

17 July 2017 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 05.07.17



Economic & Community Development Advisory Committee

Membership:

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

Agenda

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

	Pages	Contact
Apologies for Absence		
1. Appointment of Chairman		
2. Appointment of Vice Chairman		
3. Minutes To agree the Minutes of the meeting of the Committee held on 7 March 2017, as a correct record.	(Pages 1 - 4)	
4. Declarations of Interest Any interests not already registered.		
5. Actions from Previous Meeting		
6. Update from Portfolio Holder		Cllr Hogarth
7. Presentation on the importance of development to the local economy Guest speaker, Richard Reid (of Richard Reid and Associates (architects and master planners))		
8. Referrals from Cabinet or the Audit Committee (if any)		
9. Sevenoaks District Community Safety Strategy & Action Plan 2017-18	(Pages 5 - 8)	Kelly Webb Tel: 01732227474

- | | | |
|--|-----------------|-------------------------------------|
| 10. Dunton Green Mid Project Report | (Pages 9 - 40) | Kelly Webb
Tel: 01732227474 |
| 11. Economic Development Strategy Monitoring Report | (Pages 41 - 56) | Emily Haswell
Tel: 01732227261 |
| 12. Emergency Planning Update | (Pages 57 - 62) | Richard Wilson
Tel: 01732 227262 |
| 13. Work Plan | (Pages 63 - 64) | |

EXEMPT INFORMATION

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

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

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

ECONOMIC & COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Minutes of the meeting held on 7 March 2017 commencing at 7.00 pm

Present: Cllr. Maskell (Vice Chairman in the Chair)

Cllrs. Abraham, Barnes, Dr. Canet, Esler, Krogdahl, Lake, Maskell, McGarvey, Pearsall and Scott

Apologies for absence were received from Cllrs. Mrs. Bosley and Hogarth

Cllrs. Eyre, Firth and Pett were also present.

21. Minutes

It was noted that the previous meeting on 13 December 2016 had been inquorate. Informal notes of the meeting had been taken and were available on line and tabled at the meeting for information.

Resolved: That the Minutes of the meeting held on 8 October 2016, be approved and signed by the Chairman as a correct record.

22. Declarations of Interest

Cllr. Scott advised that she would leave the meeting and not take part in the debate or voting thereon in relation to agenda items 6, 8 & 9 (Minutes 26, 28 & 29).

23. Actions from Previous Meeting

The Chief Officer Communities and Business advised that at the inquorate meeting in December, the Manager of West Kent Partnership had given a presentation on who the partnership was and how it worked; how the partnership aimed to be the voice for west Kent outside of West Kent; how they engaged with businesses within West Kent; and how the partnership added value to work at a district level. Future challenges and opportunities had also been discussed.

24. Update from Portfolio Holder

The Deputy Portfolio Holder introduced Andrew Stirling the new Head of Economic Development and Property who had started the day before.

He also advised that consultants had been commissioned to undertake an economic study of Edenbridge. The Economic Development Officer explained that the study was to be completed by the end of March and look at population growth, changing demography and how the town centre could move forward and meet future demand. The results would be fed into the economic strategy.

25. Referrals from Cabinet or the Audit Committee

There were none.

26. Domestic Abuse Volunteer Service (DAVSS)

The Chairman welcomed the Chief Executive of Domestic Abuse Volunteer Support Services (DAVSS), Mark Hutcheon, to the meeting.

He stated that the main issue for DAVSS was raising its profile. It was a community-based charity created in April 2011 and provided support for anyone, man or woman. They delivered their service on an innovative cost effective volunteer model, relying on volunteers to deliver their services with a small number of paid staff. They worked across West Kent covering Sevenoaks District, Tonbridge and Malling and Tunbridge Wells. Demand had increased dramatically since 2011. The year ending 2016, there had been over 741 referrals (including 52 men) which had been a 16% increase on the previous year. 1044 affected children (an increase of 395) and 800 calls to the helpline. Research showed that at some point in their lives, 1 in 4 women and 1 in 6 men would experience domestic abuse and many victims endured abuse for years before seeking help. Every week in the UK alone, 2 women die as a result of domestic abuse. The aim was to break the cycle of abuse, enable survivors to take control of their lives again and improve life opportunities for their children who are often traumatised by their experiences.

Volunteers were needed not just as Advisors but for other tasks such as administration, fundraising, social media. 50/60% of referrals were from West Kent Police, next biggest was self referrals then other agencies including health and social services, and voluntary organisations. They provided practical and individual support to our clients including: access to a Helpline weekday mornings giving immediate safety advice (answerphone outside of these hours); face-to-face support at venues convenient to clients for those at high risk of serious harm, offering them options for action and support; signposting to other agencies or voluntary groups e.g. Police, Social Services, Citizens Advice, Benefits and Housing, Health Professionals, Counselling etc.; support to Court to clients who often found this process very daunting and frightening; and raising public awareness by arranging presentations, workshops, attending business and community events and providing safe and healthy relationship courses for young people in schools and colleges.

In response to questions Mr. Hutcheon advised that the The Serious Crime Act 2015 had not been retrospective and had relied on a pattern of behaviour, therefore they were only just starting to see any of these cases coming forward. With regards to helping 'perpetrators', first of all they had to recognise themselves that they had a problem, but there were 6 month (27 sessions) CDAP (Community Domestic Abuse Programme) programme. He also advised that with regards to whether there were enough refuges, placing someone in one was a last resort and as yet they had not been unable to place someone.

It was suggested that Parish and Town Councils would be able to help promote the service and he would be passed the contact details of Kent Association of Local Councils (KALC).

The Chairman thanked Mr. Hutcheon for attending.

(Cllr. Scott left the meeting for the above item and did not take part in the debate or voting thereon)

27. Economic Impact of Tourism - Sevenoaks District

Members received a presentation from Louisa Mungall and Raluca Brebeanu from Destination Research - Partnerships & Skills, Visit Kent, who had undertaken a study into the economic impact of tourism in the Sevenoaks District based on 2015 data. Members took the opportunity to ask questions.

The Economic Development Officer advised that the next step was to make it an action in the economic strategy as part of the destination management plan. There was an event at the end of March 2017 and she hoped to pick up the actions identified in the study along with the accommodation strategy with a report to the meeting in October 2017.

Resolved: That the report be noted.

28. Community Grant Scheme Draft Allocations 2017/18

The Partnership & Project Officer presented the report which set out information about the Community Grant Scheme and summarised applications received by the Council from voluntary organisations for funding during 2017/18. Details of the appraisal process were provided and included a lengthy and detailed consultation with the Portfolio Holder for Economic & Community Development, Cllr Hogarth, the Deputy Portfolio Holders for Economic & Community Development, Cllrs Maskell and McGarvey, and Cllr Mrs Bosley who had been trained in appraisal techniques.

The Committee requested their vote of thanks to be recorded, to all the volunteers and voluntary groups, to acknowledge all their hard work and how valuable it was to the community.

Public Sector Equality Duty

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

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

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Economic & Community Development Advisory Committee - 7 March 2017

(Cllr. Scott left the meeting for the above item, did not take part in the debate or voting thereon and did not return to the meeting.)

29. Sevenoaks District Community Safety Strategy & Action Plan 2017-18

The Community Safety Manager presented the report which sought consideration of the 2017-18 Sevenoaks District Community Safety Strategy and Action Plan. The plan responded to the community safety priorities identified in the most recent Strategic Assessment. Members also received a presentation on the Strategic Assessment.

In response to questions the Community Safety Manager undertook a number of actions:

- request Police feedback on the number of enforcements arising from Speed Watch initiatives;
- circulate the link of the safeguarding video shown to taxi drivers by the licensing section;
- feedback that the PCSO needs to be more visible in the New Ash Green area;
- circulate the contact for the Independent Police Advisory Group.

Public Sector Equality Duty

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

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

(Cllr. Scott left the meeting for the above item and did not take part in the debate or voting thereon.)

30. Work Plan

The work plan was noted subject to the following:

6 July 2017

- Visit Kent moved to 3 October (see below)
- Addition of Dunton Green Community Development Project
- End of year economic development monitoring

3 October 2017

- Edenbridge economic study
- Refresh of the economic strategy (workshop)
- Tourism Strategy (with Visit Kent)

THE MEETING WAS CONCLUDED AT 9.00 PM

CHAIRMAN

SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN 2017-18

Economic and Community Development Advisory Board - 17 July 2017

Report of : Chief Officer Communities and Business

Status: For Information

Key Decision: No

Executive Summary: This report looks at the work of the Community Safety Partnership from April 2016 - March 2017. It takes into account all aspects of the Partnership reflecting on crime trends, CSU and successes.

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

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer Kelly Webb, Ext.7474

Recommendation to Economic & Community Development Advisory Committee:
To note.

Introduction and Background

In 2006, a review of the partnership provisions of the Crime and Disorder Act 1998 and the Police Reform Act 2002 led to a series of recommendations to strengthen and extend existing requirements through the experience gained from partnership working. This resulted in a new set of national minimum standards which came into force in August 2007.

The 1998 Crime & Disorder Act included the requirement to produce a detailed crime and disorder audit through consultation with key agencies and the wider community and to use the findings to identify strategic priorities and take action to address them. The new national standards placed a legal obligation on responsible authorities to comply with the specified requirements, one of which was the creation of an annual strategic assessment in place of the previous 3 yearly audit.

Key Implications

Financial

The cost of the action plan itself is minimal. Funding to implement the plan is provided by all partner agencies through their core budgets with additional funding the PCC (Police Crime Commissioner) and other external funding streams.

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Legal Implications and Risk Assessment Statement.

National Standards require Partnerships to produce an annual year action plan which is reviewed and updated annually. The requirement to produce an action plan to take forward a multi-agency approach to community safety stems from the Crime & Disorder Act 1998.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

There are no negative impacts - the annual report applies to all. All victims of crime and anti-social behaviour are treated equally and fairly regardless of disability, age, sexual orientation, gender reassignment, marital or civil partnership, race, gender, carer status or religion and belief.

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

Conclusions

The Community Safety Annual Report highlights the work of the Community Safety Partnership throughout 2015-2016

Appendices

No appendices

Background Papers:

Sevenoaks District CSP Annual Report 2016-17

Lesley Bowles

Chief Officer for Communities and Business

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DUNTON GREEN MID PROJECT REPORT

Economic and Community Development Advisory Board - 17 July 2017

Report of : Chief Officer Communities and Business

Status: Information Only

Key Decision: No

Executive Summary: This report provides an overview of the Dunton Green Community Development project to date. It outlines the main findings from the community consultations that have taken place along with an overview of the projects implemented and the additional funding received.

This report supports the Key Aim of the Community Plan

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer Kelly Webb Ext. 7474

Recommendation to Economic & Community Development Advisory Committee:

To note

Introduction and Background

Members agreed, at Cabinet on 6th December 2012, that a proportion of the Dunton Green Section 106 funding would be used to fund a Community Development Officer for 3 years. The Community Development Officers were appointed (job share) in June / July 2015 upon which they began working towards the following aims:

- To bring the old and new communities of Dunton Green together.
- To identify and respond to the needs of the local community.
- To enable the community to continue this work after the end of the project.

Key Implications

Financial

The funding for this project has been sourced from the Section 106 money which has already been allocated for community development work as part of the West Kent Cold Store development (Dunton Green). Further external funding has been

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secured from Kent Police & Crime Commissioners' Youth Diversionary Activity Fund and the Kent Shed Fund organised by Groundwork.

There are no other financial implications associated with this project.

Legal Implications and Risk Assessment Statement.

