

16 June 2020 at 3.00 pm

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

https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZk6Zqn6g



Despatched: 08.06.20

People & Places Advisory Committee

Membership:

Chairman, Cllr. Collins; Vice-Chairman, Cllr. Pett
Cllrs. Dr. Canet, Cheeseman, Perry Cole, Coleman, P. Darrington, Dyball, Foster,
Hudson, Osborne-Jackson and Raikes

Agenda

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

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the minutes of the meeting of the Advisory Committee held on 3 March 2020, as a correct record.	(Pages 1 - 6)	
2. Declarations of interest Any interest not already registered.		
3. Actions from Previous Meeting (if any)	(Pages 7 - 8)	
4. Update from Portfolio Holder		
5. Referral from Cabinet or the Audit committee (if any)		
6. Presentation on the Visitor Economy	(Pages 9 - 10)	Emma West Tel: 017322007205
7. Community Grants Proposal for 2021/22	(Pages 11 - 26)	Kelly Webb Tel: 01732227474
8. Sevenoaks District Community Safety Strategy & Action Plan annual report 2019-20	(Pages 27 - 54)	Kelly Webb Tel: 01732227474

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|-----|--|-----------------|----------------------------------|
| 9. | Presentation from DAVSS | (Pages 55 - 56) | Kelly Webb
Tel: 01732227474 |
| 10. | Sevenoaks District Community Safety Partnership - Nitrous Oxide use & ASB Action Plan | (Pages 57 - 64) | Kelly Webb
Tel: 01732227474 |
| 11. | Sevenoaks District Business Advisory Board | (Pages 65 - 68) | Sarah Robson
Tel: 01732227129 |
| 12. | Work Plan | (Pages 69 - 70) | |

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.

PEOPLE & PLACES ADVISORY COMMITTEE

Minutes of the meeting held on 3 March 2020 commencing at 7.00 pm

Present: Cllr. Collins (Chairman)

Cllr. Pett (Vice Chairman)

Cllrs. Dr. Canet, Cheeseman, Perry Cole, Coleman, P. Darrington, Dyball, Foster, Hudson, Osborne-Jackson and Pett

An apology for absence was received from Cllr. Raikes

32. Minutes

Resolved: That the Minutes of the meeting of the People & Places Advisory Committee held on 10 December 2019, be approved and signed by the Chairman as a correct record.

33. Declarations of interest

With reference to the North West Kent Volunteer Centre in Appendix C of Agenda item 6 (Minute 38), Cllr Cole declared that he was a Partner in a gardening and maintenance business.

For transparency, Cllrs Dyball, Hudson and Pett advised they were appointed Council representatives on the Sevenoaks District Arts Council.

34. Actions from Previous Meeting

There were none.

CHANGE IN ORDER OF AGENDA ITEMS

The Chairman, with the Committee's agreement, moved agenda item 6 to follow after agenda items 7 and 8, and moved agenda item 4 to follow after agenda items 5, 7, 8 and 6.

35. Referral from Cabinet or the Audit committee

There were none.

36. 2020-2021 Community Safety Strategy & Action Plan

The Community Safety Manager presented the report which set out Partnership activity aimed at addressing domestic abuse, serious and acquisitive crime, anti-

social behaviour, safeguarding, substance misuse, and doorstep crime. 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.

Following queries from Members, the Community Safety Manager advised that they were working with community wardens and local banks to help tackle doorstep crime. Members were advised that reports of domestic violence had increased as a result of law changes determining what counts as domestic violence, and victims more likely to report it. There were proactive campaigns in place to encourage residents to take precautions to prevent residential burglary.

The Chairman thanked the Community Safety Manager.

Resolved: That the report be noted

37. Economic Development Strategy Delivery Plan Monitoring

The Economic Development Officer presented the report updating Members on the delivery of the 2018-2021 Economic Development Strategy. Work on the strategy began in January 2019. The strategy was designed to have the flexibility to adapt to economic changes and needs of business customers. The performance targets were 86% green, 14% amber and 0% red.

In response to questions from Members, it was clarified that the Council did not provide financial support towards the business hubs, but assisted in networking and providing advice.

The Portfolio Holder highlighted the success of the Visitor Economy Forum (Appendix A, 3.1b) as a good network which allows many to share feedback on the Sevenoaks Visitor Economy.

The Chairman thanked the Economic Development Officer.

Resolved: That the progress of the Economic Development Strategy delivery plan to date, be noted.

38. Community Grant Scheme Draft Allocations 2020/21

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 2020/21, together with recommended grants. The amount of funding available for grants was £54,800. In addition, funding was given to Citizens Advice for 2020/21 under the terms of the three-year Service Level Agreement.

The Portfolio Holder thanked the Community Projects & Funding Officers for thoroughly setting out the process of allocating grants to her and the Deputy Portfolio Holder.

In response to questions from Members, the Community Projects & Funding Officers advised that the Eden Christian Trust were running a community based youth club which did not require the members to have Christian faith and therefore were eligible to receive a grant. It was advised that the recommended grant had the attached condition that the Youth Worker aligned with the KCC Youth Service.

The Chairman thanked the Community Project & Funding Officers.

Resolved: That the report be noted

39. Update from Portfolio Holder

The Portfolio Holder reported that the first Portfolio Holder briefing with the new Chief Officer People & Places took place. They discussed projects related to youth, older people, carers and mental health. Following its success the previous year, there were plans to repeat Silver Sunday.

Further discussions included encouraging organisations to provide mental health first aid and plans for the Council to provide support to local youth groups.

The Chairman thanked the Portfolio Holder.

40. Work Plan

The work plan was noted

41. White Oak Leisure Centre: New build and operator contract awards

The Chief Officer People & Places presented the report which set out the proposed construction of the new leisure centre, the demolition of the existing White Oak Leisure centre, and the appointment of an operator for the new centre. The report set out the facility mix and detailed costings and funding sources. Planning permission had been granted on 13 February 2020. The construction of the new leisure centre and demolition of existing leisure centre cost, together with fees and charges, was due to be £20m.

The Chief Officer People & Places advised Members of the proposed design of the new leisure centre, which included a Tag Active zone, multi-purpose rooms, a pool, a café, soft play area, and parking provision for 144 vehicles and two coach spaces. There was focus on making the building as flexible as possible in its use. The new leisure centre was due to open in November 2021.

The preferred operator was Sport and Leisure Management (SLM). If approved the contract award net payment to the Council would be £508,248 a year on average. The preferred operator had shown interest in embedding themselves in the local community early on in the process. The Chief Officer People & Places advised that there would be 38 full time equivalent members of staff working for SLM which would provide good operator resilience.

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People & Places Advisory Committee - 3 March 2020

Members were advised that there were risks related to construction with Alliance Leisure Services Ltd (ALS) as well as risks outside their responsibility. These included utilities issues, prolonged extreme weather conditions, planning conditions imposed, changes to national building regulation, and unexpected ground conditions.

In response to Members' queries on the changing facilities at the Orchards Academy sports hall, the Community Projects & Funding Officer advised that the changing rooms and sanitary ware would be refurbished. Shower facilities were already provided on site. Following health and safety concerns from Members, the Head of Finance advised that an insurance policy set up for the new sports hall would consider health and safety risks. Members expressed an interest in a site visit to the sports hall.

In response to queries on the use of Orchards Academy sports hall, Members were advised that it would be used for sports such as roller hockey and netball taking place in the evenings and weekends. The school would be managing the use of the hall itself and may need to consider a community use agreement, which had not been discussed at this stage. It was advised that an agreement will be drawn up between SDC and Orchards Academy regarding the improvements, to give confidence in the future use of the facility.

Members questioned if the new leisure centre would meet the needs of older people and the 4 to 11 year old age group. The Chief Officer People & Places advised that the new operator wanted to engage and support the local community at the centre and beyond it, appealing to all ages and those harder to engage, hence the offer of activities such as Tag Active, the support for GP referrals and Shapemaster (supporting those recovering from illness and those who would need extra help to become fitter). In response to concerns over accessibility for those with a lower income, the Community Projects & Funding Officer advised that there would be concessionary memberships including junior, disabled and senior memberships. Members were advised that the new operator was a large company with experience of how to make an income without charging a high amount for its use. The flexibility of the leisure centre design would allow the operator to optimise the number of people using it.

In response to questions, Members were advised that a logistics plan had been drawn up to allow for parking provision in the run up to the new car park being completed in May 2022. The new contractor would have responsibility for a schedule of programmed maintenance at the new leisure centre, which the Council would be entitled to review. The Community Projects & Funding Officer advised that the Council would have access to all maintenance information online. Members queried what the lifespan of the new leisure centre was likely to be.

Action 1: That the Community Projects & Funding Officer circulate the predicted lifespan of the new leisure centre to Members

Following environmental concerns expressed by Members, it was pointed out that the new building was being designed to enable the new leisure centre to meet the

Building Research Establishment Environmental Assessment Method (BREEAM) 'very good' standard as stated in paragraph 14 of the report.

It was noted that c) in the recommendation to Council, as set out in the report, incorrectly referred to paragraph 46 when it should have referred to paragraph 53.

The Chairman thanked the Chief Officer People & Places.

Resolved: That the following comment on recommendations a) to e) as set out within the report, be passed to Cabinet:

- a) That the security and safeguarding of the Council's investment in the Orchards Academy site, be ensured

The Chairman thanked all the Officers for attending the meeting and their support

THE MEETING WAS CONCLUDED AT 9.01 PM

CHAIRMAN

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ACTIONS FROM THE MEETING HELD ON 3 MARCH 2020 (as at 5.6.2020)

Action	Description	Status	Contact Officer
Action 1	The Community Projects & Funding Officer circulate the predicted lifespan of the new leisure centre to Members	An update will be provided at the meeting	Kathryn Bone Ext. 7176

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VISITOR ECONOMY UPDATE

People & Places Advisory Committee - 16 June 2020

Report of Chief Officer People and Places

Status For Information

Key Decision No

Executive Summary: This presentation provides an overview of the Visitor Economy to date, including the work that is being developed as a result of COVID-19.

This report supports the Key Aim of Visitor Economy, Economic Development Strategy 2018 - 2021

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Emma West, Ext. 7205

Recommendation to People and Places Advisory Committee: To note the presentation on the Visitor Economy

Reason for recommendation: To keep Members updated on the work of the Visitor Economy.

Introduction and Background

- 1 The Visitor Economy sector is a cornerstone of our rural economy and a major contributor to the District's strong economic performance.
- 2 This update will be in the form of a presentation along with examples of successes to date. There will also be an overview of future opportunities that are being developed in order to support the Visitor Economy in recovering from the impacts of COVID-19.

Key Implications

Financial

There are no cost implications.

