

17 January 2022 at 5.30 pm

**Council Chamber, Argyle Road, Sevenoaks
Published: 07.01.22**



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Housing & Health Advisory Committee

Membership:

Chairman, Cllr. Maskell; Vice-Chairman, Cllr. Coleman
Cllrs. Bonin, Dr. Canet, Clack, Perry Cole, G. Darrington, Edwards-Winser, Firth,
Griffiths, Harrison and Parkin

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 Committee held on 23 November 2021 as a correct record.	(Pages 1 - 6)	
2. Declarations of Interest Any interests not already registered		
3. Actions from Previous Meetings (if any)		
4. Update from Portfolio Holder		
5. Referrals from Cabinet or the Audit Committee (if any)		
6. Health and Wellbeing Action Plan	(Pages 7 - 38)	Daniel McDermott, Tel: 01732 227149, Kelly Webb Tel: 01732227474

7.	Health and Wellbeing Action Plan Update and Quarter 2 Report	(Pages 39 - 50)	Daniel McDermott, Tel: 01732 227149 Kelly Webb Tel: 01732227474
8.	One You Programme Update	(Pages 51 - 86)	Kelly Webb, Tel: 01732227474, Daniel McDermott Tel: 01732 227149
9.	Quercus Housing Update	(Pages 87 - 92)	Sarah Robson Tel: 01732227129
10.	Green Homes Grant Project	(Pages 93 - 98)	Sharon Donald, Daniel Shaw Tel: 017320227155
11.	Summary of the Sevenoaks District emerging housing strategy	(Pages 99 - 112)	Sharon Donald Tel: 01732 227131
12.	Sevenoaks District Housing Register Allocations Scheme	(Pages 113 - 162)	Sharon Donald Tel:0173227131
13.	Bevan Place, Swanley Development Proposal	(Pages 163 - 226)	Detlev Munster Tel: 01732227099
14.	White Oak Leisure Centre Residential Quarter, Swanley Development Proposal	(Pages 227 - 254)	Detlev Munster Tel: 01732227099
15.	Work Plan		

EXEMPT INFORMATION

Recommendation: That, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting when considering Appendices C and D of Agenda item 13, and Appendix B of Agenda item 14 above, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12 A, paragraph 3 (Information relating to the financial or business affairs of any particular person including the authority holding that information)).

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.

HOUSING & HEALTH ADVISORY COMMITTEE

Minutes of the meeting held on 23 November 2021 commencing at 7.00 pm

Present: Cllr. Maskell (Chairman)

Cllrs. Bonin, Dr. Canet, Clack, Perry Cole, G. Darrington, Edwards-Winser, Firth and Griffiths

Cllrs. P. Darrington were also present.

Cllrs. Coleman, Harrison and Parkin were present via a virtual media platform which does not constitute attendance as recognised by the Local Government Act 1972.

25. Minutes

Resolved: That the Minutes of the meetings of the Committee held on 28 September 2021 and 20 October 2021 be approved and signed by the Chairman as a correct record.

26. Declarations of Interest

No additional declarations of interest were made.

27. Actions from Previous Meetings

There were none.

28. Update from Portfolio Holder

The Portfolio Holder, and Chairman, gave an update on the progress of working with Quercus Housing to ensure delivery of affordable housing within the District. The Deputy Chief Executive & Chief Officer - People & Places advised that at Full Council, the draw down of a loan from prudential borrowing in order to progress the capital purchase and refurbishment of Abbey Court (West Kingsdown) was approved subject to due diligence. If planning permission were to be granted prior to purchase, the price the agent had been selling Abbey Court for would inflate and would no longer be affordable to Quercus Housing. Therefore the purchase of Abbey Court would take place before seeking planning permission for change of use. As the applicant would be the Council, the application would need to be considered at the Development Control Committee meeting which would ensure engagement with the local community, including West Kingsdown Parish Council.

A rough sleeper count took place the previous week in Swanley, Sevenoaks and Edenbridge. One rough sleeper was identified in Swanley and was already known to the Council and had been supported.

Agenda Item 1

Housing & Health Advisory Committee - 23 November 2021

The Vine Court Road partnership project with West Kent Housing Association (WKHA) would provide accommodation for the homeless and was scheduled to open in January 2022.

The results of the recent Older Person's Housing Needs Survey had been fed into the Housing Strategy and Local Plan. Within the District, there was an aging population with varying needs. Most expressed that they wished to stay in their own home and wanted more information and advice on housing. The development of the Housing Strategy was underway with various evidence data and stakeholder interviews to gather views.

The Council received the bronze award for the Kent and Medway Healthy Workplace Programme with the application for the silver award to be submitted later in the month.

Following queries, Members were advised that a notice had been drafted by WKHA for local residents on Vine Court Road and would be released in due course.

29. Referrals from Cabinet or the Audit Committee

There were none.

30. Progress on Digital Inclusion

The Health & Communities Manager gave a [presentation](#) on digital exclusion within the District and the work of the Council, Kent County Council and local organisations to promote digital inclusion. The two socio-demographic groupings most likely to be digitally excluded were 'mature older people' and 'working age on low income' which made up 16.1% and 8% of households within the District respectively. Although there were less digitally excluded populations in Sevenoaks compared to the rest of Kent, broadband speeds were a concern, particularly in rural areas.

The Council had secured £79,000 funding to deliver a project with Compaid to support the most vulnerable homeless customers. Digital inclusion had been adopted as a priority for the Sevenoaks District Local Strategic Partnership and Community Wellbeing Fund. Kent County Council had been awarded funding to deliver the government's 'Project Gigabit' Programme aiming to improve broadband connectivity.

The Chairman welcomed Val Sprott, the Training Services Manager from Compaid who gave an update on their work with the Council to support digital inclusion. Compaid had delivered digital training in a relaxed and informal atmosphere for those with learning, physical, financial or mental difficulties. The one-to-one training was person centred and delivered based on their needs. A new project would be introduced to support those who are homeless or in temporary accommodation to help them access essential services online.

Agenda Item 1
Housing & Health Advisory Committee - 23 November 2021

Following queries, Members were advised that as well as training provided in Sevenoaks and Swanley, Compaid would like to deliver face-to-face training in other areas of the District should a suitable venue be provided.

Resolved: That the report be noted.

31. Homelessness Update - Quarter 2

The Head of Housing gave a [presentation](#) updating Members on homelessness within the District. New challenges such as the lifting of the eviction ban, the end of the furlough scheme and increased approaches with the new Domestic Abuse Act had placed increased pressures on the Homeless Prevention Team. As a result, there had been an increase in emergency & temporary accommodation.

Actions taken included the implementation of the Temporary Accommodation Action Plan, the creation of a more holistic approach to homelessness prevention and support services, the launch of a Voluntary Relocation Scheme and Family Incentive and updating of the Quercus Housing Business Plan. Projects in the pipeline included progressing the purchase of Abbey Court in West Kingsdown, expansion of the HERO team, development of an Empty Homes Action Plan and the revision of the Council's Homelessness Strategy and Allocations Policy. Members were advised of sources of income and the current risks to the services.

Resolved: That the presentation be noted.

32. A Local First Homes Policy for Sevenoaks District

The Housing Strategy Manager presented the report proposing a local First Homes Policy for the District. The national First Homes policy would be implemented for s106 sites on 28 December 2021. First Homes would be sold at a prescribed discount to first time buyers and held as affordable housing in perpetuity.

Based on the recommendations from the Targeted Review of Local Housing Needs (TRLHN), it was proposed that the Sevenoaks First Homes policy should contain a 50% discount on open market value, a capped maximum discounted sale price of £250,000 at initial sale and a set annual household income of £56,250.

Following concerns expressed from Members, it was acknowledged that it would be difficult to implement the policy due to the large average house prices within the District but the proposed Local First Homes policy would be more suitable for the District than the national First Homes policy.

Public Sector Equality Duty

Members gave consideration to impacts under the Public Sector Equality Duty.

Agenda Item 1

Housing & Health Advisory Committee - 23 November 2021

Resolved: That it be recommended to Cabinet that

- a) a Local First Homes policy for Sevenoaks District, including the contents as set out in the report, or further refined, be approved and adopted for implementation on 28 December 2021; and
- b) any supplementary First Homes policies, including re-sales and use of First Homes commuted sums, be drawn up by Officers, with delegated authority given to the Chief Officer - People & Places and Chief Officer - Planning & Regulatory Services, following consultation with the Portfolio Holders for Housing & Health and Development & Conservation, for their approval.

33. Approval to seek Additional Designation of Parishes/Areas Under Section 157(1) of the Housing Act

The Housing Strategy Manager presented the report proposing an application be submitted to the Secretary of State for Department of Levelling up, Housing & Communities to seek additional areas within the District to be designated 'rural' under section 157(1) of the Housing Act 1985.

From 2014, affordable housing contributions could be sought for planning application sites with a net residential addition of ten or more homes. Local authorities were able to set a lower threshold to rural areas described under section 157(1) of the Housing Act 1985. S157 designation had applied to over 60% of the District as they were located within Areas of Outstanding Natural Beauty (AONB). A lower site threshold of six to nine homes was agreed by Cabinet to be applied to these designated areas, but could not apply to rural areas located outside of the AONBs.

Local authorities may apply to have additional areas designated rural under S157(1). Parishes would be required to have a population density of less than two persons per hectare and for any settlements within them have a population of fewer than 3,000 inhabitants, with some flexibility to the first criterion.

Rural designation under S157(1) would allow the Council to put restrictive covenants in place so the home could only be sold on to someone who had been living or working in the parish for three years. It would also enable the Council to apply the lower site threshold to all new market housing sites within the parish to maximise the opportunity for S106 commuted sum payments towards the delivery of new affordable housing.

Members asked questions of clarification.

Public Sector Equality Duty

Members gave consideration to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that an application to the Secretary of State for Levelling Up, Housing and Communities, seeking additional areas/parishes in the District (as detailed in Appendix A) to be designated under section 157(1) of the Housing Act 1985, be submitted.

34. To note minutes of the Health Liaison Board

The Minutes of the Health Liaison Board meeting held on 3 November 2021 were discussed and noted.

35. Work Plan

The work plan was noted with the following items moved from the meeting taking place on 17 January 2022 to the following meeting in Summer 2022:

- Housing Allocations Policy
- Update on Empty Homes Action Plan
- Rough Sleeper Initiative Update
- Out of Borough Replacement Policy.

THE MEETING WAS CONCLUDED AT 8.49 PM

CHAIRMAN

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SEVENOAKS DISTRICT HEALTH & WELLBEING ACTION PLAN DRAFT 2022/23

Housing & Health Advisory Committee - 17th January 2022

Report of: Sarah Robson, Deputy Chief Executive and Chief Officer, People & Places

Status: For Approval

Also considered by:

- Cabinet - 10th February 2022

Key Decision: Yes

Executive Summary: The Health and Wellbeing Action Plan collates the available data on health and wellbeing and uses this data to target specific actions aimed to improve the health and wellbeing of Sevenoaks District residents.

To achieve the actions, we pull together the Health Action Team, made up of ourselves and partner organisations who work directly on the achievement of these actions. Through partnership work we aim to improve and develop new services that impact on the Health and Wellbeing of Sevenoaks residents.

This report supports the Key Aim of: Improving the Health and Wellbeing of Sevenoaks District residents.

Portfolio Holder: Cllr. Kevin Maskall

Contact Officer(s): Kelly Webb x7474 & Daniel McDermott x7121

Recommendation to Health & Housing Advisory Committee:

That members approve the plan

Recommendation to Cabinet:

That the Health & Wellbeing Action Plan for 2022/23 is approved.

Reason for Recommendation:

This Action Plan will determine focus, attendees and multi-agency partnership work undertaken in the District to improve the Health & Wellbeing of Sevenoaks District residents.

Agenda Item 6

Introduction and Background

1. The report aims to present the draft 2022/23 Health & Wellbeing Action Plan for approval prior to presentation at Cabinet.
2. The Health and Wellbeing Action Plan compiles a wide variety of health data to provide an overview of Health and Wellbeing in Sevenoaks.
3. The data presented is used to inform the actions outlined by the Action Plan.
4. The Health Action Team is formed from organisations and services that have a direct role to play in the achievement of the actions outlined in the Action Plan. The performance of the actions is appraised on a quarterly basis to ensure that actions are being worked towards.
5. It is the role of the Health Action Team to provide; an opportunity for networking, an opportunity to better understand resident need and service gaps and an opportunity to work in partnership to address gaps through partnership working.
6. The draft 2022/23 Sevenoaks District Health & Wellbeing Action Plan is attached in Appendix A.

Key Implications

Financial

7. All services are delivered through organisations budgets

Legal Implications and Risk Assessment Statement

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

Equality Assessment

9. 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 Health & Wellbeing Action Plan directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Health & Wellbeing Action Plan aims to ensure there are services to meet the needs of all Sevenoaks District residents and ensure an equality of access.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Health & Wellbeing Action Plan addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

Conclusions

10. The Health & Wellbeing Action Plan has been prepared following an extensive review of the all available and accessible Health & Wellbeing data. Through the Health Action Team we aim to provide a multi-agency approach to address the actions targeted.

Appendices

Appendix A - draft Health & Wellbeing Action Plan 2022/23

Sarah Robson

Deputy Chief Executive & Chief Officer People & Places

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Sevenoaks District Health & Wellbeing Action Plan

1 April 2022 – 31 March 2023

Sevenoaks District Health and Wellbeing Action Plan 2022-23

Contents

Sevenoaks District Health and Wellbeing Action Plan 2022-23.....	2
Introduction: A health and wellbeing strategy for Sevenoaks District.....	4
Sevenoaks District Profile	5
Population	5
Diversity	6
Socio-Economic Status.....	6
Deprivation.....	8
Starting Well	9
Life Expectancy at Birth (2018-2020) Sevenoaks District.....	9
Life Expectancy at Birth (2015-2019)	9
Overweight and Obesity.....	9
Exposure to Tobacco	10
Alcohol consumption.....	10
Poverty.....	10
Conclusions	11
Living Well	11
Premature Mortality	12
Smoking.....	12
Alcohol	13

Weight & Physical Inactivity.....	13
Prevalence of medical conditions related to alcohol, weight and physical inactivity.....	13
Mental Health	15
Cancer Screening.....	15
Poverty.....	16
Conclusions	16
Ageing Well	17
Life Expectancy at 65	18
Causes of mortality 65+.....	18
Dementia	18
Falls Prevention	19
Excess winter deaths.....	19
Poverty.....	19
Conclusions	19
Health Inequalities.....	20
Wider Determinants of Health.....	21
Objectives and Actions	22

Introduction: A health and wellbeing strategy for Sevenoaks District

This Health and Wellbeing Action plan aims to address the health focused priorities and actions outlined within the Sevenoaks District Community Plan (2022-25).

As outlined within the Sevenoaks Council Plan, wellbeing “runs through everything we do...”. “Wellbeing” is a unifying factor that underpins all the work we do for our residents. Sevenoaks District Council aims to improve our residents “quality of life” and we aim to achieve this through:

- Providing suitable homes for people to live in.
- Ensuring that Sevenoaks remains a safe and healthy environment to live in.
- Supporting the local economy so we have access to the jobs and services we need.
- Enabling residents to make healthy lifestyle choices and access healthy lifestyle opportunities.
- Supporting residents to live independently for as long as possible.

This Health & Wellbeing Action Plan will build upon the previous Sevenoaks District Health Inequalities Action Plan (2021-22). The actions raised in this Action Plan aim to take a life-course approach (Starting Well, Living Well, Ageing Well) and to be responsive to the Health Intelligence data we have from a number of different sources.

Sevenoaks District Profile

Unless otherwise referenced, the information listed below was sourced from the Kent Public Health Observatory or the Kent County Council District Profiles. The information referenced below was sourced from the Kent County Council District Profiles (2021).

Population

According to the Office of National Statistics (2018 subnational population projections) Sevenoaks District has a population of 120,829. Using this data, we can see that Sevenoaks District population is expected to rise:

- 2025; 123,996 (2.6% increase)
- 2030; 125,818 (4.13% increase)
- 2035; 127,518 (5.54% increase)
- 2040; 129,442 (7.13% increase)

The data from the Office of National Statistics breaks down projected population growth by age group. This information forecasts demographics where we are most likely to see a growth in population;

Age Group	2019 Population	2025 Population		2030 Population		2035 Population		2040 Population	
		Number	% increase from 2019						
0-19	29,083	29,881	2.7%	29,303	0.75%	28,593	-1.69%	28,668	-1.43%
20-34	17,315	16,467	-4.9%	16,489	-4.77%	17,103	-1.23%	17,853	3.11%
35-49	23,834	24,644	3.4%	25,218	5.81%	25,054	5.12%	24,064	0.96%
50-64	24,553	25,276	2.9%	24,922	1.5%	24,879	1.33%	25,709	4.71%
65+	26,044	27,728	6.5%	29,887	14.76%	31,889	22.44%	33,149	27.28%
All Ages	120,829	123,996	2.6%	125,818	4.13%	127,518	5.54%	129,442	7.13%

As is evident from the table above, it is projected that, in the years to come, the population of Sevenoaks will increase, however it is in our older population that we will expect to see the greatest annual growth. With this information, it is important to ensure that we have services in Sevenoaks District which can cater to the needs of this growing population of older residents, but also that we are implementing health improvement services so that we can prevent the onset of ill-health in older populations for as long as possible.

Diversity

The 2011 Census data indicates that Sevenoaks District is relatively homogenous with 95.8% of the District being of a White ethnic background and 4.2% of the population being of a Black, Asian and Minority Ethnic (BAME) background. This varies between different wards in Sevenoaks District from 1.8% of the population of Cowden & Hever to 9.6% of the population of Swanley St Mary's (ONS, 2011). Across all households, the 2011 Census data indicates that 3.7% may have some residents who do not speak English as their main language, this is particularly noted in Brasted, Chevening and Sundridge (2%). It may therefore be important to be mindful of how we promote our health improvement services so we can ensure an equitable opportunity of access to these services.

Socio-Economic Status

The Kent County Council ward profiles make use of the Market Segmentation tool "Mosaic UK" which is produced by Experian Ltd (2014). Mosaic segments the UK population into 15 groups and 67 subtypes, which in turn gives an understanding of where certain "groups" of residents might live in the Sevenoaks District to help target resources. Each "group" is given a profile to define the likely experiences of the residents i.e.

- Group H are more likely to order fast food or cook ready prepared meals and therefore might be more at risk of a poor diet.
- Group J are some of the most disadvantaged people in the UK, more likely to spend money on alcohol and tobacco and find it difficult to get access to fresh food produce resulting in a poorer diet. They are also generally unfamiliar with IT and internet use is low.
- Group K are also more likely to spend money on alcohol, cigarettes and convenience foods and many do not have access to a personal computer.
- Group L also have difficulties accessing information through IT and instead rely on television or physical promotion sources (newspaper or leaflets) to access local services.
- Group N are more likely to include individuals who have recently migrated to the UK and therefore might be home to residents with whom English is not their first language and additional support may be required to access local support services.

This information is available on a ward basis, so we are able to see which areas are more likely to have high proportions of these residents;

Mosaic Group	Percentage Population in Sevenoaks District	Wards where population exceeds Sevenoaks District
Group H	8.2%	Ash (32.2%) Farningham, Horton Kirby and South Darenth (26.4%) Sevenoaks Northern (18.7%) Edenbridge North and East (17.9%) Edenbridge South and West (16.3%) Dunton Green and Riverhead (11.2%)

		Crockenhill and Well Hill (9.7%) Swanley White Oaks (8.9%) Kemsing (8.6%) Swanley Christchurch and Swanley Village (8.2%)
Group J	2.8%	Sevenoaks Town and St John's (18.9%) Sevenoaks Eastern (11.6%) Dunton Green and Riverhead (11%) Westerham and Crockham Hill (4.3%) Swanley St Mary's (3.8%)
Group K	1.8%	Swanley White Oak (10.7%) Swanley St Mary's (9.5%) Edenbridge South and West (7.8%) Edenbridge North and East (5.6%) Hextable (2.5%) Swanley Christchuch and Swanley Village (2.0%)
Group L	1.1%	Swanley White Oak (5.2%) Edenbridge North and East (4.1%) Swanley Christchurch and Swanley Village (2.7%) Edenbridge South and West (2.5%) Ash (1.8%) Farningham, Horton Kirby and South Darenth (1.8%) Sevenoaks Northern (1.3%) Westerham and Crockham Hill (1.2%) Kemsing (1.1%)
Group N	3.8%	Swanley White Oak (13.8%) Swanley St Mary's (10.2%) Farningham, Horton Kirby and South Darenth (9.4%) Eynsford (8.6%) Sevenoaks Town and St John's (7.4%) Edenbridge North and East (7.2%) Crockenhill and Well Hill (6.7%) Sevenoaks Eastern (6.3%) Hartley and Hodsell Street (3.9%)

Generally, we can see a clustering of residency surrounding our major population hubs of Edenbridge, Sevenoaks Town and Swanley with some stretch into additional areas surrounding the Northern part of the district, Kemsing and Westerham and Crockham Hill. Although universal digital health information is an ever-present for all, we have identified that some populations may have limited access to digital resources. The concept of "Progressive Universalism" (ensuring that at risk populations have additional support to create equity of health outcomes), examples of this with the above-identified geographies could include:

- The application of alternate forms of advertising (posters and leaflets) to residents who are at risk of digital poverty
- Ensuring that services are easily accessible to these residents
- Linking in with community organisations that directly support any of the above target groups.

Strategies like these aim to limit the barriers of those at the greatest risk without creating insurmountable barriers to everyone else in accessing services.

Deprivation

The Indices of Multiple Deprivation 2019 indicates that there are seven Lower Super Output Areas in Sevenoaks District that are ranked within the top 40% of Deprivation nationally, two of those are ranked within the top 20% of Deprivation nationally. We understand that residents living in the lowest areas of deprivation often have limited resources to manage life's pressures and are therefore more at risk of ill health resulting from poor health behavioural choices. As with the socio-economic data previously presented, it is important to ensure that health improvement services are reaching and are accessible to our most at risk populations.

Sevenoaks Ward	LSOA Code	LSOA Name	Deprivation Score (deciles)
Swanley St Mary's	E01024476	Sevenoaks 002A	2
Swanley St Mary's	E01024477	Sevenoaks 002B	2
Swanley White Oak	E01024480	Sevenoaks 002D	3
Swanley White Oak	E01024482	Sevenoaks 002F	3
Swanley White Oak	E01024481	Sevenoaks 002E	4
Hartley and Hodsell Street	E01024444	Sevenoaks 004D	4
Edenbridge South and West	E01024429	Sevenoaks 014E	4

Starting Well

0-19 year olds represent around 24% of the Sevenoaks District Council population. Their health and wellbeing has an impact on everyone's future. Health and wellbeing of children and young people is the result of multiple factors including; household income, education, housing, family life and healthy environment. Below we try to give a broader understanding on the factors influencing the health of children and young people and those areas that might be more at risk of a poorer start to life.

Life Expectancy at Birth (2018-2020) Sevenoaks District

For Sevenoaks District the average life expectancy for males is 82.1 years, which is better than the England value of 79.4 years. For females, the average life expectancy is 84.2 years, which again is better than the England value of 83.1 years. There has been a slight reduction in life expectancy in Sevenoaks and England by comparison to previous data collected. However, this only tells a proportion of the story.

Life Expectancy at Birth (2015-2019)

For males, we can see a 8-year age gap dependant on where in Sevenoaks you are born, this is noted between Sevenoaks Northern (79.4 years) and Cowden and Hever (87.4 years). Sevenoaks Northern (79.4 years) is the only area in the Sevenoaks District where life expectancy in males is lower than the England value.

For Females, there is also a 9-year age gap noted between Swanley White Oak (81.3 years) and Seal and Weald (90.3 years). Farningham, Horton Kirby and South Darenth (82.8 years) is the only other area in Sevenoaks where the life expectancy in women is less than the England average.

Overweight and Obesity

The prevalence of overweight (including obesity) in Year 6 children are generally lower than the England average (28.9% in Sevenoaks and 35.2% in England, 2019/20). However when we take a closer look at Sevenoaks we can see the variance that exists across the District depending on where the child lives:

- Excess weight in reception year children (ages 4-5) 2017/18-2019/20; a 19.9% difference in percentage likelihood exists between Seal and Weald (10.5%) and Hextable (30.4%).
- Obesity in reception year children (ages 4-5) 2017/18-2019/20; a 12.9% difference in percentage likelihood exists between Sevenoaks Northern (5.3%) and Crockenhill and Well Hill (18.2%).
- Excess weight in year 6 children (2017/18-2019/20); a 25.6% difference in percentage likelihood exists between Otford and Shoreham (15.4%) and Swanley St Mary's (41%).
- Obesity in year 6 children (2017/18-2019/20); a 21.63% difference in percentage likelihood exists between Sevenoaks Town & St John's (5.9%) and Swanley St Mary's (25.6%)

Excess weight and obesity is a multifaceted problem with many causes. However, breastfeeding for up to 6 months of a baby's life has links with reduced levels of obesity and cardiovascular disease for infant (and mother). Across Sevenoaks District we can see a wide range in the uptake rate in breastfeeding at the new born visit (2016-2017), from Swanley White Oak (41.98%) to Penshurst, Fordcombe and Chiddingstone (84.71%). At the 6-8 week health visitor, check (2016-2017) the rate of breastfeeding decreases and we still see wide ranging disparity in uptake depending on where mother and infant live; Swanley St Mary's (23.81%) and Penshurst, Fordcombe and Chiddingstone (70%).

Solving the rise in obesity is a complex problem with many potential solutions; however perhaps one to investigate is around increasing the ability for our Sevenoaks District Mothers to sustain breastfeeding up to the recommended 6 months post birth. This should not however ignore the importance of other solutions such as; adapting the living environment to ensure there are more healthy food outlets for young people and ensuring there is education for young people and the local community on the importance of making healthy food choices.

Exposure to Tobacco

13.5% of Sevenoaks District Mothers are defined as "Smoking" at the point of delivery (2020/21 Smoking Status at time of delivery). This value is worse than the England value of 9.6%. Smoking during pregnancy presents a number of risks to the developing baby and increases the risk of sudden infant death syndrome and stillbirth, it is also associated with low birth weight. In Sevenoaks District we can see the ranging prevalence of low birth weight (2015-19) from 2.6% in Leigh and Chiddingstone Causeway to 7% in Sevenoaks Kippington and Edenbridge South and West.

Modelled estimates from 2014 highlight that smoking prevalence for young people (aged 15) varies from 3.9% in Swanley St Mary's to 8.8% in Leigh and Chiddingstone Causeway.

Alcohol consumption

Hospital Episode Statistics used by Public Health England highlight that 24.8 (per 100,000) hospital admissions for under 18's (2017/18-2019/20) for alcohol specific conditions. This is similar to the England value of 30.7 (per 100,000). It is illegal for under 18's to purchase or be bought alcohol (unless accompanied by an adult as part of a table meal). Further work may be needed to ascertain what factors are contributing towards these hospital admissions. Alcohol consumption for under 18's can have a harmful effect on the normal development of vital organs and functions, including the brain, liver, bones and hormones, in addition to being associated with increased risks from violence, drug use, suicidal ideation and unplanned pregnancy. Further intervention maybe necessary to try to prevent the purchase of alcohol for under 18's in Sevenoaks District by working directly with the purveyors of alcohol in the District.

Poverty

Child Poverty, Income deprivation affecting children index (IDACI, 2019) shows us the variance that exists within the district between different wards in Sevenoaks. The England equivalent value is 17.1% of children are affected by income deprivation, in Sevenoaks District; Edenbridge South and West (17.1%), Swanley White Oak (28.6%) and Swanley St Mary's (32%) are equivalent to or higher than the England equivalent value.

Targeted work with Children and Young people in these areas should be pursued in order to ensure that they are able to achieve equivalent opportunities for development as other young people in Sevenoaks District despite the financial challenges they experience everyday.

Conclusions

A healthy start in life may be influenced by a wide variety of factors (many beyond the data we have available to display above). From the above data we have been able to demonstrate the variance in health outcomes that exists based on where someone is born or lives.

A targeted approach to health improvement in areas of greatest need combined with an appreciation of the wider determinant needs of the individual may be an effective approach to improving health outcomes at those most at risk and ensuring all Sevenoaks residents an equitable start to life.

Living Well

20-64 year olds represent around 54% of the Sevenoaks District Council population. As we age, our risk of developing health conditions increases, these may include (but not limited to); cardiovascular disease, stroke, high blood pressure, cancer, type 2 diabetes and Chronic Obstructive

Pulmonary Disease (COPD). However, many of these conditions are preventable (or at the very least, delay-able), enabling our residents to live their healthiest lifestyle is crucial to this Health and Wellbeing Action Plan and as a result the data presented below will look at Health Behaviour and its impact on Health Conditions.

Premature Mortality

The Kent Public Health Observatory allows us to view the premature (all causes) mortality rate (per 100,000 population) of under 75 year olds when compared with the rest of Kent (2015-2017). As previously identified, we can see that the rate is not consistent in the Sevenoaks District with 100.73 persons per 100,000 in Penshurst, Fordcombe and Chiddingstone and 385.14 per 100,000 in Swanley White Oak. This perhaps contributes towards the variance in life expectancy we noted previously in the "Starting Well" section.

We can also view premature mortality by causative disease:

- Premature mortality from cardiovascular disease of under 75 year olds when compared with the rest of Kent (2013-2017)
 - 17.58 (per 100,000) in Sevenoaks Kippington
 - 122.47 (per 100,000) in Swanley White Oak
- Premature mortality from cancer of under 75 year olds when compared with the rest of Kent (2013-2017)
 - 42.66 (per 100,000) in Penshurst, Fordcombe & Chiddingstone
 - 149.17 (per 100,000) in Crockenham and Well Hill

Smoking

Smoking prevalence in adults (aged 15+) is on a year on year decline in Sevenoaks and currently stands at 12.6% (NHS Digital 2019/20) which is better than the England value of 16.5%. However, we can still see higher prevalence in certain populations. In routine and manual occupations (ages 18-64) we can see a current smoking population of 15.1% (Annual Population Survey 2019) which is statistically similar to the England value.

Smoking is recognised to have a causative role in a wide number of health conditions, some of which are demonstrated below.

Smoking related mortality from:

- Lung Cancer (2017-19) 43.5 (per 100,000) which is better than the England value of 53 (per 100,000)
- Oral Cancer (2017-19) 2.8 (per 100,000) which is equal to the England value of 4.7 (per 100,000)
- COPD (2017-19) 38.4 (per 100,000) which is better than the England value of 50.4 (per 100,000)

Smoking related ill-health from:

- Emergency hospital admissions for COPD (2019-20) 327 (per 100,000) which is better than the England value of 415 (per 100,000)

- Lung Cancer registrations (2016-18) 59 (per 100,000) which is better than the England value of 77.9 (per 100,000)
- Oral Cancer registrations (2016-18) 12.3 (per 100,000) which is equivalent to the England value of 15 (per 100,000)
- Oesophageal cancer registrations (2016-18) 14.2 (per 100,000) which is equivalent to the England value of 15.4 (per 100,000)

With smoking prevalence decreasing, we can see the medical impact of smoking decreasing. Continued work in Smoking Cessation is needed to help facilitate a further reduction in Smoking within the Sevenoaks District perhaps with specific targets around higher prevalence populations.

Alcohol

Less than 14 units a week is generally considered to be low-risk drinking, however there is no “safe” level of alcohol consumption. Regularly drinking more than 14 units per week can lead to the development of many illnesses including; certain cancers, stroke, heart disease, liver disease, brain damage etc.

Hospital Episode Statistics used by Public Health England highlight that 479 (per 100,000) hospital admissions (2018-2019) for alcohol specific conditions. This is better than the England value of 664 (per 100,000).

Weight & Physical Inactivity

62.6% of Sevenoaks adults (18+) are classified as overweight or obese (PHE, 2019/20). This is similar to the England score of 62.8%. Living with excess weight is caused by consuming more calories, particularly those in fatty or sugary foods, than your body requires. Obesity causes physical changes and can lead to a number of serious and life-threatening medical conditions, including; type 2 diabetes, coronary heart disease, some types of cancer and stroke (among many others, we now also understand the increased risk of COVID19 for people with a higher weight).

Being physically active increases the amount of calories our bodies need, so alongside a healthy balanced diet, is an effective way of creating a calorie deficit to promote weight loss. Additionally being physically active can also lower our risk of many health conditions, including (but not limited to); diabetes, coronary heart disease, osteoarthritis, depression and dementia. The Active Lives Survey (2019/20) highlights that 70.1% of Sevenoaks adults are physically active (achieving at least 150 minutes of moderate intensity activity per week). This is statistically similar to the England score of 66.4% of adults.

Prevalence of medical conditions related to alcohol, weight and physical inactivity

There is significant overlap in the health conditions that result from higher risk alcohol consumption, living with excess weight and physical inactivity. Conditions have been grouped and presented below.

Heart Health

- Emergency hospital admissions from Cardiovascular Disease (2015/16-2017/18) range in Sevenoaks District from 429.12 (per 100,000) in Brasted, Chevening and Sundridge to 1077.65 (per 100,000) in Swanley Christchurch and Swanley Village.
- Coronary Heart Disease Prevalence (2015/16-2017/18) ranges in Sevenoaks District from 2.05% in Sevenoaks Eastern to 4.18% in Swanley St Mary's.
- Hospital admissions for Coronary Heart Disease (2015/16-2017/18) ranges in Sevenoaks District from 145.36 (per 100,000) in Sevenoaks Eastern to 472.1 (per 100,000) in Ash.
- Recorded Heart Failure prevalence (2015/16-2017/18) ranges in Sevenoaks District from 0.54% in Sevenoaks Eastern to 1.04% in Swanley St Mary's.
- Emergency hospital admissions for myocardial infarction (2013/14-2017/18) ranges in Sevenoaks District from 31.33 (per 100,000) in Sevenoaks Eastern to 145.92 (per 100,000) in Fawkham and West Kingsdown.

Stroke & Transient Ischaemic Attack (TIA)

- Stroke & TIA Prevalence (2015/16-2017/18) ranges in Sevenoaks District from 1.52% in Sevenoaks Eastern to 2.34% in Swanley St Mary's.
- Hospital admissions for Stroke (2013/14-2017/18) ranges in Sevenoaks District from 47.6 (per 100,000) in Seal and Weald to 211.93 (per 100,000) in Eynsford.

Diabetes

- Diabetes Prevalence (2015/16-2017/18) ranges in Sevenoaks District from 4.61% in Sevenoaks Eastern to 8.35% in Swanley St Mary's.
- Hospital admissions for Diabetes (2013/14-2017/18) ranges in Sevenoaks District from 30.31 (per 100,000) in Kemsing to 120.98 (per 100,000) in Hextable.
- The Diabetes diagnoses rate is 68.1% of those anticipated to have Diabetes (2018). This is below the England value of 78% and actions should be taken to improve the diabetes diagnoses rate in Sevenoaks District.

Hypertension (High Blood Pressure)

- Hypertension Prevalence (2015/16-2017/18) ranges in Sevenoaks District from 11.96% in Sevenoaks Eastern to 19.5% in Swanley St Mary's.

Cancer (excluding non-melanoma skin cancer)

- Cancer Prevalence (2015/16-2017/18) ranges in Sevenoaks District from 2.58% in Sevenoaks Northern to 3.72% in Halstead, Knockholt and Badgers Mount.

Mental Health

It is believed that one in four adults and one in 10 children experience mental illness. Conditions can range from common (anxiety, depression) to more serious mental health conditions (psychoses, schizophrenia, bipolar affective disorder). In the Sevenoaks District we can see a slight change in the prevalence of serious mental health conditions, this ranges from 0.52% in Kemsing to 0.82% in Swanley St Mary's.

With respect to hospital admissions for mental health conditions (2013/14-2017/18) we can also see a range of prevalence depending on the location in Sevenoaks District, from 97.84 (per 100,000) in Otford and Shoreham to 256.64 (per 100,000) in Swanley St Mary's.

Hospital Episode Statistics (2019/20) highlight a rate of 187.5 (per 100,000) in Sevenoaks District for emergency hospital admissions for intentional self-harm. This is statistically similar to the England value of 192.6 (per 100,000).

Lastly, the Office of National Statistics (2017-19) highlight a rate of 6.8 per 100,000 for suicide. This is statistically similar to the England rate of 10.1 per 100,000.

Sevenoaks District Council's Mental Health Strategy (2021) focuses of five priorities:

1. More people will have good mental health
2. More people with mental health problems will have good physical health
3. More people will have a positive experience of care and support
4. Fewer people will suffer avoidable harm
5. Fewer people will experience stigma and discrimination

The actions outlined within this action plan will aim to support the priorities outlined within the Mental Health Strategy (2021)

Cancer Screening

KPHO also provides information on the Cancer screening rate respective of the different wards in Sevenoaks District. Once again, we can see variance in the uptake rates dependent on where the client resides in Sevenoaks:

- Bowel Cancer Screening (aged 60-74) of those screening within the last 30 months (2014/15-2016/17). Swanley St Mary's has a screening rate of 56.75% whereas Eynsford has a screening rate of 64.73%
- Breast Cancer Screening (aged 50-74) of those screening within the last 36 months (2014/15-2016/17). Sevenoaks Kippington has a screening rate of 70.36% whereas Eynsford has a screening rate of 78.48%

- Cervical Cancer Screening (aged 25-64) of those screening between 2014/15 – 2016/17. Swanley St Mary's has a screening rate of 75.72% whereas Eynsford has a screening rate of 84.34%

Poverty

Statistics from DWP (2020) helps us to identify which wards in Sevenoaks District are more likely to have residents in receipt of Universal Credit. The average for Sevenoaks District in 2016 was 1.9%. Focusing our attention on those with above average rates, we can identify the following areas:

- Swanley St Mary's (6.5%)
- Swanley White Oak (5%)
- Swanley Christchurch and Swanley Village (2.4%)
- Crockenhill and Well Hill (2.3%)
- Fawkham and West Kingsdown (2.3%)
- Farningham, Horton Kirby and South Darenth (2.2%)
- Edenbridge South and West (2.1%)
- Hextable (2%)
- Otford and Shoreham (2%)

It is estimated that residents of Penshurst, Fordcombe and Chiddingstone (12.4%) and Cowden and Hever (12.6%) are more likely than the England average (10.3%) to experience fuel poverty (PHE, 2018). Residents in Swanley St Mary's (3.4%) are more likely than the England average (2.8%) to be unemployed and claiming out of work benefit and 3.4 (per 1000) residents of Leigh and Chiddingstone Causeway are likely to be in long-term unemployment, which is more than the equivalent England rate (3.2 per 1000) (PHE 2019/20).

Conclusions

In this section, we highlighted the prevalence of certain health conditions within the Sevenoaks District and further highlighted the differences that exist in health outcomes between Sevenoaks residents depending on where they live. The health conditions highlighted are (for the majority) preventable through the adoption of positive health behaviours, which is demonstrated by the year on year reduction in Smoking with the reduction in the prevalence of associated conditions.

Actions should focus on maintaining support services that support the adoption of good health behaviours in addition to targeting services at the areas of highest need.

Ageing Well

People in England can now expect to live longer than ever before, but unfortunately, these additional years might not be spent in good health with many developing medical conditions that will affect quality of life. Sevenoaks is an ageing District, according to Kent County Council the number of people aged 65+ is forecast to rise by 14.76% by 2030. As such, supporting and enabling our older residents to stay fit and healthy is a major priority for Sevenoaks District.

There are some medical conditions that are more prevalent in the older generation, these include; dementia, fall related hip fracture and winter death associated to poorly maintained, colder homes. With the anticipated population rise, it is important the Sevenoaks District is vigilant to the needs of our older residents and provides services that can address this potentially growing problem.

Life Expectancy at 65

2013-2017 data on Life Expectancy at 65 follows a similar trend to that noted in previous sections. A resident can expect to live for different amount of years depending on where they live. For males, this ranges from an additional 17.28 years in Swanley White Oak to 22.86 years in Halstead, Knockholt and Badgers Mount. For females, this ranges from an additional 19.98 years in Farningham, Horton Kirby and South Darenth to 27.95 years in Seal and Weald. The factors surrounding this may have been already identified in our “Living Well” section where we see higher rates of life limiting medical conditions caused by the uptake of negative health behaviours.

Causes of mortality 65+

The Kent Public Health Observatory allows us to view the premature (all causes) mortality rate (per 100,000 population) of over 65 year olds when compared with the rest of Kent (2015-2017). As previously identified, we can see that the rate is not consistent in the Sevenoaks District with 2480.7 persons per 100,000 in Halstead, Knockholt and Badgers Mount and 4946.02 per 100,000 in Sevenoaks Northern.

We can also view premature mortality by causative disease:

- Premature mortality from cardiovascular disease of over 65 year olds when compared with the rest of Kent (2013-2017)
 - 81.46 (per 100,000) in Brasted, Cheving and Sundridge
 - 1702.73 (per 100,000) in Sevenoaks Northern
- Premature mortality from cancer of over 65 year olds when compared with the rest of Kent (2015-2017)
 - 429.62 (per 100,000) in Penshurst, Fordcombe & Chiddingstone
 - 1385.62 (per 100,000) in Hartley and Hodsell Street
- Premature mortality from respiratory disease of over 65 year olds when compared with the rest of Kent (2013-2017)
 - 243.5 (per 100,000) in Seal and Weald
 - 901.29 (per 100,000) in Leigh and Chiddingstone Causeway

Dementia

Dementia is syndrome associated with an ongoing decline in cognitive functioning. This can include problems with; memory, understanding, mood, movement, language (amongst others).

The recorded prevalence of Dementia (2015/16-2017/18) shows some variance depending on where people live, from 0.59% in Cowden and Hever to 1% in Dunton Green and Riverhead. Unfortunately, Sevenoaks District is performing worse when compared to England for Dementia diagnosis rate of 65+ residents (2021), with the Sevenoaks percentage diagnosis at 57.6% and the England percentage diagnosis at 61.6%.

Actions must be made to improve the diagnosis rate of dementia for Sevenoaks District residents where possible to support treatment for this condition as early as possible.

Falls Prevention

For older residents, the impact of a fall can be life changing. Older people are at an increased risk of having a fall due to; balance problems and muscle weakness, vision loss, other health conditions (heart disease, dementia or low blood pressure). In Sevenoaks District, 584 65+ residents (per 100,000) had a hip fracture (2019/20). This is statistically similar to the England rate of 572 (per 100,000).

Emergency hospital admission due to falls in people aged 65+ (2015/16-2017/18) varies from 1497.98 (per 100,000) in Seal and Weald to 3408.76 (per 100,000) in Crockenhill and Well Hill.

Emergency hospital admission due to hip fracture in people aged 65+ (2013/14-2017/18) varies from 310.22 (per 100,000) in Seal and Weald to 971.54 (per 100,000) in Hextable.

The prevention of falls and subsequent injury caused by the fall is an important action for Sevenoaks District considering the growing older population. This could take the form of supporting the physical stability of our residents or changing the landscape of Sevenoaks District to limit the risk of falls.

Excess winter deaths

This rate indicates the amount of deaths that occur during the winter that would not have been usually expected throughout the course of the year. They are generally associated with the reduced temperature and our older residents who are more adversely affected by fuel poverty and medical conditions that result from lower temperatures.

In Sevenoaks District, we can see a rate of 15% (ONS, 2018-19) which is statistically similar to the England rate of 15.1%. With a growing older population it will become increasingly important to make sure our older Sevenoaks residents are able to stay well each winter and have the resources they need to keep a warm, safe home.

Poverty

The older people in poverty: Income deprivation affecting older people index (IDAOPI, 2019) highlights the differences that exist between wards in Sevenoaks District from Halstead, Knockholt and Badgers Mount (4.1%) and Swanley St Mary's (15.4%). Swanley White Oak and Swanley St Mary's represent the only two wards where residents are at greater risk of income deprivation by comparison to the England average.