There are no legal implications and risk assessments are carried out on an event by event basis.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	This Mid Project Report identifies the provision of services across the whole community. Services are tailored to the needs of the community and the report sets out the project proposals going forward.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Dunton Green Project addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

The Dunton Green Mid Project Report sets out the key successes from June 2015 to December 2016 and the proposals for the project going forward.

Appendices

Dunton Green Mid Project Report

Appendix 1 - Dunton Green Action Plan -
December 2016

Appendix 2 - Financial Overview June 2015 to
December 2016

Background Papers:

N/A

Lesley Bowles
Chief Officer for Communities and Business

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Dunton Green Mid-Project Report



July 2015 to December 2017

Produced by: Dunton Green Community Development Officer

January 2017

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Introduction

Background

In 2009 Berkeley Homes were granted planning permission to develop the site of the old West Kent Cold Store in Dunton Green. This along with subsequent amendments resulted in permission to build up to 500 new homes and 4500sqm of commercial space.

The development was subject to a Section 106 agreement. Members agreed, at Cabinet on 6th December 2012, that a proportion of the Dunton Green Section 106 funding would be used to fund a Community Development Officer for 3 years. The project officer would work with the old and new communities to identify community needs and any specific services that should be provided. For example, youth work/provision for teenagers, social opportunities for older residents, working with new residents to bring the old and new communities together, to prevent crime and anti-social behaviour and to maintain a good local environment through community pride. Wherever possible this project would make links with other service providers to lever in additional funding for the community.

Aims of the Project

- To bring the old and new communities of Dunton Green together.
- To identify and respond to the needs of the local community.
- To enable the community to continue this work after the end of the project.

Mid Project Report

The Community Development Officers were appointed (job share) in June / July 2015. This report provides an overview of the project to date. It outlines the main findings from the community consultations that have taken place along with an overview of the projects implemented and the additional funding received.

Dunton Green Community Consultation

To establish a baseline of needs an initial community consultation was carried out. This was delivered through a number of techniques:

- Consultation surveys
- Community meetings and focus groups.

Consultation Surveys

Two surveys were produced, a standard version suitable for the whole community and a young person's survey for those aged up to 21. Surveys were distributed from 24th July 2015 to 17th September 2015. Residents were encouraged to complete the surveys by being entered into a free prize draw to win Amazon vouchers. Surveys were distributed to residents whilst attending the Parish Village Picnic, Family Fun Days, in the local coffee shop, village hall, Dunton Green Pavilion and at the new Ryewood housing development. Residents were also given the opportunity to complete the survey online, via survey monkey. Some residents that were known to be hard to reach were visited door to door and if no-one was at home a leaflet and copy of the survey was left for completion. The survey was also sent home with all 179 pupils at Dunton Green Primary School.

A total of 236 surveys were completed (186 from the standard survey and 50 of the young person's survey). The survey results were a mixture of open ended questions and multiple choice.

The highlights of the results are as follows:

What do residents like about Dunton Green?

The two most popular responses were:

- That it is a friendly community with a lovely village atmosphere.
- That it is convenient for amenities such as the railway station, supermarket, local stores, coffee shop, pub and recreation ground.

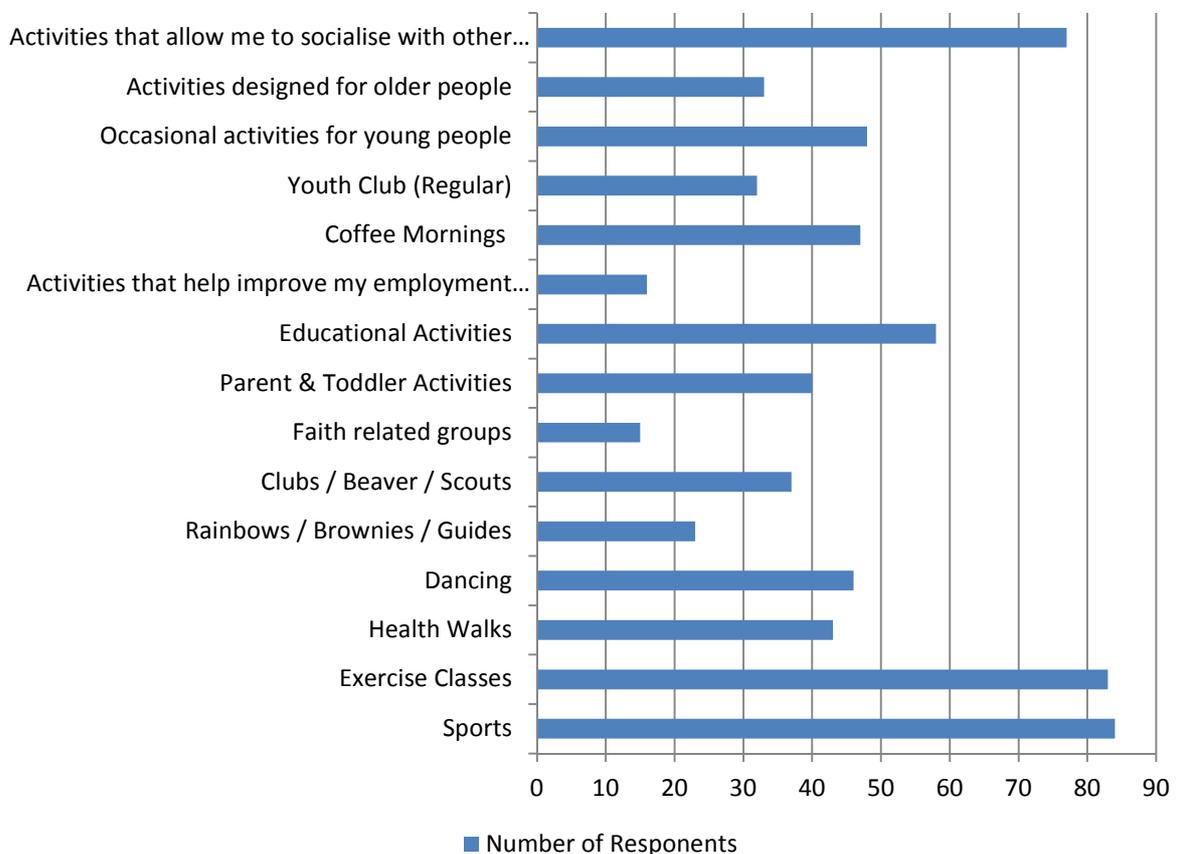
Volunteering

- 162 people said that they do not volunteer
- Of these 45% said that they would consider volunteering if the activity or project interested them.

Things residents would like to change about Dunton Green?

- More buses and better routes.
- Access to closer medical facilities including doctors, chemist and dentist.
- To address antisocial behaviour in particular around the station and playground.
- More facilities for young people both young and old.
- Better facilities at the railway station including a ticket machine, access to Oyster and a convenience store.
- Changes to the infrastructure including resurfacing pavements, restricting speed on the roads, better parking and more litter / dog bins.
- More activities including sports, exercise classes and dance. These should be available in the evenings and at weekends not just during the week. Activities should also include things that bring the community together.

What type of activities would you (or your family) participate in if they were available in Dunton Green?



If you do not participate in activities in Dunton Green is there a reason?

- Work full time and not enough activities in the evening and weekend.
- Activities are too expensive
- Not enough activities are on offer.
- Don't know or haven't heard what activities are available

Residents were asked how they would like to be informed of projects and activities in the parish.

	Standard Survey	Young Person's Survey
1 st choice	Newsletter	Leaflets & Email (joint 1 st)
2 nd choice	Email	Newsletter
3 rd choice	Leaflets	Parish Council website
4 th choice	Social media in particular Facebook	Social media in particular Facebook
5 th choice	Parish Council Website	

Community Meetings and Focus Groups

In addition to the surveys it was felt that some residents would be unlikely to complete a survey online or on paper. The Community Development Officers therefore attended a number of community groups and events to ascertain views and opinions.

The comments received were compiled and on the whole mirror the results seen in the survey. In addition to this the following suggestions and comments were received:

- There is a real need for a local lunch club to provide a hot nutritious meal for vulnerable people within the community.
- There are concerns that the number of new dwellings at Ryewood will directly impact on the catchment areas for local schools.
- There is a lack of local medical facilities.
- There are concerns that bus service that is currently being supported by Berkeley homes will cease when the development is complete.
- Other areas hold more community events. It would be great to see more of these held in Dunton green.

Dunton Green Steering Group & Action Plan

To bring together all aspects of the community a steering group was established. At the outset key organisations, local businesses and residents were invited to attend meetings. At the initial meeting the group established the key aims and outcomes of the project and a proposed action plan was approved.

The action plan has been used as a working document throughout the project. It has been updated with key outcomes and can be seen in Appendix 1 - Dunton Green Action Plan - December 2016.

Meetings of the steering group have been held in the evenings and extensive invitations made to the local people to take part. The Community Development Officers have worked regularly to engage the community in steering the project initially with small groups of residents and more recently with the Parish Council.

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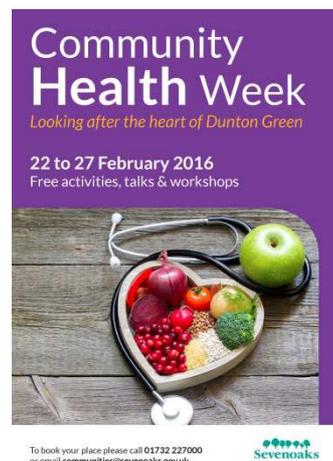
Projects Implemented

As a result of the consultation and subsequent action plan the following projects have been investigated, developed and implemented.

Community Health Week

The purpose of this project was to host a community health event that encouraged residents to participate in a range of health activities and workshops across Dunton Green in line with National Heart Month (1-28 Feb 2016). The events were arranged to take place Mon 22nd - Sat 27th Feb 2016 and included:

- Over 55's Keep Fit Session
- Ballroom Dancing
- Youth Street Dance
- Buggy Walk & Health Walk
- Youth Football
- Cheerleading
- Hip Hop Dance
- Walking Football
- Pilates
- Dad's & Kids Cooking
- Football Tournament
- Community Golf
- Health Checks
- Heart Specialist Talk
- Nutritionist Workshops
- School Healthy Eating Workshop



Attendance at these events varied with the most popular being the school healthy eating workshops and the Dad's and kids cooking session.

Dunton Green Lunch Club

Initial discussions took place in September 2015 with Dunton Green Parish Council and Age UK to ascertain the feasibility of setting up a regular lunch club for older people within the new facilities of the Pavilion. Following these successful negotiations, advertisements for Lunch Club Volunteers were distributed and interviews began in December 2015. Once a team of volunteers was established they all received training supported by Age UK. The project was launched in May 2016 with lunch clubs taking place on the first Wednesday of the month.



Key successes:

- The Community Development Officer developed the lunch club in partnership with Age UK to ensure sustainability beyond the length of the project. The lunch club is now being delivered successfully by a team of volunteers who are all registered with Age UK.
- 21 people attended the first lunch club and between 18 and 25 people from Dunton Green attend each month.
- Over 80% of all attendees live within the Parish of Dunton Green.
- Some residents have indicated that they are unable to make a hot drink or cook hot meals at home. The lunch club provides all attendees with not only a tea/coffee, a two course hot nutritious meal but also the benefit of spending time with others. Attendees are also signposted to other community support where appropriate.
- In December 2016 a Christmas celebration was held. The Community Development Officer invited 37 pupils from Dunton Green Primary School Choir to attend and perform some Christmas songs. The event was enjoyed by everyone that attended
- There have been wider community benefits to this project. Some of the volunteers from the lunch club have gone on to support other community projects in the area. One is volunteering as a way to re build confidence following a life limiting illness and has expressed an interest in taking on more volunteering work.
- Intergenerational links have been made offering young people from Dunton Green Primary to come along a support the residents that attend the lunch club.

