



**Sevenoaks**  
DISTRICT COUNCIL

Despatched: 01.05.12

**CABINET**

**10 May 2012 at 7.00 pm**

**Conference Room, Argyle Road, Sevenoaks**

**AGENDA**



**Membership:**

Chairman: Cllr. Fleming

Cllrs. Mrs. Bosley, Mrs. Bracken, Mrs. Clark, Mrs. Davison, Mrs. Hunter and Ramsay

Page & Contact

Apologies for Absence

1. **Minutes of the meetings of the Cabinet held on 12 April 2012** (Pages 1 - 6)
  2. **Declarations of interest**
  3. **Questions from Members (maximum 15 minutes)**
  4. **Matters referred from Council**  
*None*
  5. **Matters referred from the Performance and Governance Committee and/or Select Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution)**
  6. **Waste and Recycling - DCLG Weekly Collection Support Scheme and Health and Safety Executive Audit Of Waste and Recycling Services** (Pages 7 - 30)  
Richard Wilson  
Ext: 7262
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7. **Community Safety Action Plan 2012/13** (Pages 31 - 61)  
Lesley Bowles  
Ext: 7335
- 

 Indicates a Key Decision  Indicates a matter to be referred to Council

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**

**CABINET**

Minutes of the meeting held on 12 April 2012 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Mrs. Clark, Mrs. Davison, Mrs. Hunter and Ramsay

Apologies for absence: Cllrs. Mrs. Bosley and Mrs. Bracken

Cllrs. Brookbank, Clark and Mrs. Parkin were also present.

86. Minutes of the meetings of the Cabinet held on 8 March 2012

Resolved: That the minutes of the Cabinet meeting held on 8 March 2012 be approved and signed as a correct record.

87. Declarations of interest

There were no declarations of interest.

88. Questions from Members (maximum 15 minutes)

No questions were received.

89. Matters referred from Council

No matters were referred from Council.

90. Matters referred from the Performance and Governance Committee and/or Select Committees (Paragraph 5.20 of Part 4 (Executive) of the Constitution)

There were no references from the Performance and Governance Committee or from Select Committees.

91. The Developing Vision

The Chairman introduced a report outlining the developing Vision of the District Council which could be summarised as "Pride in the District of Sevenoaks by working with the Community as a whole, to sustain and develop a fair, safe and thriving local economy." The following three core values would guide and define the District Council's policies for the District and the local area: Fairness, Integrity and Quality. These three Core Values develop the Vision with the resulting five promises:

- i) We will provide value for money;
- ii) We will work in partnership to keep the District of Sevenoaks safe;
- iii) We will continue to collect rubbish efficiently and effectively,
- iv) We will protect the Green Belt;

- v) We will support and develop the local economy.

Resolved: that the developing Leader's Vision be recommended to Full Council for approval and adoption in order to agree the Core Values which will guide and define the current and emerging District Council policies for the Sevenoaks District.

92. Partnership Working Between Dartford Borough Council (DBC) and Sevenoaks District Council (SDC) in relation to Environmental Health Services

The Chairman introduced a report outlining the scheme of delegations for the joint working arrangements between Sevenoaks District Council and Dartford Borough Council in relation to Environmental Health Services.

It was agreed by Cabinet on 13 October 2011 that the proposed operating model for the joint provision of Environmental Health Services with Dartford Borough Council be agreed, this was confirmed by Full Council on 29 November 2011.

It is necessary for the Councils to delegate and empower each other to discharge certain Agreed Functions via their Heads of Paid Service and these are to be set out within the Partnership Working Arrangements. Such arrangements do not prevent each authority making the delegation from exercising the functions itself.

Members agreed that as Cabinet was meeting prior to the Modern Local Government Group, the resolution made by Cabinet should be made subject to any comments or amendments made by such Group

Resolved: that in order to put in place the necessary Partnership Working Delegations to protect the legal position of both Councils:

- (a) the Managing Director being the Head of Paid Service at Dartford Borough Council be authorised to exercise the powers and functions as set out in the Appendix to the report and the necessary amendments to the Constitution.
- (b) the Scheme of Delegations be amended so as to authorise the Chief Executive being the Head of Paid Service at Sevenoaks District Council to exercise the powers and functions delegated by Dartford Borough Council as set out in the Appendix to the report and the necessary amendments to the Constitution.

93. Property Review - Disposal of Toilets, Leigh And Swanley

The Portfolio Holder for Finance and Value for Money introduced a report regarding the disposal of the former public toilets at Leigh and Swanley and provided a brief history of the two sites as outlined in the report.

The Chairman thanked the Portfolio Holder and the Professional Services Manager for their perseverance in ensuring that a satisfactory outcome had been achieved.

Resolved: that

- (a) the former Public Toilets at Leigh be sold to Kent County Council acting on behalf of Leigh County Primary School for £11,500, subject to such other terms and conditions that the District Council's legal advisors deem necessary to protect the Council's interests, and
- (b) the former Public Toilets at Swanley, including the accommodation leased to the taxi office be sold to Swanley Town Council for £17,500, subject to such other terms and conditions that the District Council's legal advisors deem necessary to protect the Council's interests.

94. Planning: Revised Charging for Pre-Application Enquiries

The Chairman and Cabinet thanked the departing Head of Development Services, Jim Kehoe, for the work that he had done for the District Council over the past three years. The Cabinet extended their best wishes for the future to Mr Kehoe.

The Portfolio Holder for Planning and Improvement introduced a report outlining proposed increases in charges for pre-application enquiries and to extend the scope of pre-application enquiries that are offered and charged for. Members noted there was a small typing error on page 26 of the report – the current Sevenoaks District Council charge for minor applications was £100 (and not £250 as stated in the report).

Charges for pre-application enquiries had been introduced in June 2008 and had remained unchanged since then. Charging had been introduced to cover the, sometimes significant, costs associated with dealing with these types of enquiry, but the Planning Service as a whole did not make a profit. It was expected that the rise in charges should result in increased income and would contribute to covering the service's overall costs. Members noted that the proposals outlined in the report widened the scope of the services provided by the Council.

The Chairman suggested that it may be helpful if a signed record was produced following pre-application enquiries as this may prevent future disputes surrounding any advice given as part of a pre-application enquiry. The Head of Development Services reported that the current practice was to send a letter following any meetings however, officers would review how the practice could be further improved.

Resolved: that

- (a) the increased charges for Planning pre-application enquiries and extended scope for pre-application enquiries that are charged for, as set out at Appendix A to the report, be approved until further notice; and
- (b) the Director of Community and Planning, in consultation with the Portfolio Holder, be authorised to apply and publicise the Council's approved charges; to agree individual charges, in particular where Appendix A to the report indicates that these are 'negotiable'; and to prepare or revise

procedures and guidance to ensure that the charges are applied effectively.

95. Sevenoaks Residential Character Assessment

The Portfolio Holder for Planning and Improvement introduced a report presenting the finalised post-consultation Residential Character Area Assessment for Sevenoaks which had been prepared to identify the distinctive local characteristics of the residential areas in different parts of the Sevenoaks urban area and included guidance on achieving high quality design that responded to local character, in line with policies in the Council's adopted Core Strategy. The Assessment had been revised to incorporate comments received during consultation. The report sought approval to adopt the Residential Character Area Assessment as a Supplementary Planning Document, which would form part of the SDC Local Development Framework. It would then be a material consideration in determining planning applications in the part of Sevenoaks to which it applies.

Members approved a minor amendment to pages 435, 492, 495 and 499 of the document that had been requested by Chevening Parish Council:

*"Landmark Buildings can lift a design from the ordinary and may be justified on the basis of a sound urban design appraisal of their context and a perceived environmental uplift to the quality of the area. Any landmark building would need to be consistent with the scale and character of the surrounding residential area."*

The Portfolio Holder for Planning and Improvement reported that positive feedback had been received from Resident's Associations and the Sevenoaks Town Forum.

A Member noted that there was a minor typing error on page 68 of the report. The quarry cottages had been built in the early 1900s for railway workers.

Resolved: that

- (a) the revised Sevenoaks Residential Character Area Assessment be adopted as a SPD and that it be printed and published; and
- (b) copies be made available for sale at a price to be agreed by the Portfolio Holder.

96. Big Community Fund Applications

The Head of Community Development introduced an application that had been supported by Councillor Colin Dibsdall in its preparation stages but had not been ready to be submitted before his death in November 2011. The application had been referred to Cabinet for decision as it was not possible for the application to be dealt with in the usual manner as it could not be signed by the Ward Member. The application had been fully appraised by the Members Appraisal Panel who recommended that the full £3000 be granted. The Panel had considered the impact on equalities and a positive effect was anticipated as it provided better access to an

important community building which would be particularly beneficial for older people, disabled people and parents with prams and pushchairs.

Resolved: that the application for £3000 to the Big Community Fund from the Crockenhill and Well Hill Ward, submitted by the Village Hall Management Committee following the death of Councillor Colin Dibsall, be approved.

#### IMPLEMENTATION OF DECISIONS

This notice was published on 16 March 2012. The decisions contained in minutes 91, 92, 93, 95 and 96 take effect immediately. The decision contained in minute 94 take effect on 24 March 2012.

THE MEETING WAS CONCLUDED AT 7.26 PM

CHAIRMAN





### WASTE AND RECYCLING – DCLG WEEKLY COLLECTION SUPPORT SCHEME AND HEALTH AND SAFETY EXECUTIVE AUDIT OF WASTE AND RECYLING SERVICES

Cabinet – 10 May 2012

Report of the: Deputy Chief Executive and Director of Community and Planning Services.

Status: For Decision.

Key Decision: Yes.

Also to be considered by Services Select Committee – 19<sup>th</sup> June 2012.

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**Executive Summary:** This report outlines the DCLG Weekly Collection Support Scheme bidding process and reports on the results of the recent HSE audit of Waste and Recycling Services.

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**This report supports the Key Aim of:** A clean and healthy environment and effective management of Council resources.

**Portfolio Holder** Cllr. Mrs Hunter.

**Head of Service** Head of Environmental and Operational Services – Richard Wilson.

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**Recommendation to Cabinet:** It be RESOLVED that:

- (a) Cabinet determine if the Council should submit a detailed final bid to the DCLG Weekly Collection Support Scheme fund, for the introduction of a separate weekly collection of food waste for compositing, and
- (b) Cabinet give consideration to the recommendations from the HSE referring to the Waste Collection methods currently employed and determine any future action required at this time.

