

18 March 2021 at 7.00 pm

This meeting will be held virtually via Zoom,  
and livestreamed here:

[https://www.youtube.com/channel/UCIT1f\\_F5OfvTzxjZk6Zqn6g](https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZk6Zqn6g)

Published: 10.03.21






# Cabinet





## Membership:

Chairman, Cllr. Fleming; Vice-Chairman, Cllr. Dickins  
Cllrs. McArthur, Dyball, Maskell and Thornton


## Agenda

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Committee held on 11 February 2021, as a correct record.	(Pages 1 - 6)	
2. <b>Declarations of interest</b> Any interests not already registered.		
3. <b>Questions from Members (maximum 15 minutes)</b>		
4. <b>Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees</b>		
a) <b>Community Infrastructure Spending Board</b> 	(Pages 7 - 8)	Claire Pamberi Tel: 01732227221
5. <b>Bank Account Signatories</b>	(Pages 9 - 12)	Roy Parsons Tel: 01732 227204
6. <b>Council Tax Hardship Relief Support Scheme 2021/22</b> 	(Pages 13 - 16)	Tim Dennington Tel: 01732 227207
7. <b>27-37 High Street, Swanley Project Budget Update</b> 	(Pages 17 - 22)	Detlev Munster Tel: 01732227099

## REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES

- |     |   |                   |   |
|-----|---|-------------------|---|
| 8.  | <b>Equality Policy Statement and Objectives</b>                                     | (Pages 23 - 34)   | Lee Banks<br>Tel: 01732 227161                              |
| 9.  | <b>Sevenoaks District Community Safety Strategy &amp; Action Plan 2021-22</b>       | (Pages 35 - 132)  | Kelly Webb<br>Tel: 01732227474                              |
|     |    |                   |   |
| 10. | <b>Citizens Advice SLA 2021-24</b>  | (Pages 133 - 148) | Jenny Godfrey,<br>Sarah Robson<br>Tel: 01732<br>227112/7129 |
|     |    |                   |   |
| 11. | <b>Community Grant Scheme 2021/22</b>   | (Pages 149 - 182) | Jenny Godfrey,<br>Kathryn Bone<br>Tel: 01732<br>227112/7176 |
|     |    |                   |   |
| 12. | <b>Adoption of Edenbridge Character Area Assessment SPD</b>                         | (Pages 183 - 190) | Amanda Gregor<br>Tel: 01732227154                           |
|     |  |                   |   |
| 13. | <b>Street Litter Binfrastucture and draft Project Strategy 2021</b>                 | (Pages 191 - 206) | Trevor Kennett<br>Tel: 01732 227407                         |
| 14. | <b>Emergency Planning Service Update</b>  | (Pages 207 - 214) | Trevor Kennett<br>Tel: 01732 227407                         |

 Indicates a Key Decision

 indicates a matter to be referred to Council

## 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](mailto:democratic.services@sevenoaks.gov.uk).

CABINET

Minutes of the meeting held on 11 February 2021 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. McArthur, Dyball, Maskell and Thornton

Cllrs. Purves, McGarvey and Osborne-Jackson were also present.

164. Minutes

Resolved: That the Minutes of Cabinet held on 14 January 2021 be agreed and signed as a correct record.

165. Declarations of interest

No additional declarations of interest were made.

166. Questions from Members

There were none.

167. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees

There were none.

168. Council Tax Setting 2021/22

The Finance & Investment Portfolio Holder presented the report which revised the budget for the forthcoming financial year and recognised the level of Council Tax in light of the Provisional Local Government Finance Settlement, Council Tax base calculation and other updated data. Based on the changes detailed in the report, Council would continue to have a balanced 10-year budget.

The Deputy Chief Executive and Chief Officer for Finance & Trading set out that the report also proposed a net expenditure budget of £16.783m in 2021/22 (£15.581m in 2020/21). Subject to any further changes this would result in a Council Tax increase of 2.25% in 2021/22, with the District's Council Tax being £224.91 for a Band D property for the year (£219.96 in 2020/21), an increase of £4.95. This would also result in an additional ongoing commitment to the Net Zero Transition Fund.

The report also contained details on the Collection Fund position and an updated opinion on the robustness of the budget and the adequacy of the reserves.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that

- a) the updated Summary of Council Expenditure and Council Tax for 2021/22 set out in Appendix D to the report, be approved;
- b) the updated 10-year budget 2021/22 to 2030/31 as set out in Appendix B(i) to the report, be approved; and
- c) the Local Council Tax Reduction Scheme 2020/21, be rolled forward to 2021/22, with effect from 1 April 2021, as set out in Appendix G to the report.

169. Net Zero 2030 Update

The Cleaner & Greener Portfolio Holder presented the report which sought approval to the updated, revised and additional actions to the November 2019 approved actions for working towards achieving Net Zero emissions by 2030 on Council assets and services.

The Principal Planning Officer answered questions and explained that the Cleaner & Greener Advisory Committee had also considered the same report and recommended it for approval.

Public Sector Equality Duty

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

Resolved: That the Net Zero 2030 actions as set out in Table 1 of the report for 2021-22, be agreed.

170. Scrap Metal Dealer Licence Fees 2021-2022

The Cleaner & Greener Portfolio Holder presented the report which sought approval of the Scrap Metal Dealer Licence Fees 2021-2022, the setting of which ensured that the Council complied with its Statutory duty under the Scrap Metal Dealers Act 2013 and ensured that the licensing of Scrap Metal Dealers was self financing, in accordance with the Council's Service and Budget Plan.

The Head of Licensing Partnerships answered questions about enforcement and explained that the Cleaner & Greener Advisory Committee had also considered and agreed to recommend the same report.

Public Sector Equality Duty

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

## Cabinet - 11 February 2021

Resolved: That the fees as set out below be approved and implemented as of 1 April 2021

Type of Application	2020/2021 Current Fee	2021/2022 Proposed Fee
Site Licence - Grant (3 years)	£485	£497
Site Licence - Renewal (3 years)	£410	£420
Collectors Licence Grant/Renewal (3 years)	£295	£303
Minor administrative change to licence	£32	£33
Variation - change of site manager	£175	£180
Variation from collector to site licence	£210	£215
Variation from site to collector licence	£135	£139

171. Discretionary Rate Relief

The Finance & Investment Portfolio Holder presented the report which set out the proposals for awarding discretionary rate relief for 2021/2022 to ratepayers who had already submitted an application, or who were expected to have submitted an application by 1 March 2021.

The Business Rates Manager explained that the Council required potential recipients of discretionary rate relief to submit a formal application every two years. Relief from business rates provided organisations with valuable support and contributed to the Council's commitment to supporting and developing the local economy. The Finance & Investment Advisory Committee had also considered the same report and recommended it for approval.

Public Sector Equality Duty

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

Resolved: That the proposals for granting relief from business rates for 2021/2022 set out in Appendix B to the report, be approved.

172. Treasury Management Strategy 2021/22

The Finance & Investment Portfolio Holder presented the report which set out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments, and sought approval of the Treasury Management Strategy for 2021/22.

The Principal Accountant explained the report in further detail and advised that the Finance & Investment Advisory Committee had also considered the same report and recommended approval.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that the Treasury Management Strategy for 2021/22, be approved.

173. Financial Results 2021/21 - to the end of November 2020

The Finance & Investment Portfolio Holder presented the report which set out the year-end position at the end of November which was forecast to be an unfavourable variance of £22,000.

The Head of Finance explained that increase in expenditure or income losses which related to COVID-19 totalled £3.1m, representing 19.9% of the net service expenditure totalling £15.581m. He advised that the Finance & Investment Advisory Committee had also considered the same report and as well as noting it had recommended to Cabinet that insurance against property income loss be considered further.

Public Sector Equality Duty

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

Resolved: That

- a) The report be noted; and
- b) Officers be requested to consider taking out insurance against property income loss.

174. Property Investment Strategy Update

The Finance & Investment Portfolio Holder presented the report which provided an update on the progress of the Property Investment Strategy to date and looked at the future direction of the strategy.

The Deputy Chief Executive and Chief Officer for Finance & Trading set out that the Finance & Investment Advisory Committee had also considered the same report and had recommended some changes to criteria.

Public Sector Equality Duty

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

Resolved: That

- a) the report be noted; and
- b) the following changes to the Property Investment Strategy be recommended to Council:
  - i) all asset categories be included in the strategy subject to appropriate due diligence and ensuring no asset class exceeds 20% in total value of the approved funding; and
  - ii) the location of the potential investments be expanded to all of England.

175. Private Sector Housing Enforcement Policy

The Housing & Health Portfolio Holder presented the report which sought approval of the Private Sector Housing Enforcement Policy. The Private Sector Housing Team Leader set out the nature of the changes and explained that the Housing & Health Advisory Committee had also considered the same report and recommended it for approval subject to some minor amendments.

Public Sector Equality Duty

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

Resolved: That it be recommended to Council that the Private Sector Housing Enforcement Policy as set out in Appendix A to the report, be adopted.

IMPLEMENTATION OF DECISIONS

This notice was published on 12 February 2021. The decisions contained in Minutes 169, 171 and 173 take effect immediately. The decisions contained in Minutes 168, 172, 174 and 175 are recommendations to Council.

THE MEETING WAS CONCLUDED AT 8.20 PM

CHAIRMAN

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**Item 4 (a) - Allocation of Community Infrastructure Levy (CIL)  
Contributions to Local and Strategic Infrastructure Projects**

The Minutes of the meeting held on 10 March 2021 containing the Community Infrastructure Levy (CIL) Spending Board's recommendations to Cabinet were not available prior to the printing of this agenda and will follow as soon as they are available.

All of the documents considered by the CIL Spending Board can be viewed [here](#).

<https://cds.sevenoaks.gov.uk/ieListDocuments.aspx?CIId=320&MIId=2654&Ver=4&J=2>

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## BANK ACCOUNT SIGNATORIES

Cabinet - 18 March 2021

**Report of:** Deputy Chief Executive and Chief Officer - Finance & Trading

**Status:** For Decision

**Key Decision:** No

**Executive Summary:** This report seeks approval for a change to the list of officers authorised to sign cheques and sanction banking instruments on behalf of the Council.

**This reports support the Key Aim of:** efficient management of the Council's resources.

**Portfolio Holder:** Cllr. Matthew Dickins

**Contact Officer:** Roy Parsons, Ext. 7204

**Recommendations to Cabinet:**

- a) That Mrs Ekaterina Ratushnaya, Senior Accountant, no longer be authorised to sign cheques and sanction banking instruments on behalf of the Council; and
- b) That, pursuant to Financial Procedure Rules 4.73 and 4.74, Ms Penny Butterfield, Assistant Accountant, be authorised to sign cheques and sanction banking instruments on behalf of the Council.

**Reason for Recommendations:**

To bring up to date the list of authorised signatories for the Council's bank accounts.

### Introduction and Background

- 1 The Council operates an imprest account for use by the Legal Section to defray small but urgent items of expenditure. This account operates independently of the Council's main bank accounts. It is funded up to a maximum of £700 at any one time. The authorised signatories to it are members of the Legal Section.
- 2 In addition, bank accounts are operated on behalf of Quercus 7 Limited and Quercus Housing Limited. The authorised signatories to these are the company directors.

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- 3 With regard to the remainder of the Council's bank accounts, currently, four officers plus the Chief Executive and the Deputy Chief Executive and Chief Officer - Finance & Trading are authorised signatories. It is in respect of these accounts that the changes detailed below are required.

### Changes Required

- 3 The Council's Financial Procedure Rules require Cabinet approval for officers other than the Chief Executive or Section 151/Chief Finance Officer to be able to sign cheques or sanction banking instruments on behalf of the Council.
- 4 Some changes in personnel mean that such approval is now being sought.
- 5 One officer is being removed from the list of authorised officers because she is due to leave the Council's employment. Her replacement on the list is an existing member of the Finance Team.

### Key Implications

#### Financial

There are no financial implications.

#### Legal Implications and Risk Assessment Statement

Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including the operation of banking facilities.

For day to day practical reasons, officers need to be authorised to sign cheques and sanction banking instruments on behalf of the Council. Failure to have authorised signatories in place would severely restrict the Council in the way in which it could operate bank accounts and deal with its financial needs.

Protection is in place by:

- (i) limiting the balance held in the Chief Executive's Imprest Account to a maximum of £700 at any one time and requiring dual signatories on amounts over this sum; and
- (ii) requiring dual signatories on the other bank accounts for items over £10,000 (£5,000 for housing benefit and local tax payments).

#### Equality Assessment

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

**Conclusions**

Members are being asked to update the list of authorised signatories to the Council's bank accounts.

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer - Finance & Trading**

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**COUNCIL TAX HARDSHIP RELIEF SUPPORT SCHEME 2021/22**

**Cabinet - 18 March 2021**

**Report of:** Deputy Chief Executive and Chief Officer - Customer and Resources

**Status:** For Decision

**Also considered by:** Council - 20 April 2021

**Key Decision:** No

**Executive Summary:** The report sets out a scheme, funded by Kent County Council, to provide additional council tax support for low-income households suffering financial hardship as a consequence of the Covid-19 pandemic

**Portfolio Holder:** Cllr. Matthew Dickins

**Contact Officers:** Jim Carrington-West, Ext.7286, Tim Dennington Ext.7207

**Recommendation to Cabinet:**

That Cabinet agree to recommend to Council the recommendations set out below

**Recommendation to Council:**

That delegated authority be granted to the Deputy Chief Executive and Chief Officer - Customer and Resources to finalise and implement the necessary requirements to apply the proposed scheme.

**Reason for recommendation**

The proposed scheme has been developed by Kent County Council taking account of Council Tax Reduction information from district and borough councils with the purpose of providing additional support for low income working age households and those impacted financially through the Covid-19 pandemic. It looks to balance the need for support of households receiving Council Tax Reduction to partly offset the increase in Council Tax with the significant challenge that many households not receiving benefits face through furlough or redundancy.

**Introduction and Background**

- 1 As a result of the economic impact of Covid-19, the number of working age households that receive a reduction in their council tax through the Council Tax Reduction Scheme has increased. This reflects increased levels of

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financial hardship across the country, which includes those who have been impacted by redundancy or furlough.

- 2 The Council is working with Kent County Council to respond to this increased need for support and proposes to implement additional Council Tax Hardship Relief Support.
- 3 Whilst the scheme will be administrated by the Council, the cost of the scheme will be met in full by Kent County Council.
- 4 Sevenoaks District Council operates a Council Tax Reduction Scheme (CTRS) which reduces the council tax for low income households, based on their financial circumstances. The Council has an income banded scheme that gives a fixed percentage reduction based on the net household income. The reductions range from 20% to 80% of the total council tax bill
- 5 There has been an increase in the number of working age households that receive CTR since the start of the Covid-19 pandemic. Currently there are 4,011 working age households receiving support
- 6 In addition to those households on the lowest incomes, there are also those households that were just about managing but have experienced financial hardship or are now in financial crisis as a result of the pandemic
- 7 In recognition of the disproportionate impact of the pandemic on their finances, Kent County Council is proposing to fund Council Tax Hardship Relief support scheme to help assist these households and offset part of the increase in council tax in 2021-22
- 8 The broad policy objectives of the hardship scheme are as follows:
  - Support scheme in 2021-22 to increase the amount of financial support for council tax payers
  - To provide help for those households just about managing but not eligible for existing district Council Tax reduction schemes
  - To target those households that have been seriously impacted by the pandemic - including redundancy, furlough, self-employed
  - To implement a consistent approach across the county for the financial year 2021-22
- 9 The proposed Council Tax Hardship Relief support will be in two parts:
  - (1) The 2021-22 council tax bill for all existing CTRS working age households in Sevenoaks District Council will be automatically reduced by £50. New claimants throughout the year will also receive a £50 reduction. If council tax liability is less than £50 then the maximum paid will be up to the liability amount. The vast majority of CTRS working age households will get the full £50.

It would cost £200,550 to provide all working age households in receipt of CTRS with a £50 reduction to their Council Tax bill. It should be noted that the number of households entitled to CTRS changes



throughout the year so the final cost will vary dependent on future demand. The cost will be met in full by KCC along with a contribution towards the cost of administration. Implementing the £50 reduction in Council Tax for all CTRS claimants will therefore be dependent on the availability of funding from KCC.

- (2) Sevenoaks District Council will be given funding by KCC (funding amount is still to be confirmed) to be used to provide Council Tax relief due to financial hardship. This funding will be used to support those who have been seriously impacted by the pandemic and have suffered a loss in income or a change in the financial circumstances, such as furlough, or redundancy, but do not qualify for CTRS as in point 9.1

Sevenoaks District Council existing Section 13A of the Local Government Finance Act 1992 Policy will be reviewed to reflect the increased funding available along with the means by which the Policy is promoted and the resources in place for its administration.

### **Other options Considered and/or rejected**

Do nothing - the Council could decide not to implement the additional Council Tax support set out within the report. This would result in a higher level of council tax payment being sought from low income working age households, risking an increased number of households suffering financial hardship

### **Key Implications**

#### Financial

Kent County Council will fund the scheme in full, including any administration and potential software costs arising from this and will underwrite caseload increases

#### Legal Implications and Risk Assessment Statement.

Acting on the recommendations is within the Council's powers as set out at S13A Local Government Finance Act 1992. The Council can use its discretionary power, to reduce the council tax liability payable by individuals in its area, above the discounts already included in the Council Tax Reduction Scheme.

There is no specific risk assessment statement.

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### Equality Assessment

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

### **Conclusions**

The proposed changes set within the report have been developed in discussion with Kent County Council and follow the decision made by Kent County Council to help address the impact of the Covid-19 pandemic

**Jim Carrington-West**

**Deputy Chief Executive and Chief Officer - Customer and Resources**

**27-37 HIGH STREET, SWANLEY PROJECT BUDGET UPDATE**

**Cabinet - 18 March 2021**

**Report of:** Strategic Head of Property and Commercial

**Status:** For Decision

**Key Decision:** Yes

**Executive Summary:**

On 17 November 2020, Council approved the redevelopment of 27-37 High Street, Swanley, to provide 17 new residential units and a business hub with an estimated total project budget of £5,624,039.

The project received a Getting Building Fund grant of £1.49m upon condition of the scheme meeting a challenging timetable set by Government. As a result, the project was placed on an accelerated programme, and has met all its milestones to date. In particular, demolition work has started on site and the Council has now received tenders to undertake construction work.

Officers have now evaluated the tenders and there is a preferred bidder. However, the tenders have exceeded the envisaged cost estimates set for the construction and there is now a need to augment the project budget if the high quality scheme originally envisaged for this gateway location is to be maintained.

**Portfolio Holder:** Cllr. Peter Fleming

**Contact Officers:** Strategic Head of Property Ext. 7099

**Recommendation to Cabinet:**

- a) Approves the addition of £490,000 to the current project budget of £5,624,039.
- b) Notes that the additional funding to the project is funded from the Council's Capital Reserves.

**Reason for recommendation:** To provide additional funding to the project, which will allow the Council to make an award to the preferred contractor and thereby deliver the scheme within the agreed timetable set by the GBF grant agreement.

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### Introduction and Background

- 1 The proposed scheme at 27-37 High Street, Swanley, obtained planning permission in May 2020 for a residential-led mixed use scheme of 17 flats and a business hub.
- 2 An economic appraisal suggests that the economic and regeneration outcomes associated with this project will be of significant benefit to Swanley, and thus merits public funding intervention. Government consequently considered this an important project to help with the post Covid-19 economic recovery and facilitate the regeneration of the sub-region. As a result, in August 2020, Government approved an allocation of £1.490m from the Getting Building Fund (GBF). In November 2020, Council fully approved the project allowing a demolition contract to be awarded.
- 3 Conditions tied to the GBF grant are challenging and include the need for the project to meet an accelerated delivery programme. To date the Council has met all its milestones and on the 5 February 2021, received three compliant tenders for the new build construction.
- 4 The tender evaluation panel (consisting of officers and external consultants in project management, cost consultancy and architecture) has been evaluating the submissions and in particular noted significant variances to the envisaged contract sums the Council had been advised to budget. As part of the tender evaluation process (and equalisation process) the Council was able to identify the main determinants in this variation, but was also able to agree on a preferred bidder should additional funding be made available.
- 5 The variance in construction cost can be attributed to, amongst other reasons:
  - Higher preliminary costs (due to Covid-19 measures and required traffic management measures),
  - Higher construction costs (due to increased costs in materials),
  - Higher risk margins (associated with Brexit supply chain issues and potential site abnormalities)
- 6 These unexpected cost increases will require the total project budget to be increased by £490,000.
- 7 According to the original project timetable, the Council was due to make an award by the end of February, but is unable to enter into contract until additional funding is agreed by Cabinet. This will result in a 1-month delay to our planned programme, however, the revised timetable is still within the GBF grant agreement's parameters. It is also important to note that the additional funding amount being requested remains within the acceptable

tolerance levels of the GBF grant agreement, and hence the original Business Case does not require variation.

- 8 The Council has had to use its “urgency procedures” to ensure a decision can be made by Cabinet on 18 March 2021, as officers were only able to confirm the project variance at the end of February. Additionally, a decision is urgently required to appoint the preferred contractor so that the construction programme can meet the GBF grant agreement’s challenging timetable. Furthermore, the preferred bidder is only able to hold its fixed sum contract for a set period of time (as per the tender requirements).

### **Project Budget**

- 9 Preliminary cost estimates were prepared by external property consultants and cost consultants and were reviewed by the project team. While competitive tenders were sought the proposed contract sums from the respective bidders included unexpected cost increases and cost items.
- 10 As per the tender process, all the bidders were requested to provide further information and clarity about their pricing schedules and to provide potential value engineering options. Responses were carefully reviewed by our external cost consultants and by the project team. The draft bills of quantity and the price variances were closely scrutinised.
- 11 The total project budget approved by Council in November 2020 was £5,624,039 and is now estimated at £6,114,039. This is a difference of £490,000; a variance of 8.71%.

### **Other options Considered and/or rejected**

- 12 The Project Team has considered various value engineering options, and these have been factored into the revised total project request. While there may be other value engineering options available, these can only be explored with the preferred bidder once an award has been made.
- 13 The Project Team has considered delaying the project to re-design and re-specify the contract, but this is not feasible as the delay will not be within the grant funding agreement’s tolerance thresholds. As a result, the Council would lose its grant. The loss of grant would render the entire project unviable. Furthermore, a delay will expose the project to further price fluctuations that the market is experiencing.
- 14 A further option available to the Council would be to abort the scheme. As demolition works have already commenced, this will result in a vacant plot. New party wall support measures will need to be deployed to protect

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adjacent structures. Aborting the project will result in a sunk cost in excess of £680,000, but does not include consequential remediation.

### **Key Implications**

#### Financial

An increase of £490,000 to the project's previously approved capital budget of can be accommodated within the approved Capital Programme from the Capital Reserve allowance.

The report to Council in November 2020 to approve the project notes that the project is to be funded from capital receipts from the sale of residential units in the scheme, and that rental receipts may also be used. This still remains feasible together with other capital receipts.

#### Legal Implications and Risk Assessment Statement

The Council approved the project in November 2020 and appropriate due diligence was undertaken at the time to define the project and its budget.

The tender exercise for a main build contractor is compliant with the Public Contract Regulations 2016 and the Council's Procurement Rules.

The Council can now only award a contract if additional funding is made available to the project.

The Getting Building Fund Grant Agreement specifies matters that may trigger the need for a change request and also clearly outlines the timetable that the project must meet. The increase in budget and the revised timetable remain within the Grant Agreement's tolerance levels.

The increase to the total project budget of £490k is a decision that can be made by Cabinet in accordance with paragraph 2.25 of the Financial Procedure Rules which authorises virement by Cabinet of sums not exceeding £500,000.

The use of the Council's urgency procedures, as per the General Exception to publicity in connection with Key Decisions under paragraph 16 of Appendix A to the Constitution, is considered justified given the reasons outlined in this report.

#### Equality Assessment

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

**Conclusions**

Given the economic and social benefits associated with the scheme, costs associated with progressing the scheme to date, and given the ability to fund the additional costs through capital receipts, it is recommended that the project's total budget is increased by £490k. This will allow the project to proceed and continue to achieve the conditions stipulated in the GBF Grant Agreement.

**Appendices**

None

**Background Papers**

None

**Detlev Munster**  
**Strategic Head of Property & Commercial**

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## Item 8 - Equality Policy Statement & Objectives

The attached report was considered by the Improvement & Innovation Advisory Committee on 25 February 2021. The relevant Minute extract is below.

### Improvement & Innovation Advisory Committee (25 February 2021, Minute 67)

Under the Equality Act (2010), public authorities were required to prepare and publish one of more objectives and review at least every four years. There were five proposed equality objectives relating to the council's role as a community leader, service provider and employer. The objectives would be subject to review, including consultation with stakeholders on the publication of Census 2021 data later in the year, and emerging guidance from Central Government.

Members asked questions of clarification and were advised that once the objectives were identified they would be turned into an action plan to ensure that it was embedded into work the Council does. Members were informed that many key considerations were already included in staff policy documents, and that following the Census more up to date information on the District would be available.

### Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet

- a) the Equality Policy Statement and Objectives be adopted; and
- b) a full review of the Equality Policy Statement and Objectives take place on the publication of Census 2021 data be agreed.

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## EQUALITY POLICY STATEMENT & OBJECTIVES

Cabinet - 18 March 2021

**Report of:** Chief Executive

**Status:** For Consideration

**Also considered by:**

- Improvement & Innovation Advisory Committee - 25 February 2021

**Key Decision:** No

**Portfolio Holder:** Cllr. Peter Fleming

**Contact Officer:** Lee Banks, Ext. 7161

**Recommendation to Improvement & Innovation Advisory Committee:**

- (a) To recommend to Cabinet that the Equality Policy Statement and Objectives are adopted; and
- (b) To recommend to Cabinet that a full review of the Equality Policy Statement and Objectives to take place on the publication of Census 2021 data.

**Recommendation to Cabinet:**

- (a) The Equality Policy Statement and Objectives are adopted; and
- (b) It is agreed that a full review of the Equality Policy Statement and Objectives to take place on the publication of Census 2021 data.

**Reason for recommendation:** To comply with our obligations under the Equality Act (2010), based on Members' priorities.

### Introduction and Background

- 1 The approval of an equality policy statement and objectives is within the Council's policy framework and is a matter for Cabinet. The Council has a strong record of ensuring our services are responsive to the needs of our residents and customers, whilst taking a proportionate response to implementing equalities legislation.
- 2 The Equality Act (2010) sets out a 'Public Sector Equality Duty' which requires public authorities to have 'due regard' to the need to eliminate discrimination, advance equality of opportunity, and foster good relations

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between different people when carrying out their day to day work - in shaping policy, in delivering services and in relation to their own employees.

- 3 The Equality Act (2010) sets out the nine protected characteristics of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex (gender) and sexual orientation.
- 4 As part of the duty, public authorities are required to prepare and publish one or more objectives and review these at least every four years. Public authorities are also required to publish information to demonstrate how they are complying with the duty.
- 5 There are five proposed equality objectives relating to our roles as a community leader, service provider and employer. It is recommended that the current objectives are adopted for 2021 only, and are subject to full review, including consultation with stakeholders on the publication of Census 2021 data later this year.
- 6 The new Census data, alongside any new data arising from the impact of the Covid-19 pandemic on our communities, will provide a new baseline for assessing any inequalities in our District and allow the Council to adopt an action plan based on the most current information about our District.

### **Equality Policy Statement and Objectives 2021**

- 7 The Council continues to take a proportionate approach to responding to our duties under the Equality Act (2010), reflecting the demographics of our communities. Public authorities are required to consider what they can do to eliminate discrimination, advance equality of opportunity, and foster good relations.
- 8 In this regard, through the adoption of the proposed Equality Policy Statement and Objectives for 2021, the Council has adopted the International Holocaust Remembrance Alliance (IHRA) definition of anti-Semitism.
- 9 A plain text draft of the proposed Policy Statement is provided as Appendix A to this report. To ensure the Policy Statement is widely accessible the content will be designed to be added directly to the Council's website pages, rather than as a Word or PDF document. An audio recording of the Policy Statement will also be created, in the same way in which the Council's In Shape magazine is also made available to residents.

### **Other options Considered and/or rejected**

All public authorities are required to comply with the Equality Act 2010. If we do not publish equality objectives we will not be able to demonstrate what steps we are taking to tackle the inequalities faced by our residents and action may be taken against the Council by the Equality and Human Rights Commission.

Adoption of a policy statement and objectives for 2021, with the agreement to undertake a further review on the publication of Census 2021 data, will ensure focus on tackling inequalities within the context of our local priorities and demographics of our population.

## **Key Implications**

### Financial

Understanding the needs of people with protected characteristics under the Equality Act (2010) will assist the Council in allocating resources to areas or services where it is considered to be a greater priority

### Legal Implications and Risk Assessment Statement

The Council is required to comply with the Equality Act 2010. Failure to do so may result in the Council not being able to demonstrate what steps it is taking to tackle inequalities and action being taken by the Equality and Human Rights Commission.

### 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.

## **Conclusions**

This report sets out priorities for addressing areas of discrimination and disadvantage, advancing equality of opportunity and demonstrates the Council's compliance with the Equality Act (2010).

### **Appendices**

Appendix A - Equality Policy Statement and Objectives

### **Background Papers**

None

**Dr Pav Ramewal**  
**Chief Executive**

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# Sevenoaks District Council

## Closing the Gap

### Working towards greater equality for all

#### Our Equality Policy Statement and Objectives

*Draft*

**If you require this document in large print, please contact 01732 227000 or email [equality@sevenoaks.gov.uk](mailto:equality@sevenoaks.gov.uk)**

## **Public sector equality duty**

The Council is subject to the public sector equality duty (the equality duty). The equality duty is made up of a general equality duty which is supported by specific duties. The general equality duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act;

Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it; and

Foster good relations between people who share a relevant protected characteristic and those who do not share it.

### **Rights and responsibilities**

The Chief Executive has overall responsibility for implementing this policy statement.

Senior managers will make sure their service areas comply with this document.

Each member of staff has responsibility to read, understand and implement this policy statement and to take responsibility for their own behaviour.

Each Councillor has responsibility to read, understand and make sure their behaviour has regard for this policy statement.

Implementation of this policy statement will be monitored by the Strategic Management Team and progress will be reported to Cabinet.



## **Policy statement**

We want people to have the opportunity to reach their potential and access services that meet their needs. We aim to take an inclusive approach in our roles as a community leader, service provider and employer. The commitments in this document apply to Councillors and staff and set standards for others who deliver services on our behalf.

### **As a community leader we will:**

- Seek to understand the needs of all our residents by listening and responding to the views of our communities.
- Seek to make good decisions by taking in to account a range of views and information and being accountable for them; and
- Seek to help people to take part in community life and exercise their democratic rights.

### **As a service provider we will:**

- Seek to help everyone to use the services to which are there for them;
- Seek to give information and advice in clear and suitable ways; and
- Review services to identify whether they are meeting people's needs.

### **As an employer we will:**

- Select, appoint and promote individuals on the basis of merit;
- Encourage all staff to develop and reach their potential;
- Provide a safe and accessible workplace;
- Provide fair and open pay and reward systems; and
- Foster an inclusive culture where staff treat each other with dignity and respect.

### **To deliver our commitments we will:**

- Update our equality information and progress against our equality objectives annually;
- Use equality impact assessments when making changes to our services; and
- Not put up with inappropriate or offensive language or behaviour to Councillors, staff or customers.

### **Equality information**

Under the Equality Act (2010) we must publish information to show how we comply with the Public Sector Equality Duty. This must include information about people, who share a protected characteristic, who are our employees and people affected by what we do.

Information about our population from the 2011 Census is provided below. We collect information about the protected characteristics of people that use our services and our employees, only where this is relevant to what we do and the decisions we take.

#### **Our population**

Sevenoaks District has a population of 117,800 living in 47,020 households. The Office for National Statistics says that the district populations will increase by a further 13,000 by 2026.

#### **Disability**

The 2011 Census recorded that 13,404 households (28.5 per cent) in the District include people with a long-term health problem or disability. Of these, 2,651 households (5.6 per cent) include two or more people with a long-term health problem or disability.

17,091 people (14.9 per cent) in the District have their day to day activities limited a little or a lot by a long-term illness or disability. This is lower than the Kent average of 17.6 per cent and lower than the national average of 17.9 per cent.

The percentage of people with a disability remains similar to that recorded in the 2001 Census.

#### **Age**

The average age of the District's population is 41.7. This is slightly higher than the Kent average of 40.7 years and the national average of 39.6 years.

20.6 per cent of the District's population was aged over 65. This has increased from 17.2% in 2001.

Population forecasts suggest that 28 per cent of the District's population will be aged over 65 by 2033. This is in line with population forecasts for the Kent area.

#### **Sex (gender)**

51.6 per cent of the population is female and 48.4 per cent is male. There has been little change in these proportions since the 2001 Census.

### **Race**

The 2011 Census recorded that 4,864 people (4.2 per cent) in the District are from a Black and Minority Ethnic background. This is lower than the Kent average of 6.9 per cent and the national average of 14.6 per cent.

### **Religion or belief**

The 2011 Census recorded that 65.4 per cent of the population is Christian. This is the highest proportion of any district in Kent and higher than the national average of 59.4 per cent. 25.2 per cent of the population have no religion. Small proportions of the remainder of the population are Muslim, Buddhist, Hindu, Sikh and Jewish.

In adopting this Policy Statement, and assessing the impact on race, religion or belief, the Council has adopted the International Holocaust Remembrance Alliance (IHRA) definition of anti-Semitism.

### **Sexual orientation**

Sexual orientation data was not captured by the last Census. Data from the Integrated Household Survey estimates that 1.6 per cent of adults in the UK identified their sexual identity as lesbian, gay or bisexual.

### **Pregnancy or maternity**

There are 64.3 births per 1,000 of the population. This is higher than the Kent average of 62.4 and the national average of 62.1.

### **Marital or civil partnership status**

The 2011 Census recorded that 54.5 per cent of the District's population are married. This is higher than the Kent average of 48.9 per cent and the national average of 46.6 per cent.

### **Gender reassignment**

At present, there is no official estimate of the trans population. Gender reassignment data was not captured by the last Census.

### **Equality objectives**

Under the Equality Act (2010) we are required to prepare and publish one or more objectives to show how we will achieve any of the things mentioned in the aims of the general equality duty.

#### **Equality objective one**

As a community leader, we will advance equality of opportunity by seeking to remove barriers to people with disabilities, and their carers, to participate in community life.

We have chosen this objective to further improve access to Sevenoaks by walking, cycling and public transport and taking measures to ensure people with disabilities, and their carers are supported and able to participate in community life.

#### **Equality objective two**

As a community leader, we will foster good relations by promoting understanding of issues affecting people with disabilities and older people.

Why we have chosen this objective as further understanding the whole community is a priority and that our work to deliver dementia friendly communities was working well. Councillors also said that improving disability awareness is a priority.

#### **Equality objective three**

As a service provider, we will advance equality of opportunity by improving access to leisure facilities and health activities for people with disabilities, younger and older age groups and men and women.

We have chosen this objective to continue to improve promotion of activities that help to tackle health inequalities, and to encourage local people to access the parks, open spaces and leisure facilities that are available to them.

#### **Equality objective four**

As a service provider, we will advance equality of opportunity by improving access to information about our services for people with disabilities and age groups.