Older People's Forum

To engage with older people in the community a couple of events were held. A tea and coffee drop in session took place in December 2015 along with an informal meeting with interested residents in July 2016. At these sessions it was highlighted that across the parish there is a lack of services at the weekend for older people that are not involved in faith related activities.

A key outcome from the forum was the development of an over 55's Social Club:

- A group of interested residents were supported by the Community Development Officers to develop the Over 55's Social Club.
- The groups' first meeting was held in September 2016. The group now meet monthly and attendance ranges between 15 and 26 members.
- A successful Christmas event was organised by the group supported by the Community Development Officers.
- The Community Development Officers assisted the group in receiving funding from Dunton Green Parish Council.
- The group are now working towards becoming constituted with the support of the Community Development Officers.



**DUNTON GREEN
OVER 55's
SOCIAL CLUB**

- Starting 18 September 2016
- 2pm to 4pm
- Third Sunday of **every month**
- Price 50p includes tea and cake

Come, have a chat and play games with friends and neighbours.

Dunton Green Pavilion, Recreation Ground, off London Rd TN13 2UR

For more information call
Dot Carpenter on 07818 081 003

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Youth Forum Pizza Night

A free pizza night was organised for young people in Dunton Green on 1st July 2016. The purpose of the event was to engage with young people and establish their needs and aspirations. Young people were encouraged to record their views in a fun and relaxed meeting using a variety of methods.

- 19 young people attended the event
- Young people highlighted the activities that they would like to have available to them in Dunton Green which included a variety of sporting



Kent Police & Crime Commissioners' Youth Diversionary Activity Fund

On the 30th September 2015 it was confirmed that the application submitted to the Youth Diversionary Fund had been successful and a grant of £2500 was received. As a result the Dunton Green Youth Project (DGYP) was launched and a number of initiatives were developed to engage with young people that were at risk of offending and to provide diversionary opportunities currently unavailable to young people in the parish.

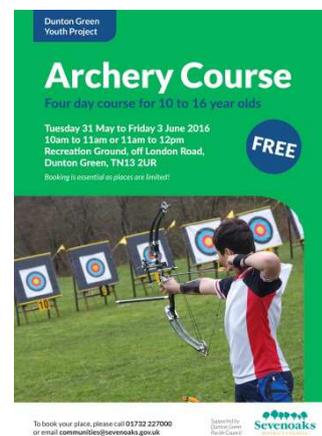
Hip Hop and Cheerleading Dance

- Two dance styles were offered to provide for different interests. Sessions were held weekly between January 2016 and July 2016.
- 16 young people attended the cheerleading session and 18 young people attended the Hip Hop.



Archery

- An archery crash course was offered between 31st May and 3rd June 2016.
- 11 young people attended across two sessions despite the terrible weather. Young people were then signposted to other local Archery clubs to develop further their skills.



Youth Film Night

- A film night was held for young people to attend.
- Whilst attendance at this event was low it has sparked an interest across the wider community. As a result it was agreed that a whole community movie night would be explored.

RRR Course & Celebration Event.

- A Reform, Restore and Respect (RRR) workshop was arranged for everyone that has attended the dance, archery and film night.
- The RRR workshop was delivered to pupils at Dunton Green Primary School in years 5 and 6.
- A celebration event was held to bring everyone together that had attended the course.



Youth Dance

Following the success of the Youth Diversionary Fund it was agreed that the dance element of the project would be continued. To ensure sustainability of the project a suitable volunteer was identified. A volunteer agreement was drawn up and full training was provided. Street dance sessions were then planned and will take place weekly from January 2017 onwards.



Dunton Green Health Walks

Initial planning meetings were held with Dunton Green Parish Council and SDC's Health Team in April 2016. It was agreed that a new Health Walk would be implemented in Dunton Green following the Walking the Way to Health model. It was agreed that these walks would take place on a Saturday morning creating the first Health Walk to be available at the weekend in the whole of Sevenoaks District. This would enable residents that work during the week to attend but also provide an activity for families to enjoy



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together.

Key Successes:

- The first walk took place on 25th June 2016. Since then on average between 3 and 8 people attend each weekly walk. 27 people have registered and attended the walks since they began
- For some attendees this forms their only social contact over the weekend.
- Health benefits are seen with regular exercise.
- New residents from Ryewood have benefitted from meeting the wider community and exploring paths around their new home.

Kent Shed Project

In Nov 2015 a bid was submitted to the Kent Shed Fund organised by Groundwork to fund a Dunton Green Shed Project. £3800 funding was approved in January 2016. The project aims were to provide a space for men within the community to get together, learn new skills and further develop existing skills predominantly in woodwork & gardening. The project is tailored around the attendees needs and interests. The project hub has been located in a disused furniture warehouse in Greatness, Sevenoaks. An extensive search for volunteers and participants took place with an encouraging amount of interest. Interest from residents within the parish of Dunton Green was limited and it was therefore agreed to expand the remit for this project to encompass the entire Sevenoaks District. It was agreed that once a firm group had been established explorations would take place into how the group could better link with Dunton Green residents. Suggestions included linking with Dunton Green Primary School, Dunton Green Parish Council and other organisations/groups.



Business Support

Meetings were held with businesses from across the parish on 19th Jan 2016, 27th April 2016, 5th July 2016 and 20 October 2016. The purpose for this was to develop an Association. Links were also made with SDC's Economic and Development team. Training opportunities were identified and the following courses were taken forward, Promotion of Business, Broadband, Development of Businesses and working together as a community group.

A great success for the group was collectively working together to purchase and install Christmas Lights in Dec 2015 and 2016. The Parish had been lacking in Christmas lights for many years.

Similar to the Over 55's Social Club and the Dunton Green Lunch Club, this Business Group now runs independently with only minimal support required from the Community Development Officers.

8-12's Project

As highlighted in the consultation there is a need for more regular youth activities to take place in Dunton Green. In addition Dunton Green Primary School identified a need for young people to develop 'soft' skills such as self-esteem, confidence, social and emotional responses and making friends. As a result discussions took place with West Kent Xtra who were later tasked with providing their well established 8-12s project in Dunton Green. Young people are to be referred to the project, predominantly by Dunton Green Primary School. The project will start on 9th January 2017 and will be funded as part of the Section 106 funding until December 2019.

First Aid Course

To ensure the success and sustainability of projects in Dunton Green an Emergency First Aid at Work course was organised and delivered on 1st December 2016. The course was offered to volunteers that support the Dunton Green projects. Ten people attended and completed the course. They are now able to support the ongoing projects in Dunton Green.

Over 55's Keep Fit

As a result of the consultation a weekly keep fit session for over 55's was offered at Hamlyn Court. This took place from December 2015 until May 2016. Keep fit for over 55's allows men and women to keep active through regular exercise. The instructor delivered a targeted chair based dance / exercise session that worked with individuals ability. In total 11 people participated with 8 people regularly attending.



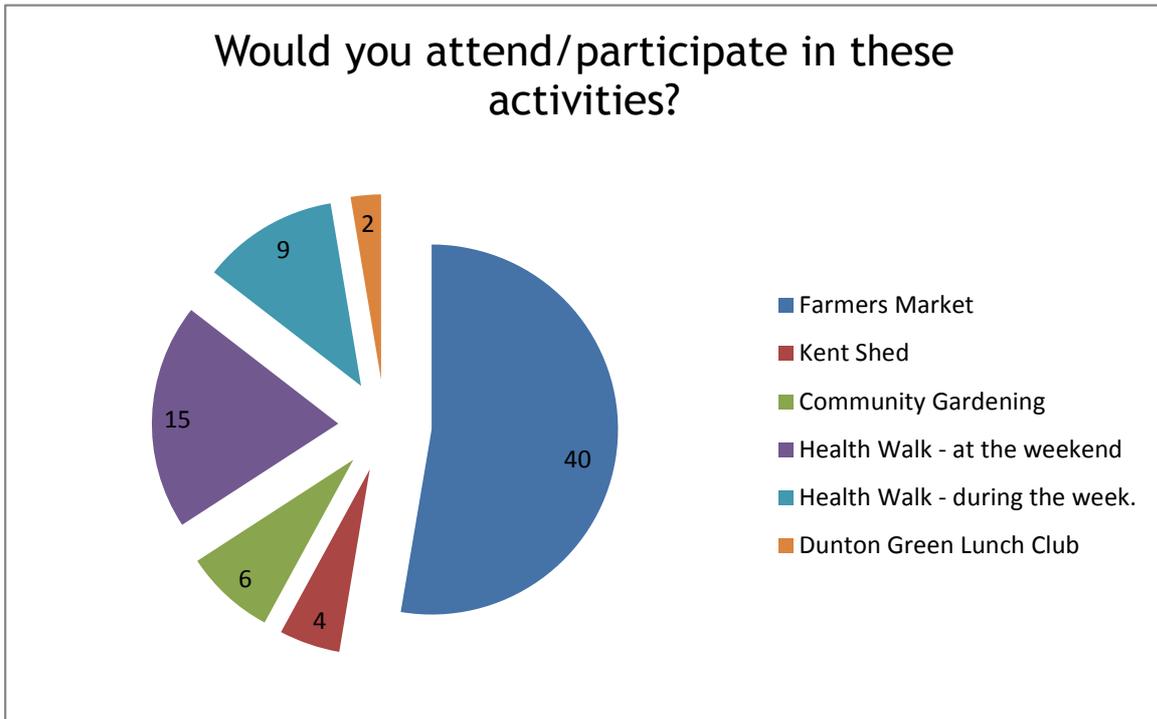
Other Community Events

The Community Development Officers have also attended and supported:

- The Dunton Green Parish Picnics on 2nd August 2015 & 12th June 2016.
- Ryewood Residents meeting held on 30th November 2015
- Dunton Green Annual Parish Meeting held on 23rd March 2016
- Dunton Green carols on the green held on Monday 19th December 2016
- Dunton Green Parish Council Movie Night held on Saturday 3rd December 2016. Family Fun Days on 10th, August 2015, 29th October 2015, 17th August 2016

Consultation - One Year On

One year into the project a brief consultation was carried out. The purpose of the consultation was to establish how people are hearing about the projects on offer, what they would like to participate in going forward and if they would like to get involved. In total 64 responses were received. An overview of the results can be seen below:



Would you like to volunteer at these activities?

- 12 people confirmed that they would be interested in volunteering at these events.

Of the projects already taking place, how did you hear about them?

- 9 people have heard via the Parish Council Newsletter.
- 15 people have heard via Social Media, Facebook or Streetlife.
- 7 people have heard via word of mouth.
- 4 people have found out via posters.

What other activities would you like to take place in Dunton Green?

The most popular responses received were:

- More community events similar to the village picnic that bring residents together.
- More activities for under 5's including weekends and weekdays.
- Events and activities that target residents aged 20 to 40 that take place in the evenings and at weekends.
- More sporting activities
- Activities such as sports, dance and crafts for children. These include regular classes and school holiday activities.

When asked if they would like to be involved:

- 8 people said that they would like to join the main steering group.
- 1 person said they would like to join a forum specifically for older people (looking at the needs of people over 55).
- 4 people said they would like to joining a forum specifically for young people (looking at the needs of people under 18)
- Other forums identified included one focusing on 20 to 40 year olds, a mum and dads group & a forum working jointly with faithworks.