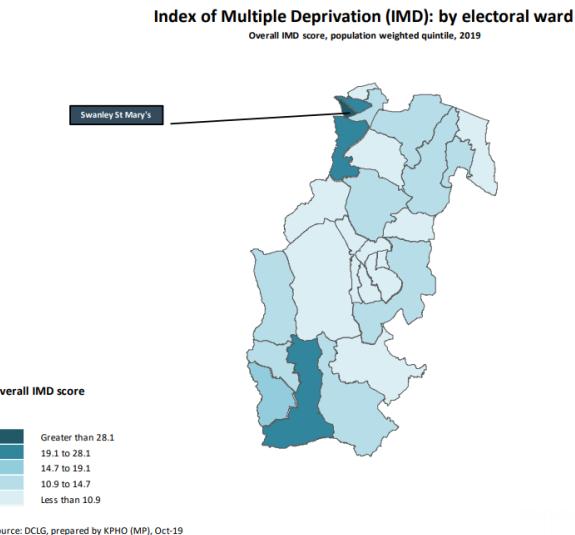
Conclusions

With a growing older population, it will be increasingly important that Sevenoaks District is ensuring an adequate provision of services to meet the needs of our older residents. In accordance with the Council Plan, we want to ensure that Sevenoaks residents are supported to live independently for as long as possible. Preventing falls, promoting sociability and physical activity, ensuring residents homes are suitable for their needs and improving the diagnoses rate of dementia are just some of the actions that could be taken to help our older residents to age well.

Health Inequalities

"Health inequalities are unfair and avoidable differences in health across the population, and between different groups within society. Health inequalities arise because of the conditions in which we are born, live, work and age. These conditions influence our opportunities for good health, and how we think, feel and act, and this shapes our mental health, physical health and wellbeing" NHS England.

As we have already noted there is a 9-year age gap in the life expectancy of males and females living in different wards in Sevenoaks. It is believed that the deprivation of an area could have a major contributing impact on the health outcomes of residents.

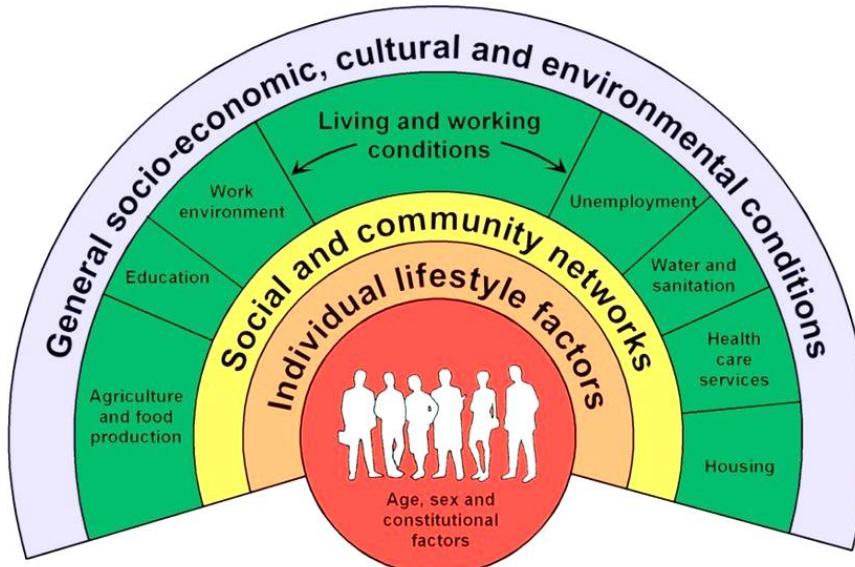


In the map above, we see Swanley St Mary's, Swanley White Oak, Crockenhill and Well Hill and Cowden and Hever highlighted as the more deprived regions of Sevenoaks District.

Throughout this Action Plan, we have identified many differences between different wards in Sevenoaks in relation to the likelihood of living with certain health conditions or even succumbing to premature mortality. Whilst no causal link with deprivation is evident, there are certainly trends that demonstrate that our residents living in areas of deprivation or within target groups will be more at risk of poorer health outcomes and negative health behaviours than less deprived areas.

Wider Determinants of Health

It is now widely recognised that our health is determined by a much wider range of factors other than just health care. These include how and if people can access employment, social, housing and other environmental factors of where they live.



Source: Dahlgren and Whitehead, 1991

It is important to reiterate that wellbeing “runs through everything we do...”.

Sevenoaks District Council provides a range of services that support and address the “Wider Determinants of Health” for our residents on a daily basis.

It is hoped that this Action Plan can contribute towards improvements in the Health and Wellbeing of all Sevenoaks residents whilst supporting a reduction in Health Inequalities that exist within the District. We must not forget the importance of identifying and addressing wider determinants of health which may stand in the way of the health and wellbeing of Sevenoaks residents.

Objectives and Actions

Our objectives follow the same themes identified above; Starting Well, Living Well, Ageing Well. Our subsequent actions are led primarily from the data presented in this action plan. The Sevenoaks District Health Action Team will be made up of representatives of organisations that:

- Support Sevenoaks residents.
- Can contribute to the achievement of the actions outlined in this action plan.

Through the partnership work of the Health Action Team, we might identify gaps in service provision or gain additional insight on the needs of Sevenoaks District residents. The Health Action Team will work in partnership to address these gaps and respond to these needs.

Ref	2022-23 Priority Action	Lead Agency	Other Partners
Starting Well Actions			
SW1	Support a reduction in obesity and excess weight in children	KCHFT School Health Team	
SW2	Enable Sevenoaks District Mothers to maintain breastfeeding for the first 6 months of their child's life	KCHFT Health Visiting Service	
SW3	Support a smokefree home for Sevenoaks residents and enable more Sevenoaks Mothers to quit smoking during pregnancy	KCHFT Smoking Cessation Service	
SW4	Prevent the illegal consumption of alcohol in under 18's and subsequent hospital admissions resulting from excessive alcohol consumption	Kenward Trust	Sevenoaks District Council Licensing Team
SW5	Support Sevenoaks children and young people to adopt healthy lifestyle choices.	KCHFT School Health Team	
Living Well Actions			
LW1	Continue to provide services that contribute towards the reduction of smoking in Sevenoaks District with particular targeting for at-risk groups.	KCHFT Smoking Cessation Service	
LW2	Improve the diagnosis rate of Diabetes for Sevenoaks residents	KCHFT NHS Health Check Service	
LW3	Encourage more Sevenoaks residents to consume alcohol within lower risk levels and limit hospital admissions for alcohol specific conditions	Change, Grow, Live	Sevenoaks District Council Health Team KCHFT One You Team
LW4	Support Sevenoaks adults to adopt healthy lifestyle choices that facilitate weight loss and increases in physical activity	Sevenoaks District Council Health Team	Sencio Everyone Active
LW5	Adapt the physical design of Sevenoaks District so that healthy lifestyle choices become a routine part of residents lives	Sevenoaks District Council Planning Team	Sevenoaks District Council Health Team
LW6	Provide adapted health improvement services targeted at specific populations (where needed) to ensure all residents can benefit from good physical health	Involve Kent	Sencio Everyone Active

LW7	Encourage Sevenoaks District businesses and organisations to consider the Health and Wellbeing of their organisation and employees	Kent & Medway Healthy Workplaces Programme	Sevenoaks District Council Health Team
LW8	Promote Cancer Screening initiatives to encourage more residents to take up Cancer screening when eligible.	All Organisations	
Ageing Well Actions			
AW1	Improve the diagnosis rate of dementia in the district	Unknown at this stage	
AW2	Provide specialist services targeted at improving the quality of life of residents affected by dementia	Sevenoaks Area Dementia Friendly Community & Swanley Area Dementia Friendly Community	
AW3	Work with older residents to prevent falls and limit the potential for hip fracture in older residents	Involve Kent, West Kent Falls Prevention Service & Virgin Care Falls Team	Age UK Sevenoaks & Tonbridge Sevenoaks District Health Team Sencio Everyone Active
AW4	Ensure residents can receive support to stay safe, healthy and independent in their own homes for as long as possible	Sevenoaks District Council Private Sector Housing Team	
AW5	Promote the importance of staying well at winter in older populations	Sevenoaks District Council Health Team	All Public Supporting Organisations
All Life Courses			
ALL1	Target services towards areas and residents of greatest need without preventing all residents from accessing support.	All Organisations delivering client centred services	
ALL2	Enable more professionals to have conversations with residents on health and wellbeing	Kent County Council - MECC	
ALL3	Ensure non-digital advertising is employed to promote services to those residents with limited digital access.	All Organisations delivering client centred services	
ALL4	Support the reduction of wider determinants of health that can have a negative impact on resident's mental health.	Imago Community and Involve Kent	
ALL6	Encourage more client-facing organisations to engage in Mental Health Awareness and Mental Health First Aid training	West Kent Mind & North Kent Mind	

If you are supporting Sevenoaks residents and feel you could support in the achievement of our actions then we would welcome hearing from you and welcoming you to the Health Action Team, please contact Sevenoaks District Council via; healthy.living@sevenoaks.gov.uk

Membership of the Health Action Team 2022-23 and contact details

Sevenoaks District Council Argyle Road, Sevenoaks, Kent, TN13 1GP	Age UK Sevenoaks & Tonbridge The Old Meeting House, St John's Road	Change, Grow, Live Tel: 0330 128 1113
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Tel: 01732 227000 Web: www.sevenoaks.gov.uk	Sevenoaks, TN13 3LR Tel: 01732 454108 Web: https://www.ageuk.org.uk/sevenoaksandtonbridge/	Web: https://www.changegrowlive.org/westkent
Everyone Active Web: https://www.everyoneactive.com/	Involve Kent 30 Turkey Court, Ashford Road, Maidstone, ME14 5PP Tel: 03000 810005 Web: https://www.involvekent.org.uk/	Imago Community John Spare House, 17-19 Monson Road, Tunbridge Wells, Kent, TN1 1LS Tel: 01892 530330 Web: https://www.imago.community/
Kent Community Health Foundation Trust (KCHFT) Web: https://www.kentcht.nhs.uk/	Kent County Council County Hall, Maidstone, ME14 1XQ Tel: 0300 041 4141 Web: https://www.kent.gov.uk/	Kent & Medway Healthy Workplaces Programme Gun Wharf, Dock Road, Chatham, ME4 4TR Tel: 01634 334 307
Kenward Trust Kenward Road, Yalding, Kent, ME18 6AH Tel: 01622 814187 Web: https://www.kenwardtrust.org.uk/	North Kent Mind The Almshouses, 20 West Hill, Dartford, DA1 2EP Tel: 01322 291380 Web: https://northkentmind.co.uk/	Sencio Buckhurst Lane, Sevenoaks, Kent, TN13 1LW Web: https://www.sencio.org.uk/
Sevenoaks Area Dementia Friendly Community Argyle Road, Sevenoaks, Kent, TN13 1GP Tel: 01732 447055	Swanley Area Dementia Friendly Community	Virgin Care Falls Team Gravesend Community Hospital, Bath Street, Gravesend, DA11 0DG
West Kent Falls Prevention Coxheath Centre, Coxheath, ME17 4AH		

Enquiries to:

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HEALTH & WELLBEING ACTION TEAM HALF YEAR REPORT

HOUSING & HEALTH ADVISORY COMMITTEE - 17 January

Report of: Chief Officer People & Places

Status: For Consideration

Also considered by:

Key Decision: No

Executive Summary: Update on the Health & Wellbeing Action Teams Action Plan - Half Year Report.

This report supports the Key Aim of: Community Plan

Portfolio Holder: Cllr. Kevin Maskell

Contact Officer(s): Kelly Webb , Ext. 7474 Daniel McDermott x 7121

Recommendation to Housing & Health Advisory Committee:

- (a) To note the report

Introduction and Background

- 1 Originally the HAT (Health Action Team) had not meet since 2018 -. The new plan was drafted in 2019 and went through a process, however it was not put into action, mainly due to the pandemic.
- 2 In May 2021 we was asked by the Portfolio Holder to put this into place and reinstate the HAT but to include Wellbeing, we had an initial meeting with partner organisations and developed the action plan. Due to us being approximately 2 months behind of the start date (April 2021) it was agreed that partners would work on this one through the meetings rather than wait for the following year as we had missed the Cabinet process. The 2022-23 plan will be put in place in time to go through Advisory and Cabinet in time for its start in April 2022
- 3 The appendix summarises the half year report of the action plan

Other options Considered and/or rejected

None

Agenda Item 7

Key Implications

Financial

None to SDC. It is a Partnership document

Legal Implications and Risk Assessment Statement.

None

Equality Assessment

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

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Community Impact and Outcomes

This action plan supports community involvement

Wellbeing

This action plan supports wellbeing

Conclusions

For Advisory Committee to note the report.

Appendices

Appendix A - Half Year Monitoring of the Health & Wellbeing Action Plan 2021-2022

Background Papers

None

Sarah Robson

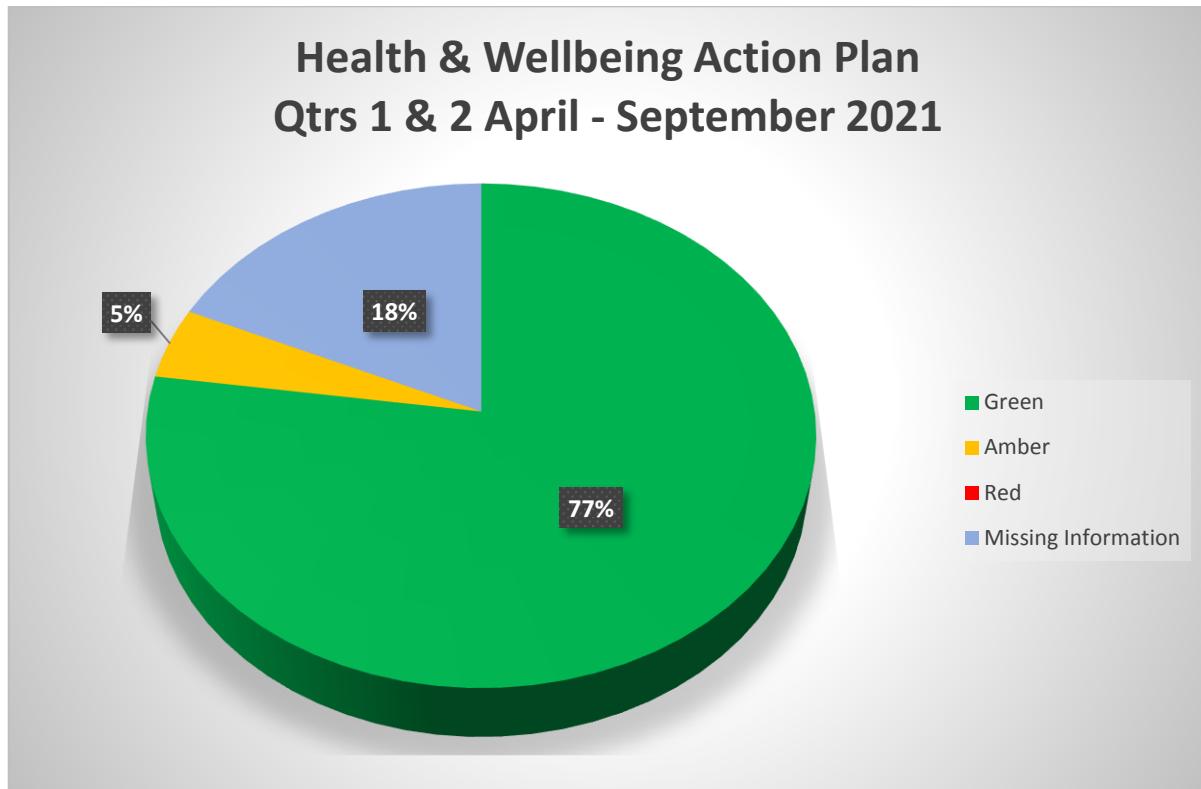
Deputy Chief Executive and Chief Officer - People & Places

SEVENOAKS DISTRICT HEALTH & WELLBEING STRATEGY & ACTION PLAN 2021-2022

Page 41

Quarter 1 & 2 Monitoring Report 1 April 2021- 30th September 2021

Agenda Item 7



Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st April 2021 – 30 th September 2021
1	Support a reduction in obesity and excess weight in children	March 2022	Kent School Health Team		Missing Information	
2	Enable Sevenoaks District Mothers to maintain breastfeeding for the first 6 months of their child's life	March 2022	Health Visiting Service		Missing Information	
3	Support a smoke free home for Sevenoaks residents and enable more Sevenoaks Mothers to quit smoking during pregnancy	March 2022	KCHFT Quit Smoking in Pregnancy	Bump, Baby & Beyond	Green	<p>KCHFT Quit Smoking in pregnancy service integrated with maternity services so every pregnant women has a CO test taken. "Opt Out" process in place for referral to Smokefree services.</p> <p>In Qtr 1 and Qtr 2, there have been 16 quit dates set each quarter with Sevenoaks Pregnant Mothers. An overall quit success rate of 25%</p>
4	Prevent the illegal consumption of alcohol in under 18's and subsequent hospital admissions resulting from excessive alcohol consumption	March 2022	Kenward Trust	Trading Standards/Police	Green	<p>Kent Police working with Trading Standards will be doing special operations in the town centre in the run up to Christmas.</p> <p>Kenward Trust have worked with over 200 young people each qtr across the District on alcohol and substance misuse</p>
5	Target services towards areas and residents of greatest need without preventing all residents from accessing support	March 2022	Health & Wellbeing Action Team		Green	The action team are looking at all the data from a needs assessment from KCC to be able to target actions and these actions are delivered via various organisations

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st April 2021 – 30 th September 2021
6	Support Sevenoaks children and young people to adopt healthy lifestyle choices	March 2022	Kent School Health Team	Kent Youth Health	Missing Information	
7	Continue to provide services that contribute towards the reduction of smoking in Sevenoaks District with particular targeting for at-risk groups	March 2022	KCHFT One You Smoke free		Green	<p>Qtr 1 - Sevenoaks Smoking residents; 58 Quit Dates set (16 routine & manual, 24 from areas of deprivation) Overall quit success rate of 46.5%</p> <p>Qtr 2 - Sevenoaks Smoking residents; 34 Quit Dates set (8 routine & manual, 11 from areas of deprivation) Overall quit success rate of 32%</p>
8	Improve the diagnosis rate of Diabetes for Sevenoaks residents	March 2022	KCHT	NHS Health Checks	Green	The NHS Health Check plays an essential role in improving the diagnosis rate of diabetes in the Sevenoaks area as it provides a mechanism to check people's cholesterol, identify those at risk and refer individuals for clinical follow-up. Stats will be provided in Qtr 3
9	Encourage more Sevenoaks residents to consume alcohol within lower risk levels and limit hospital admissions for alcohol specific conditions	March 2022	SDC One You Service	Change Grow Live	Green	<p>The One You service has advisers trained to deliver Alcohol Identification and Brief Advice and Alcohol Extended Brief Intervention.</p> <p>Qtr 1 - 18% of clients attending Initial Appointment in this quarter were identified as having Increasing Risk or higher score when completing AUDIT-C. (7 Increasing Risk, 1</p>

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st April 2021 – 30 th September 2021
						<p>Possible Dependency). 100% of these were given Alcohol Identification and Brief Advice Intervention.</p> <p>At our one-to-one lifestyle advisor intervention, one client (5%) was identified to have an AUDIT score of increasing risk and as a result was offered Alcohol Identification and Brief Advice intervention. At the end of this intervention, three clients have demonstrated decreases in their AUDIT score.</p> <p>Qtr 2 - 16% of clients attending Initial Appointment in this quarter were identified as having Increasing Risk or higher score when completing AUDIT-C. (7 Increasing Risk, 1 Possible Dependency). 75% of these were given Alcohol Identification and Brief Advice Intervention.</p> <p>At our one-to-one lifestyle advisor intervention, four clients (25%) were identified to have an AUDIT score of increasing risk and as a result was offered Alcohol Identification and Brief Advice intervention.</p> <p>Of those four clients, three have achieved decreases in Alcohol</p>

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st April 2021 – 30 th September 2021
						consumption, reducing to a Lower risk for alcohol consumption.
10	Enable more professionals to have conversations with residents on health and wellbeing	March 2022	Kent County Council	All Partners	Green	<p>KCC have sent out a Mental Health Booklet to residents across Kent.</p> <p>The Health & Wellbeing Action Team to take forward as an action at their next meeting</p>
11	Support Sevenoaks adults to adopt healthy lifestyle choices that facilitate weight loss and increases in physical activity	March 2022	SDC One You service		Green	<p>Qtr 1 - 58% of clients attending our one-to-one lifestyle advisor intervention are supported to set a goal to increase their physical activity. 86% of clients attending our one-to-one lifestyle advisor intervention are offered brief intervention to change their diet.</p> <p>19 clients start our 1-2-1 weight loss intervention, 73.7% of those demonstrate weight loss at the end of the intervention.</p> <p>12 clients start our group weight management intervention, 83.3% of which demonstrate weight loss at the end of the intervention.</p> <p>Qtr 2 - 63% of clients attending our one-to-one lifestyle advisor intervention are supported to set a goal to increase their physical activity.</p>

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st April 2021 – 30 th September 2021
						100% of clients attending our one-to-one lifestyle advisor intervention are offered brief intervention to change their diet. 17 clients start our 1-2-1 weight loss intervention
12	Adapt the physical design of Sevenoaks District so that healthy lifestyle choices become a routine part of residents lives	March 2022	All Partners		Green	The Local and Community Plan are both out for consultation that will finish in Jan 2022 to develop a new plan and health and wellbeing is on their agendas. The Action Team to take this forward on where local community groups can help develop healthy lifestyle choices
13	Support the reduction of wider determinants of health that can have a negative impact on resident's mental health	March 2022	SDC HERO Service	Imago Involve	Green	Qtr 1 - 37% of clients supported with Benefits Advice 29% of clients supported with debt advice 9% of clients supported with employment advice 25% of clients supported with food and other support Qtr 2 - 37% of clients supported with Benefits Advice 32% of clients supported with debt advice 2% of clients supported with employment advice

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st April 2021 – 30 th September 2021
						29% of clients supported with food and other support
14	Provide adapted health improvement services targeted at specific populations (where needed) to ensure all residents can benefit from good physical health	March 2022	Sencio Everyone Active	Health & Wellbeing Action Team	Green	Working with Sencio, they have adapted a lot of their equipment so that everyone has the opportunity to use their facilities and services
15	Compile a knowledge hub of local mental health services and support residents access to this information	March 2022	One You Plus	All Partners	Green	SDC's One You Officer came into post in September 2021 and has started collating information of mental health services
16	Encourage more client-facing organisations to engage in Mental Health Awareness and Mental Health First Aid training	March 2022	SDC One You Service	All Partners	Green	There was no training in Qtr 1, but in Qtr 2 there was Mental Health First aider training where 18 members of staff were trained. SDC Members will be trained in Qtr 3
17	Encourage Sevenoaks District businesses and organisations to consider the Health and Wellbeing of their organisations and employees.	March 2022	SDC One You Service	All Partners	Green	Working on the Kent & Medway Mental Health in the Workplace Pledge in Qtr 3 as part of our platinum pledge we will be working with businesses to help them get involved. In September we attended the Volunteer Sector Forum and engaged with them to pledge their organization to get involved

Ref	Priority Action	By When	LEAD OFFICER	Other Partners	Status	Quarter 2 1 st April 2021 – 30 th September 2021
18	Promote Cancer Screening initiatives to encourage more residents to take up Cancer screening when eligible	March 2022	All Partners		Amber	The Action Team will be looking on promoting of cancer screening initiatives in Qtr 3
19	Improve the diagnosis rate of Dementia in the district	March 2022	NHS Health Checks		Missing Information	
20	Work with older residents to prevent falls and limit the potential for hip fracture in older residents	March 2022	Involve	Age UK One You Service KCHFT West Kent Virgin Care DGS Falls	Green	Involve started their contract for West Kent in April 2021 and we are currently awaiting updates from hem for both Qtrs. Age UK have delivered a number of online and face to face arm chair based exercises across the District
21	Ensure residents can receive support to stay safe, well and independent in their own homes for as long as possible	March 2022	Private sector Housing		Green	Qtr 1 – there were 24 referrals for the One You aspect in Q2 There were 29 referrals. Qtr 2 – There were 29 referrals In future Qtrs we will also include SSGs, DFGs and lifelines.
22	Promote the importance of staying well at winter in older populations	March 2022	All Partners		Green	A package has been developed alongside communications via InShape and Social Media for Qtr 3

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UPDATE ON ONE YOU SERVICES

HOUSING & HEALTH ADVISORY COMMITTEE - 17 January

Report of: Chief Officer People & Places

Status: For Consideration

Also considered by:

Key Decision: No

Executive Summary: One You Kent is the local adoption of a Public Health England National campaign to encourage the adoption of a healthier lifestyle. This includes; living at a healthy weight and consuming a healthy diet, quitting smoking, being physically active, and drinking alcohol at lower risk levels. This report will set out how One You services are performing in Sevenoaks District.

This report supports the Key Aim of: Community Plan

Portfolio Holder: Cllr. Kevin Maskell

Contact Officer(s): Kelly Webb , Ext. 7474 Daniel McDermott x 7121

Recommendation to Housing & Health Advisory Committee:

- (a) To note the report

Introduction and Background

- 1 The report aims to provide an update on the One You services provided by Kent County Council and delivered by Sevenoaks District Council's Health Team.
- 2 "One You" is a national Public Health England branded campaign, synonymous with behaviour change and health improvement.
- 3 Sevenoaks District Council is grant funded by Kent County Council's Public Health team to deliver One You Lifestyle Improvement. These include:
 - 12-week Group Weight Management services (known locally as "Why Weight")
 - 1:1 support for residents looking to:

Agenda Item 8

- lose weight
 - be more physically active
 - eat a healthier diet
 - cut down on alcohol consumption
 - Improve their mental wellbeing
 - Deliver a local programme of volunteer led “Health Walks”.
 - Support in the dissemination of key health messages to local residents.
 - Seek alternate opportunities to improve the health and wellbeing of Sevenoaks residents, which may include a “health in all policies” approach.
- 4 To achieve the above, Sevenoaks District Council received annual grant funding from Kent County Council’s Public Health Service. In 2021/22 this amounted to £119,430.46 (unchanged from 2020/21). The funding is primarily used to fund three posts within the health team; x1 Health Team Leader and x2 One You Advisors.
- 5 Outside of the Sevenoaks District Council One You service, Kent County Council’s Health Improvement funding also fund the delivery of Smoking Cessation services and NHS Health Check services which are delivered within Sevenoaks District by Kent Community Health NHS Foundation Trust.

2021/22 service performance to date

- 6 Sevenoaks District Council is required to produce a quarterly data and narrative report to Kent County Council’s Public Health service. At the point of writing this report, Sevenoaks District Council had submitted Quarter 1 and Quarter 2 data (see Appendices A) and narrative reports (see Appendices B & C). Below are some key highlights from these reports.
- 7 Within Quarter 1 & Quarter 2 there have been 192 referrals to the Sevenoaks District Council One You Service. 96.4% of these referrals have an initial contact attempt within 2 working days of their referral being received (the KCC target is 70-85%).
- 8 58% of referrals receive our initial consultation. The “initial consultation” is the first contact a Sevenoaks District Council One You advisor will have with a One You client. During this appointment, the client’s health behaviour is assessed alongside any “wider determinant of health” issues (financial, housing and loneliness). We assess “wider determinant of health” issues as we are aware that it is harder for clients to change behaviour whilst there is a “lifestyle stressor” present.

- 9 Four Group Weight Management Groups have been delivered in 2020/21 with 31 clients enrolling into this service. Two of the groups commenced in May 2021 (the others commenced in September 2021). 66.7% of enrolees complete the programme (attend at least 75% of sessions) and 83.3% of enrolees also lose weight at the end of the 12-week intervention:
 - 41.7% lose less than 3% of their original body weight
 - 25% lose between 3-4.9% of their original body weight
 - 16.7% lose over 5% of their original body weight
- 10 Our 1:1 lifestyle improvement service allows clients to receive up to 12 sessions worth of support with a lifestyle advisor. Clients supported through this service will generally be aiming to address their physical activity, alcohol, diet and mental wellbeing, we generally note the following improvement in clients at the end of the service:
 - 29% of clients show an improvement in physical activity score
 - 43% of clients show a reduction in alcohol score
 - 17% of clients show an improvement in mental wellbeing score
 - 48% of clients show an increase in fruit and vegetable consumption
 - 44% of clients show a decrease in the consumption of high fat foods
- 11 74% of clients show a reduction in weight. We have not been able to resume the delivery of our Health Walk programme. Sadly significant losses in our pool of volunteers have impacted on our ability to resume our programme of health walks. We are continuing to pursue to resumption of this valued community activity and are working with the remaining walk leaders we have to bring back these walks at the earliest possible opportunity and as safely as we can for those involved. We are also pursuing the recruitment and training of new volunteers to support the reinstating and further development of our Health Walk programme.
- 12 **Adapting to COVID-19**

The One You service has traditionally been delivered in-person in one-to-one settings or with groups in community venues. Coronavirus has led to significant changes being made to our service to enable delivery to continue without placing our advisors and clients in additional risk.

To overcome the risk of COVID-19 we adapted the service for remote delivery, this was a significant challenge to our Weight Management service which required a fully adapted teaching plan and the development of new resources that could enable remote delivery. This has been successfully

Agenda Item 8

implemented into service delivery and we have seen significant positive feedback for our weight management service.

13 Customer Voice

As highlighted in our quarterly reporting, 100% of clients who complete our satisfaction survey acknowledge that they are at least “satisfied” with the One You service they receive from Sevenoaks District Council.

Please see Appendices D for qualitative feedback from our service users.

14 Future Plans

The purpose of the One You Kent service is to support in the reduction of preventable ill-health burden from Primary and Secondary care services. This is achieved by supporting and enabling our residents to adopt healthy lifestyle changes that directly prevent the onset of ill health. We want to facilitate more “self-referrals” to the One You Kent service to further reduce the burden on GP Practices in making referrals to the One You service delivered by Sevenoaks District Council.

We want to ensure that Sevenoaks District Council plays a supportive role in helping residents navigate the various health services that exist. Many health services exist at a “tier 1” level and are intended to facilitate independent behaviour change without the need of the support of a professional. To achieve a healthy population we want Sevenoaks District Council to support residents to achieve the adoption of a healthy lifestyle before the need for support arises.

We continue to work to bring services like our Health Walk programme back following COVID-19. Whilst this service has been severely affected by coronavirus, we are working tirelessly to try and enable this service to resume for Sevenoaks District residents.

We are working to expand the offer of exercise provision in Sevenoaks District, this includes the development of the new Swanley Parkrun and seeking new funding to expand the offer of exercise opportunities to Sevenoaks residents, particularly where there is a gap and need to be addressed i.e. Our Parks.

We will seek opportunities to “infect health” into Sevenoaks District Council through the adoption of a “Health in all Policies” approach, this is intended to ensure that the health agenda is always considered at all points in the work being delivered more broadly by Sevenoaks District Council.

Other options Considered and/or rejected

Please see Appendices A-D

Key Implications

Financial

This is funded by KCC

Legal Implications and Risk Assessment Statement.

None

Equality Assessment

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

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Community Impact and Outcomes

This action plan supports community involvement

Wellbeing

This action plan supports wellbeing

Conclusions

For Advisory Committee to note the report.

Appendices

Appendix A - Quarterly Data Report

Appendix B - Quarter 1 Narrative Report

Appendix C - Quarter 2 Narrative Report

Appendix D - One You Client Voice

Background Papers

None

Sarah Robson

Deputy Chief Executive and Chief Officer - People & Places

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Indicator	Format	Target	Q1 (21–22)	Q2 (21–22)	Q3 (21–22)	Q4 (21–22)	2021/22	Definitions
No. of Referrals to the OYK Service (any route)	Number		59	133			192	Total number of referrals received into the OYK service, via any route during that time frame, with valid contact details (activity measure).
No. of referrals contacted by preferred means within 2 working days following referral	Number		57	128			185	Of the referrals received (Row 2), how many were contacted within 2 working days? E.g., although 6 referrals were received in Q1 only 3 were contacted within 2 working days (the other 3 were not contacted until 4 working days later), therefore 3 would be recorded here. Please note the other 3 cannot be rolled over to the next time frame for any reason.
% of referrals to the One You Kent Service contacted within 2 working days (any route)	Percentage	70–85%	96.6%	96.2%			96.4%	PRECALCULATED FROM Rows 2 AND 3.
No. enrolled on the programme	Number		56	55			111	
No. of individuals currently active within the One You Kent Programme (All services, Excluding Health Walks)	Number		106	101				How many individual clients were active in the OYK programme, within that time frame? Counted once within that time frame, i.e. "Bob" is counted in each quarter he is active but just once in the full year column. Those currently active, all interventions, but does not include health walks and follow up.
HEALTHY LIFESTYLE ADVISOR								
No. of individuals enrolled and seen by Your One You Kent Lifestyle Advisors	Number		35	44			79	How many individuals saw Your OYK lifestyle advisors during the time frame? Counted once within that time frame, i.e. "Bob" is counted in each quarter he is active but just once in the full year column.
No. of NEW individuals enrolled and entering the services and seen by Your One You Kent Lifestyle Advisors	Number		30	35			65	These are individuals NEW to the service that have not been seen in the last 2 years.
% of NEW individuals entering the services and seen by Your One You Kent lifestyle Advisors	Percentage	40–50%	85.7%	79.5%			82.3%	PRECALCULATED FROM Rows 8 AND 9.
No. of individuals seen by Your One You Kent Lifestyle Advisor from Quintiles 1 and 2	Number		4	7			11	Of the individuals seeing a OYK advisor (Row 8) how many were from Quintiles 1 & 2? Same individual count rules as above.
% of individuals seen by Your One You Kent Lifestyle Advisor from Quintiles 1 and 2	Percentage	Local Data	11.4%	15.9%			13.9%	PRECALCULATED FROM Rows 8 AND 11.
LIFESTYLE INTERVENTIONS								
No. of Health MOTs offered	Number		0	0			0	
No. of Health MOTs taken up	Number		0	0			0	
No. of brief intervention on diet	Number		18	15			33	
% of brief intervention on diet	Percentage	90%	94.7%	100.0%				Manually Insert (%)
No. identified as medium to high risk drinkers from Audit C Score	Number		1	4			5	How many individuals, who completed an Audit C at enrolment, identified as a medium or high risk drinker and received a brief intervention in the stated time frame? Counted once per time frame.
No. of eligible individuals who received brief intervention on alcohol (Adult Score identified as medium to high risk drinkers)	Number		1	4			5	
% of eligible individuals who received brief intervention on alcohol	Percentage	90%	100.0%	100.0%				Manually Insert (%)
No. of eligible individuals who received extended brief intervention on alcohol	Number		0	0			0	"Extended" - TO BE DEFINED.
% of individuals who received extended brief intervention on alcohol	Percentage		0.0%	0.0%			0.0%	PRECALCULATED FROM Rows 18 AND 21.
No. enrolled and identified to complete a SWEMWBS	Number		18	12			30	
No. of individuals who received brief intervention on wellbeing	Number		15	5			20	How many of those completing a SWEMWBS at sign up received a brief intervention on wellbeing? Counted once per time frame.
% of individuals who received brief intervention on wellbeing	Percentage	90%	83.3%	41.7%			66.7%	PRECALCULATED FROM Rows 23 AND 24.
No. of eligible participants in lifestyle that set a goal around physical activity	Number		11	9			20	How many individuals sets a goal around physical activity during the time frame? Counted once per time frame. GPAQ.
% of eligible participants that set a goal around physical activity	Percentage	50%	57.9%	64.3%				Manually Insert (%)
No. of individuals successfully contacted for 26 week follow up lifestyle Advisor	Number		3				3	How many individuals were successfully contacted for their 26 week follow up, during the time frame where the 26 week fell within the time frame? Counted once per time frame.
No. of individuals responding that they have achieved their exit goal - at 26 week follow up lifestyle Advisor	Number		0				0	How many individuals from Row 28 reported that they had achieved their exit goal? Counted once per time frame.

Agenda Item 8

BELOW IS OF ACTIVE CLIENTS (N.B. THIS DOES NOT INCLUDE FOLLOW UP)						
No. of participants from Quintiles 1 & 2 in any services in One You Kent	Number		10	14		24
% of participants from Quintiles 1 & 2 in any services in One You Kent	Percentage	Local Data	9.4%	13.9%		PRECALCULATED FROM Rows 6 and 31.
No. of Black Asian Minority and Ethnic (BAME) Participants engaged in Weight Management Programme	Number		2	6		8
% of Black Asian Minority and Ethnic (BAME) Participants in Weight Management Programme	Percentage		16.7%	33.3%		26.7% Includes the following members of British and International ethnicities: Bangladeshi, Pakistani, Indian, Indian other, Chinese, Asian other, Black African, Black Caribbean, other Black background, White and Asian mixed, White and African Caribbean mixed, other mixed background and other ethnic background.
No. of Male Participants in Weight Management Programme	Number		8	7		15
% of Male Participants in Weight Management Programme	Percentage		66.7%	38.9%		50.0% PRECALCULATED FROM Rows 53 AND 35.
No. of Participants with Learning Disabilities engaged in any service	Number		1	1		2 A learning disability should not to be confused with a learning difficulty. DoH definition "significant reduced ability to understand new or complex information, to learn new skills (impaired intelligence)".
% of Participants with a Learning Disability in any service (Lifestyle Advisor and Weight Management Group)	Percentage		8.3%	5.6%		6.7% PRECALCULATED FROM Rows 53 AND 37.
No. of Health Walk Routes available	Number		0	0		0
No. of Health Walks Delivered	Number		0	0		0
No. of Health Walks attendances	Number		0	0		0
No. of individuals attended Health Walks (Annually)	Number					
ADULT TIER 2 WEIGHT MANAGEMENT PROGRAMME						
No. of referrals received by the Provider for the Tier 2 WMP	Number		32	20		52
No. enrolled on the Tier 2 Weight loss Programme	Number		12	19		31
No. enrolled in the Tier 2 WMP who meet the baseline eligibility criteria	Number		12	19		31 Eligibility Criteria (individuals are not classified as participants yet as they have not stated the WMP).
% enrolled in the service who meet, as a baseline the eligibility criteria	Percentage		100.0%	100.0%		100.0% PRECALCULATED FROM Rows 46 AND 45.
No. of NEW individuals entering the weight loss programme	Number		10	15		25 These are individuals NEW to the service that have not been seen in the last 18 months to 24 months.
No. from Quintiles 1 and 2	Number		0	3		3
% from Quintiles 1 and 2	Percentage		0.0%	15.8%		9.7% PRECALCULATED FROM Rows 45 AND 49.
No. from Target Group (BAME/Males/LD)	Number		3	3		6
% from Target Group (BAME/Males/LD) Combined Target	Percentage	%TBC	25.0%	15.8%		19.4% PRECALCULATED FROM Rows 51 AND ROW 45.
No. of Individuals (Participants) that attend at least one group session	Number		12	18		30 A participant is someone who has attended at least on or more active group session.
No. of Participants that complete the Weight Loss Programme (12 week Programme)	Number		8			8 Complete. Attendance of at least 75% of all active sessions during the programme (At least 8 active sessions of the 12 week group programme).
% of Participants that complete an active intervention (12 week programme)	Percentage	60%	66.7%	0.0%		26.7% PRECALCULATED FROM Rows 53 AND 54.
No. of Participants that have lost weight at the end of the active intervention (12 week Programme)	Number		10			10 From those who attended at least one or WMP active group session (last observation taken).
% of Participants that have lost weight at the end of the active intervention (12 week programme)	Percentage	75%	83.3%	0.0%		33.3% PRECALCULATED FROM Rows 53 AND 56.
No. of Participants who have lost weight (<3%) at the end of the active intervention (12 week programme)	Number		5			5 Calculated from no. of participants who attended at least one WMP active session and no. of participants who have lost weight at the end of active intervention (within the 12-week programme) (last observation taken).
% of Participants who have lost weight (<3%) at the end of the active intervention (12 week programme)	Percentage		41.7%	0.0%		16.7% PRECALCULATED FROM Rows 53 AND 58.
No. of Participants who have lost weight (3-4.9%) at the end of the active intervention (12 week programme)	Number		3			3 Calculated from no. of participants who attended at least one WMP active session and no. of participants who have lost weight at the end of active intervention (within the 12-week programme) (last observation taken).
% of Participants who have lost weight (3-4.9%) at the end of the active intervention (12 week programme)	Percentage		25.0%	0.0%		10.0% PRECALCULATED FROM Rows 53 AND 60.
No. of Participants that lose 5% of their baseline body weight at the end of the active intervention (12 week programme)	Number		2			2 How many participants lost 5% of their weight at 12 weeks, where that 12 week period occurred within the specific time frame, based on when the last weight was taken? Counted only once per time frame.
% of Participants that lose 5% of their baseline body weight at the end of the active intervention (12 week programme)	Percentage		16.7%	0.0%		6.7% PRECALCULATED FROM Rows 53 AND 62.
No. of completers that lose 5% of their baseline body weight end of active intervention (12 week programme)	Number		2			2 Counted only once per time frame.
% of completers that lose 5% of their baseline body weight end of active intervention (12 week programme)	Percentage	50%	25.0%			25.0% How many participants completed (attended 75% of the 12 weeks, i.e. 8 out 12 sessions) and lost 5% of their baseline weight at 12 weeks, where that 12 week period occurred within the specific time frame, based on the when the last weight was taken?
No. of completers invited to provide feedback at the end of an active intervention (12 week Programme)	Number		3			3 Calculated only once per time frame.
% of completers invited to provide feedback at the end of an active intervention (12 week Programme)	Percentage		25.0%	0.0%		10.0% PRECALCULATED FROM Rows 53 AND 60.
No. of Participants that lose 5% of their baseline body weight at the end of the active intervention (12 week programme)	Number		2			2 Counted only once per time frame.
% of Participants that lose 5% of their baseline body weight at the end of the active intervention (12 week programme)	Percentage		16.7%	0.0%		6.7% PRECALCULATED FROM Rows 53 AND 62.
No. of completers followed up at 26 weeks who have provided a weight measure	Number		2			2 Counted only once per time frame.
% of completers followed up at 26 weeks (where weight was collected)	Percentage	35%	37.5%			25.0% PRECALCULATED FROM Rows 54 AND 64.
No. of completers followed up at 52 weeks who have provided a weight measure	Number					3 Calculated from no. that complete the weight loss programme and the no. of completers invited to provide feedback at the end of active intervention (within the 12-week WMP).
% of completers followed up at 52 weeks who have provided a weight measure	Percentage		20%	0.0%		0.0% PRECALCULATED FROM Rows 68 AND 70.
No. of completers followed up at 52 weeks that have a body weight that is lower than their baseline (initial) body weight	Number					0 Calculated from the no. of completes followed up at 26 weeks and completes followed up at 52 weeks (Guidance suggests 20%).
% of completers followed up at 52 weeks that have a body weight that is lower than their baseline (initial) body weight (baseline)	Percentage					Manually Insert (%)
No. of completers followed up at 52 weeks that have maintained/increased their activity levels from baseline at the end of intervention	Number					0
% of completers followed up at 52 weeks that have maintained/increased their activity levels from baseline at the end of intervention	Percentage		0.0%	0.0%		0.0% PRECALCULATED FROM Rows 26 AND 74.

