07 March 2017 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks Despatched: 27.02.17



Economic & Community Development Advisory Committee

Membership:

Chairman, Cllr. Hogarth; Vice-Chairman, Cllr. Maskell Cllrs. Abraham, Barnes, Mrs. Bosley, Dr. Canet, Esler, Krogdahl, Lake, McGarvey, Pearsall and Scott

Agenda

Apol	ogies for Absence	rages	Contact
1.	Minutes To agree the Minutes of the meeting of the Committee held on 11 October 2016, as a correct record.	(Pages 1 - 4)	
2.	Declarations of Interest Any interests not already registered.		
3.	Actions from Previous Meeting	(Pages 5 - 6)	
4.	Update from Portfolio Holder		Cllr Hogarth
5.	Referrals from Cabinet or the Audit Committee (if any)		
6.	Domestic Abuse Volunteer Service (DAVSS) Presentation by the Chief Executive, Mark Hutcheon.		
7.	Economic Impact of Tourism - Sevenoaks District	(Pages 7 - 34)	Lesley Bowles Tel: 01732 227335
8.	Community Grant Scheme Draft Allocations 2017/18	(Pages 35 - 80)	Lesley Bowles Tel: 01732 227335
9.	Sevenoaks District Community Safety Strategy & Action Plan 2017-18	(Pages 81 - 114)	Kelly Webb Tel: 01732227474
10.	Work Plan	(Pages 115 - 116)	

EXEMPT INFORMATION

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

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

ECONOMIC & COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Minutes of the meeting held on 11 October 2016 commencing at 7.00 pm

Present: Cllr. Hogarth (Chairman)

Cllr. Maskell (Vice Chairman)

Cllrs. Abraham, Barnes, Mrs. Bosley, Dr. Canet, Esler, Krogdahl, Lake and Maskell

Apologies for absence were received from Cllrs. McGarvey, Pearsall and Scott

Cllrs. Eyre was also present.

13. <u>Minutes</u>

Resolved: That the minutes of the meeting held on 13 June 2016, be approved and signed by the Chairman as a correct record.

14. <u>Declarations of Interest</u>

No additional declarations of interest were made.

15. Actions from Previous Meeting

There were none.

16. Update from Portfolio Holder

The Portfolio Holder and Chairman, reported that leaving the European Union could affect external funding. Some funding was still guaranteed for the next two years but it was unknown how the LEADER programme would be affected. Procurement arrangements could also change.

A business breakfast was held for the Swanley and Hextable Master Plan consultation which was well attended. The Portfolio Holder would be attending the Economic forum in Edenbridge to discuss their vision for their town. Members were advised that the government had revalued all businesses but the effect on business rates to be paid was not yet known. A government consultation on the future business rates process was currently taking place.

Members were informed that Social Saturday would be taking place on 15 October 2016 and Small Business Saturday would be taking place on 3 December 2016.

17. <u>Referrals from Cabinet or the Audit Committee</u>

There were none.

18. <u>Economic Development Strategy Update Report</u>

Members considered a report which provided an update on the progress of the delivery of the Economic Development Strategy and its associated action plan. The Economic Development Officer highlighted that the strategy was half way through its term and it was an evolving document however 84% of targets were green and were on target to be achieved or already achieved; 9% were amber, target in some danger or in progress and 7% were red with the target unlikely to be achieved, mostly due to external influences.

Members discussed the targets and noted the high number of green actions. The Chairman advised Members that the Chairman of the Council had held four events in the District which was promoting some tourist locations to the wider community in West Kent. The events had been well attended and the Chairman thanked Officers for their support.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

19. <u>Budget 2017/18: Service Dashboards and Service Change Impact Assessments</u> (SCIAS)

The Chief Finance Officer presented the report which set out updates to the 2017/18 budget within the existing framework of the 10-year budget and savings plan. The report also presented proposals that had been identified which needed to be considered, together with further suggestions made by the Advisory Committees, before finalising the budget for 2017/18.

The major message of the report was that the Council was able to remain financially self-sufficient.

The budget agreed by Council in February included £100,000 of new savings or additional income per annum and the Advisory Committees were being asked to make suggestions to Cabinet that would achieve the £100,000 required for next year. Two Member Budget Training sessions had recently taken place with the intention of increasing, or refreshing, Members knowledge of the budget process and to enhance the discussions that would take place at this round of Advisory Committees.

The Chief Finance Officer reminded Members that over £6m had already been agreed to be saved between 2011/12 and 2017/18 made up of over 130 items and over £10m had been saved since 2005/06.

Members reviewed and discussed Appendix D which contained the growth proposal put forward by the Portfolio Holder and Chief Officers, and the Service Change Impact Assessments (SCIAs) in Appendix E.

Members also considered and gave their individual ideas for growth and savings items. The Chief Finance Officer summarised the suggestions put forward and Members considered whether there was anything they wanted taken forward as potential growth or savings suggestions. A number of growth and savings items were suggested and discussed:

Growth:

Community awards and projects arising from them,

Development of Local Government apprenticeships for SDC and re sale to other councils,

Skills and training signposting for businesses, and

Offer more paid for training sessions for businesses.

Savings:

Invest in more electric bikes and cars,

Improved use of technology for external information provision,

Administration expenses,

Greater engagement with local businesses on projects,

Car parking in Sevenoaks town,

Advisory/consulting offering to other councils,

Encourage more volunteering and outreach with community projects,

West Kent Partnership LEADER,

Measure Officer man-hours,

Build a second hotel for a different market.

Action 1: For Chief Officer Communities and Business to circulate information on the West Kent Partnership including targets and their aims

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty and that individual equality impact assessments had been completed for all Service Change Impact Assessments (SCIAs) to ensure the decision making process was fair and transparent.

Resolved: That it be recommended to Cabinet that

- a) the growth proposal identified in Appendix D applicable to the Advisory Committee (SCIA 15) be agreed;
- b) the following suggestions be discussed further by the Portfolio Holder for Economic Development and Chief Finance Officer, before putting suggestions forward to Cabinet

Agenda Item 1 Economic & Community Development Advisory Committee - 11 October 2016

Growth Community awards and projects arising from them, Development of Local Government apprenticeships for SDC and re sale to other councils, Skills and training signposting for businesses, and Offer more paid for training sessions for businesses.

Savings

Invest in more electric bikes and cars, Improved use of technology for external information provision, Administration expenses, Greater engagement with local businesses on projects, Car parking in Sevenoaks tow, Advisory/consulting offering to other councils, Encourage more volunteering and outreach with community projects, West Kent Partnership LEADER, Measure Officer man-hours and Build a second hotel for a different market.

20. <u>Work Plan</u>

The work plan was noted with the following amendments:

- 7 March 2017 Swanley Economic Development Strategy
- 13 December 2016 The new Chief Executive of Domestic Abuse Volunteer Support Services (DAVSS) and West Kent Partnership would be invited
- Summer 2017 Visit Kent

THE MEETING WAS CONCLUDED AT 8.40 PM

<u>CHAIRMAN</u>

ACTIONS F	ACTIONS FROM THE MEETING HELD ON 11/10/16							
Action	Action Description Status and last updated Contact Officer							
ACTION 1	Chief Officer Communities and Business to circulate information on the West Kent Partnership including targets and their aims	To be updated at the meeting	Lesley Bowles Ext. 7430					

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ECONOMIC IMPACT OF TOURISM - SEVENOAKS DISTRICT

Economic & Community Development Advisory Committee - 7 March 2017

Report of	Chief Officer - Communities & Business
Status:	For Consideration
Key Decision:	No
This report supports	s the Key Aim of the Economic Development strategy actions
Portfolio Holder	Cllr. Roddy Hogarth
Contact Officer	Emma Lamb Ext.7205

Recommendation to: Economic & Community Development Advisory Committee

That the contents of the report be noted.

Introduction and Background

- 1 Destination Research was commissioned by Visit Kent to undertake a study into the economic impact of tourism in the Sevenoaks District based on 2015 data. The resulting report is attached at the Appendix.
- 2 The report is based on data achieved through the Cambridge Economic model and covers the volume and value of tourism and the impact of visitor expenditure on the Sevenoaks economy in 2015. The Cambridge Economic Model is a tool that uses information from national tourism surveys and regionally based data to illustrate the economic impact of tourism. This is a recognised method of analysing this data.

Key results

- 3. The key results of the 2015 Economic Impact Assessment study are:
 - > 3.9 million trips were undertaken in the area
 - > 3.7 million day trips
 - > 0.2 million overnight visits
 - > 0.8 million nights in the area as a result of overnight trips
 - > £180 million spent by tourists during their visit to the area
 - > £15 million spent on average in the local economy each month.

- > £41 million generated by overnight visits
- > £134 million generated from day trips.
- £231 million spent in the local area as result of tourism, taking into account multiplier effects.
- > 5,032 jobs supported, both for local residents from those living nearby.
- > 3,902 tourism jobs directly supported
- 1,130 non-tourism related jobs supported linked to multiplier spend from tourism.
- 4. The report considers the number of staying trips and the number of nights stayed in the District alongside other parts of Kent. The total figures for Sevenoaks are lower than other areas in Kent but comparable to Tonbridge and Malling.
- 5. Our District Accommodation study completed in 2015 identified a need for increased provision of accommodation across the District, which could explain the relatively low current figures. New developments such as the Premier Inn near Sevenoaks station will assist to increase these figures in future years.
- 6. When considering day visits to Sevenoaks the report estimates that these make up 6% of the total county visits and 7% of the total county spend. Whilst this is reasonably encouraging there is potential to work towards increasing these percentages in the future through tourism development activities by working closely with the large number of attractions we have within the District.

Key Implications

<u>Financial</u>

There are no financial implications associated with this report.

Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues relating to this report.

Equality Assessment

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

Conclusions

The Economic Impact of Tourism report provides an estimated snapshot of the volume and value of tourism in Sevenoaks District in 2015, providing a useful economic analysis of the important role tourism plays in terms of spend and employment. The model suggests that the District has a strong tourism offer with a wealth of good attractions. However there is the potential to provide further support to the District's tourism offer going forward.

Appendices

Appendix - Economic Impact of Tourism, Destination Research

Lesley Bowles Chief Officer for Communities and Business This page is intentionally left blank

Appendix





Commissioned by:

Visit Kent



Economic Impact of Tourism Sevenoaks - 2015 Results

Produced by:

Destination Research www.destinationresearch.co.uk

November 2016

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Introduction

This report examines the volume and value of tourism and the impact of visitor expenditure on the local economy in 2015 and provides comparative data against the other districts in Kent as well as against the previously published data (2013).

The results are derived using the Cambridge Economic Impact Model. The 2013 figures were produced by Tourism South East (TSE) and the report compiled by The South West Research Company (TSWRC). Destination Research was commissioned by Visit Kent to replicate the 2013 model template and to produce 2015 results based on the latest data from national tourism surveys and regionally/locally based data.

In its basic form, the model distributes regional activity as measured in national surveys to local areas using 'drivers' such as the accommodation stock and occupancy which influence the distribution of tourism activity at local level. Whenever possible, results have been enhanced by building in additional local-level data gathered by the district (e.g. local attractions data, boat moorings, language schools in the area, car parking data, accommodation stock, etc.).

Contextual analysis

Domestic tourism

In 2015, British residents took 102.7 million overnight trips in England, totalling 300 million nights away from home, with an expenditure of £19.6 billion. £191 was spent per trip, and with an average trip length of 2.92 nights, the average spend per night was £65. The number of domestic trips was 1% higher than in 2013, and the amount spent also increased, up 5% higher than in 2013, reaching an all-time high in nominal terms.

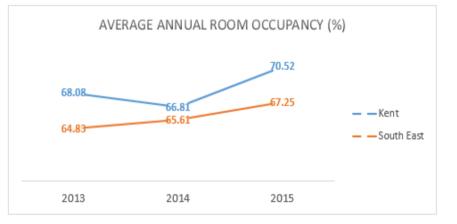
The South East region experienced a 6% drop in overnight trips between 2013 and 2015. Bednights were down 8% on 2013 and expenditure was down by 3%. The region received slightly less visitors in 2015 than in 2013. However, those who did visit spent more per night than in 2013. The average spend per night was up from £53.2 per night in 2013 to £56.53 in 2015.

Domestic visits to Kent

The domestic tourism results for Kent used in this model combine a mixture of supply and demand data. We do this because extracting county level data from national surveys can sometimes lead to inaccurate results due to low sample sizes. According to the GB Tourism Survey (demand side), Kent experienced a 4% decrease in the volume of trips between 2013 and 2015. Nights were down 8% and expenditure was also down by 6%.

However, the supply analysis, based on serviced accommodation occupancy data shows an increase of 2.4% in room occupancy between 2013 (68.1%) and 2015 (70.5). By combining the supply and demand results we estimate that trips to Kent were up by a marginal rate of 0.5%, nights per trip were down by 3% and expenditure stayed unchanged.

Please note that the Cambridge Model uses three year rolling averages to reduce some of the more extreme fluctuations which are due to small sample sizes and high margins or error.



Visits from overseas

At national level, the number of visits in 2015 grew by 5% to a record 36.1 million, after several years of growth since 2010. Average spend per visit was £611 in 2015, down from the peak of £650 per visit in 2013 and reflecting the relative strength of sterling in 2015. The number of visitor nights spent in the UK increased by 3% in 2015 to 273 million, with the average number of nights per visit standing at 7.6.

Overseas trips to the South England region were 13% up on 2013 to reach 5.1 million overnight trips. The total number of nights was down by 18% to reach 37.35 million in 2015. Spend was also up 12% to £2.24bn in 2015.

Kent also experienced growth between 2013 and 2015. Trips were up 8%, nights per trip went up 16% and expenditure was also up by 3%. As with domestic tourism, the Cambridge Model uses three year averages. The percentage change between 2013 and 2015 used in the model is as follows: trips up 8%, nights per trip up 16% and expenditure up by 4%.

The International Passenger Survey (IPS) is conducted by Office for National Statistics and is based on face- to-face interviews with a sample of passengers travelling via the principal airports, sea routes and the Channel Tunnel, together with visitors crossing the land border into Northern Ireland.