Overall Evaluation

Since the project commenced in June 2015 the project aims have been met in the following ways:

- **To bring the old and new communities of Dunton Green together.**

The project has been successful in achieving over **1700 attendances** in its activities.

The projects now available provide the whole community with the opportunity to engage whereas there were previously limited opportunities to come together.

The new Pavilion is now being fully utilised by a mixed of private entities along with other more community focused activities.

- **To identify and respond to the needs of the local community.**

The initial consultation has provided the opportunity for the Community Development Officers to identify the needs of the local community from the outset.

Residents have been given the opportunity to direct and steer the project as part of the initial steering group and more recently by giving feedback following the activities offered.

Projects have been tailored around the demands identified in not only the initial consultation but also the consultation after the first year.

- **To enable the community to continue this work after the end of the project.**

Throughout the development of the activities a clear follow on / exit strategy has been identified.

Links have been made with partner organisations to ensure support going forward for example Dunton Green Parish Council and Age UK.

Going forward sustainability will play a larger part in the project ensuring not only community ownership but also financial viability.

Community Feedback

The following feedback has been received:

- *“I quite liked making friends in the community, as we all go to a wide spreads schools, it enables local friends and it’s also fun to try new stuff.”*
- Matthew, Dunton Green Youth Diversionary Fund Dance Project.
- *“I enjoyed mixing with people and dancing, I would like to carry on in the future.”* - Maddie, Dunton Green Youth Diversionary Fund Dance Project.

- *“It has helped me and I am a lot more confident to go to Secondary School.”* - Lily, Dunton Green Youth Diversionary Fund RRR Course.
- *“Boys really enjoyed the football, golf, smoothie bike, they learnt a lot.”* - Adam, Community Health Week.
- *“There is no need to improve the programme. (I) enjoy doing the exercises with the others (people)* - Anon - Over 55’s Keep Fit.
- *Reason to join the lunch club..... “To meet new people and make new friends”*- Jeannette - Lunch Club
- *Reason to join the lunch club..... “To get to know local people. Companionship”*- Anon - Lunch Club
- *“It’s a way of seeing people and having a chat. The food is good.”* - Anon - Lunch Club
- *“Everyone is really kind and like to see someone of my age helping out. It is nice to see older people who may not have any family come together as friends.”* - Young Volunteer at Lunch Club.
- *“This project has helped me through a difficult divorce and I love the positive impact this (the project) has on the members.”* - Lunch Club Volunteer.

Future Project Development

Alongside supporting the existing projects, the Community Development Officers will be developing a number of new initiatives. In addition to this they will continue working closely with those projects already established to ensure they work towards or achieve self sustainability.

Future Project Proposals

Half Term Activities - A range of activities will be offered to young people in Dunton Green including Fencing, Boxing, Tennis and Cooking. If successful it will be developed further over the summer months.

Netball - An initial 6 week Netball session will be offered to gauge interest in the sport. Sessions will be offered during the evening mid week.

Ryewood Focus - Now that a large proportion of dwellings have been occupied and there are a wide range of projects being offered in the parish it is felt that further community development work should take place in Ryewood. Many residents are currently unaware of the opportunities available to them. The Community Development Officers will work closely with Berkeley Homes and Premier Estates to forge better links with this part of the community.

Explore Opportunities With New Mums - Investigations will take place with new mums in the parish to ensure that their needs are being met.

Support Dunton Green Primary School - Support will be offered to Dunton Green Primary School to ensure the success and educational attainment of young people in the Parish. Links will be made to existing projects and future project ideas will be considered as needs arise.

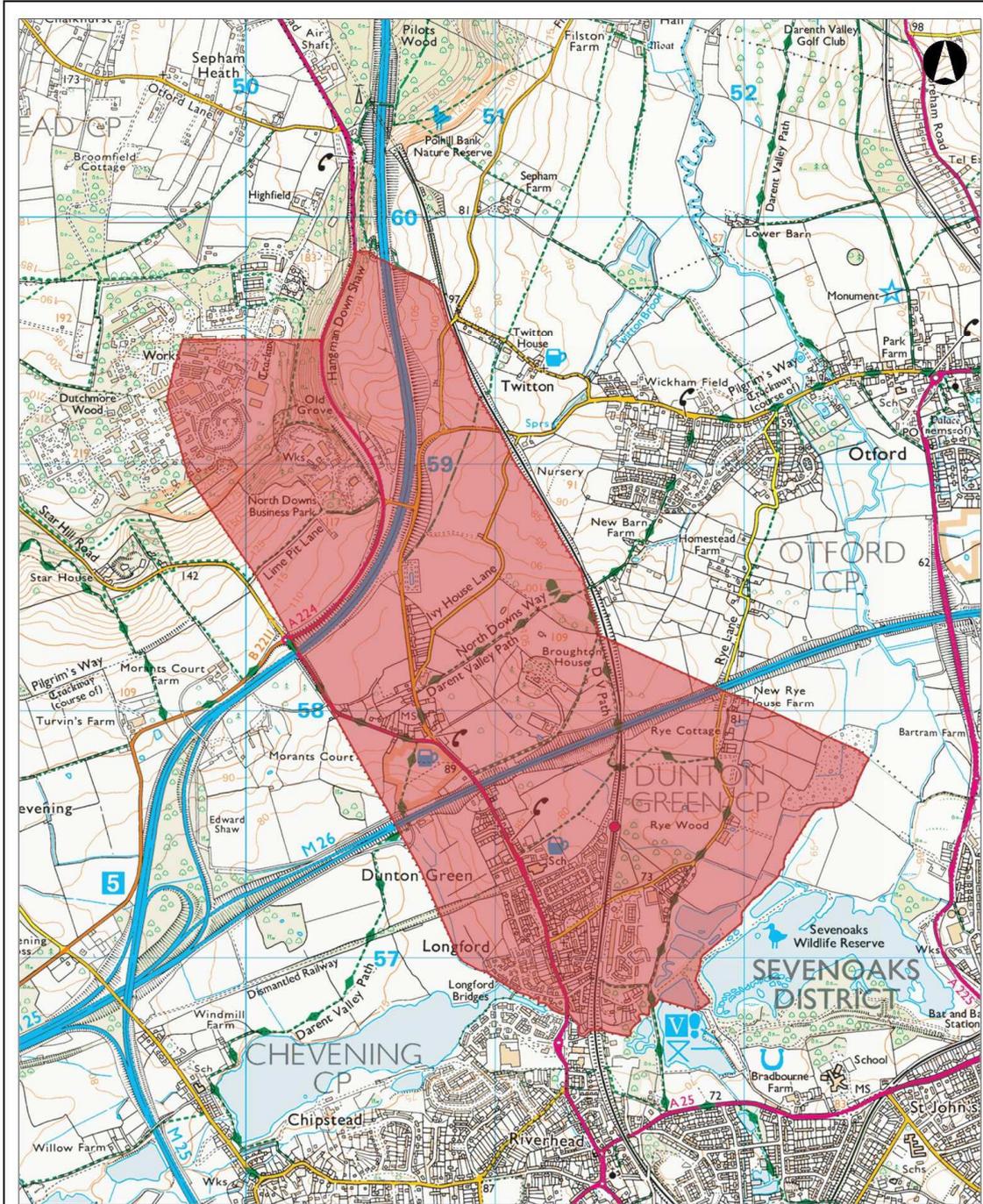
Provision of Events / Activities That Appeal To Working Adults - To ensure provision of services to the entire cross section of the community, the Community Development Officers will focus attention on providing activities that appeal to working adults. This will be based on any needs identified by the target audience and their support in developing projects as this will ensure sustainability beyond the lifetime of the project.

Seasonal Events / Markets - The consultation results indicate a large amount of interest in a local Farmers Market. Whilst a regular market is not feasible in Dunton Green it has been suggested that seasonal events within the Parish would help to bring the community together. Proposals for this include taking an active role and enhancing the existing events such as those organised by Dunton Green Parish Council and Dunton Green Primary School. This would enable the community to come together whilst ensuring sustainability beyond the length of the project.

Project Sustainability

Going forward sustainability will be critical to the projects success. Where appropriate projects will:

- Ensure good links with partner organisations.
An example of this is the Lunch Club where support from Age UK has been fundamental from the outset. The lunch club is now delivered by Age UK with minimal support from the Community Development Officer.
- Ensure a strong community lead to drive the project forward. This will be achieved by supporting the development of skills and provision of training where required.
Initially this has been achieved by providing First Aid Training. Going forward key individuals will be offered tailored training to meet their personal and the projects needs.
- Access external funding or ensure financial self sufficiency so that key activities have the financial stability to continue.
All projects have been developed with this in mind from the outset allowing activities such as the lunch club and youth dance to charge a very small entrance fee to cover the basic costs.



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Ordnance Survey 100019428.

Map of Dunton Green

Scale: 1:20,000

Date: February-2017

Dunton Green Action Plan

Young People

Appendix 1

Priority / Issue: The results of the consultation indicate that there is a lack of youth provision. There are currently a limited number of activities available. The consultation has also identified a need for short training courses. Youth diversionary activities have also been identified as a need. Young people have indicated that they would prefer a greater variety of activities available and would prefer not only a regular group but also more occasional events.

	Action	Working with	Update - July 2015 to December 2016
PROVISION Page 33	Commission regular youth provision in Dunton Green.	DGPC, KCC Youth Services, House in the Basement, West Kent Extra, Play Place, SDC	Youth Diversionary Fund - January 2016 to July 2016 - Hip Hop Cheerleading Session - 18 Young People Attended; Cheerleading Session - 16 Young People Attended. <i>These sessions were delivered regularly over 6 months and were thoroughly enjoyed by all those that attended. Following their success a volunteer dance instructor was trained and will offer dance weekly from January 2017.</i> Archery Course - 31st May to 3rd June 2016 - 11 Young People Attended. <i>Due to restrictions in the site layout we were unable to offer Archery on a regular basis. Instead all participants were signposted to their nearest club.</i> Youth Film Night - 4th December 2015 - 2 Young People Attended. <i>Whilst attendance was low it sparked an interest across the wider community. As a result it was agreed that a whole community movie night would be explored.</i> 8 to 12's Project - Discussions took place with West Kent Extra. Service Level Agreements were drawn up and funding was provided to enable the launch of this project in January 2017. The project will run for 3 years.
	Work with partners to obtain equipment required for youth provision and make use of storage space within Pavilion.	DGPC, KCC Youth Services, West Kent Extra, House in the Basement, Play Place, SDC	Equipment and storage is discussed as part of the planning for each project.
	Explore options to improve the current youth activities in particular their publicity and outreach.	KCC Youth Services, West Kent Extra, Kick Kent, Faithworks, SDC	Play Place - Throughout this time Play Place have delivered a variety of projects. One funded by SDC's Community Grants Scheme and the others by DGPC. Support for this project took the form of assisting with publicity at every opportunity. The KCC Detached Project - Publicity for this project was distributed to all contacts on the database. Due to a greater need for the project in other areas of the district, the detached project ceased in Dunton Green.
COMMUNICATION	Work with youth providers and young people to establish and develop a Youth Forum or Youth Ambassadors to ensure services remain a high standard and assist in engaging with young people.	KCC Youth Services, West Kent Extra, DG Primary School, SDC	Youth Forum Pizza Night - 1st July 2016 - 19 Young People Attended. <i>The purpose of this event was to engage with young people and to establish their needs and aspirations. Young people were encouraged to record their views in fun and relaxed way. There was interest from young people and in order for this work to be sustainable beyond the life of the section 106 funding, it was agreed that we would continue to gain opinions from young people at the future events and activities running in the Parish.</i>
	Provide a youth magazine or newsletter to promote youth activities every 3 months. Alternate it each time to target different age ranges. Ensure this is distributed to the Steering Group for comment prior to release.	DG Primary School, Studio Print (SDC), Welcome Printing Dunton Green, West Kent Extra.	A community newsletter was distributed alongside the Parish Newsletter just before Christmas 2015. Following this DGPC have allowed SDC to publicise all of their Dunton Green activities in their quarterly newsletter.