WAIST MEASUREMENT METRIC						
No. of Participants that provide a waist measurement	Number	11	19		30	Number of Participants that provided a waist measurement (First session)
No. of Participants that provide a waist measurement that are found to be Very High Risk (at start of 12 week programme)	Number	11	19		30	VERY HIGH RISK Men: >=102 cm [40 in] Women: >=88cm [34in] (First session)
% baseline measurement -Very High risk	Percentage	100.0%	100.0%		100.0%	PRECALCULATED FROM Rows 77 AND 78 (First session)
No. of Participants providing a waist measurement that are found to be High Risk (start of 12 week programme)	Number	0	0		0	HIGH RISK Men: >=94 cm [37 in] South Asian Men: >=90 cm [35 in] Women: >=80cm [31.5in] (First session)
% baseline measurement - High risk	Percentage	0.0%	0.0%		0.0%	PRECALCULATED FROM Rows 77 AND 80 (First session)
No. of Participants reduce their WC by 8-9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Number	0			0	VERY HIGH RISK (As a minimum KCC suggest monthly recording as acknowledge people drop out, but if people want to provide a weekly measure or more regularly measurement than monthly which best suits them that will be fine)
% of Participants that reduce their WC by 8-9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Percentage	0.0%	0.0%		0.0%	PRECALCULATED FROM Rows 78 AND 82
No. of completers that reduce their WC by 8-9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Number	6			6	VERY HIGH RISK (As a minimum KCC suggest monthly recording as acknowledge people drop out, but if people want to provide a weekly measure or more regularly measurement than monthly which best suits them that will be fine)
% of completers that reduce their WC by 8-9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Percentage	54.5%	0.0%		20.0%	PRECALCULATED FROM Rows 78 AND 84
No. of Participants that reduce their WC by 8-9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Number	0			0	HIGH RISK (As a minimum KCC suggest monthly recording as acknowledge people drop out, but if people want to provide a weekly measure or more regularly measurement than monthly which best suits them that will be fine)
% of completers that reduce their WC by 8-9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Percentage					PRECALCULATED FROM Rows 80 AND 86
No. of completers that reduce their WC by 8-9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Number	0			0	HIGH RISK (As a minimum KCC suggest monthly recording as acknowledge people drop out, but if people want to provide a weekly measure or more regularly measurement than monthly which best suits them that will be fine)
% of completers that reduce their WC by 8-9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Percentage					PRECALCULATED FROM Rows 80 AND 88
SERVICE SATISFACTION: LIFESTYLE & WEIGHT LOSS (ALL SERVICES)						
No. of Clients successfully contacted (followed up at 26 weeks)	Number	10	0		10	How many individuals were successfully contacted for their 26 week follow up, having been on a pathway, during the time frame where the 26 week period fell within the time frame? Counted once per time frame.
No. of Clients that have improved/maintained goals (at 26 week follow up)	Number	5	0		5	How many individuals reported that they had improved or maintained goals at 26 weeks? Counted once per time frame.
No. of Clients who are followed up at the end of their intervention 10% (inc. at least 5% of survey responses from subcontractors if applicable)	Number	13	19		32	How many individuals who had been engaged in the OYK service were followed up at the end of their intervention (Target 10%)
No. of Clients who are followed up at the end of their intervention who were satisfied or very satisfied with the service received	Number	13	19		32	Number of those followed up/surveyed who reported being satisfied or very satisfied with the service they received.
% satisfied or very satisfied	Percentage	90-95%	100.0%	100.0%	100.0%	PRECALCULATED FROM Rows 94 AND 93.

Agenda Item 8

COLOUR CODING	
PHE Guidance	<p>Key Performance Indicators: Tier 2 Weight Management Services for Adults</p> <p>The KPIs proposed in this document are intended to be used in conjunction with a service commissioned and delivered in line with the Public Health England (PHE) Guide to Delivering and Commissioning Tier 2 Adult Weight Management Services.</p>
NICE Guidelines	<p>National Institute for Health and Care Excellence (2014) Clinical Guideline 189: Obesity: identification, assessment and management. Available at: https://www.nice.org.uk/guidance/cg189</p> <p>National Institute for Health and Care Excellence (2016) Quality Standard 111: Obesity in adults: prevention and lifestyle weight management programmes. Available at: https://www.nice.org.uk/guidance/qs111</p> <p>National Institute for Health and Care Excellence (2012) Public Health Guideline: Obesity: working with local communities. Available at: https://www.nice.org.uk/guidance/ph42</p> <p>National Institute for Health and Care Excellence (2014) Public Health Guideline 53: Weight management: lifestyle services for overweight or obese adults. Available at: https://www.nice.org.uk/guidance/ph53</p> <p>National Institute for Health and Care Excellence (2013) Public Health Guideline 46: BMI: Preventing ill health and premature death in black, Asian and other minority ethnic groups. Available at: http://www.nice.org.uk/guidance/ph46</p>
Evidenced Based Measure	
Emerging Evidence and Best Practice	
Local Data (PH Fingertips)	<p>Public Health England, Fingertips: a web platform that provides easy access to in-depth analysis of a wide range of health and health related data in thematic profiles. Available at: https://fingertips.phe.org.uk/</p>
Notes & Definitions	<p>In some cases KPI are based on both NICE, PHE and other best practice guidelines. Tools such as Public Health England (PHE) Fingertips, used alongside Kent Joint Strategic Needs Assessment (JSNA) helped to determine our population need of tier 2 weight management services. The Fingertips Profiles are a source of indicators across a range of health and wellbeing themes designed to support our JSNA and commissioning, to improve health and wellbeing and reduce inequalities</p> <p>NHS Diabetes Prevention Programme and Weight Management Services: Eligibility Criteria. Available at: https://www.england.nhs.uk/wp-content/uploads/2016/07/dpp-wm-service.pdf</p> <p>Enrolled = Sign-Ups.</p> <p>Participants = Attended at least one active session. Previously "Engagers", "Participants" is the correct PHE term.</p>

Indicator	Format	Target	Q1 (21-22)	Q2 (21-22)	Q3 (21-22)	Q4 (21-22)	2021/22	Definitions
ADULT TIER 2, One to One WEIGHT MANAGEMENT PROGRAMME								NICE Guideline PH53 https://www.nice.org.uk/guidance/ph53 . Are multi-component that is, they address dietary intake, physical activity levels and behaviour change. Are developed by a multidisciplinary team. This includes input from a registered dietitian, ensure supervised physical activity sessions are led by an appropriately qualified physical activity instructor and take into account any medical conditions people may have. Instructors should be on the Register of Exercise Professionals (or equivalent) at level 3 or above, registered practitioner psychologist and a qualified physical activity instructor.
No. enrolled on the Tier 2 121 Weight loss Programme	Number		19	22			41	Individual has been referred or self-referred to the service and has been booked onto the Tier 2 121 WMP by the provider.
No. enrolled in the Tier 2 121 WMP who meet the baseline eligibility criteria	Number		15	10			25	Eligibly Criteria (individuals are not classified as participants yet as they have not stated the WMP).
% enrolled in the service who meet, as a baseline the eligibility criteria	Percentage		78.9%	45.5%			61.0%	PRECALCULATED FROM Rows 4 AND 3.
No. of NEW individuals entering the weight loss programme	Number		17	17			34	These are individuals NEW to the service that have not been seen in the last 18 months to 24 months.
No. from Quintiles 1 and 2	Number		3	3			6	
% from Quintiles 1 and 2	Percentage		15.8%	13.6%			14.6%	PRECALCULATED FROM Rows 7 AND 3.
No. from Target Group (BAME/Males/LD)	Number		3	2			5	
% from Target Group (BAME/Males/LD) Combined Target	Percentage	%TBC	15.8%	9.1%			12.2%	PRECALCULATED FROM Rows 9 AND ROW 3.
No. of Individuals (Participants) that attend at least one 121 session	Number		19	17			36	A participant is someone who has attended at least on or more active group session.
No. of Participants that complete the Weight Loss Programme (12 week Programme)	Number		6	1			7	Complete. Attendance of at least 75% of all active sessions during the programme (At least 8 active sessions of the 12 week group programme).
% of Participants that complete an active intervention (12 week programme)	Percentage	60%	31.6%	5.9%			19.4%	PRECALCULATED FROM Rows 12 AND 11.
No. of Participants that have lost weight at the end of the active intervention (12 week Programme)	Number		14	2			16	From those who attend at least one or WMP active group session (last observation taken).
% of Participants that have lost weight at the end of the active intervention (12 week programme)	Percentage	75%	73.7%	11.8%			44.4%	How many participants attended at least one session during the time period? Counted once per time frame e.g. counted once in the quarter.
No. of Participants who have lost weight (<3%) at the end of the active Intervention (12 week programme)	Number		8	2			10	Calculated from no. of participants who attended at least one WMP active session and no. of participants who have lost weight at the end of active intervention (within the 12-week programme) (last observation taken).
% of Participants who have lost weight (<3%) at the end of the active Intervention (12 week programme)	Percentage		42.1%	11.8%			27.8%	Calculated from no. of participants who attended at least one WMP active session and no. of participants who have lost weight at the end of active intervention (within the 12-week programme) (last observation taken).
No. of Participants who have lost weight (3–4.9%) at the end of the active Intervention (12 week programme)	Number		1	0			1	How many participants lost between 3 and 4.94% of their weight at 12 weeks, where that 12 week period occurred within the specific time frame, based on when the last weight was taken? Counted only once per time frame.
% of Participants who have lost weight (3–4.9%) at the end of the active Intervention (12 week programme)	Percentage		5.3%	0.0%			2.8%	PRECALCULATED FROM Rows 18 AND 11.
No. of Participants that lose 5% of their baseline body weight at the end of the active intervention (12 week programme)	Number		5	0			5	Counted only once per time frame.
% of Participants that lose 5% of their baseline body weight at the end of the active intervention (12 week programme)	Percentage		26.3%	0.0%			13.9%	PRECALCULATED FROM Rows 20 AND 11.
No. of completers that lose 5% of their baseline body weight end of active intervention (12 week programme)	Number		4	0			4	Calculated from no. of participants completed (attended 75% of the 12 weeks, i.e. 8 out 12 sessions) and lost 5% of their baseline weight at 12 weeks, where that 12 week period occurred within the specific time frame, based on when the last weight was taken?
% of completers that lose 5% of their baseline body weight end of active intervention (12 week programme)	Percentage	50%	66.7%	0.0%			57.1%	Calculated from no. of completers that lost 5%+ of baseline body weight .
No. of completers invited to provide feedback at the end of an active intervention (12 week Programme)	Number		0	0			0	All participants should be invited to feedback; route can include a range of different communication methods to contact the participant, e.g., letter, phone calls, email, text message or use of social media networks.
% of completers invited to provide feedback at the end of an active intervention (12 week Programme)	Percentage	100%	0.0%	0.0%			0.0%	Calculated from no. that complete the weight loss programme and the no. of completers invited to provide feedback at the end of active intervention (within the 12-week WMP).
No. of completers followed up at 26 weeks who have provided a weight measure	Number		1				1	
% of completers followed up at 26 weeks (where weight was collected)	Percentage	35%	16.7%	0.0%			14.3%	Calculated from no. of completers followed up at 26 weeks.
No. of completers followed up at 52 weeks who have provided a weight measure	Number						0	
% of completers followed up at 52 weeks who have provided a weight measure	Percentage	20%	0.0%				0.0%	Calculated from the no. of completes followed up at 26 weeks and completes followed up at 52 weeks (Guidance suggests 20%).
No. of completers followed up at 52 weeks that have a body weight that is lower than their baseline (initial) body weight	Number						0	
% of completers followed up at 52 weeks that have a body weight that is lower than their baseline (initial) body weight (baseline)	Percentage							Manually Insert (%)
No. of completers followed up at 52 weeks that have maintained/increased their activity levels from baseline at the end of intervention	Number						0	
% of completers followed up at 52 weeks that have maintained/increased their activity levels from baseline at the end of intervention	Percentage							Manually Insert (%)

Agenda Item 8

WAIST MEASUREMENT METRIC						
No. of Participants that provide a waist measurement	Number		13	16		29 Number of Participants that provided a waist measurement (First session)
No. of Participants that provide a waist measurement that are found to be Very High Risk (at start of 12 week programme)	Number		10	12		22 VERY HIGH RISK Men: >=102 cm [40 in] Women: >=88cm [34in] (First session)
% baseline measurement -Very High risk	Percentage		76.9%	75.0%		75.9% PRECALCULATED FROM Rows 36 AND 35 (First session)
No. of Participants providing a waist measurement that are found to be High Risk (start of 12 week programme)	Number		3	4		7 HIGH RISK Men: >=94 cm [37 in] South Asian Men: >=90 cm [35 in] Women: >=80cm [31.5in] (First session)
% baseline measurement -High risk	Percentage		23.1%	25.0%		24.1% PRECALCULATED FROM Rows 38 AND 35 (First session)
No. of Participants reduce their WC by 8–9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Number		0	0		0 VERY HIGH RISK (As a minimum KCC suggest monthly recording as acknowledge people drop out, but if people want to provide a weekly measure or more regularly measurement than monthly which best suits them that will be fine)
% of Participants that reduce their WC by 8–9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Percentage		0.0%	0.0%		0.0% PRECALCULATED FROM Rows 40 AND 36
No. of completers that reduce their WC by 8–9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Number		1	0		1 VERY HIGH RISK (As a minimum KCC suggest monthly recording as acknowledge people drop out, but if people want to provide a weekly measure or more regularly measurement than monthly which best suits them that will be fine)
% of completers that reduce their WC by 8–9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Percentage		10.0%	0.0%		4.5% PRECALCULATED FROM Rows 42 AND 36
No. of Participants that reduce their WC by 8–9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Number		0	0		0 HIGH RISK (As a minimum KCC suggest monthly recording as acknowledge people drop out, but if people want to provide a weekly measure or more regularly measurement than monthly which best suits them that will be fine)
% of Participants that reduce their WC by 8–9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Percentage		0.0%	0.0%		0.0% PRECALCULATED FROM Rows 44 AND 38
No. of completers that reduce their WC by 8–9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Number		0	0		0 HIGH RISK (As a minimum KCC suggest monthly recording as acknowledge people drop out, but if people want to provide a weekly measure or more regularly measurement than monthly which best suits them that will be fine)
% of completers that reduce their WC by 8–9% of their baseline WC measure at the end of the active intervention (12 week Programme)	Percentage		0.0%	0.0%		0.0% PRECALCULATED FROM Rows 46 AND 38
SERVICE SATISFACTION: LIFESTYLE & WEIGHT LOSS (ALL SERVICES)						
% satisfied or very satisfied	Percentage	90–95%		100.0%		Manually Insert (%)

COLOUR CODING	
PHE Guidance	Key Performance Indicators: Tier 2 Weight Management Services for Adults The KPIs proposed in this document are intended to be used in conjunction with a service commissioned and delivered in line with the Public Health England (PHE) Guide to Delivering and Commissioning Tier 2 Adult Weight Management Services.
NICE Guidelines	National Institute for Health and Care Excellence (2014) Clinical Guideline 189: Obesity: identification, assessment and management. Available at: https://www.nice.org.uk/guidance/cg189 National Institute for Health and Care Excellence (2016) Quality Standard 111: Obesity in adults: prevention and lifestyle weight management programmes. Available at: https://www.nice.org.uk/guidance/qsl11 National Institute for Health and Care Excellence (2012) Public Health Guideline: Obesity: working with local communities. Available at: https://www.nice.org.uk/guidance/ph42 National Institute for Health and Care Excellence (2014) Public Health Guideline 53: Weight management: lifestyle services for overweight or obese adults. Available at: https://www.nice.org.uk/guidance/ph53 National Institute for Health and Care Excellence (2013) Public Health Guideline 46: BMI: Preventing ill health and premature death in black, Asian and other minority ethnic groups. Available at: https://www.nice.org.uk/guidance/ph46
Evidenced Based Measure	
Emerging Evidence and Best Practice	
Local Data (PH Fingertips)	Public Health England, Fingertips: a web platform that provides easy access to in-depth analysis of a wide range of health and health related data in thematic profiles. Available at: https://fingertips.phe.org.uk/
Notes & Definitions	In some cases KPI are based on both NICE, PHE and other best practice guidelines. Tools such as Public Health England (PHE) Fingertips, used alongside Kent Joint Strategic Needs Assessment (JSNA) helped to determine our population need of tier 2 weight management services. The Fingertips Profiles are a source of indicators across a range of health and wellbeing themes designed to support our JSNA and commissioning, to improve health and wellbeing and reduce inequalities NHS Diabetes Prevention Programme and Weight Management Services: Eligibility Criteria. Available at: https://www.england.nhs.uk/wp-content/uploads/2016/07/dpp-wm-service.pdf Enrolled = Sign-Ups. Participants = Attended at least one active session. Previously "Engagers", "Participants" is the correct PHE term.

Quarter Narrative Report – Adult Healthy Lifestyle - One You Kent Service Programme Update and Analysis

Provider Name: Sevenoaks District Council

Date of Submission and Quarter: 19th July 2021; Quarter 1

Overall Summary Analysis of the Adult Healthy Lifestyle Service - One You Kent.

You don't need to provide data that is provided in your quarterly performance spreadsheet, but you can refer to it.

Please Do Not

PDF your completed narrative report

Or Insert photos

Inserted tables kept to a minimum

(Photos can be inserted into case studies or sent separately in the email submission)

Please Insert Case Studies into this report using Microsoft Object, or send separately in your email submission.

(you are not expected provide a case study in each section quarterly, but it would be useful to have a selection of areas covered by case studies over the year)

Please tell us:

You can use the suggested bullet points in this document as headings for your narrative

- *Only include services funded through PH adult healthy lifestyle service grant (you can set out other offers you deliver in the Links to other services section of the document)*
- *Any highlights from the last quarter.*
- *Analysis of trends*
- *Target Groups worked with in the period*
- *Progress against targets and any reason for variance*
- *Key points relating to sub-contractor activity. (if applicable)*
- *Opportunities*
- *Challenges*
- *How you have overcome difficulties*

Agenda Item 8

Appendix B

Weight Management

- We started two weight management groups in this quarter on the 18th May (6 participants) and 20th May (6 participants). As this cohort started late within the quarter, KPI's; 54-67 will not be available for submission until the groups conclude on the 3rd & 5th August. As such these KPI's will be updated within the Q2 submission.
- A delay in our start time is a legacy issue following the late start of our October 2020 groups that started late due to the service changes we were making because of COVID-19. However, we are expecting to get this back on track with the groups we will start in September 2021.
- Within our May groups, three of our attendees are male, we are working on improving the data equalities monitoring data collection we gather from service users. Within the May groups we unfortunately do not know the ethnicity of 67% of attendees. 50% of attendees were referred to One You by their GP Practice.
- We are in the process of updating the resources we use for our Weight Management interventions. We are taking inspiration from the fantastic online resource we created (StoryMaps) and are creating one “educational resource”, one “workbook” and one (updated A4) 4-week “food and activity diary” (3 copies per client across the 12 weeks). This will consolidate the multiple paper resources we send to clients over the course of the 12 weeks and will move away from the online resource which has issues over accessibility.

Looking at previous Weight Management Groups

Groups which commenced in October 2020

- Of our 9 “Completers” from these groups (47% of those enrolled) we have managed to contact 6 of them for their 26-week follow-up and all 6 have provided their current weight, the weight loss of these 6 individuals is listed below;

<3%	3-4.9%	5%
2	2	0

- 2 attendees had noted weight gain at their 26 week follow-up

Groups which commenced in February 2021

- Of our 13 “Completers” from these groups (65% of those enrolled) we have managed to contact 1 of them so far for their 26-week follow up. However this individual did not provide their weight at this time.

Looking at our 1:1 Weight Management participants

- Of those clients that have concluded our 1:1 Weight Management service, 3 have “Left the service” earlier than intended. The remaining 4 have concluded the service as intended, with 50% of those able to achieve a “completer” status. None of our attendees have reached a 26 or 52 week follow-up point yet.
- We will look to bring about improvements in the delivery of our 1:1 Weight Management service so that Waist Measurement and satisfaction surveys are incorporated into practice.

Your One You Advisors

- From the 5th July-7th July, the Sevenoaks District Council One You team received “Motivational Interviewing and how to use it effectively” training from The Association of Psychological Therapies. This gave the team a much more in depth understanding of Motivational Interviewing which we are looking to incorporate into our interventions and facilitate motivation to change in more of our clients.
- Daniel McDermott is due to replace the role of Claire Potter in delivering MECC and Motivational Interviewing training with Rebecca Bowers.
- With regard to our Lifestyle Advisor Intervention, some work is needed with advisors with regard to our delivery of the Mental Wellbeing Brief Intervention. As SWEMWBS doesn’t have “results categories” relating to responses, we need to ascertain how a client will be deemed “eligible” to receive Brief Intervention in addition to standardising the content of the Brief Intervention.
- Additionally, some work is needed on the delivery of our Alcohol Interventions. This is to ensure that intervention delivery is standardised and only offered when appropriate to do so.

Looking at previous Lifestyle Advisor Attendees; work is needed to improve our ongoing adherence to our intervention pathway. This is particularly evident in the setting of Exit Goals and their reassessment at the 26-week follow-up. We remain optimistic that our new database ReferAll will assist us with this by providing task reminders to advisors to collect follow-up data from clients.

Lifestyle Advisor Intervention commenced in Q4 (2020/21); 30 clients started our lifestyle advisor service during this quarter. None have yet received a 26-week follow-up appointment.

Lifestyle Advisor Intervention commenced in Q3 (2020/21); 30 clients started our lifestyle advisor service during this quarter, four have had a 26-week follow-up appointment but as none of them set an exit goal, this was not reappraised.

Lifestyle Advisor Intervention commenced in Q2 (2020/21); 15 clients started our lifestyle advisor service during this quarter, two have had a 26-week follow-up appointment and one of those has confirmed that they achieved their exit goal (improve diet and contribute towards the loss of 1-2lbs).

Lifestyle Advisor Intervention commenced in Q1 (2020/21) ; we only started 4 clients with our lifestyle advisor service during this quarter, one of which has had a 26 week follow-up appointment but as the exit goal was not set this has not been reappraised.

Physical Exercise sessions

Before COVID Sevenoaks District Council ran several community exercise opportunities; Health Walks, Chair Based Exercise & Yoga. We are working on bringing these activities back currently, however in bringing them back we are eager to correct some of the issues that were present in them from the outset. Further updates will be provided when these are relaunched in amendments that have been made to “bring them back better”.

Agenda Item 8

Appendix B

Digital Interventions (please provide relevant data that is not included in your quarterly spreadsheet)

- The Sevenoaks One You service remains predominantly in digital delivery for the time being. We have made use of Zoom to provide a video conferencing facility to our clients, however advisors are also using WhatsApp video calls and telephone calls with clients in order to maintain contact and collect data. This applies to our delivery of our Initial Consultation, Lifestyle Advisor & Tier 2 Weight Management Services.
- One You service participants are still offered the opportunity to meet with clients face-to-face and we are able to achieve this at Sevenoaks District Council through a bookable meeting room that has been made COVID safe. It has separate entrance/exit for staff and visitors and the room is partitioned through the centre. However, the vast majority of clients still prefer remote engagement due to the convenience of being able to see an advisor without needing to travel for an appointment.

Digital Accessibility

Digital accessibility is the process of making digital products (websites, mobile apps and other digital tools and technologies) accessible to everyone. It is about providing all users access to the same information, regardless of the impairments they may have

- In reference to our Group Weight Management Service, we had made use of a digital platform, "StoryMaps" to be able to give our attendees access to the learning required for each session. However we plan to move away from this in September 2021 and reintroduce improved physical resources (Why Weight Education resource, Workbook and Food & Activity Diary). We believe this approach will be more accessible than using StoryMaps (where some attendees may not be digitally enabled).

Health MOT

We have not performed any "Health MOT" work this quarter. However it should be noted that our "Initial Assessment" with a client, asks questions of every health behaviour (Smoking Status, GPPAQ, AUDIT-C, Height/Weight/Waist/BMI, SWEMWBS, healthy eating) in addition to all wider determinants of health (loneliness, finances, housing). From the 1st April 2021, this became standard practice for every client to receive when enrolled into our service.

We see the "Health MOT" as more of a community engagement tool pre-enrolment in One You Kent. We have plans to implement a Health MOT into our database system, "ReferAll" at a later stage once community engagement activity once again becomes more commonplace.

MECC/brief advice and interventions

Brief interventions are those practices that aim to identify a real or potential problem and motivate an individual to do something about it. It seeks to motivate and support the individual to consider a change in their behaviour to reduce their risk of harm.

Alcohol Identification & Brief Advice

This is the only intervention which is offered during our “Initial Consultation” and is also offered during our “Lifestyle Advisor Service”.

42 clients received our “Initial Consultation” during Q1. 35 of whom received Brief Advice on Alcohol, however, only 7 of our 42 actually had an AUDIT score of increasing risk or higher.

This is further noted in our Lifestyle Advisor service where again clients can receive the “Brief Advice on Alcohol” intervention, in addition to the “Extended Brief Intervention”. 18 clients received “Brief Advice on Alcohol” during our Lifestyle Advisor service but only one of these clients had an AUDIT score at this point of Increasing risk or higher. Two clients received “Extended Brief Intervention” and neither of these had a score of Higher Risk (or higher).

As such, some work will be delivered with Sevenoaks One You Lifestyle Advisors to ensure that our understanding of the Brief Advice intervention and Extended Brief Intervention is consistent and is applied appropriately with our service users on the basis of need.

However, when reassessing our lifestyle advisor clients AUDIT score at the start of the Lifestyle Advisor service to the “end of intervention session” we can see a 36% reduction in AUDIT score within those we have been able to reassess.

Physical Activity

As highlighted in the data report, 57.9% of attendees of our Lifestyle Advisor service set a goal(s) to improve their physical activity. Looking at our lifestyle advisor clients, we can see that 36% of clients reassessed have managed to improve their GPPAQ score (moving by at least one category) of those that we have been able to reassess at our “end of intervention session”.

Diet

Traditionally we have used an assessment of Fruit and Vegetable consumption as our understanding of dietary behaviour and improvement. Looking at our lifestyle advisor clients, we can see that 50% of clients reassessed have managed to increase their fruit and vegetable consumption (of those that we have been able to reassess at our “end of intervention session”).

We have recently introduced two additional questions in the assessment of diet;

1. High Fat/Sugar foods (e.g. sugary drinks, fried foods, chocolate, biscuits or cake)
How many days last week did you eat this kind of food?
2. Starchy foods (e.g. wholegrain, whole-wheat or wholemeal varieties; rice, pasta, bread, potatoes)
How many days last week did you eat this kind of food?

With these additional questions, we feel we are giving our advisors a great understanding of diet and this enables us to reassess further behaviours. Since introducing the question on High Fat/Sugar foods we can see that 50% of clients reassessed at our “end of intervention session” have reduced their consumption of these types of foods.

Emotional Wellbeing

Our performance on wellbeing is below the 90% target this quarter. I believe this is due to there being a difference in our process of delivery. At the start of our “Lifestyle Advisor” service, all questionnaires might be routinely assessed as an alternate intervention may have a “knock-on” effect on mental wellbeing (even if we are not directly intervening on mental wellbeing during our lifestyle advisor service). It would be beneficial if we had access to a metric that could effectively screen for “good” and “poor” levels of mental wellbeing (similar to AUDIT) as then we would be able to focus the application of this intervention on those that were “eligible” to receive it. However as you can see it was not appropriate to intervene on all our clients even though SWEMWBS was completed as part of our Lifestyle Advisor service.

Looking at our lifestyle advisor clients, we can see that only 5% of clients reassessed have managed to improve their SWEMWBS score of those that we have been able to reassess at our “end of intervention session”. This is solely due to the inconsistencies we have on collecting this particular metric with advisors reporting it being quite challenging to go through some of these very personal questions with clients.

Agenda Item 8

Appendix B

With this feedback coupled with the lack of evidence surrounding what a “good” or “poor” SWEMWBS score is, I would ask that we reconsider the use of this metric in favour of the WHO-5 Well-Being Index.

Weight & Waist Circumference

We have incorporated these assessments into our Lifestyle Advisor service as well to ascertain whether our interventions on physical activity and diet can have an impact on the weight and waist circumference of our participants.

We can see that 59% of clients reassessed have managed to improve their weight, and this has ranged from a weight reduction of 1%-17% of their original baseline weight. We have only seen that 7% of clients reassessed at their “end of intervention session” have managed to reduce their waistline, however we feel this is mainly due to the inaccessibility of this particular metric to our Lifestyle Advisor clients who would not be issued one of our One You tape measures.

Health Walks

Sevenoaks District Council Health Walk activity has not yet resumed, we are working on getting our Health Walks back up and running as soon as possible.

With the One You funding, Sevenoaks District Council has paid the annual license fee to the Ramblers to remain an accredited “Wellbeing Walks” provider. In Sevenoaks, there was an alternate Health Walk provider “Every Step Counts”. We have brought “Every Step Counts” in on our “Wellbeing Walks” scheme license. When established we will therefore be advertising a much wider programme of walks to Sevenoaks residents with the addition of the “Every Step Counts” programme of walks, which will also be much easier and simpler for residents to find on the Ramblers website.

However, building on from the above, we have also had conversations with the community group “Friends of Holcot” and the Involve Wellbeing Contract about replicating this model with themselves as well. This would allow each scheme to come into the Sevenoaks District Council scheme license with the Ramblers, have their walks advertised collectively for Sevenoaks District, receive training to lead walks via Daniel McDermott and manage the ongoing delivery of their programme of walks independently of Sevenoaks District Council. We see this as a fantastic way of expanding the local programme of walks without needing to take on as much of the burden of the future work.

Current Campaigns, Comms and Events linked to healthy lifestyles

One You Social Media Posts

Date	Purpose	Type	Likes	Shares	Views (video only)
30/6	Promote Lower My Drinking	Post	2		
24/6	Promotion of Every Step Counts walks resuming	Post	12		
18/6	Promotion of Healthy Eating Week, tips and One You Easy Meals App	Video	3	2	206
16/6	Promote our presence at Edenbridge Leisure Centre for Diabetes Awareness Week	Post	6	2	
15/6	Promote our presence at Bligh's Meadow Car Park for Diabetes Awareness Week	Post	6	5	

Agenda Item 8

Appendix B

14/6	Promotion of SDC's involvement in Diabetes Awareness Week	Post	4	2	
11/6	Promotion of SDC community engagement work for Diabetes Awareness Week	Video	4	4	183
9/6	Promotion of One You Weight Loss support	Post	1		
5/6	Promotion of SDC Mental Health Strategy	Post		1	
4/6	Promote One You Support for Mental Wellbeing	Post	2	2	
3/6	Post to promote local walking groups	Post	10	4	
3/6	Better Health video in support of SDC Mental Health Strategy	Video	5	4	148
2/6	Support the launch of our mental health strategy	Video	10	3	246
31/5	World no tobacco day post supporting local smokefree support services	Post	1		
19/5	Promotion of One You Service	Post	4	3	
12/5	Promotion of Mental Health Awareness Week	Video	11	4	37
10/5	Promoting Mental Health Awareness Week	Post	2	1	
7/5	Every Mind Matters	Video	3	1	174
4/5	Promote National Walking Month	Post		1	
30/4	Promote Kent Sport Walk Everyday Challenge	Post	2	3	
28/4	Promote One You Support Services	Post	5	4	
14/4	Every Mind Matters promotional	Video	2	1	141

Feedback from the Sevenoaks District Council Communications team is that the One You images used in some of our posts do not generate as great a reaction or interest as some of the local images we have taken ourselves or the video posts that we have created. As such we are hoping to create more video content ourselves to promote our One You service delivery.

On the 15th and 16th June we delivered two community engagement events and performed Diabetes Risk Score testing with local residents of Sevenoaks Town and Edenbridge.

21 Risk Score tests were performed in Bligh's Meadow Car Park in Sevenoaks Town, results showed that 17% had a low risk score, 22% had an increased risk score, 50% had a Moderate risk score and 11% had a High risk score.

18 Risk Score tests were performed in Edenbridge Leisure Centre car par, results showed that 17% had a low risk score, 39% had an increased risk score, 33% had a Moderate risk score and 11% had a High risk score.

One You Kent - User voice - you can refer to the satisfaction figures in your quarterly data report

Our performance on KPI 95 is below that expected. The reason for this is that we had four clients who reached attended Lifestyle Advisor "End of Intervention" session but it was felt that it would not be appropriate to ask them to complete the satisfaction survey. This may have been because we ran out of time in the session or may have been because the client hadn't achieved the level of success they were looking for and therefore unwilling to complete an additional satisfaction survey at this point. When we remove these clients from the equation we are actually performing at 100% satisfied or very satisfied of those that have answered at least 1 question from our satisfaction survey.

Please see below feedback from a client who attended our Group Weight Management service;
"I now fit in clothes better.

Agenda Item 8

Appendix B

Sweets and treats I now share.

Natalia was lovely; she would not give up on me especially when I felt like I could not do it. I would not have done Why Weight if it hadn't of been on zoom".

The below client wanted to provide feedback but I believe based on their feedback that this is a user of our Group Weight Management service.

"I'm not the sort of person who would like publicity about anything, let alone this.

I would however like to say how grateful I am to have had the opportunity to have been a part of this course. This is the second time I have done it and whilst the first certainly did not fail I needed another nudge and injection of enthusiasm to set me on the right path again. For me as for most people being overweight is a mental issue and not a medical issue and it is so helpful to have someone encouraging, reinforcing your confidence and pointing you in the right direction.

For me the take away from the first course was portion control and planning and the take away from the second course is even more about portion control and planning. I already knew a lot about nutrition and I knew I was eating the 'wrong things' which I excused because I was mostly eating the right things. Had I been eating less of the 'wrong things' the situation wouldn't have been so bad. I knew this but found it difficult to have the self control to eat less. I know that if I follow the portion control and planning it works and that if I don't I will lapse. I now have a better understanding that to be sustainable it is OK to eat a little of the 'wrong things' but not too often.

I already knew that weight loss is mostly down to intake and much less to do with exercise. The importance of exercise is more for general health with a range of benefits. I thought the inclusion of the exercise class was helpful.

The challenges will not go away, they will always be there. One of the difficulties if you easily gain weight is comparing yourself with others and the resentment you feel when seemingly similar inputs don't have similar outcomes! Resisting temptation because you want to do it for yourself is important. I have never been happy about my weight, always embarrassed about what others think but I will try to not dwell on this in future. With Jenny sitting on one shoulder and Natalia on the other I intend to succeed."

Lynda from West Kingsdown, a Why Weight participant.

"Weight is creeping on and with age I was finding difficult to lose weight and clothes weren't fitting, I needed to join something to help and make me think about what I was doing

Friendly weekly sessions and support for one and other

Life was busy due to pandemic and mum not very well so couldn't make all the sessions but this has shown me that I do need to make time for me

I have lost some weight, perhaps not as much as I would have liked but I have the tools to help with the journey and it's not a sprint it's a longer process to lose the weight to be healthier

Thank you to all involved"

Risks /Issues - Have you identified any problems which may affect future performance or experienced any unresolved issues that we should be made aware of:

Agenda Item 8

Appendix B

Please note that within the Provider Return Spreadsheet, the percentage calculator for KPI's 34, 36 & 38 are not correct.

- KPI 34 should account for both 1-2-1 and group weight management as both of these services incorporate the "Weight Management Programme", but this isn't possible when the denominator is only references the group weight management programme (KPI 53).
- The above scenario can also be applied to KPI 36.
- KPI 38 specifies that it is the % of individuals in Learning Disabilities in any service, but the denominator of this KPI only connects to the Group Weight Management programme.
- For the above KPI's it might be better for the denominator of all of them to be KPI 6 and then open the definitions of KPI 34 & 36 to include all services (alike KPI 38).

Please note that within the Provider Return Spreadsheet, the percentage calculator for KPI 75 is also incorrect. This KPI uses the KPI 26 "No. of eligible participants in lifestyle that set a goal around physical activity" as the denominator. In the West Kent & Dartford service we treat "Lifestyle Advisor" as a separate intervention from "Tier 2 Weight Management" and not all participants on "Tier 2 Weight Management" will be involved in our "Lifestyle Advisor" service. Potentially this might be resolved with the addition of the KPI "Number of completers followed up at 52 weeks" and using this as the denominator instead. This would also support pre-calculation of KPI's 71 & 73.

There is a concern that the funding we receive from KCC may no longer be sufficient to cover the services fixed costs due to the annual rise of these fixed costs. As the funding from KCC has not risen annual to account for this rise this places a pressure on services to deliver a service within budget.

We would welcome support from KCC on how to limit the risk of COVID-19 infection if we were looking to resume "in person" delivery of our services.

Details of wider determinates of health work in your District area. E.g. Health In all Policies work - (e.g. planning, licensing, Smoke free projects, policy reviews etc).

Mental Health Strategy

We have supported the production of a Mental Health Strategy in Q1.

Health & Wellbeing Action Plan

We have drafted our Health & Wellbeing Action Plan and have undertaken our first quarterly Health Action Team meeting. Further updates on how this work progresses will be provided in future narrative reports.

Healthy Workplace Programme

We are participating in the Healthy Workplace Programme and achieved our Bronze aware in Q1. We are now focusing attention on our Silver and Gold awards.

Results of One You Kent Service Reviews and Audits

I do not believe this is applicable at this stage as we haven't been selected for Audit.

Other work not funded through the Adult Healthy Lifestyle Grant

Nothing to add at this stage.

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Quarter Narrative Report – Adult Healthy Lifestyle - One You Kent Service Programme Update and Analysis

Provider Name: Sevenoaks District Council

Date of Submission and Quarter: 29/10/2021; Quarter 2

Overall Summary Analysis of the Adult Healthy Lifestyle Service - One You Kent.

You don't need to provide data that is provided in your quarterly performance spreadsheet, but you can refer to it.

Please Do Not

PDF your completed narrative report

Or Insert photos

Inserted tables kept to a minimum

(Photos can be inserted into case studies or sent separately in the email submission)

Please Insert Case Studies into this report using Microsoft Object, or send separately in your email submission.
(you are not expected provide a case study in each section quarterly, but it would be useful to have a selection of areas covered by case studies over the year)

Please tell us:

You can use the suggested bullet points in this document as headings for your narrative

- *Only include services funded through PH adult healthy lifestyle service grant (you can set out other offers you deliver in the Links to other services section of the document)*
- *Any highlights from the last quarter.*
- *Analysis of trends*
- *Target Groups worked with in the period*
- *Progress against targets and any reason for variance*
- *Key points relating to sub-contractor activity. (if applicable)*
- *Opportunities*
- *Challenges*
- *How you have overcome difficulties*

Agenda Item 8

Appendix C

Weight Management

- All our group weight management services continue to be delivered through Zoom, our 1:1 weight management clients have the option of seeing their advisor at Sevenoaks District Council in our COVID secure meeting room.
- We started two weight management groups in this quarter on the 21st September (10 participants) and 23rd September (nine participants). As this cohort started late within the quarter, KPI's; 54-67 will not be available for submission until the groups conclude on the 7th & 9th December. As such, these KPI's will be updated within the Q3 submission.
- Within our September groups, one of our attendees are male, our capture of equalities monitoring data collection has improved to the point where we know the ethnicity of 58% of service users. 26% of attendees were referred to One You by their GP Practice, 26% of attendees were Self-Referrals to One You.
- In our September term of Why Weight, we are making use of our newly designed resources for our Weight Management Interventions. These are an “educational resource”, “workbook” and an A4 “food and activity diary”. This has been a fantastic addition to the service and has saved a considerable amount of time in compiling resources for our group weight management service. In addition, we have seen a positive response from our service users who have acknowledged the quality of the new resources.

Looking at previous Weight Management Groups

Groups which commenced in October 2020

- Of our 9 “Completers” from these groups (47% of those enrolled) we have managed to contact 6 of them for their 26-week follow-up and all 6 have provided their current weight, the weight loss of these 6 individuals is listed below;

<3%	3-4.9%	5%
2	2	0

- Two attendees had noted weight gain at their 26 week follow-up
- Of our nine “Completers” from these groups (47% of those enrolled) we have managed to contact six of them for their 39 week follow-up and all six have provided their current weight, the weight loss of these six individuals is listed below;

<3%	3-4.9%	5%
1	2	1 (11.7% weight loss)

- Two attendees had noted weight gain at their 39 week follow-up when compared to their baseline weight.
- We have also managed to collect one clients 52 week follow-up and I can confirm that they have demonstrated a greater than 5% weight loss when compared to baseline data collection.

Groups which commenced in February 2021

- Of our 13 “Completers” from these groups (65% of those enrolled) we have managed to contact seven of them for their 26-week follow-up and four have provided their current weight, the weight loss of these 6 individuals is listed below;

Agenda Item 8

Appendix C

<3%	3-4.9%	5%
1	2	1
• Of our 13 “Completers” from these groups (65% of those enrolled) we have managed to contact three of them for their 39 week follow-up and all three have provided their current weight, the weight loss of these three individuals is listed below;		
<3%	3-4.9%	5%
1	1	1 (10.8% weight loss)

Looking at our 1:1 Weight Management participants

- Of those clients that have concluded our 1:1 Weight Management service, four have “Left the service” earlier than intended. The remaining 16 have concluded the service as intended, with 44% of those able to achieve a “completer” status. It’s important to note here that we find less need to deliver a minimum of eight sessions with all 1:1 weight management attendees. This is because service users are generally of lower risk and may be more knowledgeable around weight management. In addition, our delivery of content is easier with individuals than groups, so we can be more efficient in 1:1 delivery and cover multiple topics in single sessions easier.
- Four clients have been contacted for their 26-week follow-up with three providing a weight. One of these participants has gained weight; however, the other two have demonstrated weight loss greater than 5%.

Your One You Advisors

Looking at previous Lifestyle Advisor Attendees; work is needed to improve our ongoing adherence to our intervention pathway. This is particularly evident in the setting of Exit Goals and their reassessment at the 26-week follow-up. We remain optimistic that our new database ReferAll will assist us with this by providing task reminders to advisors to collect follow-up data from clients.

Lifestyle Advisor Intervention commenced in Q1 (2021/22); 21 clients started our lifestyle advisor service during this quarter, three have had a 26-week follow-up appointment and as none of them set an exit goal, this was not reappraised.

Lifestyle Advisor Intervention commenced in Q4 (2020/21); 30 clients started our lifestyle advisor service during this quarter, six have had a 26-week follow-up appointment and one of those has confirmed that they achieved their exit goal (continue with weight loss plan and continue to maintain new exercise regime).

Lifestyle Advisor Intervention commenced in Q3 (2020/21); 30 clients started our lifestyle advisor service during this quarter, four have had a 26-week follow-up appointment but as none of them set an exit goal, this was not reappraised.

Lifestyle Advisor Intervention commenced in Q2 (2020/21); 15 clients started our lifestyle advisor service during this quarter, two have had a 26-week follow-up appointment and one of those has confirmed that they achieved their exit goal (improve diet and contribute towards the loss of 1-2lbs).

Lifestyle Advisor Intervention commenced in Q1 (2020/21); we only started 4 clients with our lifestyle advisor service during this quarter, one of which has had a 26 week follow-up appointment but as the exit goal was not set this has not been reappraised. No 39 or 52-week follow-ups have been collected for these individuals yet.

Agenda Item 8

Appendix C

When comparing the outcomes of our lifestyle advisor service at the end of their intervention with the numbers of clients who provide a (improvable) score to the respective behaviour at baseline, we see the following percentage improvement respective of each behaviour:

- 29% improvement in physical activity score.
- 43% reduction in alcohol score.
- 17% improvement in mental wellbeing score.
- 48% improvement in fruit and vegetable consumption.
- 44% reduction in high fat food consumption.
- 74% reduction in weight.
- 18% reduction in waist circumference.

A proportion of the low scores seen above can be explained by the metric not being reassessed at the end of intervention point. However, in the case of GPPAQ, it can also be the result of it being very difficult to progress from one GPPAQ category to another to be able to demonstrate improvement in Physical Activity.

When we look at the weight improvement for Lifestyle Advisor clients we can see the following improvement;

<3%	3-4.9%	5%
17	9	9

Physical Exercise sessions

Unfortunately, at this stage we have not been able to progress the reinstatement of any of our exercise services that we ran pre-COVID.

Digital Interventions (please provide relevant data that is not included in your quarterly spreadsheet)

- The Sevenoaks One You service remains predominantly in digital delivery for the time being. We have made use of Zoom to provide a video conferencing facility to our clients, however advisors are also using WhatsApp video calls and telephone calls with clients in order to maintain contact and collect data. This applies to our delivery of our Initial Consultation, Lifestyle Advisor & Tier 2 Weight Management Services.
- One You service participants are still offered the opportunity to meet with clients face-to-face and we are able to achieve this at Sevenoaks District Council through a bookable meeting room that has been made COVID safe. It has separate entrance/exit for staff and visitors and the room is partitioned through the centre. However, the vast majority of clients still prefer remote engagement due to the convenience of being able to see an advisor without needing to travel for an appointment.