We have chosen this objective to encourage further expansion and improvement of online services, whilst also ensuring that needs of people who do not use technology and need information in different formats is considered.

#### **Equality objective five**

As an employer, we will advance equality of opportunity by encouraging a broader range of people to apply for Council vacancies and apprenticeships.

We have chosen this objective to ensure that proactive and open recruitment policies are a priority and that we continue to make sure that we demonstrate that discrimination does not take place

**Item 9 - Sevenoaks District Community Safety Partnership Strategy & Action Plan 2021-2022**

The attached report was considered by the People & Places Advisory Committee on 2 March 2021. The relevant Minute extract is below.

People & Places Advisory Committee (2 March 2021, Minute 86)

The Health and Communities Manager presented the report which set out Partnership activity aimed at addressing: serious and acquisitive crime, anti-social behaviour including environmental crime, domestic abuse, safeguarding, doorstep crime, and substance misuse. The Action plan was a multi-agency document and would be monitored on a quarterly basis by the Community Safety Partnership to ensure that actions would be on target. If changes were required to the targets Members would be updated.

Members took the opportunity to ask questions of clarification and following discussions on reports of anti-social behaviour the Health and Communities Manager agreed to share a list of some of the subjects discussed at the daily tasking meetings.

*Action 1: Health and Communities Manager to share with Members the subjects discussed at the daily tasking meetings.*

Public Sector Equality Duty

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

Resolved: The report be noted.

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**SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP STRATEGY & ACTION PLAN 2021-2022**

**Cabinet - 18 March 2021**

**Report of:** Deputy Chief Executive and Chief Officer People & Places

**Status:** For Agreement

**Also considered by:**

- People & Places Advisory Committee - 2 March 2021

**Key Decision:** Yes

**Executive Summary** The 2021-22 Sevenoaks District Community Safety Strategy and Action Plan is set out. The plan responds to the community safety priorities identified in the most recent Strategic Assessment.

**This report supports the Key Aim of:** the Councils Corporate Plan

**Portfolio Holder:** Cllr. Lesley Dyball

**Contact Officer(s):** Kelly Webb x 7474

**Recommendation to People and Places Advisory Committee:**

That Members note that report.

**Recommendation to Cabinet:**

That the Community Safety Strategy & Action Plan for 2021-22 is approved.

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

**Introduction and Background**

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council, Kent Fire & Rescue Service, Health, Probation and Kent Police, together with other key partners, to undertake an audit of crime and disorder in the District and co-operate in the development and implementation of a strategy and action plan for tackling local crime and disorder. The audit is known as the Strategic Assessment.

## Agenda Item 9

The Strategic Assessment was undertaken in December 2020. The six priorities, as ranked in the Strategic Assessment, are:

- Serious and Acquisitive Crime including Organised Crime Groups, emerging trends and County Lines
  - Anti-Social Behaviour including Environmental Crime
  - Domestic Abuse
  - Safeguarding (including Mental Health, Prevent, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children
  - Doorstep Crime including Scams and Cyber Crime
  - Substance Misuse
- 2 The draft 2021-22 Sevenoaks District Community Safety Strategy and Action Plan is attached as the Appendix. It sets out Partnership activity aimed at addressing the above priorities. The Action Plan is a multi-agency document and is monitored on a quarterly basis by the Community Safety Partnership, to ensure that actions are on target and are helping to meet the identified success measures.

### Key Implications

#### Financial

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

#### Legal Implications and Risk Assessment Statement.

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

#### Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this 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	The Community Safety Strategy & Action Plan assists with the provision of services to support District residents, including victims of crime.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Community Safety Strategy & Action Plan addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	No negative impacts identified

**Conclusions**

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

**Appendices**

Appendix A - 2021-22 Sevenoaks District Community Safety Strategy & Action Plan

Appendix B - Strategic Assessment

**Background Papers**

N/A

Sarah Robson

Deputy Chief Executive and Chief Officer People & Places

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# Sevenoaks District Community Safety Partnership Annual Action Plan 2021-22 DRAFT



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## Action Plan 2021-22

### Introduction

The Sevenoaks District Community Safety Partnership brings together all of the agencies in the District who can have an impact on crime, anti-social behaviour and the fear of crime. A list of partners is set out on page 24. The Partnership has 3 key aims. They are to:

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

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

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

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

## Priority Issues for 2021-22

The Strategic Assessment was undertaken during the winter of 2020 and identified six priorities for the Partnership to tackle during 2021-22. The data referred to in this Action Plan is based on the Strategic Assessment, and uses data between 1 October 2019 - 30 September 2020, unless otherwise stated. Trends in the identified priorities continue to be monitored on a quarterly basis and the first monitoring will be available in July 2021.

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

- Serious and Acquisitive Crime including Organised Crime Groups, Emerging Trends and County Lines<sup>1</sup>
- Anti-Social Behaviour incl Environmental Crime
- Domestic Abuse
- Safeguarding (including Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Doorstep Crime including Scams and Cyber Crime
- Substance Misuse

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

### The Action Plan

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

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<sup>1</sup> County Lines refer to organised ways of dealing drugs

### **Funding and monitoring**

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

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

### **Equalities**

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

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**SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP - ACTION PLAN 2021-2022**

**SUCCESS MEASURES**

**All recorded crime**

All Victim Based Crime - Maintain position in the lowest 3 District/Borough in the County.

**Serious & Acquisitive Crime including Organised Crime Groups, Emerging Trends and County Lines**

Improve the position of Vehicle Crime and Burglary within the County

**Domestic Abuse**

Reduction in the percentage of repeat victims

**Anti-Social Behaviour**

Maintain position in the lowest 3 District/Borough in the County

**Safeguarding (including Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children)**

All partners taking part in training in each of the safeguarding strands

**Doorstep Crime incl Scams and Cyber Crime**

Proactive initiatives on Door Step Crime and Cyber Crime delivered in partnership with County Analyst

**Substance Misuse.**

Number of areas visited through CSU taskings



## Serious & Acquisitive Crime incl Organised Crime Groups, Emerging Trends and County Lines

Criminals behind serious and tactical crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals behind this don't even have to try hard to do this - instead relying on word of mouth and reputation. Over the past year, Organised Crime Groups (OCGs) and County Lines has seen a more targeted approach by Partnerships. This approach has worked so well that the two OCGs have been removed. However they are still monitored at the monthly Serious Crime & Tactical Meeting. The most common crime types associated with these groups is commonly organised theft.

The number of emerging trends which require an holistic approach around young people and perceived County Lines and Gang activity has increased. Locations where this type of activity has been raised and individuals reported as involved have been addressed via the CSU and Partnership. Task and Finish Groups have been successfully established and used to deliver on action plans tackling such community issues.

Acquisitive crime consists of Burglary (Residential and Commercial and Business) and Vehicle Crime (Theft of and Theft from - TOMV and TFMV). Although there have been rises and falls throughout the time period, the number of reported crimes are relatively low, but they do sit high in County comparisons. These types of crime have a high impact on the local community. There were decrease in both Burglary types. Burglary Residential from previous year (Oct 2019- Sept 2020) of 250 reported crimes 743 to 493 and a decrease of 18 reported crimes in Burglary Business & Commercial from 226 to 208. Theft from motor vehicle saw a decrease of 57 reported crimes from 548 to 491 as well as Theft of Motor Vehicle from 276 to 270, a decrease of 6 reported crimes.

**Serious and Acquisitive Crime including  
Organised Crime Groups, Emerging  
Trends and County Lines**

	<b>Priority Action</b>	<b>Lead Agency</b>	<b>Other Partners</b>	<b>By When</b>
1.1	Link in with the work of the Kent Violence Reduction Unit and progress initiatives as appropriate	VRU	CSU Kent Police YOT	On Going
1.2	Through media campaigns and use of social media address perception of crime across the District as well as events and arrests. Work with residents and Town and Parish Councils	CSU	All Partners	March 2021
1.3	Work in Partnership to disrupt recognised OCGs, emerging trends and county lines	Serious Crime & Tactical Group	CSU All	On Going
1.4	CSU to offer reassurance and follow up visits following burglary and vehicle crime, including free giveaways to protect cars, out buildings. Greater use of Community Warden resource in follow up visits in communities where CWs are based.	CSU KCC Wardens	PCSOs	On Going
1.5	Deliver a parents event around knife crime/gangs	Kent Police	CSU	Dec 2021
1.6	Use the knife wands on Police operations and consider running a knife amnesty	Police	CSU	On Going

## Serious and Acquisitive Crime including Organised Crime Groups, Emerging Trends and County Lines

1.7	Work with young people to stop them becoming high risk or into the criminal justice system. Reduce numbers compared to previous year	KCC Youth Team Police	CSU	Ongoing
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### Anti-Social Behaviour including Environmental Crime

ASB accounts for the second largest recorded issue when compared to individual crime types in the District and makes up 23% of the total recorded figures when included in crime statistics. Figures show 2241 recorded incidents of ASB occurring within the District were reported to Kent Police. The District had the second lowest number of ASB reports in Kent and saw an increase of 48% (730 reports).

Edenbridge South & West had the highest number of reports of anti-social behaviour to the District Council. Farningham, Horton Kirby and South Darenth and Swanley, St Marys are joint 2<sup>nd</sup> highest with 10.

The highest type of anti-social behaviour reported is Nuisance Behaviour with 45 reports. This is followed by reports of Drugs misuse and dealing and vehicle related nuisance. Calls by type are always higher than reports received as residents can report more than one type at a time.

During the period of October 2019 and September 2020, 22 Anti-Social Behaviour warning letters and 7 Acceptable Behaviour Agreement contracts were issued to named individuals. Two Acceptable Behaviour Agreement Breach letters were also served.

The total number of calls received by SDC were slightly lower in the period from October 2019 until September 2020. The total number of calls received by the Council during October 2019 and September 2020 equals 98 calls. This is 24 less calls than the same period last year, when 122 calls were received, which equates to a 19% decrease in calls received.

### **SDC CCTV**

From 1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2020, the CCTV Control Room at Sevenoaks District Council assisted the police with 101 arrests for this period; this is an increase from the previous year.

### **West Kent Housing**

WKHA received 541 complaints of antisocial behaviour and other community safety related matters for the period 1 October 2018 to 30 September 2019. This is an increase of 34% over the same period for the previous year.

### **SDC Environmental Health**

Between 1<sup>st</sup> October 2019 and 30<sup>th</sup> September 2020, the Environmental Protection Team received 2571 service requests relating to issues within Sevenoaks District.

Of the Service Requests received by Sevenoaks, 1488 relate to matters associated with anti-social behaviour (accumulations of rubbish, animal welfare, dog fouling, noise and nuisance). This is 376 more complaints than previous period.

### **SDC Direct Services**

**Flytipping** reports for the period October 2019 to September 2020, there were a total of 1513 fly tipping offences reported, which is an increase from last year of 394 and for the period of the enforced lockdown the increase of reported incidents was 139.

**A total of 140 investigations were undertaken by the team resulting in:**

- 10 cautions
- 4 Court Proceedings for S33(1)(a) (Fly tipping) and S34 (Duty of Care) Environmental Protection Act 1990 offences
- 17 Fixed Penalty Notices for of S33(1)(a) 90 and S34 90 offences
- 20 investigations resolved by providing words of advice
- It should be borne in mind that the Courts ability to deal with cases were severely disrupted by lockdown and legacy locked down measures.
- There are currently 6 prepared files with legal awaiting Court dates
- Approximately 120 S33/34 EPA 90 (letters of engagement) letters were sent

- Approximately 250 S46 EPA 90 (correct disposal of household waste) letters sent
- 15 KMIP (Kent and Medway Information Sharing Protocol) requests sent to Kent Police requesting vehicle and nominal checks

### **Graffiti**

Graffiti reports to the Council have increased by 4 reports this year with 37 recorded incidents (incl offensive).

There were 15 offensive graffiti reports between October 2019 and September 2020 all of which were removed within the 48 hour deadline set by Sevenoaks District Council.

### **KCC Community Wardens**

A valued element of the Community Warden role remains the uniformed presence which helps build community confidence and reassurance by reducing crime, the fear of crime, deterring ASB, improving access to local authorities and fostering social inclusion.

Whilst the role of the Community Warden is ever evolving, their over-riding objective remains '*to create safer and stronger communities*'. They work closely with/on behalf of other operational units within KCC and Community Safety Partners to address a wide range of issues

## ASB incl Environmental Crime

Priority Action	Lead Agency	Other Partners	By When
2.1 Increase number of enforcement interventions and prosecutions for fly tipping using all actionable evidence.  Increase the number of partnership, cross border and community working actions in repeat locations.	SDC Direct Services CSU	KCC Wardens PCSOs Housing Assoc	March 2022
2.2 Work with the VRU to address and reduce young adults behaviour where there is the potential to escalate	VRU	All Partners	March 2022
2.3 Identify perpetrators of ASB and undertake actions to cease their behaviour through the Community MARAC	All Partners		March 2022
2.4 Continue to set up Task and Finish Groups to deliver a focused approach to reducing repeat ASB and use ASB Powers where appropriate such as Closure Orders, Community Protection Notices and Criminal Behaviour Orders. Invite Community Wardens to Task & Finish Groups where issues pertain to their home communities. Team members have a great breadth of knowledge (issues, useful local stakeholders etc) that would enhance the partnership approach and ensuing actions.	CSU	All	March 2021
2.5 Raise awareness of reporting ASB through social media, leaflets etc.	CSU	All Partners	Ongoing
2.6 Continue operations to target ASB Safeguarding Concerns Mental Health Number of ASB Warning Letters, ABAs, CPWs and Covid Letters/Fines served during the COVID-19 crisis.	CSU	All	On Going

## ASB incl Environmental Crime

	Priority Action	Lead Agency	Other Partners	By When
2.7	Work with KCC to increase number of referrals from their contextual safeguarding concerns to the Community MARAC	KCC Integrated Children's Services	CSU	April 2021

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## Domestic Abuse including Stalking

**Please note:** Domestic Abuse incidents are not reported as violence against the person. If there has been no violence recorded. For example, if there was a verbal altercation, this would be recorded as a Domestic Abuse Incident and not Violence against the Person and that is why the numbers are different.

It is important to remember that these figures are only representative of domestic abuse that was reported to the Police and it is widely recognised that there is a figure of domestic abuse, which remains unreported. Kent figures for October 2018 - Sept 2018 rank Sevenoaks District as having the lowest numbers of reported domestic abuse in the County. Kent Police figures indicate the number of domestic abuse incidents for Sevenoaks District has been the lowest in Kent for the past three years.

SDC also funds DAVSS (Domestic Abuse Voluntary Support Services) which provides service for low and medium risk. In the period 1 October 2019 to 30 September 2019, they supported

Data Oct 19-Sept 20	q3 19-20	q4 19-20	q1 20-21	q2 20-21	Total
Nr of referrals	234	204	203	274	915
Male referrals	18	12	12	16	58
Children involved	303	304	357	460	1424
helpline calls	1172	750	1273	1618	4813
volunteer case work hours	4683	8072	5524	6257	24536
volunteer hours total	9204	11801	9799	10988	41792

Protection Against Stalking (PAS) seeks to raise awareness of stalking within the community and support victims of stalking and their families.



The PAS stalking advocacy support service is based in West Kent, during the period 1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2020 we directly supported 222 stalking victims living in West Kent (202 female, 20 male, 57 high risk). 43 referrals came from the Sevenoaks area (39 female, 4 male, 9 High Risk).

35 clients were supported to obtain protective orders during this period, 9 protective injunctions were obtained by victims living in the Sevenoaks area.

2020 Referrals	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
West Kent	49	73	89	73	284
Kent (Other)	11	20	24	38	93
Outside Kent	23	46	44	79	192
<b>TOTAL</b>	<b>83</b>	<b>139</b>	<b>157</b>	<b>190</b>	<b>569</b>
High Risk	6	32	53	43	87
Injunctions/Orders	1	10	14	11	36
Volunteer Hours	1597	1612	1671	1639	6519

### Domestic Abuse including Stalking

Priority Action	Lead Agency	Other Partners	By When
3.1 Raise public and professional awareness of Domestic Abuse by updating County websites, articles for partner agencies and T&Pcs	DAVSS WK Domestic Abuse Forum KCC Commissioned Service	All Partners	On Going

## Domestic Abuse including Stalking

Priority Action	Lead Agency	Other Partners	By When	
3.2	Work with DAVSS to ensure that all victims of domestic abuse can receive support	DAVSS	WK Domestic Abuse Forum	March 2021
3.3	Work with the KCC Commissioned services to ensure all victims in the borough receive the support they require	Lookahead	WK Forum	March 2021
3.4	Include standard and medium risk and repeat domestic abuse referrals in the Community Multi Agency Risk Assessment Conference	All Partners KCC Services Housing Associations	All Partners	On Going
3.5	Continue with funded services Freedom Programme, Community Domestic Abuse Perpetrators Programme, Recovery Tool Kit and DAY programme in schools. Promote the Cyber Stalking Clinic	SDC/CSP	DAVSS PAS Look Ahead	March 2022
3.6	Investigate match funding opportunities to promote Domestic Abuse services to victims and repeat victims	CSP West Kent Forum	All Partners	March 2022
3.7	Raise awareness of stalking with partners and the public	PAS	CSP	On Going
3.8	Continue to deliver training awareness raising for partners and local businesses to include resources such as lip balms and posters.	West Kent Forum	CSU	March 2022
3.9	Work with the commissioning provider to :- Continue to provide an IDVA and refuge	Look Ahead		Ongoing

## Domestic Abuse including Stalking

Priority Action	Lead Agency	Other Partners	By When
service to support high risk victims of domestic abuse within West Kent.	Look Ahead		March 2022
Run a suite of survivor programmes for female and male survivors including: Own My Life & Hope 2 Recovery	Look Ahead		March 2022
Virtual West Kent One Stop Shop. Work with local partners to build the virtual One Stop Shop model in West Kent and increase engagement through posters and partner liaison. Following easing of covid restrictions this should become a blended model with drop ins added.	Look Ahead	KFRS/Police	Ongoing
Training and Sanctuary Scheme- To continue to provide support to high risk victims who wish to remain in their homes by providing extra security items	Look Ahead		Ongoing
Emergency Accommodation- Provide overnight emergency accommodation for high risk victims needing to flee immediately	Look Ahead		Ongoing
Welfare Fund- Provide emergency funding for items such as furniture, white goods, food and travel to high risk victims in the community.	Look Ahead		Ongoing

**Domestic Abuse including Stalking**

Priority Action	Lead Agency	Other Partners	By When
Obtain future funding to continue the Cyber clinic  Commission PAS to deliver a Stalking Workshop.	Look Ahead / PAS	PAS	Sept 2021

**Safeguarding including Young People, Vulnerable Adults, Child Sexual Exploitation, Modern Slavery, Human Trafficking, Prevent, Care Act and Mental Health**

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

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

**Young People and Vulnerable Adults**

Especially through COVID-19 there has been a high number of vulnerable adults and young people that have been victims of crime and suffering with mental health. The dedicated PCSOs in the CSU have been working with individuals and Community Wardens to put safeguarding measures in place.

**Counter Terrorism - Prevent Strategy**

This analysis includes the number of calls/ incidents recorded post terrorists attacks in London. Reflecting an increased trust and confidence in the Police, increased alertness of communities and improved access to Police and partners has been made available. Levels of threat are very low in the District. There were three cases dealt with under Prevent Case Management (PCM) between 1 October 2019 - 30 September 2020, same as last year. All were found to have no

identifiable extremism concerns, but did have other vulnerabilities that needed action so were onward referred to the relevant partners.

### Human Trafficking and Modern Slavery

There were 2 trafficking offences reported to Police for Sevenoaks between 1 October 2019 - 30 September 2020.

### Child Sexual Exploitation (CSE)

According to Kent Police there were 4 reports of CSE in the Sevenoaks District. The Community Safety Manager continues to be a CSE Champion for the CSP and District Council.

## SAFEGUARDING (including Mental Health, Prevent, Modern Slavery, Human Trafficking, Gangs, Vulnerable Adults and Children)

	Priority Action	Lead Agency	Other Partners	By When
4.1	Work with Mental Health Services for all age groups especially around isolation and COVID-19 concerns	KCC Public Health	CSU	March 2022
4.2	Share good practice and models around safeguarding, link into local stakeholders including voluntary and community groups. Develop Mental Health support and first aid champions	CSU	Voluntary and Community Groups (Mind and Citizens Advice)	On Going
4.3	Work with the Local Strategic Partnership (LSP) on delivering key projects/sign posting around mental Health which is an LSP priority	LSP	All Partners	March 2022

**SAFEGUARDING (including Mental Health, Prevent, Modern Slavery, Human Trafficking, Gangs, Vulnerable Adults and Children)**

4.4	Work with Sevenoaks District Youth Assembly Forum and Local Children's Partnership on their Mental Health priorities for young people, addressing social isolation	CSU Youth Assembly Forum KCC	WKHA  SDC/CSU	March 2022
4.3	Work with Police to address Modern Slavery and Human Trafficking eg car washes, nail bars, and pop up brothels. Address evidence based issues.	Police SCD	CSU All	March 2022
4.4	Identify training needs for all safeguarding types and deliver on this training	CSU KCC	All Partners	March 2022
4.5	Attend Chanel Panels where appropriate and provide support to individuals when required and Promote the Prevent Strategy within the community via Social Media etc.	CSU KCC Prevent Team		March 2022
4.6	Run Prevent training for staff, partners and Members (as appropriate)	SDC	All Partners	March 2022

## Doorstep Crime including Scams and Cyber Crime

Doorstep Crime consists of Rogue Traders, Bogus Callers, Scams, Online Fraud (Cyber crime). This crime type affects many vulnerable residents and it can be detrimental to their mental health. Many people feel too embarrassed to report it and therefore this crime type is under reported until potentially a friend, relative or carer is made aware.

The KCC Community Wardens are working with a high number of vulnerable residents of all ages regarding scams. Through the CSU Daily Briefing, an increase in the number of these crimes reported has been recorded and examined. Incidents of Doorstep Crime have increased in from 2019/20 across the District. There were also increases in vulnerable victims, as well as increases in incidents.

### Doorstep Crimes incl Scams and Cyber Crime

Priority Action	Lead Agency	Other Partners	By When	
5.1	Communicate effective messages on how to report scams/doorstep crimes and raise awareness to remove stigma of embarrassment.	KCC Trading Standards	CSU	March 2022
5.2	Work with the KCC Doorstep crime analyst to progress a database for victims of doorstep crime	KCC Trading Standards	CSU	Sept 2021
5.3	Work with KCC Trading Standards to help reduce Door Step Crime and Bogus Callers across the District. Greater use of Community Wardens resource in FUVs to scam victims in CW home communities	KCC Trading Standards	KCC Community Wardens CSU	June 2021

## Doorstep Crimes incl Scams and Cyber Crime

5.4	Work in Secondary Schools and Youth Groups to incorporate into curriculum to stop cyber crimes for young people	CSU (Wardens and PCSO)	KCC Youth Services	March 2022
5.5	Working with Neighbourhood Watch to inform residents, voluntary organisations and partners on current scams especially COVID related	CSU Neighbourhood Watch	All Partners	On Going

### Substance Misuse

#### Drugs

Drug offences have increased from 156 to 176 an increase of 18 reports. There was no recent information from Public Health on the Kents Portal so we can only go on last years data. 1 September 2018 - 31 August 2019 there were 308 admissions relating to 234 individuals for mental and behavioural disorders due to psychoactive substance use (including alcohol and drugs) in the District. This is the second lowest figure in Kent, and a decrease from last year.

#### Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates, which have been increasing year on year at a District and County level. It is generally felt that these rates no longer accurately reflect alcohol admission trends as some ‘attributable’ conditions have undergone massive rises in admission rates over recent years and the data is now only partly attributable to alcohol.

#### Commissioned Services

Substance misuse treatment services in Sevenoaks District are provided by CGL, who are commissioned by Kent Public Health to deliver an integrated community drug and alcohol recovery service, offering integrated support to individuals



across West Kent.

CGL work closely with a range of partner agencies to improve outcomes for substance misusers. Greensands, a supported housing project in Sevenoaks, is assisted by CGL through the provision of group work and peer support to residents for their substance misuse.

The CSP also funds Kenward Trust to deliver Substance Misuse Youth Services Tier 1 and 2. During this last year from 1st October 2019 - 30 September 2020, Kenward in the community have delivered youth and community outreach. The work involves connecting with young people in communities where ASB has risen due to substance misuse.

The youth outreach works well with the CSU model and will support reported incidents within days or a couple of weeks depending on the level of other areas of concern.

The teams have focused on areas known as hotspots where ASB and substance misuse are identified through the CSU.

### Substance Misuse

Priority Action	Lead Agency	Other Partners	By When
6.1 Deliver outreach work to designated areas to address substance misuse using CSU reports via the Daily Tasking	Kenward Trust	CSU Schools Youth Groups	March 2021
6.2 Develop a package around substance misuse for primary schools around positive choices to go alongside a parental package	Kenward Trust Addaction	CSU	Sept 2020
6.3 Promote Service Directory especially around health services including GPs	CCGs CSU	All Partners	March 2021
6.4 Work with young people around substance misuse, mental health and the impact of COVID19	Kenward Trust	CSU	On Going

## Substance Misuse

6.5	One You Team to continue to deliver Alcohol (Brief & Extended) and Mental Wellbeing (five ways to wellbeing) interventions to One You clients who are looking to change decrease their alcohol consumption or improve their mental wellbeing.	One You Team	All Partners	June 2021
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## **GLOSSARY:**

ASB - Anti-Social Behaviour

CDAP - Community Domestic Abuse Perpetrators Programme

CSE - Child Sexual Exploitation

CSP - Community Safety Partnership

CSU - Community Safety Unit

DAVSS - Domestic Abuse Volunteer Support Services

KCC - Kent County Council

KSCB - Kent Safeguarding Children's Board

KFRS - Kent Fire & Rescue Service

LCPB - Local Children's Partnership Board

MARAC - Multi Agency Risk Assessment

PAS - Protection against Stalking

PCC - Police & Crime Commissioner

PCSO - Police Community Support Officer

SCS - Specialist Children's Services

SDC - Sevenoaks District Council

YOT - Youth Offending Team

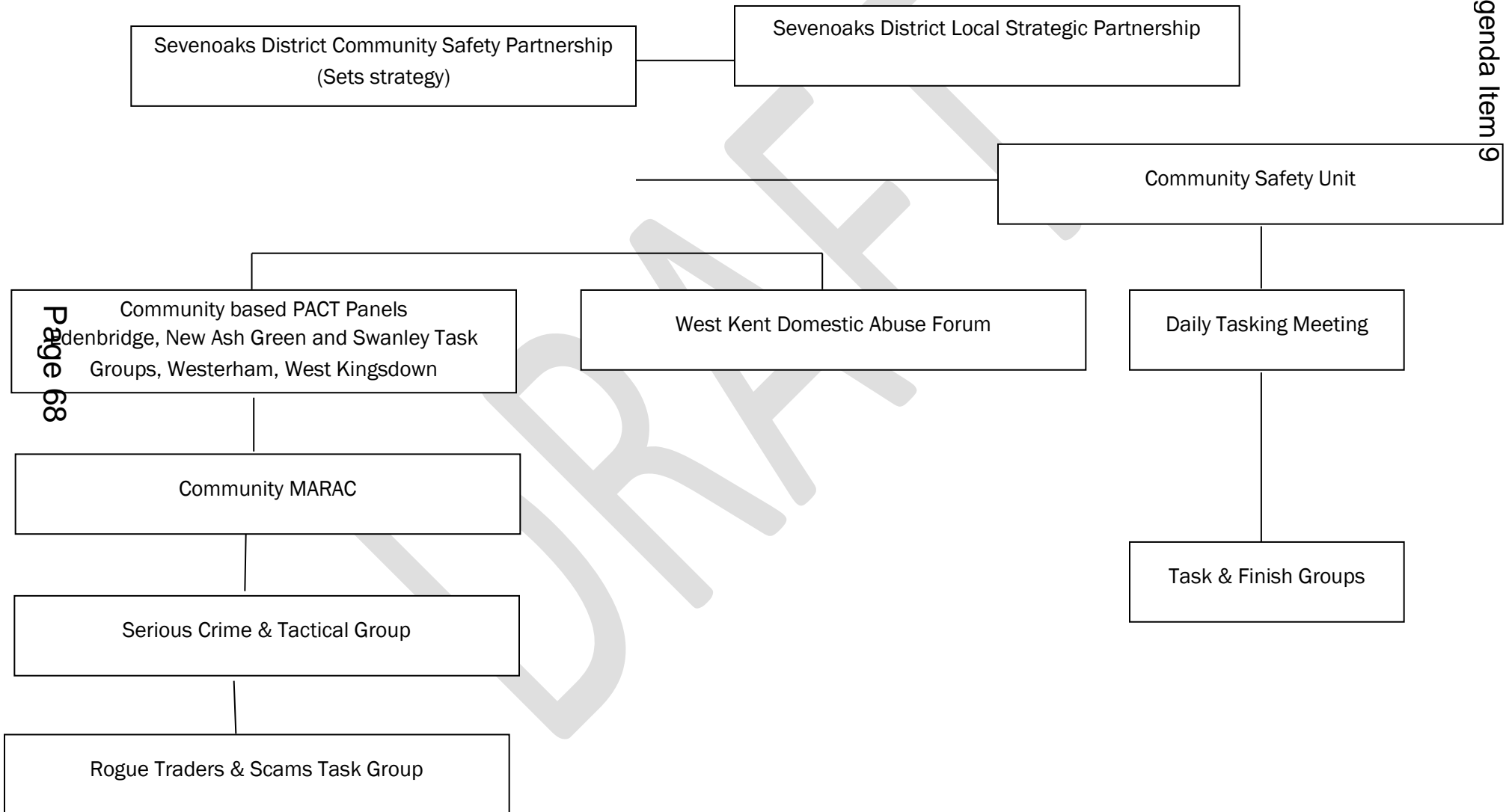
<b>Membership of the Community Safety Partnership and contact details</b>			
<b>Sevenoaks District Council</b> Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: <a href="http://www.sevenoaks.gov.uk">www.sevenoaks.gov.uk</a>	<b>Kent Police</b> 1 Pembury Road Tonbridge Kent TN9 2HS Tel: 01622 690690 Web: <a href="http://www.kent.police.uk">www.kent.police.uk</a>	<b>Kent Fire &amp; Rescue Service</b> West Group HQ Sevenoaks Fire Station London Road, Sevenoaks Tel: 01622 692121 Web: <a href="http://www.kent.fire-uk.org">www.kent.fire-uk.org</a>	<b>Police &amp; Crime Commissioner</b> Kent Police Headquarters Sutton Road Maidstone ME15 9BZ Tel: 01622 677055 Web: <a href="http://www.kentpa.kent.police.uk">www.kentpa.kent.police.uk</a>
<b>NHS West Kent CCG</b> Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: <a href="http://www.westkentpct.nhs.uk">www.westkentpct.nhs.uk</a>	<b>Kent Surrey and Sussex CRC Ltd</b> Maidstone Corporate Centre 3 <sup>rd</sup> Floor, Maidstone House King Street Maidstone Kent, ME15 6AW Tel: 01622 239147 Website: <a href="http://www.ksscrc.co.uk">www.ksscrc.co.uk</a>	<b>KCC Social Services</b> The Willows, Hilda May Ave, Swanley Kent BR8 7BT Tel: 0300 041 1400 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a>	<b>Imago</b> 17-19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: <a href="http://www.imago.org.uk">www.imago.org.uk</a>
<b>KCC Early Help &amp; Preventative Service</b> C/o Swanley Youth Centre St. Mary's Road Swanley Kent BR8 7BU Tel 01322 615275 Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a>	<b>Protection Against Stalking</b> Town Hall, Tunbridge Wells <a href="mailto:support@protectionagainststalking.org">support@protectionagainststalking.org</a> Enquiries <a href="mailto:office@protectionagainststalking.org">office@protectionagainststalking.org</a> Website <a href="http://www.protectionagainststalking.org">www.protectionagainststalking.org</a>	<b>KCC Community Safety Team</b> Maidstone Fire Station Loose Road Maidstone Kent ME15 9QB Web: <a href="http://www.kent.gov.uk">www.kent.gov.uk</a>	<b>West Kent Housing Association</b> 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: <a href="http://www.westkent.org">www.westkent.org</a>
<b>Kenward Trust</b> Kenward Road Yalding, Maidstone Kent ME18 6AH Tel: 01622 814187 Web: <a href="http://www.kenwardtrust.org.uk">www.kenwardtrust.org.uk</a>	<b>MOAT Homes</b> Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0300 323 0011 Web: <a href="http://www.moat.co.uk">www.moat.co.uk</a>	<b>West Kent Extra</b> 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: <a href="http://www.westkent.org">www.westkent.org</a>	<b>DAVSS</b> PO Box 530 Tunbridge Wells Kent TN2 9TB Tel: 01892 570538 Web: <a href="http://www.davss.org.uk">www.davss.org.uk</a>

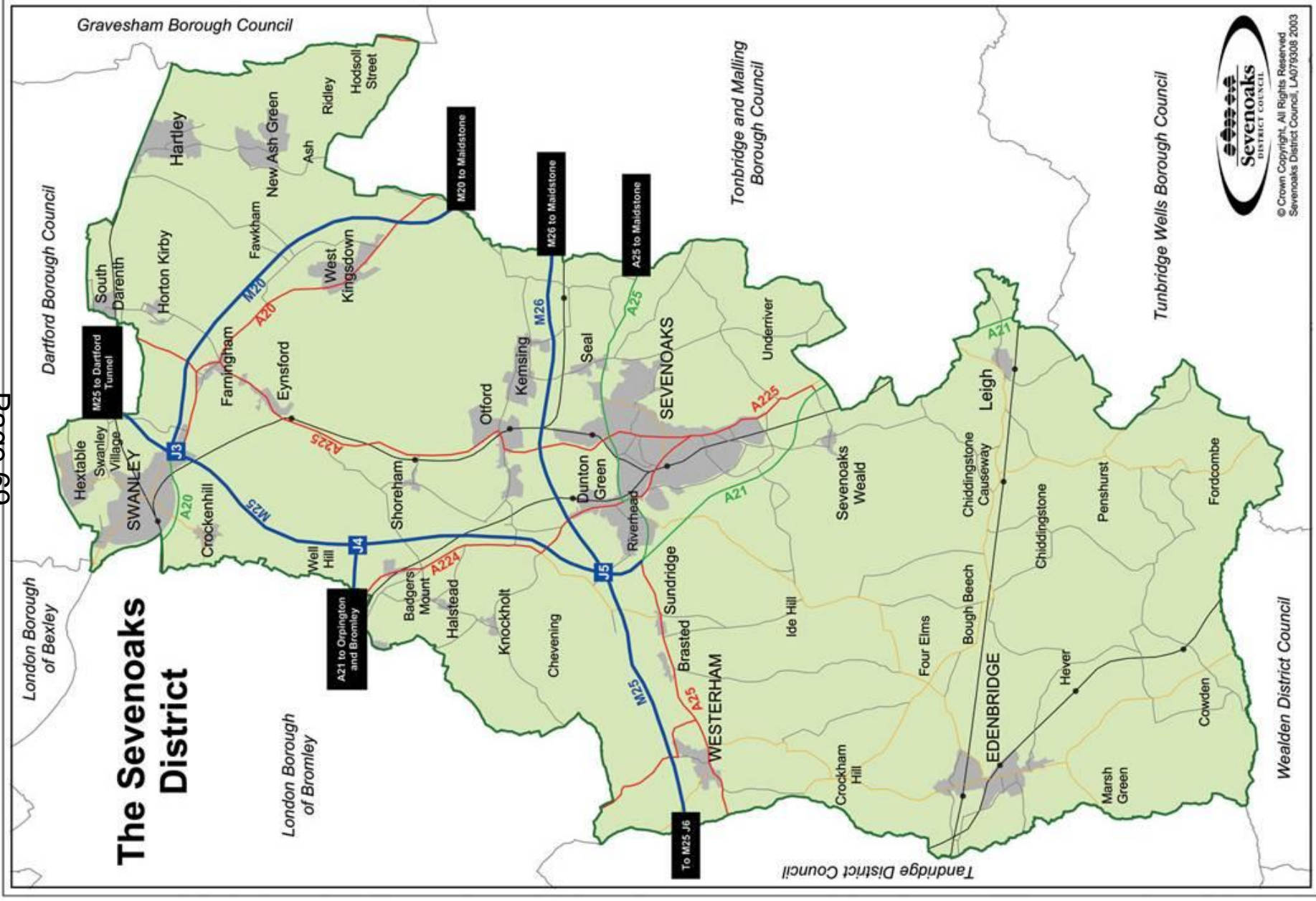
## Terms of Reference

The Partnership's terms of reference are to:

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

# Structure and Meetings Sevenoaks District Community Safety Partnership Meetings





**Enquiries to:**

CSU  
Sevenoaks District Council  
PO Box 183, Argyle Road  
Sevenoaks, Kent TN13 1GP  
Telephone 01732 227000  
Minicom 01732 227496  
E-mail [community.safety@sevenoaks.gov.uk](mailto:community.safety@sevenoaks.gov.uk)

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**Appendix B**

**Sevenoaks District Community Safety Partnership**



**Strategic Assessment 2020**

**Produced by: The Community Safety Team, Sevenoaks District  
Council**

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## Introduction

### **The Aim of this Strategic Assessment**

This Strategic Assessment is produced for the Sevenoaks District Community Safety Partnership using data for the period 1 October 2019 - 30 September 2020 unless otherwise stated. It identifies the priorities for the 2021-22 Sevenoaks District Community Safety Strategy & Action Plan.