Sevenoaks - 2015 Results



The number of interviews conducted in England in 2015 was around 35,000. This large sample size allows reliable estimates to be produced for various groups of passengers despite the low proportion of travellers interviewed. The IPS provides headline figures, based on the county or unitary authority, for the volume and value of overseas trips to the UK.

How accurate is the Regional data?

The regional data extracted from national surveys has to be interpreted with lots of caution, as it has never been designed to be able to produce highly accurate results at regional level or be disaggregated to County level. Whilst the survey gives good precision at the national level, regional breakdowns of the data will almost inevitably lead to less reliable results as margins of error for visits can be as high as 40%. The national survey data is a key driver for the Cambridge model and as outlined above, needs to be used with caution when looking at regional level data. We have applied a 3 year rolling average to this data to help smooth out short term market fluctuations and highlight longer-term trends. We also combine the demand data with supply-side results (occupancy levels, visits to visitor attractions).

Day visitors

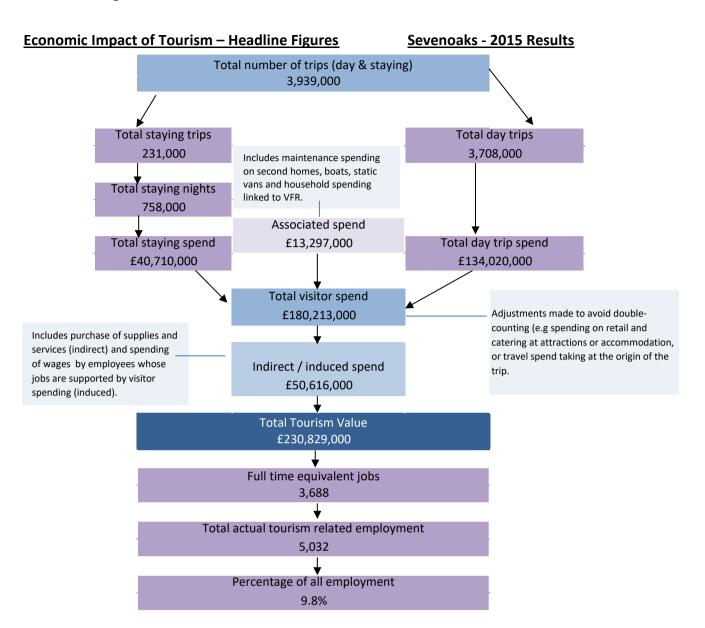
During 2015, GB residents took a total of 1,525 million Tourism Day Visits to destinations in England, Scotland or Wales. Around £54 billion was spent during these trips. The largest proportion of visits were taken to destinations in England (1,298 million visits or 85% of the total) while 8% of visits (124 million) were taken to Scottish destinations and 5% to places in Wales (75 million). The distribution of expenditure during visits broadly reflects this pattern.

The regional distribution of visits generally reflects the population distribution with the notable exception of London which is the destination for 18% of visits but place of residence for just 13% of the population. Within the English regions, the highest volume of visits was taken in London (280 million visits) where the total value of day visits during 2015 was around £11.6 billion.

The volume and value of Tourism Day Visits in the South East of England decreased between 2013 and 2015 from 219 million to 216 million with a 7% decrease in expenditure (down to £6.6 billion). The same survey would indicate that tourism day trips to Kent were up 3% between 2013 and 2015. Expenditure shows a decrease of 11%. The Visits to Visitor Attractions Survey shows that the volume of visitors to fee paying attractions in the South East was up by 5% between 2013 and 2015. Results for Kent show an increase of 3%.

We have used changes in admission charges as well as gross revenue levels to estimate likely visitor expenditure levels. The results show an approximate 5% increase in both admission fees and gross revenue. Based on these results the model assumes day trips to be up 3% and expenditure to remain relatively unchanged at +0.5%, meaning that expenditure per trip has decreased between 2013 and 2015.

Sevenoaks - 2015 Results



Economic Impa	ourism – Year on year comparisons	s Sevenoaks						
Day Trips		2013		2015		2015	Annual variation	
Day trips Volume 3,60		3,600,000			3	3,708,000	3.0%	
Day trips Value	Day trips Value £126,802,000				£134	4,020,000	5.	7%
<u>Overnight trips</u>								
Number of trip		229,000				231,000	0.9	9%
Number of nights	s	762,000				758,000	-0.	5%
Trip value		£41,362,000		£40,710,000		-1.6%		
Total Value		£220,339,000	£230,829,000		0,829,000	4.8%		
Actual Jobs		4,840				5,032	4.0)%
Se	evenoal	(5		2013		2015	Variation	
A	Average length stay (nights x trip)			3.33		3.28	-1.4%	
			£	180.62	£	176.23	-2.4%	
			£	54.28		53.71	-1.1%	
		day trip	£	35.22		36.14	2.6%	
			-	33.22	-	00121	2.370	

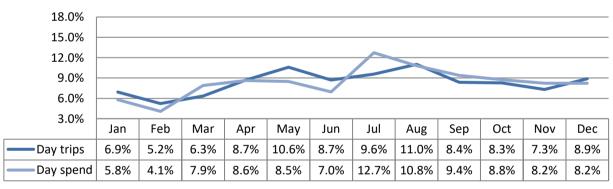
Economic Impact of Tourism

Sevenoaks - 2015 Results

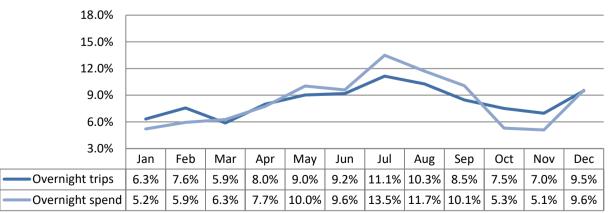


Economic Impact of Tourism – Headline Figures Sevenoaks - 2015 Results **Trips by Purpose** Trips by type of accommodation Holiday Paid 23% Accommodation Business 46% 54% 48% Friends / relatives 25% Friends / relatives / second homes Other Study **Breakdown of expenditure** Type of employment Accommodation Direct (tourism 8% industries) Shopping 11% Indirect Food and drink 39% Entertainment 32% 78% Induced Travel

Seasonality - Day visitors (County level)







Volume of Tourism



Staying visits in the county context

Sevenoaks - 2015 Results

Staying trips in the county context

District	Domestic trips ('000)	Overseas trips ('000)
Ashford	286	106
Canterbury	470	179
Dartford	137	44
Dover	341	83
Gravesham	151	38
Maidstone	293	80
Medway	430	98
Sevenoaks	170	61
Shepway	400	73
Swale	358	41
Thanet	351	143
Tonbridge&Malling	193	47
Tunbridge Wells	251	62

Staying nights in the county context

District	Domestic nights ('000)	Overseas nights ('000)
Ashford	771	457
Canterbury	1,438	1,233
Dartford	392	215
Dover	976	479
Gravesham	396	219
Maidstone	761	480
Medway	1,272	620
Sevenoaks	441	317
Shepway	1,004	394
Swale	1,262	290
Thanet	993	1,066
Tonbridge&Malling	554	281
Tunbridge Wells	765	400

Expenditure in the county context

District	Domestic spend (millions)	Overseas spend (millions)
Ashford	£44	£28
Canterbury	£77	£69
Dartford	£19	£11
Dover	£64	£25
Gravesham	£16	£9
Maidstone	£39	£28
Medway	£61	£29
Sevenoaks	£23	£18
Shepway	£62	£20
Swale	£45	£11
Thanet	£54	£68
Tonbridge&Malling	£25	£12
Tunbridge Wells	£41	£20

Economic Impact of Tourism

Sevenoaks - 2015 Results

Staying Visitors - Accommodation Type

Sevenoaks - 2015 Results

Trips by Accommodation

		UK		Overseas		Total	
Serviced		55,000	32%	26,000	43%	81,000	35%
Self catering		1,000	1%	1,000	2%	2,000	1%
Camping		4,000	2%	1,000	2%	5,000	2%
Static caravans		0	0%	0	0%	0	0%
Group/campus		1,000	1%	3,000	5%	4,000	2%
Paying guest		0	0%	2,000	3%	2,000	1%
Second homes		2,000	1%	0	0%	2,000	1%
Boat moorings		0	0%	0	0%	0	0%
Other		5,000	3%	7,000	11%	12,000	5%
Friends & relatives		102,000	60%	20,000	33%	122,000	53%
Total	2015	170,000		61,000		231,000	
Comparison	2013	170,000		59,000		229,000	
Difference		0%		3%		1%	

Nights by Accommodation

		UK		Overseas		Total	
Serviced		122,000	28%	67,000	21%	189,000	25%
Self catering		6,000	1%	11,000	3%	17,000	2%
Camping		11,000	2%	3,000	1%	14,000	2%
Static caravans		0	0%	0	0%	0	0%
Group/campus		5,000	1%	33,000	10%	38,000	5%
Paying guest		0	0%	15,000	5%	15,000	2%
Second homes		7,000	2%	5,000	2%	12,000	2%
Boat moorings		0	0%	0	0%	0	0%
Other		28,000	6%	10,000	3%	38,000	5%
Friends & relativ	ves	262,000	59%	172,000	54%	434,000	57%
Total	2015	441,000		317,000		758,000	
Comparison	2013	455,000		307,000		762,000	
Difference		-3%		3%		-1%	

Spend by Accommodation Type

		UK		Overseas		Total	
Serviced		£13,759,000	59%	£7,628,000	43%	£21,387,000	53%
Self catering		£297,000	1%	£446,000	3%	£743,000	2%
Camping		£295,000	1%	£138,000	1%	£433,000	1%
Static caravans		£0	0%	£0	0%	£0	0%
Group/campus		£57,000	0%	£1,863,000	11%	£1,920,000	5%
Paying guest		£0	0%	£968,000	6%	£968,000	2%
Second homes		£135,000	1%	£196,000	1%	£331,000	1%
Boat moorings		£0	0%	£0	0%	£0	0%
Other		£1,585,000	7%	£230,000	1%	£1,815,000	4%
Friends & relativ	/es	£7,032,000	30%	£6,081,000	35%	£13,113,000	32%
Total	2015	£23,160,000		£17,550,000		£40,710,000	
Comparison	2013	£23,581,000		£17,781,000		£41,362,000	
Difference		-2%		-1%		-2%	

Serviced accommodation includes hotels, guesthouses, inns, B&B and serviced farmhouse accommodation. Paying guest refers to overseas visitors staying in private houses, primarily language school students. Other trips includes nights spent in transit, in lorry cabs and other temporary accommodation.

Economic Impact of Tourism

Sevenoaks - 2015 Results



Staying Visitors - Purpose of Trip

Sevenoaks - 2015 Results

Trips by Purpose

		UK		Overseas		Total	
Holiday		41,000	24%	11,000	18%	52,000	23%
Business		36,000	21%	22,000	36%	58,000	25%
Friends & relatives		88,000	52%	22,000	36%	110,000	48%
Other		5,000	3%	5,000	8%	10,000	4%
Study		0	0%	1,000	2%	1,000	0%
Total	2015	170,000		61,000		231,000	
Comparison	2013	170,000		59,000		229,000	
Difference		0%		3%		1%	

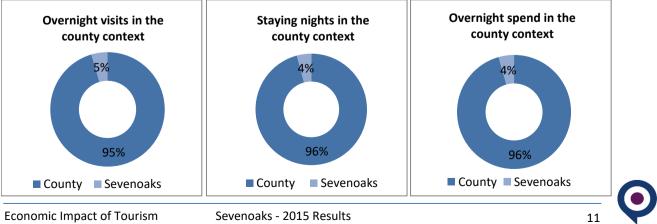
Nights by Purpose

	υκ		Overseas		Total		
Holiday		140,000	32%	51,000	16%	191,000	25%
Business		115,000	26%	72,000	23%	187,000	25%
Friends & relati	ives	173,000	39%	159,000	50%	332,000	44%
Other		14,000	3%	20,000	6%	34,000	4%
Study		0	0%	15,000	5%	15,000	2%
Total	2015	441,000		317,000		758,000	
Comparison	2013	455,000		307,000		762,000	
Difference		-3%		3%		-1%	

Spend by Purpose

		UK		Overseas		Total	
Holiday		£13,082,000	56%	£4,453,000	25%	£17,535,000	43%
Business		£6,822,000	29%	£6,807,000	39%	£13,629,000	33%
Friends & relati	ves	£3,084,000	13%	£3,348,000	19%	£6,432,000	16%
Other		£173,000	1%	£1,755,000	10%	£1,928,000	5%
Study		£0	0%	£1,187,000	7%	£1,187,000	3%
Total	2015	£23,160,000		£17,550,000		£40,710,000	
Comparison	2013	£23,581,000		£17,781,000		£41,362,000	
Difference		-2%		-1%		-2%	

Proportion of staying visits in the county context



Economic Impact of Tourism

Sevenoaks - 2015 Results

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Day Visitors

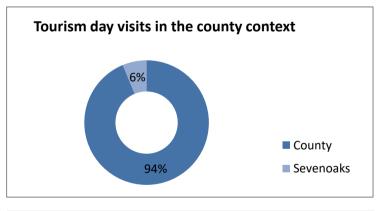
Sevenoaks - 2015 Results

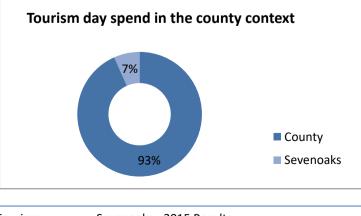
Total Volume and Value of Day Trips

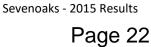
		Trips	Spend
Total	2015	3,708,000	£134,020,000
Comparison	2013	3,600,000	£126,802,000
Difference		3%	6%