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#### A. DCLG Weekly Collection Support Scheme

##### Introduction

- 1 The Department of Communities and Local Government, (DCLG), have announced a £250 million 'Weekly Collection Support Scheme' fund available for Local Authorities to 'increase the frequency and quality of waste collections and make it easier to recycle'.

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2 The Weekly Collection Support Scheme is a challenge fund that will support Authorities in providing a weekly collection service.

3 Below are relevant extracts for the DCLG bidding document:-

### Objectives

4 “The Weekly Collection Support Scheme is a challenge fund designed to support Local Authorities to introduce, retain or reinstate a weekly collection of residual waste and/or recycling (for example food (or organic) waste).

5 The fund is designed to achieve the three outcomes of maintaining or improving frequency of collection, improved environmental benefit and value for money.

6 Examples of the type of projects the Scheme might support include; recycling schemes that divert more waste from landfill; reward schemes for householders that recycle more; equipment to increase collection capacity; investment in technologies like Mechanical Biological Treatment facilities, Materials Recovery Facilities, Composting or Anaerobic Digestion; and awareness raising campaigns.

### Criteria

7 Through this challenge fund approach, innovative bids will be invited from Local Authorities that:

- Guarantee to introduce, retain or reinstate weekly collections of residual waste for five years; and,
- Provide environmental benefits or improvements on current environmental performance; and,
- Demonstrate value for money.

8 In addition, and in recognition that some Councils are locked into long term contractual arrangements tying them to fortnightly collections, the Scheme will also accept bids from Councils with a fortnightly refuse collection that do not currently offer a weekly food (or organic) waste collection. The addition of a weekly food (or organic) waste collection for five years in this circumstance is considered to be a significant increase in the service offered to householders.

### Eligibility

9 Projects that meet the objectives and criteria of the Weekly Collection Support Scheme are eligible for funding. As a challenge fund, bids will be assessed as to how well they score against the criteria and how they compare relative to other bids.

### Timescale

10 The Weekly Collection Support Scheme is a three year fund from 2012/13 to 2014/15. The spend profile is up to £250m over three years: £50m in year one, and £100m in each of years two and three. Outline and final bids should clearly profile requested funding, which could be either in a single year sum or spread over the one, two and/or three years of the Scheme. Local Authorities should provide a profile of expenditure as part of their bid. Where possible the Department will try to accommodate the funding profile requested by successful bidders, but the budget is limited to a fixed amount in each year so until all bids have been assessed no guarantees can be made that a specific profile can definitely be met.

### 11 Timetable

- Expressions of interest should be submitted by 16<sup>th</sup> March 2012.
- Outline bids should be submitted by 11<sup>th</sup> May 2012.
- Final bids should be submitted by 17<sup>th</sup> August 2012.
- The Secretary of State for Communities and Local Government will announce successful bids in October 2012.

### Five Year Commitment

12 This scheme is designed to invest in better weekly collections. Making a five year commitment to weekly waste collections, demonstrates that Local Authorities are committed to putting customer service and residents' needs first when configuring local waste services. Helpfully, it also enables Councils to profile over the medium term the positive impact this funding can have in terms of delivering better cost-effectiveness and environmental outcomes.

13 A weekly collection should comprise of:-

- a) A residual waste collection once a week and,
- b) Additional recycling of food/organic waste or dry recycling at least once a fortnight.

14 Authorities that have worked hard to preserve weekly residual collections can also bid into the Scheme if they want to add a new recycling component such as weekly food (or organic) waste.

15 If a Local Authority is already operating a fortnightly collection of residual waste, then we are encouraging them to reinstate weekly collections or to at least add an extra collection of food (or organic) waste once a week.

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### Bidding

- 16 Any Local Authority in England can lead a bid – whether they are a collection or disposal authority. We also encourage joint bids from groups of Local Authorities or consortiums (that include businesses/third parties). For grant allocation purposes, however, the lead bidder in all instances must be an English Local Authority.

### Additionality

- 17 Where an Authority would no longer be able to offer its residents a weekly residual collection without the support of this Scheme, continuing to offer this service would be classed as “additional”. Alternatively, for Authorities that would still be able to offer a residual collection without the support of the Scheme, additionality could be demonstrated by improving the service level in some other way, for example, by improving recycling, or improving the affordability or sustainability of the weekly service for Local Council tax payers.
- 18 All bids need to provide reasonable evidence that funding will support additional activity, rather than activity that would progress anyway.
- 19 Where bids seek to retain a pattern of service provision already in place, they should provide evidence that their bid will fund service improvements, for example by increasing affordability and sustainability of the chosen service configuration, rather than solely subsidising an inefficient service.

### Bid Amounts

- 20 There is no minimum or maximum amount for which a Local Authority can bid for through the Weekly Collection Support Scheme fund. It is possible to bid for up to 100% of the costs of a project. Given the high levels of interest in the fund, bidders need to present realistic and competitive bids. If we feel that the requested funding is higher than the current market value, but the aims of the bid otherwise meet the fund’s criteria, we may offer to fund a smaller amount than requested. In such instances, it would then be up to the Council if they wanted to continue with the bid on those terms.

### Feasibility

- 21 The Technical Advisory Group will review each bid in terms of the evidence and information presented against the criteria. As part of that, they will review the bids to ensure that they can be delivered, are achievable and realistic and that sufficient governance and/or infrastructure is in place (or being prepared) to support the proposed project.
- 22 All Local Authorities should ensure that any submitted bids follow the standard processes and procedures for spending public money.
- 23 Where the Technical Advisory Group consider that a bid does not sufficiently demonstrate the feasibility of the bid, then they may ask for more information.

### Consultation

- 24 The application form will require Local Authorities to confirm that residents' needs have been considered in the configuration of waste services being funded by this Scheme.
- 25 Where an Authority intends to consult or canvass opinion to shape the delivery of a bid, this should be detailed in the application, especially if some/all of the funding being bid for will support the activity being consulted on."

### Expression of Interest

- 26 An expression of interest, (EOI), has been submitted to the DCLG by the deadline of 16<sup>th</sup> March 2012. This is provided as Appendix 'A' to this report.
- 27 The EOI is based on providing a separate weekly collection of household food waste, for diversion to in-vessel composting as an improvement to the Council's existing weekly residual and dry recycling collection service. It is proposed to provide this service to 21,000 households, increasing the Council's overall recycling/composting rate by up to 4.25%.
- 28 Final costed bids need to be submitted by 17<sup>th</sup> August 2012.
- 29 Preliminary costings, based on providing a separate weekly collection of food waste to 21,000 households in the residential population centres of Sevenoaks, Swanley, Edenbridge and Westerham, utilising free issue of containers, caddies and liners, are in the region of £180,000 per annum plus the one-off capital costs of containers and caddies (£120,000). The annual revenue costs would be reduced if the three collection vehicles required are purchased from the fund and not included in depreciation charges in the annual revenue costs. (Estimated purchase cost of 3 vehicles is £225,000). A bid representing 100% of the estimated scheme costs would be approx £345,000 one off capital costs and £180,000 per annum running costs. These estimates would be confirmed if a final detailed bid was to be submitted by the August deadline.

### B. Health and Safety Executive (HSE) Audit of Waste and

#### Recycling Collection Operations

- 30 The HSE undertook an audit of Waste and Recycling collection operations on 20<sup>th</sup> and 21<sup>st</sup> February this year. Their findings are detailed in the letter reproduced as Appendix 'B'. The Council's response is reproduced as Appendix 'C'.
- 31 This was a National Initiative by the HSE and Sevenoaks District Council was the last collection Authority to be audited in Kent.
- 32 As can be seen from the Appendices 'B' and 'C', there are a number of actions the Council is required to take.

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- 33 With regard to Sack Collection from resident owned wheeled bins, the Council will write to all residents who use wheeled bins informing them that on HSE instruction, the collectors will be instructed not to lift refuse sacks from the bottom of wheeled bins, due to the manual handling risk.
- 34 Residents will be required to either:-
- (a) Present their waste for collection in sacks outside of their wheeled bin,
  - (b) Convert to a more traditional type of dustbin that does not present these manual handling difficulties, or,
  - (c) Place an upturned box, or similar, in the bottom of the wheeled bin, so the bottom sack is not so low down for lifting out.
- 35 Customer Services will inform residents who may complain if the bottom sack is not collected from their bin of this situation and, therefore, their refuse will not be collected, unless it is presented for collection in compliance with the above.
- 36 The actions to be taken with regard to the sack collection from 1,100 litre drop fronted bins; route risk assessment; driving vehicle equipment checks and other issues are detailed in the Council's response in Appendix 'C'.
- 37 With regard to the comments and recommended actions relating to the Sack Collection method generally, it is clear from a Health and Safety for operatives, risk assessment perspective, that the HSE prefer a wheeled bin and bin lift collection method to the use of refuse sacks.
- 38 As can be seen in the Council's response, the HSE have been informed that this collection method provides an effective service that is strongly embedded and highly valued by residents, having very high customer satisfaction rates.
- 39 The action identified indicates that the HSE's concerns and recommendations would be brought to the Council's Cabinet Members for consideration as to future collection methods, and recommends the Council survey residents on the use of wheeled bins for waste collection.

### Key Implications

#### Financial Implications

- 40 The financial commitment required to fund additional waste collection and recycling services in years four onwards if a bid to the DCLG Weekly Collection Support Scheme was successful, is outlined in the report. [Preliminary estimate £180,000 per annum] The bidding criteria requires any detailed bids to be signed off by the Section 151 Officer.

- 41 Funding is available from the Weekly Collection Support Scheme for three years, but bidding Council's must commit to delivering the service for five years. Even if 100% of the capital and revenue costs were met by the fund for years one to three, the Council would still have to commit to delivery and finding funding for the Scheme for years four to five, and thereafter. Unless, these funds could be secured from other external sources, (Kent County Council/Kent Waste Partnership), this would result in a growth item from 2015/16 onwards as there is currently no provision for this in the approved budget plan.
- 42 The financial implications of moving to a wheeled bin collection method would have significant capital cost implications with regard to the provision of wheeled bins for residents and adapting vehicles for bin lift operation. Depending on the collection method adopted, if wheeled bins were introduced, savings may be realised on annual collection costs.