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Dunton Green Action Plan

Older People

Priority / Issue: The consultation has identified that there is currently very little service for older people in Dunton Green. There are pockets of activities but they are only accessed by small regular members and are mainly aimed at older women. There is a real service gap for older men.

Action	Partners	Update - July 2015 to December 2016
Commission services to provide activities for older people.	AgeUK, West Kent Extra, Other partners to be explored, SDC	<p>Dunton Green Lunch Club - 6 volunteers were recruited and trained. The first lunch club took place in May 2016 and has taken place monthly since then. Between 18 and 25 people attend. The lunch club has been developed in partnership with AgeUK to ensure sustainability beyond the lifetime of the project. Dunton Green Over 55's Social Club - The Community Development Officers have supported a group of residents to establish a social group once a month on a Sunday. The first club meeting took place in September 2016. Since then between 15 to 26 people attend each month. Keep Fit for Over 55's - A total of 11 participants attended this session which was offered from December 2015 to May 2016. Following an evaluation of the scheme it was decided that the sessions were not viable and would not be sustainable going forward. This alongside the instructor no longer being available resulted in the session being ceased. Should demand continue for the sessions a viable alternative will be considered.</p>
Investigate activities to support older men in the village.	AgeUK, Sevenoaks Mind, Police, Hamlyn Court, SDC	<p>Kent Shed Project - An application to the Kent Shed Fund was submitted in November 2015. In January 2016 £3800 funding was approved. The project aims were to provide a space for men within the community to get together, learn new skills and further develop existing skills predominantly in woodwork and gardening. Interest for this project includes residents that live outside of Dunton Green. It was therefore agreed that it would be beneficial to expand the project beyond the parish of Dunton Green, since the funding was not geographically restricted.</p>
Work with partner agencies to identify 'lonely' or vulnerable older people and signpost to relevant services.	AgeUK, Community groups, West Kent Mind, Faithworks, SDC	<p>Throughout the development of the projects, work has taken place with a number of partner agencies (including AgeUK, Kent Shed Project, DGPC, Faithworks, etc.) to ensure that lonely and vulnerable residents are signposted to not only the services that have been developed but also to other organisations running in the area.</p>
Support Hamlyn Court and signpost to services available to residents.	Moat Homes, SDC	<p>The residents of Hamlyn Court have received the Keep Fit for Over 55's class for 5 months. Residents have been given access to the Age UK bus to ensure that they can attend the Dunton Green Lunch Club.</p>
Identify possible transport to support the mobility of older people.	AgeUK, Imago, Compaid, KCC, SDC	<p>Residents have been given information regarding the community transport options available to them. In addition they are signposted to other Age UK services.</p>

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SERVICES PROVIDED

Dunton Green Action Plan

COMMUNICATION	Develop a forum for older people to keep services to high standard.	AgeUK, Faithworks, SDC	The first older people's forum was held on Wednesday 9th December 2016, 6 people attended. Another meeting was held in July 2016. Following this a couple of residents have been supported to develop the Over 55's Social Club which is now successfully being delivered on a monthly basis.
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Community Safety

Priority / Issue: The survey has identified that just over 25% of young people only feel safe when they have a friend or family member with them. We have also been made aware of reports of anti social behaviour in and around the play area and station.

Action	Partners	Update - July 2015 to December 2016	
ANTI-SOCIAL BEHAVIOUR	Continue to support any Dunton Green Task & Finish Groups run by the Community Safety Unit at SDC.	DGPC, Police, KCC Youth Services, Housing Association, SDC	A Dunton Green Community Safety Task and Finish Group was set up. All actions were completed and concluded. Further task groups will be established as and when needs arise.
P	Work closely with the SDC Community Safety Unit to address any rumours of Anti Social Behaviour including those on social media i.e. Facebook.	SDC, DGPC, Police	This will take place as and when any issues arise.
YOUNG PEOPLE	Work closely with Dunton Green Primary School to deliver diversionary workshops and activities.	SDC, Dunton Green Primary School, SDC Community Safety Unit.	Following the success of the first Reform, Restore and Respect workshop that was delivered to Year 6 students at Dunton green Primary School a further session was offered to Year 5 students.
35	Deliver diversionary activities for older young people i.e. those at secondary school & college.	SDC, Local Secondary Schools, SDC Community Safety Unit.	The successful bid to the Youth Diversionary Fund ensured that Hip Hop and Cheerleading sessions were offered. Archery sessions were also delivered along with a celebration event and a Restore, Reform and Renew session. These events saw over 1000 attendances.

Communication

Priority / Issue: The way in which we communicate with residents was explored in the consultation. Current events, activities and services are currently advertised in a number of different places making it hard for residents to find out the full list of services available to them.

Action	Partners	Update - July 2015 to December 2016	
GROUPS	Identify the most effective way to contact and communicate with young people.	KCC Youth Services, West Kent Extra, Kick Kent, Housing Association, Faithworks, SDC	Information was collated from the community consultations and contact lists established. Attendance at events is also recorded and residents are asked how they would like to be contacted as part of the feedback forms.

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Dunton Green Action Plan

TARGET	Identify the most effective way to contact and communicate with older people.	AgeUK, Local Community Groups, Housing Association, Faithworks, SDC	Information was collated from the community consultations and contact lists established. Attendance at events is also recorded and residents are asked how they would like to be contacted as part of the feedback forms.
GENERAL	Community Development Workers to provide written report for DGPC meeting.	DGPC, SDC	A report is completed and submitted monthly to DGPC.
	Work with DGPC to develop website and social media	DGPC, SDC	The Community Development Officers have supported DGPC in the development of their own Facebook page. A new website is being investigated.
	Explore options to provide residents with a 'one stop shop' of information relating to events and activities in Dunton Green.	DGPC, SDC	The DGPC Facebook page is kept up to date. Information regarding activities and events that are taking place in Dunton Green are detailed in the DGPC quarterly newsletter which is delivered to all residents.

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Local Economy

Priority / Issue: Businesses are a hub for the community of Dunton Green and it is important to ensure they are supported to continue to deliver what the community needs.			
	Action	Partners	Update - July 2015 to December 2016
BUSINESS DEVELOPMENT	Provide local businesses with contacts in the SDC Economic Development and Property Team who can give advice and support on developing their business.	DGPC, SDC	Meetings were held alongside DGPC with businesses from across the parish on 19th Jan 2016, 27th April 2016, 5th July 2016 and 20 October 2016. The purpose for this was to bring together the businesses to develop an Association. A success of this group is how they have worked together to purchase and display Christmas Lights in both December 2015 and December 2016.
	Encourage owners to engage with community.	Businesses, DGPC,	Bringing together the businesses has enabled a collective understanding of the demands and needs of the local community whilst creating a community group in itself.

Volunteering and Training

Priority / Issue: The consultation has identified that more than 60% of residents would like to volunteer in their community, more than 23% have skills they would like to share and more than 50% would be			
	Action	Partners	Update - July 2015 to December 2016
TRAINING	Identify suitable training / educational classes in line with those identified in the Consultation. Explore options to implement these.	Local businesses / organisations, West Kent Extra, SDC	Residents already involved in local projects have been offered first aid training and safeguarding courses.
	Develop skills and provide training to key members of the community to ensure project sustainability.	DGPC, Local community groups, SDC	In addition to the generic course already offered, specific courses will be offered to volunteers that are tailored to their particular requirements. This includes enabling the volunteer dance instructor to complete a dance qualification.
VOLUNTEERING	Work with KCC Youth Services to recruit and train local volunteers to deliver youth projects.	KCC Youth Services, DGPC, SDC	Anyone interested in delivering youth projects is helped to access KCC for training and support.
	Develop plan to encourage community volunteering for local projects.	West Kent Extra, Imago, SDC	7 volunteers have been recruited to deliver projects in Dunton Green. These include the Lunch Club and the Youth Dance project which will commence in January 2017.

Infrastructure

Dunton Green Action Plan

Priority / Issue: Through consultation with a variety of community groups and individuals the issue of transportation and lack of regular bus service through the village has been highlighted. Residents are often unable to travel to local doctors surgeries. Evening and weekend bus services are even more limited. Parking was also raised by residents as a concern including the access to and from the Pavilion. Additionally the appearance of the village was raised by a number of residents.

	Action	Partners	Update - July 2015 to December 2016
TRANSPORT	Investigate the bus service in and around Dunton Green. Establish if a revision to bus timetable & route is possible.	Bus provider, Community bus providers i.e. AgeUK, SDC	The decrease in bus service in Dunton Green is still an issue for those residents that rely on it to go shopping, get to doctors and hospital appointments. We will work with Arriva, local members and DGPC to ensure that residents have representation and that their views are passed on.
	Explore other transport options available to enable us to signpost vulnerable people to those services.	DGPC, AgeUK, Other voluntary groups, SDC	Residents have been helped to access community transport services such as Sevenoaks Volunteer Transport Group 01732 458931 & Dial 2 Drive (VAWK) 0300 777 1200.
	Enquire with the South-Eastern and Network Rail services about some of the issues raised by residents. These include tickets machines, oyster availability, community noticeboard, etc.	South-Eastern and Network Rail services, DGPC, SDC	A community noticeboard has been installed at the station following a successful funding bid. A ticket machine has also been installed.
PARKING	Address parking issues raised by residents in Dunton Green.	DGPC, Businesses, KCC Highways, Berkeley Homes	Ryewood residents were given an opportunity to raise concerns about parking at a meeting organised by Berkeley homes and attended by the Community Development Officers and Dunton Green Parish Council. Residents are welcome to attend the monthly Parish Council Meetings held in the Pavilion in Dunton Green.
LOCAL ENVIRONMENT	Investigate the possibility of a community gardening programme to include community allotment, flowerbeds and other green spaces	DGPC, Dunton Green Primary School, Scouts, SDC	Once fully established the aim is for the Kent Shed project to work with Dunton Green Primary School and local residents to develop a gardening project. The project will be tailored around the needs and requirements of the community.
	Look to engage with local groups and Dunton Green Primary School to encourage local groups to include community gardening, litter picking, etc.	DG Primary School, Local Community Groups, KCC Youth Services, SDC	Links are being made with Dunton Green Primary School and Dunton Green PTA to encourage the community to come together to improve not only the school but the whole community.

General

Priority / Issue: Other areas picked up by the survey

	Action	Partners	Update - July 2015 to December 2016
ACTIVE LIVING	Work with health professionals to deliver workshops to promote healthy eating/living.	DGPC, SDC	A Community Health Week was organised and delivered from the 22nd to 26th February and culminated in a day of activities on the 27th. During the week there were mini taster sessions of a wide range of activities along with talks and workshops.
	Encourage community members to set up small fitness clubs.	DGPC, Local Community Groups	A regular Health Walk was established in April 2016. These weekly walks take place on a Saturday morning to ensure they are accessible to residents that work during the week.
	Encourage local clubs to run taster sessions in the recreation ground.	Local Clubs	An Archery crash course was offered to residents in May / June 2016. A range of half term activities are being organised for February 2017.
COMMUTERS	Encourage activities on weekends and evenings to fit around commuters and families.	DGPC, Local Clubs, SDC	A number of events have been offered or are being developed to take place at the weekends or evenings. These include weekly health walks, dance sessions, movie nights and netball. The Steering Group meetings were held in the evenings to encourage participation of residents.