Day Visitors in the county context

District	Day Visits (millions)	Day visit Spend (millions)
Ashford	3.9	£133.9
Canterbury	6.6	£215.2
Dartford	9.7	£380.8
Dover	3.9	£116.0
Gravesham	1.7	£49.7
Maidstone	3.8	£122.0
Medway	4.1	£135.5
Sevenoaks	3.7	£134.0
Shepway	4.1	£122.9
Swale	4.6	£137.3
Thanet	3.4	£119.4
Tonbridge&Malling	2.6	£81.4
Tunbridge Wells	4.1	£146.5









Value of Tourism



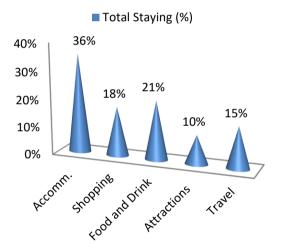
Expenditure Associated with Trips

Sevenoaks - 2015 Results

Direct Expenditure Associated with Trips

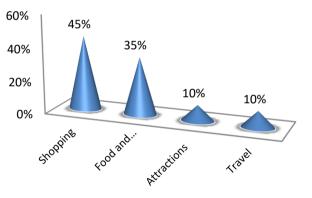
		Accomm.	Shopping	Food and Drink	Attractions	Travel	Total
UK Tourists		£8,485,000	£2,842,000	£5,013,000	£2,338,000	£4,482,000	£23,160,000
Overseas touris	sts	£5,979,000	£4,367,000	£3,624,000	£1,926,000	£1,655,000	£17,551,000
Total Staying		£14,464,000	£7,209,000	£8,637,000	£4,264,000	£6,137,000	£40,711,000
Total Staying (S	%)	36%	18%	21%	10%	15%	100%
Total Day Visit	ors	£0	£60,443,000	£47,175,000	£13,000,000	£13,402,000	£134,020,000
Total Day Visit	ors (%)	0%	45%	35%	10%	10%	100%
Total	2015	£14,464,000	£67,652,000	£55,812,000	£17,264,000	£19,539,000	£174,731,000
%		8%	39%	32%	10%	11%	100%
Comparison	2013	£14,556,000	£64,538,000	£53,404,000	£16,734,000	£19,112,000	£168,164,000
Difference		-1%	5%	5%	3%	2%	4%

Breakdown of expenditure



Breakdown of expenditure

Total Day Visitors (%)



Other expenditure associated with tourism activity

Other expenditure associated with tourism activity - Estimated spend							
Second homes	Boats	Static vans	Friends & relatives	Total			
£117,000	£0	£0	£13,180,000	£13,297,000			

Spend on second homes is assumed to be an average of £2,000 on rates, maintenance, and replacement of furniture and fittings. Spend on boats assumed to be an average of £2,000 on berthing charges, servicing and maintenance and upgrading of equipment. Static van spend arises in the case of vans purchased by the owner and used as a second home. Expenditure is incurred in site fees, utility charges and other spending and is estimated at £2,000. Additional spending is incurred by friends and relatives as a result of people coming to stay with them. A cost of £175 per visit has been assumed based on national research for social and personal visits.

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Direct Turnover Derived From Trip

Sevenoaks - 2015 Results

Business turnover arises as a result of tourist spending, from the purchase of supplies and services locally by businesses in receipt of visitor spending and as a result of the spending of wages in businesses by employees whose jobs are directly or indirectly supported by tourism spending.

		Staying Visitor	Day Visitors	Total
Accommodat	ion	£14,637,000	£944,000	£15,581,000
Retail		£7,137,000	£59,839,000	£66,976,000
Catering		£8,378,000	£45,760,000	£54,138,000
Attractions		£4,422,000	£14,076,000	£18,498,000
Transport		£3,682,000	£8,041,000	£11,723,000
Non-trip sper	nd	£13,297,000	£0	£13,297,000
Total Direct	2015	£51,553,000	£128,660,000	£180,213,000
Comparison	2013	£46,391,000	£124,094,000	£170,485,000
Difference		11%	4%	6%

Adjustments have been made to recognise that some spending on retail and food and drink will fall within attractions or accommodation establishments. It is assumed that 40% of travel spend will take place at the origin of the trip rather than at the destination.

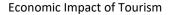
Supplier and Income Induced Turnover

		Staying Visitor	Day Visitors	Total
Indirect spen	d	£5,057,000	£17,590,000	£22,647,000
Non trip spending		£1,995,000	£0	£1,995,000
Income induced		£7,822,000	£18,152,000	£25,974,000
Total	2015	£14,874,000	£35,742,000	£50,616,000
Comparison	2013	£14,755,000	£35,099,000	£49,854,000
Difference		1%	2%	2%

Income induced spending arises from expenditure by employees whose jobs are supported by tourism spend.

Total Local Business Turnover Supported by Tourism Activity – Value of Tourism

		Staying Visitor	Day Visitors	Total
Direct		£51,553,000	£128,660,000	£180,213,000
Indirect		£14,874,000	£35,742,000	£50,616,000
Total Value	2015	£66,427,000	£164,402,000	£230,829,000
Comparison	2013	£65,241,000	£155,098,000	£220,339,000
Difference		2%	6%	5%



Sevenoaks - 2015 Results



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Employment



Employment

Sevenoaks - 2015 Results

The model generates estimates of full time equivalent jobs based on visitor spending. The total number of 'actual' jobs will be higher when part time and seasonal working is taken into account. Conversion of full time equivalent jobs into actual jobs relies on information from business surveys in the sectors receiving visitor spending.

Direct employment

	Full time equivalent (FTE)							
		Staying	Visitor	Day V	Day Visitor		Total	
Accommodation		291	35%	19	1%	310	11%	
Retailing		85	10%	716	38%	801	30%	
Catering		163	20%	888	47%	1,051	39%	
Entertainment		56	7%	179	10%	235	9%	
Transport		37	4%	81	4%	117	4%	
Non-trip spen	d	190	23%	0	0%	190	7%	
Total FTE	2015	822		1,883		2,705		
Comparison	2013	839		1,868		2,707		
Difference		-2%		1%		0%		

	Estimated actual jobs							
	Stayin	g Visitor	Day V	Day Visitor		Total		
Accommodation	407	37%	28	1%	435	11%		
Retailing	120	11%	1,074	38%	1,193	31%		
Catering	228	21%	1,333	48%	1,560	40%		
Entertainment	79	7%	252	9%	331	8%		
Transport	52	5%	114	4%	165	4%		
Non-trip spend	217	20%	0	0%	217	6%		
Total Actual 201	5 1,101		2,800		3,902			
Comparison 201	3 1,188		2,777		3,965			
Difference	-7%		1%		-2%			

Indirect & Induced Employment

Full time equivalent (FTE)									
		Staying Visitor	Day Visitors	Total					
Indirect jobs		144	358	502					
Induced jobs		145	336	481					
Total FTE	2015	288	694	983					
Comparison	2013	213	554	767					
Difference		35%	25%	28%					

Estimated actual jobs							
		Staying Visitor	Day Visitors	Total			
Indirect jobs		165	412	577			
Induced jobs		167	387	553			
Total Actual	2015	332	799	1,130			
Comparison	2013	243	631	874			
Difference		36%	27%	29%			

Economic Impact of Tourism

Sevenoaks - 2015 Results

Total Tourism Jobs

Sevenoaks - 2015 Results

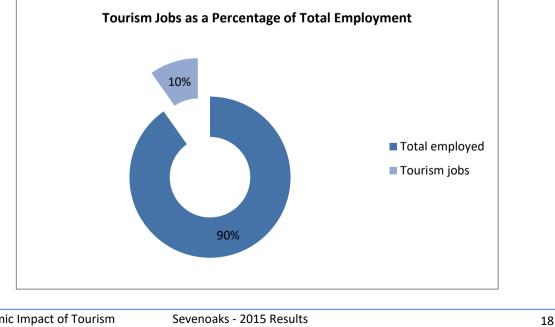
Actual jobs are estimated from surveys of relevant businesses at locations in England and take account of part time and seasonal working.

Full time equivalent (FTE)							
		Staying Visitor		Day Visitor		Total	
Direct		822	74%	1,883	73%	2,705	73%
Indirect		144	13%	358	14%	502	14%
Induced		145	13%	336	13%	481	13%
Total FTE	2015	1,111		2,577		3,688	
Comparison	2013	1,052		2,421		3,474	
Difference		6%		6%		6%	

Estimated actual jobs							
		Staying Visitor		Day Visitor		Total	
Direct		1,101	77%	2,800	78%	3,902	78%
Indirect		165	12%	412	11%	577	11%
Induced		167	12%	387	11%	553	11%
Total Actual	2015	1,433		3,599		5,032	
Comparison	2013	1,431		3,408		4,840	
Difference		0%		6%		4%	

Tourism Jobs as a Percentage of Total Employment

	Staying Visitor	Day visitors	Total	
Total employed	51,500	51,500	51,500	
Tourism jobs	1,433	3,599	5,032	
Proportion all jobs	3%	7%	10%	
Comparison 2013	1,431	3,408	4,840	
Difference	0%	6%	4%	



Economic Impact of Tourism

Sevenoaks - 2015 Results

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Economic Impact of Tourism – Headline Figures

Sevenoaks - 2015 Results

The key 2015 results of the Economic Impact Assessment are:

- **3.9 million trips** were undertaken in the area
- 3.7 million day trips
- 0.2 million overnight visits
- 0.8 million nights in the area as a result of overnight trips

£180 million spent by tourists during their visit to the area**£15 million** spent on average in the local economy each month.

- £41 million generated by overnight visits
- **£134 million** generated from day trips.
- **£231 million** spent in the local area as result of tourism, taking into account multiplier effects.
- **5,032** jobs supported, both for local residents from those living nearby.
- 3,902 tourism jobs directly supported
- 1,130 non-tourism related jobs supported linked to multiplier spend from tourism.



Appendix I - Introduction about Cambridge Model

This report examines the volume and value of tourism and the impact of that expenditure on the local economy. The figures were derived using the Cambridge Economic Impact Model and the research was undertaken by Destination Research.

The model utilises information from national tourism surveys and regionally based data held by Destination Research. It distributes regional activity as measured in those surveys to local areas using 'drivers' such as the accommodation stock and occupancy which influence the distribution of tourism activity at local level.

Limitations of the Model

The methodology and accuracy of the above sources varies. The results of the model should therefore be regarded as estimates which are indicative of the scale and importance of visitor activity in the local area. It is important to note that in the national tourism surveys the sample sizes for each area changes year on year. This is as a result of the random probability nature of the methodology. As such, the results of the Cambridge Model are best viewed as a snapshot in time and we would caution against year-on-year comparisons.

It should be noted that the model cannot take into account any leakage of expenditure from tourists taking day trips out of the area in which they are staying. While it is assumed that these may broadly balance each other in many areas, in locations receiving significant numbers of day visitors from London, there is likely to be an underestimate in relation to the number of overseas day visitors staying in holiday accommodation in London.

Whilst it is important to be aware of these issues, we are confident that the estimates we have produced are as reliable as is practically possible within the constraints of the information available.

Rounding

All figures used in this report have been rounded. In some tables there may therefore be a slight discrepancy between totals and sub totals.

Data sources

The main national surveys used as data sources in stage one include:

- Great Britain Tourism Survey (GBTS) information on tourism activity by GB residents;
- International Passenger Survey (IPS) information on overseas visitors to the United Kingdom;
- Day Visits in the annual Great Britain Day Visitor Survey using information on visits lasting more than 3 hours and taken on an irregular basis

These surveys provide information down to a regional level. In order to disaggregate data to a local level the following information sources are used:

- Records of known local accommodation stock held by Destination Research;
- VisitEngland's surveys of Visits to Attractions, which provide data on the number of visitors to individual tourist attractions ;
- Mid- 2014 estimates of resident population as based on the 2011 Census of Population;
- Selected data from the 2011 Census of Employment;
- Selected data on the countryside and coast including, national designations and length of the coastline.



Staying Visitors

The GBTS provides information on the total number of trips to the region and the relative proportions using different types of accommodation. By matching these figures to the supply of such accommodation, the regional average number of trips per bedspace or unit of accommodation can be derived. The IPS provides information on the total number of trips by overseas visitors to the region. The model uses three year rolling averages to reduce extreme highs and lows which are due to small sample sizes, rather than being a reflection on drastic changes in demand year-on-year.

Day Visitors

Information on day trips at the regional level is available from the Day Visits in Great Britain survey. The survey includes all leisure-related trips from home. It should be noted that a large proportion are local trips made by people resident in the locality. The model uses information from the survey to estimate the number of longer day trips (defined as those lasting at least 3 hours and involving travel of more than 20 miles) and irregular trips lasting more than 3 hours.

Impact of tourism expenditure

This section examines the impact of the tourism expenditure in terms of the direct, indirect and induced expenditure as well as an estimate of the actual jobs (both direct and indirect) supported by tourism expenditure in the district.

The GBTS, IPS and Day Visits to Great Britain survey data on the breakdown of visitor spending. The impact of this initial round of expenditure will be subsequently increased by multiplier effects. These arise from the purchase of supplies and services by the businesses in receipt of visitor expenditure (indirect impacts), and by the income induced-effects arising from the spending of wages by employees in the first round of business and in subsequent expenditure in supplier business (induced impacts).

The New Earnings Survey which provides information on wage levels by industry sector and region; An internal business database which includes data on the structure of business expenditure, local linkages and multiplier ratios drawn from a wide range of business and economic studies carried out by Geoff Broom Associates, PA Cambridge Economic Consultants and others. By applying the breakdown to the estimates of visitor spending, the model generates estimates of total direct spending.

Evidence from national studies suggests that some minor adjustments are required to match visitor spend to business turnover – for example, some expenditure on food and drink actually takes place in inns and hotels that fall in the accommodation sector and within attractions. More significantly, expenditure on travel costs associated with individual trips is equally likely to take place at the origin of the trip as the destination. Therefore the model assumes that only 40% of travel expenditure accrues to the destination area.

Number of full time job equivalents

Having identified the value of turnover generated by visitor spending, it is possible to estimate the employment associated with that spending. Wages for staff and drawings for the proprietors will absorb a proportion of that turnover. By applying these proportions to the overall additional turnover in each sector, the amount of money absorbed by employment costs can be calculated. The New Earnings Survey provides data from which the average costs by business sector, adjusted to take account of regional differences, can be calculated.