### Resource Implications

- 43 To submit an outline bid by 11<sup>th</sup> May 2012 and a final bid by 17<sup>th</sup> August 2012 will involve a significant amount of Officer time.

### Community Impact and Outcomes

- 44 It is considered a separate weekly collection of food waste for composting would be well received and used by residents, and this could be tested by an on-line survey using the Council's web-site, if felt appropriate.
- 45 Any decision regarding changes to collection methods utilising wheeled bins, as recommended by the HSE, would require extensive consultation with residents.

### Legal, Human Rights etc.

- 46 The recommendations made by the HSE are in regard to the Council's responsibilities for it's employees under the Health and Safety at Work etc Act 1974.

### Equality Impact Assessment

- 47 If a separate food waste collection service was introduced an equalities impact assessment would have to be undertaken, but it is considered there would not be any equalities impact that could not be easily overcome.
- 48 Similarly, if a revised collection method of household waste was proposed to be introduced an equalities impact assessment would have to be undertaken.

### Risk Assessment Statement

- 49 There is a risk that not submitting a bid to the DCLG Weekly Collection Support Scheme fund would deny potential financial funding being made available to improve existing waste collection and recycling services. However, this needs to be balanced against the financial commitment required for the Scheme for years four and future years.

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50 By not fully addressing the concerns raised by the HSE and providing a full reasoned response, puts the Council at risk from enforcement action, under the Health and Safety at Work etc Act, 1974, by the HSE.

**Background Papers:**

- DCLG Weekly Collection Support Scheme Bid Funding Criteria.
- Letter from HSE dated 24.2.12.
- Response to HSE dated 15.3.12.

**Contact Officer(s):** Richard Wilson Ext x 7262 and 01959 567 351.

**Kristen Paterson**  
Deputy Chief Executive and Director of Community and Planning Services





Weekly Collection Support  
 Scheme Policy Team  
 Department for Communities  
 and Local Government  
 3 J/2 Eland House  
 Bressenden Place  
 London SW1E 5DU

**Sevenoaks District Council**  
**Direct Services**  
**Dunbrik Depot**  
**2 Main Road**  
**Sundridge**  
**Kent TN14 6EP**

**Weekly Collection Support Scheme - Expression of Interest Form for Sevenoaks District Council**

Sevenoaks District Council is interested in bidding for funding from the WCSS. As the primary contact within our authority, I have provided some information about the project we are proposing to develop into an outline bid below;

<p>Would your bid be an individual one or as part of a group or consortium with other authorities and/or third parties?</p>	<p>Although an individual bid, it is supported in principle by Kent County Council, the waste Disposal Authority.</p>
<p>An outline in very brief terms of what the bid is and how it will meet the criteria (eg weekly collections for X households and X increase in environmental benefits)</p>	<p>A separate weekly collection of household food waste, for diversion to in-vessel composting, would be an improvement to Sevenoaks District Council's existing weekly residual waste collection service.</p> <p>Diversion of household food waste from landfill and/or incineration (the current methods of disposal) would improve our overall environmental performance and ensure the long-term sustainability of the District's weekly collection of smelly biodegradable waste.</p> <p>Environmental benefits: By our estimates, the diversion of food waste from 21,000 households would:</p> <ul style="list-style-type: none"> <li>(1) Increase our composting rate by up to 50%, and our overall recycling rate by up to 4.25 percentage points.</li> <li>(2) Save 1,300 to 1,700 tonnes of CO2 equivalent.</li> <li>(3) Divert liquid food and other food wastes from household foul drains to significantly reduce negative impacts on the water</li> </ul>

	<p>treatment system.</p> <p>(4) The product, a bio-fertiliser, will realise a further 5 tonnes of CO2 equivalent savings per tonne of nitrogen displaced.</p>
<p>What would the funding deliver and approximately how much would it cost (NB: costing information will not be considered binding in any way, so it's fine if the eventual bid ends up being for a smaller or greater amount)</p>	<p>The funding would deliver a separate weekly kerbside household food waste collection service, including kitchen caddies and kerbside collection bins, to 21,000 households within residential population centres in the Sevenoaks District. It is estimated that the service, over the course of three funding years, will cost an estimated £1,031,600 (to be confirmed).</p>
<p>Will this underpin weekly collections (as defined in Section One)? Please explain.</p>	<p>The proposed bid addresses the goals outlined in section 1a and 1b of the scheme prospectus. This service-improvement will allow SDC to retain a weekly collection of residual household waste, improve the environmental performance of that service, and allow maintenance of a weekly separate recyclables collection.</p>
<p>Does your bid demonstrate environmental benefits? Please explain.</p>	<p>As detailed in question 2 above, the environmental benefits of the proposed service-improvement include, but are not limited to: 1,300 to 1,700 tonnes of CO2 equivalent saved, diversion of liquid food and other food wastes from household foul drains to the benefit of the water treatment system, a further 5 tonnes of CO2 equivalent savings per tonne of nitrogen displaced by the bio-fertiliser product, and an increase in the District's composting rate by up to 50% and overall recycling rate by up to 4.25 percentage points.</p>
<p>Does your bid demonstrate value for money? Please explain.</p>	<p>Yes. By diverting household food waste from landfill and/or from inefficient recovery by incineration-to-energy (due to high moisture content) to in-vessel composting to provide a high quality bio-fertiliser, the service will deliver a disposal cost savings of approximately £30/tonne, and increase the District's overall recycling/composting rate as outlined above.</p>
<p>Will procurement or planning permissions be required?</p>	<p>Planning permissions are not required, but procurement for vehicles, kitchen caddies, etc. will be conducted using statutory procurement procedures.</p>



Are there likely to be any state aid considerations?	No
Are there any particular barriers or challenges to bidding that central Government could address ahead of outline bids being submitted?	No
Additional Comments	In both formal and informal surveys about the provision of household waste collection and other street-scene services conducted since 2001, the desire for a weekly collection of residual, smelly wastes and recycling has remained overwhelmingly unanimous among District residents. Despite being one of the most efficient local authorities in England, Sevenoaks District Council continues to face the on-going challenges of providing high-quality direct services in a time of austerity. We therefore believe that, if the proposed service is funded by the 3-year Weekly Collection Support Scheme, we can bridge these difficult times and maintain the weekly refuse and recycling collection services that our residents value so greatly.

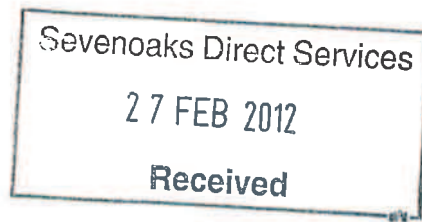
This Expression of Interest is non-binding. I understand that the Department for Communities and Local Government will use this information to assess and prepare for the volume and range of bids that the Scheme might receive, and help local authorities refine and improve their bids.

Name of officer: Charles Nouhan  
 Position: Recycling Manager  
 Date: 12 March 2012  
 Contact email: [charles.nouhan@sevenoaks.gov.uk](mailto:charles.nouhan@sevenoaks.gov.uk)  
 Contact telephone number: 01959 567360

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Sevenoaks District Council  
Dunbrik Depot  
Main Road  
Sundridge  
Sevenoaks  
Kent  
TN14 6EP

Reference FMU09/RWH/1301509/1



Field Operations Directorate

Robert Hassell

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<http://www.hse.gov.uk/>

Principal Inspector of Health and  
Safety  
Mike Walters

For the attention of: Mr R Wilson, Mr I Finch and Mr D Field (Unison Health and Safety Officer)

Date 24<sup>th</sup> February 2012

Dear Sirs

#### **HEALTH & SAFETY AT WORK ETC. ACT 1974**

I visited the Dunbrik depot of Sevenoaks District Council, accompanied by my colleague Jan Combs, on the 20<sup>th</sup> and 21<sup>st</sup> February 2012 to conduct an announced inspection as part of an HSE project regarding Local Authority procurement of waste contractors. During the visit we discussed your health and safety management systems with Richard Wilson, Ian Finch, Michael Holdsworth, John Cox and Tim Glover. The following matters require your attention, I would emphasise however, that this is not an exhaustive list. The responsibility for complying with Health and Safety requirements lies with you and therefore health and safety issues should be kept under constant review.

#### **Manual Handling Operations Regulations 1992**

##### Sack collection from resident owned wheelie bins

During the visits we observed operatives removing bags from resident owned bins. Whilst the risk assessment for this details that they are not to remove bags from the bottom this is happening in practice, it was learnt that if bags are left in the bottom of bins they frequently have to return to collect them anyway. Regulation 4 (1) of the above Regulations states that each employer shall, so far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured; accident records provided indicate that there have been several occurrences within the last 6 months of back injuries arising from removing sacks from wheelie bins, plainly something needs to be done to address the issue.

As discussed during the visit the council needs to draw up and adopt a suitable plan of action for dealing with the issue, giving regard to the factors and questions specified in schedule 1 of these Regulations (enclosed). One way of doing this would be to inform residents that bags in

## Agenda Item 6

the bottom of wheelie bins will not be collected as there has been a pattern of back injuries as a result of this practice.

### Sack collection from 1100 litre bins (drop fronted or otherwise)

Again during the inspection we observed operatives emptying bags from 1100 bins that were either traditional style or the newly adopted drop fronted bins. We were informed that these were introduced in an attempt to increase the potential for recycling at sites where there are blocks of flats. As discussed the Council is again not reducing the manual handling risk to its employees as far as is reasonably practicable.

As discussed during the visit the council needs to draw up and adopt a suitable plan of action for dealing with the issue, giving regard to the factors and questions specified in schedule 1 of these Regulations (enclosed). One way of dealing with the issue would be to recommence collection of 1100 bins with the use of a tail lift vehicle, perhaps one for waste and one for recycling.

*An Improvement Notice was considered for both of the above issues but it was felt that with prompt and appropriate action on behalf of the Council the risks could be addressed and suitably controlled. If a suitable response and action plan is not received by the requested date then enforcement action will be considered.*

### **Sack collection**

During discussions it was stated that the Council has no future plans to change from a sack collection service. Such arrangements are not in accordance with HSE research, an assessment of sack collection has recently been carried out by an HSE specialist within Gravesham, the outcome and recommendations of this report are pertinent to Sevenoaks District Council. The report asks for surveys to be carried out to assess the potential for areas within the District to use wheelie bins. In view of the higher MH risks which studies have linked with bag collection (HSL, 2002), following the Manual Handling Regulations (1992rev) hierarchy of controls, the alternative and lower risk option of using wheeled bins should be considered for reasonable practicability by the council. A detailed MH risk assessment should be central to the decisions about the collection methods to be used.

