

26 June 2018 at 7.30 pm

Conference Room, Argyle Road, Sevenoaks

Despatched: 18.06.18



Economic & Community Development Advisory Committee

Membership:

Cllrs. Abraham, Barnes, Dr. Canet, Esler, Eyre, Hogarth, Krogdahl, Lake, Maskell, McGarvey, McGregor and Pearsall

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Appointment of Chairman		
2. Appointment of Vice Chairman		
3. Minutes To agree the Minutes of the meeting of the Committee held on 6 March 2018, as a correct record.	(Pages 1 - 4)	
4. Declarations of Interest Any interests not already registered.		
5. Actions from Previous Meeting	(Pages 5 - 6)	
6. Update from Portfolio Holder		Cllr Hogarth
7. Referrals from Cabinet or the Audit Committee (if any)		
8. Presentation on the provision of banking services by a new entrant to the market - Metro Bank	(Pages 7 - 8)	Andrew Stirling T el: 01732227099
9. Update on temporary accommodation and emergency planning provision	(Pages 9 - 16)	Hayley Brooks, Alex Dawson Tel: 01732 227272, Tel: 01322 343129
10. Work Plan	(Pages 17 - 18)	

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 6 March 2018 commencing at 7.30 pm

Present: Cllr. Hogarth (Chairman)

Cllr. Maskell (Vice Chairman)

Cllrs. Barnes, Mrs. Bosley, Esler, Eyre, Krogdahl, Lake, McGarvey, McGregor and Scott

An apology for absence was received from Cllr. Pearsall

Cllrs. Clark, Coleman and Firth were also present.

33. Minutes

Resolved: That the Minutes of the meeting held on 12 December 2017, be approved and signed by the Chairman as a correct record.

34. Declarations of Interest

Cllr Barnes declared that he was a Member of Swanley Town Council who had applied for funding under the Community Grant Scheme.

Cllr Scott advised that she would leave the meeting and did not take part in the debate or voting thereon in relation to agenda item 6 (Minute 38).

35. Actions from Previous Meeting

There were none.

36. Update from Portfolio Holder

The Portfolio Holder announced to the Committee that the Council had won another award and had received the National Association of Civic Officers Civic Team of the Year. The Portfolio Holder for Legal and Democratic Services and Vice Chairman of the Council both addressed the Committee advised that it was well deserved following the team being short staffed.

The Portfolio Holder invited Steph, Tom and Mike who were starting up small businesses based in the District to address the Committee and talk about their new businesses. A YouTube video was shown to the Committee.

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37. Referrals from Cabinet or the Audit Committee

There were none.

38. Community Grants Scheme Draft Allocations 2018/19

The Partnership and Project Officer presented the report which set out information about the Community Grant Scheme and summarised applications received by the Council from voluntary organisation for funding during 2018/19.

Details of the appraisal process were provided and included a lengthy and detailed consultation with the Portfolio Holder for Economic and Community Development, Cllr Hogarth, the Deputy Portfolio Holders for Economic and Community Development, Cllrs Maskell and McGarvey and Cllr Mrs Bosley who had been trained in appraisal techniques.

In response to questions Members were advised that as part of the conditions of the grant the money had to be ring-fenced for use in the District and monitoring was carried out. Members were advised that the Friends of Holcot refusal was for reasons 2 and 3.

Action 1: Partnership and Project Officer to circulate monitoring figures from 2016/17.

Public Sector Equality Duty

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

Resolved: That the report be noted, and recommended to Cabinet.

(Cllr Scott was not present for the consideration of this item).

39. Citizen's Advice 3 year Service Level Agreement 2018/21

The Partnership and Projects Officer presented the report which set out details of the proposed Service Level Agreement for Local Citizen's Advice in the District and sought approval for funding to support their work over the next three financial years until 2021. He advised that changes had been incorporated into the draft Service Level Agreement set out in Appendix A to reflect the needs of the new Homelessness Reduction Act and altered monitoring arrangements.

Members were advised that although there had been a merger between Sevenoaks, Swanley, Tonbridge and Gravesham Citizen's Advice the funding was ring fenced to be spent in the District. The provision of funding by the Council helped ensure that additional funding was brought in from elsewhere. Monitoring of the funding was undertaken.

Action 2: Partnership and Projects Officer to provide the Committee with the monitoring results for the types of issues and number of clients the Citizen's Advice help with.

Public Sector Equality Duty

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

Resolved: That the report be noted.

CHANGE IN AGENDA ITEM ORDER

With the agreement of the Committee, the Chairman took agenda item 8 after agenda item 9.