Legal Implications and Risk Assessment Statement.

There are no legal issues to consider with this report. Tourism providers are responsible for implementing their respective Risk Assessments.

Sevenoaks District Councils Economic Recovery Plan will inform and support businesses in the early stages of recovery. Promoting the district as a safe place to visit is a key objective that will enable the Visitor Economy to regain its status.

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Equality Assessment

Visitor attractions strive to be accessible to all within the constraints of their built environment.

Conclusions

This presentation has been designed to provide an update on the Visitor Economy pre and post COVID-19.

Appendices None

Background Papers None

Sarah Robson
Chief Officer for People & Places

SEVENOAKS DISTRICT COMMUNITY GRANTS SCHEME & SEVENOAKS DISTRICT SPORTS AND ARTS COUNCILS APPROACH

People & Places Advisory Committee - 16 June 2020

Report of Chief Officer People and Places

Status For Information

Key Decision No

Executive Summary: This report looks at the approach to be taken for the Community Grant Scheme going forward and the Sevenoaks District Sports and Arts Councils for awards made for the period April 2021 to March 2022.

This report supports the Key Aim of Safe and Caring Communities.

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Kelly Webb, Ext. 7474

Recommendation to People and Places Advisory Committee: To consider the approach being taken for the Community Grant Scheme going forward and the Sevenoaks District Sports and Art Councils for awards made for the period April 2021 to March 2022.

Reason for recommendation: To keep Members updated on the approach being taken with the Community Grants Scheme and the Sevenoaks District Sports and Arts Councils.

Introduction and Background

2019/20 Community Grants Monitoring

- 1 The end of year monitoring reports from those organisations that received grants for 2019/20 have been delayed due to Covid-19. All organisations were contacted in March 2020 to confirm this and to offer SDC's assistance and guidance should it be needed. Work will shortly commence to get end of year reports. This will be undertaken sensitively as many organisations are understandably facing new and incredibly challenging circumstances. A further report on this will follow for the next Advisory Committee.

2020/21 Community Grants Update

- 2 The Community grants awarded and approved by Cabinet for 2020/21 have been paid subject to any conditions. Work is underway to understand the

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impact of Covid-19 on these projects and how SDC can support the organisations going forwards.

Going Forward

2021/22 Community Grants - New Online Form

- 3 The existing Community Grants Scheme has an application form and set of criteria that is made available on the SDC website and emailed out when requested. Collating the responses is time consuming as it requires manual input of the information supplied into a spreadsheet. Applicants do not always complete all fields required and this again needs officer time to follow up. With this in mind, applications (go live in September 2020) for the 2021/22 grants will be submitted online. As with previous years, SDC will continue to support applicants requiring assistance with the application process and officers will be available to answer questions and/or help further.

2021/22 - Sevenoaks District Sports and Arts Councils

- 4 In the meantime, with effect from April 2021, the provision of funding to the Sevenoaks District Sports and Arts Councils will be removed from the Community Grants Scheme. Instead, Service Level Agreements (SLAs) will be agreed with a provision of £2,500 to each Council for the delivery of their services. The aim of these SLAs is to champion, encourage and support the arts, sport and physical activity in Sevenoaks District, enabling residents the opportunity for increased wellbeing. The terms of the SLA will include the obligations of both parties and these will be centred on a partnership approach, in order to maximise any potential opportunities for the District, so moving away from the more traditional grantor/grantee relationship.
- 5 The SLAs will include SDC obligations and these will include providing guidance and assistance with monitoring requirements; advice on safeguarding policies; support with publicising the work of the Councils; and where possible making funding applications to extend the services of the Councils. The Sevenoaks District Sports and Arts Councils will also be required to represent SDC in promoting the arts, sport and physical activity; to seek additional funding in order to extend their services; to signpost interested parties to other potential opportunities as well as managing the provision of small grants. Annual SLAs will be drawn up and monitoring reports and an annual review meeting will be requirements.
- 6 The benefit of moving to a SLA will be not going through the uncertainty of the grant process, enhance working relationships with the two councils and continued delivery of funding for sports and arts across the District.

2022/23 Community Grants

- 7 With the relaunch of the Sevenoaks District Voluntary Sector Forum (going live May 2020 virtually owing to the current Covid-19 situation), the opportunity will be taken to run a consultation on the Community Grants Scheme. This will be run in parallel with any financial assessment of the Community Grants Scheme budget. The aim will be to ensure SDC's Community Grant Scheme aligns with the new environment the voluntary sector are faced with. To ensure that any changes are fully aligned and proportionate any changes will be implemented for grants awarded for the period 2022 to 2023.

Key Implications

Financial

There will be some changes to what is delivered by those in receipt of the Community Grants for 2020/21 due to Covid-19. This is to be expected and SDC is committed to working with these organisations to support them in how they can now best deliver the outcomes agreed in the grants.

The cost to transfer the existing application onto an online portal for 2021/22 will be minimal and will mainly consist of officer time which will be planned and scheduled with the appropriate IT team. The benefit will be a reduction in administration time for those officers involved in collating and evaluating the scheme.

The £5000 funding for the SLAs to Sevenoaks District Sports and Arts Councils will be made available from the Community Grant Scheme allocation each year. This ensures no net reduction in the funds available to the Community Grant Scheme as £5000 has been allocated to SDAC & SDSC each year as part of the scheme since 2017/2018. However, with an improved partnership framework under which to operate, the aim is to improve and extend the benefit of these schemes to the community.

The cost of the consultation with the Sevenoaks District Council Voluntary Sector Forum regarding the 2022/23 grant scheme is minimal, using predominantly officer time. Due to the current situation the consultations will take place remotely and online.

Conclusions

This paper highlights the approach being taken with the Community Grants Scheme and the Sevenoaks District Sports and Arts Councils.

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Appendices Appendix A - Draft Service Level Agreement for
Sevenoaks District Arts Council

Appendix B - Draft Service Level Agreement for
Sevenoaks District Sports Council

Background Papers None

Sarah Robson
Chief Officer for People & Places



CONTRACT
FOR THE PROVISION OF
AN ARTS COUNCIL

(Otherwise referred to as the Service Level Agreement “SLA”)

Between

SEVENOAKS DISTRICT COUNCIL (SDC)

AND

SEVENOAKS DISTRICT ARTS COUNCIL (SDAC)

For the period 1 APRIL 2021 to MARCH 31 2022

Incorporating Conditions of Contract

Subject to Review

Agenda Item 7

1. Aims of the service

To provide a fully accessible and inclusive Arts Council for the Sevenoaks District (SDAC) that;

- Champions and develops the Arts throughout the District;
- Supports all forms of artistic endeavour (including but not limited to: music; drama; visual art);
- Encourages and publicises all forms of artistic endeavour;
- Promotes collaboration on project ideas;
- Raises awareness of the artistic endeavours and opportunities through publicity including social media.

2. Key Objectives

- Represents and works in partnership with SDC in championing and developing art in the District.
- Provide small grants for artistic endeavours undertaken by Sevenoaks District groups and individuals.
- Provide underwriting grants to cover loss incurred for an event, production or project.
- Recognise, support and champion those from under-represented groups and individuals.
- Actively support partnerships and collaborations between groups and individuals to develop projects for the Arts: this does not have to include the provision of a grant each time but could include one to partners for a project(s).
- Signpost groups and individuals to other relevant potential opportunities.
- Provide opportunities to as many Sevenoaks District residents as possible to benefit from the Arts: as an artist; actor; musician; audience member.
- Enable residents to improve their wellbeing from their involvement in and enjoyment of the District's artistic endeavours.

3. Service provision

It has been agreed with SDAC that as a provider they will:

- Deliver a service that is accessible and suitable for all.
- Provide a small grant scheme open to all Sevenoaks District residents and groups: provide appropriate support to those that need assistance with the application process.
- Provide underwriting grants to cover loss incurred for an event, production or project: provide appropriate support to those that need assistance with the application process.
- Provide a well-publicised website that includes: acknowledgement of SDC's funding and includes the most current SDC logo; the application form and process for the small grants and underwriting grants schemes; news and up-dates on art endeavours in the District and any opportunities available locally, regionally and nationally.
- Actively connect and support collaborations on projects within the District: regardless of whether or not a small grant or underwriting grant is being provided.
- Signpost groups and individuals to other potential opportunities including but not limited to: funding; festivals; awards; larger projects.
- Produce, distribute and publicise a regular newsletter as well as other news releases.
- Co-operate with other Arts organisations and SDC to champion and develop art in the District.
- Attend appropriate meetings including an annual review meeting with SDC.
- Apply for external funding for service provision across the District.
- Have a clear equality and diversity policy, a copy of which must be provided if requested.
- Have relevant risk assessment and safeguarding policies in place.
- Consider the safeguarding needs of the individuals and groups being supported by a small grant or underwriting grant. Ensure that all successful applicants have an adequate and appropriate safeguarding policy in place.

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- Ensure at all times that it has a sufficient workforce and resources to provide the services in accordance with the terms of this agreement.

It has been agreed with SDC that it will provide:

- Promotion of the SDAC services/organisation;
- Inform SDAC of any funding opportunities that it becomes aware of that might be suitable to bid for;
- Apply for funding on behalf of SDAC if appropriate;
- Inform SDAC of any other opportunities that it becomes aware of that the SDAC can share;
- Guidance on how to support applicants requesting a grant that might need additional help with the process;
- Guidance on ensuring groups and individuals receiving a grant have adequate and appropriate safeguarding policies in place.
- Guidance on the completion of the monitoring information required.

4. Grant Application Criteria

- The event or production must be within the applicant's artistic, production and administrative capabilities, of sufficient quality, artistic and cultural merit to warrant the commitment of public funds and be soundly budgeted, directed and controlled.
- All requests for financial assistance must be accompanied by certified accounts for the production/event and a statement of the organisation's financial position at the time.
- Applications will be considered only from exclusively amateur groups or for principally amateur productions or events.
- Members may apply for only one event per year.
- Applications should be made at least three months before the event. Where underwriting is guaranteed, claims must be made within three months of the event.
- It is a condition of financial assistance that the logos of SDC and SDAC be prominently displayed on all publicity material, including programmes.
- Any organisation applying must submit a current Safeguarding Policy, in line with SDC's requirements and approved by the Secretary who will also offer help with this if requested.

- All applications are reviewed by SDSC on a monthly basis and successful applicants will be told of the decision within 2 working days of the review.

5. Management and supervision

- The Chair of SDAC will provide supervision for the services.
- Attend an annual review meeting with SDC.
- SDAC will have a full range of policies, protocols and guidelines which support service delivery.