The purpose of this Strategic Assessment is to provide information and understanding of community safety issues for the members of the Sevenoaks District Community Safety Partnership. It identifies the emerging priorities by considering the patterns, trends and shifts relating to crime, disorder and Anti-Social Behaviour in the Sevenoaks District. Additionally, it includes a performance assessment of how far the partnership has achieved its previous priorities and an update of issues considered by the local community to be priorities.

### **The Background to the Strategic Assessment**

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 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 place an obligation on responsible authorities to comply with the specified requirements, one of which is the creation of an annual Strategic Assessment.

Strategic Assessments should identify current and anticipated crime, disorder and Anti-Social Behaviour issues from sound evidence and robust analysis. Strategic Assessments provide an intelligence-led business planning approach and help Partnerships to respond more effectively to the communities they serve.

### **Who Produced this Strategic Assessment?**

The strategic Assessment has been produced on behalf of Sevenoaks District Community Safety Partnership by the District Council's Community Safety Team, using data and analysis supplied by their partner agencies and data through Kent County Council's Community Safety Team. The structure of the Strategic Assessment is based on a template used throughout Kent.

### **COVID-19**

## Agenda Item 9

This assessment will also be looking at COVID-19 and the effects it has had on the Community Safety Partnership and delivery of services.

### **Methodology**

Data collected for this Strategic Assessment relates to the time period 1 October 2019 - 30 September 2020 unless otherwise stated.

The main body of this assessment is split into four sections.

Part one looks at contextual information such as Population, Diversity and Unemployment.

Part two gives a brief overview of Crime, Disorder and Anti-Social Behaviour issues affecting the Sevenoaks District. This includes an analysis of trends since the previous assessment and a cross-county comparison.

Part three is the 'In-Depth Analysis', which will first look at the emerging partnership priorities with recommendations for the Sevenoaks District 2020-21 Strategy & Action Plan. It then provides further analysis of the priorities, looking at the scale of each issue, reasons for changes in levels and suggested cause(s) of the issue, including the relevance of location, time, the offender and/or the victim.

The views and priorities of the local community have been gathered through the Partner agency reports and the Partners and Communities Together (PACT) process.

A priority selection process is used to produce a final list of recommended partnership priorities for the forthcoming year.

Part four looks at a broader range of issues including those that are important across the county, and those that have previously been priorities in the Sevenoaks District.

## Part One - Sevenoaks District Profile

### Population profile

The latest population figures from the 2019 Mid-year population estimates show that there are 120,800 people living in Sevenoaks District<sup>1</sup>. This population size ranks Sevenoaks District the 7th most populated Kent local authority district area.

52% of Sevenoaks' population live in urban areas with the remaining 48% living in the surrounding rural area and settlements<sup>2</sup>. 23% of the district's total population live in the Sevenoaks area urban whilst 19% of the total population live in the Swanley urban area.

Overall Sevenoaks has a very similar age profile to the county average. Sevenoaks has a slightly higher proportion of primary school age children and people aged 40 and older, and a smaller proportion of teenagers and those aged 20-39 compared to the KCC average. Over the last 10-years Sevenoaks' population has grown by 6.2% (an additional 7,000 people)<sup>3</sup>. This is the second lowest rate of growth of any Kent district.

The growth in Sevenoaks' population is set to continue with current forecasts suggesting a further increase of 13.9% between 2019 and 2039<sup>4</sup>. This rate of growth is higher than the county average (16.5%). This forecast is based on KCC's assessment of the district authority's future housing targets as at November 2019. Such targets will be subject to changes as district authorities develop their Local development framework.

Further population information can be found [here](#)

### Ethnic profile

95.8% of Sevenoaks District population is of white ethnic origin with the remaining 4.2% being classified as of Black Minority Ethnic (BME) origin<sup>1</sup>. The proportion of the Districts population classified as BME is lower than the county average of 6.3%.

The largest ethnic group in Sevenoaks District is White British, with 91% of residents from this ethnic origin. Within the BME population, the largest ethnic groups are Indian and White and Asian mixed (each accounting for 0.6% of all residents).

Further ethnicity information can be found - **link does not work**

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/equality-and-diversity-data>

### Deprivation

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<sup>1</sup> 2011 Census, Office for National Statistics

## Agenda Item 9

The English Indices of Deprivation 2019 provide a measure of deprivation at both district and sub-district (Lower Super Output Area) level, relative to other areas in England<sup>2</sup>.

In 2019 Sevenoaks District was ranked as the least deprived district in Kent (ranked 11 out of 12 districts, with the most deprived being ranked 1). Nationally, Sevenoaks ranks 253<sup>rd</sup> out of 317 local authority districts in England. This rank places it within England's least deprived half of authorities.

The county rank of Sevenoaks District has decreased by a place between 2015 and 2019. On the national ranking, Sevenoaks District has moved up by 11 positions from 264<sup>th</sup> in 2015 to 253<sup>rd</sup> in 2019. This indicates that Sevenoaks District's level of deprivation has increased relative to other areas in England.

The greatest levels of deprivation are found within Swanley St. Mary's ward. Neighbouring some of the most deprived areas of the District are areas with relatively low levels of deprivation. The least deprived areas of Sevenoaks District are found in the wards of Dunton Green and Riverhead.

Further deprivation information: [link does not work](#)

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/deprivation-and-poverty>

### Unemployment - (out of work claimants of Jobseekers Allowance or Universal Credit)

Sevenoaks District unemployment rate is currently 4.3%. This is considerably lower than the county average of 6.3% and the national average of 6.5%<sup>8</sup>.

In September 2020 there were 3,045 unemployed people in Sevenoaks which is 2.0% higher (60 more people) than in August 2020 and 236.5% higher (2,140 more unemployed people) than September 2019.

This is shown in Table 1.

Table 1

District	Claimant Count					
	Total unemployed as of Sept 2020	Resident Base Rate %	Change from previous month Number	Change from previous month %	Change since last year Number	Change since last year %

<sup>2</sup> The English Indices of Deprivation 2019, Ministry for Housing, Communities and Local Government

	Claimant Count					
Sevenoaks	3,045	4.3%	60	2.0%	2,140	236.5%
Kent	59,785	6.3%	620	1.0%	34,990	141.1%
Great Britain	2,646,960	6.5%	21,210	0.8%	1,511,725	133.2%

Source: NOMIS - Claimant Count

Unemployment rates vary across the district. The lowest unemployment is in Sevenoaks Kippington ward where 2.8% of the working age population are unemployed. The highest rate is in Swanley St Mary's ward where 8.0% of the working age population are unemployed.

A lower proportion of those in Sevenoaks who are unemployed (20.0%) are aged 18-24 years old than the average for Kent (20.7%) but above the national average (19.5%).

Further unemployment information: [link does not work](#)

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/economy-and-employment>

### Universal Credit Claimants

The Welfare Reform Act 2012 made changes to the rules concerning a number of benefits offered within Britain.

One of the main changes is the introduction of a new single benefit called Universal Credit. Universal Credit is replacing six means-tested benefits and tax credits: Jobseeker's Allowance, Housing Benefit, Working Tax Credit, Child Tax Credit, Employment and Support Allowance, and Income Support. It is available for people who are out of work or who are in work but on a low income.

From July 2019 the government intends to begin a pilot scheme transferring claimants of existing benefits (those that Universal credit was designed to replace) onto Universal Credit. This managed migration will start initially within 10,000 existing claimants. The government will not start moving people over to Universal Credit in great numbers until the pilot scheme has been completed and assessed. However it is planned to have completed the full migration process by the end of 2023.

There are currently 6,115 claimants of Universal Credit in Sevenoaks as at August 2020. This accounts for 8.7% of the resident working age population, below the Kent average 13.2% and the national average 13.7%<sup>9</sup>.

### Table 2

## Agenda Item 9

Universal Credit claimants						
District	Total Universal Credit Claimants	Resident Base Rate %	Change from previous month Number	Change from previous month %	Change since last year Number	Change since last year %
Sevenoaks	6,115	8.7%	-40	-0.6%	4,313	239.3%
Kent	125,443	13.2%	224	0.2%	74,277	145.2%
Great Britain	5,565,819	13.7%	58,850	1.1%	3,218,215	137.1%

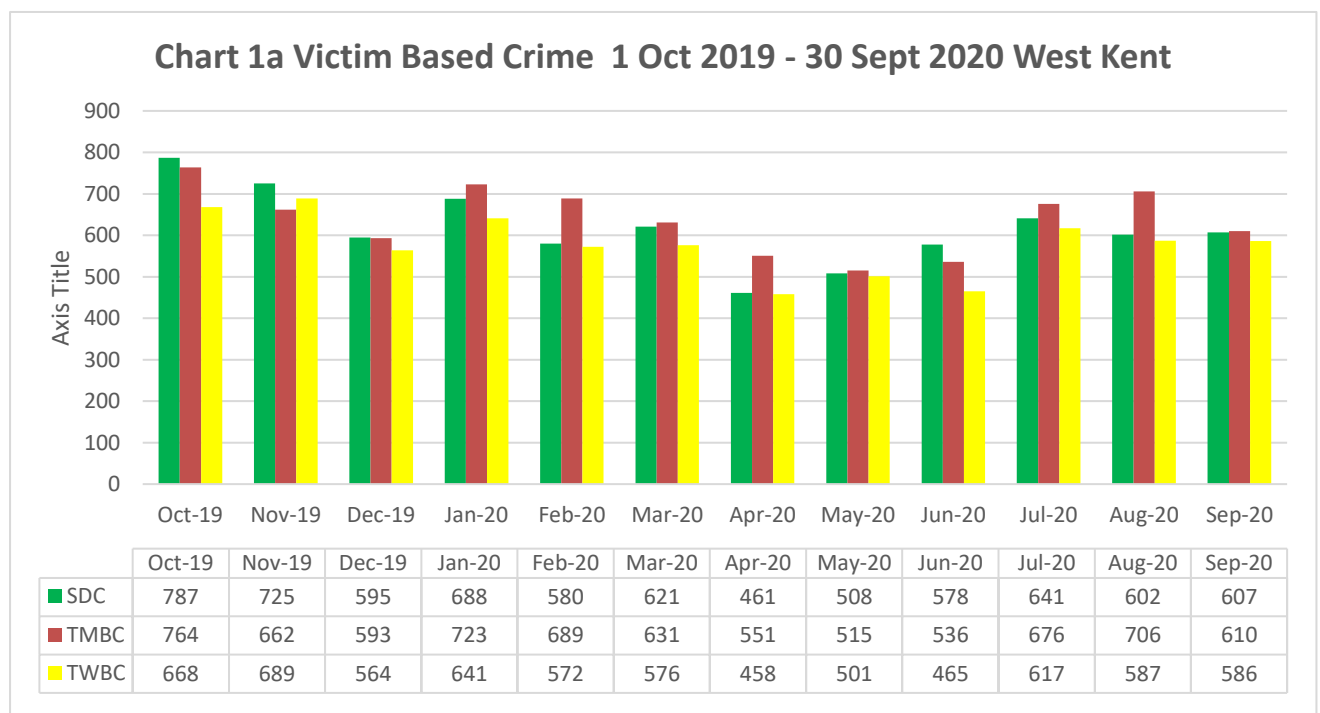
**36.3% of Universal Credit claimants in Sevenoaks are in work, slightly higher than the Kent average of 36.2% but below the national average of 37.5%.**



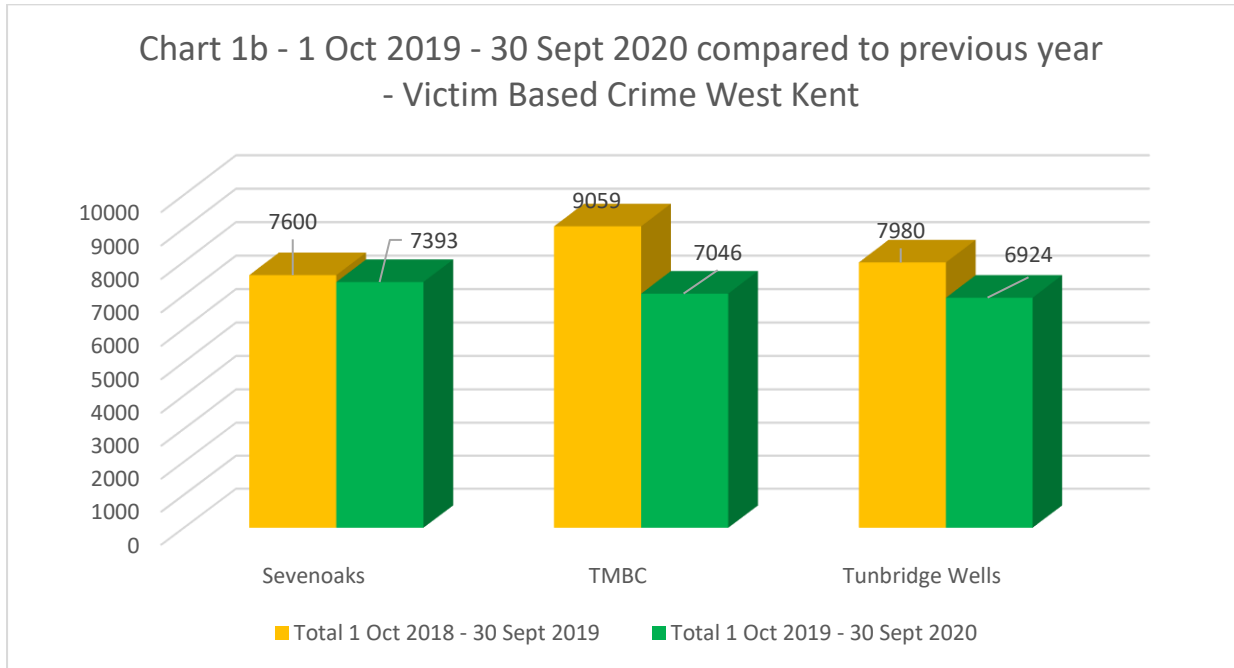
## Part Two - Overview of Crime and Anti-Social Behaviour in the District

Pages 9 to 31 look at community safety issues to identify trends and comparative performance. Charts 1a, 1b and 1c show victim based crime from 1 October 2019 - 30 September 2020 for the District, for West Kent Police Division and for Kent, excluding Medway.

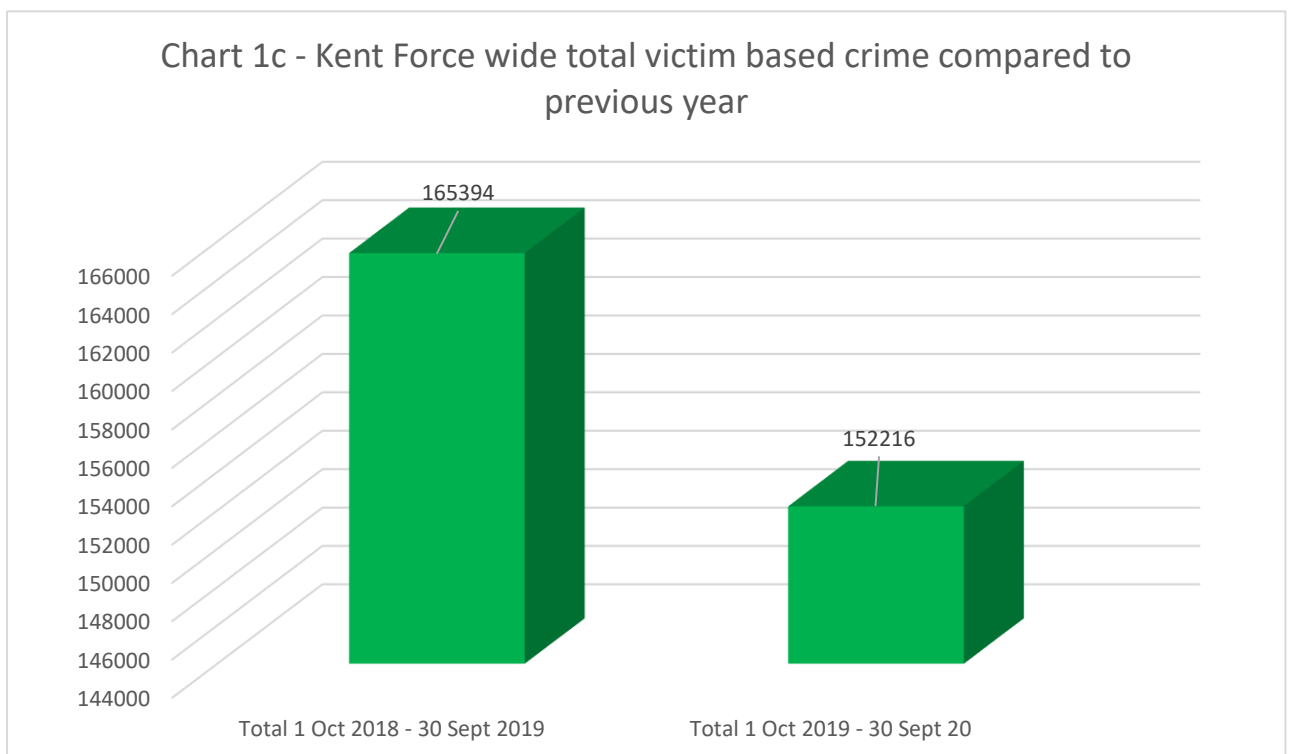
This year's recorded crime figures show that overall crime within Sevenoaks District has decreased from 7600 (in the year before) to 7393 This is a total crime decrease of 3%, with 207 less offences occurring in the same twelve month period. Sevenoaks District had the 3<sup>rd</sup> lowest number of recorded crimes in the county at the end of September 2020 (rolling year). All areas in the West Kent Police Division have seen a decrease in crime (TMBC 22% and TWells 13%).



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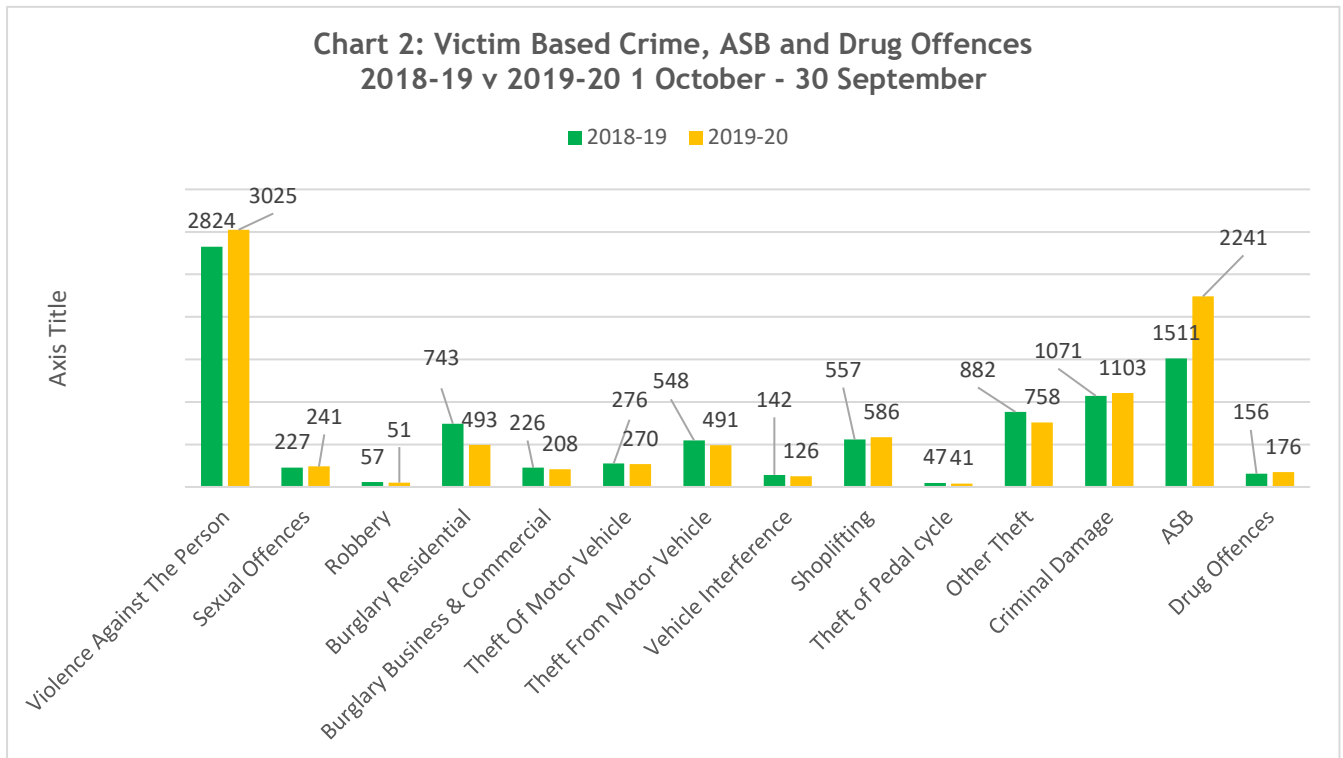
**Victim based crime in Kent has decreased by 7.9% (-13,178 crimes)**



**Charts 1a-c Total Victim Based crime (Source: Kent Police via KCC Portal)**

Chart 2 shows Victim Based Crime by type as well as Anti-Social Behaviour and Drug Offences. It can be seen that Violence Against the Person and Criminal Damage are the highest crime types, both with increases. Anti-Social Behaviour, is

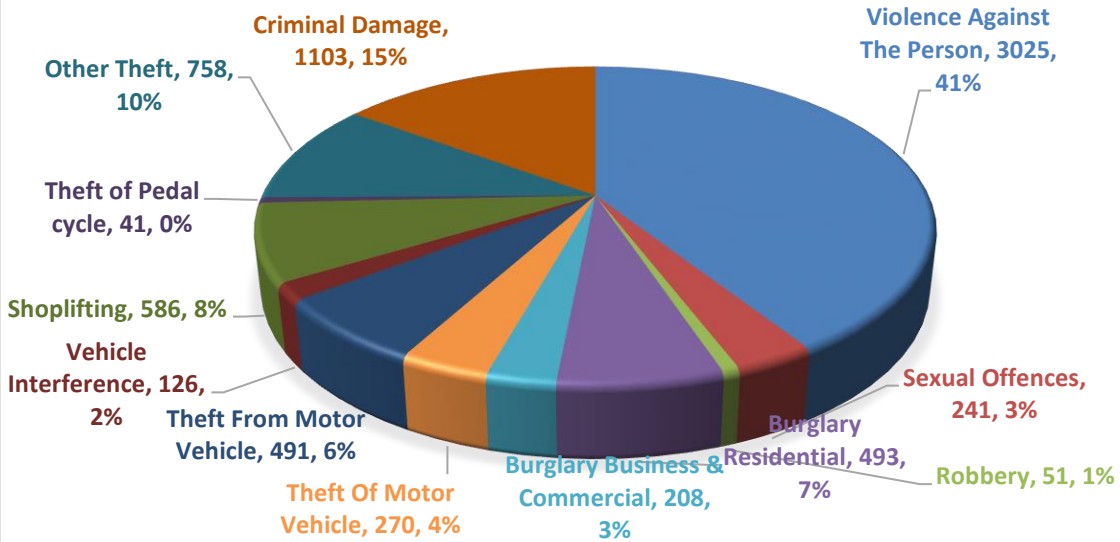
recorded but not as a crime<sup>3</sup>, this has also increased. There have been decreases in Burglary Residential, Burglary Commercial and Vehicle Crime.



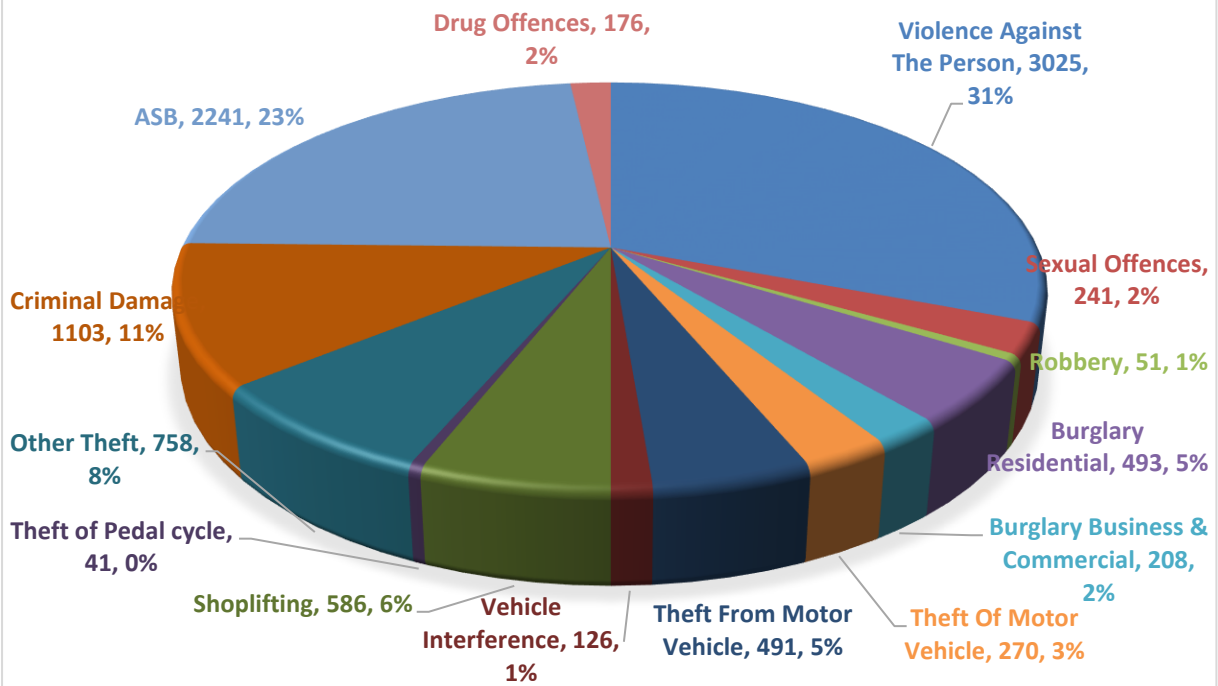
Kent Police figures (1 Oct 2019 - 30 Sept 2020) have been used to generate the following charts, which show a breakdown of crimes in the Sevenoaks District including and excluding the figures for Anti-Social Behaviour (ASB). Please note that from April 2017, Burglary categories were changed from Burglary Dwelling to Burglary Residential and Burglary Other than Dwelling to Burglary Business & Community.

<sup>3</sup> Please note that Anti-social behaviour is not within the Home Office Counting Rules and is not a crime.

**CHART 3: TOTAL VICTIM BASED CRIME IN SEVENOAKS DISTRICT OCT 2019 - SEPT 2020**



**CHART 4: TOTAL VICTIM BASED CRIME, DRUG OFFENCES & ASB IN SEVENOAKS DISTRICT OCT 2019- SEPT 2020**



Specific crime types have been examined alongside the rates for last year and crime levels throughout the county to provide a greater understanding of crime and ASB in the Sevenoaks District. These are set out below.

Table 3 - Sevenoaks District Crime Figures 1 October 2019 - 30 September 2020 (Kent Police)

Category	Oct 2018 - Sept 2019	Oct 2019 - Sept 2020	Difference	Percentage	Per 1K population	County Position at 30 Sept 2020 (1 = lowest)	Change from previous year
All Victim-Based Crime	7600	7393	-207	-2.7	63.18	3	up 1
Anti-Social Behaviour	1511	2241	730	48.3	12.56	2	no change
Burglary Residential	743	493	-250	-33.6	6.18	7	down 4
Burglary Business & Commercial	226	208	-18	-8.0	1.88	12	up 5
Criminal Damage	1071	1103	32	3.0	8.90	2	down 1
Domestic Abuse - No. of incidents	2161	2408	247	11.4	17.96	2	up 1
Violence Against the Person	2824	3025	201	7.1	23.47	1	no change
Drug Offences	156	176	20	12.8	1.30	1	down 1
Robbery	57	51	-6	-10.5	0.47	2	up 1
Sexual Offences	227	541	314	138.3	1.89	1	no change
Shoplifting	557	586	29	5.2	4.63	4	up 1
Theft From a Motor Vehicle	548	491	-57	-10.4	4.56	8	no change
Theft of a Motor Vehicle	276	270	-6	-2.2	2.29	8	up 2
Theft of a Pedal Cycle	47	41	-6	-12.8	0.39	2	up 1

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Sevenoaks District continues to be a safe place, with the third lowest level of recorded Victim Based Crime in Kent (Rolling Year Oct 2019- Sept 2020). However, financial year April - September 2020 sees Sevenoaks District with the second lowest level of recorded Victim Based Crime. ASB although has seen a high increase, also remains low in comparison to the rest of the county.

Sevenoaks Police have a very active and engaging Twitter account, going from 6472 followers this time last year to 6953 currently, an increase of 7.4%. This is largely due to all Policing staff having access to update the account.

The Community Safety Unit is seen as an example of best practice in the county, with excellent joint working arrangements. Recent successes include Operation Mint, tackling ASB across the District during COVID-19 restrictions.

The Serious Crime Tactical Group, a monthly partnership meeting, is recognised as best practice across Kent. Co-chaired by the Community Safety Manager and Community Safety Unit Inspector, it has been pivotal to disrupting Organised Crime Groups on or linked to Sevenoaks District.

The Independent Police Advisory Group continues to thrive, with a healthy attendance and engagement. A real focus on vulnerability, including critical assessment of anonymised Hate Crime investigations has provided useful feedback.

SpeedWatch, co-ordinated by Kent Police Headquarters and SDC with loan of Speedboards, was put on hold during 2020 due to COVID, this was to protect our volunteers at this time.

Specialist PCSO roles are embedded into the CSU, this consist of Domestic Abuse PCSO, Crime Reduction PCSO, Vulnerable Adults and a Vulnerable Youth PCSO.

A general overview of some of the crime types and statistics highlights that Violence against the Person is the highest recorded crime in the District at 41%, with 3025 recorded crimes, there was an increase of 201 crimes (7.1%) compared to the same period the previous year. Despite the rise, the District continues to have the lowest rate in Kent and the majority of these offences are incidents of domestic abuse.

Domestic Abuse incidents in the Sevenoaks District have increased by 247 crimes (11.4%). The District has the second lowest number of Domestic Abuse incidents in the county (2408)<sup>4</sup>, Please note: Domestic Abuse incidents are not always reported as violence against the person, if there has been no violence recorded.

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<sup>4</sup> Apparent inconsistency in annual figures arises from the classification of 'incident'. Domestic abuse 'incidents' are not necessarily violent and can refer to verbal disputes which have been reported to Kent Police; as such, not all incidents make it into statistics for violence against the person.

For example, if there was a verbal altercation, this would be recorded as a Domestic Abuse Incident and not Violence against the Person and that is why the numbers are different.

ASB accounts for the second largest recorded issue when compared to individual crime types in the District and makes up 23% of the total recorded figures when included in crime statistics. Figures show 2241 recorded incidents of ASB occurring within the District were reported to Kent Police. The District had the second lowest number of ASB reports in Kent and saw an increase of 48% (730 reports).

Although there has been a slight increase in Drug Offences, this is noted as a positive on the basis that Drugs crimes are mostly discovered by police. It is therefore demonstrative of the Police being active across the District and the CSU attending areas where residents have reported drug use taking place.

This period has seen a total of 701 burglary offences, an decrease of 41.9% (268 offences) compared with figures for the same period last year. Burglary as of April 2017 is divided into Burglary Residential and Burglary Commercial & Business.

These offences account for a relatively small percentage of total crime in the District, 7% for Burglary Residential and 3% Burglary Commercial & Business. The Sevenoaks District rankings have decreased by four places for Burglary Residential, but Burglary Commercial and Business has gone up five places.

### **Community Safety Unit**

The CSU Daily tasking's meetings dealt with 796 ASB/Community Safety calls from October 2019 - September 2020. This is an increase of 258 calls (47%) compared to same period last year. All actions were followed up and residents were kept updated in all actions unless they had been reported anonymously. SDC, Police, Community Wardens, West Kent Housing and SDC Environmental Health attend the CSU daily tasking on a daily basis.