After allowing for additional costs such as National Insurance and pension costs, an average employment cost per full time equivalent job can be estimated. The number of such jobs in the local area can then be estimated by dividing the amount of business expenditure on wages and drawings by the average employment cost per job.

Number of Actual Jobs

The model generates estimates of full time equivalent jobs based on visitor spending. However, the total number of actual jobs will be higher when part time and seasonal working is taken into account. The full time equivalent jobs arising directly from visitor spending are converted into actual jobs using information from business surveys in the sectors receiving visitor spending (principally accommodation, food and drink, retail, attrcations, transport). In general, the conversion factor between full time equivalent jobs and actual jobs varies around 1.5 in those sectors.

The indirect and induced jobs arise across a much wider range of employment sectors. Therefore, the average 1.16 for all sectors based on Census of Employment data has been used to convert full time equivalent jobs in this sector to actual jobs.

The employment estimates generated by the model include both self employed and employed people supported by visitor expenditure. The model also includes an estimate of the additional jobs arising in the attractions sector, which are not related to visitor expenditure. However, the numbers do not include other tourism-related employment such as jobs in local authorities arising from their tourism functions, e.g. tourist information staff, additional public health, parks and gardens, public conveniences, maintenance sections and jobs arising from capital investment in tourism facilities.

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COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2017/18

Economic & Community Development Advisory Committee - 7 March 2017

Report of	Chief Officer - Communities & Business
Status:	For Information
Also considered by:	Cabinet - 9 March 2017
Key Decision:	Yes

Executive Summary: This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2017/18.

Details of the appraisal process are provided. This included a lengthy and detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth, the Deputy Portfolio Holders for Economic & Community Development, Cllrs Maskell and McGarvey, and Cllr Mrs Bosley. Members have been trained in appraisal techniques. Recommended grants are set out in Appendix C.

Copies of the applications received are available in the Members' Room.

Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

This report supports the Key Aim of Providing Value for Money and the Community Plan Vision for Safe & Caring Communities, a Green & Healthy Environment and a Dynamic & Sustainable Economy.

Portfolio Holder Cllr. Hogarth

Contact Officer Simon Davies, Ext. 7374

Recommendation to Economic & Community Development Advisory Committee: for information.

Recommendation to Cabinet: Grants, as set out in Appendix C of this report be approved subject to the conditions set out in paragraph 15.

Reason for recommendation: Applications received have been appraised according to the Council's Guidelines and those recommended for funding support the aims of the scheme and represent value for money.

Introduction and Background

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2013-28.
- 2 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013.
- 3 The grant scheme was publicised widely across the District within the voluntary sector, through town and parish councils, libraries and in the press in September 2016. The closing date was 25 November 2016. The total budget available for distribution in 2017/18 is £153,331, including £98,540 for the Citizens' Advice Bureaux in the District. Funding for the Citizens' Advice Bureaux is subject to a three year Service Level Agreement 2015-18.
- 4 The 2017/18 budget available for voluntary sector organisations is as follows:-

Funding for the CABx SLA	£ 98,540
Amount available for grants	£ 54,791
Total Budget	£ 153,331

- 5 A total of 38 grant applications have been received, representing total grant requests of £127,709.
- 6 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 7 A copy of the scheme guidelines is attached at Appendix B.
- 8 A full schedule of applications is attached at Appendix C. The Portfolio Holder for Economic & Community Development has copies of all of the applications and a full set is available in the Members' Room. Officers would be pleased to deal with any detailed queries in advance of the meeting.
- 9 In 2016/17, the voluntary organisations funded supported 247,883 volunteer hours, which represented an economic benefit to the District of £ 3.08 million.

Appraisal Process

10 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal and a detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth and the Deputy Portfolio Holders for Economic & Community Development, Cllrs Maskell and McGarvey, and Cllr Mrs Bosley. Recommendations have been made in accordance with the Scheme Guidelines and the Council's Corporate Code of Practice for grants and take into account various factors, including:

- i. the extent to which the application supports the District Council's priorities;
- ii. the extent to which the application assists residents across the District and its impact;
- iii. the extent to which the application should be funded by other organisations;
- iv. whether performance indicators are relevant and appropriate;
- v. whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
- vi. the level of reserves held by the applicant.
- vii. Whether the applicant has appropriate child protection and safeguarding arrangements in place.

Recommended Level of Grant

11 A summary of the total value of recommendations in this report and the total draft budget is set out below.

Total 2017/18 grant budget available to voluntary and community sector organisations (subject to approval of budget)	£153,331
Grants to CABx for 2017/18 under the terms of a three- year SLA	£98,540
Recommended grants to all other voluntary and youth groups	£54,780
Total recommendations	£153,320

- 12 A full list of grants recommended to voluntary organisations is attached at Appendix C. Of the 27 applications recommended to receive funding, 7 are from organisations that did not receive funding in 2016/17.
- 13 A breakdown of applications by geographical area is set out at Appendix D.

14 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact Imago or North West Kent Council for Voluntary Service for advice and support in seeking funding elsewhere if appropriate.

Recommended Conditions

- 15 It is recommended that grants be made to voluntary organisations subject to the following conditions:
 - (i) that performance indicators as set out in the application forms are adhered to and monitored;
 - (ii) that appropriate Safeguarding policies and arrangements are in place, where necessary;
 - (iii) that appropriate recognition of this Council's funding contribution is made in all their publicity; and
 - (iv) where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents.

Key Implications

<u>Financial</u>

16 The level of funding recommended is in accordance with the draft 2017/18 budget of £153,331.

Resources (Non-financial)

17 The work connected with the Community Grant Scheme administration and monitoring is being undertaken through existing resources.

Legal Implications and Risk Assessment Statement.

18 There are no legal or human rights issues relating to this report. All organisations applying for funding are required to have an equalities policy and where appropriate child protection and/or adult protection policies.

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with

	Voluntary and Community Groups.
As a condition of grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or vulnerable adult protection policies are in place.	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.
Grant allocations not approved in March.	A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.

Equality Assessment

19 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Considera	Consideration of impacts under the Public Sector Equality Duty:						
Question	1	Answer	Explanation / Evidence				
m th po di di	Does the decision being nade or recommended hrough this paper have dotential to disadvantage or discriminate against different groups in the community?	No	The community grants scheme assists with the provision of services to support District residents, particularly those in the greatest need.				
m th po	community? b. Does the decision being Yes made or recommended through this paper have the potential to promote equality of opportunity?		The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities. The grants scheme is widely publicised to ensure that groups serving a wide				

Consideration of impacts under the Public Sector Equality Duty:							
Question	Answer	Explanation / Evidence					
		range of needs are able to apply.					
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified					

Conclusions

20 The work of the voluntary sector across the Sevenoaks District is highly valued. The Council's grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C.

Appendices	Appendix A - Council's Corporate Code of Practice for making grants				
	Appendix B - Community Grant Scheme guidelines				
	Appendix C - Full schedule of applications				
	Appendix D - Full schedule of applications by geographical location.				
Background Papers:	Grant scheme guidelines (Apx B above)				
	Sevenoaks District Council Code of Practice for Grant-making (Apx A above)				

Lesley Bowles Chief Officer Communities & Business

Sevenoaks District Council Grants

Code of Practice September 2003

For this purpose, a grant is taken to mean:

'a cash award for a specified initiative, project or service not provided by the Council which benefits residents or those working in the district'

Each grant scheme should have:

- 1. Written criteria outlining:
 - Eligibility
 - Scheme objectives
 - How the grant decision will be made in relation to the extent to which the scheme criteria are met.
- 2. An application form
- 3. Guidelines for completing the application form.
- 4. Minimum and maximum grant level
- 5. Performance indicators
- 6. Monitoring arrangements

Principles

- The criteria must be in line with the Council's overall objectives
- All grant schemes and benefits in kind must support and complement the Council's Strategic Objectives.

Eligibility

- The applicant group must have a constitution (or at least be working towards adopting one). For most grants a constitution is essential.
- The applicant group should have a management committee.
- The applicant group must have a bank account with 2 signatories. If they do not have a bank account, they must nominate a voluntary organisation to take responsibility for the money on their behalf.
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available
- The project should be for the benefit of people living or working in the Sevenoaks District.

The application form should:

- Identify how the application meets the scheme criteria
- Contain performance indicators by which the success of the project will be measured.
- Be targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect how much money they are eligible to apply for.
- Identify if the applicant has applied to the Council before for funding or if they have an external bid outstanding. Identify how much they have applied for and when applicants are likely to know the outcome. Include details of any other funding applied for and whether bids have been successful.
- Make it clear that grants have to be paid back if the proposal does not go ahead and that if they do not notify the Council, this may jeopardise future applications.
- Make it clear at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc.
- Include a checklist for applicants to ensure everything has been filled in and all documents are enclosed etc.
- Include an outline of the project timetable.
- Identify whether the applicant group has policies which cover child protection/health and safety/equal opportunities etc.
- Identify if the organisation is working towards any form of accreditation.

The application process;

- Application forms must be accompanied by the scheme criteria guidelines for completing the application form and an explanation of the timescale, including deadlines, during which the application will be processed.
- Applicants need to be informed at the outset about the level and timing of monitoring, evaluation and annual reporting required
- Applications should be acknowledged within 10 days of receipt.
- A list must be kept of everyone who is sent a form so that reasons for not replying can be gained if necessary
- Applicants should be informed of the timescale for consideration and notification of decision at the outset.
- If the application has not been approved, reasons should be given.

Deadlines

- Dates for consideration of applications need to be publicised and deadlines set for receipt of applications.
- No applications will be considered after closing dates.

Grants application appraisal

- Grant appraisers should be trained.
- Appraisal must be against the given criteria and applicants must meet set criteria in order to receive the grant.
- The scheme/proposal must meet the main aim of the grant scheme.
- Applications should be assessed according to the extent to which the identified need is met. Applicants should therefore be asked to state the need.
- Audited accounts should be considered when the application is appraised.
- Applicants need to demonstrate financial need and financial viability.

Approval

- All grant applications should receive a response indicating that the grant has been approved held over or refused
- Approval letters should indicate clearly whether there are any conditions attached to the grant.

Payment

- Payment of money timescale for payment should be included in the written notification of grant approval.
- Cheques should go out with a letter reiterating what the money will be spent on and the required monitoring of performance indicators. There should also be a receipt which the applicant signs, dates and sends back to confirm they have received the money and that it will be used for the purpose for which it was approved.
- As part of the monitoring/evaluation process, receipts to prove that the money has been spent on what it was intended for should be provided by the applicant where necessary. For example, where grants have been made for capital/equipment purchase. (*The financial threshold needs to be considered*).

Monitoring & Evaluation

• Monitoring has to be relevant and targeted to the applicant group, degree of detail reflecting the size of grant.

- Monitoring must relate to key outputs/targets/milestones which should be part of the original application. Monitoring should assess achievements against agreed outputs/targets.
- A progress report must be provided frequency determined by the level of grant.
- Recipients of grants must keep a record of user numbers, who has benefited from the grant and any feedback from users.
- PIs should be part of target setting. This should be proportionate to the size of grant.
- How often and by whom they will be monitored must be specified.
- Schemes must be evaluated using the monitoring information provided.
- The applicant group should have client evaluation satisfaction survey e.g. play scheme how did the parents find it, did the children enjoy it etc. proportionate to the size of grant.

Promotion

• Applicants need to make clear what publicity/promotion is being undertaken for the scheme/grant and must acknowledge the grant provided by the District Council in all publicity.

Review

• The grant process itself must be reviewed internally at regular intervals, at least every 3 years to ensure the system is still effective. This includes review of application forms, criteria, reporting etc. with feedback from applicants.

General

• There should be a SDC database which everyone can access which gives details of those groups who have applied for funding and the outcome.



Appendix B

Community Grants Scheme Guidelines 2017/18

Please read the following guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at:

Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG.

Tel: 01732 227000 Email: grants@sevenoaks.gov.uk

Our Community Grant scheme exists to help voluntary organisations which provide services, activities or projects that benefit Sevenoaks District residents, focussing on those in greatest need.

In particular, we wish to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below:

Please note: We can only accept <u>one</u> application per organisation.

Please complete the application form electronically, then print out, sign, and post your application to us. Please note, we cannot accept hand written applications.

What are the scheme's priorities?

Volunteering:

• Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

Social Inclusion:

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation of excluded or vulnerable groups;
- Improve the wellbeing of local residents.

Community Safety:

• Reduce crime or anti-social behaviour.

Information, Advice, Advocacy and Counselling:

• Provide information, advice, advocacy or counselling to residents when they are in particular need.

Young People:

• Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

Arts & Sports:

• Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall wellbeing of residents and encourage the inclusion of groups with particular needs.

Community Grants Scheme 2017/18



Who can apply?

You can apply if you deliver services to Sevenoaks District residents in two or more parishes and are one of the following:

- "Not for profit" registered charity;
- Youth organisation;
- Voluntary organisation;
- Community Interest Company.

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

How much and what can I apply for?

The minimum you can apply for is **£100**

The most we will award for any one application is £5,000

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition, you can apply for core running costs that are commensurate with the project, service or activity applied for.

What are the main conditions?

By applying, you are confirming that you comply with the terms and conditions. The main conditions include:

- Your organisation has a constitution;
- Your organisation has a bank account with at least two authorised signatories;
- Your organisation has an equalities policy in place and is prepared to sign our Equalities Statement;
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults;
- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose;
- You will be required to submit monitoring for your project with supporting evidence;
- All publicity materials and annual reports must acknowledge our support;
- Your organisation can only submit one application in any financial year;
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.



What we will not fund

We will not fund:

- Projects, services or activities that serve only one Parish;
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder;
- Costs for projects that have already started or been delivered;
- Projects where the beneficiaries are not Sevenoaks District residents;
- Private concerns operated as a business;
- Organisations seeking to add capital to their reserves;
- Local organisations seeking funding for a central HQ;
- Religious or political organisations;
- Individuals;
- Work that should be provided by statutory, educational, health organisations or social services;
- Schools or parent/teacher organisations.