In addition he recommended the following, note should be taken of these and appropriate action taken where necessary:

### **ACTIONS RECOMMENDED**

#### **Consider where wheeled bins would be reasonably practicable**

Because of the well understood higher physical workload and MH risks that are typically associated with black bag collection, the council should take steps to identify any areas where use of wheeled bins is feasible. Plans should be drawn up for separating rounds to allow for the use of wheeled bins. Bin rounds are likely to be more suitable in the less densely populated areas with larger house. However it may also include high density terraces etc where the residents have space in porches. These decision and plans will rely on the council undertaking a more detailed survey of housing types in the borough.

#### **Survey residents opinions**



A useful step would be to survey residents for their views on introduction of wheeled bins, however from the HSE point of view although this is something to be aware of the safety of collection operators would take precedence over resident preferences. It is important to bear in mind that there is often resistance to changes like these initially but people generally become accustomed to the new methods and that resistance will pass.

### **Educate residents**

In areas or for properties where bags need to continue to be used, the council should provide guidance to residents requesting that they consider how their refuse is divided between bags and to try and even them out and use more bags, making each one lighter. The reasons behind this request should be provided in the context of the health and safety of collection operators and the difference in MH risk exposure between a single resident putting out one heavy bag and an operator who may have to pick up tens of bags of similar heavy weight during a single round.

### **Management of Health and Safety at Work Regulations 1999**

#### *Route risk assessments*

We were informed that route risk assessments were in place for every round, however, these assessments do not contain sufficient information regarding where reversing manoeuvres are to take place, where schools are (including pre and post school clubs), the presence of unadopted roads/tracks and houses not within the remit of the Council.

Regulation 3 of the above Regulations states that every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking. Furthermore, where the employer employs five or more employees, he shall record the significant findings of the assessment.

As discussed you need to review the route risk assessments ensuring there is sufficient information contained within the documents; I would recommend using the vast knowledge base of the crews when carrying out this task.

#### *Risk assessments*

The risk assessments seen do not reflect the quality of the instructions within the handbooks supplied during the inspection. It is recommended that the Council reviews the current risk assessments in place and makes them more detailed, following the information within the books is recommended.

### **Provision and use of Work Equipment Regulations 1998**

The drivers are following the sheet provided when carrying out their daily checks on the vehicles is adequate for the operation of the vehicle but does not currently include the safety measures on the vehicle should someone wish to stop the compactor mechanism in an emergency.

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Under regulation 6 (2) of the above regulation every employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected at suitable intervals and each time that exceptional circumstances which are liable to jeopardise the safety of the work equipment have occurred.

The company needs to review its daily check sheet to include the addition of emergency stop buttons, this amendment should be extended to the sheets used by supervisors when conducting their checks. Additionally it is recommended that the frequency and number of random stop checks carried out by the supervisors and managers is increased and monitored to ensure continuity.

### **Other issues**

*Vehicle equipment:* It was observed that several vehicles are without shovels and brooms, equipment that is more necessary when carrying out bag collections. The council needs to ensure that the appropriate equipment is added to the vehicles where required.

*Gloves:* Several operatives raised the issue of gloves; either they are not being worn as they are deemed inappropriate or worn and uncomfortable. As discussed the Council needs to continue trying out various types of gloves in an attempt to provide the most suitable, sometimes a range of gloves gives the operatives a better choice and increases uptake and use.

### **Information for Employees**

In accordance with section 28(8) of the Health and Safety at Work etc. Act 1974 it is my duty to inform employees of matters affecting their health, safety and welfare. I enclose a second copy of this letter and this should be brought to the attention of your employees, perhaps by displaying it on a notice board.

Please supply me with your response to the above issues, including actions taken by the **16<sup>th</sup> March 2012**, should have any questions regarding this letter or require further information then please do not hesitate to contact me.

Yours faithfully



**Robert Hassell**  
HM Inspector of Health and Safety



Schedule 1

**Schedule 1 Factors to which the employer must have regard and questions he must consider when making an assessment of manual handling operations**

**Regulation 4(1)(b)(i)**

Column 1

Column 2

*Factors*

*Questions*

1 The tasks

Do they involve:

- holding or manipulating loads at distance from trunk?
- unsatisfactory bodily movement or posture, especially:
  - twisting the trunk?
  - stooping?
  - reaching upwards?
- excessive movement of loads, especially:
  - excessive lifting or lowering distances?
  - excessive carrying distances?
- excessive pushing or pulling of loads?
- risk of sudden movement of loads?
- frequent or prolonged physical effort?
- insufficient rest or recovery periods?
- a rate of work imposed by a process?

2 The loads

Are they:

- heavy?
- bulky or unwieldy?
- difficult to grasp?
- unstable, or with contents likely to shift?
- sharp, hot or otherwise potentially damaging?

1

**Schedule 1**

**Regulation 4(1)(b)(i)**

Column 1

Column 2

*Factors*

*Questions*

3 The working environment

Are there:

- space constraints preventing good posture?
- uneven, slippery or unstable floors?
- variations in level of floors or work surfaces?
- extremes of temperature or humidity?
- conditions causing ventilation problems or gusts of wind?
- poor lighting conditions?

4 Individual capability

Does the job:

- require unusual strength, height etc?
- create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?
- require special information or training for its safe performance?

5 Other factors

Is movement or posture hindered by personal protective equipment or by clothing?

**1**

Deputy Chief Executive and  
Director of Community and Planning Services:  
Kristen Paterson



Mr R Hassell  
HM Inspector of Health and Safety  
Southern Division  
International House  
Dover Place  
Ashford  
Kent  
TN23 1HU

Tel No: 01732 227262  
Ask for: Richard Wilson  
Email: richard.wilson@sevenoaks.gov.uk  
My Ref: RW/IF/HSE  
Your Ref: FMU09/RWH/1301509/1  
Date: 15<sup>th</sup> March 2012

Dear Sirs,

#### Health and Safety at Work Etc. Act 1974

Thank you for your letter dated 24<sup>th</sup> February 2012. We take all Health and Safety matters very seriously and confirm immediate action has been taken as explained below to address your concerns. We would welcome the opportunity to discuss our further action plans with the Health and Safety Executive at your convenience.

We understand your inspection formed part of a national project to audit Local Authority procurement of waste contractors and to discover and promote best practice. In this respect we very much appreciated the positive comments made by your Inspectors Ms Jan Combs and Mr Robert Hassell on conclusion of their visit, as well as their important observations on how we might improve our Health and Safety systems for collection of household waste and recycle.

The positive comments included our effective use of limited depot space through a combination of marked vehicle bays, pedestrian routes and signage to achieve a safe layout. Mr Hassell said he had seen a variety of layouts in each depot he had visited, but none had used marked vehicle bays. On site Mr Hassell had observed some good reversing practice. Both Inspectors liked the clear instructions given in our Health and Safety Handbook and Safe Working Practices (produced in A5 format), which they noted our crews had adopted. Ms Combs agreed sack collections and wheeled bin collections both had advantages and disadvantages and noted the sack collection method adopted seemed to work well for us. Ms Combs particularly liked our use of compostable garden waste sacks and took a sample to show others. Both Inspectors commented that our refuse freighters looked well maintained and they liked the nearside air doors, low entry and walk through cabs.

In response to the important matters requiring our attention and confirmed in your letter we reply as follows:

## Agenda Item 6

### Manual Handling Operations Regulations 1992

#### Sack collection from resident owned wheelie bins

Our risk assessment entitled 'Domestic Refuse Collections (sacks)', identifies the risk to employees of removing sacks from resident owned wheeled bins and lists controls. Our Safe Working Practice booklet for Waste and Recycling Services instructs that closed plastic sacks should only be manually lifted from customer supplied 'wheelie' bins after assessment by the operative that it is practical to do so without injury. However, we acknowledge that over the last two years there have been six reported strain injuries due to operatives disregarding this instruction.

#### Action:

*Working with the Council's Communications Team and Customer Contact Centre colleagues, we will inform residents that sacks at the bottom of wheeled bins will not be collected as there has been a pattern of back injuries as a result of this practice. Our collection crews will be reminded not to attempt removal of sacks from the bottom of wheelie bins.*

#### Sack collection from 1100 litre bins (drop fronted)

We have consulted with our drop front bin manufacturer who confirms their product has been purchased and deployed nationally by Waste Authorities, private waste companies and National Health Service organisations. They have not been advised by any other customer of Health and Safety concerns over the intended use. The purpose behind our deployment is to allow separation and collection of residual and recyclable household waste in sacks from multi-occupancy residencies by our sack collection crews. We have reviewed our Health and Safety Personal Injury Records and are pleased to report that to date there are no reported injuries directly related to our limited deployment of these drop front bins.

#### Action:

- 1. We have stopped deployment of drop front 1100 litre wheeled bins;*
- 2. We are arranging for removal of drop front bins at the sites visited by Ms Comb and replacement with mixed waste 1100 litre bins that will be emptied by a vehicle equipped with a bin lift;*
- 3. We shall employ an experienced external Health and Safety Consultant to undertake a detailed manual handling risk assessment of our use of drop front wheeled bins and, in co-operation with the manufacturer, evaluate modifications that may improve the manual handling ergonomics around the intended design use. We would be keen to discuss our joint findings with HSE ergonomics experts before determining if withdrawal and disposal of all drop front bins is the only course of action to meet our obligation to reduce the manual handling risk to as low as reasonably practicable.*

*Complete withdrawal would have operational, (lower recycling capture; increased waste to final disposal and poorer services to residents), and financial implications for Sevenoaks District Council. It is also likely to have similar implications for other Local Authorities, waste companies and National Health Service organisations, assuming the Health and Safety Executive would wish to take a consistent approach and enforce these bins withdrawal nationally.*

## Agenda Item 6

*Please note the funding of the purchase of these bins, (£47,000), was made available from the Kent Waste Partnership, (comprised of the twelve Kent District Council's and Kent County Council, as Disposal Authority), to facilitate the capture of this recyclate*

*We are grateful for the opportunity to address the above issues in co-operation with the Health and Safety Executive.*

### **Sack Collection**

We appreciate your valuable observations regarding HSE research and higher manual handling risks, which studies have linked to sack collection. We would very much like to review this study material and would appreciate your guidance as to where we may access this research as part of any consideration of the benefits of wheeled bin collections compared to our established sack collection method. Our weekly collection of household residual and dry recyclable waste in sacks provides an effective service that is strongly embedded and highly valued by our residents having one of the highest published satisfaction rates in the country. We note your recommendation that we should educate residents to use more sacks to reduce the weight in each sack. During our discussion with your Inspectors, Ms Combs stated the weight of sacks was not bad it was the repetition of handling large numbers of sacks that increased the risk to our employees. With this in mind we wonder if encouraging residents to use more sacks thereby increasing the number of repetitions would be preferable.