Digital Accessibility

Digital accessibility is the process of making digital products (websites, mobile apps and other digital tools and technologies) accessible to everyone. It is about providing all users access to the same information, regardless of the impairments they may have

- In our September term of Why Weight, we are making use of our newly designed resources for our Weight Management Interventions. These are an “educational resource”, “workbook” and an A4 “food and activity diary”. These resources will replace the digital platform we have been making use of “StoryMaps”. The new resources are accompanied by a new teaching plan; this

Appendix C

<p>encourages our service users to complete pre-session “homework” which are accompanied by in session teaching and activities. We feel this is a more accessible approach than our previous use of “StoryMaps” and has streamlined the sending of physical resources to One You clients.</p> <ul style="list-style-type: none">• Our Group Weight management service continues to be delivered using Zoom. If this is inaccessible to service users then we provide an alternate service offer of them accessing our 1:1 weight management service instead which can be delivered more flexibly to meet the needs of the individual.• Based on the current financial position of the service, it is unlikely that the Sevenoaks District Council service will be able to resume delivery of services “in-person” where there are venue hire costs at community venues.
<hr/> <p style="text-align: center;">Health MOT</p> <hr/>
<p>We have not performed any “Health MOT” work this quarter. However it should be noted that our “Initial Assessment” with a client, asks questions of every health behaviour (Smoking Status, GPPAQ, AUDIT-C, Height/Weight/Waist/BMI, SWEMWBS, healthy eating) in addition to all wider determinants of health (loneliness, finances, housing). From the 1st April 2021, this became standard practice for every client to receive when enrolled into our service.</p> <p>We see the “Health MOT” as more of a community engagement tool pre-enrolment in One You Kent. We have plans to implement a Health MOT into our database system, “ReferAll” at a later stage once community engagement activity once again becomes more commonplace.</p> <hr/>
<p style="text-align: center;">MECC/brief advice and interventions</p> <p>Brief interventions are those practices that aim to identify a real or potential problem and motivate an individual to do something about it. It seeks to motivate and support the individual to consider a change in their behaviour to reduce their risk of harm.</p> <hr/> <p>Alcohol Identification & Brief Advice</p> <p>This is the only intervention which is offered during our “Initial Consultation” and is also offered during our “Lifestyle Advisor Service”.</p> <p>49 clients received our “Initial Consultation” during Q2. 10 of whom received Brief Advice on Alcohol, however, only 8 of our 49 actually had an AUDIT score of increasing risk or higher.</p> <p>This is corrected somewhat in our Lifestyle Advisor service where again clients can receive the “Brief Advice on Alcohol” intervention, in addition to the “Extended Brief Intervention”. 4 clients received “Brief Advice on Alcohol” during our Lifestyle Advisor service and all 4 Increasing risk AUDIT score.</p> <p>This is an improvement from Q1 but there is still opportunity to further improve our data collection to ensure that only those who receive intervention(s) on alcohol are eligible to receive these services on the basis of their AUDIT score.</p> <p>However, when reassessing our lifestyle advisor clients AUDIT score at the start of the Lifestyle Advisor service to the “end of intervention session” we can see a 43% reduction in AUDIT score within those we have been able to reassess.</p> <p>Physical Activity</p>

Agenda Item 8

Appendix C

As highlighted in the data report, 64.3% of attendees of our Lifestyle Advisor service set a goal(s) to improve their physical activity. Looking at our lifestyle advisor clients, we can see that 29% of clients reassessed have managed to improve their GPPAQ score (moving by at least one category) of those that we have been able to reassess at our “end of intervention session”.

Diet

Traditionally we have used an assessment of Fruit and Vegetable consumption as our understanding of dietary behaviour and improvement. Looking at our lifestyle advisor clients, we can see that 48% of clients reassessed have managed to increase their fruit and vegetable consumption (of those that we have been able to reassess at our “end of intervention session”).

We have recently introduced two additional questions in the assessment of diet;

1. High Fat/Sugar foods (e.g. sugary drinks, fried foods, chocolate, biscuits or cake)
How many days last week did you eat this kind of food?
2. Starchy foods (e.g. wholegrain, whole-wheat or wholemeal varieties; rice, pasta, bread, potatoes)
How many days last week did you eat this kind of food?

With these additional questions, we feel we are giving our advisors a great understanding of diet and this enables us to reassess further behaviours. Since introducing the question on High Fat/Sugar foods we can see that 44% of clients reassessed at our “end of intervention session” have reduced their consumption of these types of foods.

Emotional Wellbeing

Our performance on wellbeing is below the 90% target this quarter. I believe this is due to there being a difference in our process of delivery. At the start of our “Lifestyle Advisor” service, all questionnaires might be routinely assessed as an alternate intervention may have a “knock-on” effect on mental wellbeing (even if we are not directly intervening on mental wellbeing during our lifestyle advisor service). It would be beneficial if we had access to a metric that could effectively screen for “good” and “poor” levels of mental wellbeing (similar to AUDIT) as then we would be able to focus the application of this intervention on those that were “eligible” to receive it. However as you can see it was not appropriate to intervene on all our clients even though SWEMWBS was completed as part of our Lifestyle Advisor service.

Looking at our lifestyle advisor clients, we can see that only 17% of clients reassessed have managed to improve their SWEMWBS score of those that we have been able to reassess at our “end of intervention session”. This is solely due to the inconsistencies we have on collecting this particular metric with advisors reporting it being quite challenging to go through some of these very personal questions with clients.

With this feedback coupled with the lack of evidence surrounding what a “good” or “poor” SWEMWBS score is, I would ask that we reconsider the use of this metric in favour of the WHO-5 Well-Being Index.

Weight & Waist Circumference

We have incorporated these assessments into our Lifestyle Advisor service as well to ascertain whether our interventions on physical activity and diet can have an impact on the weight and waist circumference of our participants.

We can see that 74% of clients reassessed have managed to improve their weight, and this has ranged from a weight reduction of <1%-18% of their original baseline weight. We have only seen that 18% of clients reassessed at their “end of intervention session” have managed to reduce their waistline, however we feel this is mainly due to the inaccessibility of this particular metric to our Lifestyle Advisor clients who would not be issued one of our One You tape measures.

Health Walks

Appendix C

Sevenoaks District Council Health Walk activity has not yet resumed, we are working on getting our Health Walks back up and running as soon as possible but have had significant challenges with the motivation of volunteers to resume volunteering post COVID, in addition to finding the time and capacity to enable new volunteers to get involved.

We have promoted this volunteering opportunity in our InShape magazine and this has resulted in some positive responses from local residents.

Walking for health!

Walking is a great form of exercise and we're incredibly lucky to have some beautiful spots to visit.



Could you be a volunteer?

'Walking for health' is a national initiative, created by The Ramblers, to give people the confidence to get out walking and enjoy the outdoors in a safe way with the support of a team of trained volunteers.

The walks are completely free and a great way to meet new people whilst getting fitter. The walks usually last about an hour and are always at the pace of the slowest walker, so no one gets left behind.

If you're interested in taking part in a health walk, visit www.sevenoaks.gov.uk/walking to find your nearest one.

Cllr Lesley Dyball, our Cabinet Member for People and Places, says: "Being a volunteer means you'll get to support others to become more active whilst meeting lots of new and interesting people and gaining the benefit of being outside in some beautiful green spaces."

"In addition, you'll contribute towards your own health by participating too. There are lots of different roles available and you can give as much or as little time as you'd like. Training is also provided to ensure you feel confident leading or supporting the walks."

If you're interested in becoming a volunteer, email healthy.living@sevenoaks.gov.uk or call 01732 227000 to find out more.

www.sevenoaks.gov.uk

sdc_newsdesk

Current Campaigns, Comms and Events linked to healthy lifestyles

One You Social Media Posts

Date	Purpose	Type	Likes	Shares	Views (video only)
09/7	Promote Every Mind Matters	Post with gif video	3	1	157
20/7	Promoting KCC's post of free bus travel and leisure centre discounts for children and young people	Post	1	2	
21/7	Promoting importance of vaccination (NHS image)	Post	10		
22/7	Promoting the Smoking Cessation service	Post	2	1	
24/7	Promoting Samaritans Awareness Day	Post	3	1	
4/8	Promoting Cycle to work day	Post	3		
10/8	Promoting the opportunity to become a volunteer walk leader	Post	5	2	
25/8	Promotion of weight management service	Post			
26/8	Promoting the opportunity to become a volunteer walk leader	Post	5		
28/8	Parkrun Swanley promotion post	Post	1	3	
2/9	Parkrun Swanley promotional post	Post	4	6	
6/9	High blood pressure promotional post	Post	1		
7/9	Promote Every Mind Matters	Post with gif video	3	2	170
9/9	Promoting world suicide prevention day	Post	5	2	
10/9	Promoting world suicide prevention day	Post	3	1	

Agenda Item 8

Appendix C

14/9	Better Health Quit Smoking	Post	2		
22/9	Promoting our support of national fitness day	Video	3	3	183
29/9	Promoting World Heart Day	Video	3	1	156
30/9	Better Health Quit Smoking	Post with gif video	1		121

On the 5th, 11th and 16th August we joined the Health Engagement events in Swanley and Edenbridge in support of the families with young children.

On the 9th August our One You advisors supported a Young Carer's event to promote One You service support. delivered two community engagement events and performed Diabetes Risk Score testing with local residents of Sevenoaks Town and Edenbridge.

One You Kent - User voice - you can refer to the satisfaction figures in your quarterly data report

Our performance of KPI 95 sits consistently at 100%. Please see below case study feedback provided by our clients in this quarter;

Feedback from a client supported in our Group Weight Management service;

"I have tried on several occasions to lose weight but have never been very successful. I might have lost a few kilos but then they go back on again. Now, at the age of 66, knowing that things get harder as you grow older, I felt it necessary to make a change. I do a lot of tenpin bowling at County and Country level as a senior and know that I still have the chance of playing in more international events as a senior bowler both for Kent and for England. Losing weight will help me to continue in my chosen sport and hopefully more competitive. Seeing the notice in the IN-Shape magazine gave me an opportunity for this.

Over the 12 weeks of the course, I have learnt that I need to more take care over what I eat and also how much. My choices previously may not have been that healthy and there was probably too much on my plate that I thought I had to finish.

Now I look at my portion sizes, work out in advance what I am going to eat and also study the labels when I go to the supermarket. They can be very informative but also very alarming when you look at the sugar and fats that some things contain, very eye opening! I have now introduced more fruit and fresh vegetables into my diet and cut down on the amount of meat I was eating. I still haven't yet managed to try pulses but I'm working on it.

The addition of the 30-minute exercise class each week has also been helpful and having the video to use this at other times between classes has been very useful.

I haven't been perfect but have managed to lose over 7kgs in weight and am still following all the useful information given during the course.

The fact that I know I can still contact Jenny or Natalia and that the story maps are available for the next year gives me an even bigger boost to keep the weight off.

Thanks to One You and Sevenoaks Council for this course."

A 44 year old female supported through our group weight management service;

"Thank you for Natalia and Jenny for their wonderful support while I made lifestyle changes to help with weight loss. Natalia has supported me in 1 to 1 sessions and later included me in group sessions with the support of Jenny. Both ladies were so supportive and non judgemental, helping in a kind and generous way with time and information to help me make the changes I needed.

In particular Natalia realised that there was more going on for me in my life and with my Mental Health and she arranged and suggested support for me through an online mental health service (leso). This has been

Agenda Item 8

Appendix C

enormously helpful and without it, I don't think I was in a mental health space to have made the changes I managed to make.

The most important things I have learned with Why Weight is that Exercise is important but that is also a valuable tool for my mental well-being more than my physical health. I now include exercise in my daily routine. Portion sizes and planning will be the most important advice I take forward as I am now finding planning my meals interesting and fun while taking note of my daily portion sizes.

I have also learnt not to restrict certain foods. The restrictive diets I now realised were adding to my weight gain and mental health stresses while I obsessed about the wrong things and what foods I needed to exclude. The Why Weight program has shown me that all foods are important but to plan ahead and to control daily portions to create a balanced lifestyle.

I am now on track to losing weight in a healthy way and I am so grateful for what I have learnt. Thank you ladies!"

Risks /Issues - Have you identified any problems which may affect future performance or experienced any unresolved issues that we should be made aware of:

Issues in the KPI spreadsheet calculation (identified in the previous quarter) have not been corrected within the spreadsheet yet as we expected an updated spreadsheet to be shared with us that corrected the errors.

There is continued concerns that the funding we receive from KCC may no longer be sufficient to cover the services fixed costs due to the annual rise of these fixed costs. A letter is being drafted to present this situation to KCC.

Details of wider determinates of health work in your District area. E.g. Health In all Policies work - (e.g. planning, licensing, Smoke free projects, policy reviews etc).

Mental Health Strategy

We have drafted three Kent & Medway Better Mental Health Pledges that support our Mental Health Strategy and drive our support of improving mental health in 2021/22.

Results of One You Kent Service Reviews and Audits

I do not believe this is applicable at this stage as we haven't been selected for Audit.

Other work not funded through the Adult Healthy Lifestyle Grant

One You Plus

We were given additional funding from Kent County Council to fund a One You Plus officer post until the end of the financial year. The remit of this post is to support SDC residents recovery from the Coronavirus pandemic, this is not about the residents physical recovery having contracted Coronavirus, it's about the changes in life circumstances that may have resulted from the Coronavirus pandemic. This could be increased anxiety in resuming independent life, poor mental wellbeing as a result of increased social isolation, physical fitness and frailty impacted by prolonged sedentary lifestyle in lockdown, future outcomes impacted by a loss of employment opportunities.

Agenda Item 8

Appendix C

Progress to date in this role; all residents in the Extremely Clinically Vulnerable list in Sevenoaks were contacted to offer them this service (398 persons) we have to date received reply from 2 of these who confirmed they were looking for support.

We are looking at alternate ways to promote the support associated to this role, we anticipate a promotion in the next edition of In Shape and we are looking at the possibility of web content to promote the service to residents with supported social media promotion.

This role also has a small amount of project budget associated to it, which can be used to establish new projects that directly tackle the challenges residents are experiencing in resuming independence post COVID-19 lockdown.

Helping Hands; Our Parks

We were successful in our “Helping Hands” funding bid to bring the organisation “Our Parks” to Sevenoaks District. We have been awarded just under £10k which will allow us to pilot 6 “Our Park” group exercise sessions across the Sevenoaks District. This will give Sevenoaks District residents 6 classes that will each provide 30 weeks of free exercise based in Parks and Green spaces around the Sevenoaks District. Once the funding is concluded these sessions will move into a paid-by-user model to become sustainable.

One You Client Voice

Please see below feedback from a client who attended our Group Weight Management service;

"I now fit in clothes better.

Sweets and treats I now share.

Natalia was lovely; she would not give up on me especially when I felt like I could not do it.

I would not have done Why Weight if it hadn't of been on zoom".

The below client wanted to provide feedback but I believe based on their feedback that this is a user of our Group Weight Management service.

"I'm not the sort of person who would like publicity about anything, let alone this.

I would however like to say how grateful I am to have had the opportunity to have been a part of this course. This is the second time I have done it and whilst the first certainly did not fail I needed another nudge and injection of enthusiasm to set me on the right path again. For me as for most people being overweight is a mental issue and not a medical issue and it is so helpful to have someone encouraging, reinforcing your confidence and pointing you in the right direction.

For me the take away from the first course was portion control and planning and the take away from the second course is even more about portion control and planning. I already knew a lot about nutrition and I knew I was eating the 'wrong things' which I excused because I was mostly eating the right things. Had I been eating less of the 'wrong things' the situation wouldn't have been so bad. I knew this but found it difficult to have the self control to eat less. I know that if I follow the portion control and planning it works and that if I don't I will lapse. I now have a better understanding that to be sustainable it is OK to eat a little of the 'wrong things' but not too often.

I already knew that weight loss is mostly down to intake and much less to do with exercise. The importance of exercise is more for general health with a range of benefits. I thought the inclusion of the exercise class was helpful.

The challenges will not go away, they will always be there. One of the difficulties if you easily gain weight is comparing yourself with others and the resentment you feel when seemingly similar inputs don't have similar outcomes! Resisting temptation because you want to do it for yourself is important. I have never been happy about my weight, always embarrassed about what others think but I will try to not dwell on this in future. With Jenny sitting on one shoulder and Natalia on the other I intend to succeed."

Lynda from West Kingsdown, a Why Weight participant.

"Weight is creeping on and with age I was finding difficult to lose weight and clothes weren't fitting, I needed to join something to help and make me think about what I was doing

Friendly weekly sessions and support for one and other

Agenda Item 8

Appendix D

Life was busy due to pandemic and mum not very well so couldn't make all the sessions but this has shown me that I do need to make time for me

I have lost some weight, perhaps not as much as I would have liked but I have the tools to help with the journey and it's not a sprint it's a longer process to lose the weight to be healthier

Thank you to all involved"

Feedback from a client supported in our Group Weight Management service;

"I have tried on several occasions to lose weight but have never been very successful. I might have lost a few kilos but then they go back on again. Now, at the age of 66, knowing that things get harder as you grow older, I felt it necessary to make a change. I do a lot of tenpin bowling at County and Country level as a senior and know that I still have the chance of playing in more international events as a senior bowler both for Kent and for England. Losing weight will help me to continue in my chosen sport and hopefully more competitive.

Seeing the notice in the IN-Shape magazine gave me an opportunity for this.

Over the 12 weeks of the course, I have learnt that I need to more take care over what I eat and also how much. My choices previously may not have been that healthy and there was probably too much on my plate that I thought I had to finish.

Now I look at my portion sizes, work out in advance what I am going to eat and also study the labels when I go to the supermarket. They can be very informative but also very alarming when you look at the sugar and fats that some things contain, very eye opening! I have now introduced more fruit and fresh vegetables into my diet and cut down on the amount of meat I was eating. I still haven't yet managed to try pulses but I'm working on it.

The addition of the 30-minute exercise class each week has also been helpful and having the video to use this at other times between classes has been very useful.

I haven't been perfect but have managed to lose over 7kgs in weight and am still following all the useful information given during the course.

The fact that I know I can still contact Jenny or Natalia and that the story maps are available for the next year gives me an even bigger boost to keep the weight off.

Thanks to One You and Sevenoaks Council for this course."

A 44 year old female supported through our group weight management service;

"Thank you for Natalia and Jenny for their wonderful support while I made lifestyle changes to help with weight loss. Natalia has supported me in 1 to 1 sessions and later included me in group sessions with the support of Jenny. Both ladies were so supportive and non judgemental, helping in a kind and generous way with time and information to help me make the changes I needed.

In particular Natalia realised that there was more going on for me in my life and with my Mental Health and she arranged and suggested support for me through an online mental health service (Ieso). This has been enormously helpful and without it, I don't think I was in a mental health space to have made the changes I managed to make.

Agenda Item 8

Appendix D

The most important things I have learned with Why Weight is that Exercise is important but that it is also a valuable tool for my mental well-being more than my physical health. I now include exercise in my daily routine. Portion sizes and planning will be the most important advice I take forward as I am now finding planning my meals interesting and fun while taking note of my daily portion sizes.

I have also learnt not to restrict certain foods. The restrictive diets I now realised were adding to my weight gain and mental health stresses while I obsessed about the wrong things and what foods I needed to exclude. The Why Weight program has shown me that all foods are important but to plan ahead and to control daily portions to create a balanced lifestyle.

I am now on track to losing weight in a healthy way and I am so grateful for what I have learnt.

Thank you ladies!"

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QUERCUS HOUSING UPDATE

Housing and Health Advisory Committee - 17 January 2022

Report of: Chief Officer, People and Places

Status: For Consideration

Key Decision: No

Executive Summary: This report provides an update on Quercus Housing's completed investments and investment opportunities.

This report supports the Key Aim of: the Housing and Health Strategy 2017-2021.

Portfolio Holder: Cllr. Kevin Maskell

Contact Officer(s): Sarah Robson, Ext. 7219

Recommendation to Housing and Health Advisory Committee:

To receive and note report.

Reason for recommendation: At its meeting of 20 October 2021, the Housing and Health Advisory Committee requested an update on the progress of Quercus Housing.

Introduction and Background

1. At its meeting held on 20 October 2021, the Housing and Health Advisory Committee requested an update from officers on the progress of Quercus Housing.
2. Quercus Housing was set up by Sevenoaks District Council (SDC) as a not for profit, in order to make effective use of s106 commuted sums by investing in a long term supply of affordable homes within the Sevenoaks District.
Quercus Housing will:
 - Increase affordable housing (in line with the Government's definition) supply available for SDC's use;
 - Contribute to meeting housing needs as set out within the Council's Housing Strategy and Local Housing Needs Study (May 2017) and as identified by the Council's Homelessness team based on their

Agenda Item 9

experience of helping people who are homeless and for whom the Council has a statutory duty;

- Provide temporary accommodation and avoid the use of Bed & Breakfast
- Support older people to downsize and free up family homes;
- Meet the housing needs of working people on lower incomes;
- Invest in property assets that deliver a long term financial return so that this may be reinvested in additional affordable housing;
- Provide an ownership vehicle for affordable homes built by Quercus 7 where required under s106 Planning agreements;
- Make use of available s106 commuted sums;
- Purchase long-term empty homes.

Board Membership and Reporting Structure

3. The Quercus Housing Board consists of three SDC Chief Officers and two Non-Executive Directors who bring relevant property and finance expertise.
4. The Board report to the Guarantor Board (consisting of SDC Cabinet Members) on a quarterly basis.
5. The Council has delegated its responsibility for overseeing the trading activities of the Company to a Guarantor Board, and the Leader of the Council has been nominated as the shareholder representative.

Business Plan

6. The current Quercus Housing Business Plan covers the period April 2021 to March 2022 and was updated and approved by the Guarantor Board on 5 March 2020.
7. A target has been set for the Board, which is to provide 10 ‘genuinely affordable’ homes each year.
8. Of the £6 million s106 monies intended for Quercus Housing, £2.75m was approved through Portfolio Holder decision to be allocated for the purchase of Gladedale House. The remaining monies were approved to be allocated to the purchase of 11-13 High Street. Therefore, the original £6 million of s106 monies has now been spent on the delivery of affordable housing.
9. In September 2021, the Quercus Housing Business Plan was revised, which would enable the company to undertake prudential borrowing, for example, through the Public Works Loan Board, via the Council, where appropriate and subject to the usual approval mechanisms, including the review of the financial compliance aspects and scheme viability in consultation with the Quercus Housing Guarantor Board.

Completed investments



10. In September 2019, Quercus Housing purchased the freehold of Gladedale House in Westerham, a property newly-converted into residential use. The Company signed a Local Lettings Policy Agreement with the Council, ensuring that the investment of s106 money in the property secured for the Council the appropriate tenure and rent levels. The property is made up of 14 one and two bedroom flats. Five of the units have been leased to Quercus 7 for market rent, 5 units conform to the new 'genuinely affordable' definition in that they are within the Local Housing Allowance rate and the remaining 4 units are 'intermediate rent', in that they are 80% of market rate and offered to local essential workers. This spread of affordability supports the Council's Housing strategy. All of the flats are now occupied. The total cost of the project was £3.771m, with £2.481 million funded from S106 affordable housing contributions and the remainder of the cost, paid for by Quercus 7, for its leasehold properties.

Investment Opportunities



Agenda Item 9

11. Heads of Terms were agreed in December 2020 to acquire the freehold of 11-13 High Street, Swanley for £3,600,000 (15 flats at £240,000 per flat on average). The property is in the course of development and comprises 12 two bed flats and 3 one bed flats. The shops are to be retained by the developer on a 999 year lease at a peppercorn ground rent.
12. The flats will be held for letting purposes for residents within the district at affordable rents in an area which is popular with renters. Funding will come from off-site s106 contributions. Rental income will pay for the operation of the company and management of the properties and in meeting company objectives.
13. Quercus Housing finalised the exchange of contracts at the price agreed on 16 July 2021. The target date for practical completion is January 2022. Delay to completion has been as a result of disruption to the supply chain and workers absent due to Covid-19.
14. The former nursing home Abbey Court, West Kingsdown comprises 22 bedrooms, a shared living room and kitchens, which could be converted into approximately 19 self-contained units for affordable rent. The building requires refurbishment and alterations to provide the right mix of shared accommodation. In planning terms, the use would be a house in multiple occupation (HMO) requiring a change of use. An offer has been submitted by Quercus Housing to the agent. Quercus Housing's offer was not the highest, but is considered the most deliverable. A price has been agreed to modify the restrictive covenant and draft heads of terms issued to the agents, Savills.
15. However, there is currently insufficient s106 funding to support the total renovation costs. Although the project is not straightforward, it does provide a rare opportunity to meet a hard to fulfil need and therefore we are attempting to find a way forward and in a realistic timeframe given there is planning and refurbishment required. Solicitors have been instructed to undertake due diligence in order to properly evaluate the investment property, understand the property's potential and any risks involved in the purchase.
16. At its meeting held on 16 November 2021, Council agreed to undertake prudential borrowing of approximately £1 million via the Public Works Loan Board, which it would loan to Quercus Housing, to enable progress with the purchase and refurbishment of Abbey Court to support the continued delivery of affordable housing in the district.
17. The Council's Housing team would use Abbey Court to provide suitable move on accommodation at affordable rent for households currently placed in temporary accommodation, but would develop its Local Lettings Plan in consultation with local councillors and the parish council to also support residents with a local connection and housing need in West Kingsdown

Future Prospects

18. Investment opportunities continue to be actively pursued with the aim of having a pipeline of schemes that continue to meet the financial plan within the Business Plan approved by the Guarantor Board.

Other options Considered and/or rejected

Not applicable.

Key Implications

Financial

There are no financial implications resulting from this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications resulting from this report. However, it should be noted that the Council's Head of Legal and Governance acts as Monitoring Officer for Quercus Housing. A Risk Strategy has been completed for Quercus Housing, with a Risk Assessment being monitored and reviewed quarterly by the Board.

Equality Assessment

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

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Conclusions

At its meeting held on 20 October 2021, the Housing and Health Advisory Committee, requested an update from officers on the progress of Quercus Housing. This report provides the advisory committee with an outline of progress to date.

Appendices

None

Background Papers

None

Agenda Item 9

Sarah Robson

Deputy Chief Executive and Chief Officer - People and Places

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Agenda Item 10

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Agenda Item 10

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Other options Considered and/or rejected

Not applicable.

Key Implications

Financial

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Legal Implications and Risk Assessment Statement.

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Equality Assessment

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Net Zero Implications

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Conclusions

At its meeting held on 20 October 2021, the Housing and Health Advisory Committee, requested an update from officers on the progress of Quercus Housing. This report provides the advisory committee with an outline of progress to date.

Appendices

None

Background Papers

None

Agenda Item 10

Sarah Robson

Deputy Chief Executive and Chief Officer - People and Places

SUMMARY OF THE SEVENOAKS DISTRICT EMERGING HOUSING STRATEGY 2022-2026

Housing and Health Advisory Committee - 17 January 2022

Report of: Deputy Chief Executive and Chief Officer, People and Places

Status: For Decision

Also considered by:

- Cabinet - 10 February 2022

Key Decision: Yes

Significant in terms of its effects on the communities living or working in an area comprising of 2 or more wards in the District.

Executive Summary Local authorities are not required by Government to have a formal housing strategy, but they are expected to adopt a strategic approach to housing in their local areas to deliver a thriving housing market and address local needs. This report presents a summary of the key priorities and themes of Sevenoaks District Council's emerging Housing Strategy for consideration and approval for public consultation. The final Housing Strategy document will require approval by Full Council so that it may be adopted. A draft timetable is therefore provided detailing the possible timeline to Full Council in July 2022.

This report supports the Key Aim of: delivering a sustainable economy where people can live, work and travel more easily and are empowered to shape their communities.

Portfolio Holder: Cllr Kevin Maskell

Contact Officer: Sharon Donald, Housing Strategy Manager, Ext. 7131

Recommendation to Housing & Health Advisory Committee:

- a) To consider the summary of the emerging Housing Strategy;
- b) To support the summary of the emerging Housing Strategy being presented to Cabinet in February 2022, where approval will be sought to undertake full public consultation on the draft priorities and summary.

Recommendation to Cabinet:

- a) To consider the draft priorities and summary of the emerging Housing Strategy;
- b) To approve any minor amendments to the summary being incorporated by the Housing Strategy Manager in consultation with the Portfolio Holder for Housing and Health and Chief Officer - People and Places; and,
- c) To approve the draft priorities and summary being made available for public consultation in order to further shape the development of the emerging Housing Strategy.

Reason for recommendation: The Housing Strategy is a key document that details the Council's priorities for enabling and delivering new homes, ensuring good quality homes in the private sector, and enabling vulnerable residents to remain in their homes.

Introduction and Background

- 1 The current Housing Strategy - Wellbeing Starts at Home (2017-2021) is currently being reviewed and refreshed.
- 2 The Council appointed recognised consultants, Arc4 and Campbell Tickell, to work with officers to support the collation of the evidence base, consultation and drafting of the strategy.
- 3 The process for developing the strategy has included:-

A review of around 25 relevant internal documents including:-

- 2015 Strategic Housing Market Assessment
- 2017 Local Housing Needs Survey
- 2021 Targeted Review of Local Housing Needs and stakeholder feedback
- 2021 Older Persons Housing Needs Survey
- Emerging Local Plan
- Approximately 25 interviews with staff and members, including Housing, Planning, Property and Commercial and Cabinet members.

- Evidence and ideas that have emerged from relevant evidence, reviews and assessments.
- Responses to key questions posed by the consultants (attached as Appendix 1).
- Engagement meetings with officers and Members, including a virtual workshop held on 17 November 2021.

Proposed layout of the new Housing Strategy

- 4 The contents page will contain the following:-
- Foreword
 - Executive Summary
 - **SECTION 1: Sevenoaks as a place and its ambitions for housing**
 - **SECTION 2: PRIORITY 1: Developing Sevenoaks' housing offer: building new affordable homes**
 - **SECTION 3: PRIORITY 2: Promoting quality and optimising the suitability of homes**
 - **SECTION 4: PRIORITY 3: Reducing homelessness and improving routes into permanent accommodation**
 - **SECTION 5: PRIORITY 4: Healthy people, homes and places**
 - Action Plan

A summary of the sections

5 **SECTION 1: Sevenoaks District as a place and its ambitions for housing**

This section is a context-setting section and chronicles the main ambitions and priorities for housing within the setting of Sevenoaks District as being a very popular, but expensive place to live.

It references the Council Plan (2018) and the six priorities in the Community Plan 2019-2022 as the Council's main vision documents whilst leaving space for further amendments following the ongoing Character Study being developed by Planning Policy. It also references the opportunities for the Town Centre Plans to achieve some of the Council's ambitions (including for housing), for new affordable homes to support a sustainable economy and for partnerships with health to enable people to live well in suitable homes for longer.

It positions Sevenoaks District Council as a key performer in shaping the District's housing market with a range of partners, helping to fill gaps in the

Agenda Item 11

market so that more households can live in a suitable home at a price they can afford.

It also provides a summary of some of the key successes the Council has had relating to housing in recent years, alongside the main challenges it faces, whilst also identifying some of the opportunities.

6 **SECTION 2: PRIORITY 1: Developing Sevenoaks District's housing offer: building new affordable homes**

This section is in two parts. The first part summarises what needs to be delivered in the District based on the evidence provided. This includes:

- Population and household trends and the implications for housing;
- Affordable housing requirements and the challenge of ‘genuine affordability’;
- The need for homes at varied price-points;
- Delivery targets on new housing developments;
- Targets for specialist homes and filling gaps in resident housing journeys - particularly young people moving into independence, essential workers and older people looking to move to a more suitable home.

The second part sets out how Sevenoaks District Council intends to influence and support delivery of new homes. It proposes a range of options including:

- The Council considering becoming a Registered Provider allowing it to apply for Affordable Housing Programme Funding from Homes England;
- Prudential borrowing, using Public Works Loans Board or other lending mechanisms;
- Strategic development partnerships with key partners, such as housing associations;
- Direct acquisition and building through Quercus Housing and Quercus 7;
- Review of smaller sites, including Council owned land, for development and disposal for housing;
- Optimising affordable housing delivery through the planning system;
- Optimising how land is used;
- Sources of funding for new homes;
- Supporting others to building new homes;

- Community housing and self-build models.

Whilst the focus is on filling gaps that are not well-served by the market it contains options that cross-subsidise from ‘for profit’ activity.

7 SECTION 3: PRIORITY 2: Promoting quality and optimising suitability of homes

This section is in three parts. The first sets out an approach to standards in new homes for the Council to consider. This largely focuses on whether Sevenoaks District Council intends to require building, design or low carbon standards that are above the legal requirements.

The second focuses on improving both supply and quality in the private rented sector. It proposes a suite of measures to enhance the experience for both landlords and tenants and persuade more property owners to let their homes to people who are on the housing register. This includes persuading and supporting owners of empty homes to turn them into good quality homes. The section proposes upgrades to the Council’s enforcement approach to address the poorest housing and management conditions.

The third section focuses on suitability of the homes for occupiers, across all tenures. It includes:-

- Support for older people either to stay living in their existing home or to find and move to a more suitable home or co-housing experience;
- Refurbishing, extending or repurposing of dwellings to make better use of them;
- Providing better opportunities for disabled people to access a home that suits them as their needs change;
- Recommendations for the review of the allocations policy to support better matching of homes, including right-sizing, to particular needs to improve residents’ lives also sits in this section.

8 SECTION 4: PRIORITY 3: Reducing homelessness and improving routes into permanent accommodation

Recognising that homelessness is a growing problem in the Sevenoaks District, this section sets out a ‘whole journey’ approach to addressing the issue.

It starts with the housing market challenges that lie behind the rising homeless figures and moves quickly into how the Council will strengthen its approach to ‘prevention’. There are sections on ‘relief’ of homelessness and rough sleeping. The recent decision the Council has taken to invest directly in new Temporary Accommodation is included.

Agenda Item 11

There is a very important section on improving routes into permanent accommodation that includes several actions to create better pathways for people to access appropriate accommodation in a timely way, so that no one spends longer than a defined period in Temporary Accommodation. There is an appeal to partners to work constructively with the Council to improve outcomes for people who do find themselves without a home.

9 SECTION 5: PRIORITY 4: Healthy people, homes and places

This section sets out two or three areas of focus for Sevenoaks District Council, in partnership with NHS and public health colleagues, to improve residents' health and wellbeing. Building on the success of Sevenoaks District Council's Hospital Discharge and Safe and Secure schemes, it offers some approaches to addressing health issues that are caused or exacerbated by someone's housing situation before they present in an acute (hospital) setting. This includes the matter of affordable warmth to address fuel poverty which clinicians are now being expected to support in guidance on *Excess winter deaths and the health risks associated with cold homes* published by NICE (National Institute for Clinical Excellence).

The section includes a checklist for healthy place-shaping, the Council's town centre plans and the opportunities to develop more '15-minute neighbourhoods'. It also includes a summary of the Council's efforts to address energy efficiency and drive towards low carbon homes existing housing.

Next Steps

- 10 The draft timeline for reporting, public consultation and final approval for the implementation of the Housing Strategy is as follows:-

Deadline for any comments and/or revisions to summary document 31 December 2021		
Housing & Health Advisory Committee	17 January 2022	Comments to Cabinet prior to public consultation on the emerging priorities of the Housing Strategy
Cabinet	10 February 2022	Request for approval of the emerging priorities of the Housing Strategy for public consultation
PUBLIC CONSULTATION - 14 February 2022 to 11 March 2022		
SMT	22 March 2022	Feedback from consultation and

		presentation of Housing Strategy
Cabinet Briefing	5 April 2022	Feedback from consultation and presentation of Housing Strategy
Housing & Health Advisory Committee	7 June 2022	Feedback from consultation and presentation of final draft Housing Strategy
Cabinet	7 July 2022	Recommendation for approval of the Housing Strategy and action plan for implementation
Full Council	19 July 2022	Approval of the Housing Strategy and action plan for implementation.

Other Options Considered and/or Rejected

- 11 Whilst section 87 of the Local Government Act 2003 conferred the power on the Secretary of State to require local housing authorities to have a housing strategy, this was repealed by section 29 of the Deregulation Act 2015. This means there is no statutory requirement for the Council to have a Housing Strategy. Nevertheless, the Council's constitution includes a Policy Framework that references a Housing Strategy as a key strategy or plan.

The Council has a range of statutory duties relating to housing, homelessness, and reviewing housing conditions. This strategy will assist the Council in meeting those duties. The strategy will be carefully developed through an inclusive process to ensure it has, as far as possible, taken into account a range of views and the results of considerable evidence and analysis.

The strategy is a key document that details the Council's priorities for delivering new homes, ensuring good quality homes in the private sector, and enabling vulnerable residents to remain in their homes.

Key Implications

Resource (Non-Financial)

There are no additional resource requirements arising from the approval of the strategy.

Agenda Item 11

Financial)

Immediate activity summarised in the strategy is accounted for within existing budgets. Any additional activity identified as part of the strategy' Action Plan will be considered for feasibility within the normal yearly budgeting activity.

Legal Implications and Risk Assessment Statement

The Council has a range of statutory duties relating to housing, homelessness, and reviewing housing conditions. This strategy will assist the Council in meeting those duties.

Equality Assessment

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

However, a full equality impact assessment will accompany the final strategy to consider any implications.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment]

Conclusions

Whilst there is no statutory requirement for the Council to have a Housing Strategy, the Council's constitution includes a Policy Framework that references a Housing Strategy as a key strategy or plan that should set out the Council's priorities for housing.

Following the appointment of Arc4/Campbell Tickell in late September 2021, work commenced on the process for developing the strategy as detailed in point 3 of this report. The resulting summary represents the emerging objectives and key priorities for Sevenoaks District.

Further consultation will help shape the new Housing Strategy which will identify how we will manage and deliver our strategic housing role and provide an overarching framework that will feed into the Local Plan and help to formulate other policies on housing issues.

Appendices

Appendix 1 - Responses to Key Questions for Members

Background Papers

None

Sarah Robson

Deputy Chief Executive and Chief Officer - People & Places

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SEVENOAKS DISTRICT COUNCIL HOUSING STRATEGY

CONTENTS OF PRESENTATION PROVIDED BY ARC4 MEMBERS WORKSHOP 17 NOVEMBER 2021

1 Update on the progress of the emerging Housing Strategy

- Details of original brief
- Sevenoaks Document Review
- Interviews with relevant staff and Members
- Key Questions Posed

2 Overview of proposed layout, sections and themes

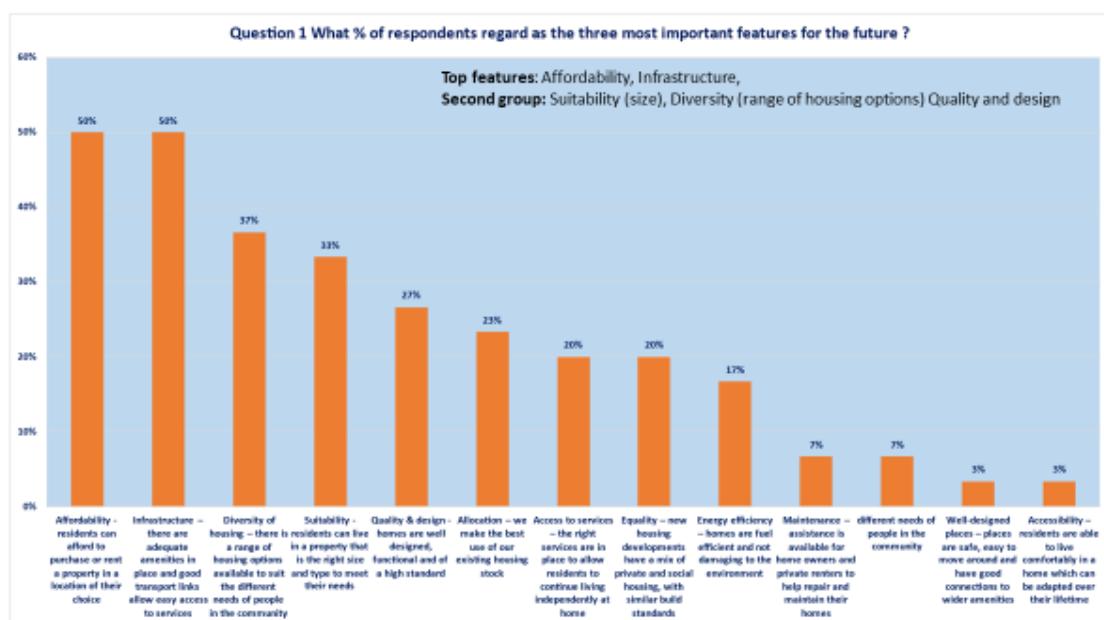
- Foreword and Executive Summary
- **SECTION 1:** Sevenoaks as a place and its ambitions for housing
- **SECTION 2: THEME 1:** Developing Sevenoaks' housing offer: building new affordable homes
- **SECTION 3:THEME 2:** Promoting quality and optimising the suitability of homes
- **SECTION 4: THEME 3:** Reducing homelessness and improving routes into permanent accommodation
- **SECTION 5: THEME 4:** Healthy people, homes and places
- Action Plan
- Appendices

Agenda Item 11

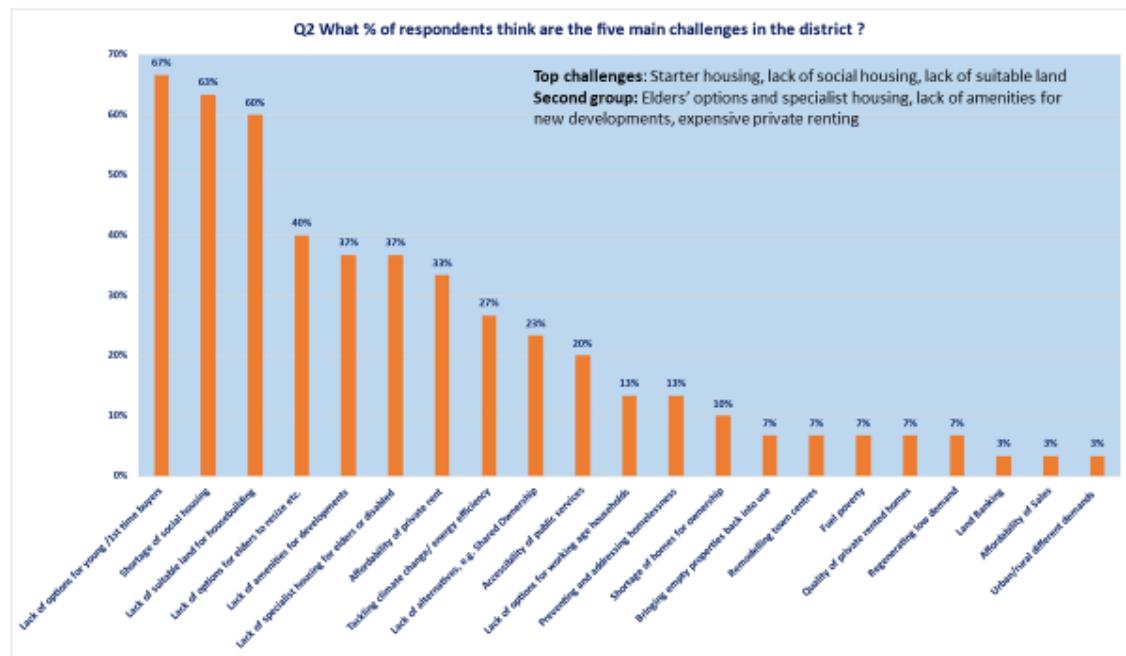
3 Key Questions and Themes for discussion

- Key Questions were made available to Members prior to the workshop with all responses being fed back to Arc 4;
- A polling opportunity was provided at the workshop for attendees to respond to Questions 1 and 2 of the Key Questions. The data below includes all responses whether provided prior to or at the workshop.

Question 1: What % of respondents regard as the 3 most important features for the future?



Question 2: What % of respondents think are the 5 main challenges in the district?



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SEVENOAKS DISTRICT HOUSING REGISTER ALLOCATIONS SCHEME

Housing & Health Advisory Committee - 17 January 2022

Report of: Deputy Chief Executive and Chief Officer - People and Places

Status: For Decision

Also considered by:

- Cabinet - 10 February 2022

Key Decision: Yes

Significant in terms of its effects on the communities living or working in an area comprising of 2 or more wards in the District.

Executive Summary: To present details of the proposed main headline revisions to the new Sevenoaks District Housing Register Allocations Scheme, for consideration and comment. To note that an all-Member consultation is proposed prior to consideration by Cabinet, where Cabinet approval will be sought for a full public consultation.

The scheme will require approval by Full Council so that it may be adopted as Council policy. Following adoption, it will apply to all applicants seeking social housing in the District and the allocation of vacant social housing stock.

A draft timetable is provided showing the possible timeline to Full Council in July 2022.

This report supports the Key Aim of:

Caring Communities - to help people live safe, independent and fulfilling lives and meeting the needs of vulnerable and low income households - by helping those in housing need to have fair and proportionate access to suitable homes in the social housing sector.

Sustainable Economies- provide a good mix of decent and affordable housing - by ensuring local people have priority for social housing in the District and awarding high priority to social housing tenants who wish to downsize, thereby freeing up family size housing for others in housing need.

Portfolio Holder: Cllr. Kevin Maskell

Contact Officer: Sharon Donald, Ext. 7131

Recommendation to Housing & Health Advisory Committee:

- (a) To consider the proposed main headline revisions to the new Sevenoaks District Housing Register Allocations Scheme;
- (b) To support the draft Scheme being presented to Cabinet in February 2022, where approval will be sought to undertake full public consultation

Recommendation to Cabinet:

- (a) To consider the draft Sevenoaks District Council Housing Register Allocations Scheme;
- (b) To approve any changes to the draft Scheme arising, being incorporated by the Housing Strategy Manager, following consultation with the Portfolio Holder for Housing & Health;
- (c) To approve the draft Scheme being made available for public consultation.