6. Monitoring

Data collected will include, but will not be limited to:

- The total number of grant applications received with summary details of what applied for and if rejected, the reasons for this.
- The number, names of organisation and individuals, value, aims and outcomes of small grants and underwriting grants. Including details of where any under-represented groups or individuals were supported.
- The number of new groups and individuals supported with: grants; signposting; connecting with others.
- Two case studies that have the consent of any named parties to be publicised by SDC to promote the services delivered by the SDAC.
- Data on the number of volunteers and volunteer hours used to deliver the service.
- Feedback on funding applied for and outcome.
- Feedback on emerging issues and themes for the art endeavours both in the District and regionally, nationally.
- The work to be delivered through this Agreement should meet data quality standards and maintain confidentiality in accordance with Data Protection requirements and meet best practice standards.
- A six monthly report must be submitted by the 23rd October 2021 and 23rd April 2022.

Complaints

SDAC shall ensure they have a published complaints procedure. Any complaints to SDAC about the service, should be processed by SDAC and appropriate action taken in a timely manner. Complaints data must be submitted as part of quarterly monitoring processes, as should positive comments.

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7. Finance

Financial agreement

That SDAC, the provider named above, be paid £2,500 by SDC for work identified in leading to the delivery of the outcomes identified above, for the year from 1st April 2021 to 31st March 2022.

SDAC may apply for other funding available elsewhere to further extend the reach of its' service provision. SDC will provide letters of support for this.

Where funding opportunities are available to SDC that could further extend the reach of the SDAC's service provision, it may apply. SDAC will support SDC with such applications.

Invoicing procedures

SDAC to send an invoice to SDC, Argyle Road, Sevenoaks, TN13 1HG in April for the full amount in advance.

8. Cessation of agreement

- This agreement can be ceased at any time by mutual agreement, but a minimum of three months' notice must be provided by both parties.
- Neither party will be liable for any delay or failure to perform its obligations under the agreement if the delay or failure results from circumstances beyond their reasonable control. However, both parties must use their best endeavours to fulfil their obligations under this agreement.

9. Sign up

Signed by Chair of SDAC

Signature.....Name.....

Position.....Date.....

Signed on behalf of Sevenoaks District Council

Signature..... Name.....

Position.....Date.....



CONTRACT
FOR THE PROVISION OF
A SPORTS COUNCIL

(Otherwise referred to as the Service Level Agreement “SLA”)

Between

SEVENOAKS DISTRICT COUNCIL (SDC)

AND

SEVENOAKS DISTRICT SPORTS COUNCIL (SDSC)

For the period 1 APRIL 2021 to MARCH 31 2022

Incorporating Conditions of Contract

Subject to Review

Agenda Item 7

1. Aims of the service

To provide a fully accessible and inclusive Sports Council for the Sevenoaks District (SDSC) that;

- Champions and develops sport and physical activity throughout the District;
- Supports all forms of sport and physical activity;
- Encourages and publicises all forms of sport (as per Sport England guidelines) and physical activity;
- Promotes collaboration on ideas for getting more residents interested in playing sport and being physically active;
- Raises awareness of the sporting endeavours and opportunities through publicity including social media.

2. Key Objectives

- Represents and works in partnership with SDC in championing and developing sport and physical activity in the District.
- Provide small grants for sporting and physical activity undertaken by Sevenoaks District groups and individuals.
- Promote and support sport initiatives for under-represented groups and individuals, including but not limited to: disability, women and older people.
- Actively support partnerships and collaborations between clubs, groups and individuals to develop projects to increase sport participation and physical activity among the residents: this does not have to include the provision of a grant each time but could include one to partners for a project(s).
- Signpost groups and individuals to other relevant potential opportunities.
- Provide opportunities to as many Sevenoaks District residents as possible to benefit from sport and physical activity.
- Enable residents to improve their wellbeing from their involvement in and enjoyment of the District's sport and physical activity offers.

3. Service provision

It has been agreed with SDSC that as a provider they will:

- Deliver a service that is accessible and suitable for all.
- Provide a small grant scheme open to all Sevenoaks District residents and groups: provide appropriate support to those that need assistance with the application process.
- Provide a well-publicised website that includes: acknowledgement of SDC's funding and includes the SDC logo; the application form and process for the small grants scheme; news and up-dates on sporting and physical activity available in the District and any opportunities available locally, regionally and nationally.
- Actively connect and support collaborations on projects within the District: regardless of whether or not a small grant is being provided.
- Signpost groups and individuals to other potential opportunities including but not limited to: funding; events; awards; larger projects.
- Produce, distribute and publicise a regular newsletter as well as other news releases.
- Co-operate with other sporting organisations and SDC to champion and develop sport and physical activity in the District.
- Attend appropriate meetings including an annual review meeting with SDC.
- Apply for external funding for service provision across the District.
- Have a clear equality and diversity policy, a copy of which must be provided if requested.
- Have relevant risk assessment and safeguarding policies in place.
- Consider the safeguarding needs of the individuals and groups being supported by a small grant. Ensure that all successful applicants have an adequate and appropriate safeguarding policy in place.
- Ensure at all times that it has sufficient volunteers and resources to provide the services in accordance with the terms of this agreement.

It has been agreed with SDC that it will provide:

- Promotion of the SDSC services/organisation;

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- Inform SDSC of any funding opportunities that it becomes aware of that might be suitable to bid for;
- Apply for funding on behalf of SDSC if appropriate;
- Inform SDSC of any other opportunities that it becomes aware of that the SDSC can share;
- Guidance on how to support applicants requesting a grant that might need additional help with the process;
- Guidance on ensuring groups and individuals receiving a grant have adequate and appropriate safeguarding policies in place.
- Guidance on the completion of the monitoring information required.

4. Grant Application Criteria

- Any individual aged 18 and over or any constituted group or club can apply for a small grant.
- The application can be made by or for an individual seeking financial support for a particular sporting talent.
- The application can be for a group seeking support to begin, strengthen or extend a sport or physical activity within the Sevenoaks District.
- Previous support from the SDSC needs to be stated as SDSC has limited funds available and does not wish to create any long term dependencies.
- Any group applying will need to also provide its latest audited Balance Sheet and Accounts.
- Applications for support with a sporting event must be made at least three months' before the event.
- All applicants will be asked to provide details of other funders approached and those that are already confirmed as successful.
- It is a condition of financial assistance that the logos of SDC and SDAC be prominently displayed on all publicity material.
- Any organisation applying must submit a current Safeguarding Policy, in line with SDC's requirements and be approved by the SDSC.
- All applications are reviewed by SDSC on a monthly basis and successful applicants will be told of the decision within 2 working days of the review.

5. Management and supervision

- The Chair of SDSC will provide supervision for the services.
- Attend an annual review meeting with SDC.
- SDSC will have a full range of policies, protocols and guidelines which support service delivery.

6. Monitoring

Data collected will include, but will not be limited to:

- The total number of grant applications received with summary details of what applied for and if rejected, the reasons for this.
- The number, names of organisation and individuals, value, aims and outcomes of small grants and underwriting grants. Including details of where any under-represented groups or individuals were supported.
- The number of new groups and individuals supported with: grants; signposting; connecting with others.
- Two case studies that have the consent of any named parties to be publicised by SDC to promote the services delivered by the SDSC.
- Data on the number of volunteers and volunteer hours used to deliver the service.
- Feedback on funding applied for and the outcome.
- Feedback on emerging issues and themes for the sport and physical activity both in the District and regionally, nationally.
- The work to be delivered through this Agreement should meet data quality standards and maintain confidentiality in accordance with Data Protection requirements and meet best practice standards.
- A six monthly report must be submitted by the 23rd October 2021 and 23rd April 2022.
- Complaints

SDSC shall ensure they have a published complaints procedure. Any complaints to SDSC about the service, should be processed by SDSC and appropriate action taken in a timely manner. Complaints data must be submitted as part of quarterly monitoring processes, as should positive comments.

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7. Finance

Financial agreement

That SDSC, the provider named above, be paid £2,500 by SDC for work identified in leading to the delivery of the outcomes identified above, for the year from 1st April 2021 to 31st March 2022.

SDSC may apply for other funding available elsewhere to further extend the reach of its' service provision. SDC will provide letters of support for this.

Where funding opportunities are available to SDC that could further extend the reach of the SDAC's service provision, it may apply. SDSC will support SDC with such applications.

Invoicing procedures

SDSC to send an invoice to SDC, Argyle Road, Sevenoaks, TN13 1HG in April for the full amount in advance.

8. Cessation of agreement

- This agreement can be ceased at any time by mutual agreement, but a minimum of three months' notice must be provided by both parties.
- Neither party will be liable for any delay or failure to perform its obligations under the agreement if the delay or failure results from circumstances beyond their reasonable control. However, both parties must use their best endeavours to fulfil their obligations under this agreement.

9. Sign up

Signed by Chair of SDSC

Signature.....Name.....

Position.....Date.....

Signed on behalf of Sevenoaks District Council

Signature..... Name.....

Position.....Date.....

SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN ANNUAL REPORT 2019-20

People & Places Advisory Committee - 16 June 2020

Report of Chief Officer People and Places

Status For Information

Key Decision No

Executive Summary: This report looks at the work of the Community Safety Partnership from April 2019 - March 2020.

This report supports the Key Aim of Safe and Caring Communities.

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Kelly Webb, Ext. 7474

Recommendation to People and Places Advisory Committee:

To consider the Sevenoaks District Community Safety Partnership's Annual Report for 2019-20.

Reason for recommendation: To keep Members updated on the work of the Sevenoaks District Community Safety Partnership.

Introduction and Background

- 1 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.
- 2 The 1998 Crime & Disorder Act included the requirement to produce a detailed crime and disorder audit through consultation with key agencies and the wider community and to use the findings to identify strategic priorities and take action to address them. The new national standards placed a legal obligation on responsible authorities to comply with the specified requirements, one of which was the creation of an annual strategic assessment in place of the previous 3 yearly audit.
- 3 The Sevenoaks District Community Safety Strategy & Action Plan 2019-20 was put in place for the year ended March 2020 and the report attached at

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Appendix A is a summary of the work that has taken place over the year to deliver that action plan.

Key Implications

Financial

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

Legal Implications and Risk Assessment Statement.

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

Equality Assessment

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

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

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

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

Conclusion

The Community Safety Annual Report highlights the work of the Community Safety Partnership throughout 2019-20

Appendices

Appendix A - Sevenoaks District CSP Annual Report 2019-20

Background Papers:

None

Sarah Robson
Chief Officer for People & Places

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Sevenoaks District Community Safety Partnership



Annual Report 2019-20

Produced by: Sevenoaks District Community Safety Partnership

May 2020

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Introduction

Background

Community Safety Partnerships were set up under the 1998 Crime & Disorder Act. Their purpose is to bring together all of the agencies in an area who can have an impact on crime, anti-social behaviour and the fear of crime. In Sevenoaks District, the Sevenoaks District Community Safety Partnership undertakes this role. Co-ordinated by the Council, its membership includes the Police, Kent Fire & Rescue Service, Kent County Council, the Probation Service, Housing Associations and others. A full list of partners is given on page 18 of this report.