The sack collection method is strongly valued by all three political parties as a well established and well supported service and ensures weekly collection of all waste from every household in the District. Any departure from this tried and tested method would therefore need full consideration and decision by elected Members.

### **Action:**

*We shall report your recommendation for detailed manual handling risk assessments to be undertaken and for the outcome to be central to a decision on collection methods to our Council's Cabinet Members for consideration. We shall include the HSE expectation that following the Manual Handling Regulations hierarchy of controls a change to wheeled bin collections, either partially or in full, should be considered for reasonable practicability by the Council. We shall also make Cabinet Members aware of your recommendations that we survey residents upon the use wheeled bins.*

### **Management of Health and Safety at Work Regulations 1999**

#### ***Route Risk Assessments:***

Our refuse collection rounds were subject to detailed examination by an external Consultant in 2010. The route optimisation software used removed the need for right turns and vehicle reversing wherever possible, planned the routes to avoid schools and similarly congested roads at peak times, and ensured single sided collections on wide roads to reduce the risk to our employees and other road users.

With these rounds now established and possibly subject to small scale variation by our collection crews, we are working with our drivers to identify the remaining reversing manoeuvres on each of our refuse collection rounds. This survey work and review is concurrent with refresher training of drivers and reversing assistants as explained to your Inspectors.



## Agenda Item 6

### **Action:**

*In addition to the review described we have begun discussion with Kent County Council highway transportation colleagues, to ensure our current round routes observe all traffic restrictions and avoid congested areas at peak times. Our planned production of round route maps will update and inform our round lists and we agree we should include further references to access restrictions and other necessary route specific instructions. We do not propose to include customer exemptions from highway boundary collections on these route schedules, but shall keep this as a separate listing available to each collection crew as we explained to your Inspectors.*

### **Risk Assessments**

Our risk assessments are subject to review and are used to identify hazards and control measures. While copies of risk assessments are issued to our crews for reference and retention in the cab of their vehicle, we consider them a management tool to inform and develop our Health and Safety Handbook and activity related Safe Working Practices which are our primary means of written Health and Safety instruction to our employees. Given your Inspector's observation on the quality of our handbook and safe working practices, we have some concerns that the inclusion of more detail within the risk assessments, to reflect the detailed information and instruction given in the booklets could become more confusing and complicated for operatives.

### **Action:**

*We will update our refuse collection risk assessments as part of our regular review of these documents so they define key control measures that align with our detailed Health and Safety instruction booklets.*

## **Provision and Use of Work Equipment Regulations 1998**

### **Daily Vehicle Equipment Checks**

Our current Daily Vehicle Check sheets applicable to all our commercial vehicles includes for a check on Tail Lift, Bin Lift or Crane Operation. Our annual Driver CPC training instructs drivers in more detail on the equipment checks that need to be undertaken for safe operation of the vehicle and equipment and particularly key safety equipment such as emergency stop buttons. However, we agree the check sheet does not include specific reference to the emergency stop function.

### **Action:**

*We have instructed Managers and Supervisors to ensure all drivers and charge hands know equipment checks must include emergency stop buttons. We have amended our Daily Vehicle Check sheet to include specific reference to the emergency stop function and will issue these sheets once a new stock has been printed.*

## **Other Issues**

### **Vehicle Equipment**

We note your Inspectors concern that not all refuse freighters were equipped with broom and shovel.

**Action:**

*We have instructed a fleet wide check of our refuse freighters for the presence of broom and shovel. Where not present we will fabricate and fit secure stowage and ensure brooms and shovels are provided.*

**Gloves**

Your recognition of our continued efforts to provide the most suitable gloves is appreciated.

**Action:**

*We shall continue to try out various types of gloves and broaden the range of gloves available to increase uptake and use.*

**Information for Employees:**

I confirm a copy of your letter has been displayed on the notice board in our depot mess room as requested in discharge of your duty to inform employees of matters affecting their Health, Safety and Welfare. We have also discussed and agreed this response with our depot UNISON representatives at our regular liaison meetings.

We found the inspection and feedback most informative and helpful. Please consider our response and feel free to contact Mr Ian Finch or myself to discuss further, if necessary.

Yours faithfully,



Richard Wilson  
Head of Environmental and Operational Services

Copy: Robin Hales – Chief Executive  
Dave Field – UNISON Health and Safety Representative, Dunbrik Depot

## Agenda Item 6



## COMMUNITY SAFETY ACTION PLAN 2012/13

Cabinet – 10 May 2012

Report of the: Deputy Chief Executive and Community & Planning Services Director

Status: For decision

Also considered by: Social Affairs (presentation given on 27<sup>th</sup> March 2012)

Key Decision: Yes

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This report supports the Key Aim of Safe and Caring Communities in the Community Plan

Portfolio Holder Cllr. Mrs Elaine Bracken

Head of Service Head of Community Development – Lesley Bowles

---

**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

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council 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.
  
- 2 The Strategic Assessment undertaken in November 2011 identified eight Community Safety priorities for the District, in no particular order, as follows:
  - Anti-Social Behaviour (incl. Fly-Tipping)
  - Burglary (incl Burglary Other than Dwelling)
  - Theft Offences + handling stolen goods (incl. Shoplifting, Theft of Metal and Theft Offences)
  - Substance Misuse
  - Young People's Issues
  - Vehicle Crime (TOMV and TFMV)
  - Domestic Abuse
  - Speeding Vehicles incl Road Safety

These priorities are summarised in the appended 2012/13 Action Plan.

### Key Implications

## Agenda Item 7

### Financial

The funding required to deliver the Action Plan is noted on the document. No additional District Council funding is required to deliver the plan.

### Community Impact and Outcomes

Crime, anti-social behaviour and the fear of crime are issues that are of significant interest to local communities. The strategic assessment identifies people's concerns as well as crime and other data and the action plan addresses those issues. Consequently, there should be a positive impact on the community.

### Legal, Human Rights etc.

There are no new legal or human rights issues arising from this action plan.

### Resource (non-financial)

No new non-financial resources are required to deliver the action plan

### Equality Impacts

Does the activity have the potential to cause adverse impact or discriminate against different groups in the community?

No

Does the activity make a positive contribution to promoting equality?

Yes. The aims and actions will make a positive contribution.

### **Summary of Impacts**

The 2012/13 Action Plan identifies areas of work that will have a positive impact as follows:

Risk assessments will be undertaken on all victims of anti-social behaviour and repeat and vulnerable victims will be identified;

Specific actions will be taken to assist young people and older people;

Services will be publicised for male victims of domestic abuse;

Mapping of early intervention projects for children and young people will be undertaken; and

Actions are included that address bullying.

No adverse impacts are anticipated.

### Sustainability Checklist

A sustainability checklist has been completed and a positive impact is anticipated.

### **Conclusions**

## Agenda Item 7

The Community Safety Action Plan for 2012/13 sets out Community Safety priorities for the District based on an assessment of crime and disorder.

### Risk Assessment Statement

Risk	Mitigation
It may not be possible to meet crime reduction targets. In particular, reductions compared with 2011/12 will be difficult as this was a very successful year in terms of crime reduction.	Crime will continue to be monitored compared with the previous year. Data from previous years will also be used so that a longer-term trend can also be assessed.
Partners may not be able to fulfil actions and targets as set out in the Plan	Quarterly monitoring will be undertaken and barriers and challenges assessed with a view to early intervention if actions and targets are not being met.

### Appendices

Community Safety Action Plan 2012/13

### Contact Officer(s):

Lesley Bowles ext 7335

[lesley.bowles@sevenoaks.gov.uk](mailto:lesley.bowles@sevenoaks.gov.uk)

Kristen Paterson

Deputy Chief Executive and Community & Planning Services Director



# Sevenoaks District Community Safety Partnership

## Annual Action Plan 2012 - 2013



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## Action Plan 2012-13

### 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 21. 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:

- 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 2012 – 2013

The Strategic Assessment undertaken during the autumn of 2011 has identified 8 priorities for the Partnership to tackle during 2012-2013. The data referred to in this Action Plan is based on the Strategic Assessment, which uses data between October 2010 – September 2011. Trends in the identified priorities continue to be monitored on a quarterly basis and the first monitoring will be available in July 2012.

The 8 priorities, in no particular order, are:

- Anti-Social Behaviour (incl. Fly-Tipping)
- Burglary (incl Burglary Other than Dwelling)
- Theft Offences + handling stolen goods (incl. Shoplifting, Theft of Metal and Theft Offences)
- Substance Misuse
- Young People's Issues
- Vehicle Crime (TOMV and TFMV)
- Domestic Abuse
- Speeding Vehicles incl 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.

During 2010/11, Sevenoaks District had the lowest recorded crime in the County with the number of crimes falling by 214 crimes or 4.2% to 4,956. Crime in the District has fallen consistently since 2005/6 when there were 7,948 crimes.

Many Districts are now seeing increases in crime and the challenge for the Sevenoaks District for 2012/13 will be to remain one of the lowest crime areas in the County and to counter any upward trend.

### The Action Plan

The following pages set out the overall targets for the Community Safety Partnership and an action plan is linked to each priority. The action plan does not include details about 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.



**Funding and monitoring**

Funding for the actions included within the Action Plan is available from a number of sources, including partners' own budgets, Home Office funding which is allocated to district Community Safety Partnerships by Kent County Council, Choosing Health funding and other small amounts of funding from a variety of sources, for example the Kent People's Trust. 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 2012-13**

**SUCCESS MEASURES**

**All recorded crime:**

All Crime reduced by 1% compared with the previous year

**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.

100% of fly-tipping convictions to be widely publicised.