Reason for recommendation: To ensure the District Council has a Housing Allocations Scheme that complies with statutory provisions, and which treats all applicants for social housing in a fair and equitable manner.

Introduction and Background

- 1 S.167 (1) Housing Act 1996 states “Every local housing authority shall have a scheme (their “allocation scheme”) for determining priorities and as to the procedure to be followed, in allocating housing accommodation.
- 2 The current Sevenoaks District Housing Register Allocations Policy directs applications for, and the allocation of, vacant social housing in the District. It applies to approximately 6,500 homes. The Policy is used in conjunction with the local choice based lettings scheme - Kent Homechoice - and is followed by the District Council’s Housing Accommodation Team and our housing provider partners, including Quercus Housing.
- 3 A snapshot of the number of live applications on the housing register on 01 November 2021 show 774 households registered in bands A to D with 310 (40%) assessed as needing a 1 bedroom property and 277 (36%) needing a 2 bedroom property. Demand for larger properties with 3 or more bedrooms is much lower, with 123 (16%) requiring a 3 bedroom home and 64 (8%) requiring 4 or more bedrooms. 22 applications (3%) were assessed as band A priority, with over half of these needing a 3 bedroom property. 350 (45%) applications were assessed as band B priority. 165 (21%) of applications were assessed as having little or no housing need and placed in band D.
- 4 The current Policy was adopted in 2019. The policy is deemed to be in need of review to ensure that we continue to help those in greatest need of housing as well as making best use of the available housing stock within the district. This update will also allow us to adopt best practice.

Proposed Allocation Scheme

- 5 The new Sevenoaks District Council Housing Register Allocations Scheme has been drafted to ensure that access to social housing supports the needs of residents and the corporate aims of the Council, as well as reflecting current legislation. There is an extremely limited supply of social housing within the Sevenoaks District and this scheme is designed to work with our housing providers to make the best use of the stock available and promote Sevenoaks District as an attractive place to live.
- 6 The draft Scheme is designed to treat all applicants for social housing in a fair and equitable manner. The Allocation Scheme will offer applicants some choice in their accommodation and ability to express preference on their accommodation type and location. This individual choice and preference must be balanced with the needs of all applicants and the need for the Council to offer the best value through its housing services.
- 7 The main proposed changes included in the draft Scheme are:
 - a. Local connection is to be revised and will require 3 years’ continuous residency in the Sevenoaks District immediately prior to the application or 3 years’ continuous employment, with the place of work, rather than the business address, in the Sevenoaks District. The above will ensure those with a genuine and strong connection to the District are best placed to access the very limited social housing

Agenda Item 12

stock. However, local connection will continue to not be deemed to be an overriding factor when it is necessary for an applicant to leave an area, such as in cases of domestic abuse. The proposed local connection criteria is provided at Appendix 1;

- b. Bandings are revised to help alleviate bottlenecks arising from homeless applicants, which is currently creating an increase in Band B category, whilst ensuring the use of nightly paid temporary accommodation is acknowledged under the Scheme and its cost minimised as far as possible. The revised Bandings will also give the highest priority to social housing tenants wishing to downsize and those freeing up fit for purpose wheelchair/adapted homes. Details of proposed Bandings are provided at Appendix 2.
- c. Income caps have been increased to realistic levels and in line with adjacent local authorities. This will eradicate the need for separate and higher income caps applying to Rural Exceptions Housing schemes, ensuring all applicants are dealt with equitably;
- d. As a general rule, only accepting “care giver/receiver” applications from applicants living outside the District, as well as establishing what constitutes an acceptable journey time by public transport for “care” journeys and defining who can be considered a Carer under the scheme by reference to nationally applied benefits. This will greatly assist the Accommodation Team to assess this type of application;
- e. Re-iterating the policy of one offer only for most applicants. This recognises the scarcity of the social housing stock and acknowledges the Scheme is there to address housing need rather than meet housing aspiration;
- f. Establishing a mechanism whereby categories of applicant, e.g. homeless applicants, can obtain exclusive bidding/allocation rights to vacant stock for a set period of time. This can be used to overcome specific and temporary pressures on the housing service.

8 The first draft of the Allocations Scheme is provided at Appendix 4.

Timetable to Scheme adoption

- 9 An all-Member engagement event on the draft Scheme is proposed to place in the period between January's Housing and Health Advisory Committee and February's Cabinet meeting.
- 10 The new Scheme will ultimately require approval by Full Council in order to be adopted as Council policy. The draft timetable is:
 - Housing & Health Advisory Committee - 17 January 2022

- All-Member consultation - end of January 2022
- Cabinet - 10 February 2022
- Public consultation - 14 February to 11 March 2022
- Cabinet Briefing - 5 April 2022 (consideration of consultation responses and suggested changes to draft Scheme)
- Housing & Health Advisory Committee - 7 June 2022 (consideration of consultation responses and suggested changes to draft documents)
- Cabinet - 7 July 2022 (finalised Scheme to be considered)
- Full Council - 19 July 2022 (Scheme adoption)

Other options Considered and/or rejected

None. Work done to ensure the development of the Scheme will enable us to avoid costly legal challenges or compensation awards by the Ombudsman, which could significantly exceed that of the proposed expenditure.

Key Implications

Financial

For the first 6 months following any homeless applicant's acceptance onto the Housing Register, the new Scheme's revised Bandings will remove any advantage to those in temporary accommodation. The Scheme should therefore indirectly reduce the level of temporary accommodation placements and assist with managing the homelessness budgets. For example, Homeless with no additional needs in nightly paid accommodation = Band C for the first 6 months, thereafter, Band A.

There will be a cost for updating the housing register system as well as possible overtime costs for staff that will be required to update the system. It is anticipated that this can be covered from existing grant funding.

Resources (non financial)

The Council operates a 'closed list' housing register and there are qualifying entry requirements in order to be accepted onto the register. In order to be accepted onto the register all applicants must meet the two qualifying criteria; these are local connection and housing need. As the supply of social housing in the district is limited, the Council will concentrate its resources, which includes access to social housing and Housing Accommodation staff resources, on those applicants most likely to receive an offer of accommodation. The new Scheme will assist the Accommodation Team in making and defending decisions, thereby freeing up officer time for other duties.

Legal Implications and Risk Assessment Statement

Sevenoaks District Council keeps a housing register of people who want to be considered for social housing. The District Council is required to have a Scheme that complies with the statutory provisions contained in the Housing Act 1996 (as

Agenda Item 12

amended). The current policy has identified deficiencies, which the new Scheme will rectify.

Failure to have a lawful scheme will lead to legal challenges that the authority would not be in a position to defend.

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 paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out in Appendix 3.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Safeguarding Children and Vulnerable Adults.

The new Allocations Scheme will be operated by the Accommodation Team who are fully conversant with our responsibility to safeguard children and vulnerable adults. If the Team has any concerns, the District Council's policy of, "if you see it, say it", will continue to be followed and taken up by a Safeguarding Designated Officer.

Human Rights

Section 5 of the new Allocations Scheme recognises the needs of those seeking our help due to humanitarian and human rights abuses.

Wellbeing

The new Allocations Scheme will promote wellbeing by assisting applicants into homes which are best suited to their needs, including homes that are accessible to those with disabilities and housing with support.

Conclusions

The District Council is required to have a Scheme that complies with the statutory provisions contained in the Housing Act 1996 (as amended). The current policy has identified deficiencies, which the new Scheme will rectify.

Member support is therefore sought to progress the new Scheme, including Member and stakeholder consultation, and for the outcome of the consultation to be

brought back to the Housing & Health Advisory Committee and Cabinet for further consideration and Scheme development.

Appendices

Appendix 1 - Local Connection Criteria

Appendix 2 - Proposed Bandings A - D

Appendix 3 - Equality Impact Assessment (EqIA)

Appendix 4 - Draft Sevenoaks District Housing Register Allocations Scheme

Background Papers

None

Sarah Robson

Deputy Chief Executive and Chief Officer - People and Places

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Appendix 1

Sevenoaks District Housing Register Allocations Scheme

Local Connection Criteria

You will not be able to join the Housing Register if you do not have a local connection with the Sevenoaks District. A local connection under this scheme means:

- currently living in the District and have been resident for a continuous period of three years at the point of application. This does not include households placed in temporary accommodation under the homelessness legislation or Children Act 1989
- currently employed in the District, who's place of work is within the District and have been working within the District continuously for the last three years at the point of application
- are self-employed, where the majority of their work is within the District, and has been the case continuously for the last three years at the point of application
- if we have accepted the main housing duty under the homelessness legislation (s193 Housing Act 1996)
- a serving member of the Regular Armed Forces or a former member within five years of discharge (or a bereaved or separated spouse or civil partner of such a member)
- a serving or former member of the Reserve Armed Forces within five years of discharge who needs to move because of a serious injury, medical condition or disability sustained as a result of their service

In exceptional circumstances, applicants will not need to demonstrate a local connection. This can include (but is not limited to) applicants who:

- have had a break in the period of continuous residence or employment due to circumstances beyond their control. For example, a temporary move to escape violence or threats of violence, or a temporary change to their usual place of work;
- are currently residing outside Sevenoaks District but need to move into the District to provide or receive significant and ongoing care or support to, or from, a close family member (i.e. children, parents or siblings, only). A care giver/receiver must currently live a minimum one hour's journey time away either by car or, if they do not have access to private transport, the shortest timetabled public transport route
- need to move to receive significant and ongoing care or support from regulated providers
- are at risk of violence or harassment (including domestic abuse or hate crime) and that risk would be substantially reduced by a move to a permanent home in the District

Agenda Item 12

- are Sevenoaks residents temporarily displaced because they are currently residing in a supported housing or rehabilitation scheme outside the district
- are aged 55 years or over and have been assessed as suitable for housing within one of the district's designated older persons' housing schemes
- applicants who are unable to demonstrate a local connection because they are travellers who have been pursuing a nomadic lifestyle in accordance with their cultural tradition
- Different local connection criteria will apply to new social housing provided on Rural Exceptions Housing schemes and other schemes in rural parishes where local needs nomination arrangements have been approved by the District Council. Here priority will be given to applicants with a local connection to the host Parish. Full criteria is set out in the legal agreement applying to each scheme. Details of these schemes and the local connection criteria applying, can be obtained from the Housing Policy team.

Appendix 2

Sevenoaks District Housing Register Allocations Scheme

Bandings

Band A

Applicants in Band A have the highest priority for social housing. However, other housing options may still need to be considered so that Applicants can move more quickly and the Housing Advice Team will discuss this with you.

This band includes the following:

- Those with an urgent need to move as their current accommodation is unsuitable for their medical or disability needs and due to this they are unable to be discharged home from hospital or other clinical or respite facilities (e.g. “bed blocking”);
- Where an applicant has a terminal illness and the current accommodation is unsuitable for their medical needs and end-of-life care or cannot be suitably adapted (such suitability/capability is as assessed by KCC Occupational Therapy and/or the District Council’s Private Sector Housing team);
- Where an applicant or a member of their household has an urgent medical condition or there is an emergency medical situation, and the current home is not suitable for their medical needs or is not capable of being adapted to be able to meet these needs (such suitability/capability is as assessed by KCC Occupational Therapy and/or the District Council’s Private Sector Housing team);
- Transfer applicants currently living in a designated wheelchair accessible home or a home with significant and useable adaptations (as assessed by the landlord housing association/Provider) but those adaptations are not required by any member of the household;
- Transfer applicants who need to move because their home is scheduled for redevelopment;
- Applicants who have been assessed by the Housing Register Panel as needing a move under the National Witness Mobility Programme (NWMP) or other similar vulnerable person protection scheme;
- Where the Private Sector Housing Team have assessed there are one or more Category 1 hazards (as assessed under the Housing Health and Safety Rating Scheme) or other severe property conditions that impose an imminent risk of harm to the occupants and remedial action is considered unreasonable or impractical for cost or other reasons;
- Applicants who have been assessed by the Housing Register Panel as needing a move due to an immediate, urgent or exceptional need;
- Where there is a rehousing obligation because a demolition, prohibition or compulsory purchase order has been served in respect of the applicant’s current accommodation;
- Transfer applicants who are looking to downsize and move to a home with at least one bedroom fewer than in their current home;

Agenda Item 12

- Applicants who have been assessed as requiring 3 more bedrooms to meet the needs of their household and are classed as statutory overcrowded;
- Serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service;
- The bereaved spouse or civil partner of a member of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner;
- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 and who have been placed by the District Council in nightly paid accommodation for a period of at least 6 months (or other period that may be set by the District Council) and where no suitable accommodation (including private sector accommodation) has been identified by the Accommodation Team during this period in order to discharge the council's homelessness duty;
- An applicant who is being made redundant from, or is retiring from, a job that includes tied accommodation and their departure from the job means they are required to give up their tenancy.

Band B

Applicants in Band B have a high priority but are still likely to have to wait some time to be re-housed. Alternative housing options should therefore discussed with the Housing Advice Team.

This band includes the following:

- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 and they have the following additional needs:
 - Long-term health conditions that are unlikely to improve as assessed by the Housing Register Panel,
 - Households where there is a need to place them in Sevenoaks due to Child Protection Plans under Children Act 1989,
 - Households with children who have an Educational Health and Care Plan;
- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 and who have been placed in temporary accommodation other than nightly paid accommodation, for a period of at least 6 months (or other period that may be set by the District Council) and where no suitable accommodation (including private sector accommodation) has been identified by the Accommodation Team during this period in order to discharge the council's homelessness duty;

- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 and this duty has been in existence for a period of at least 12 months (or other period that may be set by the District Council), who have not been placed by the District Council in any form of temporary accommodation, and where no suitable accommodation (including private sector accommodation) has been identified by the Accommodation Team during this period in order to discharge the council's homelessness duty;
- Where an applicant or a member of their household has a high medical condition and the current home is not suitable for their medical needs or is not capable of being adapted to be able to meet these needs (such suitability/capability is as assessed by KCC Occupational Therapy and/or the District Council's Private Sector Housing Team);
- Where the Private Sector Housing Team have assessed that there are one or more Category 1 hazards (as assessed under the Housing Health and Safety Rating Scheme) which are having a negative impact on the medical, disability or welfare needs of a member of the household and remedial action is considered unreasonable or impractical for cost or other reasons;
- Applicants living in supported housing schemes within the District (or temporarily displaced to a supported housing scheme in another borough or district) who have been assessed as ready to move on into independent living;
- Young people (16 - 25 year olds) in care accommodation and considered ready to move out of care by KCC Social Services;
- Young people (16 -17 year olds) who are threatened with homelessness.

Band C

Applicants in Band C can expect to wait a long time to be re-housed. They should proactively look at other housing options to resolve their housing difficulties;

- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 but who are not assessed as having additional needs;
- Applicants who have been assessed as requiring another bedroom(s) to meet the needs of their household and are classed as statutory overcrowded;
- Verified rough sleepers who have a local connection to Sevenoaks;
- Where an applicant or a member of their household has a medical condition ("other condition") and the current home is not suitable for their medical needs or is not capable of being adapted to be able to meet these needs (such suitability/capability is as assessed by KCC Occupational Therapy and/or the District Council's Private Sector Housing Team);

Agenda Item 12

- Households where one or more members are awarded a priority on medical, disability or welfare grounds, as the current housing conditions are having a negative impact on the medical, disability or welfare needs of a member of the household. This includes where care is given or received;
- Tenants occupying HM Forces service family accommodation who are threatened with homelessness because they have been served with a valid notice to vacate their tenancy (usually at least three months). *NB. this Band level is under review to ensure it fully complies with the Sevenoaks District Armed Forces Community Covenant*

Band D

Applicants in Band D can expect to wait a very long time to be re-housed, unless they are applying for older person's accommodation. They may wish to look at other housing options to resolve their housing difficulties;

- Homeless applicants who have a housing need but where we do not owe a duty to secure accommodation, such as:-
 - non-priority homeless households or
 - households assessed as having become homeless intentionally;
- Applicants who meet none of the criteria in Bands A -D above, but are eligible, only, to be considered for properties on rural exception sites or accommodation in rural parishes where local needs housing nomination arrangements have been agreed by the Council;

Explanatory note: Applicants will only be eligible to bid for the above categories of rural housing and then only for vacancies that arise in their local parish/parishes. They will not be eligible to bid for any other social housing. Their inclusion on the Housing Register means the District Council does not need to hold a separate register for local needs rural housing. We know that applicants and Providers, as well as our own Housing staff, value the benefit and fairness of a single point of application for social housing.

- Applicants assessed as needing designated older persons' housing who are not currently residing in such accommodation and who may, or may not have, a local connection to Sevenoaks District.

Explanatory note: A local connection is not necessarily required for designated older persons' housing. This is to ensure there is a ready pool of eligible applicants for whenever vacancies arise. Traditionally, vacancies occur more frequently in older persons' housing and lettings tend to take longer. Wherever possible, the District Council wants to ensure vacant homes are re-let as quickly as possible, as this makes the most efficient use of the social housing stock.

Equality Impact Assessment

Appendix 3 - Sevenoaks District Housing Register Allocations Scheme

Summary of decision to be made:	Draft Sevenoaks District Housing Register Allocation Scheme				
Lead Officer (job title):	Sharon Donald, Housing Strategy Manager				
Date the final decision is due to be made:	19/07/2022	Date this assessment commenced:	25/11/2021		
Is the decision relevant to the aims of the Public Sector Equality Duty?		Yes / No			
Eliminate discrimination, harassment and victimisation		Yes / No			
Advance equality of opportunity		Yes / No			
Foster good relations		Yes / No			
If the answer is yes to any of the above, proceed with the assessment. If the answer is no, please say why and summarise any evidence:					
For each of the following characteristics, summarise any existing data, consultation activity, interpretation of the impacts and actions that can be taken to reduce or mitigate any negative impacts:					
Characteristic:	Data and consultation	Summary of impact	Actions		
Disability	Sevenoaks District Housing Needs Survey 2017, Targeted Review of Local Housing Needs 2021, 2011 Census, Sevenoaks District Housing Strategy 2022 (emerging), Older Persons' Housing Needs Study 2022.	Highest priority proposed for tenants vacating adapted homes. This will facilitate the potential for more suitable homes becoming available to meet the needs of disabled Housing Register applicants.	WKEP Aim: Other actions as a service provider		
Carers	As above	Reasonable travel distances now stipulated as a factor when determining priority. This will ensure applicants experiencing unsustainable journeys to give/receive care, will have priority.	WKEP Aim: Other actions as a service provider		
Race	As above	None - the allocations policy aims to treat all applicants equally irrespective of race	WKEP Aim: Other actions as a service provider		
Gender	As above	None - the allocations policy aims to treat all applicants equally irrespective of gender	WKEP Aim: Other actions as a service provider		
Age	As above				

Equality Impact Assessment

		Highest priority proposed for tenants vacating larger family-size properties and downsizing to one bedroom homes. This will facilitate more family-size homes becoming available to meet the needs of other Housing Register applicants. people 55 years or over and having been assessed as suitable for housing within one of the district's designated sheltered housing or extra care schemes, will not need to demonstrate a local connection.	WKEP Aim:Other actions as a service provider
Religion / Belief	As above	None - the allocations policy aims to treat all applicants equally irrespective of religion or belief	WKEP Aim:Other actions as a service provider
Sexual Orientation	As above	None - the allocations policy aims to treat all applicants equally irrespective of sexual orientation	WKEP Aim:Other actions as a service provider
Pregnancy / Maternity	As above	The draft scheme prioritises pregnancy and maternity as a protected characteristic.	WKEP Aim:Other actions as a service provider
Marital or Civil Partnership Status	As above	The allocations policy aims to treat all applicants equally irrespective of this status	WKEP Aim:Other actions as a service provider
Gender reassignment	As above	The allocations policy aims to treat all applicants equally irrespective of gender reassignment	WKEP Aim:Other actions as a service provider
Summary of impacts : (to be included in committee reports)	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 impact has been analysed and does not vary between groups of people.		

Equality Impact Assessment

	The decisions recommended through this paper will result in clearer definitions and transparency within the new Sevenoaks District Housing Allocations Scheme. The Scheme determines eligibility for, and the allocation of, social housing within the District. Social housing is owned by Registered Provider partners as well as other Providers, including Quercus Housing. The Scheme will provide greater opportunities for people with a genuine local connection and an identified housing need, including those in reasonable preference groups and with protected characteristics, to join the Sevenoaks District Housing Register. The Scheme ensures priority is given to those with the greatest housing need.			
Please tick the outcome of this assessment:	<input checked="" type="checkbox"/> No impact	<input type="checkbox"/> Adjust the policy	<input type="checkbox"/> Continue the policy	<input type="checkbox"/> Stop and remove the policy
Date assessment will be reviewed:	22/03/2022			

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Appendix 4

Sevenoaks District Housing Register Allocations Scheme

July 2022

DRAFT

Index

1. Introduction
2. Aims and objectives
3. Local connection criteria
4. Qualifying persons
5. Ineligible as a result of immigration status
6. Unacceptable behaviour
7. Assessment of need - the banding system
8. Medical and welfare priority
9. Suitable size of accommodation
10. Shared responsibility for children
11. Carers
12. Exceptional Priority
13. Direct lets
14. One offer/refusals
15. Determining priority
16. Property conditions
17. Financial criteria
18. Outstanding housing related debt
19. Allocation Exceptions
20. Making an application
21. How to bid
22. How homes are let/allocated
23. Keeping the register up to date
24. Local Lettings Plans
25. Housing Register Panel
26. Consideration of offers and refusals
27. Reinstatement of offers and refusals
28. Ineligible or disqualified from the register
29. Inaccurate information provided
30. Right to a review
31. Equality and diversity
32. Scheme Maintenance

Appendix 1 - definition of Local Essential Worker

1. Introduction

This Scheme sets out the Council's priorities for how social housing in Sevenoaks District is let/allocated and the guidelines that determine entitlement and eligibility to join the Housing Register. This will supersede any existing and former scheme relating to the allocation of housing and is in accordance with the requirements of Section 167 of the Housing Act 1996 (as amended).

It also explains what help people can expect from the Council in meeting their housing needs and sets out the system and processes by which social homes are let and information on nomination agreements with housing owned and managed by housing associations (also known as Registered Providers) and other approved Providers.

If an applicant does not meet any of the priority criteria set out within this Scheme, they will be excluded from joining the Housing Register because they have no identified housing need for social housing. If an applicant's circumstances change, they will need to submit a new application.

The Council will consider all applications for social housing in accordance with this scheme, which sets out:

- who qualifies to be included on the register
- how to apply to get on the register
- how we determine an applicant's priority on the register
- how to bid for available properties
- how available properties are allocated
- how we keep the register up to date
- how applicants can seek a review of decisions made regarding the application assessment and allocation process

The demand for housing from people in need of social housing in Sevenoaks, or wishing to move to Sevenoaks, is significantly higher than the number of homes available. There is an insufficient supply of social housing owned by housing associations to offer a home to everyone who would want it, or even to everyone who needs a home.

This allocation scheme ensures that we allocate the limited number of social homes available as fairly as possible and to those in the greatest need. The scheme is designed to ensure we comply with our legal obligations and to support the objectives of the Sevenoaks Housing Strategy.

Some homes have a Local Lettings Plan applying or they may be located on a Rural Exceptions Housing Scheme. This means these homes may not be to those in greatest housing need.

2. Aims and objectives

The broad objectives of the scheme are to:

- to ensure we are letting properties in line with housing law
- determine the priority of applicants in a clear, transparent and consistent way
- ensure that homes are allocated fairly and to those in greatest need
- provide accurate and timely advice and information to allow applicants to make informed choices about their housing options
- create sustainable communities by the use of local lettings plans
- make the best use of the housing stock within Sevenoaks, working with our housing association partners to ensure that vacant homes are let quickly and efficiently
- to give applicants a choice of housing accommodation, or the opportunity to express preferences about housing accommodation, where this is reasonably practicable, by using choice-based lettings through Kent Homechoice

3. Local Connection Criteria

You will not be able to join the Housing Register if you do not have a local connection with the Sevenoaks District. A local connection under this scheme means:

- currently living in the District and have been resident for a continuous period of three years at the point of application. This does not include households placed in temporary accommodation under the homelessness legislation or Children Act 1989
- currently employed in the District, who's place of work is within the District and have been working within the District continuously for the last three years at the point of application
- are self-employed, where the majority of their work is within the District, and has been the case continuously for the last three years at the point of application*
- if we have accepted the main housing duty under the homelessness legislation (s193 Housing Act 1996)
- a serving member of the Regular Armed Forces or a former member within five years of discharge (or a bereaved or separated spouse or civil partner of such a member)
- a serving or former member of the Reserve Armed Forces within five years of discharge who needs to move because of a serious injury, medical condition or disability sustained as a result of their service

In exceptional circumstances, applicants will not need to demonstrate a local connection. This can include (but is not limited to) applicants who:

- have had a break in the period of continuous residence or employment due to circumstances beyond their control. For example, a temporary move to escape violence or threats of violence, or a temporary change to their usual place of work;
- are currently residing outside Sevenoaks District but need to move into the District to provide or receive significant and ongoing care or support to, or from, a close family member (i.e. children, parents or siblings, only). A care giver/receiver must currently live a minimum one hour's journey time away either by car or, if they do not have access to private transport, the shortest timetabled public transport route
- need to move to receive significant and ongoing care or support from regulated providers
- are at risk of violence or harassment (including domestic abuse or hate crime) and that risk would be substantially reduced by a move to a permanent home in the District
- are Sevenoaks residents temporarily displaced because they are currently residing in a supported housing or rehabilitation scheme outside the district
- are aged 55 years or over and have been assessed as suitable for housing within one of the district's designated older persons' housing schemes
- applicants who are unable to demonstrate a local connection because they are travellers who have been pursuing a nomadic lifestyle in accordance with their cultural tradition
- Different local connection criteria will apply to new social housing provided on Rural Exceptions Housing schemes and other schemes in rural parishes where local needs nomination arrangements have been approved by the District Council. Here priority will be given to applicants with a local connection to the host Parish. Full criteria is set out in the legal agreement applying to each scheme. Details of these schemes and the local connection criteria applying, can be obtained from the Housing Policy team.

4. Qualifying Persons

Qualifying persons, all 'qualifying persons', are eligible to have their application added to the Housing Register. Part VI of the Housing Act 1996 (as amended), confirms that the Secretary of State may prescribe who are or who are not, qualifying persons. Anyone aged 16 or above is able to join the Housing Register, unless they are ineligible or disqualified. You will be ineligible if you are a person the Government says cannot be on the list (this includes people who are subject to immigration control and do not have permission to be in the United Kingdom (UK), or whose immigration status does not allow them to benefit from government help)

5. Ineligible due to immigration status

The Government states that normally we will not be able to allocate social housing to persons who are not already social housing tenants and who need leave to enter or remain in the UK. This applies to all persons except British citizens or persons with a right to reside in the UK under the Withdrawal Agreement entered into between the UK and the EU.

If you need leave to enter or remain in the UK (regardless of whether you have leave) you will only be eligible to join the housing list if you are a person who falls into one of the following:

- recorded by the Secretary of State as a refugee
- granted Exceptional Leave to Remain outside of the Immigration Rules who is not subject to a condition of non-recourse to public funds (Indefinite Leave to Remain)
- granted unconditional and unlimited leave to remain in the UK, is habitually resident in the Common Travel Area (UK, Channel Islands, Isle of Man or Republic of Ireland) and who is not sponsored, or whose sponsor(s) have died
- granted Humanitarian Protection
- an Afghan citizen granted limited leave to enter the UK under paragraph 276BA1 of the Immigration Rules
- granted limited leave to enter or remain in the UK on family or private life grounds under Article 8 of the European Convention of Human Rights under 12 paragraph 276BE (1) or 276DG or Appendix FM of the Immigration Rules who is not subject to a condition of non-recourse to public funds
- habitually resident in the Common Travel Area and who has been transferred to the United Kingdom under section 67 of the Immigration Act 2016 and has limited leave to remain under paragraph 352ZH of the Immigration Rules
- habitually resident in the Common Travel Area and who has Calais leave to remain under paragraph 352J of the Immigration Rules (Effective from 1 November 2018.)
- habitually resident in the Common Travel Area and who has limited leave to remain in the UK as a stateless person under paragraph 405 of the Immigration Rules
- limited leave to enter and remain in the UK as the family member of a ‘relevant person of Northern Ireland’ by virtue of Appendix EU of the Immigration Rules

The Government also states that we cannot allocate housing to anyone unless they are habitually resident in the Common Travel Area, subject to certain exceptions for persons with rights of residence under the Withdrawal Agreement and persons who are in the UK as a result of being deported or expelled from another country.

The Government also states that we cannot allocate housing to a person whose only right to reside in the UK is based on their status as a jobseeker or an initial three months' right of residence, or is a derivative right of residence based on being the principal carer for a British citizen.

The Council is not allowed to allocate housing to an ineligible person by granting them a joint tenancy with another eligible person.

These rules do not apply to a person who is already a Secure or Introductory Tenant or an Assured Tenant of a Private Registered Provider. In that case, you are free to apply for a transfer regardless of your immigration status.

The detailed provisions of these rules are complex and the above is only a summary of them. They are also subject to change by statutory instruments issued by Government from time to time.

6. Unacceptable Behaviour

Unacceptable behaviour is behaviour that is sufficiently serious enough for us to consider you to be unsuitable to be a social housing tenant. You will not usually qualify to be included on the Housing Register if you or a member of your household, has behaved in an unacceptable manner in the preceding five years on the date of your application.

Examples of unacceptable behaviour include, but are not limited to the following:

- eviction or otherwise lost accommodation as a result of anti-social behaviour or rent arrears
- conviction of criminal offences in or near your home and we are satisfied you still pose a threat to neighbours or the wider community
- threatening or aggressive behaviour towards our staff or contractors
- racial, sexual, homophobic harassment.

The decision to disqualify you will be made by the Housing Register Panel. They will take into account any supporting information from you, your current or previous landlords, and the police, the Community Safety Unit, Probation or any other relevant professional body

7. Assessment of Need - the banding system

To be as fair as possible in deciding who should be offered social housing, we use a banding system to determine priority for re-housing. Assessment is based on an applicant's housing circumstances, suitability of the property and any long- term medical problems.

Agenda Item 12

Persons eligible to join the housing register will have their application assessed by the District Council's Accommodation Team and placed into one of four bands, in accordance with the 'fair and flexible' statutory guidance. The bands are referred to as 'A, B, C and D'. Applications in band A will be given the highest priority for re-housing, band B the next highest, then C with band D applicants having the lowest priority.

All references to "transfer applicant" means, existing tenants of a housing association partner/Provider who are currently living in social housing the District.

Band A

Applicants in Band A have the highest priority for social housing. However, other housing options may still need to be considered so that Applicants can move more quickly and the Housing Advice Team will discuss this with you.

This band includes the following:

- Those with an urgent need to move as their current accommodation is unsuitable for their medical or disability needs and due to this they are unable to be discharged home from hospital or other clinical or respite facilities (e.g. "bed blocking");
- Where an applicant has a terminal illness and the current accommodation is unsuitable for their medical needs and end-of-life care or cannot be suitably adapted (such suitability/capability is as assessed by KCC Occupational Therapy and/or the District Council's Private Sector Housing team);
- Where an applicant or a member of their household has an urgent medical condition or there is an emergency medical situation, and the current home is not suitable for their medical needs or is not capable of being adapted to be able to meet these needs (such suitability/capability is as assessed by KCC Occupational Therapy and/or the District Council's Private Sector Housing team);
- Transfer applicants currently living in a designated wheelchair accessible home or a home with significant and useable adaptations (as assessed by the landlord housing association/Provider) but those adaptations are not required by any member of the household;
- Transfer applicants who need to move because their home is scheduled for redevelopment;
- Applicants who have been assessed by the Housing Register Panel as needing a move under the National Witness Mobility Programme (NWMP) or other similar vulnerable person protection scheme;

- Where the Private Sector Housing Team have assessed there are one or more Category 1 hazards (as assessed under the Housing Health and Safety Rating Scheme) or other severe property conditions that impose an imminent risk of harm to the occupants and remedial action is considered unreasonable or impractical for cost or other reasons;
- Applicants who have been assessed by the Housing Register Panel as needing a move due to an immediate, urgent or exceptional need;
- Where there is a rehousing obligation because a demolition, prohibition or compulsory purchase order has been served in respect of the applicant's current accommodation;
- Transfer applicants who are looking to downsize and move to a home with at least one bedroom fewer than in their current home;
- Applicants who have been assessed as requiring 3 more bedrooms to meet the needs of their household and are classed as statutory overcrowded;
- Serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service;
- The bereaved spouse or civil partner of a member of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner;
- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 and who have been placed by the District Council in nightly paid accommodation for a period of at least 6 months (or other period that may be set by the District Council) and where no suitable accommodation (including private sector accommodation) has been identified by the Accommodation Team during this period in order to discharge the council's homelessness duty;
- An applicant who is being made redundant from, or is retiring from, a job that includes tied accommodation and their departure from the job means they are required to give up their tenancy.

Band B

Applicants in Band B have a high priority but are still likely to have to wait some time to be re-housed. Alternative housing options should therefore be discussed with the Housing Advice Team.

This band includes the following:

- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 and they have the following additional needs:
 - Long-term health conditions that are unlikely to improve as assessed by the Housing Register Panel,
 - Households where there is a need to place them in Sevenoaks due to Child Protection Plans under Children Act 1989,
 - Households with children who have an Educational Health and Care Plan;

Agenda Item 12

- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 and who have been placed in temporary accommodation other than nightly paid accommodation, for a period of at least 6 months (or other period that may be set by the District Council) and where no suitable accommodation (including private sector accommodation) has been identified by the Accommodation Team during this period in order to discharge the council's homelessness duty;
- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 and this duty has been in existence for a period of at least 12 months (or other period that may be set by the District Council), who have not been placed by the District Council in any form of temporary accommodation, and where no suitable accommodation (including private sector accommodation) has been identified by the Accommodation Team during this period in order to discharge the council's homelessness duty;
- Where an applicant or a member of their household has a high medical condition and the current home is not suitable for their medical needs or is not capable of being adapted to be able to meet these needs (such suitability/capability is as assessed by KCC Occupational Therapy and/or the District Council's Private Sector Housing Team);
- Where the Private Sector Housing Team have assessed that there are one or more Category 1 hazards (as assessed under the Housing Health and Safety Rating Scheme) which are having a negative impact on the medical, disability or welfare needs of a member of the household and remedial action is considered unreasonable or impractical for cost or other reasons;
- Applicants living in supported housing schemes within the District (or temporarily displaced to a supported housing scheme in another borough or district) who have been assessed as ready to move on into independent living;
- Young people (16 - 25 year olds) in care accommodation and considered ready to move out of care by KCC Social Services;
- Young people (16 - 17 year olds) who are threatened with homelessness.

Band C

Applicants in Band C can expect to wait a long time to be re-housed. They should proactively look at other housing options to resolve their housing difficulties;

- Homeless applicants where we have accepted the full rehousing duty to secure accommodation under part 7 of the Housing Act 1996 but who are not assessed as having additional needs;

- Applicants who have been assessed as requiring another bedroom(s) to meet the needs of their household and are classed as statutory overcrowded;
- Verified rough sleepers who have a local connection to Sevenoaks;
- Where an applicant or a member of their household has a medical condition (“other condition”) and the current home is not suitable for their medical needs or is not capable of being adapted to be able to meet these needs (such suitability/capability is as assessed by KCC Occupational Therapy and/or the District Council’s Private Sector Housing Team);
- Households where one or more members are awarded a priority on medical, disability or welfare grounds, as the current housing conditions are having a negative impact on the medical, disability or welfare needs of a member of the household This includes where care is given or received;
- Tenants occupying HM Forces service family accommodation who are threatened with homelessness because they have been served with a valid notice to vacate their tenancy (usually at least three months). *NB. this Band level is under review to ensure it fully complies with the Sevenoaks District Armed Forces Community Covenant*

Band D

Applicants in Band D can expect to wait a very long time to be re-housed, unless they are applying for older person’s accommodation. They may wish to look at other housing options to resolve their housing difficulties;

- Homeless applicants who have a housing need but where we do not owe a duty to secure accommodation, such as:-
 - non-priority homeless households or
 - households assessed as having become homeless intentionally;
- Applicants who meet none of the criteria in Bands A -D above, but are eligible, only, to be considered for properties on rural exception sites or accommodation in rural parishes where local needs housing nomination arrangements have been agreed by the Council;

Explanatory note: Applicants will only be eligible to bid for the above categories of rural housing and then only for vacancies that arise in their local parish/parishes. They will not be eligible to bid for any other social housing. Their inclusion on the Housing Register means the District Council does not need to hold a separate register for local needs rural housing. We know that applicants and Providers, as well as our own Housing staff, value the benefit and fairness of a single point of application for social housing.

Agenda Item 12

- Applicants assessed as needing designated older persons' housing who are not currently residing in such accommodation and who may, or may not have, a local connection to Sevenoaks District.

Explanatory note: A local connection is not necessarily required for designated older persons' housing. This is to ensure there is a ready pool of eligible applicants for whenever vacancies arise. Traditionally, vacancies occur more frequently in older persons' housing and lettings tend to take longer. Wherever possible, the District Council wants to ensure vacant homes are re-let as quickly as possible, as this makes the most efficient use of the social housing stock.

8. Medical and Welfare Priority

The level of medical need, urgent, high or other, will be assessed and determined by the Accommodation Team. The assessment will be based on:

- **Band A (Urgent medical need):** A person will be awarded Band A if the household contains one or more members with a currently life-threatening illness or disability, and whose housing circumstances are affecting their health very severely.
- **Band B (High medical need):** A person will be awarded Band B if one member of the household or more has a serious illness or disability and their present living conditions are affecting their health to a marked degree and where a move is recommended to improve the health of the individual.
- **Band C (Other medical need):** A person will be awarded Band C if one or more of the household has an illness or disability of a moderate nature which is affected adversely by their living conditions, and where a move is recommended to improve the health of the individual.

Our assessment is not based on the nature or severity of any medical condition or disability but is focused on the direct impact that the current housing has on any condition or disability, and whether this could be alleviated by a move to a more suitable home.

For example, priority may be awarded if you have mobility issues which make it difficult for you to climb stairs and you are unable to access your bedroom or bathroom facilities on a different floor as these are only accessible by stairs. In this situation, you would benefit from a move to a property that provides level living. We will only assess your priority on medical and/or welfare grounds if there is evidence that your current housing impacts directly on your medical condition, disability, or welfare. We will not usually assess your priority on medical or welfare grounds if your household is already in Band A as an assessment cannot increase your priority.

Priority on medical or welfare grounds is assessed based on the information you submit. If you consider that anyone in your household has a medical condition that is adversely affected by your current housing, you must provide independent verification. This may be from your GP, Nurse, Hospital Consultant, Occupational Therapist or other health care professional. In welfare cases you should provide independent verification of your circumstances from your Social Worker, Support Worker or other professional involved in your case. For medical cases we may ask you to provide further evidence or refer your case for independent medical advice. For welfare assessments we may ask you to provide further evidence or (where appropriate) we may make a joint assessment with Social Services, or an appropriate support agency.

We assess your priority by looking at your current housing. If it meets the medical and welfare needs of you and all members of your household there will be no change in your housing priority. We look at whether your current housing makes a medical condition or disability worse, and whether it is possible to make relevant adaptations, such as providing a stair lift or wet room to your home. In mobility cases we look at the severity of your difficulties in relation to your property. Factors such as the number of steps inside and leading to a property, width of internal doorways and circulation space, and whether you have a lift or ramp may be relevant. The assessment will consider whether a move to more suitable housing would either improve the medical condition or substantially improve your quality of life. If you have medical needs, but a move would not significantly improve the situation, there will be no change in priority based on medical grounds.

Overcrowding may impact on the health and well-being of some or all members of your household and/or the needs of any dependent children. This is taken into account in the banding priority awarded due to overcrowding, and usually no further priority will be awarded.

Similarly, when assessing priority on welfare grounds we will consult with other people involved in your care, as this may identify ways to help you stay in your current home with appropriate ongoing support. If this resolves your support needs, you will not be awarded any priority on welfare grounds. Otherwise, we look at whether your needs are made worse by your current housing. If so, we will consider whether a move to more suitable housing would improve things for you. If you have welfare needs, but a move would not significantly improve the situation, there will be no change in priority on welfare grounds.

If you need to move into the district in order to provide or receive significant and ongoing care or support to or from a close family member (children, parents, or siblings, only) you will need to meet to satisfy the conditions given in section 11. You will not normally be eligible to join the housing register if you want to move within the district to provide or receive significant and ongoing care or support to or from a close family member.

If you are currently living in supported housing (including refuge) and have been assessed by the support provider as ready to move on into independent living, you will usually be awarded Band A priority on welfare grounds.

Agenda Item 12

If you are experiencing difficulties in accessing your home due to non-medical matters such as carrying children, shopping, prams or pushchairs on external or communal stairs or do not have access to a private garden, you will not usually be awarded any change in priority based on medical or welfare grounds.

9. Suitable Size of Accommodation

Generally, social housing is offered in line with the following guide:

Table of suitable size accommodation depending on household

Household composition	Type and size of home
A single person	<ul style="list-style-type: none">▪ Bedsit▪ Studio flat▪ One bedroom flat/house▪ Or sheltered accommodation if appropriate
A couple	<ul style="list-style-type: none">▪ One bedroom flat, house or bungalow▪ Or sheltered accommodation if appropriate
Two adults (or couple with verified need for separate bedrooms)	<ul style="list-style-type: none">▪ Two bedroom flat, house or bungalow▪ Or sheltered accommodation if appropriate
A couple or single parent with one child	<ul style="list-style-type: none">▪ Two bedroom flat, house or bungalow
A couple or single parent with two children	<ul style="list-style-type: none">▪ Two or three bedroom flat, house or bungalow (depending on the age/sex of children)
A couple or single parent with three or more children	<ul style="list-style-type: none">▪ Three or four bedroom house (depending on the age/sex of children)

Exceptions to this guide, depending on individual circumstances, which include (but are not limited to) applicants where:

There is a medical recommendation for a bigger home for example:

- To meet a medical or disability need for an extra bedroom
- Accommodate a carer
- The available home has special adaptations which you need and there are no other applicants of the correct household size available that need those adaptations

Other reasons include:

- The home is offered as the result of an emergency
- The home is offered to a homeless applicant as temporary accommodation
- The home is offered to a downsizing tenant who has requested an additional bedroom to their assessed need which has been agreed by the Housing Register Panel
- The home is offered under the specific terms of a Local Lettings Plan

Bungalows will usually only be allocated to households where the applicant or a member of their household has been assessed as needing single level living accommodation.

10. Shared responsibilities for children

We acknowledge that many separated or divorced parents continue to share responsibilities for their children including providing a home for them. Where any dependent children live with you some of the time and at other times with their other parent/guardian at a separate address, we will assess whether your address is their main home so that they can be included as members of your household.

We will consider the following:

- the financial support you receive including Child Benefit, Universal Credit/tax credits, disability benefits (if appropriate) and maintenance from their other parent/guardian
- any Family Court Order(s) under the Children Act (1989) in respect of parental responsibility, contact or residency
- supporting evidence from Social Services in respect of fostering, guardianship or adoption placements. Whether the children currently reside with someone else for all or part of each week

Regardless of the amount of time that your children spend with you, if we decide that their main home is not with you, they will not be included on your Housing Register application; and they will not be considered when assessing overcrowding/under-occupation or the size of property (number of bedrooms) that you can apply for or be offered under this scheme.

11. Carers

A carer is someone who looks after and supports a partner, friend, relative or neighbour who would not be able to manage without their help. This could be due to age, physical or mental illness or disability. It does not mean a professional care worker or personal assistant who gets paid for their work.

Agenda Item 12

In terms of this Scheme, a care giver/receiver can be only be a partner/spouse, sibling or child. A care giver/receiver must currently live outside the District and be a minimum of one hour's journey time away by car or, if they do not have access to private transport, the shortest timetabled public transport route.

To be considered for Band C priority due to care needs, the care giver must be in receipt of Carer's Allowance and the care receiver must be in receipt of at least one of the following;

Disability Living Allowance (Care component);

Personal Independence Payment (Daily living component);

Attendance Allowance;

Industrial Injuries Disablement Benefit;

Employment and Support Allowance.