40. Strategic Assessment Update

The Community Safety Manager presented a report which set out the results of the Strategic Assessment for 2016/17 and showed the trends for crimes in the District. The Strategic Assessment was compiled by the Community Safety Partnership using a variety of sources and was used to identify local priorities for the annual Community Safety and Action Plan. Members were given a presentation on the key statistics and the 7 priorities to be taken forward.

Members discussed the figures presented and asked for clarification on some of the figures provided.

Action 3: For Community Safety Manager to query KCC on the data source.

Public Sector Equality Duty

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

Resolved: That the report be noted.

41. Sevenoaks District Community Safety Strategy & Action Plan 2018 - 19

The Community Safety Manager presented a report which looked at the Community Safety Strategy and Action Plan, taking into account the community safety priorities identified in the most recent Strategic Assessment. The action plan would determine the multi-agency work undertaken in the District to reduce crime and anti-social behaviour and increase feelings of safety.

Public Sector Equality Duty

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

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Resolved: That the report be noted.

42. Draft Economic & Development Strategy 2018-2021

The Head of Economic Development and Property presented the report which accompanied the draft Economic Development Strategy 2018-2021. The new Strategy had three areas of common interest; Innovation & Technology; the Rural Economy and Sustainability and was based around five themes; Growth and Infrastructure, Infrastructure, Visitor Economy, Skills and Enterprise.

Each theme had a series of outcomes which covered investments and regeneration, improvements to infrastructure for digital connectivity, health and wellbeing, maintaining a strong visitor economy, improved skills and training and the provision of support for new and existing business.

Members queried the statistics and were advised by the Head of Economic Development and Property that all the figures would be rechecked before the final version went to print. It was hoped that the consultation would take place shortly after Easter and be brought back to Committee in June 2018.

Public Sector Equality Duty

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

Resolved: That Members views be taken into consideration before the consultation draft is published.

43. Work Plan

The work plan was noted and it was agreed that the Economic Strategy would be brought to the meeting on 26 June 2018 and Visit Kent would be invited to attend the meeting on 25 September 2018.

THE MEETING WAS CONCLUDED AT 9.15 PM

CHAIRMAN

ACTIONS FROM THE MEETING HELD ON 6 MARCH 2018 (as at 12/06/2018)			
Action	Description	Status and last updated	Contact Officer
ACTION 1	Partnership and Project Officer to circulate monitoring figures from 2016/17.	An email was sent out to Committee members on 12 June 2018.	Simon Davies Ext. 7374
ACTION 2	Partnership and Projects Officer to provide the Committee with the monitoring results for the types of issues and number of clients the Citizen's Advice help with.	An email was sent out to Committee members on 12 June 2018.	Simon Davies Ext. 7374
ACTION 3	For Community Safety Manager to query KCC on the data source.	This is the data source that KCC are contracted to use but appreciate it may differ from other sources. They have said that we do not have to use it for the Strategic Assessment for future if it causes confusion or conflicting reports.	Kelly Webb Ext. 7474

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PRESENTATION ON THE PROVISION OF BANKING SERVICES BY A NEW ENTRANT TO THE MARKET - METRO BANK

Economic and Community Development Advisory Committee - 26 June

Report of Chief Officer for Communities and Business

Status For information

Key Decision No

Executive Summary: Metro Bank have been established in the United Kingdom since 2010 and provide banking services for personal and business customers. They are a new entrant to the market for banking services. They have been invited to the Advisory Committee in order to present, and generate general discussion, on banking.

This report supports the Key Aim of: Supporting and developing the local economy from the Corporate Plan and supporting the Dynamic and Sustainable economy priorities in the Community Plan.

Portfolio Holder Cllr. Roderick Hogarth

Contact Officer Andrew Stirling, Head of Economic Development and Property
Ext. 7099

Recommendation to Economic and Community Development Advisory Committee:
To note the presentation.

Reason for recommendation: The presentation will provide background information on banking from the perspective of a new entrant to the market.

Introduction and Background

- 1 The personal banking sector has been dominated by a small number of providers for many years. Whilst new online personal banking operations have come on stream, there have been few if any new entrants to the market with a high street presence. The business banking sector is more diverse and there are providers who exclusively provide business banking services.