**Young People's issues**

Intervention projects, including the Power Project and 8-12s Project, maintained

The number of young people entering the criminal justice system for the first time reduced.

**Burglary**

Number of dwelling & non dwelling (shed, commercial/retail premises) burglaries to be reduced by 2%

**Vehicle Crime**

Number of Vehicle Crimes (Theft of vehicles and Theft from vehicles) to be reduced by 2%

**Theft offences & handling stolen goods (incl shop lifting , theft of metal & metal offences)**

The number of businesses participating in the Safer Town Scheme to be increased by 10 %

The number of exclusion/banning notices issued to be increased by 10%

**Speeding incl Road Safety**

Communities in areas where speeding has been identified as a top 3 priority involved in a range of speeding initiatives.

**Substance Misuse**

Substance Misuse Action Plan to be 85% on target

**Domestic Abuse**

The number of repeat incidents & repeat victims of Domestic Abuse to be reduced by 2%

Domestic abuse action plan to be 80% on target

### Anti-Social Behaviour (incl flytipping & graffiti)<sup>1</sup>

The number of incidents of ASB<sup>2</sup> recorded by the Police in Sevenoaks District is the lowest in the County, at 1,318 incidents. At ward level, Swanley White Oak and Edenbridge South and West recorded the highest levels of ASB incidents.

217 reports of **Anti-Social Behaviour** were made to the District's Anti-Social Behaviour Officer, an increase of 3 reports or 1.4% when compared to the same period last year.

**Fly Tipping** - The fly capture database shows that there was a 14% decrease in the number of fly-tipping incidents between 2009/10 and 2010/11. This is a reduction of 74 incidents. However, Sevenoaks District residents are more worried about fly-tipping than in any other District across Kent. Fly-tipping incidents have decreased by 31% since 2008/09. The Partnership will look for opportunities to publicise fly-tipping convictions.

**Graffiti** - Requests to the District Council for Graffiti to be cleaned fell by 9% from 88 in the previous period to 80 in the present period. 17% of the District Council's Residents' Panel respondents said that graffiti is either a 'very big problem' or 'fairly big problem'

Graffiti and fly tipping have been added to this year's Action Plan as part of the Anti-Social Behaviour priority.

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<sup>1</sup> All data is based on the Strategic Assessment which uses data from October 2010 to September 2011 unless otherwise stated

<sup>2</sup> ASB – Anti-social Behaviour

	Priority Action	Lead Agency	Other Partners	By when	Funding
<b>Anti-Social Behaviour (ASB)</b>					
1.1	Implement risk assessments for ASB reports and ensure high risk cases are managed through ASB Task Group <sup>3</sup> or Daily Tasking Process <sup>4</sup> . Vulnerable victims of ASB to be identified and appropriate actions planned. Consider how best to share information about vulnerable victims between agencies.	CSU	SDC Police Housing Associations KCC Wardens	On going	Use of existing resources
1.2	Involve local communities more actively in finding solutions to ASB including through PACT Panels. Ask PACT Panels to identify any improvement in community safety in their areas over the past year so that good practice can be shared.	Exec Group	ASB Co-ordinator CSU PACTs Local Champions	On going	Use of existing resources
1.3	Where possible, work with families rather than individuals to deal with Anti-Social Behaviour, in a minimum of 10 cases.	Anti Social Behaviour Task Group KCC Children & Families	All	March 2012	Use of existing resources but working differently
1.4	Use mobile CCTV <sup>5</sup> effectively to deter crime and anti-social behaviour. Mobile capabilities effectively	T&CG CSU	Police	Ongoing	Existing resources

<sup>3</sup> ASB Task Group – Group of agencies who meet regularly to take joint action against individuals known to be causing anti-social behaviour

<sup>4</sup> Daily Tasking Process – daily meeting of agencies including the Police, District County, KCC Warden supervisor and Housing Associations to take action on anti-social behaviour reported over the last 24 hours.

<sup>5</sup> CCTV – Closed Circuit Television

	Priority Action	Lead Agency	Other Partners	By when	Funding
	deployed and 9 out of 12 cameras (75%) to be deployed at any one time				
1.5	Maximise the use of the Probation Service's Community Payback <sup>6</sup> scheme. At least 4 initiatives to take place across the District	CSU	Probation	March 2013	Negative cost because of the value of the work undertaken.
1.6	Undertake monthly Environmental Visual Audits (EVA) <sup>7</sup> across the District in conjunction with local businesses and residents. Identify areas where EVAs relating to fly-tipping, littering and graffiti are needed. Implement an action plan for each EVA which should be at least 80% completed.	CSU T&CG	KCC Highways, Police, Housing, Town & Parish Councils	March 2013	Existing resources and Safer & Stronger funding Clean Kent fund
1.7	Conduct a campaign to reduce the impact of fly-tipping on the environment and improve public perception by encouraging the reporting of fly-tipped materials, cleaning up fly tipping from public land and highways within 7 days of reporting and implementing the use of Smart Water. Widely publicise convictions for fly-tipping.	CSU	Direct Services KCC Highways	June 2012	Existing resources

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<sup>6</sup> The Probation Service works with offenders to make environmental improvements

<sup>7</sup> Environmental Visual Audit – Visit by agencies, landowners and local representatives to identify remedial action that can be taken in areas in need of environmental improvement in order to reduce crime or anti-social behaviour

### Young People's Issues

There has been a significant drop in the number of young offenders in Sevenoaks. There were 12 (16.1%) fewer young people offending between 1 July 2010 and 30 June 2011 than had been the case in the previous 12 months, representing the lowest proportion of young offenders in the County. The breakdown by gender shows that the majority of offenders were male (77.4%). During the same period there were 74 new entrants to the Youth Justice System in Sevenoaks. Of these 19 were females (25.7%) and 55 males (74.3%).

The three most common offences committed by young people in Sevenoaks during the same period were Violence against the Person, Theft and Motoring Offences.

The Partnership's Power Project and the 8-12s Project are respected youth diversion and support projects, assessed to have a positive effect on young people. Young people's issues, including these projects, will remain a priority for the Sevenoaks District Community Safety Partnership.

	Priority Action	Lead Agency	Other Partners	By When	Funding
<b>YOUNG PEOPLES ISSUES</b>					
2.1	Maximise value of Power Project & 8-12's Project (early intervention projects), enabling them to support targeted families	YOS	All Partners	On going	Safer & Stronger Funding WK Extra
2.2	Undertake targeted work with 14-19yrs olds to assist in their transition to work	KCC	Local Children's Trust Board	March 2013	Local Children's Trust Board
2.3	Produce a directory of early intervention projects for young people, families and front line practioners.	SDC	All partners	June 2011	Current resources
2.4	Maximise the Olympic legacy relevant for young people (eg obesity, citizenship, drugs and alcohol, equality & diversity)	SDC	All Partners	June 2012	Current resources and Safer and Stronger funding
2.5	In partnership provide diversionary activities that engage young people in positive activities during their free time and school holidays.	Integrated Youth Service KCC	Voluntary Youth Sector	March 2013	Early Intervention Grant YOF Local Members Grants
2.6	Deliver a programme in schools to address cyber bullying <sup>8</sup>	KCC Education Police	KCC Youth Services	June 2013	Existing resources

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<sup>8</sup> Bullying using the internet and other social media

## Burglary & Vehicle Crime<sup>9</sup>

**Burglary Dwelling** has decreased by 18.6% from 338 offences to 275 offences. Per 1,000 population Sevenoaks ranks 6<sup>th</sup> best in the County and 8<sup>th</sup> in it's MSG<sup>10</sup>. By December 2011, this crime type had increased slightly by 33 crimes compared with the previous year. When residents were asked about their concerns about crime, burglary of homes (Burglary Dwelling) was listed as the top priority for the Sevenoaks District (73% of respondents to the 2010 Residents Panel). **Burglary Other than Dwelling** has increased significantly by 15.7% from 479 offences to 554 offences. Per 1,000 population this ranks Sevenoaks 11<sup>th</sup> in the County and 11<sup>th</sup> in its MSG.

**Vehicle Crime - Thefts from motor vehicles (TFMV)** have decreased by 10.6% from 545 to 466. The trend suggests that the level of Theft from a Motor Vehicle offences are likely to decrease in the next year. Per 1,000 population Sevenoaks ranks 9<sup>th</sup> in the County and 12<sup>th</sup> in the MSG. **Thefts of motor vehicle (TOMV)** have increased by 11.8% from 186 offences to 208 offences. It is difficult to predict a trend for this crime type as there are considerable variations in the yearly statistics. Per 1,000 population Sevenoaks ranks 11<sup>th</sup> in the County and ranks 14<sup>th</sup> in it's MSG.

Both of these crime types are a priority for the Partnership.

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<sup>9</sup> All data is based on the Strategic Assessment which uses data from October 2010 to September unless otherwise stated

<sup>10</sup> MSG - Most Similar Group – a group of Partnerships assessed as having similar characteristics



Priority Action	Lead Agency	Other Partners	By When	Funding	
<b>BURGLARY &amp; VEHICLE CRIME</b>					
3.1	Use Tasking & Co-ordination Group (T&CG) <sup>11</sup> to plan and co-ordinate campaigns to encourage residents and businesses to protect their property. Work with partner agencies to increase campaign coverage, eg In Shape <sup>12</sup> , businesses and schools using child friendly leaflets	CSU	Police Business Crime Reduction Partnership	March 2013	Existing resources
3.2	Work with Town & Parish Councils and National Trust to reduce vehicle crime in beauty hotspots	CSU	Police	March 2013	Existing resources
3.3	Increase proactive use of social media including Twitter and Facebook	CSU	All Partners	March 2013	Existing resources
3.4	Undertake four Multi Agency operations at boot fairs to deter/detect the disposal of stolen/counterfeit goods and provide relevant crime prevention advice.	CSU	Police Trading Standards KCC Wardens	March 2012	Existing resources
3.5	Proactively manage cohort of PPOs <sup>13</sup> to reduce risk of offending in the District. Increase liaison with partner agencies.	Offender Management Unit	Police CSU	Ongoing	Existing resources

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<sup>11</sup> Group of agencies who take a forward look at positive interventions to address future crime trends

<sup>12</sup> District Council magazine delivered to every household in the District

<sup>13</sup> Prolific and other Priority Offenders

**Theft Offences + handling stolen goods (including Shoplifting, Theft of Metal and Theft offences)**

**Shoplifting** - Shoplifting offences have increased significantly by 21% from 329 offences to 398 offences. The trend suggests that shoplifting will remain at approximately the same level next year. Per 1,000 of the population Sevenoaks ranks 1<sup>st</sup> (lowest crime rate) in the County.