How will we assess your project?

The appraisal process will look at:

- Your eligibility to apply;
- The extent to which your project meets the Scheme's priorities;
- How many people will benefit from your project;
- The level of need for the project;
- The level of benefit to Sevenoaks District residents;
- The level of reserves held by your organisation.

Community Grants Scheme 2017/18



When will you know if your application is successful?

The deadline for submitting your completed application form is **Friday 25th November 2016**. Applications received after this date will not be considered.

During March 2017, we will decide who will receive funding. We will write to you during April 2017 to let you know if your application has been successful.

If you require any assistance, please contact Simon Davies, Partnership and Projects Officer, on **01732 227000**.

Applications must be signed by the applicant on behalf of the organisation and returned by post to the address below:

Community Grant Scheme, Communities & Business Team, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG.

Deadline for completed applications 25th November 2016.

Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommended allocations	Reason for refusal	Notes
			2015/16	2016/17				
2	The D'Vine Singers	To enhance the wellbeing for people with mental health needs in the Sevenoaks District through regular singing and socialisation.	No application	£0	£2,000	£350		
3	North West Kent Volunteer Centre	Contribute to running costs and support inclusion and access for vulnerable and elderly people. a) Befriending service, b) Community transport, c) Gardening support by volunteers	£4,500	£4,500	£5,000	£4,250		
8	Sevenoaks District Arts Council	Provide grants or underwriting to arts groups/societies across the whole Sevenoaks District	£4,250	£4,250	£5,000	£2,500		
21	West Kent Mind	StressLess programmes, to deliver 5 x 6 week programmes. Attendees will be anyone experiencing stress or at risk of stress due to personal circumstances	£3,000	£4,000	£5,000	£3,000		
23	Relate West & Mid Kent	To train four new counsellors to work with clients in Sevenoaks to continue offering the Relate service in Sevenoaks.	£2,000	No application	£5,000	£2,800		
30	Sevenoaks District Sports Council	To provide funding to support sports activities across the District: 1. Group coaching and/or training in all sports, 2. Individual coaching, 3. Organised training/coaching courses, 4. helping new clubs to set up sports for young and disabled, 5. Social sports for the older age group, 6. helping all ages with disability sports, 7. Individual grants for talented young sportspeople	£4,250	£4,250	£5,000	£2,500		

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44	Sevenoaks Counselling (District- wide)	To pay for subsidised confidential counselling sessions. Sessions are open to everyone on an equal opportunities basis.	£600	£800	£900	£800		
51	Family Matters	To provide support and specialist therapy to victims of rape and sexual abuse to relieve the mental and physical distress experienced by victims.	£1,200	No application	£4,805	£1,200		
58	CVSNWK	To support voluntary sector infrastructure in Swanley & Northern Parishes. 1. Funding a worker to carry out voluntary sector support work in Swanley & Northern Parishes, 2. Project work to cover unmet needs a) Safe Project, b) Home Support Service	£1,000	£1,000	£5,000	£1,000		
66	Edenbridge Voluntary Transport Service	Contribution to cost of volunteer drivers' expenses and car running costs	£500	£500	£500	£500		
85	Imago	Volunteer Centre - £5,000, Infrastructure support - £ 3,000, Youth services - £5,000, Dial2Drive - £ 5,000	£12,000	£12,000	£18,000	£10,000		£ 4,500 for Volunteer centre, £2,000 for Infrastructure support, £1,750 for Youth services and £1,750 for Dial2Drive

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11()	Sevenoaks Community First Responders	To kit out two new emergency responders	No application	£1,660	£2,400	£1,200		
116	Age UK Sevenoaks & Tonbridge	To fund 60 Information and Advice home visits with follow up support, targeting older people who are isolated, lonely and/or have health issues	No application	No application	£5,000	£2,000		
139	Farningham Village hall	Farningham Online - will help residents to use a computer and to have have the right access, skills, motivation and trust to confidently go online. To provide free wifi for all users of the village hall.	No application	No application	£4,311	£0	X	Application only represents one parish

Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommended allocations	Reason for refusal	Notes
			2015/16	2016/17				
148	Sevenoaks Home Library Service	Annual running costs and maintenance of the library van	£150	£250	£250	£250		
154	Knockholt Carnival Committee	To provide two gazebos to provide shelter for volunteers staffing bthe entrances and field for the firework display. Also two microphones to make public announcements	No application	No application	£500	£0	8	Application only represents one parish
173	Compaid	To help meet the cost of Sevenoaks Kent Karrier Service taking disabled, elderly and other vulnerable residents within the Sevenoaks District to medical appoitments	£4,000	No application	£4,000	£3,500		
195	North Kent Mind	To deliver a Work & Wellbeing Programme - a bespoke training programme for individuals who are unemployed and experiencing mental health issues	No application	No application	£4,766	£2,000		
196	Sevenoaks PHAB	Weekly sessions for adults who live in Sevenoaks District and have a learning and/or physical disability, offering a variety of activities inc. music, singing, drama etc	£400	£400	£500	£400		
206	Sevenoaks Volunteer Transport Group	To defray running costs of providing low cost transport for elderly, infirm and disabled residents toSevenoaks Hospital, other hospitals and clinics and also organisations for disabled people.	£500	£500	£500	£500		

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316	Kemsing Open Door	Funding to help Open Door maintain three coach excusions in Kent and Sussex	No application	No application	£1,500	£0	8	Application only represents one parish
344	Kent Friendz (District-wide)	To provide a specialist club for 20 children with severe and complex disabilities, including challenging behaviour, at regular intervals during the year.	£1,000	£1,000	£2,000	£1,000		
394	BRIDGES	To extendthe service offered by BRIDGES onto Wednesday afternoons with: a) Creative therapeutic arts project and b) lunches for housebound people.	£1,000	£1,000	£1,800	£1,000		
425	Playplace Innov8	Multimedia Youth Programme - promote, encourage and train six community volunteers and young leaders. 8 week multimedia project in Dunton Green and Westerham. Participating young people will achieve an accredited AQA or Arts award outcome.	£2,240	No application	£4,983	£1,500		

Appendix C

Agenda Item 8

Community Grant Scheme - Schedule of Applications 2017/18

Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommended allocations	Reason for refusal	Notes
			2015/16	2016/17				
428	Swanley Therapy Centre	To provide hyperbaric oxygen therapy to elderly people who suffer from a wide range of neurological and physical disabilities, including multiple sclerosis	No application	No application	£2,000	£0	4	This service should be supported by other health funding
436	West Kent Communities	Contribution towards summer residential trip for vulnerable children aged 8-12 living in Sevenoaks District	£1,000	£1,250	£3,052	£1,250		
439	Kenward Trust	To contribute to the cost of providing drug and alcohol awareness at Safety in Action event in May 2017	No application	£1,000	£700	£700		
443	Revitalise Respite Holidays	To provide essential respite holidays for three disabled guests and carers from Sevenoaks at one of Revitalise's UK based centres.	£0	No application	£1,062	£0	2	The application has not identified the need within the Sevenoaks District
446	Domestic Abuse Volunteer Support Services	Grant towards core costs and volunteer expenses, providing vital support services for women and men experiencing domestic abuse, providing a cost effective helpline, face to face support, risk assessments to national standards, signposting, Support to Court project, help with paperwork, coordinating the Freedom Programme and raising public awareness	£3,000	£3,580	£5,000	£3,580		
462	Salus	Safety in Action - West Kent. To support staging a 2 week event for 1,600 year 2 children from west Kent. All Sevenoaks District primary schools are invited to participate.	1000	£1,000	£1,000	£1,000		
467	EDNA	Dance Around My World - an inclusive 12 week diverse dance, movement to music project for people living with dementia and their carers.	No application	£0	£1,200	£0	7	The applicant is a limited company and so not eligible

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470	Bradbourne Residents' Association	To undertake renovation work to footpaths in Bradbourne Lakes Park	No application	No application	£5,000	£0	1,8	Reserves are higher than expenditure
471	Involve Kent	To fund 20 day-long outings for Sevenoaks residents who are living with cancer.	No application	No application	£2,065	£0	3	
472	Alfie James Productions	The Black Dog Theatre Creation - a 6 month community pilot theatre-based project to support adults affected by poor confidence, mental health issues and at risk of isolation	No application	No application	£2,500	£0	4	This service should be funded through Sevenoaks District Arts Council
473	Otford Village Memorial Hall	To provide sound systems for the main hall and Club Room	No application	No application	£4,935	£0	8	Application only represents one parish
			TOTAL	TOTAL	£127,709	£54,780		

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Refusal Reasons

1 The organisation's reserves are considered to be too high to enable a grant to be recommended

2 The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme

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- 3 The available level of funding is not sufficient for the Council to be able to support this priority
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8	35	Imago	Volunteer Centre - £5,000, Infrastructure support - £ 3,000, Youth services - £5,000, Dial2Drive - £ 5,000	£12,000	£12,000	£18,000	£10,000		£ 4,500 for Volunteer centre, £2,000 for Infrastructure support, £1,750 for Youth services and £1,750 for Dial2Drive
	73	Compaid	To help meet the cost of Sevenoaks Kent Karrier Service taking disabled, elderly and other vulnerable residents within the Sevenoaks District to medical appoitments	£4,000	No application	£4,000	£3,500		
Pane 66	64	West Kent Mediation	Continued provision of a free, restorative, impartial, confidential community mediation service for all individuals, families and groups living in Sevenoaks District. To part fund restorative conferencing service to resolve multi-party disputes within the community. To recruit and train new volunteers from SDC areas. Contribution to volunteers' expenses and hall hire costs for joint mediation meetings.	£5,000	£5,000	£5,000	£4,500		
34	44	Kent Friendz (District- wide)	To provide a specialist club for 20 children with severe and complex disabilities, including challenging behaviour, at regular intervals during the year.	£1,000	£1,000	£2,000	£1,000		
42	.78	Swanley Therapy Centre	To provide hyperbaric oxygen therapy to elderly people who suffer from a wide range of neurological and physical disabilities, including multiple sclerosis	No application	No application	£2,000	£0	4	This service should be supported by other health funding

R	lef No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
				2015/16	2016/17				
	436	West Kent Communities	Contribution towards summer residential trip for vulnerable children aged 8-12 living in Sevenoaks District	£1,000	£1,250	£3,052	£1,250		
	439	Kenward Trust	To contribute to the cost of providing drug and alcohol awareness at Safety in Action event in May 2017	No application	£1,000	£700	£700		
	1/13	Revitalise Respite Holidays	To provide essential respite holidays for three disabled guests and carers from Sevenoaks at one of Revitalise's UK based centres.	£0	No application	£1,062	£0	2	The application has not identified the need within the Sevenoaks District
Page 67	446	Domestic Abuse Volunteer Support Services	Grant towards core costs and volunteer expenses, providing vital support services for women and men experiencing domestic abuse, providing a cost effective helpline, face to face support, risk assessments to national standards, signposting, Support to Court project, help with paperwork, coordinating the Freedom Programme and raising public awareness	£3,000	£3,580	£5,000	£3,580		
	462	Salus	Safety in Action - West Kent. To support staging a 2 week event for 1,600 year 2 children from west Kent. All Sevenoaks District primary schools are invited to participate.	£1,000	£1,000	£1,000	£1,000		
	471	Involve Kent	To fund 20 day-long outings for Sevenoaks residents who are living with cancer.	No application	No application	£2,065		3	
						£61,584	£32,880		

1	Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
				2015/16	2016/17				
S	SWANLE	Y & NORTHERN PAR	SHES						
	3	North West Kent Volunteer Centre	Contribute to running costs and support inclusion and access for vulnerable and elderly people. a) Befriending service, b) Community transport, c) Gardening support by volunteers	£4,500	£4,500	£5,000	£4,250		
Dana	58	CVSNWK	To support voluntary sector infrastructure in Swanley & Northern Parishes. 1. Funding a worker to carry out voluntary sector support work in Swanley & Northern Parishes, 2. Project work to cover unmet needs a) Safe Project, b) Home Support Service	£1,000	£1,000	£5,000	£1,000		
222	195	North Kent Mind	To deliver a Work & Wellbeing Programme - a bespoke training programme for individuals who are unemployed and experiencing mental health issues	No application	No application	£4,766	£2,000		

SEVENOAKS AREA

	Sevenoaks Community First Responders	To kit out two new emergency responders	No application	£1,660	£2,400	£1,200	
148	Sevenoaks Home Library Service	Annual running costs and maintenance of the library van	£150	£250	£250	£250	
196	Sevenoaks PHAB	Weekly sessions for adults who live in Sevenoaks District and have a learning and/or physical disability, offering a variety of activities inc. music, singing, drama etc	£400	£400	£500	£400	

£14,766

£7,250

Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
			2015/16	2016/17				
206	Sevenoaks Volunteer Transport Group	To defray running costs of providing low cost transport for elderly, infirm and disabled residents toSevenoaks Hospital, other hospitals and clinics and also organisations for disabled people.	£500	£500	£500	£500		
425	Playplace Innov8	Multimedia Youth Programme - promote, encourage and train six community volunteers and young leaders. 8 week multimedia project in Dunton Green and Westerham. Participating young people will achieve an accredited AQA or Arts award outcome.	£2,240	No application	£4,983	£1,500		
467	EDNA	Dance Around My World - an inclusive 12 week diverse dance, movement to music project for people living with dementia and their carers.	No application	£0	£1,200	£0	7	The applicant is a limited company and so not eligible
472	Alfie James Productions	The Black Dog Theatre Creation - a 6 month community pilot theatre-based project to support adults affected by poor confidence, mental health issues and at risk of isolation	No application	No application	£2,500	£0	4	This service should be funded through Sevenoaks District Arts Council
	·	·			£12,333	£3,850		