Dunton Green Action Plan

LOCAL / KENT-WIDE EVENTS	Tap into Kent-wide festivals such as film/music/markets and encourage sensible use of community spaces.	DGPC, SDC	Investigations have taken place regarding the development of a farmers market in Dunton Green. Whilst a regular market is not feasible in Dunton Green it has been suggested that seasonal events within the Parish would help to bring the community together. We are working to identify appropriate events to support and develop whilst ensuring sustainability beyond the length of the existing funding.
	Support and promote all DGPC events.	DGPC, SDC	The Community Development Officers have attended and supported The Dunton Green Parish Picnics on 2nd August 2015 & 12th June 2016, Ryewood Residents meeting held on 30th November 2015, Dunton Green Annual Parish Meeting held on 23rd March 2016, Dunton Green carols on the green held on Monday 19th December 2016, Dunton Green Parish Council Movie Night held on Saturday 3rd December 2016 and the Family Fun Days on 10th, August 2015, 29th October 2015, 17th August 2016
FUNDING	Continue to source other funding to support the Dunton Green Project.	All Partners	An application to the Kent Youth Diversionary Fund in September 2015 for £2500 was successful. A community noticeboard was installed at the station as a result of a successful grant application. In addition, £3800 was received as a result of a successful application to the Kent Shed Programme.

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KEY:

DGPC = Dunton Green Parish Council

SDC = Sevenoaks District Council

Appendix 2
Dunton Green Section 106 - Financial Overview
June 2015 to December 2016

As agreed at Cabinet on 6th December 2012 the total
 Section 106 budget available for the duration of the
 project is £150,894.00

Project	Expenditure	Income
Salary	£42,615.35	£0.00
Project Overheads	£1,651.15	£0.00
Dunton Green Events (Including Health Week, 1st Aid Course, Support at DG Picnic / Other Parish Events and General Project Costs)	£2,101.49	£0.00
Lunch Club	£344.19	£0.00
Forums (Including Community Consultations, Older People's Forum & Youth Forum)	£1,273.54	£0.00
Youth Dance	£854.15	£0.00
Health Walks	£137.39	£0.00
Film Night	£248.25	£0.00
Business Support	£109.20	£0.00
Over 55's Keep Fit	£262.00	£0.00
Over 55's Social Club	£110.00	£0.00
February Half-Term Activities	£87.25	£0.00
TOTAL	£49,793.96	£0.00

This leaves £88,411.32 of the Section 106 funds available
 for the remainder of the project.

Externally Funded Projects	Expenditure	Income
Kent Shed	£2,568.63	£3,610.00
Youth Diversionary Fund	£2,693.89	£2,500.00
TOTAL	£5,262.52	£6,110.00

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ECONOMIC DEVELOPMENT STRATEGY MONITORING REPORT

Economic and Community Development Advisory Committee - 17 July 2017

Report of Chief Officer for Communities and Business

Status For consideration

Key Decision No

Executive Summary: The report summarises performance of the targets in the Economic Development Strategy. Performance against the targets has improved since the last report and 86% of the targets are reported as green, 12% as amber and 2% as red.

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

Portfolio Holder Cllr. Roderick Hogarth

Contact Officer Emily Haswell, Ext. 7261

Recommendation to Economic and Community Development Advisory Committee:

To be updated on progress with delivery of the Economic Development Strategy and its associated action plan.

Reason for recommendation:

Good progress has been made with delivery of the strategy and associated action plan. As we approach the final phase of the strategy term the majority of actions remain on target.

Introduction and Background

- 1 The Economic Development Strategy sets out an extensive action plan and the majority of actions are expected to be completed during 2018. The delivery of the targets is now reaching its final phase before a new Economic Development Strategy commences in 2018.
- 2 A summary of progress is given below and monitoring information provided in the appendix. The Strategy was adopted during an economic downturn affecting every sector of the economy and subsequent economic and policy changes have had an impact on the ability and priority for completion of

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actions. Additionally there are some actions against which performance is outside the influence of the Council.

- 3 The Sevenoaks District economy continues to perform well. Sevenoaks District has a relatively high percentage of SME's with 90.6% having 0-9 employees (NOMIS 2017). It has continued to maintain its position relative to other local areas and has continued to have low unemployment, 0.7% (NOMIS 2017) high numbers of Micro businesses 90.6% (0-9 employees) (NOMIS 2017) and a high percentage of people working from home. The amount of Jobseeker's Allowance claimants within the District has decreased throughout the strategy period with 870 (1.2%) claimants in March 2014 compared to 525 (0.7%) claimants in April 2017.

- 4 Strategic Objective 1 - Inward Investment.

Good progress has been made with this target with continuing work taking place to encourage businesses to set up within the District. The actions related to employment land allocation and retail frontage are reporting slightly below the target figures as they are symptomatic of the changing market conditions and national planning policy decisions.

- 5 Strategic Objective 2 - Skills and Support

The Economic Development team have made great progress with this objective through a number of different business support programmes being in place and delivered. The West Kent Partnership Programme offering up to 4 hours of free business support has been delivered with 26 hours of support so far to 17 Sevenoaks businesses.

This programme continues to be promoted to local businesses and numbers are increasing as the service becomes more popular. A realBusiness newsletter is now reaching an increased audience with almost 800 businesses signed up to receive this and an average opening rate of 30% which is high for this type of publication.

A greater audience on social media is being reached with there being 1,284 followers of the Economic Development Team's twitter account, an increase of 137 new followers since September 2016 to date due to positive and regular tweeting. National business campaigns have also been covered through social media campaigns, such as Small Business Saturday. On that day 13 tweets were seen 2233 times, with 81 interactions occurring.

The Team Around Your Business service has been provided to new and existing businesses throughout the District and provides information and assistance with Council services. This has benefitted 31 local companies and generated positive feedback from businesses about our approach.

- 6 Strategic Objective 3 - Transport and Infrastructure

Whilst progress has been made, this is an objective where delivery is reliant on others and the Council's role may be limited. Broadband connectivity has

increased in the District and phase 2 of the BDUK project is currently being delivered by Kent County Council. The aim is that 95% of the District will be receiving UK superfast broadband speeds by the end of this phase. We are working with the County Council to identify options for alternative provision for those hard to reach areas in the District.

Improvements to Bat and Ball Station are currently being progressed by Sevenoaks Town Council with planning permission being granted on refurbishments to the station on 28th April 2017. A new planning application for Buckhurst 2 Car Park is being submitted in preparation for the construction of the car park in 2018.

7 Strategic Objective 4 - Energy and Sustainability

A new STEM (Steps to Environmental Management) workshop has been organised for June 2017 following the success of the previous programme. The LoCASE (Low Carbon Economy Across the South East) scheme offering businesses match funded energy efficiency grants from Kent County Council has been promoted by the Economic Development team resulting in 4 Sevenoaks businesses being awarded a total of £31,960 in grant funding from the scheme.

8 Strategic Objective 5 - Places for Growth and Improvement

The Economic Development team are working closely with planning colleagues on the development of the Local Plan, including contributions to the production of the evidence base and the preparation of the Issues and Options consultation. The team have been assisting colleagues with development of the Master vision for Swanley and Hextable by encouraging businesses to take part in consultation and on the feasibility of a work hub business incubation facility in the area. An Edenbridge Economic Development study is being produced to consider the future requirements of Edenbridge town centre in the light of development and population change predictions.

9 Strategic Objective 6 - Rural Economy

Funding for rural businesses is being delivered by the LEADER programme which provides EU funding for rural businesses across West Kent. To date this programme has awarded 12 grants with a total value of £336,824. Specific application support for businesses is provided as part of the West Kent Partnership business support scheme. The team is working with local food producers and Produced in Kent who support this sector. It is intended to incorporate opportunities for local food producers in the emerging Visitor Economy Study detailed below.

10 Strategic Objective 7 - Tourism

Successful Bed and Breakfast workshops and networking events have been delivered supported by Sevenoaks District Accommodation Forum and Visit Kent with future events planned. It was originally proposed to prepare a

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Destination Management Plan but following initial scoping meetings it was agreed that there would be more value in development of a Visitor Economy Study. An increase in tourism accommodation in the District will be provided through the development of a new Premier Inn on the Sennocke site and that is due for completion in May 2018.

Key Implications

Financial

There are no financial implications for the delivery of the strategy which is resourced through the Economic Development budget and by working in partnership with other organisations.

Legal Implications and Risk Assessment Statement

There are no legal implications for delivery of the Economic Development Strategy Action Plan.

Equality Assessment

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

Conclusions

The delivery of the Economic Development Strategy and associated action plan is on target reporting 86% actions as Green indicating that they are either already achieved or well on the way, 12% Amber indicating a target in progress or slightly uncertain and 2% red with the target unlikely to be achieved. This is an improvement on the last monitoring report and is hoped for some further improvement as we reach the final reporting stage.

Initial work on the new Economic Development strategy for 2018 onwards is underway and a workshop on the new strategy will be held at the next meeting of the Committee.

Appendices

Appendix A - Economic Development Strategy
Monitoring Report - July 2017

Background Papers

[Economic Development Strategy](#)

Lesley Bowles

Chief Officer for Community and Business

Economic Development Strategy Monitoring Report - July 2017



The Economic Development Strategy has been in place since early 2014 with proposed completion date for the majority of actions as 2018, this report is based on the data received up until the end of March 2017. The strategy and action plan were designed to be an evolving document and as such there will be some actions and priorities which have changed emphasis.



Code	Target	Action	Update	Notes	Current Status
Strategic Objective 1 - Inward Investment					
ECON 1.1A	Increase the number of businesses locating or setting up in Sevenoaks District over the plan period	Market Sevenoaks District as a place to invest and grow	Continue to offer support to businesses to encourage them to set up in the area. Continue to liaise with Locate in Kent.		
ECON 1.1B	Increase in commercial space	Market Sevenoaks District as a place to invest and grow	Proactively working with planning colleagues to ensure the new Local Plan allows for increased commercial space and employment land		
ECON 1.2A	At least 70% A1 frontage within Primary Frontage of Sevenoaks Town Centre	Encourage viable and vibrant town centres through a range of partnerships	The Authority Monitoring Report (AMR) 2015/16 states that 69% of the Primary Frontage within Sevenoaks Town Centre was in A1 use.		
ECON 1.2B	At least 45% of A1 frontage within primary frontage of Edenbridge town centre	Encourage viable and vibrant town centres through a range of partnerships	The Authority Monitoring Report (AMR) 2015/16 states that 50% of the Primary Frontage within Edenbridge Town Centre was in A1 use.		
ECON 1.3A	Measure the change in employment floor space in non allocated sites through the	Maintain and protect employment land and commercial premises	The Authority Monitoring Report (AMR) 2015/16 states that there was a net loss of 2885 sq m of employment floor space in non allocated sites. Figures for the period 1st April 2016 to 31st March 2017 will be available later in 2017.	These targets are at risk due to permitted development rights allowing change of use from office to residential which provides a threat to supply of employment floor space in the District.	
ECON 1.3B	No loss of employment allocations and major developed employment sites in the green belt	Maintain and protect employment land and commercial premises	The Authority Monitoring Report (AMR) 2015/16 states that there was a net loss of 11024 sq m of employment floor space on Employment Allocation Sites. There were no	The Evidence base for the new local plan will	