**Theft Offences** - Theft Offences have increased significantly by 27.9% from 757 offences to 968 offences. The trend shows that Theft Offences have been increasing for the past three years and it is likely that the trend will continue to increase in the next year. Per 1,000 of the population Sevenoaks still ranks 1<sup>st</sup> (lowest crime rate) in the County. Theft Offences account for 19.1% of all recorded crime in Sevenoaks

**Pedal Cycle** - Theft of Pedal Cycles have increased by 12% from 50 offences to 56 offences. Per 1,000 population Sevenoaks has the lowest rate in the County.

Due to this significant increase, these crime types are a priority for 2012-13

Priority Action		Lead Agency	Other Partners	By When	Funding
Theft offences + handling stolen goods (including Shoplifting, Theft of Metal and Theft offences)					
4.1	Develop and expand the Business Crime Reduction Partnership <sup>14</sup> across Sevenoaks District	CSU BCRP	Police SDC	June 2013	Existing resources
4.2	Target repeat offenders of acquisitive crime <sup>15</sup> through the Offender Management Unit <sup>16</sup>	Probation Police BCRP	CSU	April 2012	Existing resources
4.3	At least 5 multi-agency community events around shops and town centres to include purse dipping	CSU	All Partners	March 2013	Existing resources
4.5	Reduce Pedal Thefts by education, support and tactical operations. Consider relating crime prevention work with Paralympics Cycling events at Brands Hatch.	CSU	All Partners	December 2012	Existing resources
4.6	Develop property marking campaign across District	CSU	All Partners	May 2012	Existing resources
4.7	At least 3 multi-agency operations to address increasing trends of theft, eg metal and fuel	CSU	All Partners	March 2013	Existing Resources

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<sup>14</sup> A partnership of businesses who work together to operate the Shopsafe and Pubwatch schemes, both aimed at reducing crime and anti-social behaviour, primarily in town centres

<sup>15</sup> Acquisitive crime - **crime** committed in order to gain money or possessions, e.g. shoplifting, fraud, theft

<sup>16</sup> Offender Management Unit – Police, Probation and other agencies working together to reduce crime and re-offending

**Speeding vehicles including road safety**

There are currently 10 PACTs<sup>17</sup> in the District. PACT action plans are updated on a regular basis. Speeding vehicles is the most consistently identified priority for local people. Throughout Sevenoaks there are major trunk roads i.e. M25/A21 which facilitate the majority of traffic through the District. On KCC managed roads the number of crashes has decreased from 241 in 2009 to 234 in 2010. This is a reduction of 2.9%. This represents a 53% decrease in KSI casualties on Kent roads compared to the 1994-1998 average.

Priority Action		Lead Agency	Other Partners	By When	Funding
<b>SPEEDING</b>					
5.1	Target 4 crash sites that have the highest number of residents of the District injured and do multi-agency events including enforcement, support and education including. Implement a media strategy around speeding.	Kent Fire & Rescue Service CSU	Exec Group Highways Police Council Kent & Medway Safer Cameras partnership	March 2013	Existing resources
5.2	Promote Speedwatch <sup>18</sup> across the District including training for volunteers	Kent Police - Training CSU - Promotion/Volunteers	DVLA	March 2012	Existing resources
5.3	Continue to roll out OP Zig Zag, an operation to deter parking outside schools, where it is reported by communities as a problem	KCC CSU	SDC - Parking Police Schools	March 2013	Existing resources
5.4	Use Restorative Justice <sup>19</sup> through Kent Fire & Rescue Service for road safety.	KFRS	Police CSU	June 2012	Existing resources KFRS

<sup>17</sup> PACT – Partners and Community Together – local community meetings held to identify and take action against priority crime and disorder issues

<sup>18</sup> Speedwatch – a community response to speeding, enabling local residents to monitor the speed of traffic through their communities

<sup>19</sup> Restorative Justice - A form of criminal **justice** that emphasizes reparation to the victim or the affected members of the community

	<b>Priority Action</b>	<b>Lead Agency</b>	<b>Other Partners</b>	<b>By When</b>	<b>Funding</b>
5.5	Arrange activities around national road safety campaigns	CSU	KFRS	December 2012	Existing resources
5.6	Monitor the number of people educated through KCC Highways after receiving fine/points for speeding	KCC Highways	Police	March 2013	
5.7	Work with communities to identify long term road safety issues and work with KCC highways to find solutions	Police KCC highways	CSU Town & Parish Councils	March 2013	Existing Resources

**Substance Misuse**

The number of Sevenoaks residents accessing treatment for substance misuse increased by 26% over two years to 207 in 2010/11. Clients reporting alcohol as their primary problem substance accounted for most of the increase which may be due to the introduction of new alcohol services in the West Kent area from 2010. The proportion of clients who are Sevenoaks residents accounts for only 3.7% of the treatment population in Kent. Alcohol remains the most commonly reported substance for those in treatment.

Between April 2010-March 2011, 169 people were identified as 'people with drug problems' (22% fall on the previous year) and 185 people who were identified as 'people with alcohol problems' (an increase of 11% from the previous year).

Drug Offences have decreased by 26.7% which is a decrease of 46 offences compared to last year. Hospital data tells us that 240 people from Sevenoaks were admitted to hospital with mental and behavioural disorders due to psychoactive substance use. This is a fall of 30 admissions compared to the previous year.

Priority Action		Lead Agency	Other Partners	By When	Funding
<b>SUBSTANCE MISUSE</b>					
6.1	Follow up on implementation of a shared training package delivered to partners last year around Identification and Brief Advice (IBA)	Substance Misuse Task Group	Tier 1 & 2 (information and advice) workers Substance misuse workers, PCSOs, Wardens, PCT Health & Wellbeing Board	May 2012	Existing CSP Budget Partners Training Budgets
6.2	Structured Early Intervention Projects to include referrals to Alcohol Clinics and targeted Youth work Intervention	Kenward Trust CSU	Kenward Trust KDAAT T&CG	March 2012	Choosing Health CSP Alternative funding
6.3	Use a partnership approach to address underage drinking where it is reported by communities as a problem	Trading Standards	Landlords/Off License Substance Misuse Task Group KDAAT	Ongoing	Existing budgets
6.4	Map services across the District, identify gaps and produce directory.	Substance Misuse task Group	All Partners	June 2012	Existing budgets
6.5	Locate a drugs worker in the Community Safety Unit	CRI <sup>20</sup>	KDAAT <sup>21</sup> CSU <sup>22</sup>	June 2012	KDAAT

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<sup>20</sup> Substance Misuse charity commissioned by KDAAT

<sup>21</sup> Kent Drug & Alcohol Action Team

<sup>22</sup> Community Safety Unit – Sevenoaks District Council and Police joint unit, working with KCC and other agencies

## Domestic Abuse

Domestic Abuse incidents have decreased by 5.7% from 871 incidents to 821 incidents. Per 1,000 population this is the lowest in the County and Sevenoaks has the lowest volume in the County. This decrease is set against a County rise of 1.8%. There has been a small increase in the number of repeat victims of domestic abuse. There were 190 recorded incidents involving repeat victims, an increase of 6.3% when compared to the previous year. The percentage of repeat victims is 23.1%, the 4<sup>th</sup> lowest in the County.

Only 13% of respondents to the Residents Panel survey said they were concerned about domestic abuse. Whilst this indicates a low level of concern among local residents, Domestic Abuse tends to be a ‘hidden crime’ with low levels of reporting.

	Priority Action	Lead Agency	Other Partners	By When	Funding
<b>DOMESTIC ABUSE</b>					
7.1	Raise awareness and sign posting to services through the West Kent Directory <sup>23</sup> and the CSP website, particularly targeted repeat victims	CSP Domestic Abuse Task Group	Tier 1 workers Health provider Police Housing	On going	Existing resources
7.2	Commission domestic abuse work with children and young people to raise awareness improve self esteem and respect and improve healthy and respectful relationships.	Domestic Abuse Task Group Local Children’s Trust Board	Exec Group Police (safer schools) YISP	May 2012	Funding to be identified, possibly through Safer & Stronger Funding
7.3	At least 3 perpetrators to complete the full Community Domestic Abuse Perpetrators’ Programme <sup>24</sup>	St Giles Trust	CSP	March 2013	Choosing Health Safer & Stronger Funding

<sup>23</sup> Directory of services for victims of domestic abuse

<sup>24</sup> A rolling programme of evening workshops to help perpetrators of domestic abuse to understand and change their behaviour



7.4	Support voluntary support workers	DA Working Group Exec Group	Voluntary Organisations	June 2012	Existing resources
7.5	Raise awareness of male services (victim and perpetrators) and services for victims of elder abuse.	DA Working Group	All Partners	June 2012	Existing resources
7.6	Increase use of the MARAC <sup>25</sup> to reduce re-offending and repeat victims	Kent Police	MARAC and CSU	January 2012	Existing resources, Safer & Stronger

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<sup>25</sup> Multi-Agency Risk Assessment Conference – a group of agencies who identify those at the most serious risk of domestic abuse work to protect victims

**GLOSSARY:**

BCRP – Business Crime Reduction Partnership

CCTV – Closed Circuit Television

CDAP – Community Domestic Abuse Perpetrators Programme

CSP – Community Safety Partnership

CSU – Community Safety Unit

EVA – Environmental Visual Audit

KCC – Kent County Council

KDAAT – Kent Drug & Alcohol Action Team

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

PACT – Partners and Communities Together

PCT – Primary Care Trust

SDC – Sevenoaks District Council

T&CG – Tasking and Co-ordination Group – monthly meeting to plan response to trends