UPDATE ON TEMPORARY ACCOMMODATION AND EMERGENCY PLANNING PROVISION

Economic & Community Development Advisory Committee - 26 June 2018

Report of Chief Officer Communities & Business
Chief Officer Environmental & Operational Services

Also considered by Housing and Health Advisory Committee - 12 June 2018

Status: For Information

Key Decision: No

Executive Summary: This report updates Members on this Council's responsibilities for emergency and temporary accommodation as part of the Corporate Emergency Plan and the housing advice and homelessness service

This report supports the Key Aim of providing the right support at the right time, a safer place to live, work and travel and delivering a sustainable economy

Portfolio Holders Cllr. Roddy Hogarth
Cllr. Michelle Lowe

Contact Officers Alex Dawson, Ext. 7268 / Hayley Brooks, Ext. 7272

Recommendation to Housing and Health Advisory Committee: Members are asked to note the report.

Recommendation to Economic & Community Development Advisory Committee: Members are asked to note the report.

Reason for recommendation: This Council is responsible for providing emergency and temporary accommodation as part of the response to a major emergency incident and to those in priority need as part of the housing advice and homelessness service.

Introduction and Background

- 1 This Council has a legal obligation and a duty of care to provide emergency and temporary accommodation in certain circumstances in response to the needs of local people.

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- 2 The main legal duties for this type of accommodation are:
 - a) Major Emergency Plan including;
 - Those who have been evacuated and unable to return for a period of time as set out in the Civil Contingencies Act 2004, and;
 - Those with a priority need for accommodation as they have been made homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster” as set out in the Housing Act 1996 (Section 189 (1)(d));
 - b) Those who are legally homeless includes;
 - Those who are homeless or threatened with homelessness and have been as eligible and in priority need, as set out in the Housing Act 1996 (Part 7), Homelessness (Priority Need for Accommodation) (England) Order 2002 and the Homelessness Reduction Act 2017;
- 3 This Council has a planned approach for providing urgent and temporary accommodation to local people in emergency situations at their time of need. Officers are trained to assess and respond as required as part of the Major Emergency Plan and housing advice and homelessness service, which includes when and how this will be provided.

Major Emergency Plan

- 4 As part of the delivery a local and national framework of emergency planning and response, the Council works in partnership with a number of other agencies and organisations as a member of the Kent Resilience Forum (KRF).
- 5 The KRF has in place, a number of overarching and multi-agency plans including the Kent and Medway Evacuation and Shelter Plan, which the Council’s own Major Emergency Plan and specific departmental plan for Temporary Shelter and Homelessness in the Event of an Evacuation sit under.
- 6 The Council is responsible for the provision and running of rest centres which are intended to provide basic care at short notice for up to 48 hours.
- 7 SDC has designated the three Sensio leisure centres at Sevenoaks, Swanley and Edenbridge for use as rest centres, each of which have the capacity to hold about 300 people.
- 8 A number of Council employees have volunteered to be rest centre managers and the council is currently providing a bespoke training programme to either refresh or train new volunteers.
- 9 As local authorities and the various agencies need to fully test and exercise their plans, a full exercise, around a Grenfell Tower scenario will be undertaken by the Council this autumn.

Housing Advice and Homelessness Service

- 10 As part of this Council’s housing services, trained officers assist and advise people who are homeless or threatened with homelessness, in line with the relevant legislation, in order to try and prevent homelessness and provide advice on housing options. This includes a 24/7 out-of-hours service provided by Officers.
- 11 If homelessness is not successfully prevented, this Council may owe the main housing duty to those who are eligible. In this instance, Officers will take a homeless application and assess their eligibility and priority need for emergency or temporary accommodation. The assessment will include whether the individual is in priority need of accommodation and not homeless intentionally, as defined by the housing and homelessness legislation set out in paragraph 2.
- 12 This Council works with private providers to access emergency bed and breakfast (B&B) accommodation in and outside the District. This type of accommodation is nightly paid and used to alleviate homelessness when the need is urgent and immediate.
- 13 Local partnerships with West Kent Housing and Moat Homes enables this Council to access housing association (HA) properties for temporary accommodation for those assessed as in need. This accommodation may be occupied until a more permanent housing solution has been found, such as they have been housed via the Social Housing Register or supported into a private rented property.
- 14 The demand of this type of accommodation is on the increase, in line with national homelessness data trends. The annual data for this type of accommodation is set out below:

	B&B Nightly Paid Accommodation	
	No. of customers	Total Number of Nights
2017/18	77	2284
2016/17	44	964

	HA Temporary Accommodation	
	No. of customers	Total Number of Nights
	82	18,993
	73	19,338

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- 15 This Council continues to work proactively with providers, partners and customers to identify new housing opportunities, prevent homelessness at the earliest stage and to find people reasonable and suitable properties based on their housing needs.

Key Implications

Financial

This Council received a Flexible Homelessness Support Grant in 2017/18 of £155,434 and £178,842 in 2018/19. This funding covers the cost of providing emergency and temporary accommodation for homelessness services.