If you have requested to be re-housed in order to provide a bedroom for your carer, this will be considered by the Housing Register Panel who will take into account the following:

- whether your care needs have been assessed as including overnight support
- whether you have been awarded benefits because of illness or disability including
- the level of care that you need and whether this is likely to change in the future
- the ability of your carer to provide the level of care required
- your current accommodation, and where your carer currently resides

12. Exceptional Priority

To assist the national police force to tackle serious crime and to support witnesses in the legal process, the council works in partnership with colleagues in the National Witness Mobility Programme (NWMS) and will, as required, accept referrals from this source.

Such cases will have been assessed and verified by the NWMS managers and referrals will only be accepted with the agreement of the Service Manager (Housing Options). There are confidentiality considerations for such cases and no personal information will be taken until the applicant accepts a direct offer of accommodation in the district. Any proposed offer will be checked for suitability by the NWMS before the offer is made and details of successful lettings may not subsequently be made available to the public.

13. Direct Lets

Certain properties are excluded from choice-based letting (bidding) and are allocated by making a direct offer to an applicant. This includes (but is not limited to) the following applicants:

- with an immediate need to move on health or welfare grounds, where the current home is unsuitable, or where there is an immediate threat of violence
- who are subject to current multi-agency public protection arrangements (MAPPA), and who pose a very serious risk to the community, where the type or location of properties that are suitable may need to be restricted
- who have been temporarily decanted from their current housing to enable demolition or redevelopment work and who need to transfer to a suitable property within the new development
- with a need for a bespoke adapted/wheelchair accessible home which is to be provided within a new development (as agreed by the Housing Register Panel)
- to discharge our duty to provide accommodation to some homeless households under the Housing Act 1996 (as amended)

Wherever possible the direct letting of a property will match the applicant's assessed need in terms of number of bedrooms needed or floor level, and any essential requirements on health and welfare grounds. Other factors such as non-essential preferences regarding the location or type of housing will not normally be considered.

14. One offer/refusals

Except for applicants seeking re-housing into designated older persons housing or for social housing tenants who are downsizing, only one direct offer of housing will be made which applicants will be expected to accept.

Homeless applicants will only receive one suitable offer of accommodation and this will be the final offer. The offer can be anywhere in the District unless there are unsafe areas that have been predetermined. Auto bidding on Kent Home Choice is automatically enabled for all homeless applicants. Any successful bids by this method will count as the final offer of accommodation. An offer of suitable accommodation, which is arranged by way of a nomination to a housing association or private sector property, will be considered to be a reasonable offer and will discharge the Council's homelessness duty.

Agenda Item 12

If an offer is refused, the reasons for refusal will be considered by the Housing Register Panel who will decide if the property offered was suitable. If the property offered was unsuitable, then one further offer will be made. However, if the property offered was suitable then no further allocation will be made, and the applicant will be removed from the Housing Register and disqualified for 12 months.

15. Determining Priority

Assessment and Priority List Date

We assess all of the information you provide to support your application and may ask you to provide further evidence to support your application.

If you are eligible and not disqualified, the two main factors that determine priority on the register are your assessed need (Bands A to D) and your priority date. Your priority date will usually be the date that your online application is verified, unless your application is rejected if you fail to provide the information we need to assess it within 28 days of applying.

Where there is a subsequent relevant change in your circumstances that affects your priority band assessment, your priority date will usually be changed to the date we were notified of the change. We will email to tell you whether or not you have been included on the register. If you have been included, we will tell you the size of property you are eligible to bid for and in which priority band you have been placed. You have the right to request a review of the facts of your case that we have used in this assessment.

You must tell us of any change in your circumstances within 14 days of the change. We will email you to let you know if the change affects your level of housing need and/or your priority band. The banding reflects broad levels of housing need, so some changes in your circumstances may make no difference to the band you are in. However, sometimes a significant change in circumstances, such as a move to another address, the birth of another child, a change to your household income or savings or a substantial change in mobility may result in a reassessment of your priority. Your application will usually be suspended and you will not be able to bid for any properties until you have provided enough written evidence to allow us to verify the change and reassess your priority, regardless as to whether your priority banding actually changes.

Your household will be placed in the appropriate band according to its highest need, not the accumulation of its needs. For example, if you are awarded priority on the grounds of overcrowding and are lacking two or more bedrooms, you will be placed into Band B regardless of whether you also have another need such as a non-essential medical or welfare reason for moving.

Overcrowding/Under Occupation

We assess overcrowding and under-occupation by comparing the number of bedrooms in your home against your household's needs. You will be assessed as needing one bedroom for the following:

- Every adult couple
- Any other adult aged 18 or over
- Any two children of the same sex aged under 18
- Any two children under aged 10
- A carer (or team of carers) who does not live with you but provides you or a member of your household with regular overnight care

You will be assessed as needing an extra bedroom if:

- You have a disabled child who is unable to share a room with a sibling
- You are an approved foster carer whether or not a child has been placed with you or you are between placements (as long as you have fostered a child, or become an approved foster carer in the last 12 months)
- You have adult children in the Armed Forces (but who continue to live with you) who will be treated as continuing to live at home, even when deployed on operations
- A member of your household is temporarily absent from your home because they are attending a full time University or higher education course.

A bedroom is defined as any room intended to be used as a bedroom, in line with what is stated on any tenancy agreement and to reflect the level of rent charged. If your current home has two separate living/reception rooms it is probable that one of these could be considered as suitable for use as a bedroom.

For the purposes of assessing overcrowding:

- Two children of the same sex would be expected to share a bedroom until the eldest reaches 18 years of age
- Two children of the opposite sex would be expected to share a bedroom until the eldest reaches 10 years of age
- A couple or single parent would not be expected to share their bedroom with a child
- A room measuring less than 50 sq. ft. (4.65 sq. m) would not be treated as a bedroom.

16. Property Condition

If you rent your current home from a private landlord and you state that your reason for seeking social housing is due to problems with the condition of your home, a member of our Private Sector Housing team will contact you and your landlord or managing agent responsible for the property. You must cooperate with

Agenda Item 12

this and any subsequent property inspection that may be required. No priority will be awarded if you withhold your consent to allow us to contact your landlord or prevent works being carried out, for example by refusing to let contractors into your home to undertake the works.

If a visit is determined necessary by the Private Sector Housing team, they will inspect and assess your home using the Housing Health and Safety Rating System (HHSRS). We use this to identify and categorise any hazards to health and safety. A crowding and space hazard is included within the housing needs assessment of overcrowding and, if present, no additional priority will be awarded under property condition grounds.

Band A priority will only be awarded to applicants who currently occupy a property which has at least one Category 1 hazard (excluding crowding and space) where the conditions present an immediate threat of serious injury or are life threatening and where remedial action is considered unreasonable or impractical for cost or other reasons.

Examples of where remedial action is considered unreasonable or impractical is where:

- Work cannot be carried out to remedy a serious hazard with the applicant in residence and no alternative accommodation is available to the applicant to assist in progressing remedial works.
- The risk from the hazard in the property is greater because of being an elderly person or having a young child but the property would be relatively safe for occupation by others.

Band B priority will only be awarded to applicants who occupy a property which has at least one Category 1 hazard (excluding crowding and space) where:

- The hazard(s) identified pose a threat to the health and wellbeing of the occupants but where there is no immediate danger or it is not life-threatening, and remedial action is considered unreasonable or impractical.
- You do not have access to one or more of the basic facilities: bathroom, kitchen, inside toilet, cold or hot water supplies, or gas/electricity and this cannot be remedied within a reasonable timescale. (This does not apply if you live in shared accommodation and share facilities with another household.)

Any priority awarded on the grounds of property condition will be removed if the necessary remedial works are completed before you are offered social housing.

17. Financial Criteria

If you own or jointly own a property, (including under a shared ownership arrangement) whether or not you currently live there, you will not usually be included on the Housing Register. Homeowners who need to move on medical or welfare grounds or grounds relating to a disability may be considered for designated older persons' housing, adapted or other suitable accommodation in accordance with their assessed needs where their needs cannot be met from the proceeds of the sale of the current property or their current income and capital, including savings.

If you have a total household income or capital (including savings) above the thresholds described below, you will not usually be included on the Housing Register. The current limits are for households:

- Without dependent children with a total gross annual income of up to £40,000
- With dependent children with a total gross annual income of up to £56,000
- Total capital assets or savings of £16,000 or more.

Current payments of the following are disregarded as income for the purposes of this assessment:

- Disability living allowance
- Attendance allowance and any benefit treated as attendance allowance
- Personal Independence Payments (PIP)
- Armed Forces Independence Payment
- War pensioner's mobility supplement
- Payments in compensation for non-receipt of the above

The financial limit do not apply to homeless persons to whom the Council owes the main housing duty under section 193 of Housing Act 1996 or transfer applications from Secure Tenants/Assured Tenants of housing associations.

If you exceed the current income/savings limits and are unable to join the housing register, you may wish to consider alternative affordable housing options. For information on First Homes and Help to Buy options, such as shared ownership, please click [here](#).

18. Outstanding housing related debt

It is essential for our partner housing association landlords and private sector landlords to collect rent and other housing-related debt. Applicants who have an outstanding housing-related debt owed to a housing association or a private sector landlord (including but not limited to rent arrears, council tax arrears, Housing Benefit or Universal Credit over-payments and rent deposit scheme arrears), will usually be disqualified from joining the Housing Register until they have entered

Agenda Item 12

into a repayment plan and have made continuous repayments in accordance with the plan for a minimum period of six months.

Once their application has been accepted onto the Housing Register, repayments should continue to be made on a regular basis until the debt is cleared. If the applicant breaches their repayment plan, they will be suspended from receiving any offer of accommodation. If the applicant is successful in bidding for a social home, any outstanding debts must usually be cleared in full before a property will be allocated.

In some cases where an applicant would otherwise be offered accommodation but for such a debt and where it is considered that although regular repayments are in place there is no reasonable prospect of them repaying the debt within the time frame required because they are unable to gain employment because of physical or mental illness, learning or physical disability, or are considered to be unable to adequately manage their finances due to health or disability reasons, the offer may still be agreed. This decision will be made by the Housing Allocations Panel.

19. Allocations exceptions

The Council has nomination rights to housing association properties within the District. These are available to let on an Introductory Tenancy or Assured Tenancy and include flexible and/or fixed tenancies. The following are not considered to be an allocation under this Scheme:

- Statutory right of succession to a tenancy on the death of the original tenant.
- When an introductory tenancy becomes a secure tenancy at the end of the probationary period.
- Where a Court makes a decision about a tenancy (such as an order under the Children Act).
- Where we let a property directly to someone as temporary accommodation only. This may include people who need to move out for a while whilst refurbishment is carried out (temporary decant), but does not include people who need to be moved out of their home permanently.
- Where the tenant is returning to the property after refurbishment or improvement.
- Mutual exchanges, unless these relate to Rural Exceptions Housing or accommodation in rural parishes where local needs housing nomination arrangements have been agreed by the Council
- Tenancies granted under section 39 of the Land Compensation Act 1973 or sections 554 and 555 of the Housing Act 1985.
- Allocation of pitches on traveller sites within the district

20. Making an application

Everyone who wants to be considered for inclusion on our Housing Register must carry out the application process set out below:

- Follow instructions on how to apply for housing on the online application form.
- Provide original documents to verify your identify and current housing circumstances
- Complete any supplementary forms that we may send or answer further questions that we ask you.

This process ensures that all applicants are assessed in a transparent and consistent manner. That we have all the information needed about your household and current circumstances to determine whether you qualify to join the Housing Register and if so, what priority banding is appropriate.

You can complete an assessment form to record your household's housing needs if you are 16 years of age or over. You can be included on only one application for housing in this district. This can either be your own personal application or you can be included as a household member in another person's application.

You must complete the assessment form fully and accurately. We will use it to decide your priority on the Housing Register so that housing can be allocated fairly on the basis of the greatest need. We will carry out home visits and interviews to confirm housing needs.

If you are between 16 and 18 years of age, before you are offered social housing, your ability to manage a tenancy will be assessed, usually via a referral to Social Services or other support services, to identify any need for support. You will need a guarantor, usually your parent, legal guardian or other relative as any tenancy granted will be held in trust until you reach 18 years of age.

You are required to sign declarations to confirm that you:

- Have provided true, accurate and complete information
- Will notify us of any change in your circumstances within 14 days of the change.
- Understand that information given on the assessment form will be shared with housing association landlords, other council departments, data matching companies and other relevant parties.
- Consent to us making relevant enquiries to verify the information given on the assessment form.
- Consent to the disclosure of relevant information by third parties to us, or by us to third parties.
- Understand that information provided may be used to help in the detection and prevention of fraud.

Agenda Item 12

Who can be included on your application

You can include members of your household who are currently living together with you, including:

- Your partner, whether you are married, in a civil partnership or cohabiting
- You and your partner's dependent children under the age of 18, including adopted children
- Relatives, which under this Scheme means adult children, parents or sibling, who have a need to live with you for which evidence is provided.
- Someone who currently lives with you as your caregiver.

We will also consider including partners, carers and dependents who are not currently living with you if you are:

- No longer able to live independently because you need care and support that they can provide (or they need care and support that you can provide) and you are unable to live together as your current accommodation does not meet any needs arising from a disability.
- Unable to live together as neither you nor any other member of your household have accommodation available which is large enough to accommodate your whole household together
- Where you are applying to set up an independent home for and your household

Advice and information about your application

If you are homeless or threatened with homelessness, you should contact housing@sevenoaks.gov.uk for immediate advice and assistance. Further information can be found on our website www.sevenoaks.gov.uk.

Advice and information about your application to join the housing register can be obtained by emailing accommodationteam@sevenoaks.gov.uk. All applicants accepted onto the Housing Register are entitled to see their registration and receive a copy of their application. An applicant also has the right to request general information to assess how their application is likely to be treated under this housing allocation scheme and whether and when housing appropriate to his/her needs is likely to become available.

Waiting times depend on number of factors:

- Your personal circumstances including your priority banding and the size and type of property needed to meet your household's need

- The number of properties available for letting
- the number of bids placed on each property
- Changes in the law, regulations or guidance, or the rules of this Housing Allocation Scheme.

Only a very general indication can be given as to how long an applicant may have to wait to be successful by using historical allocations data. There is no guarantee of housing by a certain date regardless of the priority band awarded. Households with a relatively low need are likely to wait a very long time and many have no realistic prospect of receiving an offer of social housing.

21. How to Bid

Our housing association partners are members of Kent Homechoice which is a partnership of local councils and housing associations who allocate housing throughout Kent via a Choice Based Lettings (CBL) system.

CBL enables applicants to apply for suitable housing in their district via an online bidding process. After a property is let, feedback about the number of households that made a bid, the priority band of the successful applicant, and their priority date is available to view to bidders on Kent Homechoice. This helps applicants to understand the availability of suitable properties, their likelihood of success when applying and to gain an indication of the time they could be waiting.

Using CBL is in accordance with the District Council's partners' policies of offering people who are to be allocated housing accommodation; a choice of housing accommodation, or the opportunity to express preferences about housing accommodation, where this is practicable.

When your application has been accepted onto our Housing Register you will receive confirmation of your priority banding and details of how to access the Kent Homechoice CBL bidding process. All housing offered by our partners within the district is advertised at [Kent Homechoice](#) and each property will be available for applicants to place bids for a period of five calendar days.

The advertisements show photographs and give basic details of the properties including:

- The area
- Number of bedrooms
- Floor levels
- Mobility levels
- Weekly rent
- Service charges
- Any pet or age restrictions
- Any specific criteria e.g. Rural Exception Housing and/or Local Lettings Plans

Agenda Item 12

There are no restrictions on the number of properties that you can bid for and you can place bids on any property that meet your household's needs as and when they are advertised.

If you prefer, we can set up auto-bidding on your account which means that a bid will automatically be placed on all properties that meet your needs by the close of bidding so that you will be included on all of the relevant shortlists and do not miss any opportunities to be offered affordable housing. Auto Bidding will be set up for all homeless applicants.

Certain properties will not be advertised under CBL or will only be open for bids from certain applicants, including direct lets. Properties that have been adapted for wheelchair users and those within designated older persons housing schemes, are usually offered only to those who would benefit from them. Properties made available under local lettings plans, Rural Exception Sites or accommodation in rural parishes where local needs housing nomination arrangements have been agreed by the Council, will only be open to bidding from applicants meeting the criteria set.

22. How homes are let/allocated

After an advertisement closes on Kent Homechoice, a shortlist is produced for each property. In most cases, this ranks all the bids placed in priority order, with applicants in Band A first, Band B second and so on. Within each band, the order of bids is ranked by the applicant's date of registration on the housing register, starting with the earliest.

Different shortlisting rules apply to Rural Exception Sites or accommodation in rural parishes where local needs housing nomination arrangements have been agreed by the Council. In these cases, the applicant's local connection to the host Parish is considered first, followed by Band order and date of registration.

If two or more applicants share the same priority date within the priority band, the system will place them in order of priority. The applicant at the top of the shortlist will be verified to check that the information they have given is correct and that the property is suitable. Once verified, the highest priority applicant will usually be offered the property, subject to any additional criteria that apply such as a local lettings plan, age restriction or suitability. If an applicant is not verified, does not respond to an offer or the offer is refused, the property will be offered to the next applicant in the shortlist, and so on, until the property is successfully let.

The relative position of bidders on the shortlist for a property may change between the close of bidding and when the property is offered. This will only happen where there is a change in the priority band awarded for one or more bidders on the shortlist, this would normally be as a result of the verification process. In such cases, the property will usually be offered to the applicant with the highest priority at the time the offer is made.

If there are no successful bidders the property will usually be re-advertised or it may be offered as a direct allocation to another applicant on the Housing Register. Once you are shortlisted and nominated for a property you will not be considered for any other properties that you have placed a bid on.

In exceptional circumstances, we may decide to restrict bidding and allocations to certain categories of applicant, e.g. homeless households. This restriction will be time limited and our website will show how long it will remain in force before it is reviewed. The decision to impose restrictions will be made by the Portfolio Holder for Housing & Health.

23. Keeping the register up to date

We will contact you once a year, on or near the anniversary of the date you were first registered to check whether you wish to remain on the register for another year. We will also remind you to tell us about any changes in your circumstances. If you fail to respond, or fail to provide any further information we ask for within 28 days, we will assume that you no longer wish to be on the register, and your application will be removed. If you notify us of a change of circumstances, you must also supply evidence of the change within 28 days so we can reassess your application.

Your application will be removed from the Housing Register if you:

- Accept an offer of accommodation made from the Housing Register
- Accept a private sector tenancy, including when we have provided financial assistance by way of a rent deposit and no longer have a qualifying housing need
- Do not respond to the annual review
- Do not respond to correspondence from the Council asking you to provide information
- Are no longer eligible to be included on the register
- No longer wish to be re-housed
- Have left temporary accommodation that we arranged for you and we do not have your forwarding address
- Have moved without notifying us of your new address

Agenda Item 12

24. Local Lettings Plans

National and regional policies encourage new housing schemes to be mixed tenure, catering for a range of needs and aspirations. Alongside this we may use Local Lettings Plans to make social housing available to a wider range and variety of households, rather than concentrations of those with particular support needs, to contribute towards balanced and sustainable communities. This may include giving priority to Local Essential Workers (see Appendix 1)

Local lettings plans will set out the criteria and priorities for letting homes within a specific housing development or area. Local Lettings Plans have to be approved by Portfolio Holder for Housing and Health and confirmed by the Head of Housing and the partner housing association/Provider.

25. Housing Register Panel

The Housing Register Panel comprises a group of three or more officers with at least one representative from the Accommodation Team, the Housing Options Team and an independent senior manager from the District Council who is not connected to Housing Services. They will meet on a regular basis to make and review decisions. The Panel will normally be chaired by a senior manager who will be responsible for notifying the applicant of the outcome.

The panel may also invite other relevant partners to attend, including but not limited to, the Community Safety Team and partner housing associations landlords. There is no right to review a decision made by the Housing Register Panel.

26. Consideration of offers and refusals

After the shortlisting and checking processes, the successful bidder will be contacted to arrange for them to view the property and attend a verification interview. If you are offered a home, then you would normally be expected to accept or refuse it within 24 hours of the viewing.

If you refuse an offer, your application will be removed from the Housing Register and you will be disqualified for 12 months. See section 14 for more details.

If you feel the property you have been offered does not meet your needs, you can ask for a review as to the suitability of the property and you will need to provide detailed reasons for your refusal.

Your request will be considered by the Housing Register Panel who will consider the suitability of the offer in accordance with your assessed needs taking into account (but not limited to):

- The size, floor level, space and arrangement of the property, and whether it meets the housing needs of the household
- Any medical or welfare grounds for re-housing
- Any risk of domestic or other violence.

We will not hold the property for you during the review period; it will be immediately re-offered to another applicant and you will not receive any further offers during this time. If the review confirms the property was suitable your refusal will result in your application being removed from the Housing Register and you being disqualified for 12 months. If your reasons for refusal are accepted by the Housing Register Panel, and the property offered is considered to be unsuitable for your needs you will be able to continue bidding without any penalty.

27. Reinstatement of exceptional cases

In exceptional circumstances the Council may reinstate applications which have been disqualified or suspended for a particular reason. Applicants should write to the Housing Register Panel who may reinstate the applicant or make an offer if they are satisfied, and it can be proved that disqualification from the Housing Register would cause exceptional hardship to the applicant and their household. There will be no further right of review of the decision of the Housing Register Panel.

The effect of a decision to reinstate a disqualified application on the grounds of exceptional hardship will be that the application is treated as having been made on the date it was originally made, not the date on which it was reinstated.

28. Ineligible or disqualified from the register

We will write to you to notify you if we decide that you are not eligible or disqualified from the housing register. You have a right to review the decision, details of how we carry out the review can be found at Section 30 of this Scheme.

29. Inaccurate information provided

The Council is under a duty to protect the public funds it administers and to this end may use the information you provide for the prevention and detection of fraud. It may also share this information with other Council departments, other local authorities, Government agencies and credit referencing agencies for the detection and prevention of crime.

Agenda Item 12

It is an offence under the Housing Act 1996 and/or the Fraud Act 2006 for anyone seeking help from the Council to:

- give false or misleading information
- withhold information that we have asked for on an assessment form or other correspondence
- fail to tell us of a relevant change in circumstances which could affect the priority of housing awarded

This may result in prosecution, your application being suspended or cancelled and/or any tenancy granted to you being terminated. Prosecution by the Council could result in a sentence of up to ten years in prison.

It is your responsibility to inform us of any change that could affect the priority that has been awarded. If we offer affordable housing to you and, on further investigation, it appears that your circumstances had changed before the offer in a way that affected your housing priority, we reserve the right to withdraw the offer. While the investigation is ongoing the property will not usually be held for you and will be reallocated to the next person on the shortlist.

When housing has been allocated on the basis of false or misleading information, legal action may be taken to obtain possession of the property. We will decide when these provisions apply and when to begin criminal proceedings.

The Housing Register is registered under the current data protection legislation. Information on it is received, held, and disclosed only for registered purposes. For Rural Exceptions Housing schemes and accommodation in rural parishes where local needs housing nomination arrangements have been agreed by the Council, applicant details may be shared with the host Parish Council prior to an offer of housing being made.

Applicants have the right to see information on their file relating to their application except where this involves confidential third-party information. If an applicant is not eligible or does not meet the qualifying criteria for inclusion on the register or respond to an annual review of their entry on the register or is otherwise removed from the register, their records will be kept for five years before being confidentially deleted.

30. Right to review

You have the right to request a review of any decision:

- To treat you as ineligible because of your immigration status
- To exclude or suspend you from the register because you do not qualify
- Setting out the facts of your case which have been, or are likely to be, considered in determining your priority on the register.

The notification of the decision will give clear grounds for the decision based on the relevant facts of your case. To request a review of a decision you must make a request in writing within 21 days of receiving it and clearly state why you do not agree with the decision. We may ask you to provide more information and/or attend an interview. Reviews will usually be carried out by the Housing Register Panel.

The review will look at your case based on the rules in our Scheme, any legal requirements and all relevant information. This includes information you have provided and any changes since the original decision was made, for example paying off arrears or setting up a repayment plan, or where someone responsible for anti-social behaviour has left your household. We will not carry out a further review of the decision unless there is a material change in your circumstances.

31. Equality and diversity

Sevenoaks is a diverse district and home to people from a wide range of backgrounds and communities. We are committed to all our residents having the opportunity to reach their potential and seek to ensure our services meet all their needs.

We seek to ensure that no section of our community is excluded from the benefits and opportunities available and that we always have regard to the need to eliminate discrimination, harassment, and victimisation.

This housing allocation scheme will be applied consistently to everyone who applies to or is on the housing waiting list regardless of race, gender, disability, age, sexuality, religion or belief.

32. Scheme maintenance

The Scheme will remain in place and in operation for 5 years from the date of adoption.

Sevenoaks District Council's Housing Service is responsible for this Scheme and will review its operation every 18 months and follow any changes to the relevant legislation or regulations.

It may sometimes be necessary to make minor amendments, which do not represent a major change of Scheme. Authority to introduce such minor amendments is delegated to the Chief Officer - People and Places, in consultation with the Portfolio Holder for Housing and Health.

We will seek to inform all applicants of any changes to this scheme by publicising details on our website and on Kent Homechoice.

Appendix 1 - definition of Local Essential Worker

A Local Essential Worker is defined as someone employed in the Sevenoaks District (as set out in Section 3), who works in one of the following occupations:

- Public sector employees providing frontline services in areas including health, education and community safety, including NHS staff, teachers, police, firefighters, military personnel, social care and childcare workers;
- School support staff in the public sector;
- District Council employees who provide frontline services;
- Kent County Council and Town/Parish Council employees (from the 31 Town/Parishes located within the District) who provide frontline services;
- Private sector employees and the self-employed*, providing frontline services in care, including teachers and school support staff, health care, social care and childcare workers;
- Private sector employees and the self-employed who provide frontline services in amenities, including cleaners, kitchen/catering staff, shop workers, hairdressers, local transport, food processing/production and agriculture; and
- Any other frontline occupational group experiencing recruitment or retention issues - such issues being first evidenced to the satisfaction of the District Council.

Any changes to the definition will be at the sole discretion of the District Council, as approved by the Portfolio Holder for Housing & Health. Any changes will be shown on the District Council's website.

BEVAN PLACE, SWANLEY - DEVELOPMENT PROPOSAL

Housing & Health Advisory Committee - 17 January 2022

Report of: Strategic Head of Property and Commercial

Status: For Decision

Also considered by:

- Cabinet - 10 February 2022
- Council - 22 February 2022
- Finance & Investment Advisory Committee - 11 January 2022

Key Decision: Part Key (recommendation d)

Executive Summary:

1. Sevenoaks District Council (SDC) is proposing to redevelop the former Swanley Working Men's Club site and adjacent car park at Bevan Place, Swanley. Discussions are currently ongoing to include West Kent Housing Association land next to the Council's land. This larger site would, subject to the receipt of planning permission, see the development of a landmark residential-led scheme at an important gateway site within the Swanley Town Centre.
2. This gateway site has been the subject of numerous options studies to determine the optimum quantum of development, while also recognising its strategic importance to help unlock development in Swanley with a new development standard.
3. Following a series of pre-feasibility studies, in February 2021 Council approved a sum of £730,000 to assemble a project team to undertake detailed design work, feasibility studies and site investigations. Consultants were appointed in May 2021 and work has been progressing at a steady state. The project has now reached a juncture where the next levels of approval are required.
4. The proposed scheme includes 93 new homes, retail uses along the High Street, a communal garden and landscaped surface car-parking for residents. The scheme will incorporate the highest environmental and sustainability standards possible to ensure the scheme is not only an exemplar benchmark scheme for Swanley, but will also enhance resident well-being.

Agenda Item 13

5. Officers are now seeking approval to progress the scheme, apply for planning permission and to procure a lead design contractor to deliver the scheme subject to obtain all the necessary statutory consents.

This report supports the Key Aim of: improvements to public realm and infrastructure and meeting housing targets. The provision of new housing is a key priority and pressure point for the District.

Portfolio Holders: Cllr. Peter Fleming and Cllr Matthew Dickins

Contact Officers: Detlev Munster, Ext. 7099

Recommendation to Advisory Committees:

- (a) The Advisory Committees endorse the redevelopment of the site to deliver a new residential-led development;
- (b) The Advisory Committees endorse the proposed recommendations to Cabinet.

Recommendation to Cabinet:

- (a) Cabinet endorses the development of a new residential-led scheme on this site which will deliver 93 new homes, retail uses, communal and public garden, resident car parking and highway improvements to Bevan Place;
- (b) Cabinet notes the viability challenges this site and scheme presents and approves the delivery of this scheme using an income-based financing model (rent model) that will result in the Council retaining housing and retail stock to generate income to repay the cost of the development;
- (c) Cabinet recommends to Council the provision of £26,575,836 in the 2022/23 - 2024/25 Capital Programme to deliver the scheme within the parameters set in Section 57 of this report and notes that this is in addition to the previously approved amount of £730,000 in the 2021/22 Capital Programme for this project;
- (d) Cabinet approves the acquisition/inclusion of the adjacent West Kent Housing Association land and buildings, known as 1-12 Bevan Place, Swanley, and to enter into a development agreement with West Kent Housing Association that will result in 14 residential units being transferred to West Kent Housing Association on a leasehold basis, the terms of which are outlined in the draft Heads of Terms in Appendix C and delegates authority to the Strategic Head of Property and Commercial Services and the Chief Officer Finance and Trading following consultation with the Cabinet Member for Finance & Investment to agree and finalise necessary agreements with West Kent Housing Association;

- (e) Cabinet recommends to Council to authorise officers to acquire any outstanding legal interests that may not be in the Council's ownership, which may include using its statutory powers, such as the use of compulsory purchase orders;
- (f) Subject to Council's approval of the capital provision of £26,575,836 in the 2022/23 - 2024/25 Capital Programme, Cabinet delegates authority to the Strategic Head of Property and Commercial and the Chief Officer Finance and Trading, following consultation with the Cabinet Member for Finance & Investment to undertake further detailed design and feasibility work and to proceed with the scheme subject to final scheme viability and in accordance with financial parameters set in Section 57; and
- (g) Subject to Council's approval of the capital provision of £26,575,836 in the 2022/23 - 2024/25 Capital Programme, Cabinet delegates authority to the Strategic Head of Property and Commercial in consultation with the Chief Officer Finance and Trading and the Head of Legal Services to submit a planning application and to enter into any necessary contracts to facilitate the development and construction of the proposed scheme in accordance with the Council's Contracts Procedure Rules and for the disposal of the residential units to be developed.
- (h) Subject to Council's approval of the capital provision of £26,575,836 in the 2022/23 - 2024/25 Capital Programme, Cabinet delegates authority to the Strategic Head of Property and Commercial following consultation with the Chief Officer Finance and Trading and the Cabinet Member for Finance & Investment to prepare appropriate contractual arrangements to set up an appropriate delivery vehicle for the scheme and to return to Cabinet at a later date to approve the appropriate delivery vehicle.

Recommendation to Council:

- (a) Council notes the proposed development scheme and financial model and approves the provision of £26,575,836 in the 2022/23 Capital Programme to deliver the scheme within the parameters set in Section 57 and detailed in Appendix D.
- (b) Council authorises officers to acquire any outstanding legal interests that may not be in the Council's ownership, which may include using its statutory powers, such as the use of compulsory purchase orders and return to Cabinet or Council to resolve invoking such powers if needed.

Reason for recommendation: To facilitate the regeneration of the Swanley Town Centre, and provide much needed housing in the district particularly in Swanley.

Agenda Item 13

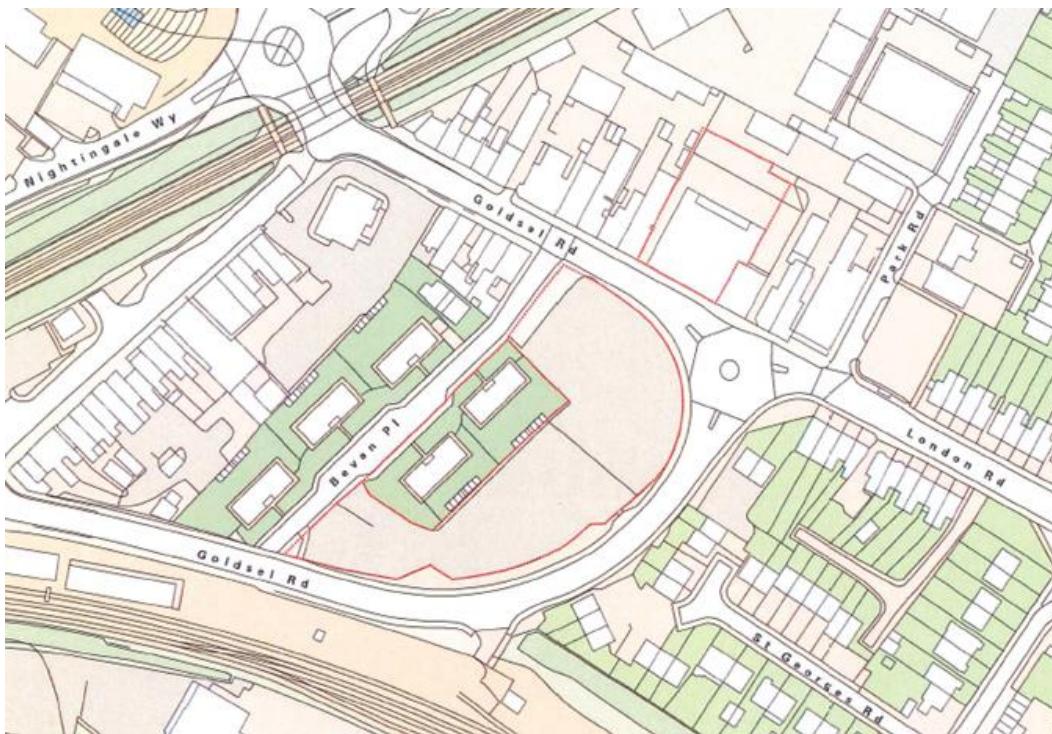
Introduction and Background

1. Swanley is an urban settlement in the northern part of the Sevenoaks District adjoining Dartford, Bexley and Bromley. Swanley is the most deprived area within the Sevenoaks District, with two of the wards (Swanley St Mary's and Swanley Christchurch) noted as having relative deprivation in the Local Plan. The town itself has excellent transport links with a motorway interchange providing junctions on the M25, M20, and A20 enabling travel both into Kent, Surrey and Central London. Swanley is within London Travel Zone 8 with Oyster travel into London in under 30 minutes.
2. Swanley has historically received little public or private sector investment and development, but is now on the cusp of a significant regeneration opportunity, which provides the potential to create a desired place to live and work. The Council considers Swanley to be an economic regeneration priority area.
3. In response to the Master Vision, Core Strategy and the Strategic Housing Market Assessment (2015), a residential-led scheme is proposed at the former Working Men's Club and Bevan Place Car Park. The proposed development site also incorporates land and buildings owned by West Kent Housing Association and Figure 1 below provides a map of the proposed development site.
4. A residential-led development is proposed on the development site. The proposed scheme includes 93 new homes, retail space, resident-only car parking, and a communal garden and other landscaping. The proposed scheme is designed to be a landmark building in Swanley.
5. The proposed development aims to:
 - Support the economic growth and regeneration of Swanley by introducing new residential and commercial development to the town centre;
 - Protect and enhance the vitality of town centre and ensure well designed places, incorporating healthy, inclusive and safe spaces;
 - Develop this gateway site to the Swanley town centre with an exemplar, high quality landmark building that will set a new development benchmark in Swanley;
 - Provide new homes that are sustainable and environmentally efficient;
 - Provide a communal garden that will be accessible to the general public and enhanced landscaping to promote biodiversity and reflect Swanley's market garden heritage;
 - Enhance the urban fabric in Swanley;
 - Provide affordable housing and market rented stock that is much needed in Swanley.
6. It is envisaged that the proposed development will be developed directly by the Council so that it can dictate the pace of development and retain control of the scheme's quality at this important gateway location.

7. The Council also proposes to transfer the development to an appropriate third-party company to manage the Council's commercial interests.

The Development Site

Figure 1: Site Location



8. The 1.71 acre proposed development site consists of:
 - SDC Public Car Park, Bevan Place, Swanley BR8 8BH; 0.71 acres; freehold by SDC.
 - 16-18 High Street, Swanley BR8 8BG (former Working Men's Club); 0.60 acres; freehold by SDC.
 - West Kent Housing Association (WKHA) 1-23 Bevan Place (two blocks of flats), Swanley BR8 8; 0.40 acres; freehold by WKHA, one flat acquired under right to buy and held on long lease.
9. Bevan Place is a cul-de-sac providing both pedestrian and vehicular access to the public car park and the WKHA blocks. The site is bounded by the B258 Goldsel Road and High Street on two frontages.
10. The former Working Men's club and retail buildings that bounded the High Street frontage were demolished in 2016. The surface car park to the west of the site has been in existence for a number of years and is underutilised.
11. The two WKHA blocks of flats are of traditional construction and each block contain six flats over three floors and are in need of improvement and retrofitting.

Agenda Item 13

12. The site has been assessed for a number of uses since 2016 when the Working Men's Club was acquired to supplement the adjoining SDC owned surface car park. Options have included a leisure centre to replace the existing White Oak Leisure Centre (WOLC), now in the course of re-development next to the existing WOLC.
13. Current proposals for the proposed development site are borne out of local need (housing, active frontages etc.) as well as a requirement for income to support development funding. Commercial uses and residential flats for sale and/or rent could contribute to income generation as well as capital receipts (flat sales).
14. Opposite the High Street frontage to Bevan Place (the former Working Men's Club site) at 27-37 High Street, SDC is delivering 17 flats and some flexible office space at ground floor level due for completion in Summer 2022. This will add to the critical mass of development on the High Street that will enhance vibrancy and vitality of the High Street.
15. The Bevan Place site is a ‘gateway’ site and the proposed development will be a landmark given its proposed height and position. Quality of design is a factor but so are local property values and the project budget has been set to reflect this, influencing materials and construction methods.

Strategic Context

16. In 2016, the Council prepared a “Master Vision” to be used in the development and regeneration of Swanley and Hextable. This document was prepared following extensive consultation with local residents, businesses and key stakeholders. The “Master Vision” identifies the proposed development site as an important gateway site to the town centre and proposes the site’s use for housing and active frontages (Tibbalds, 2016).
17. The *Sevenoaks Core Strategy* was adopted in February 2011, covering the period up to 2026. Policy LO4 of the Core Strategy seeks to deliver new homes and jobs in Swanley as well as increasing the attractiveness of sustainable transport modes. The focus should be on regeneration and redevelopment within the urban area. Policy LO5 aims to bring about improvements in the town centre, including a mix of new uses, better links to the station and environmental improvements.
18. The *Allocations and Development Management Plan (ADMP)* was adopted in 2015 and identifies land for potential development subject to planning permission, promotes good design and promotes the conservation and enhancement of the Districts high quality natural and built environment. The ADMP includes the Bevan Place site within a list of housing sites.
19. The Strategic Housing Market Assessment (SHMA) 2015, projects the district’s population growth to 2033 and notes that during this period the

population of the district will increase from 117,035 in 2013 to 136,504 in 2033 and that this will require 12,400 new homes. This equates to an annualised need for 620 new homes across the district, and most of this is to reflect demographic need. The SHMA suggests that the strongest demand for market housing will be for two and three bedroom properties. For affordable housing there is a greater proportion of need for one and two bedroom properties. However, there remains a need for a balanced mix of dwellings of different sizes to come forward. Tibbalds (2016) also points out that there is a general lack of Private Rented Sector properties in Swanley and that demand for this tenure is high, particularly from young people looking to move into their first home. This is confirmed by recent discussions with local estate agents and by our property consultants LSH.

The Proposed Development Scheme

20. Several design options were considered for the site and the preferred option (detailed in appendix A) proposes 93 new homes.
21. The current proposed scheme is being developed across two land parcels; the first is the Bevan Place Car Park and Old Working Men's Club which forms the majority of the site. The second is the land currently owned and operated by West Kent Housing Association (WKHA) comprising two 3 storey residential blocks. In partnership with WKHA, these two blocks will be demolished to allow for development. The total site area is 6,338.7 sq.m.
22. The existing site comprises of a number of trees, and the intended design seeks to retain all good quality category A and B trees on site, where appropriate and possible.
23. The proposed scheme is comprised of two main blocks that surround a central landscaped courtyard achieving a site coverage of 30%. Alongside this, the scheme provides allocated parking for residents providing a parking ratio of around 0.4 per dwelling. This lower parking ratio is proposed to reflect national planning policy that seeks to promote more sustainable modes of travel. This is supported by the development's town centre location which is within close proximity (walking distance) to local amenities and public transport (Swanley train station is a 10-minute walk away with regular services into Kent and Central London, which is 30min away). Electric vehicle charging points will also be provided.
24. The proposed scheme comprises of 93 residential units (with a total GIA of 7,192.5 sq.m) within a massing of 3-6 storeys and at ground floor fronting the High Street, a Class E shell and core commercial unit of 201sqm.
25. The proposed scheme currently achieves the following mix:
1-bed flat: 45 units (49%)
2-bed flat: 43 units (46%)
3-bed flat: 5 units (5%)

Agenda Item 13

26. The proposed scheme provides 6 wheelchair accessible units (6.4%), all of these being located at ground floor. The scheme provides all necessary cycle parking, refuse storage and plant requirements at ground floor.
27. Access arrangements along Bevan Place in light of this development have also been considered. Bevan Place is currently accessed only via the High Street and with the road width reduced to 3.2m in places, this makes servicing and access problematic. Highway improvement works are therefore proposed along Bevan Place to ameliorate the existing congested nature of the street. These works will result in enhanced access to the site and for adjacent land owners/residents, regularise parking along the road, and improve safety for road users. In particular, it is proposed that Bevan Place will become a one-way road, with ingress from the High Street and left-turn only egress onto Goldsel Road. This has received broad acceptance by Kent County Council.
28. Communal landscaped areas will be key to the success of the proposed scheme, and the design attempts to reflect Swanley's heritage and history as a 'market garden' town. The communal garden and landscaping will include the provision of certain fruit trees and edible borders. The communal landscaped areas will include seating and a play area. Further to this, planting to the edge of the site will be key to provide a successful threshold between road and building. The percentage of open space provided by the scheme is 70% and if the parking area is excluded, 49% is achieved.
29. The proposed scheme will be designed to meet Passivhaus principles, meaning the scheme will be very efficient with excellent thermal performance and comfort, thus reducing the need for external energy and reducing energy bills. PV panels will be provided at roof level, and the scheme will be heated in each flat via either Air Source or Exhaust Air Heat Pumps.
30. Surface water drainage is being addressed and a surface water management strategy that will include rain gardens, permeable paving where possible and attenuation tanks within the courtyard to reduce rainwater run-off rates is being designed.
31. Other environmental targets and features of the proposed scheme can be summarised as follows:
 - Designed to meet Passivhaus principles
 - Net Zero Operational Carbon - this will be mostly met entirely on site
 - Well above Building Regulations Part L standards
 - A fabric-first approach - reduced reliance on mechanical equipment
 - Excellent thermal fabric (good U-values)
 - Excellent air-tightness
 - Entirely electric via Air Source or Exhaust Air Heat Pumps
 - PV panels at roof providing on-site electrical power supply

- Designed to minimise overheating through the use of brise soleil and Mechanical Ventilation (MVHR) to each apartment
32. The Council has undertaken pre-planning application discussions with the local Planning Authority and the Highways Authority (Kent County Council). Initial planning feedback has been obtained and suggestions have been incorporated into the preferred option. The Council has also obtained feedback from a Design Review Panel and where appropriate, suggestions have been incorporated into the emerging design.