SEVENOAKS & SOUTHERN PARISHES

21	West Kent Mind	StressLess programmes, to deliver 5 x 6 week programmes. Attendees will be anyone experiencing stress or at risk of stress due to personal circumstances	£3,000	£4,000	£5,000	£3,000	
23	Relate West & Mid Kent	To train four new counsellors to work with clients in Sevenoaks to continue offering the Relate service in Sevenoaks.	£2,000	No application	£5,000	£2,800	

Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
			2015/16	2016/17				
1 110	-	To fund 60 Information and Advice home visits with follow up support, targeting older people who are isolated, lonely and/or have health issues	No application	No application	£5,000	£2,000		
	•	•			£15,000	£7,800		

EDENBRIDGE & SOUTHERN PARISHES

	66	Edenbridge Voluntary Transport Service	Contribution to cost of volunteer drivers' expenses and car running costs	£500	£500	£500	£500	
Page 70	91	Commonwork (Bore Place)	To provide opportunities for local communities and volunteers to access green spaces in and around Bore Place 1. Fund enhancement of a 3 mile trail through Weald countryside with activities for local communities. 2. Volunteer groups will be recruited to assist with managing the trail. Engaging with vulnerable individuals through partner organisations. 4. Work with SDC Health Walks	No application	No application	£5,000	£1,500	
	394	BRIDGES	To extendthe service offered by BRIDGES onto Wednesday afternoons with: a) Creative therapeutic arts project and b) lunches for housebound people.	£1,000	£1,000	£1,800	£1,000	
						£7,300	£3,000	

Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
			2015/16	2016/17				
ONE PA	RISH ONLY							
139	Farningham Village hall	Farningham Online - will help residents to use a computer and to have have the right access, skills, motivation and trust to confidently go online. To provide free wifi for all users of the village hall.	No application	No application	£4,311	£0	8	Application only represents one parish
154	Knockholt Carnival Committee	To provide two gazebos to provide shelter for volunteers staffing bthe entrances and field for the firework display. Also two microphones to make public announcements	No application	No application	£500	£0	8	Application only represents one parish
316	Kemsing Open Door	Funding to help Open Door maintain three coach excusions in Kent and Sussex	No application	No application	£1,500	£0	8	Application only represents one parish
4 69	CrockenARA	To provide workshops on a weekday afternoon to encourage cohesion and make a welcoming place for new opportunities to ensure a full and active retirement.	No application	No application	£480	£0	8	Application only represents one parish
470	Bradbourne Residents' Association	To undertake renovation work to footpaths in Bradbourne Lakes Park	No application	No application	£5,000	£0	1,8	Reserves are higher than expenditure and application represents a small area of the District
473	Otford Village Memorial Hall	To provide sound systems for the main hall and Club Room	No application	No application	£4,935	£0	8	Application only represents one parish
			-		£16,726	£0		

OVERALL TOTAL £127,709 £54,780

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Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
			2015/16	2016/17				
DISTRIC	TWIDE							
2	The D'Vine Singers	To enhance the wellbeing for people with mental health needs in the Sevenoaks District through regular singing and socialisation.	No application	£0	£2,000	£350		
8	Sevenoaks District Arts Council	Provide grants or underwriting to arts groups/societies across the whole Sevenoaks District	£4,250	£4,250	£5,000	£2,500		
30	Sevenoaks District Sports Council	To provide funding to support sports activities across the District: 1. Group coaching and/or training in all sports, 2. Individual coaching, 3. Organised training/coaching courses, 4. helping new clubs to set up sports for young and disabled, 5. Social sports for the older age group, 6. helping all ages with disability sports, 7. Individual grants for talented young sportspeople	£4,250	£4,250	£5,000	£2,500		
44	Sevenoaks Counselling (District- wide)	To pay for subsidised confidential counselling sessions. Sessions are open to everyone on an equal opportunities basis.	£600	£800	£900	£800		
51	Family Matters	To provide support and specialist therapy to victims of rape and sexual abuse to relieve the mental and physical distress experienced by victims.	£1,200	No application	£4,805	£1,200		

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	Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
				2015/16	2016/17				
	85	Imago	Volunteer Centre - £5,000, Infrastructure support - £ 3,000, Youth services - £5,000, Dial2Drive - £ 5,000	£12,000	£12,000	£18,000	£10,000		£ 4,500 for Volunteer centre, £2,000 for Infrastructure support, £1,750 for Youth services and £1,750 for Dial2Drive
Po	173	Compaid	To help meet the cost of Sevenoaks Kent Karrier Service taking disabled, elderly and other vulnerable residents within the Sevenoaks District to medical appoitments	£4,000	No application	£4,000	£3,500		
Page 74	264	West Kent Mediation	Continued provision of a free, restorative, impartial, confidential community mediation service for all individuals, families and groups living in Sevenoaks District. To part fund restorative conferencing service to resolve multi-party disputes within the community. To recruit and train new volunteers from SDC areas. Contribution to volunteers' expenses and hall hire costs for joint mediation meetings.	£5,000	£5,000	£5,000	£4,500		
	344	Kent Friendz (District- wide)	To provide a specialist club for 20 children with severe and complex disabilities, including challenging behaviour, at regular intervals during the year.	£1,000	£1,000	£2,000	£1,000		
	428	Swanley Therapy Centre	To provide hyperbaric oxygen therapy to elderly people who suffer from a wide range of neurological and physical disabilities, including multiple sclerosis	No application	No application	£2,000	£0		This service should be supported by other health funding

	Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
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	436	West Kent Communities	Contribution towards summer residential trip for vulnerable children aged 8-12 living in Sevenoaks District	£1,000	£1,250	£3,052	£1,250		
	439	Kenward Trust	To contribute to the cost of providing drug and alcohol awareness at Safety in Action event in May 2017	No application	£1,000	£700	£700		
	443	Revitalise Respite Holidays	To provide essential respite holidays for three disabled guests and carers from Sevenoaks at one of Revitalise's UK based centres.	£0	No application	£1,062	£0	2	The application has not identified the need within the Sevenoaks District
Page 75	446	Domestic Abuse Volunteer Support Services	Grant towards core costs and volunteer expenses, providing vital support services for women and men experiencing domestic abuse, providing a cost effective helpline, face to face support, risk assessments to national standards, signposting, Support to Court project, help with paperwork, coordinating the Freedom Programme and raising public awareness	£3,000	£3,580	£5,000	£3,580		
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						£61,584	£32,880		

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Re	ef No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
				2015/16	2016/17				
SW	ANLE	Y & NORTHERN PAR	ISHES						
	3	North West Kent Volunteer Centre	Contribute to running costs and support inclusion and access for vulnerable and elderly people. a) Befriending service, b) Community transport, c) Gardening support by volunteers	£4,500	£4,500	£5,000	£4,250		
J	58	CVSNWK	To support voluntary sector infrastructure in Swanley & Northern Parishes. 1. Funding a worker to carry out voluntary sector support work in Swanley & Northern Parishes, 2. Project work to cover unmet needs a) Safe Project, b) Home Support Service	£1,000	£1,000	£5,000	£1,000		
1			To deliver a Work & Wellbeing Programme -						

SEVENOAKS AREA

North Kent Mind

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195

110	Sevenoaks Community First Responders	To kit out two new emergency responders	No application	£1,660	£2,400	£1,200	
148	Sevenoaks Home Library Service	Annual running costs and maintenance of the library van	£150	£250	£250	£250	
196	Sevenoaks PHAB	Weekly sessions for adults who live in Sevenoaks District and have a learning and/or physical disability, offering a variety of activities inc. music, singing, drama etc	£400	£400	£500	£400	

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Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	refusal	Notes
			2015/16	2016/17				
116	-	To fund 60 Information and Advice home visits with follow up support, targeting older people who are isolated, lonely and/or have health issues	No application	No application	£5,000	£2,000		
-		•			£15,000	£7,800		

EDENBRIDGE & SOUTHERN PARISHES

ſ	66	Edenbridge Voluntary Transport Service	Contribution to cost of volunteer drivers' expenses and car running costs	£500	£500	£500	£500	
Page 78	91	Commonwork (Bore Place)	To provide opportunities for local communities and volunteers to access green spaces in and around Bore Place 1. Fund enhancement of a 3 mile trail through Weald countryside with activities for local communities. 2. Volunteer groups will be recruited to assist with managing the trail. Engaging with vulnerable individuals through partner organisations. 4. Work with SDC Health Walks	No application	No application	£5,000	£1,500	
	394	BRIDGES	To extendthe service offered by BRIDGES onto Wednesday afternoons with: a) Creative therapeutic arts project and b) lunches for housebound people.	£1,000	£1,000	£1,800	£1,000	
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Ref No	Name of Organisation	Purpose			Grant app. 2017/18	Draft Recommen ded allocations	Reason for refusal	Notes
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ONE PA	RISH ONLY							
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OVERALL TOTAL £127,709 £54,780

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SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN 2017-18

Economic & Community Development Advisory Committee - 7 March 2017

Report of :	Chief Officer Communities and Business
Status:	For Consideration
Also considered by:	Cabinet - 9 March 2017
Key Decision:	Yes

Executive Summary: This report seeks consideration of the 2017-18 Sevenoaks District Community Safety Strategy and Action Plan. The plan responds to the community safety priorities identified in the most recent Strategic Assessment.

This report supports the Key Aim of delivering a low crime rate in the District and supporting vulnerable and repeat victims of crime and anti-social behaviour.

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer Kelly Webb, Ext. 7474

Recommendation to Economic & Community Development Advisory Committee: Members views are sought.

Recommendation to Cabinet: That the Community Safety Strategy & Action Plan for 2016-17 is approved.

Reason for recommendation: This Action Plan will determine multi-agency work undertaken in the District to reduce crime and anti-social behaviour and increase feelings of safety.

Introduction and Background

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council, Kent Fire & Rescue Service, Health, Probation and Kent Police, together with other key partners, to undertake an audit of crime and disorder in the District and co-operate in the development and implementation of a strategy and action plan for tackling local crime and disorder. The audit is known as the Strategic Assessment.
- 2 The Strategic Assessment undertaken in December 2016 identified eight Community Safety priorities for the District, in no particular order, as follows:

Agenda Item 9

- Anti-Social Behaviour including Environmental Crime
- Organised Crime Groups (OCG)
- Safeguarding (incl Prevent, Gangs, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Road Safety
- Substance Misuse
- Repeat Victims & Location
- Mental Health
- Domestic Abuse

A presentation about the Strategic Assessment will be made at the Economic & Community Development Advisory Committee on 7th March 2017.

3 The draft 2017-18 Sevenoaks District Community Safety Strategy and Action Plan attached at the Appendix. It sets out Partnership activity aimed at addressing the above priorities. The Action Plan is monitored on a quarterly basis by the Community Safety Partnership, to ensure that actions are on target and are helping to meet the identified success measures.

Key Implications

<u>Financial</u>

The funding required to deliver the Action Plan comes from the Police and Crime Commissioner and existing SDC Core Budgets and core budgets of participating agencies and other external funding sources as they become available. No additional District Council funding is required to deliver the plan.

Legal Implications and Risk Assessment Statement.

There are no legal issues for the Council arising from this action plan.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the	ne Public Se	ctor Equality Duty:
Question Answer		Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Community Safety Strategy & Action Plan assists with the provision of services to support District residents, including victims of crime.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Community Safety Strategy & Action Plan addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

4 The Community Safety Strategy & Action Plan has been prepared following a strategic assessment of crime and disorder issues and provides a multi-agency approach to those issues.

Appendices	Appendix A - The draft Sevenoaks District Community Safety & Action Plan 2017/18
Background Papers:	The 2016 Strategic Assessment

Lesley Bowles Chief Officer for Communities and Business This page is intentionally left blank

Sevenoaks District

Community Safety Partnership

Annual Action Plan 2017 - 2018 DRAFT



Agenda Item 9

Appendix

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Priority issues 2017-18	Page 4
Success measures	Page 6
Domestic Abuse	Page 7
Organised Crime Groups	Page 9
Anti-Social Behaviour incl Environmental Crime	Page 11
Repeat Victims and Locations	Page 14
Safeguarding	Page 16
Mental Health	Page 18
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Road Safety	Page 23
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Map of Sevenoaks District	Page 30

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www.sevenoaks.gov.uk

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Please contact us on 01732 227000 stating your language and telephone number

Action Plan 2017-18

Introduction

The Sevenoaks District Community Safety Partnership brings together all of the agencies in the District who can have an impact on crime, anti-social behaviour and the fear of crime. A list of partners is set out on page 26. The Partnership has 3 key aims. They are to:

- Reduce and detect crime
- Reduce anti-social behaviour and the fear of crime
- Strengthen community involvement

Each year the Partnership, in common with all of the Community Safety Partnerships in Kent, undertakes an assessment of crime and disorder in the District, using data provided by partners and feedback from residents. The assessment identifies the priority issues for the next year using the following rationale for each community safety type:

3

- Whether there is significant community concern
- Whether there is an increasing trend
- Whether it contributes to a high volume of crime
- The level of harm it causes
- How well it is performing compared with other parts of Kent and similar partnerships nationally
- Whether the Partnership can add value to the work

This Action Plan identifies where we can best work together to achieve results.

Priority Issues for 2017-18

The Strategic Assessment undertaken during the winter of 2016 has identified 8 priorities for the Partnership to tackle during 2017-18. The data referred to in this Action Plan is based on the Strategic Assessment, and uses data between October 2015 - September 2016, unless otherwise stated. Trends in the identified priorities continue to be monitored on a quarterly basis and the first monitoring will be available in July 2017. Crime types are compared with their "Most Similar Groups" a bench marking group set up by the Home Office, of partnerships thought to have similar characteristics.

The 8 priorities, as ranked in the Strategic Assessment, are:

- Domestic Abuse
- Organised Crime Groups
- Anti-Social Behaviour incl Environmental Crime
- Repeat Victims & Locations
- Safeguarding (incl Prevent, Gangs, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Mental Health

Page

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- Substance Misuse
- Road Safety

Although the Partnership's main focus will be the 8 priorities, it will continue to monitor and plan for trends in crime and other community safety issues and address them through the Community Safety Unit's daily briefings and other tasking arrangements in order to reduce recorded crime.