Through a County wide Mutual Aid Agreement, the Council and its staff may help other LA's in the event on an emergency elsewhere.

Legal Implications and Risk Assessment Statement

Providing emergency and temporary accommodation forms part of this Council legal duties as part of emergency planning and housing/homelessness service. Full details of the relevant legislations are set out in paragraph 2 above.

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

To update Members on this Council's legal responsibilities for providing emergency and temporary accommodation as part of the emergency planning arrangements and the housing advice and homelessness service.

Appendices None

Background Papers:

[The Civil Contingencies Act 2004](#)

[KRF Pan Kent Strategic Emergency Response Framework](#)

The Kent and Medway Evacuation and Shelter Plan

[SDC Major Emergency Plan](#)

SDC Major Emergency Plan - Housing and Homelessness Plan

Richard Wilson
Chief Officer Environmental & Operational Service

Lesley Bowles
Chief Officer - Communities & Business



MAJOR EMERGENCY PLAN

Version 12.0

Part 6.2 Housing and Homelessness Plan

SEVENOAKS DISTRICT COUNCIL
ARGYLE ROAD, SEVENOAKS, KENT. TN13 1HG

Emergency Planning & Property Services Manager

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Part 6.2 – Housing and Homelessness Plan

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2.3 - Longer-Term Temporary Accommodation	3

1.1 - GENERAL

People may be evacuated from their homes for the duration of an emergency and possibly for part of any recovery phase.

Part 8.1 The *Evacuation, Shelter and Immediate Care Plan* deals with immediate care and shelter and this Part deals with the longer term issues.

This duty comes from Section 189 (1)(d) of the Housing Act 1996:

189 Priority need for accommodation

(1) The following have a priority need for accommodation—

(a)

(b)

(c)

(d) a person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster.

This plan provides further guidance for longer term housing issues for those displaced for a longer period of time.

Clearly, some people that are displaced by the emergency will be accommodated by friends or relatives. Others may be provided with alternative accommodation under their insurance policies. This will reduce the number needing to be accommodated by the District Council.

1.2 – MUTUAL AID

If demand exceeds capacity, assistance can be sought from other Kent District and Borough Councils under the Mutual Aid Agreement (See *Appendix 1, District Major Emergency Plan*). Assistance may be sought from other non-Kent local authorities although Sevenoaks District Council currently does not have any formal mutual aid arrangements with any councils outside Kent.

2.1 - SOLUTIONS

The solution chosen will depend on the number of people displaced and the length of time they will be displaced. Clearly, this may vary considerably by their location and the nature of the emergency, and a flexible range of solutions will be required.

Additional accommodation outside of the Sevenoaks District may need to be acquired under the Mutual Aid Agreement.

2.2 - SHORTER-TERM TEMPORARY ACCOMMODATION

This could be a combination of the following types

- Bed and breakfast
- Hotel
- College campus (e.g. Sevenoaks School)
- Caravan park
- Holiday camp (none in Sevenoaks District)
- Military barracks (none in Sevenoaks District)
- Other suitable premises

2.3 - LONGER-TERM TEMPORARY ACCOMMODATION

This could be a combination of the following types

- Voids within local authority housing and Registered Social Landlord stock
- Privately rented accommodation – including
 - holiday lets
 - bed and breakfast
 - park homes
- Hotel accommodation
- Hire of mobile home/touring accommodation on resident's property
- Hire of mobile home/touring accommodation on other suitable sites
- Accommodation procured through Community Resilience. See <http://www.communityresilience.cc/>
- Empty homes from other sources.

'Empty homes from other sources' could include canvassing estate agents for homes on the market and not sold, repossessions, etc. that could be rented for the short duration of this requirement.

There are a considerable number of unoccupied houses in the District, some of which may be rentable as above. It is acknowledged that a proportion of these empty houses are uninhabitable for various reasons.

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Sevenoaks District Council Major Emergency Plan
Part 6.2 – Housing and Homelessness Plan

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Economic & Community Development Advisory Committee Work Plan 2018/19 (as at 13.06.18)

26 June 2018	25 September 2018	11 December 2018	5 March 2019
<p>Banking presentation with a Bank of England representative</p> <p>Presentation on the rural economy</p>	<p>Budget: Service Reviews and Service Change Impact Assessments (SCIAS)</p> <p>Community Plan Annual Monitoring Report 2017/18</p> <p>Visit Kent</p> <p>Economic Strategy</p> <p>Community Safety Annual Report</p> <p>Dunton Green Annual Report</p>		<p>Presentation from the new Chief Superintendent for Kent Police's West Division (to present on local policing, including crime statistics)</p>

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