YOS – Youth Offending Service

Membership of the Community Safety Partnership and contact details

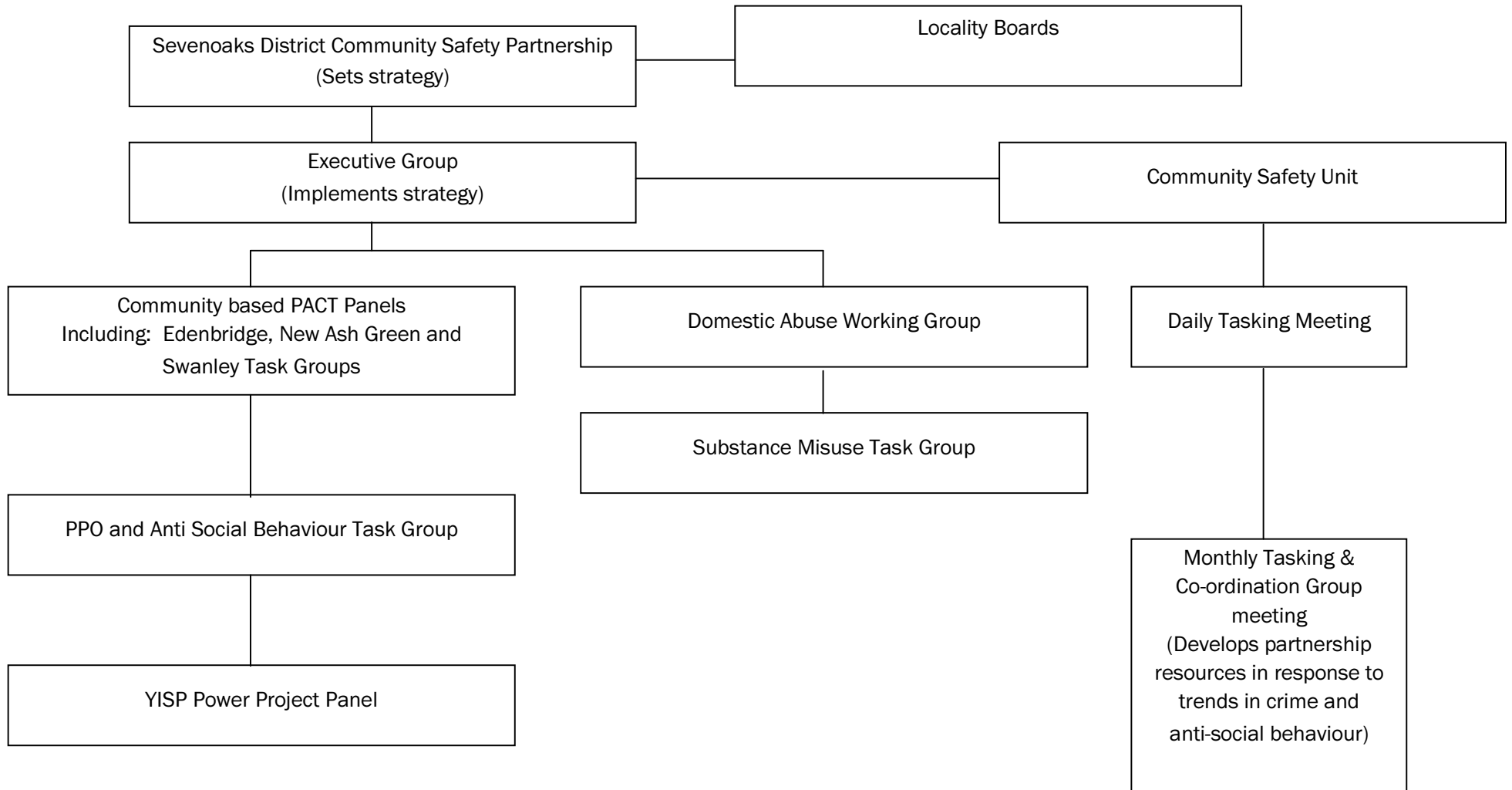
<p><b>Sevenoaks District Council</b> Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: <a href="http://www.sevenoaks.gov.uk">www.sevenoaks.gov.uk</a></p>	<p><b>Kent Police</b> 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: <a href="http://www.kent.police.uk">www.kent.police.uk</a></p>	<p><b>Kent Fire &amp; Rescue Service</b> South Division HQ, Loose Road Maidstone Kent ME15 9QB Tel: 01622 774500 Web: <a href="http://www.kent.fire-uk.org">www.kent.fire-uk.org</a></p>	<p><b>Kent Police Authority</b> 1<sup>st</sup> Floor, Gail House Lower Stone Street Maidstone ME15 6NB Tel: 01622 677055 Web: <a href="http://www.kentpa.kent.police.uk">www.kentpa.kent.police.uk</a></p>
<p><b>NHS West Kent</b> Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: <a href="http://www.westkentpct.nhs.uk">www.westkentpct.nhs.uk</a></p>	<p><b>Kent Probation Service</b> 17 Garden Road Tunbridge Wells Kent TN1 2XP Tel: 01892 559350 Web: <a href="http://www.kentprobation.org">www.kentprobation.org</a></p>	<p><b>KCC Social Services</b> Croft House, East Street Tonbridge Kent TN9 1HP Tel: 01732 362442 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>	<p><b>KCC Children, Families and Education</b> 17 Kings Hill Avenue West Malling Kent ME19 4UL Tel: 08458 247247 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>
<p><b>KCC Youth Offending Service</b> Croft House, East Street Tonbridge Kent TN9 1HP Tel: 01732 362442 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>	<p><b>KCC Youth Service</b> Bishops Terrace, Bishops Way Maidstone Kent ME14 1AF Tel: 08458 247 247 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>	<p><b>KCC Trading Standards</b> PO Box 286 West Malling Kent ME19 4HW Tel: 01732 525291 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a></p>	<p><b>KCC Community Safety</b> Sessions House County Hall Maidstone ME14 1XQ Tel: 01622 696575 Web: <a href="http://www.kentpartnership.org.uk">www.kentpartnership.org.uk</a></p>
<p><b>West Kent Housing Association</b> 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: <a href="http://www.westkent.org">www.westkent.org</a></p>	<p><b>Kenward Trust</b> Kenward Road Yalding Maidstone Kent ME18 6AH Tel: 01622 814187 Web: <a href="http://www.kenwardtrust.org.uk">www.kenwardtrust.org.uk</a></p>	<p><b>MOAT Homes</b> Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0845 600 1006 Web: <a href="http://www.moat.co.uk">www.moat.co.uk</a></p>	<p><b>Kent Drug and Alcohol Action Team</b> Invicta House, 3rd Floor County Road Maidstone Kent ME14 1XX Tel: 01622 221676 Web: <a href="http://www.kdaat.org">www.kdaat.org</a></p>
<p><b>West Kent Extra</b> 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: <a href="http://www.westkent.org">www.westkent.org</a></p>	<p><b>Voluntary Action West Kent</b> 19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: <a href="http://www.vawk.org.uk">www.vawk.org.uk</a></p>		

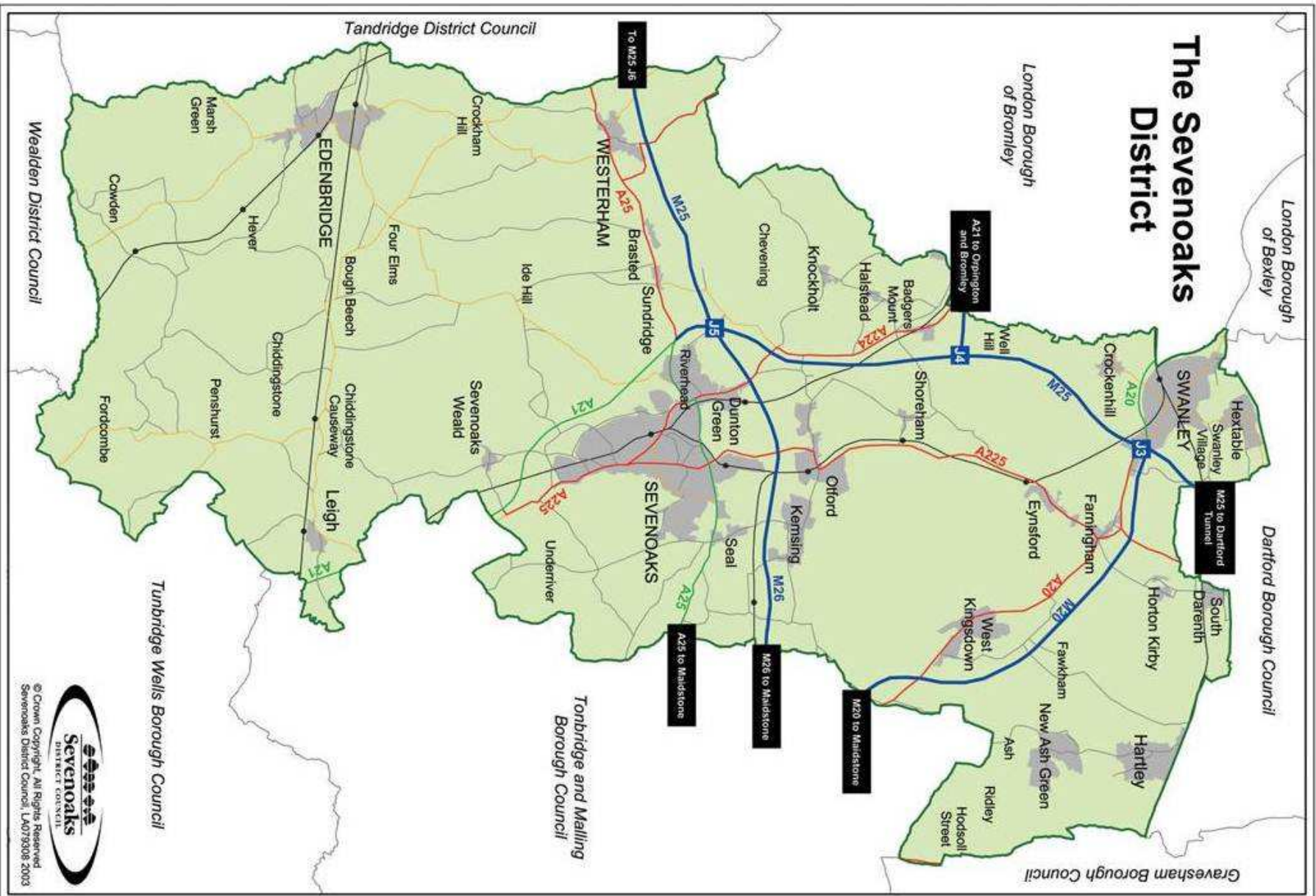
## Terms of Reference

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:**

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