To address vulnerable and repeat victims & locations, the CSU sets up Task and Finish Groups if a call is logged 2-3 times and needs a more in depth partnership approach. A meeting is set up, followed by an action plan on either a location or a person. In the same time period as above, there were 17 (same as same period last year) Task and Finish Groups. These were:

- 3 x individuals in Seal, Sundridge and Swanley
- Oak Tree Farm
- Sevenoaks Town ASB
- Romney Street, Otford
- Barnfield Park, New Ash Green
- Former Brokehill Golf Club, Halstead
- Hartley Offenders
- Maws Meadow, West Kingsdown

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- 120 Chipstead Lane, Sevenoaks meeting
- Attwood Field, New Ash Green
- Obstructive Parking - Knole Park
- Social Distancing/Drugs/Young People
- ASB/Nitrous Oxide
- Op Glass/ASB New Ash Green
- The Sidings, Dunton Green
- Redwood Place, Sevenoaks
- Shenden Close, Sevenoaks
- Eureka, West Kingsdown
- OSARA Rave Plan
- OSARA Edenbridge Plan

There were 18 Partnership site visits to:

- Oak Tree Farm, Halstead
- Maws Meadow, West Kingsdown
- Alexandra Close, Swanley
- Northfield, Hartley
- Attwood Field, New Ash Green
- Romney Street, Otford
- Eglantine Stables, South Darent
- Penshurst Place/Poundsbridge/Enfield Road
- Angling/Sailing Club - Chipstead Lakes
- Bradbourne Lakes.
- Bentleys Meadow, Seal
- Former Broke Hill Golf Club, Halstead
- Covers Farm, Westerham
- Oak View Stud Farm, Horton Kirby
- Yearling Coppice, Halstead
- Warren Farm, Penshurst
- Chafford Bridge, Penshurst
- Manse Way, Swanley

### **SDC ASB Officer/ CSU**

In September 2020, due to restructure within the Council and resignation of the current ASB Officer, the role was deleted but ASB continued to be dealt with by Community Safety Officer and Community Safety Manager. Recorded incidents of anti-social behaviour were slightly lower in the period from October 2019 until September 2020. The total number of calls received by the Council during October 2019 and September 2020 equals 98 calls. This is 24 less calls than the same period last year, when 122 calls were received, which equates to a 19% decrease in calls received.



Edenbridge South & West had the highest number of reports of anti-social behaviour to the District Council. Farningham, Horton Kirby and South Darenth and Swanley, St Marys are joint 2<sup>nd</sup> highest with 10.

The highest type of anti-social behaviour reported is Nuisance Behaviour with 45 reports. This is followed by reports of Drugs misuse and dealing and vehicle related nuisance. Calls by type are always higher than reports received as residents can report more than one type at a time.

During the period of October 2019 and September 2020, 22 Anti-Social Behaviour warning letters and 7 Acceptable Behaviour Agreement contracts were issued to named individuals. Two Acceptable Behaviour Agreement Breach letters were also served.

The Community MARAC (Multi-Agency Risk Assessment Conference). This looks at all repeat offenders and victims to give a wider remit. On average the monthly meeting looks at around 20 individual/families.

The Criteria is:

- ASB incl Disputes & Environmental Crime
- Hate related incidents
- Mental Health concerns
- Persistent offenders of crime and Disorder
- Vulnerable victims and locations including child sexual exploitation, human trafficking and modern slavery and gangs
- Vulnerable adults and young persons
- Substance Misuse

Other partners within the CSU such as CCTV, Licensing, Direct Services, West Kent Housing and Environmental Health have provided the following data.

### **SDC CCTV**

From 1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2020, the CCTV Control Room at Sevenoaks District Council assisted the police with 101 arrests for this period; this is an increase from the previous year.

Anti-social behaviour, theft and drug related issues continue to be our highest crime recorded within the CCTV service way above all other crimes. The CCTV teams continues to work closely with the Sevenoaks District Community Safety Partnership bringing together all of the agencies in the District who can have an impact on crime, anti social behaviour and the fear of crime.

The CCTV Service is not all about the detection and prevention of crime, during this year the CCTV service assisted police with 109 separate incidents of missing and vulnerable persons.

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The Children's Act 2004, section 11, places a statutory duty on District Council's to make arrangements in discharging their functions they have regards to the need to safeguard children and promote the welfare of children. CCTV monitors many parks, open spaces, play areas, skate parks within our areas assisting with many incidents relating to children or young people.

CCTV dealt with 228 child related incidents.

The Domestic Violence Crime and Victims Act 2004, places a requirement on Local Authorities including District Councils to participate in preventing Domestic Abuse. CCTV have been involved many serious Domestic Violence cases, some have resulted in life threatening and very disturbing outcomes.

CCTV has been instrumental in bringing offenders to justice and with our partnership working offering the appropriate help and support to victims.

CCTV dealt with nine domestic violence incidents during this period.

The CCTV Control Room works in partnership with Kent Police, the Community Safety Unit and with local businesses to promote the Home Office Business Crime Reduction Partnership. These partnerships manage both the day and night-time economies in our towns, to help combat crime and disorder.

This year during the COVID-19 pandemic lockdown, the CCTV Control Room remained open. CCTV operators deemed as key workers, patrolling and monitoring our town's centres. Demonstrating and signifying the value of CCTV. The CCTV Control Room is also responsible for the Emergency out of hour's service, dealing with hundreds of COVID-19 related calls.

The District Council remains committed to the use of CCTV in helping to make our communities safer places to live work and visit.

### **SDC Licensing**

The SDC Licensing Team has visited a number of premises, referred by the public and the CSU regarding community safety and licensing issues. They have attended five of the task and finish groups set up by the CSU.

There has been continued training to all taxi drivers on Child Sexual Exploitation and Human trafficking.

SDC Licensing Team have also been involved with the CSU on breaches of COVID-19 Breaches, Temporary Events Notices and Scrap Metal Licenses.

### **SDC Environmental Health**

The Environmental Protection Team is a shared service with Dartford Borough Council and operates from the Civic Centre in Dartford. The team comprises 4

Environmental Health Officers (EHOs), 2 Environmental Protection Officers (EPOs), 1 Scientific Officer (SO), 2 Animal Control Officers (ACOs) and 1 Environmental Protection Support Officer (EPSO).

The team is responsible for areas of work as diverse as Air Quality, Environmental Permitting, Animal Licensing, Contaminated Land, Licensing & Planning Consultations and Private Water Supplies in addition to the investigation of complaints commonly linked or associated with Anti-Social Behaviour/ Statutory Nuisance.

With the exception of the specialist officers (SO and ACOs), officers undertake a varied case load comprising project based work and complaints from members of the public. All officers undertake work within the Dartford Borough and Sevenoaks District.

Between 1<sup>st</sup> October 2019 and 30<sup>th</sup> September 2020, the Environmental Protection Team received 2571 service requests relating to issues within Sevenoaks District.

Of the Service Requests received by Sevenoaks, 1488 relate to matters associated with anti-social behaviour (accumulations of rubbish, animal welfare, dog fouling, noise and nuisance). This is 376 more complaints than previous period.

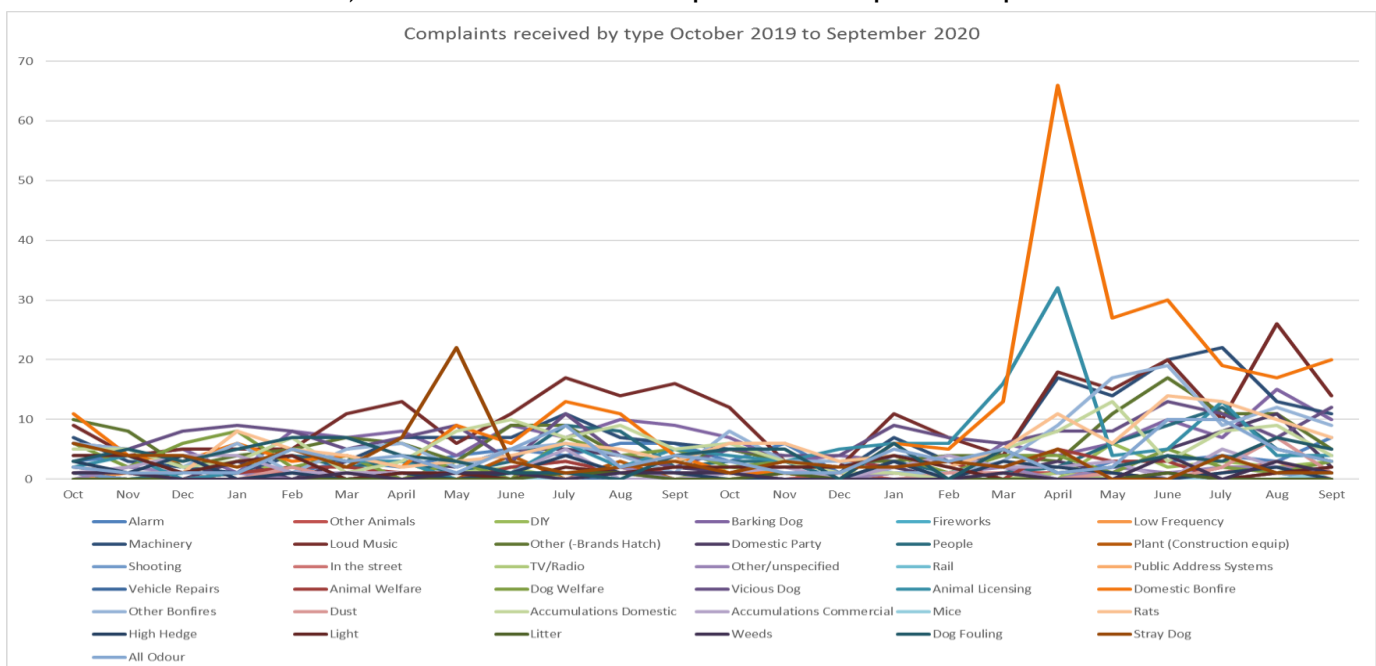
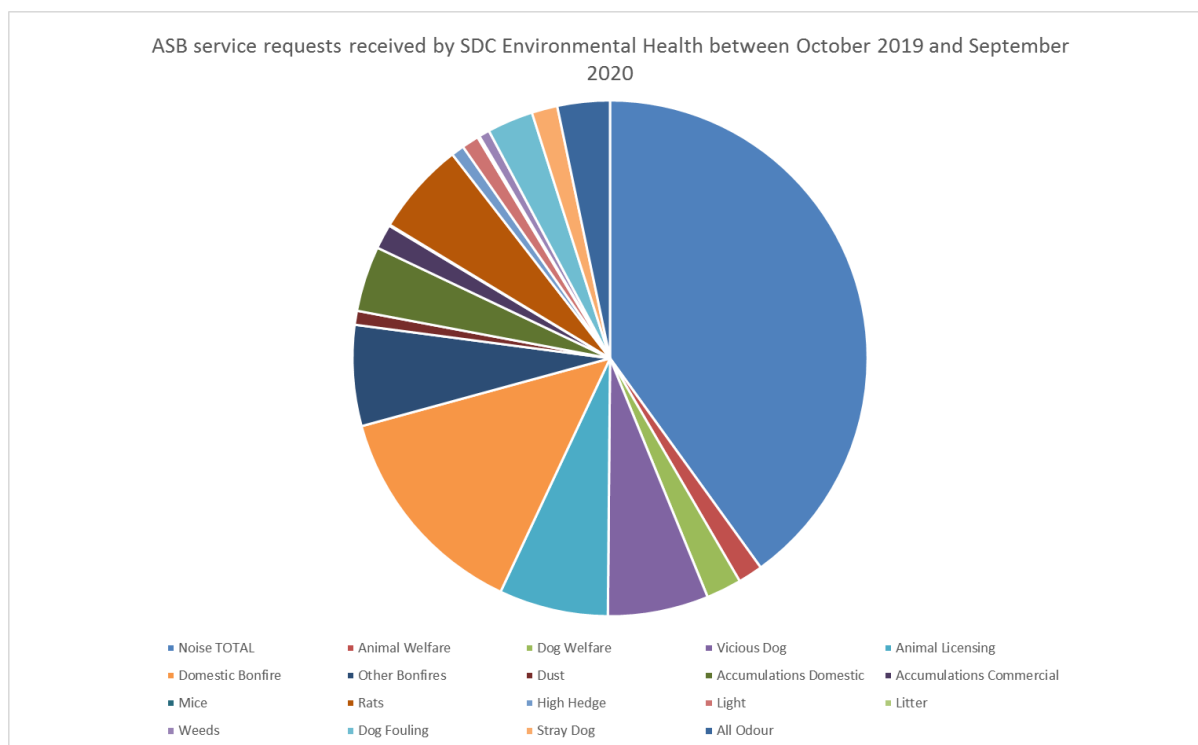


Chart 5 shows complaints received by type

This significant rise has resulted primarily as a consequence of the Covid-19 pandemic and the resultant ‘lockdown’ between March and June. During this period when residents were encouraged to stay at home, the Environmental Protection Team saw a dramatic rise in complaints about neighbouring properties (particularly bonfires and noise). This combined with the usual seasonal increase during the summer resulted in the team receiving more complaints than ever before during the reporting period.

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Of the complaints received, the largest proportion (40%) were about noise. Followed by complaints about bonfires (20%), enquiries about animal licensing (7%), vicious dogs (6%) complaints about rats (6%) and accumulations of waste (6%).



**Chart 6 shows ASB Service Requests**

### Noise Complaints

The number of noise complaints has risen sharply when compared to last year (596 in 2019/20 vs 491 in 2018/19). This significant rise has been driven by circumstances caused during the Covid-19 pandemic including:

- householders being at home for longer periods and therefore more likely to be affected by their neighbours
- children being at home for long periods following the closure of schools creating additional noise
- homeworking by residents who then expect an unreasonable level of quiet.
- Conflict between homeworking and ongoing construction/ DIY.

As a result, “neighbour noise” accounts for the biggest proportion of noise service requests (including loud music- 24%, People noise 8%, unspecified/ other- 13%, domestic parties- 6%). We have also seen a large increase in the number of complaints about the use of construction machinery (an increase of 55) where construction continued during the lockdown affecting residents who were stuck at home.

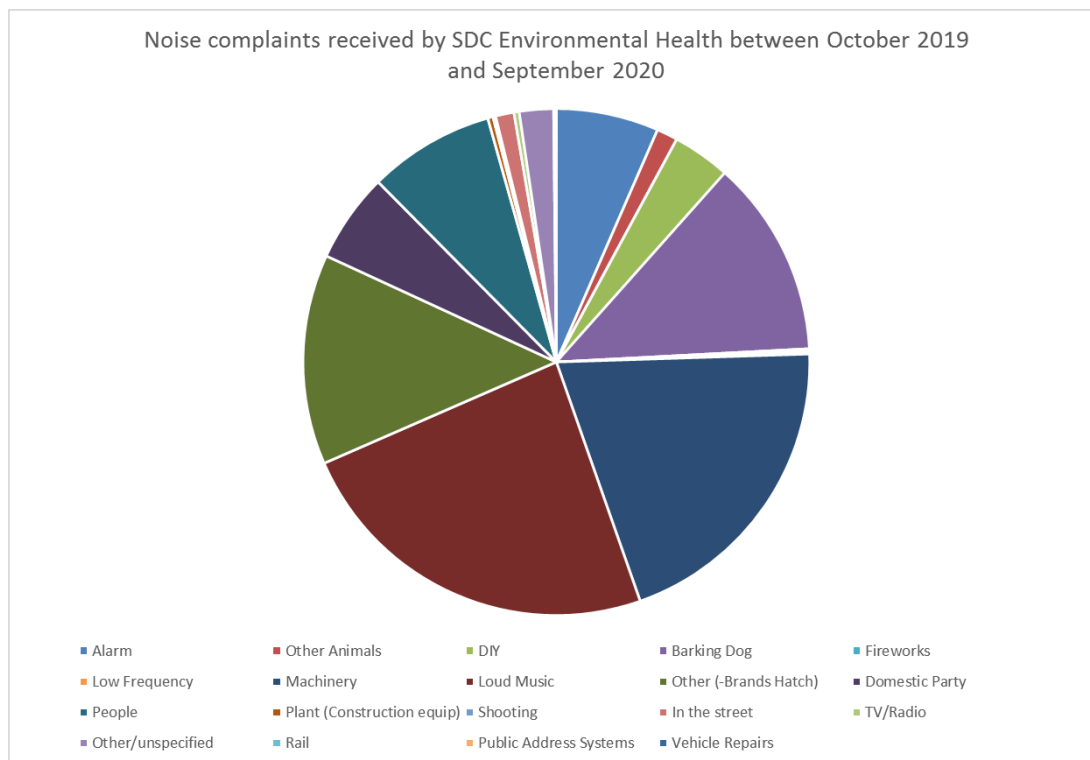


Chart 7 shows noise complaints received

## Noise App

In April 2018 the District Council began to provide residents with access to ‘The Noise App’ (<https://www.thenoiseapp.com/#/>). This is a mobile application which is downloadable to Apple and Android devices and allows residents to log noise as it is occurring and take short recordings which can be listened to by case officers.

This system provides supplementary information to case officers above that which can be ascertained from traditional paper diary sheets and allows us to more quickly and accurately assess complaints and determine investigation procedures.

The number of complainants using the NoiseApp has continued to increase (444 users in 2019/20) and the Environmental Health Partnership now receives approximately 7500 noise reports through this system each year.

During the lockdown period when it was not possible to conduct visits into customers’ homes, the NoiseApp proved invaluable and allowed residents to continue collecting evidence of their complaint and our officers to continue their investigations and take enforcement action where necessary.

## Bonfires

At the start of the Covid-19 lockdown the Environmental Protection Team received a surge in bonfire complaints. These complaints coincided with good weather, large numbers of recently furloughed residents undertaking gardening and the

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closure of the civic amenity sites. At the same time residents confined to their homes were unable to get away from troubling bonfire smoke. This 'perfect storm' of circumstances resulted in Sevenoaks Council receiving 168 bonfire complaints between April and June compared to 125 in the entirety of 2019/20

In response the Environmental Protection Team adopted a proactive approach to complaints using our duty officer system. Whenever we received a complaint about bonfires our officers would offer to visit the alleged offender to offer advice and explain how their fire was adversely affecting neighbours. We also worked with the communications team to put out messaging encouraging residents not to have a bonfire during lockdown. Click [here](#) to view it.

### **Animal Control/ Welfare**

The District Council received 150 service requests regarding animal control and welfare during the monitoring period. This is a slight increase compared to last year. A large number of these service requests (63%) relate to complaints about vicious dogs.

The District Council is responsible for investigating such complaints where they relate to attacks on other animals. However we are also often requested to assist Kent Police in the course of their investigations into dog on human incidents.

In April 2018, we changed our procedures for dealing with such incidents to utilise the powers afforded by the Anti-Social Behaviour Crime and Policing Act 2014. This change enables officers to take a proactive enforcement approach to such complaints by issuing Community Protection Notice Warning Letters and Community Protection Notices.

A positive impact of the Covid-19 pandemic is that owing to residents being at home for longer periods we have received less stray dogs than in previous years (down 60% on 2018/2019). As a result we have had to rehome fewer animals that might have been the case in a normal year. However whilst this trend has been extremely positive, it would seem that those dogs we have been receiving are generally being abandoned in a poor condition (some with major medical and neglect issues). Fortunately we continue to work with our partners in the Charity Sector to obtain suitable treatment for these dogs.

### **Enforcement**

In 2019/20 the team issued 40 Community Protection Notice Warning Letters (CPWs) under the Anti-Social Behaviour Crime and Policing Act 2014. These warning were in response to various issues including noise, anti-social dog behaviour, accumulations of waste and bonfires, and overgrown gardens.

Officers served 4 abatement notices under s79 of the Environmental Protection Act 1990, 3 in respect of noise, 1 in respect of fume/ odour from a commercial premises. In addition we served 5 Community Protection Notices.

Table 4 - Noise Statistics 1 Oct 2019 - 30 Sept 2020

		Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	19/20 Total	18/19 Total	Difference
NOIALM	Alarm	3	6	1	4	3	2	0	3	3	4	3	7	39	42	-3
NOIANI	Other Animals	1	0	1	0	0	1	1	0	0	2	2	0	8	4	4
NOIDIY	DIY	2	1	0	1	1	1	0	6	2	3	2	3	22	11	11
NOIDOG	Barking Dog	7	3	4	3	0	6	4	6	10	7	15	10	75	78	-3
NOIFIR	Fireworks	0	0	0	0	0	0	0	1	0	0	0	0	1	2	-1
NOILOW	Low Frequency	1	0	0	0	0	0	0	0	0	0	0	0	1	4	-3
NOIMAC	Machinery	5	3	1	7	3	4	17	14	20	22	13	11	120	65	55
NOIMUS	Loud Music	12	3	2	11	7	4	18	15	20	10	26	14	142	116	26
NOIOTH	Other (-Brands Hatch)	5	3	3	3	4	4	3	11	17	11	11	5	80	70	10
NOIPAR	Domestic Party	1	0	0	2	0	1	3	1	5	8	11	2	34	28	6
NOIPEO	People	3	3	0	3	1	1	2	6	9	12	5	3	48	36	12
NOIPLA	Plant (Construction equip)	0	1	0	0	0	0	0	0	0	0	1	0	2	12	-10
NOISHO	Shooting	0	0	0	0	0	0	0	0	0	0	1	0	1	2	-1
NOISTR	In the street	0	0	0	1	0	0	1	1	0	1	3	0	7	9	-2
NOITV	TV/Radio	0	0	0	1	0	0	1	0	0	0	0	0	2	3	-1
NOIUUNS	Other/unspecified	1	0	0	1	1	2	0	2	1	2	2	1	13	9	4
NOIRAI	Rail	0	0	0	0	0	1	0	0	0	0	0	0	1	0	1
NOIPAS	Public Address Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NOIVR	Vehicle Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Noise TOTAL</b>	<b>41</b>	<b>23</b>	<b>12</b>	<b>37</b>	<b>20</b>	<b>27</b>	<b>50</b>	<b>66</b>	<b>87</b>	<b>82</b>	<b>95</b>	<b>56</b>	<b>596</b>	<b>491</b>	<b>105</b>

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Table 5 - Complaints 1 Oct 2019 - 30 Sept 202

		Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	19/20Totals	18/19 Totals	
ANWEL	Domestic Bonfire	1	1	0	6	5	13	66	27	30	19	17	20	205	76	129
DGWEL	Animal Licensing	4	3	5	6	6	16	32	4	5	13	4	4	102	32	70
DGVIC	Vicious Dog	5	4	4	9	7	6	8	8	13	11	7	12	94	77	17
ANLIC	Other Bonfires	8	3	3	1	1	3	9	17	19	9	12	9	94	49	45
BNDOM	Rats	6	6	3	4	2	5	11	6	14	13	10	7	87	43	44
BONOTH	Accumulations Domestic	6	3	1	1	0	5	8	13	3	8	9	4	61	65	-4
DUST	All Odour	3	1	1	5	3	5	1	2	10	10	5	3	49	38	11
EPACPD	Dog Fouling	5	5	0	6	0	5	1	2	4	3	7	5	43	43	0
EPACPC	Dog Welfare	2	3	3	4	1	4	4	1	5	2	1	3	33	47	-14
EPAMIC	Stray Dog	1	3	2	2	3	2	5	0	0	4	1	1	24	61	-37
EPARAT	Animal Welfare	1	3	3	2	3	0	5	3	3	0	0	0	23	16	7
EPHEDG	Accumulations Commercial	1	2	0	2	4	2	2	3	0	5	2	0	23	21	2
EPLGHT	Light	2	2	2	4	2	0	0	0	1	0	1	2	16	23	-7
EPLTTR	Dust	0	0	0	0	1	1	0	1	0	2	7	1	13	3	10
EPWEED	High Hedge	0	0	0	3	0	3	2	1	0	1	2	0	12	17	-5
DGFOUL	Weeds	1	0	0	0	0	1	0	0	4	0	3	1	10	7	3
DGSTRY	Litter	0	1	0	0	0	0	0	0	1	0	0	0	2	2	0
ODR	Mice	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0
		46	40	27	55	38	71	154	88	112	100	88	73	892	621	

### **West Kent Housing Association**

Following on from our 2018 / 2019 Community Safety Strategic Assessment our business focus remains unchanged. The analysis supports our ongoing business awareness in creating 'Our Vision,' which is to be a leading community provider of affordable homes in Kent and Medway, encourage tenancy sustainability, an ambitious review of our domestic abuse services, Tackle isolation and to build not just new affordable homes, but communities too. We will help to create in Kent and Medway a prosperous, strong and sustainable society; a place of opportunity for all; where people can plan for their future.

Our vision for our 2018-2022 Strategy is to continue to consolidate the work that we do and strive further to be a valued landlord and partner, renowned for its professionalism, fairness and consistency in promoting community safety across areas where we have homes. This vision is the cornerstone for our strategy from the present day and beyond.

We have developed our own positive culture of working in partnership with customers and stakeholders, to deliver exceptional services in a friendly, solution focused way. We focus on the long term and the needs of the future, as well as current residents. We ensure our residents and customers have real influence on what we do. We provide more than just landlord services because we care about the people and places where we work. We recognise the importance of a local focus and work actively with our local authorities and other local partners to improve and shape places at both a strategic and operational level. These values will be further embedded through the 'Social Housing White Paper'. The impact to the social housing sector cannot be underestimated. Not only are operational activities and performance measures under increased scrutiny by The Regulator, there are new requirements for resident engagement and complaints. There is a greater emphasis on safety, resident voice, performance monitoring and home ownership. Overall, there are seven themes in the social housing white paper, all linked by one common thread - that the safety, wellbeing and opinions of social housing residents is paramount, and it's down to landlords to demonstrate engagement and performance to their residents.

The Government will clarify the responsibilities of landlords and the police in directly tackling anti-social behaviour, so residents understand where to access support and what to expect in terms of a response, including greater clarity around the availability of Community Trigger or multi-agency ASB Case Review arrangements.

Community Safety Strategic Analysis for 1 October 2019 - 30 September 2020:

WKHA received 541 complaints of antisocial behaviour and other community safety related matters for the period 1 October 2018 to 30 September 2019. This is an

increase of 34% over the same period for the previous year. We have identified increases and decreases in reported categories of Community Safety.

With increased reporting in mind. We have seen a rise from 27 cases to 40 reported cases of domestic abuse, a rise of 48% of which 24 cases referred to 'physical abuse'. This figure does not include cases referred to MARAC. Such a rise should be viewed positively with tenants being confident that they will be listened to and supported through a partnership approach. Equally, adult safeguarding has seen a decline from 14 reported cases to 3. A decrease of 78%. Child safeguarding reports saw a significant decrease from 9 to 2 reported cases. A decrease of 77%. A decline in Physical Violence reports has been minimal from 12 reports to 11 reports, with 'actual assaults' being reported either by or on tenants. Prostitution and alleged incidents of indecency have been reported. The number reported is very low, however we remain mindful of human trafficking / safeguarding during our day to day activities.

We have seen 55 reported complaints regarding drugs / substance misuse and drug dealing with 'Drug user' as the predominant factor. 40 of the reported complaints revolved around 'drug use'. Reported 'Hate Crime incidents have declined from 7 reported alleged incidents to 3 reported incidents for the period 1 October 2019 - 30 September 2020.

Significant increases are seen in Litter/ Rubbish / Fly tipping by 106%, Noise 91%, with lifestyle (+28%), music (+ 192%), DIY (+1300%) 1 reported complaint to 14 reposted complaints. Misuse of Communal Areas / Public Space or Loitering is up by 200% with 'Pet related nuisance up by 80%.

Verbal Abuse/Harassment/Intimidation/Threatening Behaviour has equally seen a significant rise in complaints with 78 complaints recorded for 2018 / 2019. The same period 1 October 2019 - 30 September 2020 has recorded 116 complaints, a rise of 49%, with verbal threats and abuse recording 44 of those complaints or 38%.

COVID -19 restrictions on people movement has and continues to see residents spending more time within their homes and with it the associated complaints as identified above. The above complaints are challenging for the Team and the organisation.

We secured 2 Injunctions following ongoing reports of serious antisocial behaviour that was impacting on the quality of life for residents. One tenant who breached an earlier and unconnected injunction order surrendered their tenancy following committal proceedings at Dartford County Court.

The Team is currently involved with a breach of Injunction at Medway and committal are in progress. Injunction action is pending at Medway County Court for antisocial behaviour and property access.

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Various factors can influence recorded data however one significant process is, better reporting channels together with confidence by the client that their report will be listened to and where appropriate acted upon. A more robust approach with tenants over the condition of property through Tenancy Service Officer early interventions and continual assessment.

### **SDC Direct Services**

SDC currently employs two (2) Environmental Enforcement Officers both working a contracted 4 day week. For the requested reporting period there were a total of 1513 fly tipping offences reported, which is an increase from last year of 394 and for the period of the enforced lockdown the increase of reported incidents was 139.

A considerable amount of waste during this period seemed to have been generated by domestic style projects with old kitchen and bathroom materials being tipped illegally mainly on rural roads to the North of the District.

A total of 140 investigations were undertaken by the team resulting in:

- 10 cautions
- 4 Court Proceedings for S33(1)(a) (Fly tipping) and S34 (Duty of Care) Environmental Protection Act 1990 offences
- 17 Fixed Penalty Notices for of S33(1)(a) 90 and S34 90 offences
- 20 investigations resolved by providing words of advice
- It should be borne in mind that the Courts ability to deal with cases were severely disrupted by lockdown and legacy locked down measures.
- There are currently 6 prepared files with legal awaiting Court dates
- Approximately 120 S33/34 EPA 90 (letters of engagement) letters were sent
- Approximately 250 S46 EPA 90 (correct disposal of household waste) letters sent
- 15 KMIP (Kent and Medway Information Sharing Protocol) requests sent to Kent Police requesting vehicle and nominal checks

PACE interviews have continued to take place at the Dunbrik Depot with suitable Covid compliant measures in place. Days of action with the Police have been undertaken to proactively target waste carriers and providing advice and or issuing FPNs

One such day of action took place with a BBC South East reporter and camera crew which resulted in the arrest of a fly tipping offender for non appearance at Court.

A Community engagement process to harness local resources in identifying fly tippers and or obtaining evidence from fly tipping has begun. This has shown signs

of being very successful with sufficient evidence in one case to prosecute a male for three separate fly tipping offences in School Lane, Fawkham.

Signage continues to be deployed in identified hotspot areas and camera deployments both overt and covert have also taken place.

### **Abandoned vehicles**

SDC received 167 reports of abandoned vehicles which is a significant decrease from the reports for the period October 2018 - September 2019.

It should be noted that SDC suspended taking reports for a 4 month period between April 2020 and July 2020

Of the above 15 vehicles were genuinely abandoned and removed. As with the previous reporting year the low proportion of vehicles removed is primarily due to the majority of those reported still either being driven or declared SORN (Statutory Off Road Notice) and parked off-road.

The average time taken to remove abandoned vehicles up to 30th September 2020 was 4.86 days. The target time for removal is five days. This is only partly under SDC's control as, although we establish if a reported vehicle is indeed abandoned and instigate removal, the physical clearance is arranged through a KCC disposal

### **Graffiti**

Graffiti reports to the Council have increased by 4 reports this year with 37 recorded incidents (incl offensive).

There were 15 offensive graffiti reports between October 2019 and September 2020 all of which were removed within the 48 hour deadline set by Sevenoaks District Council.

### **Safer Towns Partnership**

COVID-19 lockdown came into force on the 23<sup>rd</sup> March 2020 and has affected all partnership businesses resulting in two businesses withdrawing from the partnership scheme.

Whilst the full effect of this lockdown on members businesses is not yet fully recognised, this has created unprecedented pressure on the ability for the management of the partnership which has also had to deal with periods of furlough during this reporting period.

As an independent 'not for profit' organisation, finances are a concern with late receipt of membership renewal payments from a shrinking client base.

Referring to Kent Police recorded figures for the reporting year show Sevenoaks Town has an increase in shoplifting offences from 143 (in the year before) to 175,

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an additional 32 reports while Swanley St Mary's shows a slight decrease recording 50 reports, a reduction of 2 for the same 12 month period.

Dedicated Town Centre police officers are now imbedded in Sevenoaks and Swanley towns building good relationships with retailers with a specific purpose to deter and reduce opportunities and occurrences of shoplifting incidents. Using the partnerships supplied radios, officers can now respond quickly to shoplifting calls in real time by allowing direct communication between CCTV and retailers which further supports the aims of the partnership to deter and reduce low level shop crime.

Utilising the Information Sharing Agreement (ISA) with Kent Police, prolific shoplifting offenders arrested and charged are identified and targeted for the issuing of Exclusion Orders which prohibits the offender(s) from entering any member's stores and supports current police operations. Currently the scheme issues Exclusion Orders to repeat offenders or offenders who have 2 or more offences recorded against them. It is now being considered to enhance the scheme by introducing a two-tier warning and exclusion sanction system. A first offence results in a warning and a second offence results in a 12-month minimum ban from all scheme member premises.

The large retail brand stores in the town continue to remain the prime targets for shoplifting activities and with police colleague's stores are visited and given crime prevention advice and information which is further supported by dedicated inputs to store staff, thereby, encouraging best practices and heightening staff awareness.

Additional crime information is also provided by the E-Watch Newsletter (e-watch) which is circulated weekly to all participating member stores and covers the Sevenoaks policing areas. The newsletter also has regular inputs from Kent Police, Fraud UK, KFRS, KCC and Trading Standards. Other information circulated when appropriate is Prevent - Counter Terrorism Police.

The Sevenoaks Town PubWatch scheme members continue to act robustly to any incidence of anti-social behaviour including any drug related activities in or around member's premises. During this reporting period there have been 13 occasions requiring Exclusion Orders to be issued to offenders, an increase of 5 from the previous reporting year.

The Pubwatch licensees work closely with the towns CCTV control room operators. They also meet regularly with the council licensing officers and the police licensing officer to discuss on-going initiatives and the joint sharing of information.

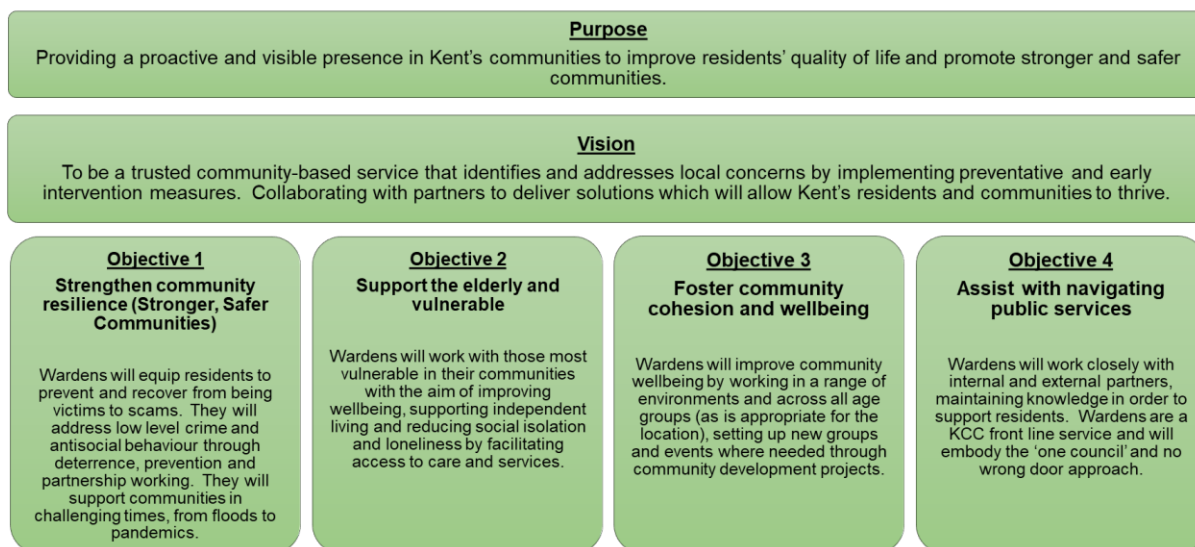
## KCC Community Wardens

A valued element of the Community Warden role remains the uniformed presence which helps build community confidence and reassurance by reducing crime, the fear of crime, deterring ASB, improving access to local authorities and fostering social inclusion.