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Code	Target	Action	Update	Notes	Current Status
			changes in the Major Developed Employment Sites in the Green Belt. Figures for the period 1st April 2016 to 31st March 2017 will be available later in 2017.	include consideration of positive allocations to allow for the loss of space caused by Permitted development rights	
ECON 1.4A	Regular meetings held with QinetiQ	Work with QinetiQ to develop an engineering cluster and training objectives	The Council is continuing a dialogue with Qinetiq and other site occupiers over future plans for the Fort Halstead site.		
ECON 1.4B	Feasibility study for training opportunities produced as part of plans to redevelop Fort Halstead	Work with QinetiQ to develop an engineering cluster and training objectives	Altus have been appointed to develop a strategy for business development at Fort Halstead which will include training & business start up opportunities. Implementation will be dependant on future plans for the site.		
Strategic Objective 2 - Skills and Support					
ECON 2.1A	Number of businesses accessing 1:1 support	Enable businesses to access support, advice and finance	A new programme launched in October 2016. Businesses can receive up to 4 hours free 1:1 support. To date 26 hours of support has been delivered to 17 Sevenoaks Businesses. The Economic Development team have promoted this support throughout the programme whilst attending business events and supporting business enquiries. Clear, up to date information has been provided on the District Council website and is regularly promoted through the Economic Development Twitter.		
ECON	The number of businesses		6 Sevenoaks businesses were successful in		C

Code	Target	Action	Update	Notes	Current Status
2.1B	in the District accessing Escalate		receiving £594,000 which created 33.6 news jobs and safeguarded 18.17 jobs. The Economic Development Team continues to promote the recycled Regional Growth Fund and other available funding to businesses through the Kent and Medway Business Fund encouraging businesses to apply.		
ECON 2.1C	Increase the amount of LEP funding obtained	Enable businesses to access support, advice and finance	The District Council has an allocation from SELEP of Growth Deal 3 funding, £1.53 m, for the acquisition of part of the Fort Halstead site.		
P ECON 2.1D Page 48	Amount of European funding leveraged into the district increased	Enable businesses to access support, advice and finance	The LEADER programme is an EU funded programme and continues to provide grant funding to local businesses. The LoCASE (Low Carbon Across the South East) programme has awarded the overall amount of £31,960 of funding to 4 Sevenoaks businesses so far.		
ECON 2.2A	Reduce the number of NEETs in line with targets set by Early Help and Prevention Services (Kelsi)	Improve the skills and employability of residents in the district	<p>The Supporting Young People into Employment Group has been working alongside Sevenoaks District Economic Development to look at ways we can reduce NEETs in the District.</p> <p>At the end of March 2016/17, Sevenoaks has the lowest number of NEETs in the county with a level of 1.68% (% of Y12 and Y130. This represents a total number of 40 against cohort of 2,384. The Kent figure for Y12 and Y13 NEETs was 3.24%.</p> <p>Overall the total combined ranking for % of NEET for Y12 and Y13 and % not known Y12 and Y13 (3.23%) represents a combined total</p>		

Code	Target	Action	Update	Notes	Current Status
			of 4.91% which is the overall second lowest in the county. The Kent combined total figure was 5.99%.		
ECON 2.2B	Reduce the number of JSA claimants	Improve the skills and employability of residents in the district	In Sevenoaks District the number of JSA claimants has decreased from the start of this Strategy from 870 (1.2%) claimants in March 2014 to 525 (0.7%) claimants in April 2017. The West Kent Partnership working with Job Centre Plus currently organise 2 job fairs per year and support a careers event for young people		
ECON 2.3 Page 49	Businesses are satisfied with contact with the District Council. Information channels are clear and the number of businesses accessing the Real Business newsletter increases	Set up the 'team around the business' - soft landing for new or expanding businesses	The Economic Development team continues to regularly attend business events and networking events where contact with businesses is made and information on support and advice from Council services is shared. This information is also shared on the Economic Development Team's twitter account through regular tweets. The number of businesses accessing the realBusiness newsletter has increased to 793 subscribers.		
ECON 2.4	A single point of contact is established for business support and funding	Single point of access for funding and business support	The Economic Development team continues to provide a single point of contact for business support and funding information. In addition the team help businesses to access other council services under the Team Around your Business approach.		
Strategic Objective 3 - Transport and Infrastructure					
ECON 3.1	Increase the number of communities accessing superfast broadband	Ensure the district has broadband, mobile telephone and other 21st Century	Working with the team at Kent County Council and BT to ensure that Sevenoaks residents and businesses are benefitting		

Code	Target	Action	Update	Notes	Current Status
		connectivity	from the BDUK roll out. The phase 2 coverage programme is currently underway which is extending to cover some of the harder to reach areas in the District, expecting to cover 95% of the District with UK superfast speeds of 24 Mbps or greater.		
ECON 3.1A	Improvements to Swanley Rail Station and making it Oyster Card ready	Inclusion of Swanley in Transport for London's travel zone and making it Oyster card ready, and make improvements to the rail station	Discussions with Southeastern, Network Rail and KCC are being held about improvements to Swanley station. Oyster technology is now available at the station.		
ECON 3.1B	Inclusion of Swanley in Transport for London's travel zone	Inclusion of Swanley in Transport for London's travel zone and making it Oyster card ready, and make improvements to the rail station	Swanley is now included in Travel Zone 8 and is an oyster card station		C
ECON 3.2A	Improvements to Bat and Ball rail station	Investigate the inclusion of Bat and Ball in transport for London's Travel zone and improvements to the rail station	On the 28th April, the planning application made by Sevenoaks Town Council for a refurbishment project for the Bat & Ball Station building was granted.		
ECON 3.2B	Investigate the inclusion of Bat and Ball and Eynsford train stations in the Transport for London's travel zone	Investigate the inclusion of Bat and Ball in transport for London's Travel zone and improvements to the rail station	No further work has been completed on this - it is unlikely that this will happen as Thameslink has the franchise until 2021.	Please note that this target is green as investigation has been concluded although the answer will be determined outside of the strategy term.	
ECON 3.4A	Buckhurst 2 decked car park is built	Support efforts to improve car parking in the district	Bradbourne Car Park project now complete providing an extra 121 car parking spaces.		

Code	Target	Action	Update	Notes	Current Status
			Plans are beginning to be formed for Buckhurst 2 Car Park with a planning application to be made shortly		
ECON 3.4B	The expansion of the Darenth car park is successfully delivered	Support efforts to improve car parking in the district	The successful expansion of the Darenth car park has created an extra 100 parking spaces.		C
ECON 3.5A	Increase the amount of funding for transport infrastructure	Support efforts to ease congestion in Sevenoaks and Swanley and improve integration of public transport	Working with KCC to identify funding streams through the Local Growth Fund, SELEP and Local Transport Plan.		
ECON 3.5B	Proportion of housing supply in the major settlements (Sevenoaks, Swanley and Edenbridge) - LDF indicator	Support efforts to ease congestion in Sevenoaks and Swanley and improve integration of public transport	The Authority Monitoring Report (AMR) 2015/16 states that: <ul style="list-style-type: none"> •49% of the outstanding housing supply is predicted to be within Sevenoaks Urban Area or Swanley. •63% of the outstanding housing supply is predicted to be within Sevenoaks Urban Area, Swanley or Edenbridge. 		
ECON 3.6A	The number of businesses accessing support for flood prevention measures	Ensure areas are sufficiently protected from extreme weather and flooding	From April 2015 there has been 11 applications for the flood prevention measures with 9 being successful. This programme has been completed.		C
ECON 3.6B	Rural areas reporting improvements to mobile phone signal coverage	Ensure areas are sufficiently protected from extreme weather and flooding	Continue to work with Kent County Council on delivery of broadband coverage, it is hoped that the improvements in broadband will allow better connectivity in general, no specific plans for increasing mobile coverage. The improvements of mobile phone signal coverage to reach rural areas is an ambitious target, we are working on broadband and technology development within rural areas which will enable better broadband to		

Code	Target	Action	Update	Notes	Current Status
			improve general connectivity.		
Strategic Objective 4 - Energy and Sustainability					
ECON 4.1A	Successful planning permissions for renewable energy schemes in the District	Ensure that businesses are able to access training and funding opportunities to become more energy efficient	There were 3 applications for large scale renewable, decentralised or combined heat and power schemes granted planning permission during 2015/16. These include 16 solar panels installed on a church roof, 180 solar panels attached to the roof of an extension to an employment building in Enterprise Way, and a ground mounted photovoltaic array in the grounds of Riverhill House, Riverhill. We are aware of other schemes across the District that may not have needed planning permission.		
ECON 4.1B	Increase the number of businesses taking up energy efficiency measures (annual survey)	Ensure that businesses are able to access training and funding opportunities to become more energy efficient	A successful STEM workshop has been delivered with the second round of a STEM Blue workshops now planned. Businesses taking up the opportunities provided by the LoCASE (Low Carbon Kent) scheme has increased with 4 Sevenoaks businesses having been approved of receiving an overall amount of £31,960 from the scheme.		
ECON 4.2	Charge points are installed and the number of charging points increased	Install charge points for electric vehicles in the district	2 charging points have been installed in Bradbourne Car Park with Buckhurst 2 continuing to be considered.		
Strategic Objective 5 - Places for Growth and Improvement					
ECON 5.1	Funding identified for places for growth and employment	Improve and redevelop places for growth and employment in the district	Received funding for Fort Halstead.		
Strategic Objective 6 - Rural Economy					

Code	Target	Action	Update	Notes	Current Status
ECON 6.1B	Enhance the rural economy through the West Kent Leader fund by: jobs created, Jobs safeguarded, start ups, Business expansion	Enhance and improve the rural economy	West Kent LEADER has to date awarded 12 grants, with a total value of £336,824. Three Sevenoaks businesses have benefitted from a share of this funding, which will create 8.5 jobs in the rural area over the next couple of years.		
ECON 6.1C	Explore other opportunities to lever in funding / investment	Enhance and improve the rural economy	The West Kent area has delivered 640 hours of business support split pretty evenly across the 3 districts, under a programme delivered Oct 15 - June 16 and has made representations to KCC for a proportion of Growth Hub Funds to be retained to support successful local delivery. Bid submitted for funding to deliver an Enterprise Adviser Network in West Kent to network local businesses and schools to raise aspirations and provide links for young people to local business		
ECON 6.1D	The number of rural and home based businesses taking up business support services increased	Enhance and improve the rural economy	From October 2016, a new WK Programme of support is being delivered mainly to home based or rural businesses as this is where the support is being focused with one to one business support sessions being provided monthly. (see 2.1A) 26 hours support has been delivered to 17 Sevenoaks businesses. West Kent LEADER applicants have access to 2 hours free support from a consultant to bring forward final applications		
ECON 6.1E	Set up regular rural stakeholder meetings	Enhance and improve the rural economy	The West Kent LEADER Local Action Group meets every 6 weeks.		
ECON 6.2	Set up rural skills and rural work accommodation	Establish rural sector skills pathways	Rural business support has been provided as part of the West Kent Business support		