The Action Plan

The following pages set out the overall targets for the Community Safety Partnership. The Action Plan does not include details of the numerous activities already undertaken by partners, town and parish councils, the voluntary sector and others as part of their day to day work, but highlights activities in addition to core work, which partners will undertake throughout the forthcoming year. All priorities include actions around public perception and reducing repeat offenders/victims.

Funding and monitoring

Funding for the actions included within the Action Plan is available from a number of sources, including partners' own budgets, Police & Crime Commissioner's (PCC) funding which is allocated to district Community Safety Partnerships, Choosing Health funding and other small amounts of funding from a variety of sources.

Regular monitoring will take place to ensure that individual projects continue to deliver positive results as well as value for money and that this Action Plan is on target.

Equalities

In preparing the action plan, issues such as equality and diversity were considered to ensure that everybody feels safe in the District.

SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP - ACTION PLAN 2017-18

SUCCESS MEASURES

All recorded crime

All Victim Based Crime reduced compared with the previous year.

Domestic Abuse

Domestic Abuse Action Plan to be 80% on target Work with agencies to reduce repeat victims

Organised Crime Groups (OCGs) Create a baseline of OCG's

Anti-Social Behaviour

An improvement in behaviour achieved in 80% of cases accepted by the Anti-Social Behaviour Task Group. 75% of Anti-Social Behaviour victims satisfied with action taken.

Repeat Victims and Locations

Reduce the number of repeat victims through proactive work in the CSU

Safeguarding

Deliver minimum of 4 training sessions on safeguarding topics Determine a baseline figure for CSE, Prevent, Gangs, Human Trafficking and Modern Slavery cases in the District

Mental Health Set up a working relationship with Mental Health Service Providers

Substance Misuse Action Plan to be 85% on target

Speeding incl Road Safety

Maintain the number of voluntary speed watches and Police enforcement

DOMESTIC ABUSE

The District has the lowest number of Domestic Abuse incidents (1365)¹, From September 2016, Kent Police stopped providing data for repeat victims. However from 1 October 2015 - 31 August 2016 there were 367 repeat victims (32.9%). **Please note:** Domestic Abuse incidents are not always reported as violence against the person, if there has been no violence recorded. For example if there were a verbal altercation this would be recorded as a Domestic Abuse Incident and not Violence against the Person and that is why the numbers are different.

Domestic abuse incidents in the Sevenoaks District have increased by 33.6%. Domestic Abuse historically is thought to have been considerably under reported. An increase in reporting is therefore to be welcomed and does not necessarily represent an increase in the actual number of incidents.

It is important to remember that these figures are only representative of domestic abuse that was reported to the Police and it is widely recognised that domestic abuse is often unreported. Kent police figures indicate the rates of domestic abuse for Sevenoaks District have been the lowest in Kent for the past three years.

¹ Apparent inconsistency in annual figures arises from the classification of 'incident'. Domestic abuse 'incidents' are not necessarily violent and can refer to verbal disputes which have been reported to Kent Police; as such, not all incidents make it into statistics for violence against the person.

	Priority Action	Lead Agency	Other Partners	By When	Funding	
DOM	NESTIC ABUSE					
1.1	Raise awareness and sign posting to local and county wide services and resources were including refuges, particularly targeting repeat victims. Raise awareness in key groups (LGBT, Traveler Groups, Ethnic Minorities, FGM, Honour Based Violence, Arranged Marriages & Elderly Abuse).	CSP Domestic Abuse Task Group DAVSS	All Partners KCC Youth Services GPs Health Visiting Service	On going	Existing Budgets	Agenda Ite
1.2	Support young people to form positive and healthy relationships (to reduce onset of abusive behaviours and break the cycle of abuse.	DAVSS DA Working Group	Imago Early Help (incl Troubled Families)	March 2018	Existing Budgets	9 m
1.3	Work with victims, where the perpetrator has received DVPO/N to provide more support and link in with partners such as Housing Associations.	Police	Housing Association CSU	On-Going	Existing Budgets	
1.4	Arrange a Bi-Monthly meeting to look at standard and medium risk victims of DA to reduce repeat and high risk victims.	Police CSU	Housing Association DAVSS Circle Choices	April 2017	Existing Budgets	
1.5	DA related incidents to be raised at CSU daily briefing for support services to be in place where possible.	Police CSU	DAVSS Choices	April 2017	Existing Budgets	
1.6	DA Campaign for victims to know their rights such as Housing, Benefits	CSU	All	June 2017	Existing Budgets	
1.7	Investigate best practice elsewhere to work with GPs eg Iris Campaign	CRC CSU	All	June 2017	Existing Budgets	

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Organised Crime Groups (OCG's)

Organised Crime comes in many forms. Those involved in organised crime don't just commit serious crime, but local crime within the community, whose activities often feed into much more serious crime and serious violence.

Whilst we very rarely see serious violence and crime in this District, criminal activity locally could have these links to organised crime. Local drug dealers sell drugs trafficked into this country by violent criminal gangs, who exploit the most vulnerable people in our society so as not to get caught themselves. A local car thief is likely to be selling what is stolen to fund their own drug habit. Someone breaking into a garden shed will be selling the items other criminals higher up the chain, which then feed into other much more serious crime.

Criminals behind organised crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals behind this don't even have to try hard to do this - instead relying on word of mouth and reputation.

Over the past year Organised Crime has seen a more targeted approach by Partnerships. According to Kent Police there are 7 OCGs with a recorded impact in the Sevenoaks area. The most common crime types associated with these groups is commonly organised theft

	Priority Action	Lead Agency	Other Partners	By When Fu	nding	
Org	anised Crime Groups (OCG's)					
2.1	Work in Partnership to disrupt recognised OCGs and identify existing and emerging groups.	Police SCD	CSU All	March 2018	Existing Budgets	Agenda
2.2	Map traffic and lines where OCGs are operating and develop multi-agency analysis of intelligence.	Police CSU	All	March 2018	Existing Budgets	da Item
2.3	Develop the practices of multi-agency around prosecutions and evictions. Link up procedures	Police CSU	Housing Associations	March 2018	Existing Budgets	. 9
2.4	Partnership meetings to be established around OCG's and use the ethos of Protect, Pursue, Prevent and Prepare	CSP	All	June 2017	Existing Budgets	
2.5	Deliver training around OCG's to frontline workers, schools and colleges	Police CSU		March 2017	Existing Budgets	
2.6	Establish a directory of key partners and appropriate officers	Police	CSU	June 2017	Existing Budgets	

Anti-Social Behaviour including Environmental Crime

ASB accounts for the largest recorded issue when compared to individual crime types in the District and makes up 26% of the total recorded figures when included in crime statistics. Figures show 2025 recorded incidents of ASB occurring within the District reported to Kent Police; The District had the 2nd lowest number of ASB reports in Kent, but saw a slight increase of 2.8% (55 reports).

The Community Safety Unit (CSU) Daily tasking's meetings dealt with 806 ASB/Community Safety calls from October 2015 - September 2016. All actions were followed up and residents were kept updated in all actions unless they had reported anonymously. ASB is most prominent community safety issue in the Sevenoaks District, (including environmental issues) and will continue to be a priority for the CSP.

The top wards reporting were Swanley, Edenbridge and Sevenoaks. The top categories were intimidation and harassment this is followed by reports of noise and then Nuisance Behaviour. Calls by type are always higher than reports received as residents can report more than one type at a time.

The ASB Officer attends the daily tasking meeting within the CSU and also received 212 calls through the Council. All calls were responded to and dealt with by the ASB Officer separately or with partner agencies when needed.

SDC CCTV

During this last year from 1st October 2015 to 30th September 2016 the CCTV control room at Sevenoaks District Council assisted the police with 66 arrests for this period; this is a decrease from the previous year of 49 arrests. The main reason for the drop is the reduction of police recourses available.

West Kent Housing

West Kent received over 400 complaints of anti social behaviour for the period 1 October 2015 to 30 September 2016. Increases in reported anti social behaviour for the same period were identified in alcohol related, criminal behaviour, drugs and Hate Related incidents.

SDC Environmental Health

There has been a decrease in number of noise complaints logged from 588 to 563 (approx. 4.2% decrease 25 reports). October 2015 to September 2016.

Statistics show that the summer months of July, August and September remain Environmental Health's busiest months. Numbers of complaints received during July & August are almost double the number in comparison to the preceding months. The largest numbers of complaints are about loud music, barking dogs and noise from Brands Hatch.

SDC Direct Services

Fly tipping has seen a slight rise this year and remains one of the most prominent issues. The Sevenoaks District Direct Services at SDC saw for the period October 2015- September 2016 - 1326 reports of fly tipping (17.8% increase, 201 more reports). It is worth noting that an increase in reports does not necessarily indicate an increase in incidents, with often more than one report per incident. Of which 844 of these were removed. Ones that could not be removed were either on private property or fly tipping not found.

Abandoned vehicles have increased over the last year, with 298 reports (120 more than same period last year totalling 67%) being made to SDC of which 53 vehicles being removed. The low proportion of vehicles removed is in the most part due to the vast majority of those vehicles reported either being driven or declared SORN (Statutory off Road Notice) and parked off-road.

Graffiti

Graffiti reports to the Council have increased by 35% (7 reports) this year with 27 recorded incidents (incl offensive). There were 29 offensive graffiti reports between October 2015 and September 2016 all of which were removed within the 48 hour deadline set by Sevenoaks District Council. (This was 18 more than same period last year totalling 163%). This is mainly due to a serial offender in Dunton Green.

	Priority Action	Lead Agency	Other Partners	By When Fi	unding
AN	TI-SOCIAL BEHAVIOUR Incl ENVIRONMENTAL CRIME				
3.1	Increase number of prosecutions for fly tipping through camera deployment. Awareness campaigns through local Charters (modelled on Keep Britain Tidy pilots) and prioritise hotspots	KCC Clean Kent CSU	KCC Wardens PCSOs Housing Assoc	March 2018	Existing Budgets
3.2	Improve information sharing between partners on vulnerable persons e.g. their need, issues, locations	CSU	NHS Housing Assoc KFRS	March 2018	Existing Budgets
3.3	County wide Case Management System. Continue with Themis development with other partners	Police	Housing Assoc KCC Wardens	March 2018	Existing Budgets
3.4	The Partnership to work together on the ASB Powers to reduce the number of ASB incidents being reported	CSU	All	March 2018	Existing Budgets
3.5	Use Social Media sites to promote successes (Twitter, Facebook, Streetlife)	CSU	All	March 2018	Existing Budgets
3.6	Set up Task and Finish Groups to deliver a focused approach on reducing repeat ASB	CSU	All	On Going	Existing Budgets
3.7	A positive publicity campaign regarding ASB matters for the community	CSU	All	March 2018	Existing Budgets

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REPEAT VICTIMS AND LOCATIONS

Repeat Victims and Locations has become a priority throughout 2015-16 through the CSU daily taskings and Police data. Many calls have been have been received from the same areas and Task and Finish Groups have been set up, but this needs a more Partnership approach to tackle this. Housing Associations have also seen an increase in tackling repeat victims and locations

During this time there have been 12 Task and Finish Groups and increase compared to the previous period last year.

	Priority Action	Lead Agency	Other Partners	By When	Funding
REP	EAT VICTIMS AND LOCATIONS				
4.1	Develop multi agency training around working with repeat victims	CSU	CSP	March 2018	Existing Budgets
4.2	Set up a shared database around repeat victims and locations	CSU KFRS	All Partners	June 2017	Existing Budgets
4.3	Multi agency approach to tackling offenders who target repeat victims	CSU	All Partners	June 2017	Existing Budgets
4.4	Address illegal raves around vulnerable locations within the District	Police	CSU	March 2018	Existing Budgets
4.5	Work with IPAG on vulnerable victims and locations	Police	CSU	On Going	Existing Budgets

SAFEGUARDING including Child Sexual Exploitation (CSE), Vulnerable Adults and Children, Gangs, Modern Slavery and Human Trafficking and Prevent

Safeguarding includes Young People, Vulnerable Adults, CSE, Modern Slavery, Human Trafficking, Prevent, Care Act, Missing Children and Gangs.

New legislation places a statutory duty on local councils as well as some of the other partner agencies to protect the vulnerable under these crimes. It is also a major contributor to the Kent Police Strategy. The above are a community concern especially in recent media coverage.

Data has been very limited but come November 2016, Morile data will be shared around the above. Data that has been made available is Counter Terrorism. Levels of threat are very low in the District. There have been 4 referrals made between April 2015 - March 2016 and the District has the 7th lowest number of referrals across Kent.

According to Kent Police there have been 6 reports of CSE in the Sevenoaks District.

	Priority Action	Lead Agency	Other Partners	By When	Funding
SAF	EGUARDING (incl Prevent, Modern Slavery, Human Trafficking, Gangs	, Vulnerable A	Adults and (Children)	
5.1	Deliver multi-agency Prevent training. Lead on promotion of Prevent to communities	CSU	CSP	March 2018	Existing Budgets
5.2	Promote Prevent message and training among voluntary sector	CSU	All KCSB	June 2017	Existing Budgets
5.3	Continue to raise profile of CSE and Safeguarding generally and that it is now much more complex and wide ranging among staff and communities	CSU KCSB	All Partners	June 2017	Existing Budgets
5.4	Allocate a lead co-ordinator for actions agreed Task Group for vulnerable adults identified by partners	CSU CCG Quality Team	All Partners	Ongoing	Existing Budgets
5.5	Find out Safeguarding Lead in each agency	CSU	All	December 2017	Existing Budgets
5.6	Work with Police on their Control Strategy especially working with car washes and nail salons within the District	Police	CSU	March 2018	Existing Budgets
5.7	Work with families who have been identified as vulnerable, edge of care, seeking asylum to help provide support	KCC Social Care Early Help	CSP	March 2018	Existing Budgets

Agenda Item 9

Mental Health

Mental Health has proved a concern for the Partnership. Many issues that come throughout the priorities have a link to mental health. However Mental Health Services/Providers are not a key player in the CSU, but should be and that link needs to be made.