The Kent Community Wardens Report: April 2019-September 2020 comprises a detailed analysis at District level. The data collected reflects KCWS's broad remit which allows Wardens to adapt to the needs of the communities they work in. The objectives for the service were update in 2020:

KCWS in Sevenoaks District undertook 1,392 operational tasks in the financial year 2019/20. (Task numbers can vary year to year due to changing staffing levels in KCWS). 89% of the operational tasks undertaken in Sevenoaks in 2019/20 were general operational tasks. 11% related to work for a specific resident, including vulnerable persons.

Community Wardens continue their operational duties, without disruption to service. The scope of our activities, during lockdown, were framed by KCC's Pandemic Contingency Plan. We have since moved from a response to recovery / 'business as usual' footing. Our priorities are now defined by the Community Safety Business Plan 2020-21:



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Delivery of core Community Warden Service Priorities - Providing a reassuring presence / support for our residents; responding to community needs; facilitating solutions to local concerns; and addressing issues of loneliness & social isolation.

Undertake CSU taskings with / on behalf of partners to address identified local issues / concerns (inc. supporting community hubs during C-19 response and recovery period).

Deliver the Trading Standards scams project through support of individual scam victims; and strengthening communities' resilience to scams.

Working with partners, inc. Adult Social Care, to safeguard and support vulnerable individuals, enabling them to live safely and independently in their own homes (e.g., welfare visits, signposting, initiating referrals).

Provide an operational and welfare response for communities in the event of an emergency, working with the Kent Resilience Team and other partners to support residents (inc. EU Transition and C-19).

A number of well deserved awards have recognised Warden proficiency in key areas of community-based work. A number of joint visits have taken place with SDC's Anti-Social Behaviour Officer and Police.

### **Cyber Crime**

Cyber Crime is a rising crime. There is an increase and this has been reported nationally. It is known from reports at the daily briefings, that the number of online scams and crimes has increased. The CSU set up a Scams Task Groups which includes cyber crime, fraud and rogue/bogus callers. Through the success of this group, the Community Safety Manager has been asked to be part of a county group, which commenced in 2019. Local data is still yet to be provided in detail, but this crime type has risen across Kent including Sevenoaks District. KCC with contributions from Districts and Boroughs will employ an analyst to create joint working and a database around Cyber Crime and Scams. This mapping of this project due to COVID-19 has been delayed and the analyst is now due to be appointed in February 2021. Report below from KCC.



# KCC Public Protection Intelligence Report 2018



## Internet Safety

E-safety campaigns are delivered by SDC and CSP to deliver key messages to local schools and parents about keeping safe on the internet.

Tuesday 4 February 2020, was National Internet Safety Day. Sevenoaks District Community Safety Partnership (CSP) invited all primary schools in the District to the Stag Theatre in Sevenoaks for a free performance and workshop around internet safety.

Matthew Scott, Police and Crime Commissioner for Kent provided funding for this to the CSP alongside Sevenoaks District Council. We worked with the company 2020dreams who deliver PSHE workshops and performances to schools around the country, to facilitate the sessions. These sessions compliment the work that schools undertake for PSHE and other learning.

There were two sessions, each lasting for an hour. The sessions looked at staying safe online, safe gaming, protection from online grooming, protecting your privacy. We had approximately 200 year 5 and 6 students for both sessions. There were 15 schools from across the District that attended.

Teachers on the day said, "We found this extremely useful and a proactive way of teaching children to have fun online, but stay safe. The sessions were interactive and therefore our pupils really benefitted. We would like to thank the District Council and CSP for providing this great opportunity."

## **KCC Youth Services**

We have specifically targeted for detached work one area (Hartley) because of concerns raised at Community MARAC for the area and for young people. We have been doing street based Youth Work in that area for 18 months. Due to COVID-19 detached youth work ceased from March to September. However many sessions were online.

## **Youth Assembly**

Back in 2019 KCC made changes to the Youth Governance processes and changed Youth Advisory Group to Young People's Partnerships Conversations. We had struggled to get young people involved in these meetings and KCC approached Sevenoaks District Council about holding a young person's conference. It was agreed. At this conference young people were asked about establishing a new youth forum. They felt this was important and so a working group was established and they decided on a name Sevenoaks District Youth Assembly and they created a Constitution and the Sevenoaks District Youth Assembly (SDYA) was officially launched on 20<sup>th</sup> July. The group have been meeting virtually and will be hosting a virtual youth conference on November 17<sup>th</sup>. Members of this group have also fed into and have helped to establish a Kent County Wide project called #Be An Ally which is looking at equality and diversity issues and are currently carrying out a survey to gather young people's views and experiences about hate crime.

## **Kent Fire & Rescue Service**

KFRS reported that there highest number of deliberate fires year to date was 16 in Ash Ward, concentrated in Barnfield Park Travellers site. KFRS also attended 35 Safe & Well Visits completed year to date by Sevenoaks Fire Station. Below shows accidental and deliberate fires across the District.

Category	KFRS Performance Indicators - Sevenoaks		2020/21 ytd	2019/20
Safety	LPI 134	Accidental fire fatalities and casualties	3 (0 fatalities)	9 (0 fatalities)
Safety	LPI 105	Accidental dwelling fires	14	31
MH	LPI 200i	Firesetters and safeguarding requests	49 (KFRS)	No data
Crime	LPI 103ii	Deliberate non-domestic fires	1	3
Crime	LPI 102	Deliberate vehicle fires	29	33
Crime	LPI 132	Deliberate grassland fires	31	34
Crime	LPI 131	Deliberate rubbish fires	50	21

### Part 3 - Community Safety Issues 2020-21

In addition to looking at crime trends, the Partnership has considered wider community safety issues. These include county priorities, Police and Partner Priorities, The Police Crime Commissioners Plan and those issues known to be important to people in the Sevenoaks District.

The Partnership has identified its priorities based on a grading system using the following criteria:

- Community Concern
- Level of Harm / Impact on the Community
- Volume
- Trend Over Time
- Performance compared to Districts/County/Most Similar Group
- Whether the Partnership can be effective in addressing the issue

Each of these criteria has been scored using a scoring system based on these values: 0 (No evidence/impact), 1 (low impact/problem), 3 (Slight impact/problem), 5 (serious impact problem).

Table 6 below shows the outcomes of the scanning process as described above. The Partnership has prioritised anything that scored 20 and above for further analysis and action during 2021-22. There are six priorities identified.

**Table 6 - Sevenoaks District Community Partnership Ranking**

<i>Community Safety Issue</i>	<i>Community Concern</i>	<i>Trend Increase</i>	<i>Volume</i>	<i>Level of Harm</i>	<i>Poor Performance comparison</i>	<i>Partnership Contribution</i>	<i>Total</i>
Serious & Acquisitive Crime (incl OCG, Emerging Trends, County Lines)	5	5	5	3	5	5	28
Anti-Social Behaviour incl Environmental Crime*	5	5	5	5	3	5	28
Domestic Abuse	3	5	5	5	3	5	26
Safeguarding (incl Prevent, Modern Slavery, Human Trafficking, CSE, Online, Mental Health, Vulnerable Adults and Children)*	5	5	5	5	1	5	26
Doorstep Crimes & Scams (Incl Cyber Crime)	5	5	3	5	3	5	26
Substance Misuse	5	5	3	5	1	5	24

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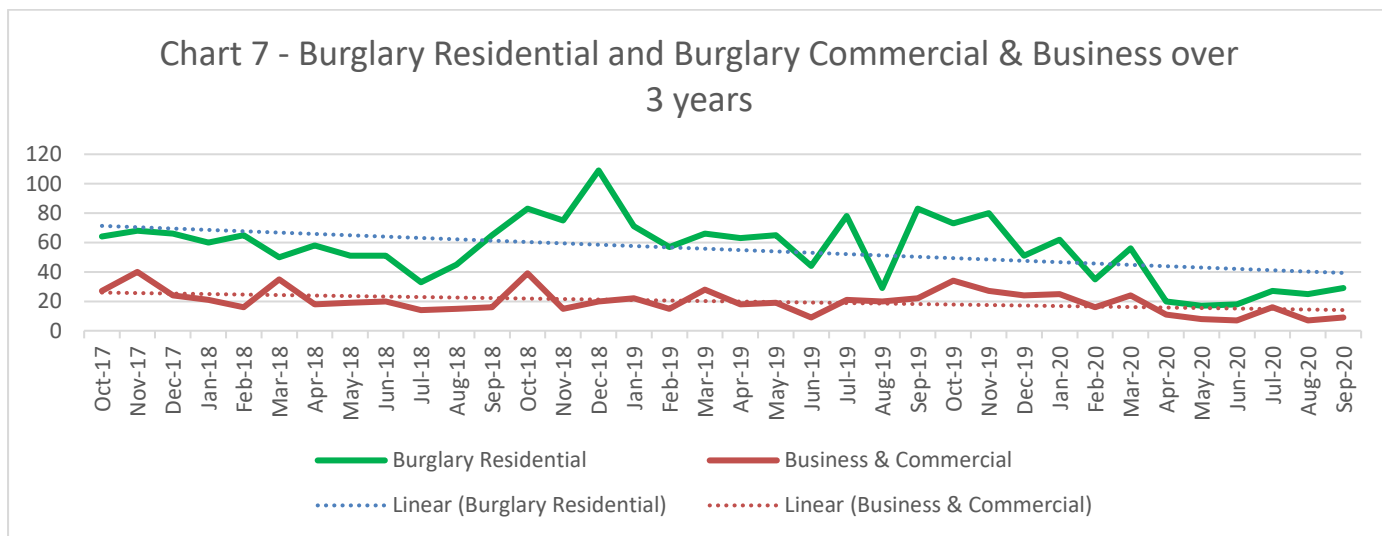
**2021-2022 CSP Priorities**

There are six priorities for the CSP for 2021-22 and a more in depth report is below.

**Serious & Acquisitive Crime (incl OCGs, Emerging Crime Trends & County Lines)**

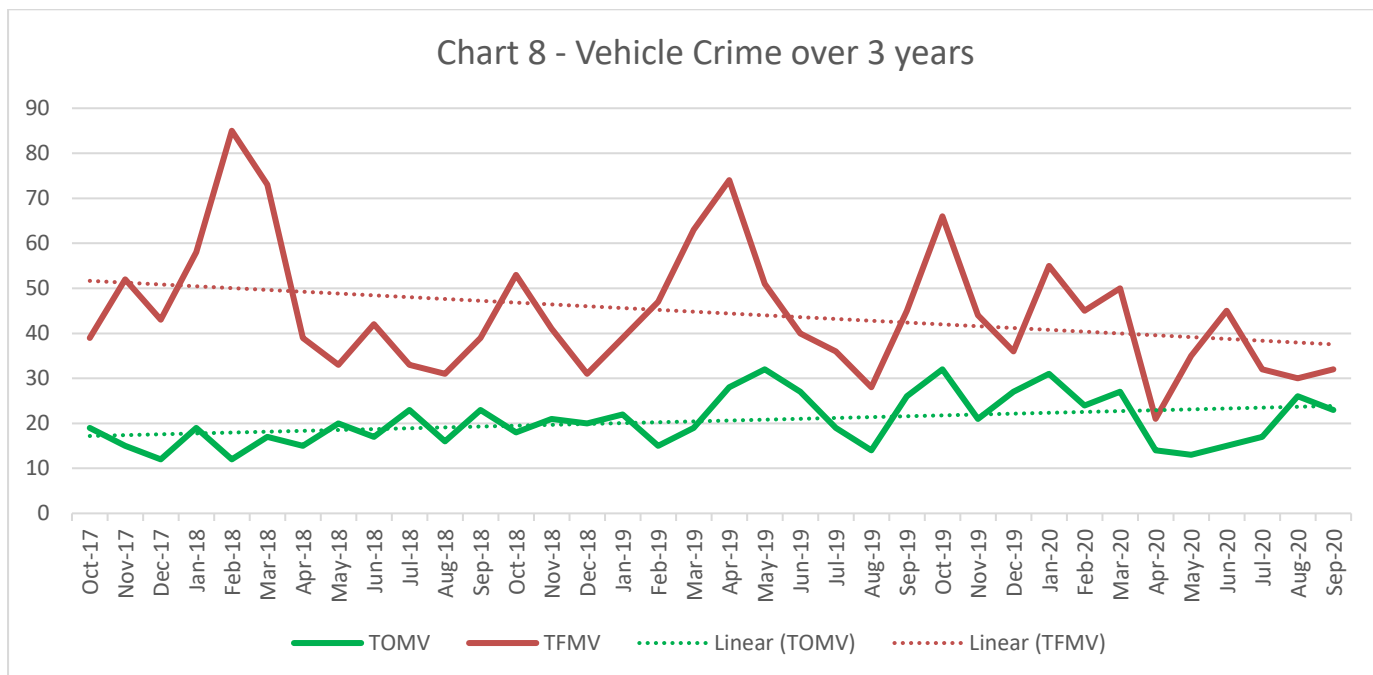
This is a continued priority.

Acquisitive crime consists of Burglary (Residential and Commercial and Business) and Vehicle Crime (Theft of and Theft from - TOMV and TFMV). Although there have been rises and falls throughout the time period, the number of reported crimes are relatively low, but they do sit high in county comparisons. These types of crime have a high impact on the local community.



(Source Kent Police)

The three year trend line shows that, while there has been a decrease over that period for both Burglary types, crime has fluctuated in certain time periods.



(Source Kent Police)

The three year trend line shows that while there has been a decrease over that period for both Vehicle types, crime has fluctuated in certain time periods.

Criminals behind serious and tactical crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals behind this don't even have to try hard to do this - instead relying on word of mouth and reputation. Over the past year, Organised Crime Groups (OCGs) and County Lines has seen a more targeted approach by Partnerships. This approach has worked so well that the two OCGs have been removed. However they are still monitored at the monthly Serious Crime & Tactical Meeting. The most common crime types associated with these groups is commonly organised theft.

The number of emerging trends which require an holistic approach around young people and perceived County Lines and Gang activity has increased. Locations where this type of activity has been raised and individuals reported as involved have been addressed via the CSU and Partnership. Task and Finish Groups have been successfully established and used to deliver on action plans tackling such community issues.

Serious & Acquisitive Crime scored **28** this year and will be a priority for the forthcoming year.

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Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increasing				5	
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County				5	
Partnership can add value				5	Grand Total
<b>TOTAL</b>					<b>28</b>

### Recommendations

- Continue proactive target action on hot spot areas using Police and Morile data
- Partnership monthly meetings have been set to meet first Thursday of every month.
- To incorporate training for the group and partners
- Data to be shared to agencies on targeted areas
- Partners to be updated on emerging trends and issues
- Serious Crime Directorate to provide more information to partner agencies
- Communities to be engaged through education on reporting crime
- Daily Tasking continue to have crime data to be able to help on links
- Education package for Members, Businesses and Residents
- Work in schools with PCSO and Community Wardens on County Lines, & Child Exploitation
- Targeted work within Youth Clubs and Centres and link in with youth forum on training and education
- Task and Finish Groups for prolific offenders or hotspot locations
- Work with CCTV across West Kent for prolific offenders in town centres
- Link with Police Operations
- Co-ordinated visits with partner agencies to gain evidence
- Continued link in with Community MARACs
- Help address perception of Burglary & Vehicle Crime through communicating effective key message from all front line staff to residents and Town & Parish Councils, through newsletters and leaflets
- Arrange local community events to address community concern
- Work with Facebook groups and know your neighbour websites to address community concerns
- North West Kent Crime Prevention Panel (NWKCPP) to attend village days/fetes across the District promoting Home and Vehicle Security



- Link National and local campaigns around specific crime types
- Initiatives targeted in rural areas such as saddle marking, oil thefts from farm land, TFMV and expensive garden equipment/power tools
- Promote Country Eye
- Link with Police Operations
- Continue to work with KCC Community Wardens on smart water campaign
- Continue to deliver Smart Water to vulnerable and repeat victims of Burglary & Vehicle Crime across the District
- Work with the Community Policing Teams in hot spot locations
- Work with BTP on Vehicle Crime at stations across the District

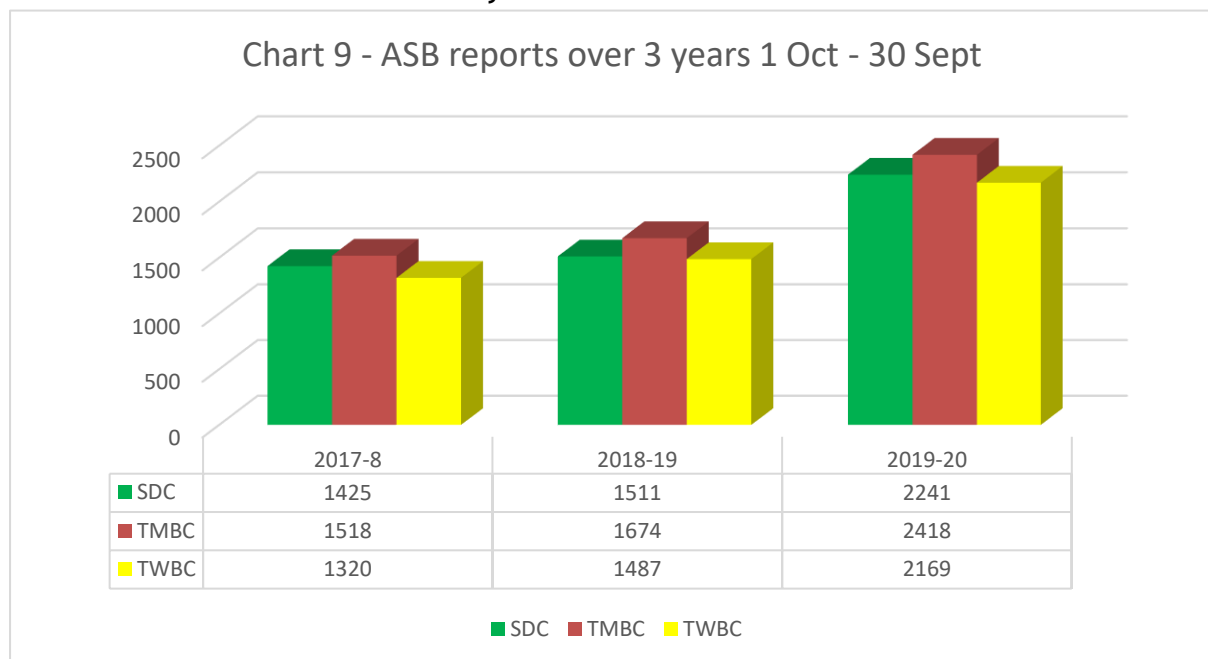
**Anti-Social Behaviour incl Environmental Crime**

Evidence shows that ASB remains one of the priority issues within Sevenoaks District among residents and continues to rank highly in reported figures when compared with other issues and recorded crime within the District.

It is important to note that reported calls of ASB to the Police may or may not have also been reported to other partners, so trying to establish a standardised total is difficult.

The largest increases for the year ending September 2020 was reports of COVID-19 breaches as outlined by the Government

Despite the high priority of ASB and nearly a 50% increase the District currently has the 2<sup>nd</sup> lowest levels in the county.



Levels of Anti-Social Behaviour between West Kent (Source: Kent Police)

**Priority Ranking**

Anti-Social Behaviour scored a total of 24 in last year’s strategic assessment but due to the increase in volume, scores 26 this year. In line with the long-term

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Strategic aims of the Community Plan<sup>5</sup> and this year's data, Anti-Social Behaviour remains a key priority for the forthcoming year.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increase			5		
Volume				5	
Level of harm				5	
Poor Performance compared to MSG/County			3		
Partnership can add value				5	Grand Total
<b>TOTAL</b>					<b>28</b>

### Recommendations

- Issue warning letters ASAP and put on Community MARAC
- Deploy mobile cameras to deter ASB and Criminal Damage through the CSU
- Respond to ASB issues through the daily Tasking & report back in 100% of cases
- Work with specific families through the Early Help Interventions
- Joint operations with Police and BTP
- Use the Community MARAC to educate, support and use enforcement of perpetrators of ASB
- Work with communities to reduce ASB (including environmental issues) through PACTs and EVAs
- Task & Finish Groups for repeat offenders, victims and hotspot locations
- Continue to increase number of prosecutions for fly tipping through camera deployment and SDC's Enforcement Officer
- PCSOs and wardens to continue to report abandoned vehicles, graffiti and dumped rubbish.
- Promote legal ways to dispose of rubbish and promote the Moat and WKHA promise to deter fly tipping
- Proactively celebrate good news stories through InShape, Partners publications and through Social Media
- Continue where possible and with match funding projects to help families, individuals and communities
- Continue to promote Neighbourhood Watch, Country Eye and e-watch
- Continue to use CSU Twitter to update residents, businesses and partners of community safety issues including ASB & Continue working with CRC's

<sup>5</sup> Safe Communities, action 2: tackle Anti-Social Behaviour and environmental crime.

- Continue to use daily taskings to take action on ASB and community safety issues with partners
- Continue to use PACT to identify key community concerns relating to anti-social behaviour and prioritise hotspots
- Continue to publicise the Sevenoaks District Community Safety Unit
- Continue to target through the CSU daily briefings repeat and vulnerable victims of anti-social behaviour
- Work with agencies to deliver the new ASB Powers where necessary
- Continue with Themis for quick information sharing on ASB cases (wardens and Police have access so far)
- Use Community Policing Team to work with us on certain areas
- Joint visits with PCSOs/Wardens/Joint Family Management Officer
- More proactive work with Mental Health teams
- Work with IPAG on vulnerable groups
- Continued Proactive use of ASB Powers under the 2014 Act
- Joint site visits with partner agencies.
- Work together with partners on using best enforcement powers
- Deliver Workshops in schools highlighting how ASB impacts the community
- Attend and Deliver community events

### **Domestic Abuse incl Stalking**

Domestic abuse incidents in the Sevenoaks District have increased by 247 crimes (11.%). The District has the second lowest number of Domestic Abuse incidents (2408) compared to being the lowest in the same period last year.

Domestic abuse is not a crime category within its own right, nor is it only a subset of Violence against the Person.

The Home Office definition is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality. The abuse can encompass, but is not limited to, psychological, physical, sexual, financial and emotional abuse.

This can apply to any of the above crime categories, as domestic abuse is highlighted by a flag against the crime or incident.

Not all domestic incidents will amount to a crime. However, these are recorded as secondary incidents which may be upgraded to a crime report upon further evidence.

It is important to remember that these figures are only representative of domestic abuse that was reported to the Police and it is widely recognised that there remains a figure of domestic abuse going unreported. Kent figures for October 2019 - Sept 2020 rank Sevenoaks District as having the second lowest for rates of domestic abuse in the county.

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There have been no offences under the Female Genital Mutilation Act 2003 in the Sevenoaks District and none in the West Kent Police division as a whole under the time period.

The Multi Agency Risk Assessment Centre (MARAC) assesses high risk cases. Sevenoaks District has the third lowest number of MARAC cases across Kent (Oct 2019 - Sept 2020).

Sevenoaks District Council and CSP fund a number of projects to address Domestic Abuse. This include:

12 week Freedom Programme runs 6 x a year including 2 evening sessions and 3 x 12 week Recovery Tool Kit, which is a follow on from the Freedom programme. On average 8-10 women attend these programmes. They were run in Sevenoaks in January and then went online via Zoom.

Community Domestic Abuse Perpetrators Programme runs weekly on a Wednesday evening. The programme is a rolling programme that runs for 27 weeks and on average 6 men attend the weekly programme. Again from March this was run by phone call sessions and then online in October.

SDC also funds DAVSS (Domestic Abuse Voluntary Support Services) which provides service for low and medium risk. In the period 1 October 2019 to 30 September 2019, they supported Protection Against Stalking (PAS) seeks to raise awareness of stalking within the community and support victims of stalking and their families.

Data Oct 19-Sept 20	q3 19-20	q4 19-20	q1 20-21	q2 20-21	Total
referrals	234	204	203	274	915
men	18	12	12	16	58
children	303	304	357	460	1424
helpline calls	1172	750	1273	1618	4813
volunteer case work hours	4683	8072	5524	6257	24536
volunteer hours total	9204	11801	9799	10988	41792

The PAS stalking advocacy support service is based in West Kent, during the period 1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2020 we directly supported 222 stalking victims living in West Kent (202 female, 20 male, 57 high risk). 43 referrals came from the Sevenoaks area (39 female, 4 male, 9 High Risk).

35 clients were supported to obtain protective orders during this period, 9 protective injunctions were obtained by victims living in the Sevenoaks area.

The major challenge during this period was COVID-19. PAS followed government guidelines to safeguard staff, volunteers and clients and prevent transmission of the virus. For the determined, fixated and obsessed stalker, lockdown did not mean lockdown and referrals to PAS quickly increased. We noted, along with other services that referrals became more complex, required effective multi-agency cooperation and coordination and took longer to conclude. A number of clients required ongoing counselling, some required long-term psychotherapy trauma support.

Client feedback and surveys completed when victims enter and leave service indicate all benefitted from the support provided; 95% feel safer, 93% report improved wellbeing and 79% reported improved mental health, this is slightly lower due to clients reporting additional anxieties created through lockdown and the time it takes to heal emotional scars. Vulnerable victims of stalking in West Kent, told us stalking makes them extremely anxious, isolated and fearful. Research indicates 80% of stalking victims display signs of PTSD, some move home and/or change jobs to get away from the stalker. The despair felt is frequently exacerbated by some professionals not recognising stalking or understanding its complexity and impact. In response to this we identified the need to upskill criminal justice and community safety professionals to recognise stalking and be

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able to differentiate between harassment and stalking. Awareness training was provided to 115 professionals during the period.

West Kent Police Statistics		
	Stalking	Harassment
2017	98	4017
2018	214	9077
2019	244	8825

As a result of the initial lockdown (March 2020) PAS moved support to a remote service, equipping staff and volunteers with the means to stay in contact

PAS now has 16 volunteers, including two in training. A further two are awaiting training. Volunteers donated over 6,500 hours during the period, which equates to over £104,000 based on the average hourly pay rate in Kent.

Additional PAS support programmes include:

### Awareness Raising/Training Programme

- Introduction to Stalking
- Recognising Perpetrators
- Relationship between Domestic Abuse and Stalking
- Understanding the legislation (Civil & Criminal)
- Recognising & Understanding Risks in Stalking
- Safety Planning
- Cyber-Stalking
- Stalking Advocacy
- Timeline to Murder (with PAS Patron Jane Monkton-Smith)

### West Kent Cyber-Stalking Clinic (in partnership with The Cyber Helpline)

- Monthly clinics
- Clients meet expert cyber-security and stalking advisors face to face (online during COVID-19) to understand their cyber-security and stalking issue holistically and options for recovery
- Appointments pre-booked [here](#)

### Workplace Stalking Guide

- Resource for HR professionals, Managers and Supervisors
- Training and awareness programmes delivered in the workplace or remotely
- Assistance with policy development to stay safe in the workplace
- Equips managers & supervisors to recognise stalking, understand the legal framework and incorporate practical advice and support for victims of stalking in the workplace

### Complex Trauma Counselling

Provision for clients with one or more of the following;

- Long-term exposure to trauma with one or more perpetrators

- Difficulty regulating emotions with negative self-view
- Emotional/somatic flashbacks
- Feelings of isolation
- Self-harm or thoughts of self-harm
- Unhealthy contorted belief system
- Unhealthy preoccupation with abuser or skewed perception of perpetrator
- Prolonged helplessness
- Vulnerable to abuse/exploitation

Legal Drop-In Clinic (1<sup>st</sup> Tuesday Each Month)

- 45 minute appointments between legal advisor & client (Online during COVID-19)

**Priority Ranking**

Domestic Abuse scored a total of 26 in last year’s Strategic Assessment and scores 26 this year. In line with the long-term aims of the Community Plan, Domestic Abuse remains a priority for the forthcoming year.

Rationale	None	Low	Med	High	
Community Concern			3		
Trend Increasing				5	
Volume				5	
Level of harm				5	
Poor Performance compared to MSG/County		3			
Partnership can add value				5	Grand Total
<b>TOTAL</b>					<b>26</b>

**Recommendations:**

- PAS Training
- Attend Kent DA Forums & West Kent Forum
- Raise awareness and sign posting to local and county wide services and resources including refuges, particularly targeting repeat victims
- Focus on young people and healthy relationships. Dedicated resources across the District using National campaigns and local services
- Continue to support local funded programmes such as CDAP, Freedom, Recovery Tool Kit, DAVSS & Youth project. Work to increase numbers attending these programmes
- Hold annual conference and campaign at certain times eg Christmas, sporting events and National DA week

- Continue training of MARAC and making referrals Continue referrals and attending MARAC
- Training on DASH and Young Persons DASH
- Training on Stalking and Harassment
- Address Sexting and work with young people on being body confident
- Address FGM, Honour Based Violence and Forced Marriage
- Continued work with PAS
- Develop the West Kent Forum
- Link in Look Ahead on their annual conference
- Deliver Healthy Relationships in schools and youth hubs

### **Safeguarding**

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

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

### **Counter Terrorism - Prevent Strategy**

This analysis includes the number of calls/ incidents recorded post terrorists attacks in London. Reflecting an increased trust and confidence in the Police, increased alertness of communities and improved access to Police and partners has been made available. Levels of threat are very low in the District. There were three cases dealt with under Prevent Case Management (PCM) between 1 October 2019 - 30 September 2020, same as last year. All were found to have no identifiable extremism concerns, but did have other vulnerabilities that needed action so were onward referred to the relevant partners.

### **Human Trafficking and Modern Slavery**

There were 2 trafficking offences reported to Police for Sevenoaks between 1 October 2019 - 30 September 2020.

1 reports have been made to the CSU and joint visits with partner agencies have been made. Individuals were spoken to and action taken where appropriate.

### **Child Sexual Exploitation (CSE)**

According to Kent Police there were 4 reports of CSE in the Sevenoaks District. The Community Safety Manager continues to be a CSE Champion for the CSP and District Council.

Within Kent, the predominant 'Model' type experienced is the 'Inappropriate Relationship'. However, other types of 'Model' experienced also include, 'Gangs', 'Peer to Peer' and 'Trafficking', but to a much lesser extent. There have been



occasions in Kent where females who have initially been highlighted as potential victims have later come to notice as facilitators and potential perpetrators of CSE.

### Young People and Vulnerable Adults

Especially through COVID-19 there has been a high number of vulnerable adults and young people that have been victims of crime and suffering with mental health. The dedicated PCSOs in the CSU have been working with individuals with the Community Wardens to put safeguarding measures in place.

Table 7 shows number of Young Offenders over a 3 year period in Sevenoaks District

Data has been provided by KCC on young offenders.

Age @ Outcome	2017-18		2018-19		2019-20	
	Female	Male	Female	Male	Female	Male
Age 10	0	0	0	0	0	0
Age 11	0	0	0	0	0	0
Age 12	0	1	0	1	0	0
Age 13	0	1	1	0	0	1
Age 14	0	5	1	4	1	3
Age 15	0	3	0	4	2	0
Age 16	1	6	0	3	1	4
Age 17 +	0	14	0	7	0	8
<b>Gender Total</b>	<b>1</b>	<b>30</b>	<b>2</b>	<b>19</b>	<b>4</b>	<b>16</b>
<b>Grand Total</b>	<b>31</b>		<b>21</b>		<b>20</b>	

There was a decrease of 1 young offender in the criminal justice system, compared to the same period last year. The highest ward was Hartley & Hodsall Street with three offenders followed by Swanley White Oak, Westerham & Crockham Hill and Crockenhill.

Vulnerable Adults comes under the Adult Safeguarding Board which SDC report into.

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There were 515 referrals of safeguarding (all years to KCC) from 1 October 2020 to 30 September 2020. This has gone down 6.6% compared to the same period last year.

Anyone may report concerns regarding actual, alleged or suspected abuse or neglect and reports can be made by phone, e-mail or in writing. Safeguarding concerns can include all types of risk, including domestic abuse, sexual exploitation, modern slavery, and self-neglect. Each local authority will then need to engage with referrers to determine whether the concerns raised constitute the need to undertake a safeguarding enquiry.

### Mental Health

Mental Health is a priority. The CSU daily taskings have seen an increase in ASB, where there are elements of Mental Health and Safeguarding issues.

Table 8 shows number of people sectioned under 136 1 October - 30 September.

Sum of RowNum	2017-18	2019-20
Row Labels		
Ashford	55	60
Canterbury	81	92
Dartford	53	63
Dover	64	46
Gravesham	58	66
Maidstone	143	115
No Fixed Abode	4	6
Sevenoaks	30	23
Shepway	59	51
Swale	83	78
Thanet	123	114
Tunbridge Wells	44	51
Unknown Postcode/Out Of Area	171	137
Medway	162	198

Tonbridge and Malling	58	49
Grand Total	1188	1149

Table 9 Shows Number of Adults referred into mental health services and Table 10 shows number of young people

<b>Adults</b>		
	2018/2019	2019/2020
Ashford	678	733
Canterbury	1121	1155
Dartford	411	372
Dover	765	813
Gravesham	407	431
Maidstone	851	893
<b>Sevenoaks</b>	<b>584</b>	<b>517</b>
Folkestone & Hythe	745	755
Swale	830	850
Thanet	1005	1074
Tunbridge Wells	711	760
Unknown Postcode/Out Of Area	193	213
Tonbridge and Malling	684	687
Medway	1208	1314
Grand Total	10193	10567
<b>Young People</b>		
	2018/2019	2019/2020
	1167	1170
Ashford	1499	1397
Canterbury	1008	967
Dartford	1170	1108

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Dover	968	894
Gravesham	1341	1307
Maidstone	15	12
No Fixed Abode	510	526
Sevenoaks	1188	1132
Folkestone & Hythe	1458	1420
Swale	1642	1609
Thanet	764	853
Tunbridge Wells	648	678
Unknown Postcode/Out Of Area	2715	2658
Medway	845	938
Tonbridge and Malling	16938	16669
Grand Total		

### Priority Ranking

Safeguarding scored a total of 24 in last year's Strategic Assessment and again in this year's Assessment. It continues to be a priority for the Community Safety Partnership.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increase			3		
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County			3		
Partnership can add value				5	Grand Total
<b>TOTAL</b>					<b>24</b>

### Recommendations

- Continue multi-agency training around prevent and security of buildings
- Work together around the local District Prevent Action Plan
- Continue to be CSE Champion for the District

- Attend Risk, Threats and Vulnerable People forum
- Attend Kent Safeguarding Group
- Attend the Risk, Threats and Online County Meetings
- Work with the Police on Modern Slavery & Human Trafficking
- Joint visits to where Modern Slavery/Human Trafficking has been reported
- Work with Police on local projects
- Work with IPAG
- Work with agencies to address local issues
- Update Safeguarding Policy and share with agencies
- Attend Adult Safeguarding Boards
- Provide training on all relevant groups to address emerging concerns and trends
- Make referrals to Community MARAC on Safeguarding concerns
- Promote through Social Media
- Deliver Safeguarding training and promotion of Policy to SDC staff and partner agencies
- Work with young offenders to stop them reoffending
- Work with all agencies around the mental health drop in
- Update our reporting process for safeguarding to a web form

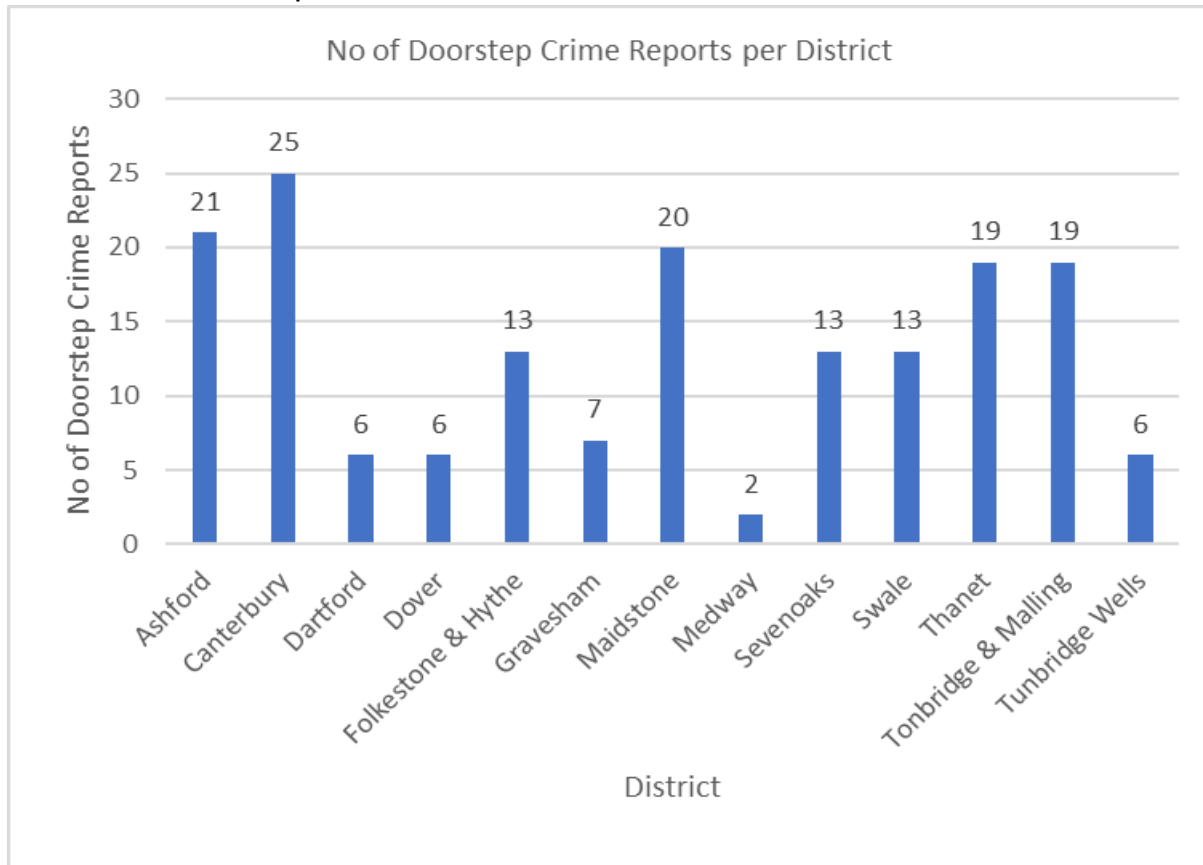
### **Doorstep Crimes & Scams incl Cyber Crime**

Doorstep Crime consists of Rogue Traders, Bogus Callers, Scams, Online Fraud (Cyber crime). Many vulnerable residents are affected by this crime type and it can be detrimental to their mental health. Many people feel too embarrassed to report it and therefore this crime type is under reported until potentially a friend, relative or carer is made aware.