Public Consultation

33. Public consultation was undertaken during February and October in 2016 as part of the Swanley Visioning Study. 1,838 surveys were completed and over 1,000 people attended drop-in sessions. The key points noted from this exercise were:
- Housing was a key topic although opinions were divided on whether it was needed and where it should be located
 - More and better health and community facilities are required
 - A need for better quality and wider ranging retail uses
 - Residents were keen to retain leisure uses and open spaces
 - Bevan place was identified as an important gateway site for Swanley town centre
34. In June 2021, West Kent Housing Association initiated discussions with Bevan Place residents about the Council's and their intentions for the proposed development site. As scheme plans were still in the process of being developed, wider principles and issues were discussed. While these sessions were poorly attended, those residents that did attend were in favour of an improvement to their dwelling units, and were keen to have more details including their future living arrangements.
35. On the 19 November 2021, local District Ward Councillors and Swanley Town Council Members were invited to presentations on the 19th and 22nd November 2021 respectively.
36. In December 2021, Swanley residents and key interested and affected parties were invited to informal drop-in exhibition sessions, where they could meet key members of the project team, obtain more information about the development and provide feedback. The drop-in sessions were advertised with posters and flyers at strategic locations in Swanley (e.g. Doctor surgeries, ASDA, Aldi, White Oak Leisure Centre, local library, Swanley Town Council), flyers been dropped in letterboxes and front doors within a wide catchment area, and on social media managed by the Council. The drop-in exhibitions were held at the Alexandra Suite, Swanley, on Thursday 9 December (4.30pm to 8.30pm) and on Saturday 11 December (10am to 3.30pm).

Agenda Item 13

37. In addition to the public drop-in exhibitions, a drop-in session was held for Bevan Place residents only on Wednesday 8 December (4.30pm to 8.00pm). This resident only event was also advertised by West Kent Housing Association to its residents and a separate leaflet and letter was distributed to residents in Bevan Place.
38. A public webinar was also hosted via zoom on Monday 13 December (6.30pm to 7.30pm).
39. A total of 53 people attended the drop-in exhibitions and 5 people attended the webinar. At all these consultation sessions, councillors and residents were presented with an emerging scheme (see Appendix B which outlines the consultation material, approach and findings) and were informed that the Council wished to present emerging ideas and obtain feedback. This feedback would assist the project/design team to incorporate suggestions and improve the scheme where possible. This could ultimately lead to variations/adjustments being made to the scheme. Residents were however informed that they would have the ability to provide further feedback on the final scheme as part of the statutory planning consultation process, once the final scheme was submitted for planning permission.
40. Feedback from the consultation events was mixed. While the redevelopment of the site was generally supported, the following concerns were expressed:
 - loss of a public car park at Bevan Place;
 - limited number of parking bays being provided for residents;
 - high level of traffic noise and pollution along Goldsel Road and the High Street;
 - the height of the development is not in keeping with the surrounding area;
 - the building of homes will put pressure on existing services such as doctors and schools;
 - Concerns that the existing infrastructure will not be able to cope;
 - Concerns about overlooking from the existing houses onto the new houses;
 - Loss of trees;
 - Lighting to be designed in such a way to improve security and feelings of safety.
41. Further details of the consultation material used and feedback received can be found in Appendix B. However, some of the comments and suggestions received were anticipated and the emerging design attempts to address many of these issues. Other findings will be considered as the design develops. Area-wide concerns such as pressure on existing services will be considered via SDC's emerging Local Plan and Supplementary Planning Documents.
42. It is proposed that the local community and interested parties will be further consulted as part of the statutory planning process.

43. Given the possible incorporation of two residential blocks owned by West Kent Housing Association which affects 11 tenants and one leaseholder, further discussions will be held with these tenants and leaseholder as the scheme progresses. These meetings will be jointly hosted by the Council and West Kent Housing Association (WKHA). At this point in time, it suffices to say that the WKHA tenants will be found alternative suitable accommodation by WKHA.

West Kent Housing Association

44. The Council considers the Bevan Place car-park and adjacent land to be strategic to the regeneration of Swanley. A landmark development is warranted and a greater impact can be obtained by incorporating the WKHA land and buildings adjacent to the public car park.
45. Draft heads of terms (HoTs) have been agreed in principle between the Council and WKHA. It is proposed that WKHA will transfer its freehold and unencumbered interest with full vacant possession to the Council. The Council will in turn provide 14x 2-bed residential units in the new scheme on a 125-years leasehold basis with apportioned resident parking. WKHA is also proposing to acquire an additional 9x 1-bed units at full market value. The proposed draft HoTs are outlined in Appendix C, and further legal advice is being sought to ensure the transaction is appropriately structured.
46. WKHA proposes to use the 14 x 2-bed residential units for general needs housing and the 9 x 1-bed units for shared ownership. This will ensure the entire scheme has 23 (25%) affordable housing units.

Procurement

47. Subject to scheme viability and obtaining the necessary statutory consents, the scheme will need to be publicly procured in accordance with the Public Contracts Regulations 2015.
48. The scheme will likely be procured using two or possibly a single stage Design & Build procurement route with a selection questionnaire and JCT Design and Build 2016 standard form of contract. A two stage process is preferred as it will allow the Council to appoint a main contractor under a PCSA first, thereby allowing the main contractor to prepare detailed design drawings and provide cost certainty prior to a final award being made.
49. A main contractor will be procured on a lump-sum fixed price basis and site clearance will be undertaken as part of the main build contract.

Delivery Programme

50. The project's indicative delivery programme, assuming planning consent is granted, is outlined in Table 1 below. Note this is subject to change:

Agenda Item 13

Table 1 - Indicative Project Timetable

Stage	Date	
Prefeasibility Study	December 2020	Completed.
Council approval of tranche 1 funding	February 2021	Completed.
Appointment of consulting team	May 2021	Completed.
Draft MoU with WKHA	June 2021	Completed.
Stage 1 design freeze	September 2021	Completed.
Interim Stage 2 Feasibility Sign-off	October 2021	Completed.
Corporate Programme Board	October 2021	Completed.
Design Review Panel	25 November 2021	Completed.
Public consultation	08-13 December 2021	Completed.
Strategic Management Team	14 December 2021	Completed.
WKHA Board sign-off (In-principle)	21 December 2021	Completed.
Finance & Investment Advisory Committee	11 January 2022	
Health & Housing Advisory Committee	17 January 2022	
Cabinet	10 February 2022	
Full Council	22 February 2022	
Planning Submission	July 2022	
Decision on delivery vehicle	July 2022	
Contractor Specification and ITT issued	September 2022	
Planning Determination	October 2022	
Contractor Appointment/award	December 2022	
Start on site	January 2023	
Practical completion	Winter 2024	

Financial Assessment

Note: Supporting information is located in Appendix D which is exempt from publication.

51. An external cost consultant (Playle and Partners) was appointed to advise on development costs, constructability and deliverability of the scheme. Cost advise was also tempered by the entire design team, and the cost plan is based on the emerging scheme's design and specification.
52. An external property consultant (Lambert Smith Hampton, LSH) was commissioned to determine the scheme's viability and advise on residential and retail sales and rents, general market conditions and product development. In addition, LSH has also consulted with local estate agents to advise on local market conditions.
53. Our property consultants suggest that the scheme is financially viable using a rent model. Their assessments have been closely scrutinised by the Council's Property and Finance teams and further external legal advice was sought from Trowers Hamlin.
54. The rent model requires the Council to operate as a PRS developer/investor, whereby it would take a longer term view and allow returns to be realised

over a longer period of time. The Council would build the residential and retail unit, and rents these units to the occupier market (as an investor). Net rents (after deduction of OPEX) are used to pay the interest cost associated with the loan.

55. Details of the cost plan, development appraisal and rent model can be found in Appendix D, where it can be noted that the scheme generates a residual land value and a positive net present value (NPV).
56. The financial appraisal includes a robust contingency and risk and inflation allowance. The appraisal has also undergone stress testing to determine its sensitivities to cost pressures, interest rate rises, decline in sales/rental values to mention a few, and these have set the financial parameters within which a viable scheme can be delivered.
57. The financial envelope for the proposed scheme (Option B) as summarised in Appendix D is:
 - The total project cost is not to exceed £26,575,836;
 - The preferred scheme is to be delivered using a rent-model;
 - The maximum interest rate that can be applied is 3%;
 - The minimum NPV acceptable to the Council is £8.1m;
 - The residual land value of £1.45m is to be realised on practical completion (PC).

Project Governance

58. A Project Team has been set up within the Council and is being supported by a multi-disciplinary team of external consultants. The key external consultants include:
 - Bell Philips Architects as lead design consultant and Principal Designer
 - Lambert Smith Hampton as property consultant
 - Playle and Partners as cost consultant, project manager and employers agent
 - Centro plan as planning consultant
59. Structural, civil, traffic, fire and M&E engineers, together with other specialist consultants (landscape architects, arboriculturalist, to mention a few) were also appointed when tranche 1 project funding was approved by Council in February 2021.
60. The Project Team meets fortnightly and has adapted PRINCE2 methodologies to manage the project.
61. The Project Team reports to the Corporate Programme Board (CPB), which has oversight of the project. Monitoring reports (including highlight reports/exception reports, budget monitors and the risk register) are

Agenda Item 13

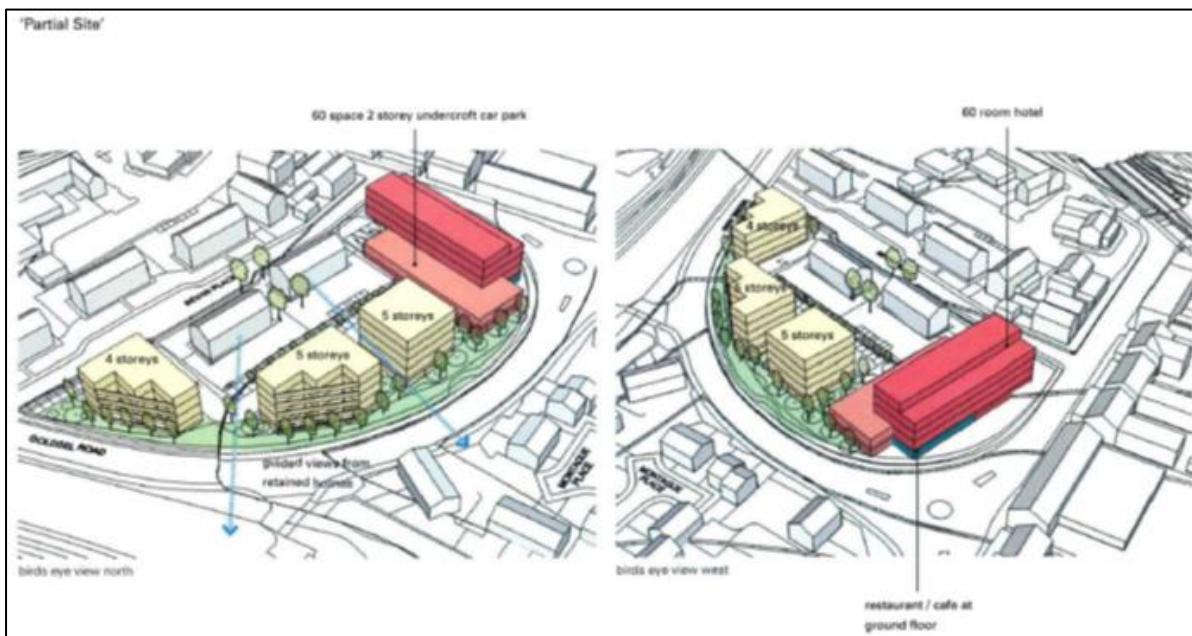
submitted monthly to the CPB. The CPB consists of senior officers within the Council and is chaired by the Chief Executive.

62. The Cabinet Members for Finance and Investment, and for Improvement and Innovation are provided with regular updates by the Strategic Head of Property and Commercial Services and the Chief Executive.

Other Options Considered

63. Status quo option. This option would result in the former Working Men's Club site remaining vacant and the Bevan Place car-park remaining operational. It would also result in the two West Kent Housing blocks remaining in-situ. The Local Plan, Master Vision for Swanley and the emerging local plan consider this to be an important development site in the Swanley Town Centre. Maintaining the status quo is not considered an efficient use of either the car park, which is under-utilised, or the former Working Men's Club (which was demolished in 2016) and would not contribute to the regeneration of Swanley. The housing blocks are also considered to be in need of significant retrofitting and it is considered more cost effective to demolish these units rather than retrofit them. As a result, maintaining the status quo does not meet the Council's or WKHA's objectives and ambitions.
64. Alternative uses for the Council owned site: Providing commercial uses on this site is not considered viable. However, consideration was given to the location of a hotel on this site, but this would not result in the site being optimised for development. While a mixed use scheme was considered that would include a hotel, physical, planning and viability constraints precluded this option.
65. Alternative residential layouts including alternative densities. A low rise development was considered on this site, but its density was not considered appropriate for this strategic town centre location. A lower density development would also not provide the transformational step change that the Council is seeking to catalyse Swanley's regeneration. In addition to a lower density scheme, a variety of alternate site layout options were considered, some examples are illustrated in Figure 2 below. Unfortunately, prefeasibility studies suggested that none of these options were viable.
66. Alternative delivery mechanism/model: A traditional delivery model, where the Council would build to sell the development, was considered but not considered viable. Details of this assessment are included in Appendix D.
67. Site disposal to a private sector developer: This option was considered and ruled out. While there is interest in the market for this site, informal discussions with potential developers suggest that offers from the market would fall below the Council's expectations. This is due to the challenging nature of this site's development. In addition, the Council would not be able to control quality, type of tenure and pace of development on this strategic site.

Figure 2 - Example of alternative options considered



68. An alternative option would be to dispose of the site with planning permission. This option has been ruled out as there is no guarantee that a developer will implement the planning consent. A private developer would seek to maximise profits. The Council would therefore lose control over this site and would not be able derive other community benefits and value from this site.

Risk Assessment

69. A table outlining the key risks relating to this project are outlined in Appendix E.

Financial Implications

70. In February 2021, council approved £730,000 to be included in the 2021/22 Capital Programme. This funding would enable the appointment of consultants to undertake detailed design and feasibility work. To date, the Council has spent £332,000 (08/12/2021). These costs are included in the cost plan and financial appraisal outlined in Appendix D.
71. The project team has now prepared a scheme that can be delivered using a rent model. The assumptions in the cost plan and the assumptions in the model (as outlined in Appendix D) appear to be robust and provide the Council with flexibility.
72. The financial parameter as set in Section 57 is expected to deliver a viable scheme. LSH advises that the proposed scheme would have a book entry value of c. £19.1m upon scheme PC.

Agenda Item 13

73. The model generates a residual land value of £1.45m from practical completion. This capital receipt will be used to off-set the cost the Council incurred in acquiring the former Swanley Working Men's Club.
74. The proposed scheme is intended to be funded (ultimately) from rental income from the residential and retail units (see Appendix D for more information). The model also includes a capital receipt generated from the sale of residential units to WKHA. According to the financial model, a cash surplus is generated from year one. This cash surplus, whilst modest in the first three years of operation, can be used by the Council to partially off-set loan repayments or could be used towards Council services, particularly in future years. Further details are provided in Appendix D.
75. The 'White Oak Leisure Centre: New Build and Operator Procurement' report approved by Council on 21 April 2020 included details of how the new centre would be funded. It was agreed that £10.63m would be funded by capital receipts from the sale and development of sites in Swanley including Bevan Place. The average annual cash surplus on the Bevan Place proposal in the first ten years (to tie in with the 10-year budget period) is £71,000, this would enable a 20 year (to tie in with the operator life cycle) PWLB annuity loan of up to £1.2m to be obtained as part of the £10.63m required from capital receipts for the new centre.
76. Table 2 below shows the expected expenditure over the duration of the project.

Table 2 - Expected Project Expenditure

	2021/22	2022/23	2023/24	2024/25	Total
	£	£	£	£	£
Expenditure	730,000	1,270,000	10,000,000	15,235,836	25,835,000

77. Short-term external borrowing will be used to fund the scheme during construction and at practical completion this will revert into a Public Works Loan Board (PWLB) loan. The potential financing costs are outlined in Appendix D and sufficient allowance is made in this cost to account for a range of future fluctuations in interest rates.
78. Consideration will need to be given to the VAT implications of the project. Dependant on the use of some of the elements of the project it may require specific VAT treatment. Further VAT advice is being sought from Trowers Hamlin.
79. The Council is required to pay off an element of the accumulated General Fund capital spend each year through a revenue charge known as the minimum revenue provision (MRP). It is proposed to use the 'asset life method' in the calculation of the Council's MRP on an annuity basis where the principal repayments increase over the life of the asset. MRP commences in the financial year following that in which the expenditure is incurred, or in the year following that in which the relevant asset becomes

operational. This enables an MRP “holiday” to be taken in relation to assets which take more than one year to be completed before they become operational. The actual MRP charge will be calculated on individual categories of asset to ensure the appropriate MRP charge is recognised.

Legal Implications

80. The Council has been through a process of determining the extent of its title together with any relevant restrictions. This has included the commissioning of a Development Constraints Report by the law firm Charles Russell Speechlys (April 2021). The report set out an action plan to overcome any weaknesses, which includes registration of the full development site, consolidating titles and, where appropriate, seeking insurances.
81. The land is currently held by the Council for a number of purposes, with the majority of the Council’s land being for the purpose of a car park. Section 122 of the Local Government Act clarifies that where land held by the Council is no longer required for the purpose for which it was previously held then it may be appropriated for another purpose. At a later stage, should the project receive planning permission, then it would be right for the Council to consider whether the land should be appropriated for the purposes of proper planning, including section 203 of the Housing and Planning Act 2016. Where appropriated for planning purposes the Council may proceed with a project without threat of injunction to enforce private rights. A further report would be provided at the time.
82. Importantly, part of the development site is within the freehold ownership of West Kent Housing Association (WKHA). However, it is ultimately intended that 14 units are to be transferred back to WKHA following the development under long leases of 125 years. The mechanism for incorporating their land into the development site is still subject to external legal advice. However, the indicative plan may involve the transfer of the land to the Council subject to the parties simultaneously entering into Development Management Agreements and an Agreement for Lease, to provide assurance to both parties. Such transfers are also to be subject to Stamp Duty Land Tax, which forms part of the external advice being sought.
83. The Council will be responsible for ensuring that all statutory approvals, including planning permission and building control, are obtained through the development process.
84. As part of the development it is expected that works will be required to the highway network. Standard agreements should be entered into for these purposes with the Highways Authority. This would include under section 278 of the Highways Act 1980. Additionally, it is likely that the Council may need to request a Traffic Regulation Order for the purposes of the development.

Agenda Item 13

85. The proposed works would exceed the PCR thresholds and so would normally require the Council to conduct a national tender competition, including on Find a Tender, for the future contractor. However, Officers are currently exploring appropriate frameworks, which are already established under competitive conditions, to streamline the Council's processes while maintaining pressure on price.
86. It is envisaged that the construction contract will be split into two stages with the contractor involved in a Pre-Contract Services Agreement (PCSA). This has practical advantages including providing additional cost certainty by involving them at an earlier design stage and reducing the chances that significant changes are required after most of the design is set. However, a clear break would be provided to allow for the Council to change direction if dissatisfied with the performance or outcomes from the PCSA.
87. Should Officers pursue a framework arrangement then this will likely govern the choice of contract with any contractor. In most cases these will be from the JCT or NEC suite of contracts. Legal advice will need to be sought in ensuring the final form of contract, including any amendments, is appropriate and provides the Council with the necessary contractual safeguards.
88. The Council will need to consider the appropriate mechanism for the holding of assets following development, although it is expected that the Council will retain the freehold title. As noted above it is currently intended that certain dwellings be disposed to WKHA on a long lease. If the Council intends to retain any units itself then it must take account of the Housing Acts. As a Housing Authority the Council is not entitled to issue the industry standard Assured Shorthold Tenancies but rather may only issue Secure Tenancies. Further, since 1989 the Council has not retained a Housing Revenue Account; should the Council intend to retain fewer than 200 social units itself then they may apply to the Secretary of State for a direction to exempt those properties from the requirements of a Housing Revenue Account. As such it is envisioned that the remaining, market dwellings will be disposed/transferred to a third party to allow their commercial management.
89. Should the Council enter into any arrangements with its trading company or affordable housing company, any arrangements must be transparent and must not be in breach of rules on subsidy control. Any arrangements should generally be at market rates, mindful of what impact arrangements may have on the local economy.

Equality Assessment

90. The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. A positive impact on end users is, however, anticipated. In particular, it is worth noting that appropriate "equalities requirements" will be specified in the various

contracts to be entered into for the construction of the scheme. In addition, the scheme is designed to promote an inclusive environment.

Sustainability

91. A sustainability checklist has been completed, provided at Appendix F. The scheme will aim to achieve very high environmental performance targets in line with the Council's Net Zero ambitions. Key sustainability measures and targets are outlined in sections 29, 30 and 31.

Conclusion

92. This dynamic scheme provides good quality new homes in an exemplar scheme on a strategic development site in Swanley's town centre. The proposed development presents a unique regeneration opportunity for Swanley that will set a new design and sustainability benchmark for future growth.

Appendices	<ul style="list-style-type: none"> • Appendix A - Emerging Design Details • Appendix B - Public Consultation • Appendix C - Draft Heads of Terms with WKHA (Gold Papers - exempt from publication) • Appendix D - Financial Appraisal (Cost plan, development appraisal, financial model) (Gold Papers - exempt from publication) • Appendix E - Outline Risk Assessment • Appendix F - Sustainability Checklist
Background Papers	<ul style="list-style-type: none"> • Tibbalds (2016): Master Vision for Swanley and Hextable. • Sevenoaks District Council (2015): Strategic Housing Market Assessment. • <i>Sevenoaks District Council (2015)</i>: Allocations and Development Management Plan. • Sevenoaks District Council (2011): Core Strategy. • Sevenoaks District Council (Feb 2021): Report to Council - Update to the Property Investment Strategy. • Bell Phillips Architects (Dec 2021): Bevan Place Interim Stage 2 Report • Bell Phillips Architects (Oct 2021): Bevan Place Stage 1 Feasibility Report • Bell Phillips Architects (Dec 2019): Bevan Place Feasibility Studies • Sevenoaks District Council (Dec 2021): Bevan Place Survey Results from December 2021 Consultation <p>The following background documents are exempt from publication. The applicable reason for this redaction is paragraph 3 of Schedule 12A of the Local Government Act</p>

Agenda Item 13

Appendices	<ul style="list-style-type: none">• Appendix A - Emerging Design Details• Appendix B - Public Consultation• Appendix C - Draft Heads of Terms with WKHA (Gold Papers - exempt from publication)• Appendix D - Financial Appraisal (Cost plan, development appraisal, financial model) (Gold Papers - exempt from publication)• Appendix E - Outline Risk Assessment• Appendix F - Sustainability Checklist
	<p>1972: Information relating to the financial or business affairs of any particular person (including the authority holding that information). This is because it could prejudice the returns of a commercial tender that the Council will be undertaking and provides commercially sensitive information.</p> <ul style="list-style-type: none">• Playle and Partners (December 2021): Bevan Place Cost Plan (Interim Stage 2)• Lambert Smith Hampton (December 2021): Bevan Place Financial Model (Interim Stage 2)• Lambeth Smith Hampton (December 2021): Bevan Place Development Appraisals (Argus Models)• Lambert Smith Hampton (October 2021): Property Market Review• Savills (February 2019): Bevan Place Feasibility Assessments

Detlev Munster, Strategic Head of Property & Commercial

Appendix A

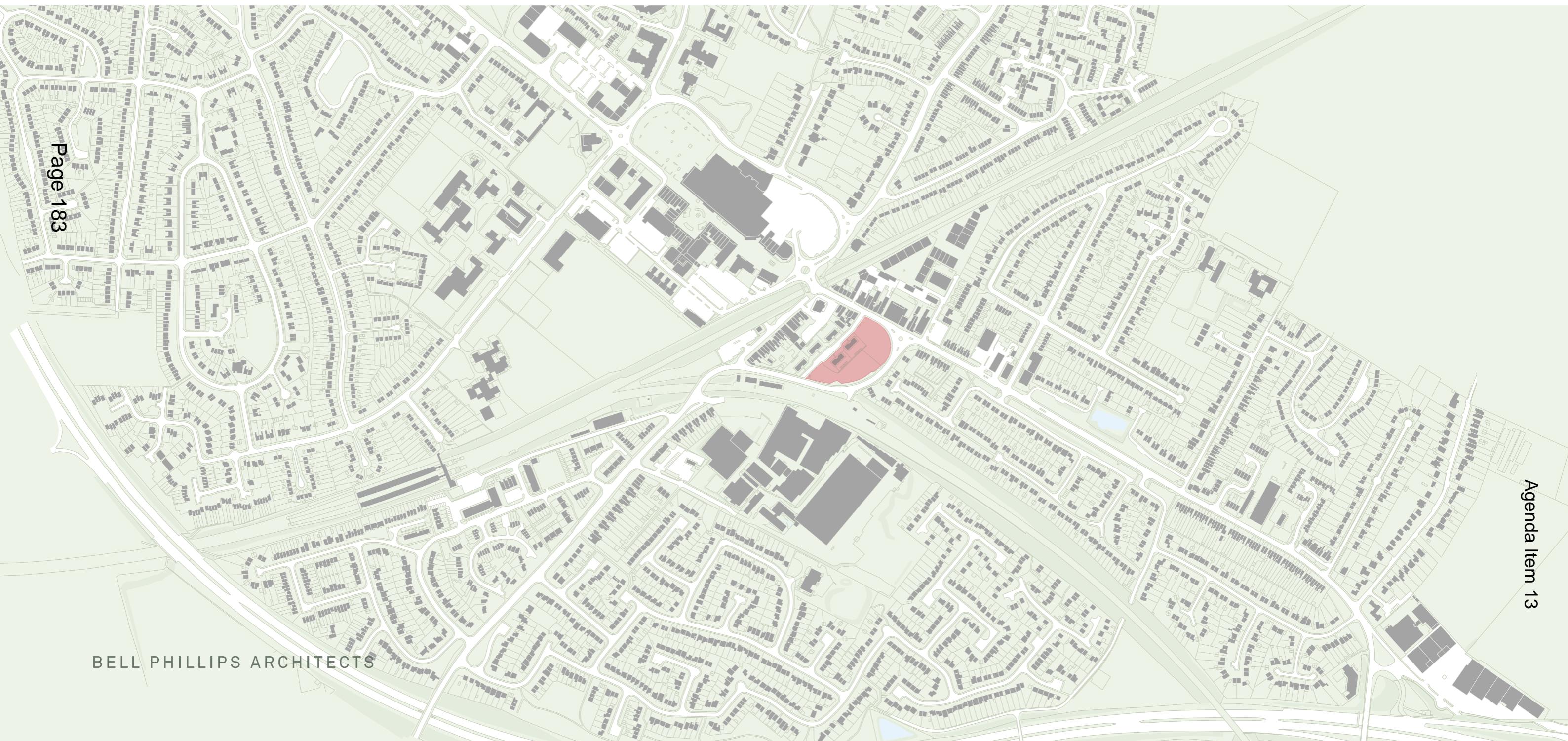
Bevan Place

Interim Stage 2 Design

Page 183

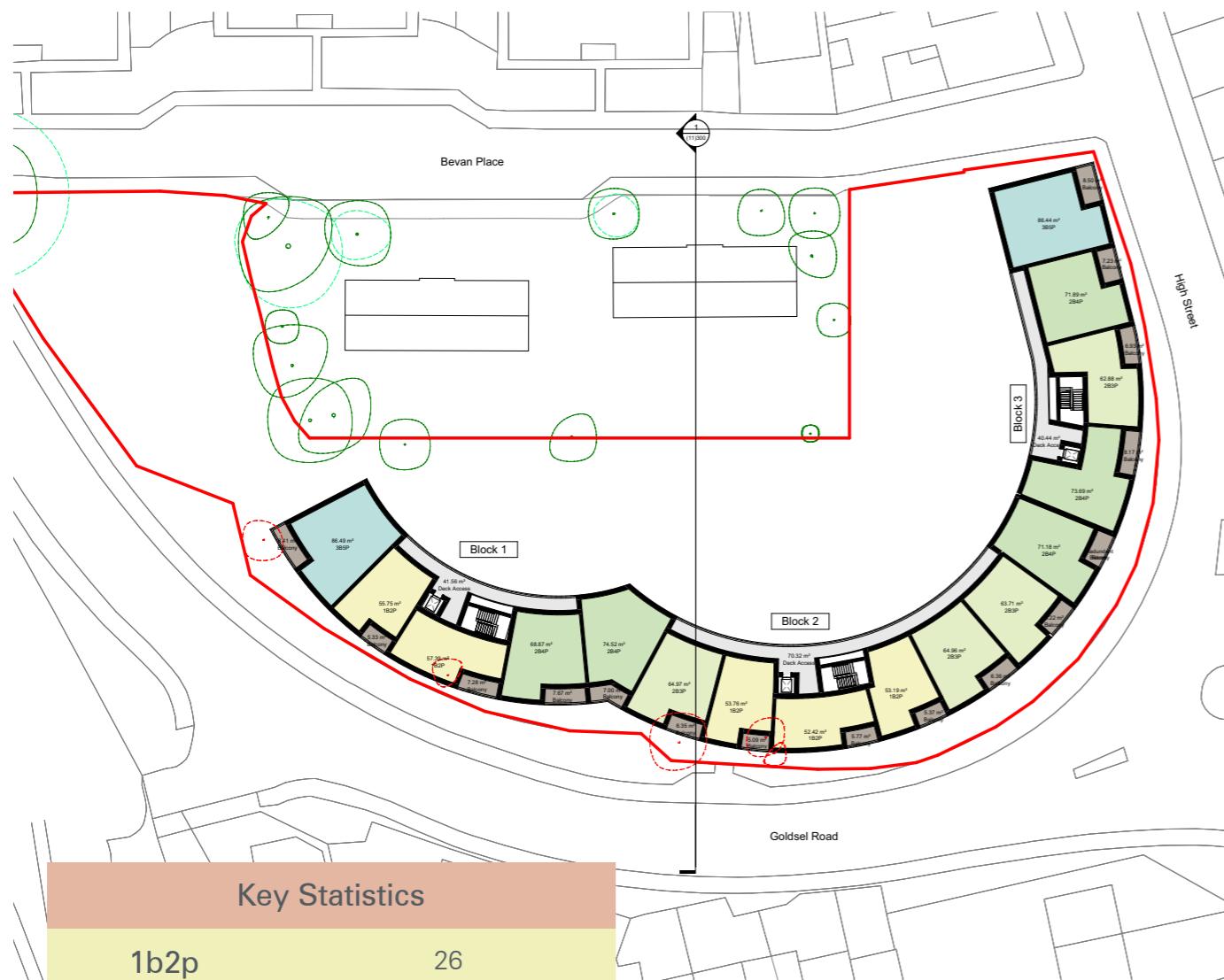
Agenda Item 13

BELL PHILLIPS ARCHITECTS



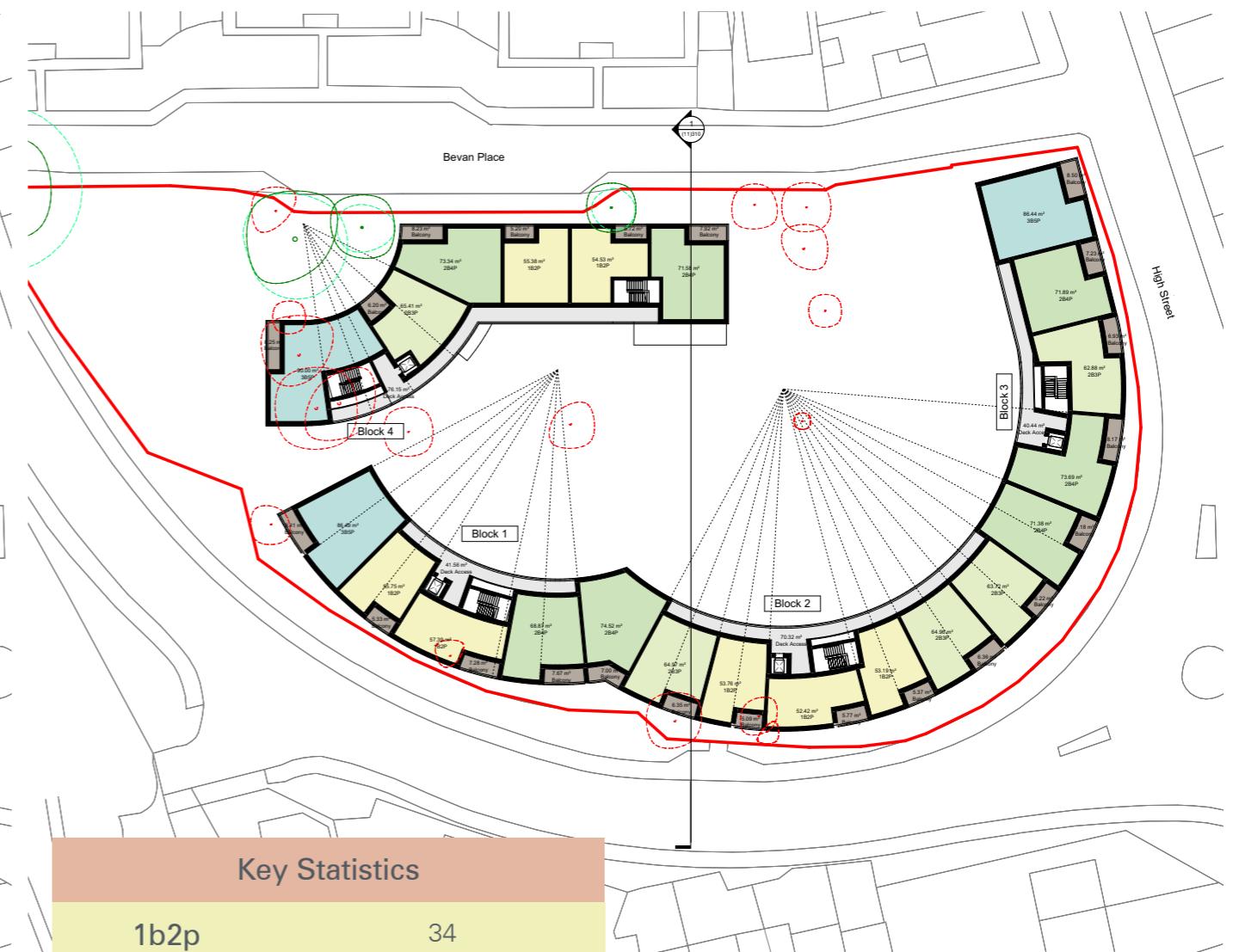
Stage 1 scheme

Phase 1 scenario - WKHA blocks remain



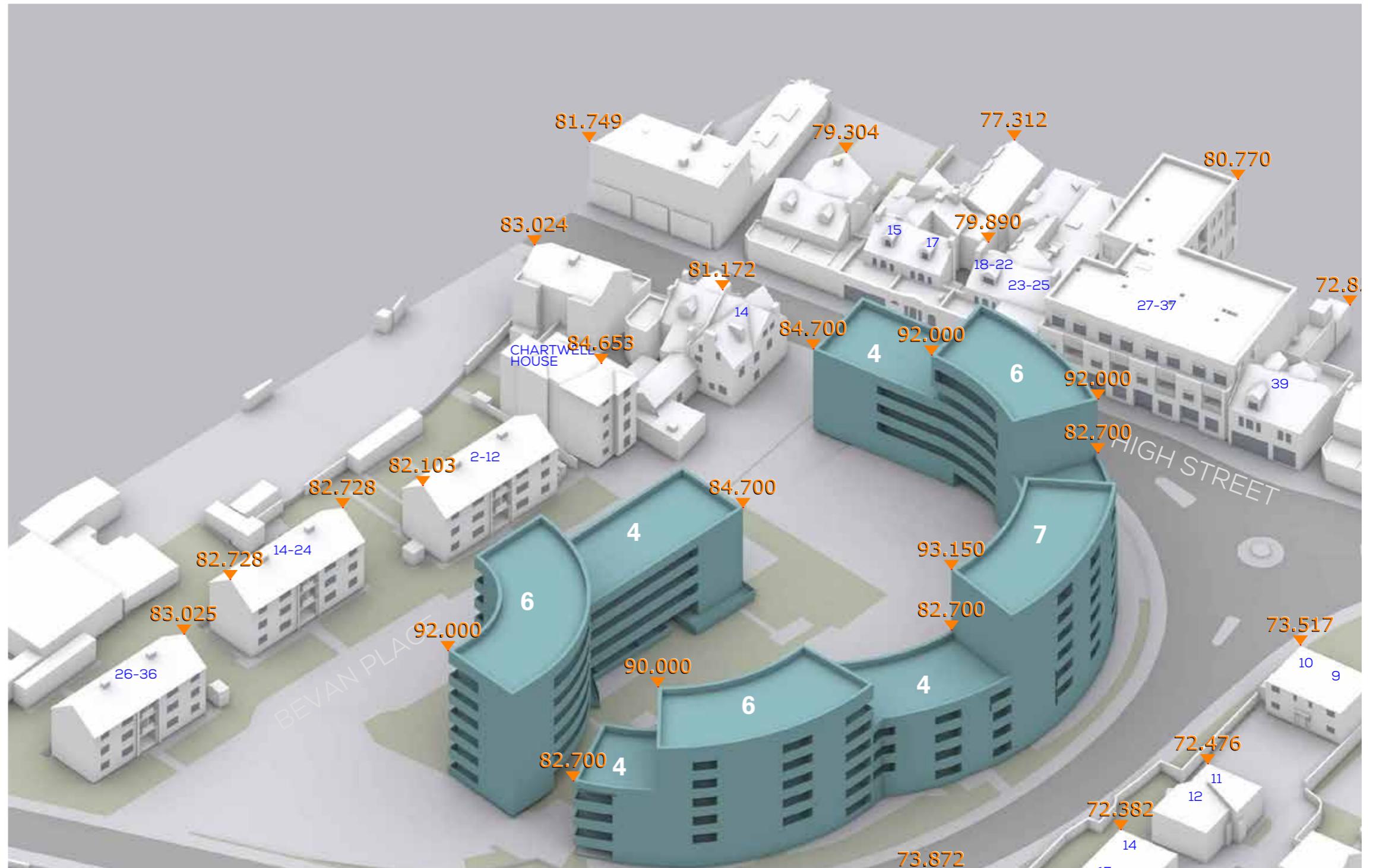
Key Statistics	
1b2p	26
2b3p	20 + 5 WCH
2b4p	16 + 1 WCH
3b5p	6
Total Units	74
Total WCH	6 (8%)
Amenity	1,547.8sqm
Parking	34 spaces (0.46)

Phase 2 scenario - WKHA blocks are demolished



Key Statistics	
1b2p	34
2b3p	27 + 7 WCH
2b4p	23 + 1 WCH
3b5p	11
Total Units	103
Total WCH	8 (8%)
Amenity	2,408.4sqm
Parking	43 spaces (0.42)

Stage 1 - Design



Stage 2 - Design Development

Typical Floor

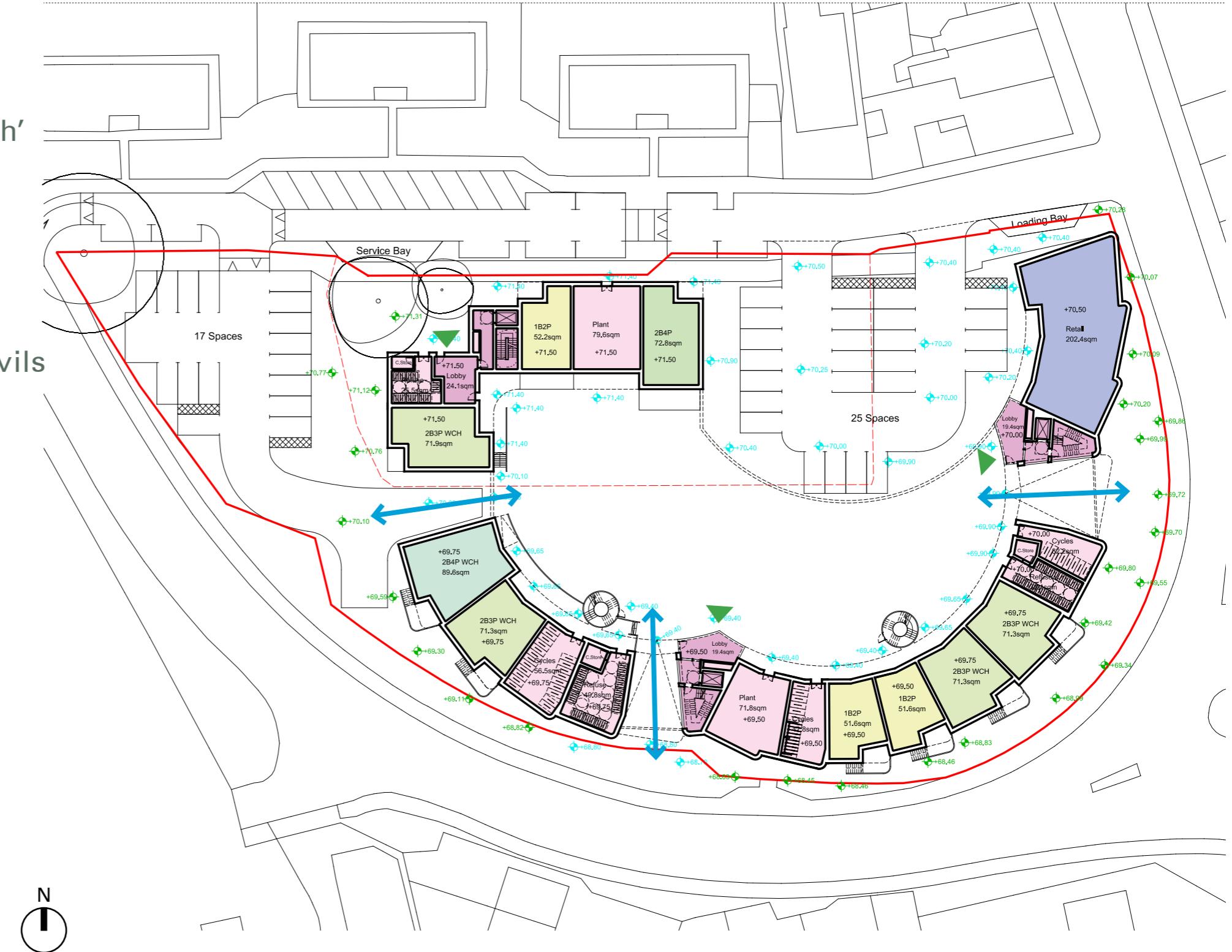
- Reduced number of cores
- Regular flat layouts
- Change of height
- Improved efficiencies
- Fewer steps and less overall external envelope
- 3 repeated curves - all based on the same radius - repeated elements
- stepped away from the High Street to improve DSO



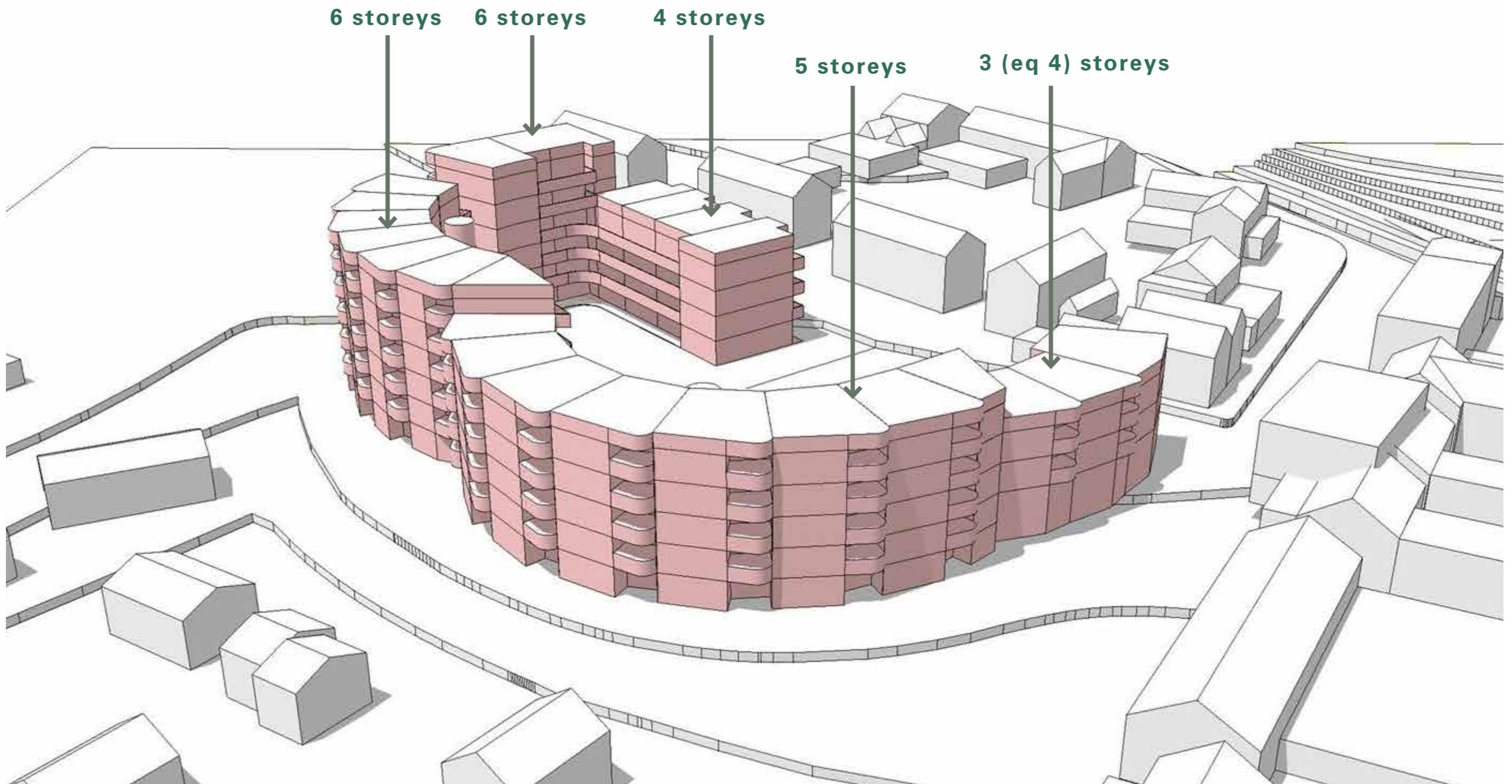
Stage 2 - Design Development

Ground Floor

- 3 principal entrances
- Entrances located at the 'pinch'
- Tweaked highway proposal
- Bike stores within landscape
- Bin stores internal
- Levels to be reviewed with Civils



