	Strategic Delivery Plan Monitoring	NO		
8	Digital Autopsy (key decision)	YES	06/04/2020	Johnathon White
9	Regional Growth Fund Monitoring	NO		
10	District Visits Programme 2020 (Standing Item)	NO		
11	Work Programme (Standing Item)	NO		
TUESDAY 19 JANUARY 2021				
1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	District Visits Programme 2020 (Standing Item)	NO		
8	Work Programme (Standing Item)	NO		
TUESDAY 23 MARCH 2021				
1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	District Visits Programme 2020 (Standing Item)	NO		
8	Work Programme (Standing Item)	NO		
TUESDAY 15 JUNE 2021				
1	Intro/ Web announcement (Standing Item)	NO		
2	Apologies and Subs (Standing Item)	NO		
3	Declaration of Interest (Standing Item)	NO		
4	Minutes (Standing Item)	NO		
5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	District Visits Programme 2020 (Standing Item)	NO		
8	Work Programme (Standing Item)	NO		

Items for Consideration that have not yet been allocated to a meeting	
Healthy New Town (Kenneth Keogh & Allison Duggal) – report and presentation	Date TBC
Otterpool Garden Town	Date TBC
Mayflower Event	Date TBC
Theme Park project on Swanscombe Peninsula – regular updates (The London Resort Company Holdings (LRCH) regeneration project)	Date TBC
Ebbsfleet Development Corporation	Date TBC
Faversham Creek Bridge – update report	Date TBC
Enterprise and Productivity Strategy (on-going)	Date TBC
European Funding (further update requested at GED&C CC 28/11/2019)	Date TBC
Update Report on consultation of the shared prosperity fund (requested at GED&C Committee on 17 January 2020)	Date TBC
Apprenticeships and update on the Carillion Apprenticeship adoption grant	Date TBC
South East Local Enterprise Partnership (SELEP's) Strategic economic plan	Date TBC
Artificial Intelligence (Kent and Medway Enterprise and Productivity Strategy)	Date TBC
The effectiveness and efficiency of Solar and wind energy	Date TBC
New Developer Contributions Guide s106	Date TBC
Gypsy and Traveller Service Charge and Rent Setting Policy (Decision)	Date TBC
Gypsy and Traveller: Pitch Allocation and Site Management Policy (Decision)	Date TBC
Gypsy and Traveller: Unauthorised Encampment Strategy	Date TBC
Locate in Kent – to attend and present	Date TBC

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