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

2019 Strategic Assessment

One of the Partnership's functions is to undertake an annual strategic assessment which identifies current and future community safety issues using evidence, consultation and analysis. It then puts in place a multi-agency action plan aimed at tackling the identified priority issues.

The 2019 Strategic Assessment includes a comprehensive analysis of crime and other data. This identifies local needs for 2020/21 to help the Partnership put in place its annual priorities and action plan. It was published early in April 2020 and our priorities for 2020-21 are:-

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

Annual Report

This Annual Report looks at what the Partnership and the Community Safety Unit (CSU) have achieved over the last financial year (1 April 2019 - 31 March 2020). The Sevenoaks District Community Safety Partnership **achieved 98% of actions** in the Community Safety Strategy Action Plan during 2019/20. This built on their success during 2018/19 when they achieved 96% of actions in their Action Plan.

COMMUNITY SAFTY PRIORITIES FOR 2019/20 - PARTNERSHIP ACTIVITY

Anti-Social Behaviour including environmental crime

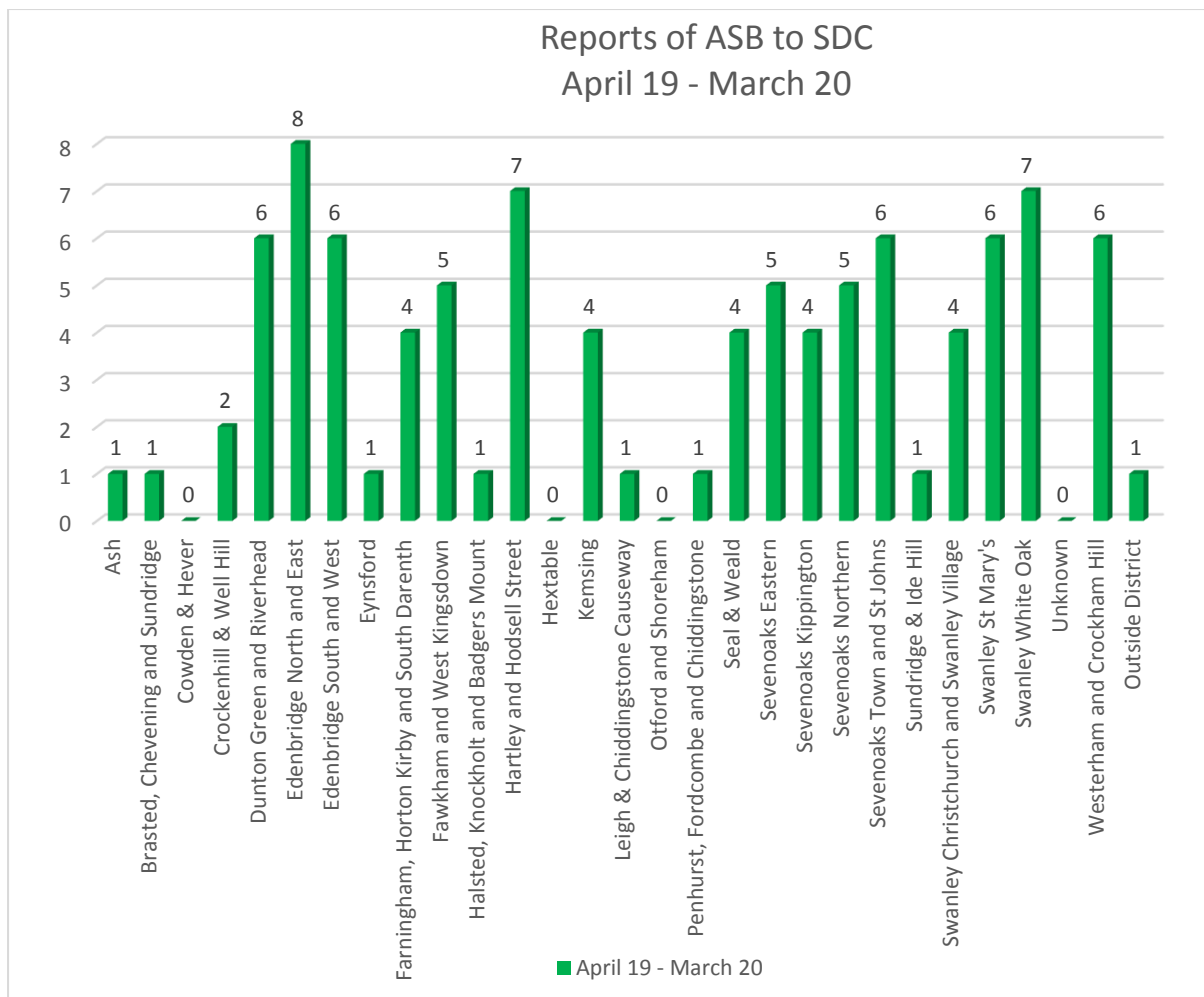
The Anti-Social Behaviour Crime & Policing Act 2014 was implemented in 2014. The Act replaced nineteen pre-existing measures with six new measures for tackling anti-social behaviour and providing protection for victims and communities.

Between 1 April 2019 - 31 March 2020 the legislation has been used as follows:

- No community triggers have been raised
- 1 Criminal Behaviour Order is still being monitored since it was put in place in October 2017 as it was a 5 year order
- 22 Community Protection Warnings were served
- 2 Community Protection Notice was issued
- 1 Closure Order was put in place and was also granted a further Extension Order for 3 months

Although there was an incident of long term staff sickness within the CSU of a 6 month period, all ASB calls into the Council were dealt with. The Police in the CSU helped by attending visits and delivering letters on the Partnerships and Councils behalf. There were 97 reports of anti-social behaviour from residents. This is a reduction of 11 compared to the same period last year. These calls are separate to those that come into the CSU daily briefing. There have been 106 joint visits with partner agencies (Police, Wardens, Housing, Fire) This is an increase of 48 visits.

Chart 1 shows the areas where calls have been received. The highest number of calls were concerning nuisance reported about groups of young people and neighbour nuisance.



The Community MARAC (Multi-Agency Risk Assessment Conference) is designed to address medium and high risk victims, offenders and problem locations. The areas of work covered are:

- ASB including 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, modern slavery and gangs
- Vulnerable adults and young persons
- Substance Misuse
- Low to Medium Risk Domestic Abuse

The meetings are chaired by the CSU Police Sargent and Vice Chair is the Community Safety Manager. This group consists of KCC Adult and Children's Services, Youth Offending Team, Probation, Housing Associations, Mental Health Services, Schools and Health Groups. On average the group discusses around 20 cases per month, of which 92% are removed within 6 months due to changed

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behaviour. This change is due to support and education as well as enforcement action taken.

The group have issued 42 ASB Warning Letters, 32 ABA's and 11 ABA Breach Letters

The number of incidents of ASB recorded by Kent Police in Sevenoaks District, 1 April 2019 - 31 March 2020, is the second lowest in the County, at 1602 incidents. This is a slight increase of 9.8% (175 reports) compared with the previous year (1779 incidents).

PACT (Partners & Communities Together) Panel meetings are held in Swanley, Edenbridge, West Kingsdown, Westerham and New Ash Green. The Panels consist of partner agencies including the District Council, Police, Housing Associations and local Town or Parish Councils, businesses and residents. Activities include youth projects, community litter picks and other actions to tackle local priorities. This can include Environmental Visual Audits which are joint walkabouts with residents, police, local housing officers and community wardens to tackle environmental issues.

There were four **Environmental Visual Audits (EVAs)** this year, in areas identified by local groups.

Mobile CCTV has been deployed to target ASB and criminal damage. The CSP has 7 cameras. They were deployed in St Marys Road, Swanley, New Ash Green, Caxton Close, Hartley, Manor Road, Edenbridge. The cameras are monitored by the CSU.

Safeguarding

Prevent - The Counter Terrorism and Security Act received Royal Assent on 12 February 2016, placing the Prevent Programme on a statutory footing. Part 5 of the Act (Chapter 1 s. 26-35) places a general duty on all specified authorities to, when exercising their functions, have due regard to the need to prevent people from being drawn into terrorism.

The three specific objectives of Prevent still stand and focus on:

1. Challenging the ideology that supports terrorism and those who promote it;
2. Protecting vulnerable individuals to prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support;
3. Supporting sectors and institutions where there are risks of radicalisation.

The CSU received 3 Prevent Channel Panel referrals this year. All were discussed at the appropriate county-based multi-agency panels, with no further outcome, but support was given. All referrals were of people aged under 18.

Modern Slavery and Human Trafficking legislation confers a duty on Local Authorities who must ensure that we safeguard anyone reporting that they have suffered the above.

In December 2019, the CSU undertook proactive action to address modern slavery and human trafficking by PCSOs visiting all nail bars and car washes in the District over a number of days.

There has been an increase in joint visits with SDC Private Sector Housings Team, where modern slavery has been reported taking place in large empty properties. We have made 6 multi-agency visits to locations in response to reported concerns and have dealt with any issues arising. The visits revealed signs of modern slavery or human trafficking and all those concerned had passports. We did however give housing advice to them and serve prohibition orders on property owners, as they were house of multiple occupancy.

On Saturday 18 January 2019, the Community Safety Manager was invited by Diocese of Rochester to attend a Modern Slavery event at Bessel's Green Church to speak about the CSU and how the CSP and Council address Modern Slavery. There were approximately 50 attendees who were keen to raise local issues and developed a local plan around the community being aware of Modern Slavery.

The CSU had organised training for 24 April 2020 with Gangmasters & Labour Abuse Authority, which was going to be for SDC Staff, Partner Agencies and Cllrs. This will be re-arranged.

CSE (Child Sexual Exploitation). Work has been ongoing and has been linked into the gang's work. CSE day was in early March 2020 and the CSU did a lot of online social media messaging. The Community Safety Manager is the CSE Champion for the Community Safety Partnership and the District Council. Our partner agencies also have CSE Champions within their own organisations. There was a training day organised for partners at the end of March, but this was cancelled due to COVID-19

Young People. In 2019-20, the dedicated PCSO visited schools to address CSE and online bullying at Knole Academy, Parkwood Hall, Trinity, Orchards Academy and West Heath School. They also attended a number of primary schools across the District and attended anti-gang workshops run by RRR (Reform Restore Respect) The PCSO left this post in January 2020. Interviews were carried out in February and the post will be filled once PCSO Training has been completed in June 2020.

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

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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.”