The KCC Community Wardens are working with a high number of vulnerable residents of all ages regarding scams. Through the CSU Daily Briefing, an increase in the number of these crimes reported has been recorded and examined.

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Incidents of Doorstep Crime. Data from KCC.



The above graph Chart 11 provides a breakdown of the number of complaints by area in Kent. These figures only include issues identified in the complaints that were reported as Doorstep Crime.

### Priority Ranking

Due to increases in this crime and community harm and concern, this will continue to remain a priority and has received a score of 26 compared to last year's score of 24.

Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increasing			5		
Volume			3		
Level of harm				5	
Poor Performance compared to MSG/County		3			
Partnership can add value				5	Grand Total
<b>TOTAL</b>					<b>26</b>

**Recommendations**

- Work with KCC on the new analyst for Rogue Traders/Scams (starting Jan 2021)
- Help address perception of Scams through communicating effective key message from all front line staff to residents and Town & Parish Councils, through newsletters and leaflets
- Arrange local community events to address community concern
- Work with Facebook groups and know your neighbour websites to address community concerns
- Task and Finish Groups for prolific offenders or hotspot locations
- Media campaign including Community Safety Newsletter and Twitter
- Continue with new Task Group and deliver on actions
- Attend County Meetings
- Set up a repeat and vulnerable database
- Put together an education package to include training
- Work with local youth and older people groups
- Youth app/media
- Deliver training to Businesses and link in with Economic Development Team

**Substance Misuse**

**Drugs**

Drug offences have increased from 156 to 176 an increase of 18 reports. There was no recent information from Public Health on the Kents Portal so we can only go on last years data. 1 September 2018 - 31 August 2019 there were 308 admissions relating to 234 individuals for mental and behavioural disorders due to psychoactive substance use (including alcohol and drugs) in the District. This is the second lowest figure in Kent, and a decrease from last year. This is shown in

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Ward Code	Ward Name	Total
E05005026	Sevenoaks Eastern	24
E05005013	Edenbridge North and East	20
E05005014	Edenbridge South and West	19
E05005029	Sevenoaks Town and St John's	19
E05005031	Swanley St Mary's	18
E05005032	Swanley White Oak	18
E05005030	Swanley Christchurch and Swanley Village	17
E05005021	Kemsing	16
E05005012	Dunton Green and Riverhead	15
E05005008	Ash	14
E05005017	Fawkham and West Kingsdown	13
E05005024	Penshurst, Fordcombe and Chiddingstone	13
E05005027	Sevenoaks Kippington	12
E05005009	Brasted, Chevening and Sundridge	11
E05005033	Westerham and Crockham Hill	11
E05005020	Hextable	9
E05005023	Otford and Shoreham	9
E05005025	Seal and Weald	9
E05005028	Sevenoaks Northern	9
E05005016	Farningham, Horton Kirby and South Darent	8
E05005018	Halstead, Knockholt and Badgers Mount	7
E05005019	Hartley and Hodsoll Street	*
E05005011	Crockenhill and Well Hill	*
E05005022	Leigh and Chiddingstone Causeway	*
E05005010	Cowden and Hever	*
E05005015	Eynsford	*
<b>Sevenoaks</b>		<b>308</b>

**Table 9 Sevenoaks District hospital admissions for psychoactive substance use Sept 18 - Aug 19 (Source: KCC Public Health)**

### Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates which have been increasing year on year on a District and county level<sup>6</sup>. It is generally felt that these rates no longer accurately reflect alcohol admission trends as some 'attributable' conditions have undergone massive rises in admission rates over recent years and this is only partly attributable to alcohol.

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<sup>6</sup> Kent has seen a steady increase of alcohol related hospital admissions over the past ten years and alcohol remains the most common substance for those seeking treatment; this year (June 2012 to May 2013) hospital admissions for evidence of alcohol involvement by Blood Alcohol has seen a Countywide increase of 76 (8.2%). Sevenoaks has seen the sharpest rise in numbers during this period (45.5%, 25 additional residents), making a total of 80 alcohol related hospital admissions this year.



Substance misuse treatment services in Sevenoaks District are provided by CGL, who are commissioned by Kent Public Health to deliver an integrated community drug and alcohol recovery service, offering integrated support to individuals across West Kent.

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

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

Kenward Trust is funded by the CSP to deliver Substance Misuse Youth Services Tier 1 and 2. During this last year from 1st October 2019 - 30 September 2020, Kenward in the community have delivered youth and community outreach. The work involves connecting with young people in communities where ASB has risen due to substance misuse.

The youth outreach works well with the CSU model and will support reported incidents within days or a couple of weeks depending on the level of other areas of concern. The team has continued to deliver all through COVID-19 and lockdown.

The teams have focused on areas known as hotspots where ASB and substance misuse are identified via the CSU and Op Mint that was in place.

The team has also worked with schools in the District with education and intervention, this went ahead from September 2020.

Kenward Trust have reached over 750 young people aged 10 to early 20s and work with many adults at events giving education and advice.

### **Priority Ranking**

Substance Misuse scored a total of 22 in last year's Strategic Assessment and scores 22 this year. As such substance misuse remains a key priority for the forthcoming year.

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Rationale	None	Low	Med	High	
Community Concern				5	
Trend Increasing			3		
Volume			3		
Level of harm			5		
Poor Performance compared to MSG/County		1			
Partnership can add value				5	Grand Total
<b>TOTAL</b>					<b>22</b>

### Recommendations:

- Update Drugs in the Workplace policy
- Alcohol Awareness Week
- Provide training for front line workers
- Preventative and early intervention youth work to address identified local needs and improve well- being of young people
- Use a partnership approach to address underage drinking where it is reported by communities as a problem
- Structured interventions through the Early Help Service where Substance Misuse is an issue
- Use of Social Media to get information to all residents across the District with a focus on young people
- Detached work in tasked areas by CSU for substance misuse worker
- Continuation to increase numbers of people accessing substance misuse services.
- Police, Wardens and PCSOs to continue to gather intelligence on underage and proxy sales at every opportunity.
- Continue Young People's Substance Misuse worker
- Continue work with Sevenoaks District Health Action Team
- Work with Kenward Trust on their activity centre

## Part 4 - Coronavirus - COVID-19

Coronavirus had been reported in early March 2020. On 16<sup>th</sup> March the prime Minister and the Government announced lockdown for the Country. This would be until further notice. You could only exercise for an hour a day, no meeting friends and family outside your household and work from home unless it is essential.

The CSP is classed as essential work and has a number of essential key workers in place.

Members of the CSU were in the office on a daily basis. CSU staff helped the District Council with getting the Care for our Community Scheme up and running in the early days with lanyards. They also continued to do regular patrolling of the high streets and beauty parks.

The daily briefings continued to happen firstly by telephone conferencing and then onto Microsoft Teams.

COVID-19 had a huge impact on reduction of crime in certain crime types such as burglary, vehicle crime and Shoplifting (although shoplifting increased from June onwards). Neighbour harassment/intimidation increased as people were mainly working from home.

From the beginning of May the CSU received a high number of reports of nitrous oxide canisters and young people gathering in parks and especially areas where there was water such as Chipstead Lakes. The number of ASB reports doubled over the period April - June. In May - Operation Mint was set up to address the nitrous oxides and ASB reports coming in. This operation looked at the number of young people descending on Sevenoaks High Street and parks, beauty spots. 30 areas were highlighted by residents and Councillors.

The Vine and Sevenoaks Town Centre saw big increase of young people gathering doing NOS and drinking excessively. Police ran joint operations with British Transport Police to deter young people from Tunbridge Wells, Tonbridge, Redhill and South London attending the location.

We conducted a number of site visits with landowners and have been working well with them to help secure their land.

Partners involved are:-

Council	Community Wardens
Police	KCC Detached Youth Team
KFRS	West Kent Extra Youth Team
Kenward Trust	

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Actions taken have been

- Wildlife Cameras in place at some locations and CCTV signs
- Extra Patrolling
- Detached Youth Work
- Substance Misuse Youth work
- Film for parents
- Kent Fire & Rescue Service Patrolling
- Warning Letters
- Names and Car reg collated
- Potential Art Project with canisters

All of our partners have adapted their roles, learnt new skill sets to continue to deliver their services throughout this pandemic. We cannot thank our partners enough for all the hard work and commitment they have shown and continue to show through this pandemic.

From 16 March - 30 September 2020 there were 843 Covid breach related calls to Kent Police for Sevenoaks District. These calls would have been related to ASB and gatherings, businesses staying open, more than one family mixing, more than 6 meeting, non-essential travel. The CSU issued 16 warning letters about COVID-19, during this time period. Sevenoaks District Council also issued 7 Community Protection Warnings in this period as well. Upto end of December 2020 Kent Police had issued 5 fines. One to a business and 4 to individuals.

## Part 5 - Conclusion

This Strategic Assessment sets out the priorities that the Community Safety Partnership (CSP) should focus on and identifies the issues that should be considered in developing the 2021-22 action plan.

1. The Community Safety Partnership endorses the priorities set out below, as discussed through this Assessment.
2. Will consider targeted activities in specific geographical areas.
3. Will review current service provision in the light of current needs to ensure effectiveness and efficiency.
4. Consider targeted awareness-raising activities for specific crime types.
5. Continue to review activity on a regular basis to ensure appropriate and proportionate resourcing.

Levels of recorded crime in the Sevenoaks District have seen a decrease in the last year with a few notable increases in specific types of offence. Where new trends in particular types of crime and anti-social behaviour have been identified, recommendations have been made by Sevenoaks Community Safety Partnership to help address the priorities identified for the forthcoming year.

The Sevenoaks District CSP agreed priorities for 2021-22 are as follows:

- Serious & Acquisitive Crime (incl OCG, Emerging Trends, County Lines)
- Domestic Abuse
- Anti-Social Behaviour incl Environmental Crime
- Safeguarding (incl Prevent, Mental Health, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation, Vulnerable Adults and Protecting Children)
- Doorstep Crimes and Scams incl Cyber Crime
- Substance Misuse

Young People is identified as a priority, as it reaches across all the above priorities. It is recommended that the 2021-22 Strategy & Action Plan resulting from this year's Strategic Assessment have actions dedicated to young people as well as COVID-19 recovery for all of the above priorities.

## Glossary

- ABA - Acceptable Behaviour Agreement
- ASB - Anti Social Behaviour
- Community MARAC - Community Multi Agency Risk Assessment Conference
- CSE - Child Sexual Exploitation
- CSP - Community Safety Partnership
- CSU - Community Safety Unit
- DA - Domestic abuse
- KCC - Kent County Council
- KF&RS - Kent Fire and Rescue Service
- LAA - Local Area Agreement
- LSP - Local Strategic Partnership
- MARACs - Multi Agency Risk Assessment Conference
- PACT - Partners and Community Together
- PCSOs - Police Community Support Officer
- PDUs - Problematic Drug Users
- SDC - Sevenoaks District Council
- SORN - Statutory Off Road Notification
- TFMV - Theft from a Motor Vehicle
- TOMV - Theft of a Motor Vehicle

## Item 10 - Sevenoaks District Citizens' Advice Service Level Agreement

The attached report was considered by the People & Places Advisory Committee on 2 March 2021. The relevant Minute extract is below.

### People & Places Advisory Committee (2 March 2021, Minute 87)

The Community and Projects Funding Officer presented the report which set out details of the proposed Service Level Agreement (SLA) for Citizen's Advice in the District for the period 2021 to 2024 following expiry of the current SLA which ends on 31 March 2021. Quarterly monitoring meetings were held between officers and Citizen's Advice Officers and an annual review meeting. Suggested changes had been included in the draft SLA as set out in Appendix A, and related to the changed way of working for the Citizens' Advice including flexible meetings via telephone, email and virtual meetings with the aim to start face to face meetings as soon as possible, the split of payments and updates to the Housing Advice Service.

In response to a question Members were advised that details would be circulated regarding the payment splits for the different areas in the district.

*Action 2: For Community and Projects Funding Officer to circulate details to the Committee regarding payment split.*

### 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.

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## SEVENOAKS DISTRICT CITIZENS' ADVICE SERVICE LEVEL AGREEMENT

Cabinet - 18 March 2021

**Report of:** Chief Officer People & Places

**Status:** For decision

**Also considered by:**

- People & Places Advisory Committee - 2 March 2021

**Key Decision:** Yes

**Executive Summary** This report sets out details of the proposed Service Level Agreement for Citizens' Advice in the District and seeks approval for funding to support their work over the next three years.

**This report supports the Key Aim of:** the Councils Corporate Plan

**Portfolio Holder:** Cllr. Lesley Dyball

**Contact Officer(s):** Jenny Godfrey x7112; Kelly Webb x 7474

**Recommendation to People and Places Advisory Committee:**

That Members note that report.

**Recommendation to Cabinet:**

That the draft Service Level Agreement for 2021/24 is agreed.

**Reason for recommendation:** The Service Level Agreement outlines funding for Local Citizens' Advice to provide a General Advice Service and a Housing Advice Service in the Sevenoaks District and sets out Service Standards for the delivery of these services.

### Introduction and Background

- 1 The existing three-year Service Level Agreement (SLA) with Citizens' Advice North & West Kent and Citizens' Advice Edenbridge & Westerham was approved at the Cabinet meeting on 8 March 2018.
- 2 The SLA three-year agreement started on 1 April 2018 and will finish on 31 March 2021.
- 3 Quarterly monitoring meetings are held between officers and Citizens' Advice Offices and an annual review meeting is held between the Portfolio

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Holder and Deputies, Chief Officer People & Places, Citizens' Advice Trustee Chairs and Managers.

- 4 The information required from Citizens' Advice for quarterly meetings is set out in Schedule B of the Service Level Agreement 2021/24 and that required for the Annual Review Meeting is set out in Schedule C. The annual review period is from October to September each year.

### **Details of Service Level Agreement (SLA) 2021-24**

- 5 Discussions regarding the three year SLA to cover the period 2021-24 have taken place during 2020.
- 6 Suggested changes have been incorporated into the draft SLA set out at Appendix A. These relate to the changed way of working for the Citizens' Advice. The key changes are set out below:
  - Removal of requirement for the opening hours to be specifically for 'drop in' and 'face to face' for clients. Due to Covid-19 the Citizens' Advice have adapted their service provision and offer assistance via telephone, email, virtual 'meetings'. However, SLA 2021-24 continues (unchanged from the previous SLA) to provide for a service to be provided in the district between 09:30 to 15:30 hrs Monday to Friday. Additionally, a provision has been included for the Citizens' Advice to work towards providing some face-to-face sessions in Sevenoaks, Swanley, Edenbridge and Westerham.
  - The split of payments being made to each Citizens' Advice Office has been agreed and included. In the previous SLA the Citizens' Advice Offices were required to agree this between themselves and advise the Council so that the correct payments could be made.
  - Amendments to the reporting requirements in Schedule B to reflect the way reporting is undertaken by the Citizens' Advice. This does not impact on the effectiveness of the data being provided to the Council.
  - Some updates to the Housing Advice Service to account for changes in regulation and the fact that the Council now manages the Housing Register.

### **Key Implications**

#### Financial

The level of grant for the SLA in 2021-24 in the Council's budgetary financial plan is £98,540 per year for the General Advice Service and £18,000 per year for the Housing Advice Service and these sums are included in the draft SLA.

Legal Implications and Risk Assessment Statement.

This is a Service Level Agreement as opposed to a contract that has contractual liabilities. Accordingly, this is a statement of what is expected from Citizens' Advice and the Council with a requirement for the Citizens' Advice to provide performance data on the level and nature of advice given to clients.

The SLA covers statutory obligations, including Child Safety, Equalities and Safeguarding policies.

The SLA includes a requirement on the Citizens' Advice to maintain an up-to-date risk assessment relating to the provision of the service and make this available to the Council.

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	The SLA includes obligations on the Citizens' Advice to comply fully with the Council's commitment to ensuring that the service is non-discriminatory and that clients can access the service taking account of any vulnerability or other specific housing needs.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The SLA provides for the Citizens' Advice to work to reach and promote its services to those most in need. The Council will work with the Citizens' Advice to achieve this.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	No negative impacts identified

## Agenda Item 10

### Conclusions

This paper asks that you approve the Citizens' Advice Service Level Agreement for 2021-24.

#### Appendices

Appendix A - Draft Citizens' Advice SLA 2021-24

#### Background Papers

None

**Sarah Robson**

**Chief Officer People & Places**

Service Level Agreement between Sevenoaks District Council (SDC) and  
Citizens Advice (CA) – 2021-24

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## 1.0 Scope of the Agreement

- 1.1 This Agreement establishes the relationship between the **Purchaser** and **Provider** in the provision of independent advice and information services and Housing Advice.
- 1.2 **The Purchaser** means Sevenoaks District Council (SDC), its employees and any person authorised to act on behalf of SDC.
- 1.3 **The Provider** means Citizens Advice North & West Kent and Citizens Advice Edenbridge, acting together to provide a cohesive, District-wide, integrated service (CA).
- 1.4 **Clients** are residents and people working in the Sevenoaks District seeking information or advice and, for independent Housing Advice, any person who has ties to the District and falls within the scope of the Housing Advice eligibility conditions set out in Schedule A. It is recognised that CA may be required to provide a service to other callers but that is outside the scope of this Agreement.
- 1.5 **The Services** is the provision of the following, according to the Service Standards and other arrangements set out in this Agreement:
  - a) **General Advice Service:** free, confidential, impartial and independent advice to residents of the District on a wide range of issues including, but not exclusively, benefits, housing, money advice, employment, consumer relationships and taxation in line with the membership standards of Citizens Advice.
  - b) **Housing Advice Service:** a specialist approach to provide debt counselling and mortgage arrears advice and to prevent homelessness where possible. Eligibility conditions are set out in Schedule A. The definition of homelessness is taken from s.175 Housing Act 1996 as amended by the Homelessness Reduction Act 2017, an extract of which is attached at Schedule D.
- 1.6 **Period of the Agreement:** This is a three-year Agreement that will start on 1<sup>st</sup> April 2021 and finish on 31<sup>st</sup> March 2024 unless it is terminated or varied in line with the terms and conditions set out in this Agreement.

## 2.0 Service Standards

- 2.1 The Provider will operate to the requirements of the Advice Services Alliance and will comply with the Advice Quality Standards.
- 2.2 The Provider will provide a service to Clients using means that include email, face-to-face sessions (by appointment and/or 'drop in'), telephone and video calls. The Provider will ensure that the service is available via a combination of these means to Clients between 09:30 hrs to 15:30 hrs Monday to Friday. In accordance with Section 4, the Provider will keep under review the best means for assisting Clients and adapt as necessary. Subject to any government restrictions concerning Covid-19, the Purchaser would like the Provider to work towards the return to some face-to-face sessions in Sevenoaks, Swanley, Edenbridge and Westerham. Reporting on this forms part of this Agreement. The Service will not be offered during the two weeks over the Christmas and New Year period or on Bank Holidays.
- 2.3 Clients requiring Housing Advice will be assisted within two working days of their approaching the Provider.
- 2.4 For Housing Advice, the Provider will keep a record of all discussions with the Client including the type of advice provided as set out in Schedule A to enable a seamless service to be provided to the Client.

- 2.5 The Provider will notify the Purchaser of the agreed hours and means of access in April of each year. Any changes to the hours of access will be undertaken only after consultation with the Purchaser, unless it is for a part of the service funded wholly by other funders. This consultation must be undertaken in advance of any public notice of intention to make such changes.
- 2.6 The Provider will maintain an appropriate core of volunteer trained advisers covering the District.
- 2.7 The Provider will advertise the Service in local communities, Sevenoaks District Council premises, Sevenoaks District Council's website and from time to time in conjunction with the District Council, in "In Shape" magazine.
- 2.8 The Provider will consult the Purchaser annually about the content of a uniform client satisfaction survey which the Provider will undertake on an annual basis for each year of the Agreement, using a minimum random sample of 150 Clients evenly distributed between the three locations.
- 2.9 Where appropriate CA and SDC will share training sessions which benefit the CA staff and Housing officers and are cost effective.
- 2.10 The Provider will acknowledge the financial support of SDC in all its publicity and will display the District Council's logo in a prominent position at each of the three offices.
- 2.11 The Purchaser and Provider will work together to attract external funding for the work of the CA.

### **3.0 Policies and Safeguards**

- 3.1 The Provider will ensure that policies are in place so that the Service complies with existing and future legislation. This should include an Equal Opportunities Policy together with appropriate monitoring of BME groups to ensure fairness and equal access among those eligible for the Service. The Provider should embrace Sevenoaks District Council's Equality Scheme.
- 3.2 The Provider will ensure that the Service is covered by a Child and Vulnerable Adult Protection Policy, will adhere to Citizen Advice's Safeguarding Policies, that all staff have read and understand the Policy and that appropriate enhanced level DBS checks are in place. The Provider will have regard to the District Council's Safeguarding Policies.
- 3.3 The Provider will maintain an up-to-date risk assessment relating to the provision of the Service and make this available to the Purchaser.
- 3.4 The Provider will make arrangements to insure professional negligence, public and employers' liability.
- 3.5 The Provider will make available copies of the policies and other safeguards mentioned in this section if requested by the Purchaser.

### **4.0 Performance Review and Monitoring**

- 4.1 Monitoring will be carried out on a quarterly basis with an annual service review. Payment for years 2 and 3 will be dependent upon the Provider's successful delivery of the Agreement in years 1 and 2.
- 4.2 The Provider will provide the Purchaser with a combined quarterly monitoring report by 21<sup>st</sup> of July, October, January and April of each year using the report headings set out in Schedule B, relating to the quarters April-June, July-September, October-December, January-March.
- 4.3 The Provider will provide the Purchaser with information for the annual service review by the end of November each year using the report headings set out in Schedule C.
- 4.4 The Provider agrees to meet the Purchaser quarterly to review progress.

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## 5.0 Payment and Financial Conditions

5.1 The Purchaser will pay the Provider in advance by April 10<sup>th</sup> the sums set out below subject to satisfactory performance in delivering this Agreement.

Year	General Advice Service	Housing Advice Service	Total £ per year
2021/22	£32,847 for Edenbridge £65,693 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540
2022/23	£32,847 for Edenbridge £65,693 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540
2023/24	£32,847 for Edenbridge £65,693 for Sevenoaks and Swanley	£6,000 for Edenbridge £12,000 for Sevenoaks & Swanley	£116,540

## 6.0 Contact Officers

6.1 The Purchaser's Contact Officers are as follows:

### **General Advice Service:**

Sarah Robson, Chief Officer – People & Places

Kelly Webb, Health & Communities Manager

Jenny Godfrey, Community Projects & Funding Officer

### **Housing Advice Service:**

Rebecca Wilcox, Head of Housing & Health

Rav Kensrey, Homelessness Prevention Manager

6.2 The Provider's Contact Officers are as follows:

### **Citizens Advice Edenbridge**

Colin Jones, Trustee

Sian Hiller, Chief Officer

### **Citizens Advice North & West Kent**

Robin Thompson, Chairman

Angela Newey, CEO



## 7.0 Termination of the Agreement

- 7.1 If either party to this Agreement wishes to withdraw from the Agreement, at least 12 months' notice must be given in writing. Where termination is the result of the Provider not fulfilling the terms of the Agreement, a minimum of 6 months' notice should be given.
- 7.2 If the Provider cannot meet the commitments as set out in the Agreement, it will notify the District Council's Chief Officer for People & Places immediately the issue is identified. The Purchaser will review together with the Provider the ability to continue in the Agreement.

## 8.0 Undertaking

- 8.1 I agree to provide the services identified in the Service Specification, and to meet the terms and conditions contained in this Agreement.

Signed

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**Chair, on behalf of the Trustee Board of Citizens Advice Edenbridge**

Date

Signed

---

**Chair, on behalf of the Trustee Board of Citizens Advice North & West Kent**

Date

Signed

---

**Chief Executive, Sevenoaks District Council**

Date

# Agenda Item 10

## Schedule A

### A1 The Scope of the Housing Advice Service

- i. To provide an effective independent Housing Advice service to people who are eligible for Housing Advice as set out in A2 below. The principal aim of the Housing Advice Service is to prevent homelessness.
- ii. Where appropriate, in order to prevent homelessness, to undertake debt counselling and/or mortgage arrears advice and assist with budgets which may include negotiating on the client's behalf with external organisations.
- iii. To assess prevention duty owed and households eligibility and suitability for Sevenoaks District Council Private Sector Lettings scheme enabling households to secure affordable and safe private rented sector accommodation
- iv. To sign post suitable households for sheltered and extra care housing schemes provided applicants are eligible to join Sevenoaks District Council housing register.
- v. To signpost homeless or potentially homeless clients to relevant agencies. This will include, for example, advising and supporting people to advise/support those who are homeless or facing homelessness to contact Sevenoaks District Council as managers of the housing register, or suggesting contact with the Home Improvement Agency to have disabled adaptations undertaken with support.
- vi. To share information relating to specific cases where an applicant provides written permission/authorisation to the Council or Citizens' Advice in advance of the request.
- vii. To comply fully with Sevenoaks District Council's commitment to ensuring that the service is non-discriminatory and that clients can access the service taking account of any vulnerability or other specific housing needs. This includes consideration of reasonable preference categories (as defined in Part 6 of the Housing Act 1996) and protected characteristics (as defined in the Equality Act 2010), as well as clients being provided with a Statement of Choice through the Kent Homechoice System ([Further information available at Kent Home Choice](#)).

### A2 Eligibility for the Housing Advice Service

- i. Eligible applicants must be:  
People who will be homeless within 56 days of approach **or**  
People who are potentially homeless within a maximum of 3 months of approach  
**and**  
live or work within the District **or**  
can demonstrate that they have lived here at least 6 months out of the last 12 months or 3 years out of the last 5 years **or**  
applicants or close relatives must demonstrate a special need to be rehoused in this District (for example, through fear of violence in another district)

### **A3 Information relating to the Housing Advice Service to be provided where possible**

- i. household composition, including gender, Date of Birth, nationality and National Insurance Number
- ii. applicant's housing requirements
- iii. applicant's special needs where they have been identified with the applicant
- iv. applicant's request for low cost home ownership (if applicable)
- v. applicant's financial details particularly savings and income details
- vi. applicant's local connection to the District, using the information upon which the Client's eligibility for the Housing Advice Service is based.
- vii. relevant medical information (if applicable)
- viii. applicant's relevant past history, eg past evictions, debt problems, etc.

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## Schedule B

### Performance data required for quarterly monitoring

- B1 Number of advertised hours of opening each week for advice in Edenbridge, Westerham, Sevenoaks and Swanley.
- B2 The number of Clients assisted this quarter.
- B3 The number of issues raised this quarter.
- B4 A breakdown of those listed in B2 by type of enquiry, level of enquiry and ward of residence.
- B5 Percentage of the number of Clients who have received the Service and who are from Black and Minority Ethnic groups.
- B6 The total number of trained advisers, recorded on the last day of each quarter.
- B7 The number of benefits appeal, employment appeal and legal appeal cases opened this quarter.
- B8 A breakdown of how those set out in B2 were assisted, i.e. the number of telephone calls; emails; video calls; face-to-face sessions. Include a statement about any changes made to the means of delivering the service to Clients with reasons.
- B9 Exception reporting: Dates on which the full Service was not available in the District, excluding weekends, bank holidays or in the two weeks over Christmas.
- B10 Exception reporting: Number of Housing Advice Clients who could not be assisted within 2 working days of their approaching the Provider.
- B11 Total number of Housing Advice Clients benefiting from the Housing Advice Service.
- B12 A quarterly spreadsheet report showing issues leading to Actual or Threatened Homelessness, setting out: Citizens Advice office, short description and AIC elements completed as relevant for the case.
- B13 A quarterly spreadsheet report showing Clients at risk of Actual or Threatened Homelessness, setting out: Citizens Advice office, short description and AIC elements completed as relevant for the case.
- B14 Outcomes sheet setting out the number of cases where it is estimated that homelessness has been prevented for Clients and their households included in B12 and B13.

Schedule C

Information required for annual review by end November

- C1 A copy of the most recent Citizens' Advice Membership confirmation, updated every three years, including the CLS Quality Mark.
- C2 The results of the annual uniform customer satisfaction survey, which should separately identify Clients of the Housing Advice Service.
- C3 Total number of people assisted October to September.
- C4 Total number of Clients (see 1.4 for definition of 'Client') receiving the Service (see 1.5 for definition of the Service) October to September.
- C5 A synopsis of the publicity materials produced during the year with one example copy provided.
- C6 Copies of the most recent annual accounts
- C7 The average number of paid staff hours per week during the year
- C8 The number of voluntary staff hours worked during the year.
- C9 A summary of any changes in the way the Service has been delivered during the year.
- C10 A summary of any proposed changes to the Service in the ensuing year.
- C11 A statement of how the Service has assisted in the delivery of Sevenoaks District Community Plan objectives during the year.
- C12 A copy of the budget for the ensuing year.

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## Schedule D

### The definition of 'homelessness'

Housing Act 1996 as amended by the Homelessness Reduction Act 2017, s175 Homelessness and threatened homelessness:

- (1) A person is homeless if he has no accommodation available for his occupation, in the United Kingdom or elsewhere, which he—
  - (a) is entitled to occupy by virtue of an interest in it or by virtue of an order of a court,
  - (b) has an express or implied licence to occupy, or
  - (c) occupies as a residence by virtue of any enactment or rule of law giving him the right to remain in occupation or restricting the right of another person to recover possession.
- (2) A person is also homeless if he has accommodation but—
  - (a) he cannot secure entry to it, or
  - (b) it consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where he is entitled or permitted both to place it and to reside in it.
- (3) A person shall not be treated as having accommodation unless it is accommodation which it would be reasonable for him to continue to occupy.
- (4) A person is threatened with homelessness if it is likely that he will become homeless within 56 days.
- (5) A person is also threatened with homelessness if –
  - (a) a valid notice has been given to the person under section 21 of the Housing Act 1988 (orders for possession on expiry or termination of assured short-hold tenancy) in respect of the only accommodation the person has that is available for the person's occupation, and
  - (b) that notice will expire within 56 days.

**Item 11 - Community Grant Scheme Draft Allocations 2021/22 & recommended changes to Grant Scheme from 2022/23**

The attached report was considered by the People & Places Advisory Committee on 2 March 2021. The relevant Minute extract is below.

People & Places Advisory Committee (2 March 2021, Minute 88)

The Community Projects & Funding Officers presented a report which set out information about the Community Grant Scheme and summarised applications received by the Council from voluntary organisations for funding during 2021/22, together with recommended grants. Members were advised that to make the online forms more user friendly and relative to the monitoring for successful applications, two separate forms for grants up to and including £500, and those over £500 to £5,000 were created.

The report also set out the recommendation to carry forward the projects and funding related to 2020/21 grants that had been affected by Covid-19 and changes for the Community Grant Scheme for 2022/23. Appendix C identified the maximum that would be allocated to each applicant should sufficient funding be returned, and as a result the maximum total allocation could be £54,146.

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.

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**COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2021/22 & RECOMMENDED CHANGES TO GRANT SCHEME FROM 2022/23**

**Cabinet 18 March 2021**

**Report of:** Chief Officer People & Places

**Status:** For Information

**Also considered by:**

- People & Places Advisory Committee 2 March 2021

**Key Decision:** Yes

**Executive Summary:** This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2021/22.

Details of the appraisal process are provided. This included a detailed consultation with the Portfolio Holder for People & Places, Cllr Dyball and the Deputy Portfolio Holder for People & Places, Cllr Coleman. Recommended grants are set out in Appendix C.

With the Members' Room currently out of use, copies of the applications received are available on One Drive (instructions provided separately). Officers would be pleased to answer detailed questions about individual applications in advance of the meeting.

This report also sets out the recommendation to carry forward the projects and funding relating to 2020/21 grants that have been affected by Covid 19 and changes for the Community Grant Scheme for 2022/23.

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

**Portfolio Holder:** Cllr. Dyball

**Contact Officer(s):** Jenny Godfrey, Ext. 7112 & Kathryn Bone, Ext. 7176

**Recommendation to People & Places Advisory Committee:** That Members note the report.

### **Recommendation to Cabinet:**

- (a) Grants, as set out in Appendix C of this report, be approved subject to the conditions set out in paragraph 13.
- (b) To approve that projects and funding relating to the 2020/21 grant scheme affected by Covid 19 to be carried forward as set out in paragraphs 7 & 14.
- (c) Changes to the 2022/23 grant scheme, as set out in paragraphs 15 to 17 of this report, be approved.