Data has been very limited on how many people with a form of mental health links into crime, asb and safeguarding, but continues to be dealt with by agencies in silo and takes up a lot of time and resources. It has been deemed a priority through the CSP and LSP to take forward a joint approach and initiative.

	Priority Action	Lead Agency	Other Partners	By When	Funding
Men	tal Health				
6.1	Identify 10 individuals most in contact with agencies eg Community MARAC for mental health	MOAT CSU CCG	All	April 2017	Existing Budgets
6.2	Closer integration of partnership process. Identify SPOC for Mental Health. Add into daily process and evaluate after 6 months.	Police CSP CCG KCC	CSP	December 2017	Existing Budgets
6.3	Knowledge of organisations structures and contacts. Directory on line and updated regularly	CSU	All	April 2017	Existing Budgets
6.4	Publish existing directories such as Live It Well website, West Kent Dementia Roadmap	Mental Health Working Group		June 2017	Existing Budgets
6.5	Address high instances of self harm among teenagers through published data	Public Health LCPB	All	Ongoing	Existing Budgets
6.6	Making Every Contact Count (MECC) Training for front line workers	CSU Health Hub	All	June 2017	Existing Budgets
6.7	HERO workers making appropriate referrals, accessing early prevention for people presenting housing issues	SDC Housing	CSU	April 2017	Existing Budgets

Drugs

Since April 2013, drug offences are no longer recorded in the Victim Based Crime figures released by Kent Police. However, figures collated in I Quanta show total drug possession are up 10% (5 offences) with 55 recorded this year.

Kent Police has provided rolling data on Drug Offences and this has also seen a decrease of 10% (15 offences from 148 to 133).

1 September 2014 - 31 August 2015 there were a total of 321 hospital admissions from 238 individuals for mental and behavioural disorders due to psychoactive substance use (including alcohol and drugs) in the District. This is the second lowest figure in Kent, but an increase from the previous year. There is no current data.

Illegal Highs

Illegal highs are substances that have similar effects to drugs like cocaine or cannabis. They are sometimes called club drugs or new psychoactive substances (NPS).

In 2016, a new Act came in making these substances illegal. Currently there is no baseline data for the Sevenoaks District.

Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates which have been increasing year on year on a District and County level². It is generally felt that these rates no longer accurately reflect alcohol admission trends as some 'attributable' conditions have undergone massive rises in admission rates over recent years.

² Kent has seen a steady increase of alcohol related hospital admissions over the past ten years and alcohol remains the most common substance for those seeking treatment; this year (June 2012 to May 2013) hospital admissions for evidence of alcohol involvement by Blood Alcohol has seen a Countywide increase of 76 (8.2%). Sevenoaks has seen the sharpest rise in numbers during this period (45.5%, 25 additional residents), making a total of 80 alcohol related hospital admissions this year.

Commissioned Services

CRI work closely with a range of partner agencies to improve outcomes for substance misusers. Greensands, a supported housing project in Sevenoaks, is assisted by CRI through the provision of group work and peer support to residents for their substance misuse. A joint working programme has also been developed with Sevenoaks area MIND, to deliver CRI programmes on a weekly basis to Greensands residents and a bi-weekly drop in and referral service for MIND service users. This will facilitate better access to drug and alcohol services for these clients.

Addaction are commissioned by Public Health to deliver services to young people.

The CSP also funds Kenward Trust to deliver Substance Misuse Youth Services Tier 1 and 2. October 15 - September 16 they have engaged with over 200 young people, visited over 20 hotspots that have been a community concern and engaged with schools to deliver substance misuse projects.

	Priority Action	Lead Agency	Other Partners	By When	Funding
SUB	STANCE MISUSE				
7.1	Investigate after care (Substance Misuse Liaison Officer) for anyone attending A&E for alcohol and drug related incidents. Also link in with Domestic Abuse.	CCG	CSU Children's Commissioning YOS Adult Safeguarding	June 2017	PCC Joint Bid
7.2	Deliver outreach work to designated areas to address illegal highs, cannabis, alcohol and vaping. Link with mapping of where to buy vape liquid	Kenward Trust	CSU Trading Standards SDC Licensing	On Going	Existing budgets
7.3	Training of front line staff on legislation around illegal highs, drugs, alcohol and vaping. Training to include information from Public Health	CSU	Public Health CGL CCG Kenward Trust Addaction	On Going	Existing Budgets
7.4	Targeted projects on drugs and alcohol highlighted through Public Health data	Public Health CSU	CGL CCG Kenward Trust Addaction	March 2018	Existing Budgets
7.5	Increase session work in schools, develop cascade and mentoring project	Kenward Trust	Schools LCGP	March 2018	Existing Budgets
7.6	Investigate with CLG for drop in sessions in the Sevenoaks District	CLG	CSU	April 2017	Existing Budgets

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ROAD SAFETY

Road Traffic Accidents

Throughout Sevenoaks there are major trunk roads i.e. M25/A21 which facilitate the majority of traffic through the District. Unfortunately the figures for major trunk roads and local roads are not available separately and therefore include both local roads and major roads.

Data Summary

Fatal: 4 \uparrow Serious: 3 \downarrow Slight: 25 \downarrow Total: 24 \downarrow

Currently 27 casualties (57%) above 2020 target of 47 casualties

Highest KSI per district in county - in part due to the extensive HE network in district.

Highest car occupant KSIs in the county: 17-24 and 25-34 key age group.

Highest motorcycle KSIs in the county: 500cc and above for 45-54 and 50-125cc for young riders. Particularly prominent on KCC roads.

Driver/rider error or behaviour - most common cause for collisions.

Speed Watch

Speeding and perception of speed is a high concern for residents across the District and has featured in PACT Panel's action plans.

Speed Watch training has worked well in the District with residents being trained by Kent Police to monitor the speed of vehicles passing through their community.

	Priority Action	Lead Agency	Other Partners	By When	Funding
ROA	ND SAFETY				
8.1	Minimum of 4 Multi-Agency events to address speed enforcement	Police KFRS KCC Wardens	CSU All Partners	March 2018	Existing resources
8.2	Continue to deliver Speed Watch across the District	CSU	Police	March 2018	Existing resources KFRS
8.3	Enforcement in key areas such as speeding, drink/drug driving, mobile phones	Police	CSU	Sept 2017	Existing Budgets
8.4	Work with KFRS on delivering their Road Safety Action Plan across the District	KFRS	CSU	March 2018	KFRS
8.5	Police to uptake a minimum of 10 speed enforcement operations in partnership with Speed Watch sites	Police	CSU	March 2018	Police

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GLOSSARY:

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- ASB Anti-Social Behaviour
- **CCTV** Closed Circuit Television
- CDAP Community Domestic Abuse Perpetrators Programme
- CSE Child Sexual Exploitation
- CSP Community Safety Partnership
- CSU Community Safety Unit
- DAVSS Domestic Abuse Volunteer Support Services
- KCC Kent County Council
- KCSB Kent Children's Safeguarding Board
- KFRS Kent Fire & Rescue Service
- LCPB Local Children's Partnership Board

MSG - A Group of Partnerships thought by the Home Office to have similar characteristics and used for benchmarking purposes

- PCC Police & Crime Commissioner
- SDC Sevenoaks District Council
- SPOC Single Point of Contact
- YOS Youth Offending Service

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Membership of the Community Safety Partnership and contact details

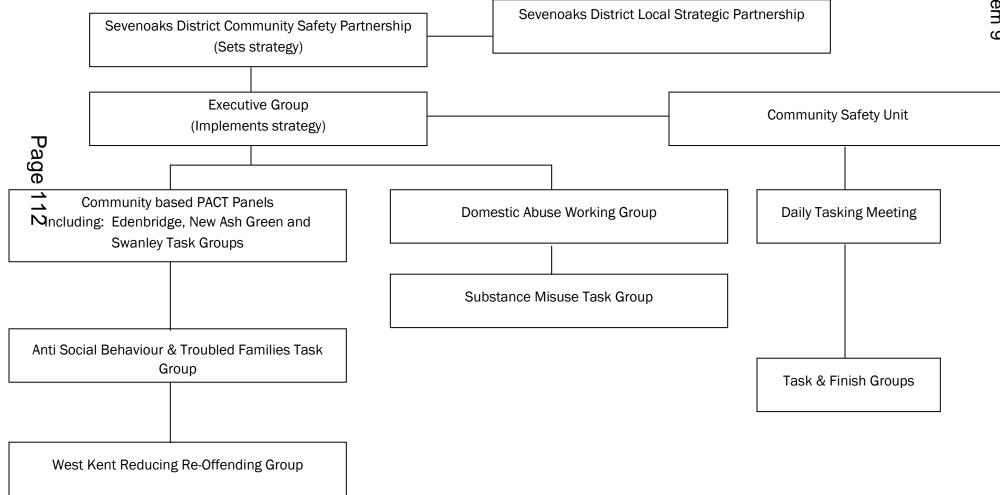
Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: <u>www.sevenoaks.gov.uk</u>	Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: <u>www.kent.police.uk</u>	Kent Fire & Rescue Service West Group HQ Sevenoaks Fire Station London Road, Sevenoaks Tel: 01622 692121 Web: www.kent.fire- uk.org	Police & Crime Commissioner Kent Police Headquarters Sutton Road Maidstone ME15 9BZ Tel: 01622 677055 Web: www.kentpa.kent.police.uk
NHS West Kent CCG Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: www.westkentpct.nhs.uk	Kent Surrey and Sussex CRC Ltd Maidstone Corporate Centre 3 rd Floor, Maidstone House King Street Maidstone Kent, ME15 6AW Tel: 01622 239147 Website: www.ksscrc.co.uk	KCC Social Services Worrall House 30 Kings Hill Avenue, Kings Hill, West Malling Tel: 0300 041 1400 Web: <u>www.kent.gov.uk</u>	KCC Children, Families and Education The Willows Hilda May Avenue, Swanley, Kent, BR8 7BT Tel: 0300 041 1400 Web: <u>www.kent.gov.uk</u>
Imago 17-19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: <u>www.imago.org.uk</u>	KCC Youth Service Area Youth Officer C/o Swanley Youth Centre St. Mary's Road Swanley Kent BR8 7BU Tel 01322 615275 Web: <u>www.kent.gov.uk</u>	KCC Trading Standards Public Protection 1st Floor, Invicta House, Maidstone, Kent ME14 1XX Web: <u>www.kent.gov.uk</u>	KCC Community Safety KFRS Station Loose Road Loose Kent Web: <u>www.kent.gov.uk</u>
West Kent Housing Association 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org	Kenward Trust Kenward Road Yalding, Maidstone Kent ME18 6AH Tel: 01622 814187 Web: <u>www.kenwardtrust.org.uk</u>	MOAT Homes Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0845 600 1006 Web: <u>www.moat.co.uk</u>	West Kent Extra 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org

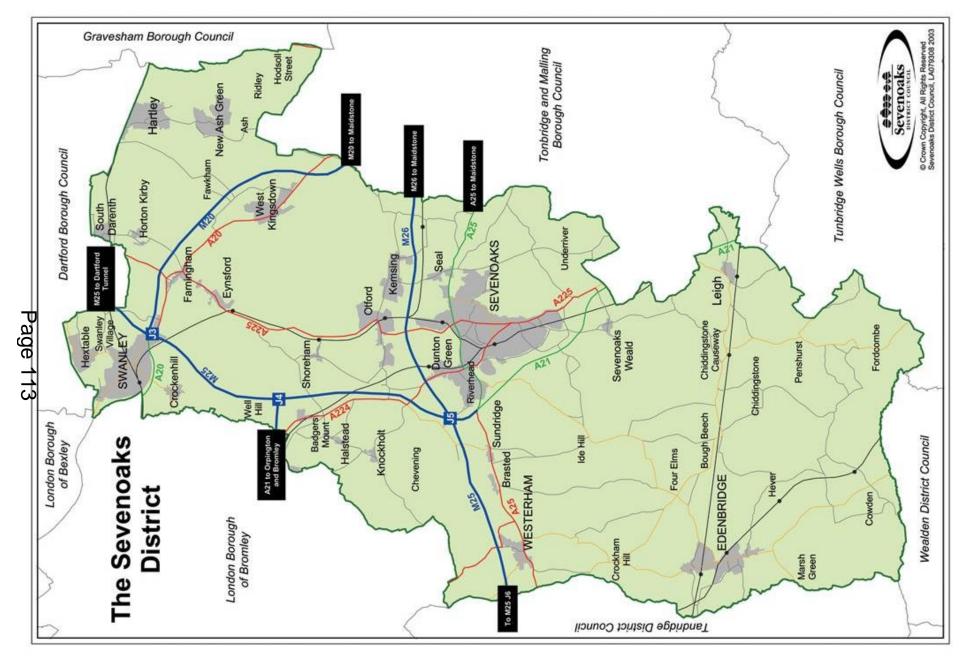
Terms of Reference

The Partnership's terms of reference are to:

- Undertake periodic reviews of community safety in the District and disseminate the findings to the public
- Develop a yearly strategy and action plan to tackle community safety
- Monitor and report progress in meeting the agreed targets and actions
- Secure resources and funding from parent organisations and others for projects to address agreed shared priorities in the Community Safety Action Plan
- Act as a forum for discussion of topical local community safety issues and agree follow up actions if appropriate
- Promote community safety in the District in conjunction with other local organisations and bodies
- Co-ordinate and maintain an overview of all activities relevant to community safety in the District.

Structure of Sevenoaks District Community Safety Partnership





Enquiries to: Community Safety Manager Sevenoaks District Council PO Box 183, Argyle Road Sevenoaks, Kent TN13 1GP Telephone 01732 227000 Fax 01732 742339 Minicom 01732 227496 E-mail community.safety@sevenoaks.gov.uk



7 March 2017	6 July 2017	3 October 2017	12 December 2017
The Cambridge Economic Model	Community Safety Annual Report		
Draft Community Safety Strategy & Action Plan 2017- 18	Visit Kent		
Community Grants			
Domestic Abuse Volunteer Service (DAVSS)			

Economic & Community Development Advisory Committee Work Plan 2016/17 (as at 06.01.17)

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