Vulnerable Adults There have been a number of safeguarding referrals for older people and vulnerable adults. Again, there is a dedicated PCSO for Vulnerable Adults. The role is looking at all concerns for adults and repeat victims. One of the main safeguarding referrals is around self-neglect and victims of fraud (especially rogue trading). There are a number of support services in place and referrals receive a multi-agency approach as they are referred through to the Community MARAC process, which is also comforting for the resident, as they know that the issues are being listened to. In January 2020, KCC employed a dedicated analyst to address the rise in fraud and rogue trading.

Mental Health On Friday 25 January 2019, a soft launch was held for the Mental Health Crisis Drop in Service based at CAB Offices in Swanley and opened by the Cllr Pat Bosley, Chairman of Sevenoaks District Council. The service officially opened on Saturday 23 February 2019.

The service runs on two nights every week.

Thursday evening 4pm-6pm for young people (14-18)

Saturday evening 7pm-9pm for adults

Unfortunately, even though it was widely publicised and working with partner agencies who identified the service as a need the number of referrals was very low and unfortunately the service ceased on Thursday 12 March 2020.

Citizens Advice and CSU are working together to see what service can be made for people suffering with Mental Health that compliments the current Kent Wide Services available for young people and adults.

Mental Health has been incorporated into the Community MARAC and a number of mental health cases have been raised and through partnership working specific services have been put in place.

Domestic Abuse

Between 1 April 2019 and 31 March 2020 there were 2,263 reports of Domestic Abuse to the Police. This was an increase of 106 reports (5%) compared with the previous year. The increase is always looked as a positive that victims are phoning in and reporting Domestic Abuse and that services can be put in place. Sevenoaks District has the lowest number of reports in West Kent and the County.

Domestic Abuse Training was held by CCG and DAVSS for front line workers across West Kent. The West Kent Forum has identified a number of training sessions for

workers. In November 2019, the Community Safety Manager was invited by the Diocese of Rochester to speak at a Domestic Abuse event on the work that Sevenoaks CSP and Council do around Domestic Abuse.

The Domestic Abuse Voluntary Support Service (DAVSS) supports any victim of Domestic Abuse who seeks help. Volunteers are trained to a high level to deal with all aspects of Domestic Abuse. They support victims including helping them through any court proceedings. The IDVA (Independent Domestic Violence Advisor) service provided by DAVSS looks at high risk cases through the Domestic Abuse MARAC (Multi Agency Risk Assessment Conference). The Partnership works closely with DAVSS and helps to fund the service for low and medium risk cases. During the year, DAVSS supported 287 victims of domestic abuse in the Sevenoaks District, an increase of 98 (51%) compared with the previous year. There were 16 male victims, an increase of 8. There were 956 calls to the helpline, a significant increase of 694 (264%) calls compared to the same period last year.

I have attached a case study as Appendix A

The Community Domestic Abuse Perpetrators Programme (CDAP) is a 29 rolling week programme covering 9 modules to help men tackle their abuse. The women and children of perpetrators are supported by a Woman's Support Worker. 4 men from Sevenoaks District attended the course in 2019-20.

I have attached a completed Evaluation Form as Appendix B

The Freedom Programme has been designed to help women who have been a victim of or are affected by domestic abuse. It is a 12-week programme, which runs for two hours each week in various locations across Sevenoaks District. 4 programmes were delivered in Swanley, Sevenoaks, Edenbridge, and West Kingsdown, attended by a total of 46 women.

Two evening programmes were also held, both in Sevenoaks. The programme was attended by 20 women who are suffering or have survived domestic abuse.

Recovery Tool Kit sessions follow on from the Freedom Programme and we ran an evening and 2 day session. 32 women attended the programme.

Substance Misuse

The Kenward Trust provides sessions within schools and detached work to help young people understand the facts about substance misuse and help those misusing drink or drugs to change their behaviour. They run a number of initiatives using a mobile unit and interactive and visual tools to engage young people about the dangers of substance misuse, so that they will make informed and responsible choices. They are also tasked through the CSU daily briefings to attend "hot spot" locations to work with young people and identify and address substance misuse issues.

With PCC funding through the Partnership, Kenward Trust has worked with over 1095 young people this financial year in addition to their work in schools. This is

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an increase of 745 young people (212%). They have also been tasked to work in over 22 locations that have been highlighted by the CSU in response to community concerns over drugs and alcohol. This is an increase of 14 locations compared to same period last year.

CGL (Change, Live, Grow), commissioned by the Kent Drugs and Alcohol Service, provide early intervention services. This includes breakfast clubs and specialist rehabilitation services. They also undertake home visits to those with children and mobility issues.

Addaction is commissioned by the Kent Drugs and Alcohol Service for young people's services. This includes work around legal highs and preventative work.

Acquisitive Crime incl Organised Crime Groups (OCGs), Emerging Trends and County Lines

OCGs are criminals behind organised crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals don't even have to try hard to do this - instead relying on word of mouth and reputation. Over the past year, Organised Crime has seen a more targeted approach by Partnerships. There are two OCGs within the Sevenoaks District, which are the same as previous years. There have been no new nominations. Both groups have had numerous visits from partner agencies and action has been taken such as: -

- Court Action against cruelty to animals
- Prohibition Notices
- Multiple Site Visits
- Several Arrests
- Stolen Vehicles retrieved
- CPWs issued

This has disturbed some of the offending behaviour. Police are currently the lead for a Closure Order on one of the OCGs, this process started in December 2019. There have been a number of statements made by partners to support the Closure Order.

The Serious Crime & Tactical Group is a monthly multi-agency meeting chaired by the Community Safety Manager to address OCGs and serious crime. The most common crime types associated with these groups is organised theft.

Acquisitive Crime includes Burglary and Vehicle Crime

In April 2017, Burglary categories were changed to Burglary Residential and Burglary Business and Community. There were 639 reports of Burglary Residential a decrease of 125 (16%) compared to the same period previous year. However, there was an increase of Burglary Business and Community compared to the same period last year. There was 259 reports, 40 plus reports (18%)

The Police continue to run 'Op Cocoon' This operation involves targeting both Burglary & Vehicle Crime. This involves specific offenders being targeted as well as offering advice and information to local residents and repeat and vulnerable victims.

Street Briefings have worked well around acquisitive crime (Burglary/Vehicle Crime). This is a quick turnaround of visible policing, engaging with the local community. For example, if a burglary occurs in a street, residents are invited to attend a street briefing either that evening or following day (Op Cocoon) so that Officers can offer reassurance, crime reduction devices and collate evidence if any is offered by residents. There were 52 Op Cocoon interventions from 1 April 2019 - 31 March 2020.

The CSU sent out over 1000 shed alarms to residents following information in InShape Magazine and in response to identified trends.

Vehicle Crime

The use of false number plates to commit crime continues to be tackled by the 'Safe Plate' schemes. There have been 5 Safe Plates Events delivered by Police Community Support Officers and North West Kent Crime Prevention Panel across the District where tamper proof screws have been fitted, free of charge, to prevent the theft of number plates.

There was an increase in Theft of Motor Vehicles of 41%, or 94 crimes (323 in total) during the year. There was also an increase in Theft from Motor Vehicles of 15% or 76 crimes (570 in total).

Road Safety

Road Safety from the CSU looked at speed watch and enforcement activity from Kent Police.

Kent Police did a number of speed checks across the District and this was publicised widely via their Twitter Page. They linked in with Town and Parish Councils and reports from residents on repeat locations for reports of speeding. This has continued to work well.

Speed Watch has been going well in certain areas, some residents find the new online training difficult but CSU arranged some classroom training and this encouraged more volunteers.

Doorstep Crime and Fraud incl Cyber Crime

A new database has been set up and is linking in with how KCC report their most repeat and vulnerable victims. There is no current data but in January 2020 KCC have employed a new analyst to look at areas and on a quick coping exercise, Sevenoaks District has increased.

The KCC Community Wardens have been inspirational in leading the way forward in gathering information, making the relevant referrals and working with the banks to make sure that any victim of a scam is protected.

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The CSU are working hard in reinforcing to residents about scams and are working with Action Fraud to tackle this.

Police & Crime Commissioner Funding (PCC)

The PCC funded Sevenoaks District CSP £34,218, the same as the previous year towards CSP projects. The table below sets out what the Partnership agreed in March 2020 to spend the funding on.

Organisation	Project Name	Amount
DAVSS	Support for Medium & High Risk Victims - Domestic Abuse	£10,000
Kenward Trust	Youth Diversionary & Targeted Youth Project against substance misuse	£12,000
Kent Community Domestic Abuse Perpetrators Programme	Support 3 males through the CDAP Programme	£3,000
Sevenoaks CSU	Internet Safety Day 2020	£2,000
Sevenoaks CSU	CSU Crime Reduction initiatives	£2,225
Sevenoaks CSU	Safeguarding and Repeat Vulnerable Database	£2,768
Reform Restore Respect (RRR)	Gang Youth Project/Bullying	£2,225

Community Safety Unit (CSU)

The CSU is located within the District Council's Communities & Business Team at Argyle Road, Sevenoaks. There are 4 Police Officers including a Sergeant, 4 dedicated PCSOs addressing Domestic Abuse, Crime Reduction Officer, Vulnerable Adults and Vulnerable Young People. The Council's Community Safety Manager, Anti-Social Behaviour Officer and Community Safety Officer as well as the KCC Community Warden Supervisor and the Business Crime Reduction Co-ordinator are also based within the CSU.

The CSU also has access to an additional Local Community Policing Team (CPT) which can be deployed to tackle local issues within the District. The CPT are based in Swanley but can be tasked by the CSU across the District.

The CSU works closely with other Council teams - People & Places, CCTV, Environmental Health, Licensing, Social Housing, Revenues and Benefits Planning Enforcement, Planning, Building Control and the Customer Solutions Centre.

The CSU meets every morning to go through the previous 24 hours' ASB reports, Concern Calls and community safety issues from Police, SDC, Wardens, Housing

Associations and other partners. There have been **600** daily taskings from 1 April 2019 - 31 March 2020; this is a reduction of 13 compared to previous year. All actions have been taken forward and dealt with and all residents/customers have been updated on the action taken, apart from those who approached the CSU anonymously or have said that they do not want feedback.

A lot of the cases have been complex, requiring a partner agency response. Many have been repeat callers dealing with issues such as mental health, neighbour disputes, harassment in the community and nuisance bikes (motor and pedal). There have been over 550 follow up visits and calls made by partner agencies (Police, SDC, Community Wardens and Housing Associations) to all the residents who have reported issues and concerns. The other actions have been followed up but have either been reported back to organisations, town and parish councils or they have been anonymous so have not expected feedback on actions taken.