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

The events of recent months have prompted the recommended changes to the Community Grant Scheme for 2022/23. This will ensure that the Scheme continues to deliver its' aim of benefiting the most vulnerable residents in Sevenoaks District.

### **Introduction and Background**

- 1 The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2013-28.
- 2 A copy of the Council's Corporate Code of Practice for making grants is attached at Appendix A.
- 3 The grant guidelines were reviewed during 2013/14 and revised guidelines were agreed by Cabinet on 12 September 2013. There has always been a distinction for monitoring purposes between up to and including £500 grants and those over £500 and up to the maximum, £5,000. For these 2021/22 grants the application process was taken online for the first time. To make the online forms user friendly and relative to the monitoring for successful applications, two separate forms and therefore guidelines were created. These guideline documents can be found at Appendix B.
- 4 In 2020/21, the grants awarded through the Community Grant Scheme enabled voluntary organisations to support 65,656 volunteer hours in the Sevenoaks District, which represented an economic benefit of £1.17 million.

### **Details of the Community Grant Scheme for 2021/22**

- 5 The grant scheme was publicised widely across the District within the voluntary sector, through the virtual Voluntary Sector Forum, Town and Parish Councils, In Shape Magazine, Social Media and local press in

September 2020. The closing date was 13 November 2020. The total budget available for distribution in 2021/22 is £153,340, including £98,540 for Citizens’ Advice in the District, £2,500 for the Sevenoaks District Arts Council (SDAC) and £2,500 for the Sevenoaks District Sports Council (SDSC). Funding for Citizens’ Advice, SDAC and SDSC is subject to Service Level Agreements.

- 6 The 2021/22 budget available for voluntary sector organisations is as follows:-

Funding for the Citizens’ Advice Service Level Agreement (SLA)	£ 98,540
Funding for Sevenoaks District Arts Council (SLA)	£2,500
Funding for Sevenoaks District Sports Council (SLA)	£2,500
Amount available for Community Grants Scheme grants	£ 49,800* *See paragraph 7 below
<b>Total Budget</b>	<b>£ 153,340</b> *See paragraph 7 below

- 7 As a result of Covid-19, some funding from the 2020/21 Community Grants Scheme is likely to be returned to the Council. Confirmation of the total funding returned will be available by the Cabinet Meeting of 18 March 2021. Included in this paper is therefore an extra recommended financial allocation for some identified grants (see Appendix C). These grants were identified during the appraisal process as delivering high levels of impact and value for money such that if additional funds were available a greater percentage of that requested would be offered. Appendix C identifies the maximum that would be allocated to each applicant should sufficient funding be returned. Returned funds will be apportioned equally to those projects identified in this way. The maximum total allocation would be £54,146.

- 8 A total of 31 grant applications have been received, representing total grant requests of £109,249.

- 9 A full schedule of applications is attached at Appendix C. The Portfolio Holder for People & Places has copies of all of the applications and a full set is available via One Drive (instructions provided separately). Officers would be pleased to deal with any detailed queries in advance of the meeting.

### Appraisal Process

- 10 Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal and a detailed consultation with the Portfolio Holder for People & Places, Cllr Dyball and the Deputy Portfolio Holder for People & Places, Cllr Coleman. Recommendations have been made in accordance with the

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Scheme Guidelines and the Council's Corporate Code of Practice for grants and take into account various factors, including:

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

### Recommended Level of Grant

- 11 A full list of grants recommended to voluntary organisations is attached at Appendix C.
- 12 Unsuccessful applicants will be informed of the reason for this decision, and encouraged to contact the District Council's Funding Officers and visit KCC's online free, comprehensive grant search database for advice and support in seeking funding elsewhere if appropriate.

### Recommended Conditions

- 13 It is recommended that grants be made to voluntary organisations subject to the following conditions:
  - That performance indicators as set out in the application forms are adhered to and monitored;
  - That appropriate Safeguarding policies and arrangements are in place, where necessary;
  - That appropriate recognition of this Council's funding contribution is made in all their publicity; and
  - Where services are provided over a wider area than the District boundaries, organisations will be required to hold grant aid from this Council in a restricted fund for the benefit of Sevenoaks District residents;
  - That organisations funded either have or are working towards any quality accreditation.

**Recommended Carry Forward of 2020/21 Community Grants**

- 14 In addition to the funds returned as outlined in paragraph 7, Covid-19 prevented two organisations (West Kent Extra and Kenward Trust) who awarded community grants in 2020/21 from delivering any of their projects. The grant details for these are set out below. It is recommended that these two grants be carried forward to the 2021/22 financial year to enable these projects to be delivered and Sevenoaks residents to benefit from them. Plans of exactly how these would be delivered have been obtained from the two organisations.

Organisation	Grant value	Project
West Kent Extra	£3,550	Contribution towards a residential trip for vulnerable children aged 8-12. With the increase in mental health problems now affecting children and young people this project is recommended to be carried forward.
Kenward Trust	£4,400 but with £4,190 to be carried over for this project and the other £210 being returned and made available for these 2021/22 grants (in accordance with paragraph 7 above). This £210 was included in the original grant application for refreshments and these will no longer be needed.	Archery & alpaca sessions for vulnerable adults and young people. The project will be amended to comply with Covid-19 restrictions. This project specifically targets those feeling isolated and lonely and will be beneficial to vulnerable residents.

**Recommended Changes from 2022/23**

- 15 The aim of the Community Grants Scheme remains the same, to benefit the most vulnerable residents in Sevenoaks District. Two key factors provide the background to these recommended changes:

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- The events of recent months have had a significant impact on the community and voluntary sector. Demand for the sector's services have increased exponentially; traditional funding streams have been diverted to respond to the health pandemic; and filling many service gaps, there has been an explosion of new, grass-root, community initiatives which now seek support & encouragement. The Council has become aware of these new community initiatives through its community project work, in particular with Care for our Community (responding to Requests for Help) and the virtual Voluntary Sector Forum.
- The health pandemic has led to the introduction of new grants and funding that are being administered by the Council.

### 16 The community and voluntary sector was consulted using a short anonymous Survey Monkey:

- 67.34% of those responding stated that their funding needs had changed as a result of Covid. Comments included:
  - "Increased costs to respond to Covid pandemic"
  - "We are struggling to cover our fixed overheads with reduced volunteers [because of Covid] and unpredictable demand for our help."
  - "More equipment and spaces needed to support socially distanced activities"
  - "Fewer community fundraising opportunities whilst also facing client need."
- The results support the need for the encouragement and funding of new grass-root, community initiatives with 93.9% confirming that the offer of a greater number of smaller value grants via a streamlined application process would be a good idea. There were comments such as:
  - "It gives small grassroots groups an opportunity to get on the ladder"
  - "Open the opportunities for receiving grants to a broader spectrum of recipients"
  - "We firmly believe in spreading as much round to small charities as possible, rather than give larger grants to charities that don't need it as much"
  - "A great idea, we are a new start up in Sevenoaks and a streamlined process to provide some 'seed' monies against a viability plan would be very valuable."

- “Our Community Project is running several emergency initiatives and the number of families we are supporting has also grown.”
  - The idea of a more streamlined application process was welcomed with comments such as:
    - “The move to digital applications was a good one and further streamlining could simplify the process further.”
    - “A shorter application process”
    - “The application form is a real disincentive to apply. I really don’t know how any small charity can answer some of your questions.”
    - “A more streamlined application and reporting process would be very welcome. This would help smaller groups and community groups like ours which exists to help those with mental health needs. That means our 'volunteers' may themselves have life challenges which make it difficult for them to commit to fundraising work.”
17. Based on the above, the recommended changes to the Community Grant Scheme for grants awarded from 2022/23 (with applications commencing September 2021) are:
- Promote the smaller grants (up to £500) to support and encourage new, grass-root community initiatives. Achieve this by streamlining the application process to make it more attractive and user friendly to applicants whilst still incorporating the eligibility, criteria and monitoring requirements of the Council. Communicate this approach earlier in the year to encourage applications.
  - Consult and work with other departments to gain an oversight of all grants and funding available to community and voluntary organisations. Use this information to ensure cross-departmental checks and information shares are in place in relation to grants and funding being awarded and to greater understand and effectively manage arrangements and partnerships between the Council and the community and voluntary sector. Incorporate learning from this into the management of the Community Grants scheme and the application appraisal process to ensure that it continues to fund the most deserved, good value for money projects and to support the most vulnerable residents.

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### Key Implications

#### Financial

The level of funding is in accordance with the draft 2021/22 budget of £153,340.

Any sums awarded in addition to the 2021/22 budget of £153,340 will be funded from returned or carried forwards 2020/21 grants funding.

#### Resources (Non Financial)

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

#### Legal Implications and Risk Assessment Statement.

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

The following table shows the risks and their mitigation.

Risk	Mitigation
Grants allocated are lower than requested	Application forms ask whether the project could continue if funding were reduced. Appraisal looks at realistic performance indicators for the amount of grant recommended. Performance indicators are agreed with Voluntary and Community Groups.
As a condition of the grant any organisation allocating onward funding on behalf of the Council to another organisation must check whether appropriate police checks and child or vulnerable adult protection policies are in place.	Condition of grant to ensure checks carried out and that application forms seek confirmation. Monitoring process to confirm an effective process is in place.
Grant allocations not approved in March.	A timetable is in place to ensure grants are considered by Cabinet in March and processes in place to ensure grant payments are made in the first week of the financial year.



Equality Assessment

23. 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 summary results of this analysis are set out immediately below.
24. This community grant scheme assists with the provision of services to support Sevenoaks District residents, particularly those in the greatest need. Therefore this decision being made or recommended through this paper does not have the potential to disadvantage or discriminate against different groups in the community.
25. The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities. The grants scheme is widely publicised to ensure that groups serving a wide range of needs are able to apply. The recommended changes to the 2022/23 grant scheme will continue to promote the equality of opportunity.
26. As no negative impacts have been identified, no further mitigating steps need to be taken.

**Conclusions**

27. The work of the voluntary sector across the Sevenoaks District is highly valued. The Council's grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C and the recommended changes to the Scheme for grants made in 2022/23.

**Appendices**

Appendix A - Council's Corporate Code of Practice for making grants

Appendix B - Community Grant Scheme guidelines Part 1 & Part 2

Appendix C - Full Schedule of applications

**Sarah Robson**

**Deputy Chief Executive and Chief Officer - People & Places**

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## Sevenoaks District Council Code of Practice for Grantmaking 2015

### Background

Sevenoaks District Council is committed to improving the quality of life for our residents. We recognize that the community and voluntary sector has a significant role to play in helping us do this for residents who are more vulnerable and in need of support. In line with this, the Council runs grant schemes where it is able to provide additional activities and projects that complement and support our strategic and overall objectives.

This Code of Practice has been adopted by the Council and is intended for use across all teams and services who are running or considering running a grant scheme. 1.3. From time to time, the Council may manage other grants such as those to individuals and other sectors including businesses. Managers should follow this guidance for those schemes.

### Definition

For this purpose, a grant is taken to mean:

*'a cash award for a specified initiative, project or service not provided by the Council which benefits those who live, work and volunteer in the District'*

### Requirements of our grant schemes

As a minimum, each grant scheme should specify:

- Guidelines for completing the application form;
- The objectives of the grant scheme, in particular how it will help the Council meet its overall objectives and support the Council's strategic objectives;
- The required outcomes the Council is seeking from the funding;
- Who is eligible to apply (see **Appendix 1**);
- The timescales for the funding, including the deadline for applications and when decisions will be made;
- How we will make our decisions and the criteria against which applications will be appraised;
- Minimum and maximum grant level;
- Arrangements for monitoring and evaluating individual grant awards and the scheme as a whole.

### Application Process:

The application form should be in plain English and targeted to the potential recipients. The degree of information required should be proportionate, reasonable and reflect the level of funding available..

The aim of the form is to give the applicant the opportunity to demonstrate how the application meets the scheme criteria, evidence of need, and the outcomes the applicant group expects to achieve. The suggested contents of the application form are found at Appendix 2.

There should be clear guidance on the application process given to applicants with the form. The suggested contents of this guidance is included at Appendix 3

A checklist should be provided for applicants to ensure that all information has been supplied and all relevant and necessary documents are provided with the application form.

Officers should keep a record of all requests for application forms and follow up, where appropriate, why these were not returned as part of the overall scheme evaluation.

### **Appraising applications and decision making**

The Council supports the following principles regarding appraisals and decision-making:

- The process should be transparent and the method used made clear as part of the application guidelines;
- Grant appraisers should be trained and no decision should be made by an individual;
- Appraisal must take place against the given criteria and applicants must meet the set criteria in order to receive the grant;
- Appraisers must be clear that the scheme/proposal meets the main aim of the grant scheme and that the identified need is met;
- Appraisers need to ensure that they have a checklist for all the documents, e.g. completed application form with all sections completed, accounts, safeguarding policies and procedures. If any document is missing, or is not considered adequate, the applicant should be given a limited period of time to provide them. If the document is provided in this time period, then the application may not be considered;
- Safeguarding arrangements for beneficiaries, staff and volunteers will be considered, and any organisation without adequate arrangements not be funded;
- Audited or independently examined accounts should be considered when the application is appraised;
- Appraisers should keep clear records of their decisions regardless of the outcome of the appraisal.

### **Approval**

All grant applications should receive a response indicating that the grant has been approved, held over or refused.

Approval letters should indicate clearly whether there are any conditions attached to the grant and include: the timescale for payments, monitoring requirements, and the Council's requirements regarding promotion and publicity. The Council's logo will be provided for this purpose;

If the application has not been approved, clear reasons should be given and further feedback provided if requested.

### **Monitoring & Evaluation**

Monitoring has to be relevant and targeted to the applicant group, with the degree of detail reflecting the size of grant. It should assess achievements against agreed outcomes/targets;

As a minimum, recipients of grants must keep a record of beneficiary numbers, who else has benefited from the grant and any feedback from users. This should reflect any of the Council's obligations under the Public Sector Equalities Act.

The applicant group should carry out an evaluation of the project with the beneficiaries, proportionate to the size of grant, such as a satisfaction survey and/or case studies.

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

### **General**

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

Details of all successful applications are now provided on the SDC website Transparency pages as required by law under the Localism Act 2011.

## Appendix 1 Eligibility for all Council community grant schemes

All of the following should be included in the eligibility criteria for applicants.

- The project should be for the benefit of people **living, working or volunteering in the Sevenoaks District**. This includes applicants who are based outside of the area but whose proposed activity is of benefit to those within the District;
- Any funding given should be ring-fenced for those living, working or volunteering in the Sevenoaks District and appear as such in the applicant organisation's accounts;
- The applicant group must have a written constitution or a set of rules;
- The applicant group must have a bank account with 2 signatories, who are not related to each other and who do not live at the same address. If they do not have a bank account, they must nominate a properly constituted voluntary organisation to take responsibility for the money on their behalf;
- The applicant must have, and enclose with the application, a set of audited or independently examined accounts for the latest year available. If they have not been in existence long enough to have a set of audited accounts available, they must have a business/financial management plan made available with the completed application form and provide evidence that they have a bank account;
- The applicant group must have safeguarding policy or policies in place to safeguard children, young people and/or vulnerable adults. The level of detail in safeguarding policies will be determined by the level of contact the organisation or individuals have with children, young people and/or vulnerable adults;
- Any organisation working directly with children, young people or vulnerable adults will need to demonstrate that have safeguarding systems in place that safeguard these groups and appropriate DBS checks have been undertaken.

## Appendix 2: Application Form Contents

The level of detail the Council will require will vary according to the scheme and the amount of funding.

For most schemes we will expect the form to capture the following information:

- A description of the project, who it is aimed at, how it meets the scheme's objectives and criteria, and what outcomes will be delivered;
- The applicant's capacity to deliver the project, based on previous experience;
- A fully costed and itemized budget including any other confirmed or outstanding external funding contributions, and any other contributions whether cash or in-kind. The budget will need to include VAT and to state whether or not this is recoverable;
- Clear evidence of financial need, and how the scheme provides value for money;
- If relevant to the funding pot in question, confirmation as to whether the applicant has applied to the Council on previous occasions;
- A project plan and timetable;
- A section where the applicant will set out performance indicators, which are measurable and capture the outcomes of the project;
- Details of any accreditation the organization has or is working towards;
- Confirmation that the applicant has written policies on equal opportunities, health and safety and safeguarding, and that these have been included with the application;
- Details of the applicant's bank account;
- An Equalities statement;
- A named individual with contact details who will be the lead contact for the grant;
- Signature and date box.

### Appendix 3 Guidance on the application process

The Council considers that the following information is included in any guidance on the application process:

- Who is eligible to apply;
- The scheme criteria including links to relevant Council documents such as the Community Plan;
- The types of outcomes the funding pot expects to see and at least one example of these;
- Timescales for the scheme and the dates by which we will notify applicants of receipt of applications (within 10 days of receipt) and decisions on awards;
- How we will consider value for money;
- A clear statement that no applications will be considered after the closing date;
- How we will make our decisions, who will do this, and how we will allocate funding if the scheme is over-subscribed;
- A clear reminder that failure to complete all the necessary questions may invalidate the application;
- A statement that the Council will require grants to be paid back if the project does not go ahead for any reason and that failure to notify the Council that a project is not proceeding may jeopardize future applications;
- A statement that any grant monies unspent by the applicant at 31 March of the following year must be paid back to the Council;
- Notification regarding payment processes and at what stage the funding will be made available e.g. on receipt of invoices, 100% in advance, staged payment etc;
- A statement confirming that all Council grants payments will be by direct debit and will be accompanied by a remittance advice and a letter setting out the conditions of the grant and monitoring arrangements;
- The level and timing of monitoring, evaluation and annual reporting required (*see Section 7: Monitoring and Evaluation*);
- Signposting to where further support is available, e.g. on writing and adopting safeguarding policies;
- A statement regarding data protection and our obligations as required by law under the Localism Act 2011 for transparency;



- Grant managers should provide a form for the applicant to sign and date and return, to confirm they have received the money and that it will be used for the purpose for which it was approved;
- The evidence required from applicants to prove that the money has been spent on what it was intended for. (*The financial threshold needs to be considered*).

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## Community Grant Scheme Guidelines 2021/22

### Grants up to £500

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

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

Tel: **01732 227000**, Email: [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk)

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

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

Please note: We can only accept one application per organisation.

Please complete the [application form online](#)

### What are the scheme's priorities?

#### **Volunteering:**

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

#### **Social Inclusion:**

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

#### **Community Safety:**

- Reduce crime or anti-social behaviour.

#### **Information, Advice, Advocacy and Counselling:**

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

#### **Young People:**

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

## Who can apply?

You can apply if you deliver services to Sevenoaks District residents and are one of the following:

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

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

## How much and what can I apply for?

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

The most we will award for any one application using this application form is **£500**. **If you are looking for more than £500 please refer to the [criteria and guidelines for grants up to £5,000](#).**

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

## What are the main conditions?

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

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

## What we will not fund

We will not fund:

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

## How will we assess your project?

The appraisal process will look at:

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

### When will you know if your application is successful?

The deadline for submitting your completed application form online is **Friday 13<sup>th</sup> November 2020**. Applications received after this date will not be considered.

During March 2021, we will decide who will receive funding. We will write to you during April 2021 to let you know if your application has been successful.

If you require any assistance, please contact Jenny Godfrey, Community Projects & Funding Officer, on **01732 227000** or by email at **grants@sevenoaks.gov.uk**

Applications must be completed by the applicant on behalf of the organisation [online](#).



## Community Grant Scheme Guidelines 2021/22

### Grants £501 to £5000

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

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

Tel: **01732 227000**, Email: [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk)

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

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

Please note: We can only accept one application per organisation.

Please complete the [application form online](#)

### What are the scheme's priorities?

#### **Volunteering:**

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

#### **Social Inclusion:**

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

#### **Community Safety:**

- Reduce crime or anti-social behaviour.

#### **Information, Advice, Advocacy and Counselling:**

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

#### **Young People:**

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

## Who can apply?

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

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

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

## How much and what can I apply for?

The minimum you can apply for is **£501**

The most we will award for any one application using this application form is **£5000**. **If you are looking for more than £501 please refer to the [criteria and guidelines for grants up to £5,00](#).**

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

## What are the main conditions?

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

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





## What we will not fund

We will not fund:

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

## How will we assess your project?

The appraisal process will look at:

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

**When will you know if your application is successful?**

The deadline for submitting your completed application form online is **Friday 13<sup>th</sup> November 2020**. Applications received after this date will not be considered.

During March 2021, we will decide who will receive funding. We will write to you during April 2021 to let you know if your application has been successful.

If you require any assistance, please contact Jenny Godfrey, Community Projects & Funding Officer, on **01732 227000** or by email at **grants@sevenoaks.gov.uk**

Applications must be completed by the applicant on behalf of the organisation [online](#).

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Applicant Reference	Organisation Name	Purpose	Previous Funding 2019 /20	Previous Funding 2020 / 21	Grant Application 2021 / 22	Recommended Allocation 2021 / 22 (as per current budget)	Maximum allocation should funds from 2020 / 21 be returned & added to original budget	Reason for Refusal	Notes
116	Age UK Sevenoaks and Tonbridge	Support the cost of providing 'Pop Up Pop Ins' to encourage social interaction and reduce social isolation in rural settings. Sessions include sign posting to essential services alongside individually tailored falls prevention exercises. Sessions also include talks from organisations such as Kent Fire & Rescue. Due to COVID-19 the project will also look to increase its presence digitally and help their residents to engage with the sessions in this way.	£2,000	£4,250	£5,000	£4,540	£5,000		
505	Leigh Ladies Choir	The Leigh Ladies Choir is a community led amateur choir and supports residents with loneliness and isolation. The choir are looking to run a Virtual Concert in 2021 and the grant will be used to support this by funding a wide-angle camera, recording microphones and website add-ons.	No application	No application	£500	£0	£0	Project is an arts event and is primarily the responsibility of another agency or funder.	
436	West Kent Extra	The grant will go towards a three month project (May-July 2021) to deliver an intense support programme to adults who have been made redundant or become unemployed due to COVID-19. The programme will provide advice and guidance on navigating unemployment such as benefit support. It will also provide practical guidance on how to seek new employment based on their interests and upcoming opportunities. This project is an extension to their West Kent Works project which has been running with funding from the National Lottery since October 2020. This funding ceases at the end of April.	£1,200	£3,550	£5,000	£0	£0	The available level of funding is not sufficient for the Council to be able to prioritise this project and it was felt it could be funded through another organisation.	
506	Friends of Holcot	Friends of Holcot is a charity based in Holcot near Edenbridge. The charity are looking for funding to support disadvantaged families who have registered with them. The funding will support a short wellness initiative to help individuals struggling with weight gain, anxiety and depression. The funding will go towards paying for 15 memberships at Edenbridge Leisure Centre for 12 weeks for adults and 6 private inflatable sessions in the pool for children.	No application	No application	£2,500	£0	£0	This service is primarily the responsibility of another agency.	
44	Sevenoaks Counselling	Sevenoaks Counselling provides confidential counselling to all on an equal opportunities basis. They continue to receive a high number of referrals from GP surgeries, Citizens Advice etc. Clients make a contribution towards the cost of their counselling but are only asked to pay what they can afford. The grant would fund the provision of professional counselling services to those unable to pay all or any of the associated costs.	£900	£1,000	£1,000	£1,000	£1,000		
508	The Layberry Foundation	The Layberry Foundation provides volunteer mentoring for young people including those who may have been in the care system. The grant will fund part time administration costs, volunteer expenses and also to help with the recruitment process for volunteers.	No application	No application	£2,000	£2,000	£2,000	The grant will be conditional that they work towards accreditation and work to improve their links with KCC and further enhance their referral process.	
264	West Kent Mediation	The grant would be spent on the continuing provision and development of a free, professional, impartial and confidential mediation service for all SDC residents. WKM are the only service within the district providing a free mediation service to neighbours and families in need.	£4,800	£5,000	£5,000	£5,000	£5,000		
58	Council for Voluntary Service North West Kent	To deliver an electronic news bulletin monthly for disseminating information to organisations for local networking, funding and training events. To provide DBS checks, payroll and accounts service and funds held service.	£1,000	£800	£3,120	£900	£900		
206	Sevenoaks Volunteer Transport Group	The grant will be used to support the charity to provide low cost transport for the elderly, infirm and disabled residents. Volunteer drivers help vulnerable residents of Sevenoaks District to attend hospital appointments, GP appointments and other clinics or appointments that are vital to their health and wellbeing.	£500	£500	£500	£500	£500		
2	D'Vine Singers	The D'Vine Singers are a wellbeing choir that meet weekly during term time. The funding will provide a term's running costs for the choir which offer places to people aged over 18. Currently they have members from day centres, people suffering with social isolation, residents with Parkinsons and members with mental health issues. Currently the choir has been meeting online due to restrictions and are looking to meet again in person when restrictions allow.	£350	£450	£500	£500	£500		
446	Domestic Abuse Volunteer Support Services	This grant is requested as a contribution towards core costs of providing vital support services for women and men experiencing domestic abuse, assisting them and their children to break the cycle of abuse and live safe and fulfilling lives again. This funding will contribute to: a cost-effective helpline, face-to-face and telephone support offering bespoke options for all risk levels; risk assessments to national standards; personal/family safety planning; referral to MARAC and Social Services for Child Protection as required; sign-posting to other agencies/voluntary groups. It would also support DAVSS' Support to Court project; free legal advice by appointment with DAVSS pro bono Lawyer and pro bono Barristers available. It would also help support co-ordinating the Freedom Programme and Recovery Toolkit.	£5,000	£5,000	£5,000	£5,000	£5,000		
21	West Kent Mind	The grant will help fund a remote counselling service for residents of Sevenoaks in need of emotional/mental health support who are unable to access the necessary technology or unable to find the privacy needed within their homes. Clients will come to a counselling room at our Sevenoaks Centre and meet with a counsellor remotely via Zoom, on a computer configured for secure remote operation.	£3,000	No application	£3,322	£3,322	£3,322		
378	10th Sevenoaks (Weald's Own) Scout Group	The grant will be used to build an outdoor washing up facility at the Weald Scout Hut in Weald Village. It will include a raised, covered platform off the ground leading to a washing up area fitted to the side of the hut. The grant will fund the materials to build the facility.	No application	No application	£3,000	£0	£0	The available level of funding is not sufficient for the Council to be able to prioritise this project.	

Applicant Reference	Organisation Name	Purpose	Previous Funding 2019 /20	Previous Funding 2020 / 21	Grant Application 2021 / 22	Recommended Allocation 2021 / 22 (as per current budget)	Maximum allocation should funds from 2020 / 21 be returned & added to original budget	Reason for Refusal	Notes
14	Eden Christian Trust	The grant will help fund their main activity which is the ECT Youth Club that meets weekly. Up until lockdown the club had membership of 110 young people who attended regularly. During lockdown the Youth Club has continued to meet and their Youth Worker has been undertaking outreach work. Funding will help to cover the salary of their full time Youth Worker and core costs of the club.	£2,000	£1,000	£5,000	£1,750	£1,750		
495	We Are Beams	We are beams provide family advice to parents and families with children who have an SEND diagnosis. The funding will provide equipment to deal with extra capacity for their online meetings to continue their cygnet-parenting programme.	£3,500	No application	£4,214	£4,214	£4,214		This grant will be conditional upon evidence of deliverables being provided. Half of the grant will be provided upfront and the remainder provided once evidence has been submitted.
473	Oxford Village Memorial Hall	The funding will provide the ability for the memorial hall to have push button access so that the main entrance doors can be easily opened by wheelchair users.	No application	No application	£5,000	£0	£0	This application cannot be supported as priority has been given to applications demonstrating that they support a wider area of the District.	
462	Project Salus	Safety in Action is an interactive multi-agency event that invites Year 6 children to learn about some of the dangers they may face as they become more independent and prepare for transition to secondary school. The event is designed to develop citizenship and safety skills and to increase awareness of dangers. This grant will be used to support the staging of a 2 week event between March and July 2021 for up to 1500 year 6 pupils in the West Kent area. All primary schools will be invited and will be online via zoom.	£1,250	£1,500	£1,500	£1,500	£1,500		
499	Fegans	The grant will be used to fund 1:1 support with around 20 families who are struggling in the Sevenoaks area. It would be used to consolidate support for these parents and carers; funding a part time parent support worker based in the area to work with families and take referrals from the schools and other local agencies.	No application	£2,500	£5,000	£0	£0		
394	BRIDGES, Reg.ch.1029169	The grant will fund the art therapists fees and expenses to run the creative café and will also subsidise access to the café for those who cannot afford the £6 contribution for materials. The café attracts people who are experiencing mental, physical or emotional stresses. The funding will also go towards development time for recruitment, supervision and training. It will also go towards developing new partnerships with the local Food Bank, Citizens Advice and West Kent Debt Advice.	£1,870	£1,450	£3,728	£960	£960		
85	Imago	Imago will provide support to other charities and community groups in West Kent; operate a volunteer development service that supports local volunteers and support local organisations and projects that need volunteers. They will also operate a Dial 2 Drive service that addresses the social isolation of older people. They are looking to expand this service into the Swanley area. Imago also offer infrastructure support to provide voluntary and community groups to access information, support and advice.	£8,000	£4,000	£5,000	£3,500	£3,500		
483	9th Sevenoaks (Seal) Scout Group	The grant will enable the scout group to procure semi-permanent structures and facilities to enable scouting at our new long term site.	No application	No application	£4,985	£0	£0	Application is ineligible under the Community Grant Guidelines.	
509	Baby Umbrella	Baby umbrella provides inclusive, impartial online and face to face support to vulnerable families and new parents in Sevenoaks and the surrounding areas. Our practitioners are trained Breastfeeding Counsellors and Lactation Consultants. The grant will go towards supporting face to face appointments, drop-in group sessions, 1-1 video call support and weekly Facebook Q & A sessions.	No application	No application	£5,000	£4,040	£5,000		
500	Samaritans Sevenoaks	The grant will support the Samaritans in their new office by providing three months property rent, three months worth of office expenses and volunteer expenses.	No application	£0	£5,000	£4,040	£5,000		
512	CAS Community Solutions CIC	CAS Community Solutions CIC is a community interest group and the funding will go towards providing a Digital Skills Coach to support local people on a weekly basis to develop their digital skills to meet a wide range of needs. In particular, this support is perfect for people suddenly having to work from home and for those thinking of setting up their own business.	No application	No application	£4,880	£0	£0	The available level of funding is not sufficient for the Council to be able to prioritise this project.	
507	Parish of Fawkham and Hartley	A new parent / carers group for pre-school aged children called 'Little Hartley' is to be set up. No such group currently exists in the area and demand is high. In addition, post Covid the need for social interaction will be especially necessary. The group will provide friendship/social interaction for parents / carers and play facilities for the children. It will provide informal coffee, chat and fun in comfortable surroundings and will be lead by an experienced volunteer. The grant will fund play equipment, story books, puzzles, beans bags, floor mat for babies etc. and refreshment supplies. There are no hire charges for this group but a small amount may go towards the additional heating costs for the Hall.	No application	No application	£500	£500	£500		
3	North West Kent Volunteer Centre	The grant will support SDC in the recruitment and retention of volunteers in the northern parishes of Sevenoaks District. This will support three services: befriending service; Community Transport Service; and a gardening service. These services support older people and local people who are experiencing loneliness and isolation.	£4,250	£4,500	£5,000	£4,034	£5,000		

Applicant Reference	Organisation Name	Purpose	Previous Funding 2019 /20	Previous Funding 2020 / 21	Grant Application 2021 / 22	Recommended Allocation 2021 / 22 (as per current budget)	Maximum allocation should funds from 2020 / 21 be returned & added to original budget	Reason for Refusal	Notes
511	Heart of Sevenoaks	Heart of Sevenoaks is a new online events directory, connecting the community with local events in and around Sevenoaks. The aim is to work with local businesses, helping to spread the word of local happenings, and suppliers through the website and linking social media. It offers a new, vibrant and up to date platform for businesses to advertise through. The grant will be used to fund a series of community events in the summer of 2021.	No application	No application	£5,000	£0	£0	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme.	
510	The Quadrangle Shoreham Ltd.	The Quadrangle work to conserve and enhance the natural environment and provide an educational space, retreat centre, and gathering place for a wide variety of groups. The grant would help develop our project in two parts: a) 4 day-long workshops for groups of up to 20 adults in partnership with a Kent based wildlife organisation on wildlife conservation and forest gardening; b) 4 day-long Volunteer Days for adults and families when people can offer to help manage the forest garden and learn about permaculture in practice.	No application	No application	£4,500	£0	£0	The available level of funding is not sufficient for the Council to be able to prioritise this project.	
196	Sevenoaks PHAB	PHAB provides a weekly meeting on a Tuesday evening for adults with either a learning disability and or / a physical disability. Circa 45 people attend each session. Participants come from Tonbridge, Tunbridge Wells, Edenbridge & Sevenoaks. A range of activities are on offer including music, singing, drama, Boccia, Arts/Crafts & bingo.	£400	£500	£500	£500	£500		
404	Kent Wildlife Trust	The grant will fund support core costs in the maintenance of the reserve; to fund our hard-working wardens who make sure the area is clean and safe for all to enjoy, and to fund the equipment they need to do so.	£0	No application	£5,000	£0	£0	The organisation's reserves are considered to be too high to enable a grant to be recommended.	
498	The Hygiene Bank	The Hygiene Bank is equivalent to the Food Bank but for hygiene products. This grant will fund the purchase of essential hygiene items for people in the district who are experiencing financial difficulties and are unable to afford these basic items. Covid-19 has meant that many of their collection points have been closed for months in accordance with Government and PHE guidelines, and fewer donations have been coming into the points that remain open. Consequently, they have had to rely heavily on monetary/online donations to continue to meet the ever-growing need for these items.	No application	£3,000	£3,000	£2,000	£3,000		
	Total Grant Requested:				£109,249				
	Total Proposed Allocation (as per current budget):					£49,800			
	Maximum total allocation should funds from 2020 / 21 be returned & added to original budget						£54,146		

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**Item 12 - Edenbridge Character Area Assessment**

The attached report was considered by the Development & Conservation Advisory Committee on 4 March 2021. The relevant Minute extract will follow when available.

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## EDENBRIDGE CHARACTER AREA ASSESSMENT

Cabinet - 18 March 2021

**Report of:** Chief Officer Planning and Regulatory Services

**Status:** For Decision

**Also considered by:**

- Development and Conservation Advisory Committee - 4 March 2021

**Key Decision:** Yes

**Executive Summary:** This report recommends the adoption of the Edenbridge Character Area Assessment Supplementary Planning Document (SPD). This report provides the background to the Edenbridge Character Area Assessment SPD and summarises the outcome of the public consultation for this SPD.