Code	Target	Action	Update	Notes	Current Status
	workshops		programme in order to prepare rural businesses to apply for West Kent Leader programme		
ECON 6.3	Developing campaign and case studies and key messages disseminated	Showcase food produced in Sevenoaks	Event for local food producers was set up for 22nd May to encourage collaboration, unfortunately this event didn't take place due to a lack of demand from businesses.. An event is currently being scoped which is backed up by the Visitor Economy Study.		
Strategic Objective 7 - Tourism					
Page 54 ECON 7.1A	Increase number of users for a district tourism web portal	Work with local businesses to market the district as a place to work, live, travel and stay	<p>During the last financial year (1 April to 31 March 2017), there were 25,836 page views to http://www.visitsevenoaksdistrict.co.uk with 10,167 users (source: Visit Kent and Google Analytics).</p> <p>A new web platform is in development and expected to go live in June 2017. During the transitional period visitor numbers may be lower as a result of the upgrade to the system. Quarterly reports from Visit Kent will be monitored to ensure high visitor numbers are maintained and subsequently increased.</p>		
ECON 7.1B	Provide at least two sector specific workshops and one networking event	Work with local businesses to market the district as a place to work, live, travel and stay	<p>A B&B networking event, in partnership with Visit Kent took place on 31/01/2017. The event was supported by Sevenoaks District Accommodation forum (SDAF) and partners from KCC and Kent Fire and Rescue were also in attendance.</p> <p>The development of a Visitor Economy Study</p>		C

Code	Target	Action	Update	Notes	Current Status
			is also underway. A workshop was held on 30/03/2017 with major tourism providers to establish the foundations of the study.		
ECON 7.2A	Sustain the number of bedrooms provided by tourist accommodation providers	Help facilitate growth in the tourism industry	<p>A hotel study was undertaken in 2015 which identified the need for an increase in accommodation across the district. An increase has been seen but mainly in the B&B domain, there are now 25 B&Bs operating in the District.</p> <p>SDC work closely with Sevenoaks District Accommodation forum (SDAF), to support the District's B&B providers. SDAF meetings are held regularly throughout the year and any actions/updates arising from these meetings are raised with SDC who respond accordingly.</p>		
ECON 7.2B	Increase the number of providers of hotel accommodation	Help facilitate growth in the tourism industry	The Council have approved an investment in the development of a new hotel (Premier Inn) on the Sennocke Car Park site in Sevenoaks. The hotel will offer c.83 bedrooms and work is expected to commence during the Summer of 2017.		
ECON 7.3A	Destination Management Plan (DMP) produced	Co-ordinate partnership working to develop long term destination management plans to enhance the districts offer as a key tourism destination in Kent	The development of a Destination Management Plan has been replaced with the inception of a Visitor Economy study.		
ECON 7.3B	Partnership meeting coordinated to take actions within the DMP	Co-ordinate partnership working to develop long term destination management plans to enhance the districts offer as a key tourism destination in Kent	A partnership meeting took place with a number of external tourism providers and local businesses with the aim of developing a visitor economy study which has more support locally than a DMP		

Code	Target	Action	Update	Notes	Current Status
ECON 7.4	Deliver 4 training workshops a year	Support existing accommodation providers and attractions through training and knowledge sharing	<p>A Tourism Networking breakfast was held on 19/05/2016 for the Districts major tourism attractions.</p> <p>A B&B workshop took place on 31/01/2017.</p> <p>A local producers workshop was due to take place on 22 May, which was cancelled due to insufficient demand.</p>		

EMERGENCY PLANNING - UPDATE

Economic & Community Development Advisory Committee - 17 July 2017

Report of Chief Officer Environmental and Operational Services

Status: For information

Key Decision: No

Executive Summary: In light of recent events, and at the request of the Chairman, this report provides an update to the Advisory Committee on current Emergency Planning practises and procedures

This report supports the Key Aim of Safe Communities

Portfolio Holder Cllr. Roddy Hogarth

Contact Officer Alex Dawson, Ext. 7368

Recommendation to Economic & Community Development Advisory Committee:

That the report be noted.

Introduction and Background

- 1 The Council has statutory responsibilities under the Civil Contingencies Act 2004 as a Category 1 responder, along with the 'Blue Light' emergency services, Kent County Council, the Environment Agency and the NHS.
- 2 The District Council's main responsibilities are to provide humanitarian assistance during any event or evacuation, immediate care and longer term housing needs whilst aiding recovery, and throughout any event assisting with multi agency response, sharing information and mutual aid.
- 3 An Emergency is defined, under the Act as an event or situation which threatens serious damage to human welfare or the Environment.
- 4 The principles for preparing for, responding to and recovering from a civil emergency are much the same whatever the emergency.
- 5 Emergencies invariably involve a large number of agencies which need to cooperate and support each other. Procedures and capabilities need to be well integrated for the response and recovery work to be effective.
- 6 There is a generic national framework for managing emergency response and recovery which is applicable irrespective of the size, nature or cause of the

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emergency. This is to ensure that the emergency services, various agencies and Local Councils are all properly prepared.

- 7 As part of this process, Resilience Forums have been set up across the Country to ensure a co-ordinated response to emergencies. These Resilience Forums identify and update risks and prepare associated plans as well as ensuring their members exercise in readiness for emergencies covering a wide spectrum of scenarios.
- 8 The Kent Resilience Forum, which Sevenoaks District Council is a member of, is a partnership of over 100 organisations which work together to improve the resilience of Kent. It comprises of Category 1 & 2 responders.

Major Emergency Plan

- 9 The major emergency plan is a framework document cross referencing with Councils' and other Agencies' plans, consisting of numerous documents, but principally are:
 - Major Emergency Plan
 - Mutual Aid Agreement
 - Contacts List (Requires updating)
 - District Emergency Centre Operations
 - Local Multi Agency Flood Plan
 - Various Internal Plans From Media to Finance
 - Business Continuity Plan
- 10 As a result of SDC organisational changes and those of the KCC Emergency Planning team all plans were updated throughout 2014 with a further review due in 2017. Emergency Planning arrangements were subject to an internal audit review in May 2016, where no major weaknesses were identified. The one area of improvement regarding website links and officer contact details has subsequently been rectified.
- 11 All these documents have not been reproduced in the report as they run to many pages, however, a copy is available on the SDC website -
https://www.sevenoaks.gov.uk/downloads/download/112/sevenoaks_district_council_major_emergency_plan_v11

Evacuation and care of the homeless in the event of an emergency

- 12 The Council has a responsibility for homeless persons as part of its normal day to day operations. In an emergency, people who are unable to stay in their own homes or are stranded in the District will be accommodated and if necessary, the Council will set up and run rest centres for this purpose. These are located at:

White Oak Leisure Centre
Sevenoaks Leisure Centre
Edenbridge leisure Centre

- 13 Local Village halls can also be used for more localised and short term use.
- 14 If larger rest centre capacity was required, the Kent Resilience Forum would coordinate and assist with finding other suitable premises either with neighbouring Local Authorities or across Kent.

Key Roles & Responsibilities

- 15 To increase resilience across the Council, and to embed Corporate responsibility, an Officer Emergency Planning Working Group, chaired by the Chief Officer Environmental and Operational Services, and comprising Officers from Building Control, Housing, Environmental Health, Customer services, CCTV, Communications, HR, Direct Services, Facilities Management, IT and Communities and Businesses operates to disseminate information and to learn and develop plans from events.
- 16 Key roles are:
 - Emergency Planning Co-ordinator and Assistant Co-ordinator
 - Information Managers
 - GIS Mapping
 - Call Handlers
 - Communications Officers
 - Incident Liaison Officers
 - Function Co-ordinators, and
 - Representatives for Strategic Command (Gold) and Tactical Command (Silver).
- 17 Furthermore additional staff are trained in areas such as Rest Centre Management and Operation of the District Emergency Centre (DEC).
- 18 Exercises are regularly delivered to test the group's preparedness and resilience and to identify any further areas for development.
- 19 Examples of exercises and real emergencies to test preparedness and resilience:
 - March 15 - Fuel Spillage
 - May 15 - Business Continuity Test (loss of building)
 - June 15 - Gas Leak
 - July 15 - Dunton Green, Planned Evacuation
 - September 15 - Flood Plan Training & Testing
 - January 16 - Leigh Gas Outage (3 day event)
 - February 16 - High Street, Sevenoaks, Suspect Device
 - February 16 - Severe Weather
 - March 16 - Severe Weather, Storm Katie
 - Ongoing - Severe Weather Monitoring
 - Ongoing - Potential Restriction in Fuel
 - Ongoing - Various Gas Leaks/Cylinder Fires/Small Scale Evacuations

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Training

20 Training, both internal and external, has been undertaken by various Officers covering the following areas:

- Introduction to Civil Protection
- Strategic Emergency and Crisis Management
- Working in Safety Advisory Groups
- Public Safety at Mass Gatherings
- Developing & Maintaining Business Continuity Management
- Recovering from Emergencies
- Television & Radio Interview training
- Mass Evacuation & Shelter training
- Rest Centre Management training
- Incident Liaison Officer Training
- Scientific and Technical Advisory CELL (STAC)

Relationship with other Emergency Planning Agencies

21 The Council is a member of the Kent Resilience Forum (KRF) and continues to build strong relationships with Multi Agency Partners such as Kent County Council, the newly formed Kent Resilience Team (KRT comprises KCC, KF&RS and Police Emergency Planning Departments) amongst other partners such as the Environment Agency and Voluntary Sector.

22 The Council is a representative on the following KRF groups:

- Risk Assessment Group
- Voluntary Sector Group
- Local Authority Emergency Planning Group

23 The District was recently the Chair of the Business Continuity working group, tasked with writing new plans for the County including Fuel Shortage and Resilient Telecommunications.

Safety Advisory Groups

24 Since the 2012 Olympic Games there has been a greater emphasis on all Local Authorities to host and Chair Safety Advisory Groups (SAG) potentially covering any public show or event within the District. Key responsibility here, is to ensure public safety.

25 The Council has traditionally held such SAGs for large scale events such as at Brands Hatch and the London Golf club but now Chairs a SAG for any event which may cause partners agencies such as the Police, Highways or any other agency concern for public safety and well-being.

26 The role has developed and continues to develop with attendance at cross boundary SAGs (Tonbridge half marathon) with the potential for a Kent wide attendance and approach to create greater efficiency for all agencies attending.

- 27 The Council also has a representative on the Kent Safety Advisory Steering Group.

Community Resilience

- 28 With particular reference to severe weather, the Council continues to work with Parish Councils & Community Resilience Groups to support and enhance where possible their local and immediate response to an unfolding event.
- 29 Further to recent flooding events (2013-14), greater links and pre-deployment of sandbags have been made with most Town & Parish Councils along the Eden & Darent rivers. Specific Community Flood Plans have been developed and a training and testing exercise was held in September 2015 with interested parties.
- 30 More recently, the EP & PS Manager supported the Kent Resilience Forum & the Environment Agency (EA) to deliver Flood Warden training at Otford and worked with the EA to test the Westerham Town Council Flood Plan.

Key Implications

Financial

The Council has a small budget for Civil protection (£50,000) which is largely salary allocations for key staff responsibilities. In the event of invoking emergency Planning procedures and actions, funding would need to be found from Partner Agencies, or from Council reserves, depending on the nature of the response. In certain larger scale events, where expenditure exceeds a certain threshold, funding can be recovered from Government above this limit (Belwin Scheme).

Legal Implications and Risk Assessment Statement.

The Council has statutory responsibilities as a Category 1 responder under the Civil Contingencies Act 2004.

Equality Assessment

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

Appendices None

Background Papers: SDC Emergency Plan

Richard Wilson
Chief Officer Environmental and Operational Services

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Economic & Community Development Advisory Committee Work Plan 2016/17 (as at 10.03.17)

6 July 2017	3 October 2017	12 December 2017	6 March 2018
<p>Community Safety Annual Report</p> <p>Dunton Green Community Development Project</p> <p>End of year economic development monitoring</p>	<p>Edenbridge economic study</p> <p>Refresh of the economic strategy (workshop)</p> <p>Tourism Strategy (with Visit Kent)</p>		

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