The CSU also provided a variety of community events with partner agencies, where either a night of action has taken place organised by Police or weekend/evening community safety events as follows:

Community Events were held in Westerham, West Kingsdown, Hartley, New Ash Green, Sevenoaks Town, Hextable, Seal, Swanley Village and Swanley, the North West Kent Crime Prevention attended 15 locations across the District including Leigh, Edenbridge, Fawkham, Chiddingstone, Swanley, Otford, Seal, West Kingsdown and Eynsford mainly supporting local town and parish council events.

Task and Finish Groups have been established to provide intensive intervention by partner agencies when a number of reports have come in through the CSU Daily Tasking meetings relating to specific areas or to vulnerable people. During 2019-20, there were 18 Task and Finish Groups set up a rise of 11 more than last year of which 12 were completed and 6 are ongoing.

In addition to the Task & Finish group actions the CSU Sargent organised 6 nights of high visibility policing in the following areas - New Ash Green, Westerham, Sevenoaks Town, Hartley, West Kingsdown and Swanley. This is with local Policing Teams, KCC Community Wardens and SDCs ASB Officer to address anti-social behaviour.

Swanley Youth Centre is open and runs activities 5 nights a week; **KCC** also deliver detached youth work that is highlighted through the CSU daily briefings. They have visited over 20 locations visiting on a weekly basis to the areas.

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Work of Sevenoaks District Community Safety Partnership 2019-20 by month

The Partnership month by month

In addition to the daily work of the Partnership and CSU, the following projects and successes took place.

April 2019

- Community Safety Officer attended Swanley Town Centre Crime Prevention Event organised by PCSO Vincent.
- Digital Sunset presentation took place with PCSO Vincent and the Community Safety Manager on 4th April at Horizons Primary School, Swanley.
- The ASB Officer visited Longfield Academy with KCC Community Warden on Monday 29th April to give a presentation regarding ASB and the consequences of ASB to the offender.

May 2019

- Threat assessment and timeline to murder Domestic Abuse training was held on 29th May.
- DAVSS received the Queen's Award for Voluntary Services, which is the highest award given for volunteering.
- WKHA were successful for a conviction on an ASB perpetrator in Swanley. There is a court date also for a resident in Sevenoaks next week who has breached their injunction three times.
- Community Wardens continue to deliver on safeguarding referrals which have increased for them, making home visits and working with banks to protect the most vulnerable.

June 2019

- There were 4 multi agency visits to sites reported for ASB and Modern Slavery and there were 3 Task & Finish Groups taken forward in June.
- Partnership Workshop was delivered to SDC Staff and partner agencies.
- CSP Partnership meeting was held.

July 2019

- The Community Safety Manager and ASB Officer attended a Neighbourhood Watch Event held in Westerham over 40 residents attended the event and 10 potential new Neighbourhood Watch schemes could be set up.
- Jackie West, KCC Community Warden won the 'Emma Kent Award for Outstanding Contribution' at the Dementia Friendly Kent Ceremony.
- Attended court for action against rogue landlord of former convent of mercy site. Found Guilty.
- CSU helped in interviews for the new PCSO Sgt to be based at the Police Station at Argyle Road.

August 2019

- The Community Safety Manager attended a resident meeting organised in New Ash Green by Police & Crime Commissioner Matthew Scott on 2 August.

- A 3 month Partial Closure Order was granted by Maidstone Magistrate's Court on 27th August 2019 on 18 Manor Road, Edenbridge. The Order allows only the resident and her son to enter the property.
- Hartley Carers' Café, a Community Warden-led initiative, recently celebrated its 4 year anniversary, with members of CSU attending
- All Out' evenings in response to issues in specific communities e.g., young people at risk of engaging in high-risk behaviour were held with Police, SDC and KCC Community War

September 2019

- 'Chief Inspector Jon Kirby joined us as Sevenoaks District Commander
- Workshop held for Police staff to talk about how Councils and Partners can get involved.
- Portfolio Holder and Deputy Cllr attended the Women's Refuge in the Sevenoaks District
- Safeguarding Training was delivered to SDC staff and partners and a session for manager too

October 2019

- Two new designated Town Centre Officers, one in Sevenoaks (Nick Hubbard) and one in Swanley (Dan Robinson) started. They will also cover surrounding villages
- The Community Safety Officer attended the Sevenoaks District Senior Action Forum coffee morning on 7th October
- Prohibition Notices were served on a landowner who was renting out house to a number of people who were working in car washes and local restaurants. Visits conducted with CSU and Police
- Following police arrest and prosecution of a prolific shoplifter, the male offender has been issued with a 12 month exclusion order, which excludes him from entering all stores who are members of the BCRP scheme. 3 males received pubwatch 12 month exclusions for drug usage.

November 2019

- The KCC Youth Conference was held at SDC on 4th November, where 5 schools attended and over 20 young people signed up for the Youth Assembly
- The Community Safety Officer attended the Hodsall Street coffee morning on 21st November
- An extension for the ASB Closure Order on an address in Edenbridge was successful on 27th November with a further 3 months closure granted
- Kenward Trust came runners up for their category at an award ceremony for their schools work and were awarded £7000

December 2019

- Using Pubwatch WhatsApp fake £50 notes have been retained for police with offender images.
- Christmas seasonal advice circulated to retail shop members highlighting shoplifting and fraud awareness.

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- The Community Safety Manager and SDC colleagues attended court on 2 December with the owners of the former Convent Site in Swanley, Mr & Mrs Kullar regarding non-compliance of Planning Enforcement notices. They were both found guilty and had to pay £10k costs and were both fined total £4k

January 2020

- The Community Safety Partnership Development Day was held when the 2020-21 Action Plan was drafted based on the Strategic Assessment Report.
- Community Safety Manager walkabout in Bentleys Meadow and Mills Crescent, Seal took place on Wednesday 15th January and Saturday 18th January with Cllrs Housing Associations and Police
- Neighbourhood Questionnaires was sent out to residents in Leigh and Chiddingstone Causeway
- HERO ran a drop in and get advice event at the Alexandra Suite in Swanley on. 30th January 2020. The Community Safety Officer attended.

February 2020

- 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.
- Good collaborative working between Pubwatch members and CCTV operators has resulted in further Pubwatch exclusions of disruptive members of the public
- KCC attended 'Extreme Identities Online' Workshop - launched by KCC's Prevent Team and fed back to partner agencies
- Lesley Bowles, Chief Officer for Communities & Business retired after 20 years at SDC and running Community Safety. A lovely retirement was held with many partners, staff and Cllrs attending
- Op Tavern Traveller funeral on 14 February went very well with all partners working together. It was a high profile funeral due to the twins role in reality TV and social media

March 2020

- The Council and Partnership welcomed Sarah Robson who started in March as Chief Officer for People and Places and has Community Safety and the CSP under her remit. Sarah has covered community safety for a number of years and it is great to welcome her to the Partnership
- Neighbourhood Questionnaires were sent out to residents in New Ah Green/Barnfield Park and Swanley
- Look Ahead started their training programmes and are working with KFRS and Housing Associations
- Chief Supt Rob Fordham attended our Serious Crime and Tactical Group and was really pleased with the Partnership working around OCGs (Organised Crime Groups) and how we are tackling these and also the way we work together to address emerging trends and local hotspots/individuals
- Over the year KFRS have also completed 382 wellbeing visits to homes; their target is 25 month, so they are exceeding that target

Alongside all the above the CSU held their quarterly PACT meetings in Westerham, West Kingsdown, New Ash Green, Edenbridge and Swanley. There were also monthly Community MARACs, West Kent Domestic Abuse Working Groups, Daily Taskings, Oak View Stud Farm and Convent of Mercy site.

The CSU also attend County meetings on Reducing Reoffending, Prevent, Kent Community Safety Managers, Safeguarding Leads, Threats Risks and Vulnerabilities, Online Safeguarding and Offender Management monthly meetings.

The CSU is very proactive on Social Media, our Twitter account has increased by 175 followers to 827 followers, and over 6000 tweets have been submitted up to end of March 2020.

Future Developments

The Strategic Assessment was completed in January 2020 using data supplied by a variety of agencies. Based on this, our new 2020-21 Community & Safety Strategy & Action Plan will prioritise the following issues:

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

Efforts will continue to promote community safety and help people to feel safer through existing local PACTS (Partners and Communities Together panels), feedback from the CSU and Community Awareness days.

Covid-19

Implementations for COVID-19 were put in place w/c 16 March and although funding had been allocated and spent in that time there has been an effect on services and how they have worked in a different way.

Daily Briefing - Police and CSU staff have remained in the building, but at a social distance. The daily briefing are held via phone conference, with partner agencies. Customers are not visited, but are spoken to on the phone. Warning letters have been posted rather than hand delivered. Police have hand delivered CPWs and CPNs on behalf of the CSU.

Breaches of COVID-19

Whilst there was none in March 2020 which is the end of this reports timeframe there was at of writing this report (6 May 2020) 76 posted and 7 hand delivered by Police. These have gone to areas such as Sundridge, Sevenoaks Bat and Ball, West Kingsdown, New Ash Green, Edenbridge and Dunton Green.

Agenda Item 8

Funded Services

CDAP - continues to run virtually every Wednesday evening

DAVSS - face to face service and have increased telephone line service. Also, support to court where applicable

Kenward Trust - working virtually with parents and have visited areas where there have been breaches of COVID-19 Lockdown

Meetings

All meetings have been going ahead virtually.

Members of the Community Safety Partnership

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

Kenward Road Yalding, Maidstone Kent ME18 6AH Tel: 01622 814187 Web: www.kenwardtrust.org.uk	Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0300 323 0011 Web: www.moat.co.uk	101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org	
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Glossary

- **ASB** - Anti-Social Behaviour
- **BCRP** - Business Crime Reduction Partnerships
- **BOTD** - Burglary Other Than Dwelling
- **CSE** - Child Sexual Exploitation
- **CSP** - Community Safety Partnership
- **CSU** - Community Safety Unit
- **KFRS** - Kent Fire & Rescue Service
- **KCC** - Kent County Council
- **MARACs** - Multi Agency Risk Assessment Conference
- **OCGs** - Organised Crime Groups
- **PACT** - Police and Community Together
- **PCC** - Police & Crime Commissioner
- **PCSOs** - Police Community Support Officer
- **SDC** - Sevenoaks District Council
- **TFMV** - Theft from a Motor Vehicle
- **TOMV** - Theft of a Motor Vehicle
- **YOS** - Youth Offending Service

Appendix A



Case study - Sabina

Sabina (not her real name) was referred to DAVSS by Early Help. Her husband had been arrested for hitting one of their children, and when the police interviewed Sabina, she disclosed that he had been physically, emotionally and financially abusive towards her throughout their marriage, which had been arranged by her parents.