**This report supports the Key Aim of:** ensuring that Sevenoaks District remains a great place to live, work and visit.

**Portfolio Holder:** Cllr. Julia Thornton

**Contact Officers:** Amanda Gregor, Ext.7154 - Urban Design Officer/ Rebecca Lamb, Ext 7334 - Conservation and Design Team Leader

**Recommendation to Development and Conservation Advisory Committee:** that the recommendation to Cabinet is endorsed.

**Recommendation to Cabinet:** that Cabinets adopts the Edenbridge Character Area Assessment Supplementary Planning Document

**Reason for recommendation:** To build upon and provide guidance on Policy SP1 of the Core Strategy: 'all new development should be designed to a high quality and should respond to distinctive local character of the area in which it is situated'

### Introduction and Background

- 1 In conjunction with Edenbridge Town Council, the Conservation and Design team have drafted the Edenbridge Character Area Assessment (ECAA) SPD. This follows a similar format to the Sevenoaks Residential Character Area Assessment SPD.
- 2 It is required by national and local policy that all new development should be designed to a high quality and should respond to the distinctive local character of the area in which it is situated. The ECCA outlines the

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characteristics which make Edenbridge distinctive. By understanding the existing characteristics, this document can be used as a tool to enhance and promote positive development, which is responsive and suited to the local character. If adopted, the ECAA will be a material planning consideration.

- 3 There has been close stakeholder involvement in preparing the draft SPD in order to develop a shared vision with the local community. A team of volunteers, the Edenbridge Neighbourhood Plan (ENP) Steering Group and Members of Edenbridge Ward and Town Council undertook an initial appraisal. Following completion of the draft document, further briefings were held for Edenbridge Town Councillors, and the ENP Steering Group and Task Group members. The working document was reviewed, collated and updated in the summer of 2019 to incorporate mapping, include any further development that had occurred since the original survey and bring in more references related to the streets and public realm that contribute to the character of Edenbridge. The working document was circulated to Ward and Town Councillors and a meeting to discuss the updated document was held in September 2019. Feedback from the public consultation has been incorporated into the final version of this document.
- 4 Alongside the Edenbridge Character Area Assessment SPD, an interactive map has been created to improve usability and encourage a digital approach to the Edenbridge Character Area Assessment.
- 5 The aims of the Edenbridge Character Area Assessment SPD are:
  - identify the locally distinctive features that contribute to the character within the Edenbridge town confines;
  - support development that encourages rather than erodes character and local distinctiveness;
  - provide guidance to enhance the character of the public realm as well as buildings;
  - inform the development management process in support of national and local policies;
  - raise awareness of the importance and value of local context and character.

### Consultation Process and Outcomes

- 6 The draft Edenbridge Character Area Assessment SPD was published for consultation for six weeks from 12th August 2020 to 23rd September 2020.
- 7 In line with the Sevenoaks District Council's Statement of Community Involvement (Covid-19 review - June 2020) the following consultation took place, with a focus on online engagement through the use of an interactive map and online drop-in sessions:
  - published the draft Edenbridge Character Area Assessment SPD on the Sevenoaks District Council website;

- made the draft SPD available for inspection at the Council’s main office in Sevenoaks, Edenbridge Town Council offices (by appointment only) and Bridges Community Centre;
  - advertised the document and consultation event on the Council’s corporate Facebook page;
  - sent leaflets and posters to Edenbridge Town Council and Bridges Community Centre to publicise the consultation around Edenbridge;
  - emails and letters were sent to statutory bodies and to people on Sevenoaks District Council database who had indicated an interest in hearing more information about Edenbridge in line with GDPR;
  - held four interactive drop-in sessions over Zoom on 9th September 2020;
  - planning officers were contactable by phone and email throughout the consultation period to discuss in more detail;
- 8 Following the public consultation, the representations have been reviewed by Officers. A Consultation Statement (Appendix B) has been prepared setting out the consultees, a summary of the main issues raised by those persons and how those issues have been addressed in the supplementary planning document.
- 9 There were 23 respondents with a total of 35 comments from local residents and businesses alongside local and national stakeholders.
- 10 Comments received were generally supportive of the aims of the document and the content. A summary of the key issues raised and how these have been addressed:
- some minor updates which include up-to date photographs, mapping layouts and amendments related to wording to provide more clarity
  - representations were made to include the Town Station Cottages as their own character area. These have been surveyed and have been included in this assessment, because they border the town boundary with no extended separation to the existing built up area of Edenbridge and would not be considered a separate settlement.
  - a number of objections were raised regarding the industrial estate. Concerns were raised in regards to planning burdens that this document might cause with a cost to the business owners, a focus on the economic viability of the area and some concerns over gentrification. The purpose of this document is not to make additional requirements or demands to business owners. The economic requirements of businesses in Edenbridge are supported in Sevenoaks District Council Core Strategy. The supplementary planning document aims to determine what the characteristics are that contribute towards making Edenbridge distinctive. To address this, a small residential area from the industrial character area has been removed and re-characterised within a more appropriate grouping. The design guidance has been amended to provide clarity and reassurance.

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- representations were made to include Marsh Green within the assessment. Marsh Green is a separate settlement within the settlement hierarchy and lies outside the town confines of Edenbridge, which is the focus of this document. However, Marsh Green is within Green Belt land and is protected by national and local policy. Marsh Green will not be included in this assessment.
- representations were made within the Ashcombe Drive character area regarding connectivity and proposed development. To address this concern and provide clarity, a statement has been removed from the design guidance.

### Conclusion and Next Steps

- 11 Subject to Cabinet approval, the Edenbridge Character Area Assessment SPD and Adoption Statement will be made available for inspection at the Sevenoaks District Council and Edenbridge Town Council offices and published on the Sevenoaks District Council's website, in line with the Town and Country Planning Regulations (2012), Part 5, Regulation 14.

### Other options Considered and/or rejected

The Council does not adopt the Edenbridge Character Area Assessment SPD. The SPD would not be used as a tool to enhance and promote positive development, which is responsive and suited to local character.

### Key Implications

#### Financial

No additional costs to the Council arise from the Edenbridge Character Area Assessment SPD.

#### Legal Implications and Risk Assessment Statement

None - the Edenbridge Character Area Assessment SPD has been prepared in line with national planning policy and guidance and supports SP1 of the Core Strategy, which is our adopted development plan.

#### Equality Assessment (Compulsory heading - do not delete)

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

### Conclusions

Officers will be happy to take any questions on the content of this report at the meeting.

**Appendices - online only**

Appendix A - [Edenbridge Character Area Assessment SPD](#)

Appendix B - [Edenbridge Character Area Assessment Consultation Statement](#)

Appendix C - [Map of Edenbridge Character Area](#)

Appendix D - [Link to Edenbridge Character Area Interactive Map](#)

<https://maps.sevenoaks.gov.uk/edenbridgecaa/>

**Background Papers**

[National Planning Policy Framework, 2019](#) -

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

[Core Strategy Development Plan, 2011](#) -

[https://www.sevenoaks.gov.uk/info/20069129/current\\_local\\_plan/249/core\\_strategy\\_development\\_plan](https://www.sevenoaks.gov.uk/info/20069129/current_local_plan/249/core_strategy_development_plan)

[Statement of Community Involvement \(SCI, 2020 - June COVID-19 Review\)](#) -

[https://www.sevenoaks.gov.uk/info/20069129/current\\_local\\_plan/258/statement\\_of\\_community\\_involvement](https://www.sevenoaks.gov.uk/info/20069129/current_local_plan/258/statement_of_community_involvement)

**Richard Morris**

**Chief Officer Planning and Regulatory Services**

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**Item 13 - Street Litter Binfrastucture and draft Project Strategy 2021**

The attached report was considered by the Cleaner & Greener Advisory Committee on 16 March 2021. The relevant Minute extract will follow when available.

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**STREET LITTER BINFASTRUCTURE & DRAFT PROJECT STRATEGY 2021**

**Cabinet - 18 March 2021**

**Report of:** Deputy Chief Executive & Chief Officer, Finance & Trading

**Status:** For information

**Also Considered by:** Cleaner & Greener Advisory Committee - 16 March 2021

**Key Decision:** No

**Executive Summary:** This report provides an update about a street litter bin project and litter strategy and funding application.

**This report supports the Key Aim of:** Making Sevenoaks District to be a place where people can enjoy clean and high quality urban and rural environments.

**Portfolio Holder:** Cllr. Margot McArthur

**Contact Officer:** Adrian Rowbotham, Ext. 7153

Trevor Kennett, Ext. 7407

**Recommendation to Cleaner & Greener Advisory Committee:**

That the Draft Project Litter Strategy as set out at Appendix A is noted.

**Recommendation to Cabinet:**

That the Draft Project Litter Strategy as set out as Appendix A is noted.

**Reason for recommendation:**

The draft Litter Strategy is still being developed, however it is a requirement of the Binrastructure funding application, which is why it is included within this report. However, a full Litter Strategy will be considered by Cabinet at a later date.

**Introduction**

- 1 The Litter Strategy for England 2017 has been designed to apply best practice in education, enforcement and infrastructure to deliver a substantial reduction in litter and littering behaviour, so that in the coming years demonstrable improvements are seen.

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- 2 Street cleaning cost local government over £900m in 2018/19. A significant portion of this will have been avoidable litter clear-up and the money could have been better spent on vital public services.
- 3 The National Crime Survey has found that 28-30% of people perceive “litter and rubbish lying around” to be a problem in their area with 81% of people feeling angry and frustrated by the amount of litter lying all over the country.

### **Purpose of this Pilot & Draft Litter Strategy**

- 4 The purpose of this pilot is to upgrade, improve and smarten collection services to our binrastructure in the most remote locations across the district. The draft litter strategy is to set out our ambition and the steps necessary to achieve it. To help explain the actions we feel we need to take to affect change, this strategy identifies the scale of the problem in the district and the challenges we face in making those changes.
- 5 The draft Litter Strategy is still being developed and is only included within this Binrastructure report as it is a requirement of the funding application. A full Litter Strategy will be presented to Cabinet for further consideration and adoption at a later date.
- 6 The Department of Food & (DEFRA) through the waste charity Waste & Resources Action Programme (WRAP) have offered a funding opportunity to bid for between £10,000 and £25,000 for local authority to improve their Binrastructure.
- 7 Our funding application for £25,000 will enable a pilot to replace fifty street litre bins at our most rural locations with wood cladded larger bins with sensors. This will enable bins to tell us when they need emptying instead of us visiting weekly un-necessarily. The pilot would also provide special recycling bins at Eynsford Riverside.

### **Our Litter Ambitions**

- 8 Put simply, our ambition to make littering unacceptable behaviour and to seek new smart and innovative ways to reduce littering and to clear it promptly where it turns up.

### **The Causes of Litter**

- 9 The causes of litter are diverse and complex with compounding factors such as a lack of or fragmented data on the impact or importance of each cause and the effectiveness of different approaches to dealing with them. This strategy aims to highlight what the council understand to be the key causes of litter. The causes of litter outlined will not be ranked for importance or priority as we do not have evidence on which are the most important. The

strategy will also set out to identify gaps in knowledge and which issues the council has the structures, resources and authority to tackle.

- 10 Where the council are not in a position to act directly the strategy will outline in what ways it needs to focus on partnership working and community action to secure progress.
- 11 Public understanding of the impact of litter: Despite the high profile publicity of the impacts of litter on the environment, particularly around plastics, there is still a large disconnect between individual actions and collective impact.

### **Spending on litter collection in Sevenoaks**

- 12 Considerable financial and staffing resources are dedicated to collecting litter in the streets, emptying litter bins and litter picking in urban centres and along country lanes. It is difficult to quantify the actual cost of litter collection as it is combined with a wide range of direct services within Sevenoaks. However our annual street cleansing budget is approximately £1.4m.
- 13 The clearance of litter is an avoidable cost but to reduce this requires significant culture change alongside well designed and planned infrastructure and services to meet current and future needs. Changing culture is challenging and requires ongoing investment in education, engagement and, occasionally, enforcement. Given that much of our infrastructure is old and designed and planned for a different time, updating this to meet current and predicted need in the current economic environment will be a challenge and new and smart innovative ways to deal with this will be necessary.

### **Our Approach**

- 14 Sevenoaks District Council will adopt a positive collaborative approach to tackling litter in the district. In response to views from our stakeholders and partners, the council has identified five thematic areas of work to tackle the many and diverse causes of litter that build on current best practice.

The five thematic areas of work are:

- Education & Awareness
- Enforcement
- Infrastructure
- Service design
- Partnership and stakeholder working

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### Education & Awareness

- 15 Sending a clear message - delivering a first class anti-littering campaign. A compelling communications campaign will be a common feature of almost all of our approaches to tackling litter. In Sevenoaks, we will work with organisations such as Keep Britain Tidy and WRAP on high profile campaigns, which use a range of initiatives to encourage the public to stop dropping litter.
- 16 Campaigns will be evidence based and use a combination of “awareness-raising” and “behaviour change” approaches with some targeted media.
- 17 Education and work with young people will be a consistent theme in our approaches to reducing littering. Education and engagement with young people across Sevenoaks as part of a strategic approach to tackling litter. This strategy will help us work with partners to seek to try and ‘make every school... sustainable and to bring about behaviour change in young people and those connected to them so that good habits learned in schools are followed through into homes and communities”.

### Enforcement

- 18 We will always look to educate people on improving their behaviours when it comes to litter. However we will target enforcement resources to hot-spot locations and areas that suffer from consistent litter dropping.

### Infrastructure & Service design

- 19 This strategy sets out our recommended approach to the provision of litter disposal infrastructure (binrastructure) by our council. Good binrastructure is a key element of this Litter Strategy, as part of a strategic approach which also incorporates education and awareness-raising campaigns/signage, and is supported by proportionate enforcement when appropriate.
- 20 The following aspects of infrastructure design and deployment are important in avoiding litter:
  - Bin design, to make them attractive to use and easy to service
  - Siting of bins, to maximise the chance they are actually used and assure access for emptying
  - Shared space design and maintenance to discourage littering. Because litter lying on the ground encourages more litter to be dropped, good binrastructure is a key factor in keeping the environment clean and free from litter

- 21 A detailed street litter and dog bin review has been completed, mapping out the location, type and collection schedules of all of the street litter and dog bins across the district. The district currently has over 1,200 street litter and dog bins across the district.
- 22 The collection schedule currently in place accounts for over 2,500 visits by staff per week to the 1,200 street litter and dog bins.
- 23 This strategy looks to utilise smart technology and container management to improve the type and capacity of our bin infrastructure and with the introduction of sensors allow us to understand which bins are full and trends year-on-year as to which bins need servicing more frequently.
- 24 This approach will lead to measurable savings and better use of staff resources.

#### **Partnership & stakeholder working**

- 25 This strategy will help us set clear direction for meaningful engagement with our communities across the district. The council will look at initiatives, such as adopt a street, organised community litter picks, by providing help and equipment and participation in National campaigns, such as Keep Britain Tidy's Spring Clean.
- 26 The council will also work in partnership with our Parish and Town Council's to enhance street litter reduction and collection services.

#### **Strategy Action Plan**

- 27 A detailed action plan will be developed with stakeholders and partners to ensure delivery of the bin infrastructure pilot and a comprehensive operational plan, with further pilots to test concepts is in place to help deliver this litter strategy.

#### **Key Implications**

##### Financial

The Council already spend around £1.4m per annum on street cleansing services, however external funding opportunities will be explored for capital projects to improve our existing Binfastructure and to fund this project.

##### Legal Implications and Risk Assessment Statement.

The Environmental Protection Act 1994, as amended places a statutory duty on Sevenoaks District Council as the Litter Collection Authority and Waste Collection Authority. Duties placed upon the Council include, the removal of waste and litter and the enforcement of the offence of litter across the district.

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### 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**

Appendix A - Draft Litter Strategy for the Binrastructure Project

#### **Background Papers**

None

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer - Finance & Trading**



## DRAFT PROJECT LITTER STRATEGY

### Forward

For Sevenoaks, reducing litter and the impact of litter is one of the largest areas of concern for residents, businesses and visitors living, working and visiting the District. To address this concern, this Litter Strategy is the first element in a review of direct frontline services. This strategy touches on other issues such as fly tipping and household waste collection where they impact on litter.

We're a Seriously Different Council. This means going beyond the traditional remit of a district council by putting the wellbeing of our residents and businesses at the heart of everything we do, while still providing high quality services at a price people can afford.

The Council's work will be built on excellence, innovation and value for money. We know that a great deal of what we already do makes a significant contribution to our residents' quality of life and sense of wellbeing. But we are ambitious for our communities and we want to do more.

The Green Belt and Areas of Outstanding Natural Beauty are the hallmarks of our District. However, this natural beauty and attractive built environments are sometimes blighted by litter. We are committed to maintaining a clean and tidy District. We continue to be the only council in Kent to collect rubbish and recycling on a weekly basis, sending less than 2% of rubbish to landfill. By employing our own staff we can continue to be responsive to our residents' needs and to seek ways to keep costs within budget.

Dedicated staff and committed volunteers from our communities and partners, including Keep Britain Tidy, support the council in tackling litter and the causes of litter. However, a small but significant culture persists that littering is acceptable and this needs to be challenged if we are to meet our responsibilities.

The purpose of this strategy is to set out our ambition and the steps necessary to achieve it. To help explain the actions we feel we need to take to affect change, this strategy identifies the scale of the problem in the district and the challenges we face in making those changes.

### Our Ambition

Put simply, our ambition to make littering unacceptable behaviour and to seek new and innovative ways to reduce littering and to clear it promptly where it turns up.

### The Law on Litter

Litter is controlled under the legislative framework of the Environmental Protection Act 1990, which was amended by the Clean Neighbourhoods and Environment Act 2005. It is an offence to drop or leave litter and not pick it up. It applies to all land that is open to the air, including land covered with water and privately owned land. A person found guilty of dropping litter can be fined up to £2500 in a magistrate's court. Most offences can be dealt with through serving a Fixed Penalty Notice on the perpetrator by an authorised body such as a local authority or police force. Fixed Penalty Notice charges are set locally at between £75 and £150. Litter is generally accepted to be anything below the size of a sack of household waste and is mostly understood as items related to smoking, chewing gum or eating and drinking on the move where unwanted items have not been properly disposed of or have been dropped inadvertently.

Section 89 of the Environmental Protection Act 1990 (EPA 1990) places a legal responsibility (a 'duty') on certain organisations to ensure that land, as far as is practicable, is kept clear of litter. Section 91 of the EPA 1990 goes on to state that a person who is fed up with a long-standing litter problem can use a Litter Abatement Order against those organisations listed under Section 89 (the 'duty bodies') if they are failing in their duty to keep that land clean. There are six 'Duty Bodies' - local authorities, statutory undertakers such as rail and road agencies, Crown Estate, colleges, schools and universities. Privately owned land not open to public access does not qualify for a Litter Abatement Order.

### Litter Strategy for England

The Litter Strategy for England 2017 has been designed to apply best practice in education, enforcement and infrastructure to deliver a substantial reduction in litter and littering behaviour, so that in the coming years we see demonstrable improvements against the following;

Street cleaning cost local government £778m in 2015/16.

A significant portion of this will have been avoidable litter clear-up and the money could have been better spent on vital public services.

The National Crime Survey has found that 28-30% of people perceive "litter and rubbish lying around" to be a problem in their area with 81% of people feeling angry and frustrated by the amount of litter lying all over the country.

### The Causes of Litter

The causes of litter are diverse and complex with compounding factors such as a lack of or fragmented data on the impact or importance of each cause and the effectiveness of different approaches to dealing with them. This section of the strategy, therefore, aims to highlight what the council understand to be the key causes of litter. The causes of litter outlined below are not ranked for importance or priority as we do not have evidence on which are the most important. The

## Appendix A

strategy will also set out to identify gaps in knowledge and which issues the council has the structures, resources and authority to tackle.

Where the council are not in a position to act directly the strategy will outline in what ways it needs to focus on partnership working and community action to secure progress.

Public understanding of the impact of litter: Despite the high profile publicity of the impacts of litter on the environment, particularly around plastics, there is still a large disconnect between individual actions and collective impact. There is also a misunderstanding of how and where to use and dispose of biodegradable packaging.

Litter Strategy for England: litter strategies to raise the profile of litter and to give guidance to those that hope to tackle it.

Lack of influence/control/powers: Whilst there is a perception that the council is responsible for all public land, there are areas where the council has limited or no powers to act to prevent littering or to provide litter services. Examples include:

Roadside litter: The county council have to rely on SWTRA to access trunk roads to clear litter and have limited powers to enforce littering from cars.

There are limited powers in planning to ensure that new developments include conditions around litter control.

The council do not have powers to retrospectively place litter management requirements on premises that add to littering issues as part of cultural changes in behaviours e.g. service stations now provide food on the go.

Cultural attitudes: Our experience suggests that a number of cultural changes have lead littering to become an acceptable behaviour. Examples include:

- The increasing disconnect with the natural environment caused in part by alternative pastimes based around technology
- Not having the right appropriate street litter bins in the right place
- Changes in the way we consume food and drink and move to eating (and drinking) on the go
- Increased night-time economy and its impact on less responsible behaviour in urban centres
- Increased car ownership and improvements in car design separates travellers from the experience of the environment around them
- Expectations of responsibility for litter clearance
- Lack of awareness of wider costs of litter

Culture of instant gratification, a compounding factor of eating on the go, the desire to live in the moment means not wanting to hold on to litter until a bin can be found and a reduced sense of responsibility beyond the self.

## Agenda Item 13

### Appendix A

Eating on the go: With a move to eating on the go, there is an increase in disposable packaging. Today, food and drink are consumed in spatially different ways to the past. Under these conditions, it is vital to be able to predict the locations for bins to meet the needs of those consumers eating on the go. In addition, eating on the go packaging often has high volume packaging (plastic bottles and food trays) meaning bins fill more quickly.

Eating/drinking on the go has also become commonplace whilst driving leading to roadside litter where litter bins would not be an appropriate solution.

Tourism and Leisure: The district is a destination for certain types of tourists largely to enjoy outdoor recreation and historic attractions. Whilst this brings many benefits, tourists do not always have access to facilities for disposing of litter in the same way as residents, e.g. not so easy to take litter home. Tourism also supports demand for eating on the go.

Smoking: Keep Britain Tidy identifies smoking related litter as the most common type of litter found on the streets of England.

Although cigarette ends are small, by law they still count as litter. Their small size makes them difficult and costly to clean, and also means they are easily transported to our waterways by wind and water. Not only do they contain toxins which pollute our waters, but they can be mistaken by wildlife for food, which can be deadly. Cigarette filters are not biodegradable. They're actually made of plastic, so they stay in the environment for a long time.

Dog ownership: Dogs play an immensely important role in our societies, from highly trained working dogs on farms, support dogs for the disabled, rescue dogs for emergency services and educational dogs for children with behavioural needs, through to companion animals for people of all ages. Dogs promote health and well-being, encourage regular exercise and help break down social barriers. However, dog fouling can cause serious health problems and is the cause of complaints about street cleanliness.

Dog ownership is on the rise and, whilst the failure to clear up dog fouling is increasingly socially unacceptable, there remains a small minority of dog owners that either fail to clear up after their pets, or clear up but fail to bin it. Failure to clear up properly after dog fouling causes specific additional concerns around health of people, livestock and wildlife. The problems are exacerbated by lack of clarity as to when, where and how to dispose of dog waste correctly.

Drugs paraphernalia: A relatively small issue in terms of volume of litter but significant in potential impact on human health, both for the public at large and for staff dealing with the issue. Drug paraphernalia is a difficult problem to tackle at a departmental or even council level and requires partnership working and lobbying.

## Appendix A

**Packaging:** Changes in shopping behaviour from high street to online, increasing use of marketing on packaging, use of packaging to increase shelf life of products all contribute to an increase in the volume of packaging and a change in the materials used in packaging. Inevitably, an increase in packaging has led to an increase in waste, whether intentionally or otherwise, some of which ends up as litter.

**Long distance transport:** There is a lack of rest facilities for long distance lorry drivers leading to littering of major laybys in the district. Challenges exist for such locations as bins in these locations attract fly tipping, misuse and abuse.

**Schools:** walking routes to high schools attract litter as many children eat on the go both to and from school. It only takes a small minority to drop litter on a daily basis on the same routes for litter to become a problem in these areas. The cohort effect makes challenging behaviours an ongoing requirement in an already highly pressured educational curriculum.

**Commercial and household waste collection:** Pressure from government recycling targets put pressure on waste collection services. Whilst waste segregated at source is widely seen as improving the quality of recylates, the logistics of this approach can lead to the creation of litter. Example problems include historic urban areas lacking in space for rubbish collection and refuse lorries, households not equipped to store multiple sacks for waste segregation, confusion over collection days.

#### Where are we now

In the UK the cost of dealing with litter is around £850 million a year and whilst the types of litter have changed, the level of litter has not fallen for over 12 years. Fast food litter has increased over the last decade as people have taken up the habit of eating and drinking on the go. Litter can last a very long time in the environment, with some materials such as crisp packets, cans and glass bottles remaining intact for decades, and plastic bottles having a life of hundreds of years.

The Litter Strategy for England May 2017, includes a requirement for a combination of education, enforcement and improved infrastructure.

#### Scale of the Problem in Sevenoaks

Sevenoaks is a district with high quality landscapes, historic towns and villages and many protected environments that are highly valued by local communities. These beautiful towns and rural landscapes also contribute to the local economy by attracting tourists and businesses to the district. Litter has a negative impact on the built and natural environment and, ultimately, has a negative impact on the economy, wellbeing and safety of humans and wildlife.

Several trunk roads pass through Sevenoaks and roadside litter along these high speed routes is a particular problem for the appearance of the district as well as incurring a cost involved to clear it.

Litter is easily transported by wind or water to other places where it can do unseen damage such as in rivers. There is a great deal of international concern about the sheer volume of plastic litter that is now entering our rivers and oceans and the difficulty in removing it. In addition to the obvious dangers to marine life, it is a hazard to the food chain, and assists potentially invasive species to travel around the globe, destroying habitats, threatening species and harming human health.

Sevenoaks litter problem is a very visible manifestation of some people's lack of awareness and care for the local environment yet for others, it remains one of the issues that they care very much about. In 2019-2020 the council received a significant number of complaints about litter and fly tipping.

Solutions often put forward by local residents and businesses include education, increasing the number of litter bins, better enforcement and more volunteering.

#### Spending on litter collection in Sevenoaks

Considerable financial and staffing resources are dedicated to collecting litter in the streets, emptying litter bins and litter picking in urban centres and along country lanes. It is difficult to quantify the actual cost of litter collection as it is combined with a wide range of direct services within Sevenoaks.

The clearance of litter is an avoidable cost but to reduce this requires significant culture change alongside well designed and planned infrastructure and services to meet current and future needs. Changing culture is challenging and requires ongoing investment in education, engagement and, occasionally, enforcement. Given that much of our infrastructure is old and designed and planned for a different time, updating this to meet current and predicted need in the current economic environment will be a challenge and new and innovative ways to deal with this will be necessary.

In addition to council staff, the council engages with the prison service and probation service to support litter picking across the district, as part of community service. Furthermore, a large number of volunteer groups and individual volunteers regularly litter pick in the areas where they live, some of whom will also separate materials into recyclables and waste. Volunteers, parish and town councils in rural areas carry out cleansing where it is difficult for the council to do so due to a lack of resources and volunteers are often able to undertake additional regular deep cleans of their local area. The council provide volunteers with equipment and collect bagged litter from these activities.

#### Our Approach

Sevenoaks District Council has adopted positive collaborative approach to tackling litter in the district. In response to views from our stakeholders and partners, the council has identified five thematic areas of work to tackle the many and diverse causes of litter that build on current best practice.

## Appendix A

The five thematic areas of work are:

1. Education & Prevention
2. Enforcement
3. Infrastructure
4. Service design
5. Partnership and stakeholder working

#### Education

We will proactively work with education and environmental partners to ensure we clearly communicate, promote and ultimately educate the public on making the dropping of litter behaviourally unacceptable, while improving resources to collect street litter effectively.

#### Enforcement

We will use enforcement in a proportionate way and when it is needed, ensuring action is necessary and justified. Enforcement, if used in the right way can assist effective behavioural change and in turn reduce litter.

#### Infrastructure & Service design

A Street litter and dog bin review has been completed, mapping out the location, type and collection schedules of all of the street litter and dog bins across the district.

It is clear from the review that we have adequate street litter bin infrastructure, however, what is clear from the review is that the infrastructure is old, un-inspiring, of to a low capacity for the litter needs and many are in the wrong locations.

#### Partnership & stakeholder working

Working with our partners, particularly the Parish Council's, local community groups and our suppliers the pilot will look to introduce targeted collections, driven by technology and to offer recycling options at key locations.

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**Item 14 - Emergency Planning Update**

The attached report was considered by the Cleaner & Greener Advisory Committee on 16 March 2021. The relevant Minute extract will follow when available.

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**EMERGENCY PLANNING SERVICE UPDATE**

**Cabinet - 18 March 2021**

**Report of:** Deputy Chief Executive & Chief Officer, Finance & Trading

**Status:** For Consideration

**Also considered by:**

Cleaner & Greener Advisory Committee - 16 March 2021

**Key Decision:** No

**Executive Summary:** This report updates the Cleaner & Greener Advisory Committee about service delivery updates from the last 12 months.

**This report supports the Key Aim of:** Making Sevenoaks to be a safer place to live, work and travel.

**Portfolio Holder:** Cllr. Cllr. Margot McArthur

**Contact Officer:** Adrian Rowbotham, Ext. 7153

Trevor Kennett, Ext. 7407

**Recommendation to Cleaner & Greener Advisory Committee:**

That the report be noted.

**Recommendation to Cabinet:**

That the report be noted.

**Reason for recommendation:** This is an information and update report and requires no further actions

**Introduction**

- 1 The Civil Contingencies Act 2004 identifies all district councils as Category 1 Responders. Duties placed upon the Council include Emergency Planning and response. The Council has in place appropriate emergency plans, which have been tested with multi-agency partners and effectively used in real situations.
- 2 Over the past 12 months Sevenoaks District Council has responded to unprecedented levels on response and recovery pressures relating to the

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National Covid-19 pandemic and all of the associated implications on our residents and businesses, Brexit/EU transition, the closure of the French border over the Christmas period and the usual requirements around winter preparedness.

- 3 It is safe to say our resources, knowledge and expertise around emergency planning and incident management have been tested to their limits.
- 4 Along with these pressures our officers have also been involved in local emergency planning incidents, which have included severe weather episodes of flooding, a World War 2 incendiary bomb and the potential evacuation of several hundred passengers when a train hit a branch on the track at Swanley.
- 5 As a consequence of this unprecedented demand on emergency planning resources we have taken the opportunity to review, develop and update a number of our plans and strategies to ensure we learn from these experiences and make sure our plans are robust enough to manage the emergency, while remaining agile in our approach as a category 1 responder.

### **Brexit/EU transition**

- 6 Our Council is an active member of the Kent Resilience Forum (KRF) where we worked with multi-agencies across Kent and wider central Government in the preparation of a range of potential outcomes for our transition from the EU. A range of contingency plans have been developed, including the overarching Operation Fennel Traffic Management Plan. This plan details how to keep the M20 open and minimise the disruption to Kent residents, businesses and other road users when there are flow problems at the Port of Dover and Euro Tunnel.
- 7 Part of our involvement was to help at the initial the planning stage, so that the closure of the M26, which could impact the traffic in and around the Sevenoaks could be avoided. The final Operation Fennell plan excluded the closing of the M26.
- 8 As part of the Council's preparedness and planning process for the EU transition the Council's Business Continuity Plan was completely reviewed to ensure that services could continue with minimum disruption.
- 9 The UK formally exited the European Union on 31 January 2020 and entered a transition period, which ended on the 31 December 2020. On the 20 December 2020 France closed it border to the UK due to concerns about the spread of Covid-19 as a precaution.

- 10 Officers have attended a large number of virtual multi-agency meetings at a tactical and strategic level to ensure our Council is up to date and prepared on any Kent wide actions or plans and to assist, by mutual aid other district and county council services, particularly in East Kent.
- 11 Although reduced over time there are still potential threats and impact on the District, which include:
- Major disruption to the local and county road network;
  - Disruption to health and social care delivery, especially within our remoter communities;
  - Potential disruption to supply chains e.g. Fuel distribution;
  - Long-term detrimental impact on the County's economic competitive and attractiveness;
  - Risk of increased community tensions aggravated by the Covid-19 pandemic;
  - Adverse winter weather conditions e.g. snow and flooding intensifying the impact of the above.

### **Severe Weather**

- 12 The early parts of 2020, saw five storms that affected South East England and led to severe river and surface water flooding especially in Edenbridge, Sundridge and Swanley.
- 13 Our Incident Liaison Officers were active across the District monitoring conditions and sandbags were delivered as requested. Parish and Town Councils worked in conjunction with the Council to help the most affected households.
- 14 One of the worst flooding events took place along the A25 at Sundridge during Storm Dennis in February 2020. Local residents tried to slow cars down to help reduce and prevent flood wash entering their properties. A combined multiagency approach is being developed with the local Parish Council, to investigate how to best manage and possibly reduce the contributory factors along this stretch of roadway.
- 15 Prior to flooding season, staff including from some parish councils attended flood warden training delivered by the Kent Resilience Forum and the Environment Agency in readiness for the expected severe weather condition expected at the end of 2020 and early 2021.
- 16 The Council was represented at the Multi-Agency Flooding Debrief on 20 February 2020, where the worst affected areas, including Edenbridge were discussed.

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- 17 The early part of 2021 saw continuing heavy and then snow, the Council were represented on the County-wide Severe Weather Group and the Tactical Coordination Group to ensure all responses were coordinated and the Council were prepared. Our stocks of sandbags and floodsax's remain high and Direct Services have delivered supplies when requested.

### Covid-19

- 18 It is fair to say the current pandemic has tested our resilience over a prolonged period. Crucially, the Council achieved its objective of delivering a good service to protect and support vulnerable residents, which is a remarkable achievement.
- 19 Staff involved in the pandemic response were committed to delivering outcomes for customers while structures, including those for governance and decision-making, were robust in design. Communications and information flows up and down the organisation were good, with the Council defining its critical services in discussion with stakeholders and review of data shows that service standards were maintained during this period.

### Current Reviews

- 20 The current priorities are to review and refresh the following emergency plans and procedures:
- Major Emergency & Incident Response Plan - this has been refreshed and updated mainly with staff and service changes;
  - Civic Protocol for the death of a senior national figure - these procedures have been reviewed and refreshed in accordance with County and national guidance. Council Officers have also practiced these procedures in a desktop exercise;
  - On-call Duty Emergency Activation Officer Procedure - This has been completely reviewed and developed into a more robust scheme, with a rota of trained officers on call should the Major Emergency or Incident Plan be instigated.
  - A full review is being undertaken by the Head of Human Resources and Organisational Development and the Head of Direct Services on training and development requirements to ensure we have the correct levels of resilience and preparedness around emergency planning and our response to any incident.
  - The District's Emergency Centre (DEC) handbook and procedure is currently being reviewed and improved following the learning from the Covid-19 pandemic and activation.

- A review of the district's Rest & Welfare centres is being completed to ensure the measures currently in place are up to date and work well.

### **Key Implications**

#### Financial

The Council budget for Civil Protection largely comprises salary allocations for key staff responsibilities. Depending on the nature of an event and the response, any necessary funding would normally be found from Partner Agencies or existing Council budgets. In certain larger scale events, where expenditure exceeds a set limit, funding can be recovered from central Government (The 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.

<p><b>Appendices</b></p>
<p>None</p>
<p><b>Background Papers</b></p>
<p>None</p>

**Adrian Rowbotham**  
**Deputy Chief Executive**

**& Chief Officer, Finance and Trading**

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