Sabina's first language was not English so she struggled to communicate. Before she came to see us, she was supported by another organisation in obtaining an Ex-Parte Non Molestation Order and they arranged for her to have a solicitor who spoke the same language as her. However, when Sabina attended court, the solicitor did not speak the same language as her and an interpreter had not been arranged. The proceedings were adjourned for several months, and the required order was not granted because without the interpreter the Judge could not be certain that she understood the proceedings. It was at that point Early Help made a referral to DAVSS.

When DAVSS volunteer Advisor started supporting Sabina, it was apparent she was very vulnerable due to the additional barriers she faced. Not only did Sabina need immediate safety planning advice she was also referred to MARAC having been identified as high risk. Sabina did not have a bank account and all the benefits were paid into her husband's account. DAVSS Advisor helped her to get her own bank account and apply for all her benefits. Her Advisor also referred Sabina to the local food bank, and arranged for her to attend English Speaking classes at a local community centre. Sabina was shunned by her community for reaching out to the police, and she felt very frightened whenever she went out. She could no longer worship at her local mosque, and as she had no transport or friends to take her, she was very isolated. Her Advisor also arranged for Sabina to see specialist advisor from within DAVSS who spoke the same language as her and was able to provide her support and assistance.

Sabina needed a lot of emotional support, she felt frustrated because she could not understand the letters that were being sent to her by all the different agencies. One example was a letter from the benefits agency regarding her child support benefit, and because the words adopted and fostered children were on the first page, she was very distressed thinking social services wanted to foster her children and it took several phone calls and face to face meetings to re-assure her that it was a just standard letter sent to all families. Sabina needed help to set up

a direct debit to pay her rent, and a student social worker from DAVSS went with her to meetings with her Housing officer to support her with this. There were many problems acquiring legal aid due to the lack of a bank account or proof of benefits, so DAVSS Advisor wrote several legal aid support letters and liaised with her solicitors until it was finally approved.

The Advisor took Sabina to court for the return hearing, and on arrival spoke to the usher and requested a separate waiting room and screens in the court room as Sabina was very frightened. When the solicitor arrived, it was not the Bengali speaking Solicitor as requested, but a barrister and he proposed that Sabina accept an Undertaking Agreement. Sabina did not understand what this meant and her DAVSS Advisor explained what the differences were between this and a Non Molestation Order, when the solicitor briefly left the room Sabina was clear that she did not want an Undertakings Agreement as she did not believe her husband would stick to a promise and she would not be able to bring him to court if he were to breach it due to the communication difficulties. The interpreter was unavailable to attend the hearing and the solicitor was reluctant to request another adjournment, therefore the Advisor advocated on Sabina's behalf and requested that he ask the Judge for a Non Molestation Order, an Occupation Order and a Transfer of Tenancy, and also requested that she be allowed into the courtroom to support her. The Advisor had also written a letter to the Judge explaining who DAVSS are, explaining that Sabina was at high risk of domestic abuse and honour based violence and requested permission to attend the hearing to support her, especially because of her communication difficulties. The Judge was very supportive, and allowed the DAVSS Advisor into the courtroom, and he also granted all the orders.

Sabina had ongoing support from DAVSS until she felt she was safe and able to move on with her life.

Purpose:

- To ensure the safety of the client and her children
- To support the client to court
- To put a package of support around the client and her children

Action Taken

- SafeLives DASH RIC assessment was completed and she was assessed as being at high risk of domestic abuse
- A safety plan was completed and updated at each stage of intervention
- Her case was referred to the West Kent MARAC by DAVSS
- A child protection referral was made and she was supported by Early Help
- Legal aid support letters were written by her Advisor
- She was supported to court by the her Advisor and a volunteer Social Work Student
- She was supported with opening a bank account, applying for benefits and meetings with the CAB
- She was supported at meetings with Housing to discuss her rent arrears, setting up direct debits and transfer of tenancy

Agenda Item 8

- Ongoing support was provided after the court hearing to make sure she received the correct order
- She was offered a referral to counselling but this was declined due to the language difficulties
- She was offered to attend the SPT Group with DAVSS but this was declined

Successful Outcomes

- Sabina decided to separate from her husband and was able to act on her decision
- Sabina obtained a Non Molestation Order, Occupation Order and a Transfer of Tenancy
- Her housing was secured and rent arrears accrued by her husband on her tenancy were disregarded.
- Her children felt re-assured and less frightened
- Following MARAC and referral from DAVSS and Early Help, the Family Liaison Officer from the school has done a lot of work with the children
- Sabina feels less anxious and reports improved mental health

Unexpected difficulties

- The Advisor needed to advocate, to a larger extent than expected, for Sabina in court, as Sabina was expecting a solicitor and/or an interpreter that could speak the same language as her.
- Sabina has not continued to attend the English Speaking classes, due to the difficulties she faced with public transport

Unexpected benefits

- Despite the solicitor pushing for an Undertaking Agreement in court, and Sabina's lack of understanding in English, she was able to obtain 3 court orders guaranteeing her protection as well as the protection of her children.
- Her physical health has improved; she is now able to sleep better at night not worrying about the court case
- Her feeling of safety have greatly improved from being very anxious (1) to (9)
- Her quality of life has also greatly improved from being very poor (1) to (9)
- Her physical health has greatly improved, she is now able to sleep better at night (1) to (10)
- Her mental health/stress/anxiety has improved from, she has gained confidence (1) to (8)
- Her economic situation has improved as she now has her own bank account and on Universal Credit (1) to (8)
- Her housing situation has greatly improved, she has a court order to say that her husband's name can now be removed from the tenancy from (1) to (9/10)
- She also reports that her children's health and wellbeing have improved, they feel secure and happy from (1) to (9)

Sabina said "Thank you so much for everything. I couldn't understand any of the letters about benefits or the emails from the legal aid agency but you

helped me to read them and dealt with it all for me. I am so happy you took me to court and helped me get the order. I was so scared but because you were there I felt safe and you helped me feel calm. I didn't understand what the solicitor meant at the court when he said undertakings and I thank you so much because you helped me get the Non Molestation Order, so me and my children are safe, and you arranged for his name to come off the tenancy so I know my house is safe and he won't come back. Thank you, I don't know what I would have done without you."

Post case closure update:

Sabina and her family are continuing to flourish, the children are much happier and have now settled in to a good routine. Whilst Sabina remains isolated from her community she feels safer in the knowledge that she has legal orders in place protecting her and her family.

'My children and I are so grateful for all that everyone at DAVSS have done for us, we really appreciate you keeping in touch to see how we are doing too - I've told everyone about you, it has restored my faith in humanity'

July 2019

(Name and some details altered to preserve anonymity - client gave permission for a case study)

Appendix B

Name: BR

18/12/2019

1 What have I learned from CDAP?

CDAP has taught me so many skills and strategies that I can use in day-to-day situations giving a positive impacted on myself and those around me. I now look at things in a different way and word my opinions in a way that doesn't come across aggressive or negative. I use PST (positive self talk) to make me feel more positive about myself or calm situations that use to spiral out on control, thanks to CDAP I understand my wife's anger and am now equipped with the tools to deal with these times. I understand that the years of abuse my wife sustained has changed her, I never wanted that I just never could see the damage I was doing until CDAP waved it under my nose. I've learnt that I don't always have to be right, recognise my anger signs I of my biggest lessons was coping with jealousy, this was taking over my life and was having such a big impact on my behaviour. I understand that you cannot control anyone they are their own person and no matter how much you like/dislike that you cant change it.

2 What behaviours have I changed?

What haven't I changed! I have changed in all aspects whether big or small from accepting women's anger, taking time out, listening, accepting criticism and letting go. The list could go on and on. I would like to think I have change in ways so that I can be a better Husband, Dad, Brother, and friend. I do a lot more for my wife not just around the house but visiting her family, she is her own person and she has the freedom to do what she wishes I'm not her boss. I've change my

Agenda Item 8

behaviour so myself and my wife can have difficult conversations without being verbally abusive to her and losing my temper I now act like an adult and not the third child in the relationship.

3 What would you say to men who are considering attending CDAP?

To any man considering attending the CDAP course, you would be a fool not to attend the 27-week course. You get so much out of the course but you need to acknowledge you have an abusive behaviour and that you are willing to change, the more you put into it the more you get out. I can honestly say CDAP has changed my life and I will continue to attend every third week as CDAP is not a cure and we (humans) continue to learn.

4 What has been the effect of CDAP on your relationship?

Where do I start?

CDAP saved my marriage of which I owe Peter and Kelly. Without them and CDAP I wouldn't still be with my wife and have daily access to my beautiful kids. I would say we are almost back to the 'honeymoon period'. The disagreements are very few and extremely far between, but I would be lying if I told you if everything is rosy.

The positive effect on the children has been notice by all and instead of cries, raised voices around the house it's the highly satisfying sound of laughter. I feel I have my family back and we can progress into the future as a team stronger than ever as I continue to use my CDAP skills daily, weekly or monthly to bring out the best in me and allowing my family the freedom they deserve.

5 Any other comments?

I would just like to thank Peter and Kelly for welcoming me into CDAP, working with me and believing in me when I was at my lowest. I am forever in debt and honestly can't thank you both enough.

Kind Regards
BR.

DAVSS PRESENTATION

People & Places Advisory Committee - 16 June 2020

Report of Chief Officer People and Places

Status For Information

Key Decision No

Executive Summary: DAVSS will be presenting an update on their services and how COVID-19 has affected some of their services.

This report supports the Key Aim of Safe and Caring Communities.

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Kelly Webb, Ext. 7474

Recommendation to People and Places Advisory Committee: That the presentation be noted.

Reason for recommendation: To give Members an oversight of the DAVSS Service.

Introduction and Background

- 1 DAVSS (Domestic Abuse Volunteer Support Services) have been invited to do a presentation

Key Implications

Financial

None directly arising from this report.

Legal Implications and Risk Assessment Statement.

None directly arising from this report.

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

Agenda Item 9

groups. The decisions recommended through this report directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

There are no negative impacts -

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 service is for everyone
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Appendices None

Background documents None

Sarah Robson
Chief Officer for People & Places

SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP - NITROUS OXIDE USE & ASB ACTION PLAN

People & Places Advisory Committee - 16 June 2020

Report of Chief Officer People and Places

Status For Information

Key Decision No

Executive Summary: This action plan is what has been put in place to address Anti-Social Behaviour and Nitrous Oxide use in local locations across the District breaching social distancing.

This report supports the Key Aim of Safe and Caring Communities.

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Kelly Webb, Ext. 7474

Recommendation to People and Places Advisory Committee:

To consider the action plan.

Reason for recommendation: To keep Members updated on the work of the Sevenoaks District Community Safety Partnership.

Introduction and Background

- 1 There have been a number of reports to the CSU and Council Members of anti-social behaviour and local beauty spots. A task and finish group was set up and met on Monday 1 June and devised this action plan. The action plan is there to help resolve the issues. This will be monitored at the daily briefings and also a weekly meeting. Second one being held on Friday 5 June

Key Implications

Financial

There are no cost implications apart from staff time

Legal Implications and Risk Assessment Statement.

Agenda Item 10

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

Equality Assessment

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

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

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The plan includes areas and communities across the District
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

The action plan will help members of the CSU to address the problems raised

Appendices

ASB & Nitrous Oxide Locations Action Plan

Background Papers

None

Sarah Robson
Chief Officer for People & Places

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**Sevenoaks District Community Safety Partnership – Nitrate Oxide use & ASB Action Plan.
1st June 2020**

Background to the meeting –Rise reporting young people at various locations taking Nitrous Oxide Canisters, causing litter, ASB and breaches of social distancing during COVID-19 Lockdown restrictions.

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	By When	STATUS 1 st June 2020
1	<p>Rise in reports from a number of locations regarding young people taking Nitrous Oxide canisters causing litter and ASB. The locations are:</p> <ul style="list-style-type: none"> • The Vine, Sevenoaks • Chipstead Lake • Seal Recreation Ground • Greatness Recreation Ground • Peshurst Place, Leigh • Enfield Road, Peshurst • Lingfield Road Recreation Ground, 	<p>PCSO Yasmin Papworth & PC Claire Harrison to research locations and reports received. Link in with Laura Vince and COVID-19 reports.</p> <p>PCSO Yasmin Papworth to open a Themis Case in order to log all the reports</p> <p>PC Claire Harrison to build an Intel picture of vehicles at locations.</p> <p>PC Claire Harrison to look at Knowledge Bank regarding actions Police can take specifically on usage of Nitrous Oxide</p>	<p>Kent Police</p> <p>Kent Police</p> <p>Kent Police</p> <p>Kent Police</p>	<p>As soon as possible</p> <p>As soon as possible</p> <p>As soon as possible</p> <p>ASAP</p>	

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	By When	STATUS 1 st June 2020
	<p>Edenbridge</p> <ul style="list-style-type: none"> • Riverside, Eynsford • Lullingstone Castle, Eynsford • Swanley Park • Otford Cemetery • Otford Car Park 	<p>canisters</p> <p>All locations to be added to the CSU daily briefing and PCSOs/Police/SDC staff to update when areas have been visited</p> <p>Look at whether dispersal orders can be put in place after intel has been received</p>	<p>SDC</p> <p>Kent Police SDC</p>	<p>1 June 2020</p> <p>12 June 2020</p>	
2	<p>Kelly Webb carrying out site visits with landowners of the above locations.</p>	<p>Maxine Quinton request contact details from PCSO Harwood for Chipstead Lakes.</p> <p>Kelly Webb to contact and make arrangements to meet.</p> <p>Kelly Webb to meet Penshurst Place manager on Friday 5th June.</p>	<p>SDC</p> <p>SDC</p> <p>SDC</p>	<p>As soon as possible</p> <p>As soon as possible</p> <p>5th June</p>	<p>1.6.20 Contact details for the sailing club and angling club.</p> <p>Sailing club Steve McCann commodore@chipsteadsc.org.uk</p> <p>Angling club Scott shoulder scott_shoulder@msn.com</p>
3	<p>Kenward Trust to be deployed to the locations.</p>	<p>Kelly Webb to liaise with Kenward Trust to carry out detached work in the locations</p>	<p>Kenward Trust</p>	<p>As soon as possible</p>	<p>All agencies e-mailed today. Kenward Trust have been to Chipstead Lakes on 29.5.2020 and spoke to over 100 young</p>

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	By When	STATUS 1 st June 2020
					people. Attended Poundbridge Road as well and spoke to some young people. Weekly reports to be produced.
4	No detached youth work	Check whether West Kent Extra and Detached KCC Youth Work has now started and deploy to above locations	SDC West Kent Extra KCC	3 June	E-mails sent to WKHA regarding youth work. Meeting today with KCC so will ask about youth work
5	Links to be made with local schools in order for input in assemblies regarding recent ASB and drug use.	PCSO Yasmin Papworth to research educational packages for schools regarding nitrate oxide PCSO Yasmin Papworth to contact Knole Academy and Trinity to see she can attend any assemblies.	Kent Police Kent Police	As soon as possible As soon as possible	
6	Nights of Action	PC Claire Harrison to schedule nights of action to the specific list locations with local PCSOs, Community Policing Team,	Kent Police Kenward Trust SDC	15 June 2020	

Ref No	IDENTIFIED ISSUE	RECOMMENDED ACTION	LEAD OFFICER & OTHER AGENCIES	By When	STATUS 1 st June 2020
		Kenward Trust and SDC Officers			
7	Increase in litter in the above areas	Work with landowners to address litter and what can be put in place.	SDC	8 June 2020	
8	Parking inconsiderably in some of the areas	Work with landowners and parking team to see if there is anything that can be done	SDC Landowners	ASAP	

Attended	Organisation	Contact Details
Kelly Webb	Community Safety Manager, SDC	kelly.webb@sevenoaks.gov.uk
Colin Johnson	ASB Officer, SDC	colin.johnson@sevenoaks.gov.uk
Sgt Pete Ballard	Kent Police	Pete.ballard@kent.police.uk
PCSO Yasmin Papworth	Kent Police	Yasmin.Papworth@kent.police.uk
PC Harrison	Kent Police	Claire.harrison@kent.police.uk
Maxine Quinton	Community Safety Officer, SDC	Maxine.quinton@sevenoaks.gov.uk

SEVENOAKS DISTRICT BUSINESS ADVISORY BOARD

People & Places Advisory Committee - 16 June 2020

Report of Chief Officer People and Places

Status For Information

Key Decision No

Executive Summary: This briefing report informs Members of the steps taken to establish the Sevenoaks District Business Advisory Board, following the corona virus lockdown.

This report supports the Key Aim of Economic Development.

Portfolio Holder Cllr. Lesley Dyball

Contact Officer Emily Haswell, ext. 7261

Recommendation to People and Places Advisory Committee: To note the report.

Reason for recommendation: To keep Members updated on the establishment of the Sevenoaks District Business Advisory Board.

Introduction and Background

- 1 Following on from the corona virus lockdown and the closure of all non-essential business SDC have been looking at ways to help local businesses re-open and recommence trading. The Business Advisory Board will be a joint private and public sector venture, led by Sevenoaks District Council. With members from a broad spectrum of the Sevenoaks district's businesses, as well as representatives from partners, the Board will articulate the current issues and experiences of the business community.

Key Implications

Financial

There are no cost implications apart from staff time.

Legal Implications and Risk Assessment Statement

The Board's Terms of Reference defines the purpose and structure of the Board and how partners will work together to accomplish shared aims.

Agenda Item 11

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. Board members will come from both the business community and public and voluntary sector organisations, reflecting the business make-up of Sevenoaks district, and the urban and rural nature of the district.

Conclusion

With members from a broad spectrum of the Sevenoaks district's businesses, as well as representatives from partners, the Board will bring the voice of businesses across the district to the table, assisting the district to be as business friendly as possible.

As part of the district's economic recovery, the Board will support the promotion of the district as a place to shop and do business, voicing the constraints, opportunities and current trading conditions.

Appendices

Appendix A - Briefing Note - Sevenoaks District Business Advisory Board

Background Papers:

None.

Sarah Robson
Chief Officer for People & Places

Briefing Paper for People and Places Advisory Committee

June 2020

Sarah Robson, Chief Officer People and Places

Emily Haswell, Economic Development Officer

Sevenoaks District Business Advisory Board

- 1.1 The Business Board will be a joint private and public sector venture, led by Sevenoaks District Council. With members from a broad spectrum of the Sevenoaks district's businesses, as well as representatives from partners, the board will bring the voice of businesses across the district to the table, assisting the district to be as business friendly as possible.
- 1.2 The Business Board will provide a 'sounding board' to review and reflect on the district's economy and is representative of the sizes and sectors of businesses within the district.
- 1.3 The Board will provide insight from the business community in the district on current issues, trading conditions, opportunities and constraints.

2. ROLE OF THE BOARD

- To provide business leadership and expertise in support of a thriving Sevenoaks district.
- To articulate the current issues and experiences of the business community - constraints or opportunities and current trading conditions.
- To understand the challenges and opportunities on our high streets.
- To represent and lobby for business to ensure the right resources are present in the district to ensure economic development.
- To offer businesses mutual support and networking opportunities.
- To provide a voice to policy makers on local and national matters affecting business.
- To support initiatives that support economic growth and affect the business community.
- To provide a focus for and influence on Sevenoaks District Council's Economic Development Strategy, through acting as a critical friend.
- To act as business champions and Ambassadors for the Sevenoaks district.
- To support and promote initiatives and events for Sevenoaks District.

Agenda Item 11

- To consider and agree appropriate use of any financial resource allocated to benefit the local economy.

3. MEMBERSHIP

- 3.1 The board membership will be representative of the range of sectors and sizes of local businesses and will ensure that it includes members from across the District.
- 3.2 Board members will come from both the business community and public and voluntary sector organisations, reflecting the business make-up of Sevenoaks district, and the urban and rural nature of the district.
- 3.3 Members will volunteer their time to the board.
- 3.4 Sevenoaks District Council will chair the group.
- 3.5 The group will seek to include representatives from the following sectors and organisations, this is likely to change over time to ensure the group remains representative of the District:
 - Agriculture and Food
 - Arts and Culture
 - Construction
 - Digital and Technology or knowledge Economy
 - Engineering and Manufacturing
 - Housing
 - Kent Association of Local Councils
 - Kent County Council
 - Professional Services
 - Property
 - Retail
 - Sevenoaks Chamber of Commerce
 - Sevenoaks District Council
 - Small and Medium Sized Enterprises
 - Transport
 - Visitor Economy Forum
 - Voluntary and Community Sector

People and Places Work Plan 2020/21 (as at 4.6.2020)

16 June 2020	6 October 2020	1 December 2020	2 March 2021
<p>DAVSS Update (Presentation)</p> <p>Community Safety Plan Annual Report 2019/20</p> <p>Tourism Update (Presentation)</p> <p>Community Grants Proposal</p> <p>Community Safety - Nitrous Oxide and ASB Action Plan</p> <p>Sevenoaks District Business Advisory Board</p>	<p>Budget 2021/22: Service Dashboards and Service Change Impact Assessments (SCIAs)</p> <p>Dunton Green End of Year Project Report</p>	<p>Community Grants Half Year Report</p>	

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