Stage 2 - Aerial View 1



Stage 2 - Aerial View 2

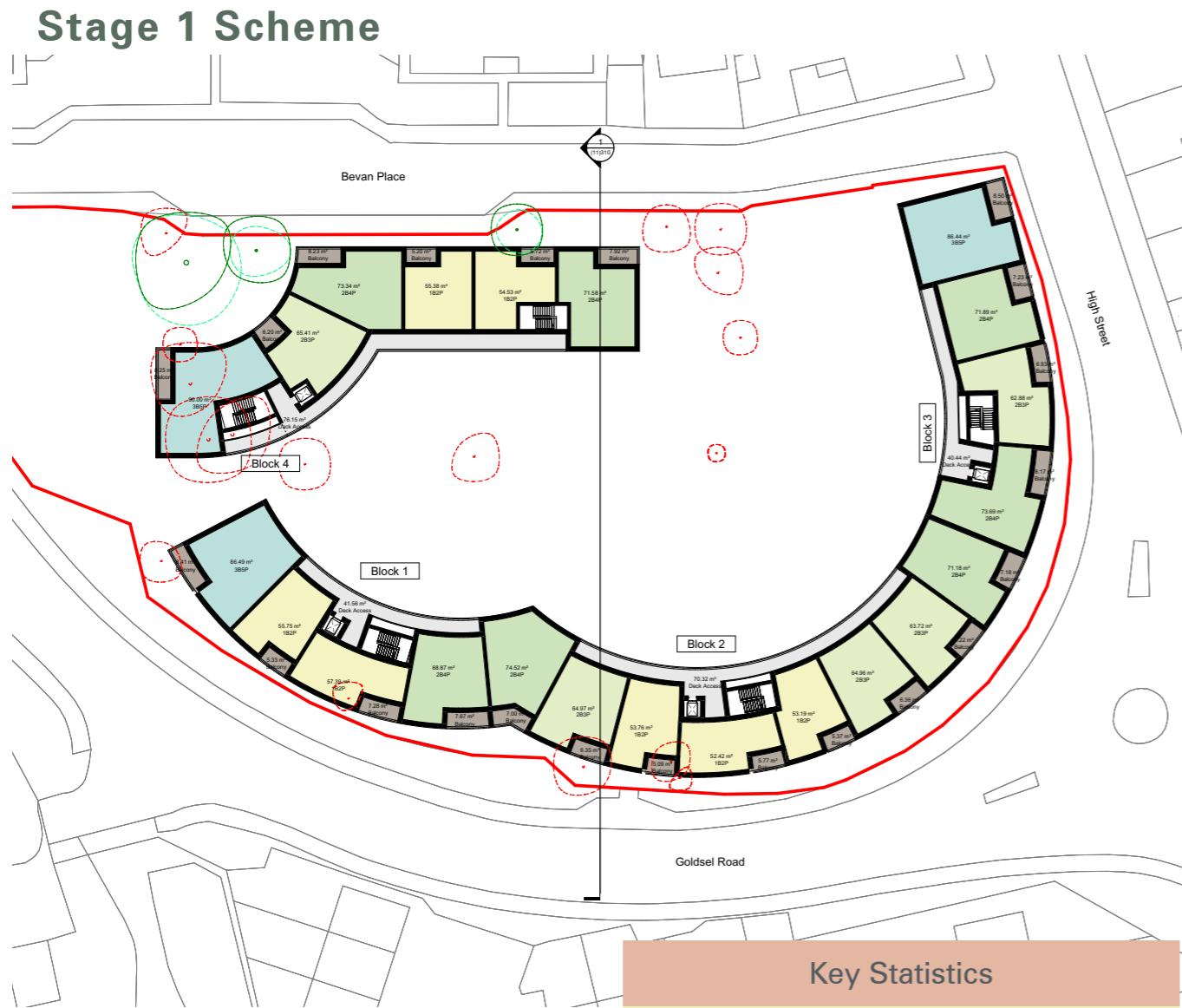
Page 189



Agenda Item 13

Stage 2 - Typical Floor Comparison

Page 190



4.5 cores

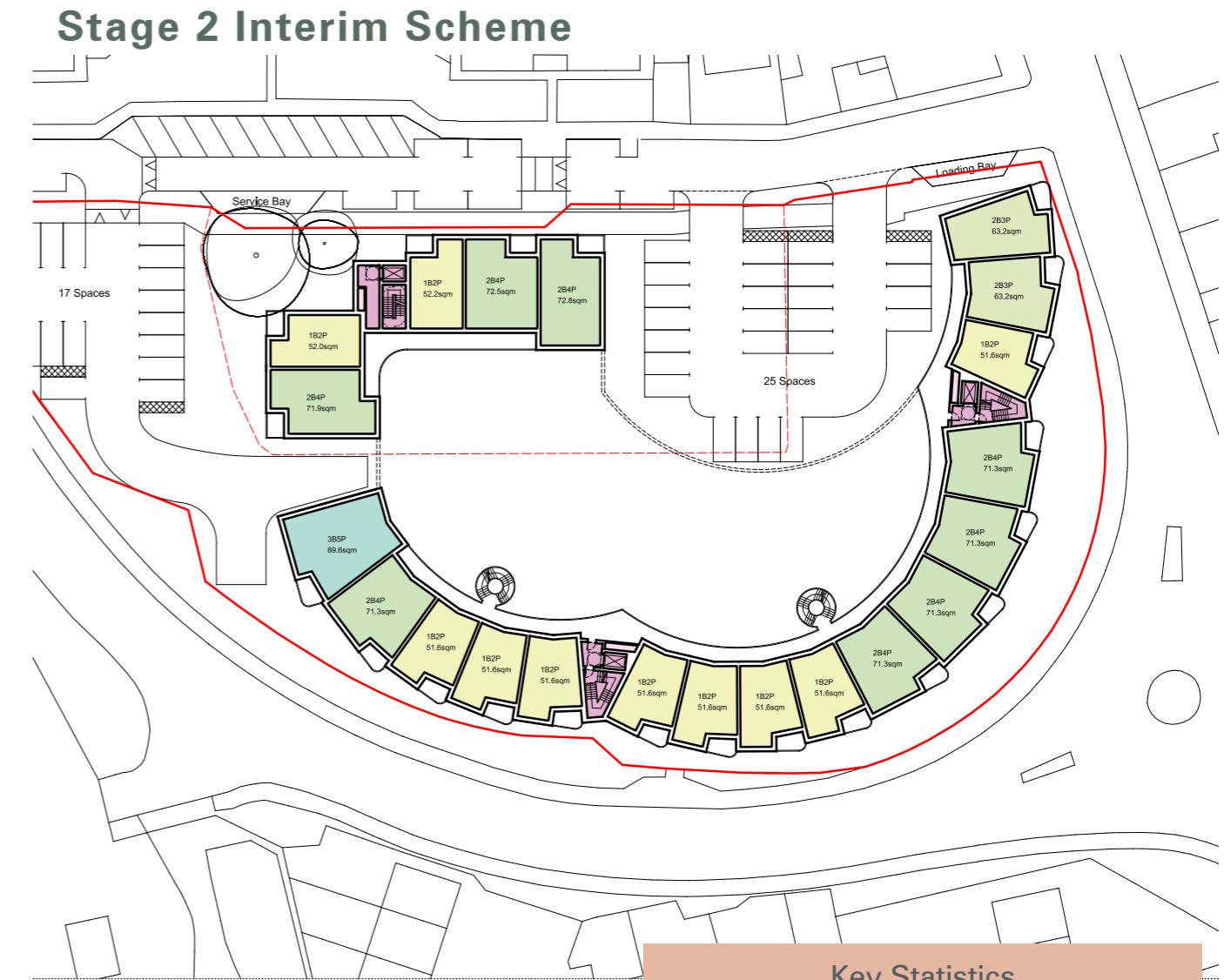
Units: 22

NIA: 1,472.54sqm

GIA: 1,649.01sqm

NIA/GIA: 0.89

Key Statistics	
1b2p	34
2b3p	27 + 7 WCH
2b4p	23 + 1 WCH
3b5p	11
Total Units	103
Parking	43 spaces (0.42)



3 cores

Units: 21

NIA: 1,307sqm

GIA: 1,476.6sqm

NIA/GIA: 0.89

Key Statistics	
1b2p	44 (48%)
2b3p	8 (9%)
2b4p	35 (38%)
3b5p	5 (5%)
Total Units	92
Parking	42 spaces (0.46)

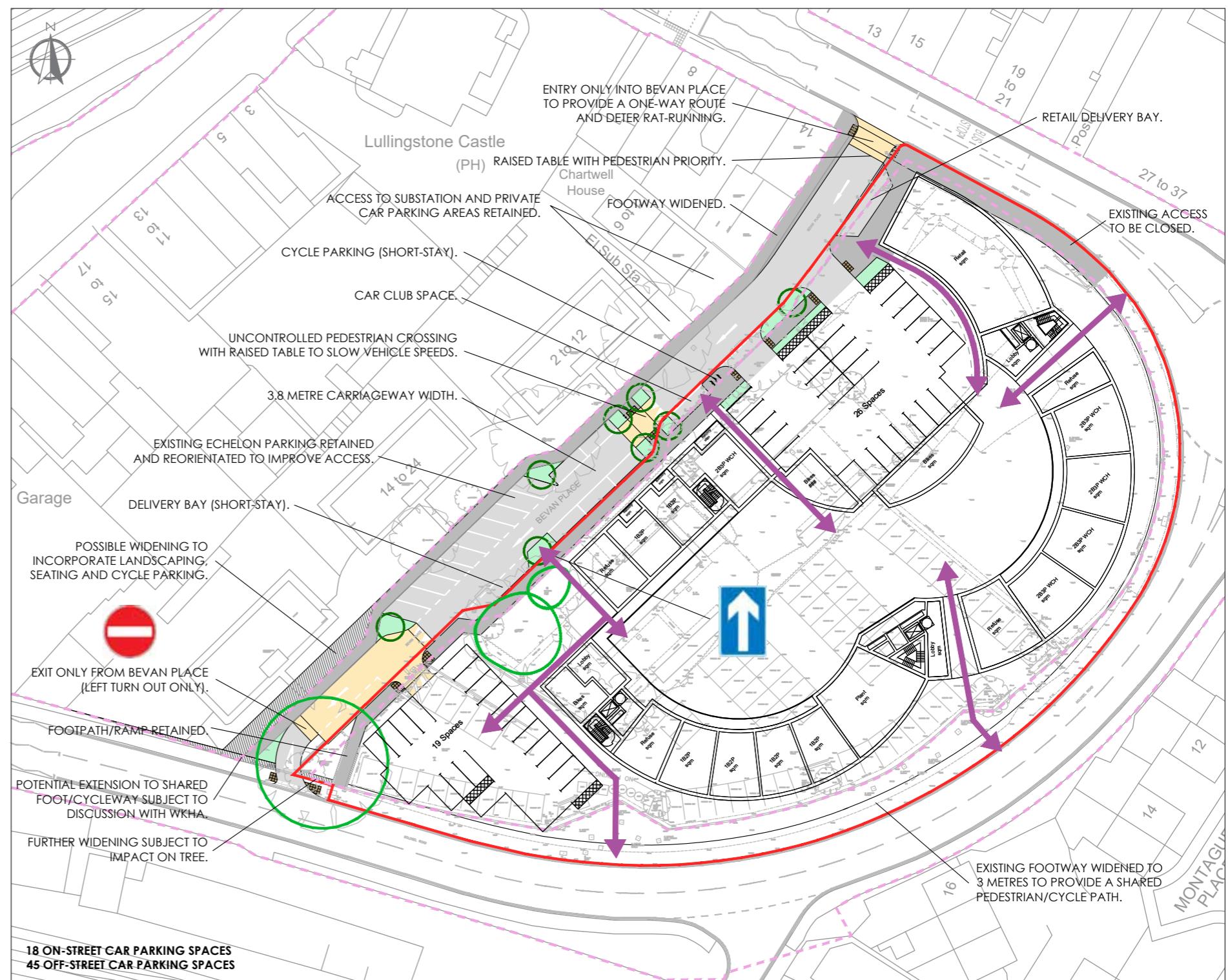
Stage 2 - Highways

Proposed Strategy

- one-way access from High Street with left turn egress at Goldsel Road
- on street parking layout proposes minor adjustments
- raised tables to slow speed

KCC Initial Feedback

- Work to Bevan Place would be subject to a S278 agreement
- Final arrangement would need review to ensure it meets adoption criteria
- Alteration to one-way road would require a Traffic Regulation Order which will be subject to public consultation
- Refuse access arrangements to be reviewed by Design Team



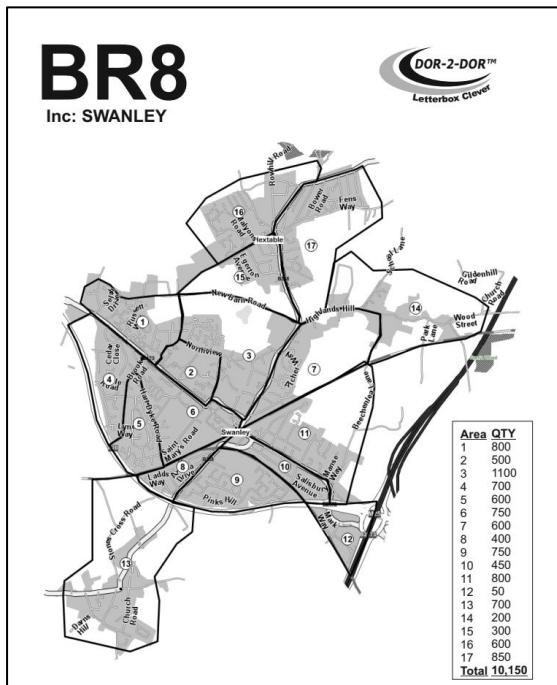
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Appendix B - Public Consultation

Introduction

1. This appendix provides an overview of the consultation material used, the consultation approach and a summary of the findings from the public consultation events.
2. The Council advertised the consultation events using social media, the Council's website, and by dropping leaflets at resident and businesses front door letter boxes. The distribution area for these leaflets is shown in Figure B1 and leaflets were distributed to areas 8,9,10 and 11; c. 2,400 addresses.

Figure B1 - Leaflet Distribution Area



3. Posters were also placed in prominent locations throughout Swanley, for example at the Oaks and Cedar GP Surgeries, Asda, Aldi, White Oaks Leisure Centre, the local library and at the Town Council.
4. Residents in Bevan Place were also written to, and WKHA contacted its residents and leaseholders via email informing them of the residents only consultation event on the 8 December 2021.
5. Figure B2 is a template of the leaflet flyer that was distributed to over 2,000 residential and business addresses in close proximity to the

Agenda Item 13

development. The flyer template was also used for posters that were located in key locations in Swanley.

Figure B2 Flyer and Poster

The image shows a flyer and a poster for Sevenoaks District Council's consultation. The poster features the Sevenoaks District Council logo at the top left. A large illustration of a modern building complex with a glass facade and surrounding trees and people is shown in the center. Below the illustration, text invites people to present emerging design proposals for the Bevan Place Car Park & Old Working Men's Club site in Swanley. It provides details about drop-in sessions at The Alexandra Suite on December 9th and 11th, and a public webinar on December 13th. It also includes a map showing the location of The Alexandra Suite relative to Swanley Recreation Ground, Asda, and other local landmarks.

Sevenoaks DISTRICT COUNCIL

Sevenoaks District Council would like to present emerging design proposals for the Bevan Place Car Park & Old Working Men's Club site in Swanley. We would like to hear your views and thoughts.

A drop in session will be held at **The Alexandra Suite** on the following dates:

Thursday / 9th December / 3pm - 7pm Saturday / 11th December / 10am - 3pm

A public webinar will take place on:

Monday / 13th December / 6.30pm - 7.30pm

Access to the webinar please visit:
www.sevenoaks.gov.uk/bevanplace

Site

Swanley Recreation Ground

Asda

High Street

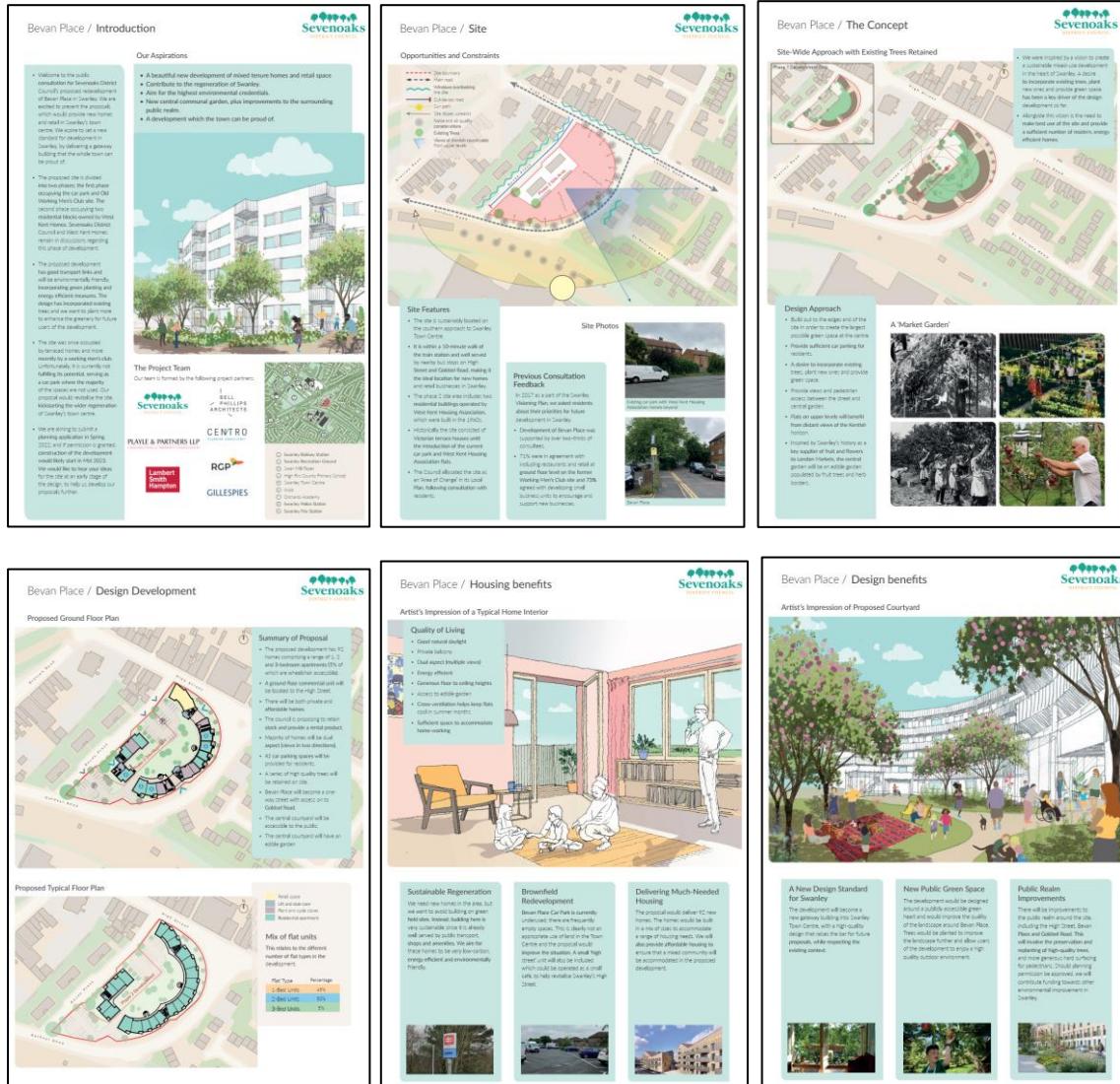
Golden Road

Shallow Road

Alexandra Suite

6. Figure B3 illustrates the consultation boards that were used at the drop-in exhibition sessions on the 8, 9 and 11 December 2021. The exhibition boards were also added to the Council's website and can be found here
https://www.sevenoaks.gov.uk/info/20002/your_environment_and_community/600/bevan_place_proposals

Figure B3 - Example of the consultation boards



- At the consultation events, attendees had the opportunity to discuss the proposed scheme with members of the project team, consisting of Council officers and project consultants. Attendees were invited to attach comments to the consultation board (see figure B4) and were also encouraged to submit a questionnaire through an on-line portal. However, certain residents requested a hard copy of the questionnaire and these were also provided. The closing date for the submission of comments via the questionnaire was Sunday 19 December 2021.
 - A public webinar was also hosted on 13 December 2021. The public webinar was hosted via Zoom and key members of the project team were in attendance. A presentation by the project architect was followed by a public question and answer session. Following the webinar session, attendees were invited to submit comments via the survey monkey portal

Agenda Item 13

and details were provided. A link to the survey monkey questionnaire was also provided on the Council's website.

Figure B4 - Comment Board

Bevan Place / Timeline and Feedback



Timeline

Early December 2021	May 2022	September 2022	Mid 2023	Mid 2027
Design development A coordinated design is developed with the project partners, including landscaping, building services, structure, security and sustainability measures.	Planning submission The developer is submitted for planning. The community will have another opportunity to comment on the proposal when the planning application is considered.	Planning decision The planning submission is determined by Sevenoaks District Council	Start on site If planning permission is granted the development is likely to begin in 2023.	Completion If the project begins in mid 2023, it is likely to be completed in 2027.

We Are Here

We welcome feedback from residents on the initial design ideas. Please add your post-it note with your comments to our feedback board below. We would also welcome you filling in and submitting a brief questionnaire to us, which can be found online at _____, or alternatively please fill in now and hand it over to a member of the project today. We will review the feedback that you have provided and incorporate it into future designs where appropriate.

For the latest news on the Bevan Place proposal, visit www.sevenoaks.gov.uk/bevanplace

Sevenoaks District Council
Council Offices
Argyle Road
Sevenoaks
Kent
TN13 1HG

Thank you for your time and views

Findings from the Consultation Events

9. A total of 53 people attended the drop-in exhibition sessions over the three days. Unfortunately, no Bevan Place residents attended the drop-in session dedicated for them, but this does not mean they did not attend any of the other public sessions, and we were informed that at least two attendees were indeed Bevan Place residents.
10. Attendee demographic information was not formally requested, but the project team in attendance noted that people that did attend were indeed local residents and were predominantly aged 55 years and above and slightly more males than females attended. Younger people and minority ethnic groups were under-represented.
11. A total of 5 people attended the public webinar, yet numerous questions were asked by those in attendance with sufficient time to provide detailed responses.
12. A total of 26 completed questionnaires were received. 11 were handed in at the events and the remaining 15 were completed online. While the sample size is relatively small, it nonetheless provides very useful pointers.
13. The key findings from the public consultation events (including the results of the questionnaire) can be summarised as follows:
 - Traffic and parking
 - Traffic in the area is already congested
 - High volume of traffic leads to pollution
 - Not enough parking for visitors to the High Street
 - Parking is insufficient for number of residential units
 - Public transport is poor - people need a car
 - Contractor traffic will exacerbate existing congestion
 - Housing
 - Concerns about number of social housing units and their cost
 - Lack of access to doctors in the area, strain on local services
 - What will happen to existing WKHA residents
 - Flat entrances onto Goldsel Road is a bad idea
 - Retail unit
 - Concerns about the use of the retail unit
 - Some felt a restaurant would cause noise at night whereas a café would be underutilised
 - Some felt there were not enough retail units
 - Garden
 - Fruit if unpicked will attract vermin and cause health issues
 - Questions over who will maintain the garden
 - Flooding and drainage
 - There is surface flooding on Goldsel Road
 - Current drainage infrastructure is insufficient
 - Height
 - Concerns that the proposed development will be too high

Agenda Item 13

14. Findings from the consultation also suggest that:

- Bevan Place car park is a poor use of space and that the development should provide new homes, with strong support for the use of brownfield sites;
- there is support for a communal garden that is accessible to the public during day-light hours;
- there is support for the curve design;
- the sustainability measures proposed are important;
- the new dwelling units should have WIFI and cabling integrated into the units and that there should be a dedicated area that supports home working;
- there is a preference for open balconies rather than winter-gardens;
- the communal garden should have:
 - a landscaped mix of trees, grass, flowers and shrubs
 - seating
 - Multiple entry and exit points
 - street food events
 - children's play area
 - defibrillator point
 - café/coffee shop

15. There was also a view that the development would be a positive contribution.

16. The comments and responses provided are currently being reviewed by the project/design team to consider what improvements can be made to the emerging scheme. These will be reported as part of the planning submission.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Appendix E - Outline Risk Assessment

The table below summarises the projects risk register and outlines the key project risks considered relevant for this report.

TYPE	DESCRIPTION	MITIGATION
Finance	Capital receipts from the sale of the residential units are not achieved.	The scheme is not dependent on capital receipts other than for those units which WKHA wishes to acquire 9 x 1-bed units. A valuation exercise has been carried out for these units and while subject to negotiation the anticipated values are considered reasonable.
Finance	Rental income is not achieved.	Public consultation exercises and discussions with local estate agents suggest that there is a strong market for rental properties in Swanley. This is because move-on accommodation within the starter market is limited and there is a strong desire for people to live in Swanley. The proposed residential units are therefore being appropriately designed and finished for the target market. The rent level will also be appropriately set to reflect local market conditions. Given the mix of units within the scheme, the letting agent will also adopt a dynamic rent model which will allow rents to be negotiated accordingly. Additionally, should there be any difficulty in renting the units, the Council could consider letting the units at LHA rates.
Finance	Change in interest rates resulting in a higher cost of capital	Interest rates are at an all-time low and market swap rates suggest that favourable terms can still be locked in. The Council will however be using PWLB and this rate will be locked in for the duration of the loan term.
Finance	Exit value at end of term is not achieved.	At the end of the loan period the Council will have the option to either re-mortgage the development (and retain the stock for a longer period of time) or dispose of the dwellings. A conservation capitalisation rate (increase in residential property values) is being assumed and considered to be achievable. Indeed, our property consultants believe that the capitalisation rate could be higher.
Finance	Correct VAT treatment for this complicated scheme may increase costs.	Expert VAT advice being sought to assess and minimise any financial impact.
Finance	The operating model and the generation of income is sensitive to void rates and bad debt.	The operating model includes provision for bad debt and voids. Assumptions in this regard are modelled against industry standards.
Planning	Planning consent not obtained.	Pre-planning discussions will take place with the planning and highways authority and advice incorporated in the scheme. Initial feedback has been positive. If the scheme is not consented, then the site will be disposed to the market.
Developer	SDC acting as developer is exposed to more risk than in previous capital projects where it has transferred risk by	Ensure adequate resourcing, programming, contingencies and robust project management in place. Team will ensure procurement of suitable, well qualified

Agenda Item 13

TYPE	DESCRIPTION	MITIGATION
	procurement via frameworks and developers.	consultants and advisors to assist in delivery where needed.
Developer	WKHA no longer wishes to be part of this development and does not consent to its land being developed	Negotiations with WKHA to date suggest that the in-principle draft agreement discussed provides WKHA with a very good offer. Commercially, we believe that they would not be able to get a better deal elsewhere. However, should WKHA decide not to proceed, the scheme has been designed in a way that the WKHA land can be excluded.
Economic/Health	Impact of Covid-19 pandemic, (tender pricing, risk pricing, programme fixing, contractual amendments, availability of labour, availability of materials, onerous sub-contractor conditions), causes additional cost and/or delay to the programme.	Include Covid19 question in PQQ. Provide detailed tender information to assist on risk assessment and mitigation. Close monitoring of Covid-19 and latest government guidance. Contingency and inflation allowance provided.
Construction	Abnormal site conditions encountered resulting in higher development costs.	Desk-top survey undertaken together with intrusive site investigations. These initial findings are informing design and cost plans. Additional intrusive investigations will be undertaken once design is fixed and costs will be updated accordingly. At the moment a significant contingency allowance is provided based on experience from other nearby sites.
Construction	Capital costs exceed budget due to factors including: construction market tender disinterest, tender risk cover pricing, covid-19 costs.	Works tendered on RIBA stage 3 information gives tenderers confidence the design is thorough and coordinated. It is also intended to engage with a contractor in the preparation of the detailed design, this will allow a greater degree of price certainty and buildability confidence. In turn this will allow the Council to tender the scheme on a fixed lump-sum fee basis. Realistic client contingencies are also in place for unforeseen. Robust change control process in place. Contract includes administration by Employers Agent.
Construction	Delays in scheme approval lead to increased costs due to construction inflation.	Robust information submitted to allow SDC Committees/Cabinet/Council to make timely decisions. Project Contract sum based on programme.
Construction	Problems during ground works (contamination/obstructions/soil type) exceed allowances based on RIBA stage 3 surveys, cause delay and extra costs.	Detailed ground investigation surveys will be undertaken prior to a contractor being appointed. Realistic contractor and client contingencies in place for unforeseens.
Public opposition	Residents oppose the scheme and prove awkward during construction	Early community engagement is to take place with Bevan Place residents and the wider Swanley community. This will allow the Council to flush out issues and incorporate/amend the scheme where appropriate. Discussion with Bevan Place will remain ongoing together with WKHA. Appropriate arrangements will be put in place to ensure residents are informed about the construction

TYPE	DESCRIPTION	MITIGATION
		programme to ensure minimal temporary disruption to residents.
Management	The Council is unable to find a suitable third-party to manage and operate the scheme.	The scheme requires a third party to manage ASTs. There are currently numerous PRS operators in the market and the scheme has the critical mass to be of interest to the market. However, if a third party operator is not found, then the Council could potentially use its Quercus 7 company to manage and operate the development. Failing this, WKHA has indicated that this venture may be of interest to them, albeit it has not previously been done by them.
Operational	Maintenance and repair costs will be significantly higher than anticipated.	Given that the Council will be retaining the development for 30 years, the scheme is costed and to be developed with a higher specification thereby reducing repair and maintenance costs. Additionally, the scheme is being designed to ensure ease of maintenance and repair. Costs will however be recovered through service charges and rents.
Environmental	By 2050 the UK Government's ambition is to ensure all housing stock is net-zero/carbon neutral. This will require the scheme to be retrofitted resulting in additional costs.	The scheme is being designed to minimise the need for retrofit. A higher design specification is being used for this scheme which significantly exceeds current building regulations. The scheme is also designed to ensure its future operation is as environmentally efficient as possible given current technology. Indeed, we are aiming to ensure the new development meets Passivhaus standards.
Legislation	Government changes to what councils can invest in, borrow for or the appropriate accounting treatment.	Officers will keep up to date with legislation changes and obtain appropriate expert advice where required.

Agenda Item 13

Appendix F - Sustainability Checklist

The following document is a “live” document and subject to changes/updates as the project progresses.

Name of Officer completing this form: Jessica Bolsin
Date checklist completed: 3 rd December 2021
Title of policy/strategy/project: Redevelopment of Bevan Place

What contribution/impact does this proposal make towards enhancing the Council’s commitment to sustainability?

- Tick: (✓) +ve - if the proposal makes a **positive** contribution
 -ve - if the proposal makes a **negative** impact
 ? - if there is **uncertainty** in predicting positive contribution or negative impact
 N/A - if the impact of the proposal is **outwith scope** of proposal

Categories	+ve			-ve			?	N/A	Action to minimise or eliminate negative impacts or enhance benefits
	+	+	+	0	-	-			
Community Safety									
1) Help to reduce fear of crime	✓								Development will provide vast improvement on existing underused site. Emerging design will ensure that fear of crime is reduced e.g. through designing well lit and overlooked public spaces.
2) Help to reduce occurrence of crime	✓								Development will help to reduce opportunities for crime through increased footfall and

Agenda Item 13

Categories	+ve			-ve			?	N/A	Action to minimise or eliminate negative impacts or enhance benefits
	+	+	+	0	-	-			
Community Safety									overlooked public spaces
3) Help to reduce occurrence of anti-social behaviour	✓								As above - design will ensure reduced opportunities for ASB
4) Ensure developments maximise security and safety using safer by design procedures as appropriate		✓							Designing out crime will be a specific action for project team
5) Encourage individual/community responsibility		✓							The development will improve the local environment which in turn encourages residents to respect the area and improve general attitude towards crime and safety. Communal edible garden will help encourage resident responsibility

A. Economy & Work								
6) Increase employment opportunities for local people		✓						New retail space will provide employment opportunities Contractor will be given targets on local employment directly or through supply chain.
7) Link local production with local consumption			✓					Contractor will be encouraged to source supplies and materials locally
8) Help local and community based businesses to set up and grow and promote rural diversity		✓						New retail space on ground floor will provide opportunity for new businesses or existing businesses to grow
9) Value and support unpaid work							✓	N/a

Agenda Item 13

B. Education & Awareness Raising								
								support local services
16) Ensure access to usable open spaces and meeting places	✓							New scheme will provide new communal garden and improve accessibility to surrounding areas
17) Improve facilities, access and opportunities for people with disabilities, wheelchair users, people with pushchairs and elderly people		✓						Development will provide accessible units in line with planning policy. Communal garden and surroundings will be fully accessible
18) Improve opportunities, facilities and access for children & young people							✓	n/a
E. Health								
19) Reduce factors contributing to ill health (e.g. poverty, safety, diet, lifestyle, pollution)		✓						New quality housing contributing to improved health and wellbeing. Edible garden will encourage healthy eating and lifestyles. Cycle parking will encourage new residents to use sustainable transport methods
20) Provide support for elderly people and young people and their families			✓					Development will provide a mix of new homes including family homes

Agenda Item 13

B. Education & Awareness Raising									
21) Provide access to housing, appropriate to need	✓								92 new homes with a mix 1-3 bedrooms.
22) Increase opportunities for residents to partake in regular physical activity			✓						New communal garden will provide space for residents to exercise
23) Increase accessible leisure/ recreation opportunities for young people (i.e. in terms of cost/transport/supervision)								✓	n/a
F. Local Identity & Heritage									
24) Protect/enhance local heritage and features of cultural, visual and historic identity		✓							Whilst not directly contributing, redeveloping this site will help SDC meet its housing targets without encroaching on the green belt and AONB. It will vastly improve Swanley's visual identity
25) Contribute to local distinctiveness and promote design quality in new buildings	✓								Development will help set a precedent in the area for high quality design
26) Increase enjoyment/participation in arts, local culture and heritage								✓	n/a
G. Natural Environment									
27) Protect/enhance wildlife habitats (e.g. open spaces, trees, hedgerows, private gardens, some buildings, designated sites)	✓								New edible garden proposed along with new trees and improved landscaping to encourage and

B. Education & Awareness Raising									
									enhance biodiversity.
28) Increase tree cover, especially broad-leaved woodland			✓						Planting of additional trees within design
29) Improve/maintain public access to open spaces, wildlife areas and the countryside		✓							New public space will be provided as part of new development
30) Protect/enhance landscape quality/heritage and retain open land/countryside			✓						The scheme will provide new garden and landscaped areas
31) Protect/enhance the welfare of captive, domestic and wild animals			✓						Development will include garden and landscaped areas to protect/ enhance animal's welfare
H. Participation, Democracy & Partnership									
32) Involve people in action			✓						The development team will offer a minimum of 1 consultation event to encourage residents to be involved in the design development
33) Involve appropriate partner organisations		✓							Working with WKHA to maximise redevelopment opportunities on the site
34) Increase access to information by communicating in different ways				✓					SDC Communications team will be involved in consultation and general publicity to help

Agenda Item 13

B. Education & Awareness Raising									
									communicate in different ways
35) Effectively involve local people in decision making, especially under-represented groups including young and elderly people		✓							The development will involve a minimum of 1 consultation event to encourage residents to be involved in the design development. Efforts will be made to ensure the events are fully accessible (including option to provide comments remotely if unable to attend the events in person)
I. Pollution									
36) Contribute to minimising or preventing incidences of localised flooding	✓								SUDs features and landscaping will be incorporated into design to help reduce flood risk
37) Protect/enhance quality and availability of ground, surface and drinking water	✓								SUDs features and landscaping will be incorporated into design to help reduce sitting water and improve overall quality
38) Prevent/reduce land contamination and dereliction	✓								Redeveloping previously developed land to reduce contamination on areas of

B. Education & Awareness Raising								
								undeveloped land
39) Prevent/reduce air, noise and light pollution		✓						To be considered in design as part of SDC's net zero targets
40) Ensure the appropriate use and disposal of hazardous materials	✓							All hazardous materials will be appropriately disposed of via the contractor
41) Prevent an increase in waste production, fly-tipping, littering, dog fouling		✓						Design will ensure areas that might encourage fly-tipping are avoided. Overlooking will of public areas will help reduce littering and dog owners allowing dog fouling
J. Resource Use, Energy & Waste								
42) Minimise use of energy, water, minerals and materials (e.g. paper)				✓				Whilst construction requires use of energy and materials, all efforts will be made to ensure the construction and completed development is as sustainable as possible
43) Increase use of renewable energy sources (wind, water, wave, biomass, solar gain)	✓							Energy efficient measures will be incorporated into the development - e.g use of PVs where viable, dual flush WCs and restricted

Agenda Item 13

B. Education & Awareness Raising									
									flow taps to reduce water consumption
44) Increase re-use and recycling of water, minerals, materials and waste		✓							Opportunities to use recycled materials will be explored as scheme progresses
45) Ensure the use of environmentally friendly/recycled materials			✓						Use of environmentally friendly/recycled materials will be considered where possible and contractor encouraged to do so via the ERs
46) Ensure the use of wood from sustainably managed sources		✓							Opportunities to incorporate into scheme will be identified as scheme progresses
47) Use brown field sites or vacant buildings rather than greenfield land	✓								Brownfield site being redeveloped
48) Ensure buildings are designed for a long life-span/future change of use	✓								Development will be developed to high quality with long life spans a priority
K. Transport & Access									
49) Reduce the number and length of car and lorry journeys		✓							Development is in the town centre and accessible to train station and bus stops to reduce number of car journeys. Bike stands provided to encourage

B. Education & Awareness Raising									
									residents to cycle. Lorry journeys will be increased during construction period.
50) Promote the movement of people by walking and cycling to reduce car dependency	✓								Cycle parking will be provided to encourage people to take methods of sustainable transport and reduce car use.
51) Improve conditions and facilities for pedestrians and cyclists	✓								Cycle parking will be provided. Pedestrian and cycle connectivity locally and into the town centre will be improved through emerging design
52) Increase use, availability & access to public transport particularly for disadvantaged groups	✓								Pedestrian connectivity around the new development and access to public transport will be enhanced through emerging design
53) Make use of new technologies/alternative fuels								✓	n/a

12. What changes will be made to the proposal as a result of using the sustainability checklist?

12.1 Community Safety

12.2 Economy & Work

Agenda Item 13

12.1 Community Safety
12.3 Education & Awareness Raising
12.4 Equitable Access to Local Facilities & Services
12.5 Health
12.6 Local Identity & Heritage
12.7 Natural Environment
12.8 Participation, Democracy & Partnership
12.9 Pollution
12.10 Resource Use, Energy & Waste
12.11 Transport & Access

13. Sustainability Implications Statement

Please refer to guidance notes

The Council's Environmental Policy Statement is applicable to all decision making. Taking this into account, please say what significant beneficial/adverse sustainability implications are contained in this document.

E.g. A positive contribution to recycling because....

A negative impact on combating crime because....

The redevelopment of the Bevan Place car park and former Men's Working Club will provide a positive contribution to all areas covered as part of the Sustainability checklist. The development is replacing an underused car park and derelict building, providing an opportunity to redevelop a brownfield site and in turn protecting the district's greenbelt and AONB.

The checklist demonstrates that the scheme is sustainable through the provision of new homes, providing a mix of smaller homes and family homes. It will also contribute to the natural environment by providing a new communal 'edible' garden and enhanced areas of improved landscaping, replacing the hard-standing car park area. Negative impacts are minimal and are primarily to do with the construction period itself rather than the long-term impact of the redevelopment. The scheme will be focusing on meeting SDC's net zero targets

and, subject to viability, will explore options including the use of PVs, ensuring the use of materials with low u-values to retain heat and through the provision of cycle parking and EVCPs.

14. It is recognised that when making the above decisions about sustainability impact, compromises and choices have to be made. Please list below any changes which were considered, but not proposed for implementation, giving the reasons for your choice:

Changes Considered	Reasons for non implementation
1.	
2.	
3.	
4.	

Director's signature: _____

Date: _____

Please send completed Sustainability Checklist to:
Simon Davies, Partnership & Project Officer, Community Development Team.

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WHITE OAK LEISURE CENTRE RESIDENTIAL QUARTER, SWANLEY - DEVELOPMENT PROPOSAL

Housing and Health Advisory Committee - 17 January 2022

Report of: Strategic Head of Property and Commercial

Status: For Decision

Also considered by:

- FIAC - 11 January 2022
- Cabinet - 10 February 2022
- Council - 22 February 2022

Key Decision: No

Executive Summary:

SDC are redeveloping the White Oak Leisure Centre complex in Swanley.

Work on Phase 1, construction of the new leisure centre, has commenced and work is progressing well. Phase 2, demolition of the existing leisure centre, is on track to begin in February 2022.

This report seeks approval to proceed with Phase 3, the residential element of the scheme. A hybrid planning application was granted permission in October 2019 with full permission granted to redevelop the leisure centre and outline permission granted for this element. This was to provide a new residential quarter of up to 41 new dwellings on the northern part of the site where the old leisure centre and car park are currently sited.

The outline planning permission for 41 residential units is not considered viable and so SDC are increasing density on this site. A variety of options were considered and the provision of 81 new homes on the site is considered viable.

This report seeks approval to undertake further feasibility and design work to facilitate the submission of a planning application and to deliver the scheme subject to receiving all the necessary statutory consents.

The intention is to now progress the proposals to submit a full planning application in July 2022 and, subject to planning being obtained, will start on site in January 2023.

As this is a new capital project that is not yet accounted for in the Capital Programme, and given the estimated project budget, Council approval is required.

This report supports the Key Aim of: improvements to public realm and infrastructure and meeting housing targets. The provision of new housing is a key priority and pressure for the District.

Portfolio Holder: Cllrs. Peter Fleming, Matthew Dickins and Kevin Maskell

Contact Officers: Detlev Munster, Ext. 7099

Recommendation to Advisory Committees:

- (a) The Advisory Committees endorse the redevelopment of the site to deliver a new residential development;
- (b) The Advisory Committees endorse the proposed recommendations to Cabinet and Council.

Recommendation to Cabinet:

- (a) Cabinet notes the viability issues associated with this site and endorses the development of a new residential scheme on this site which will deliver 81 new homes;
- (b) Cabinet recommends to Council the provision of £20,189,137 in the Capital Programme to deliver the scheme;
- (c) subject to Council's approval of the capital provision of £20,189,137 in the Capital Programme, Cabinet delegates authority to the Strategic Head of Property and Commercial and the Chief Officer Finance and Trading, following consultation with the Cabinet Member for Finance & Investments to undertake further detailed design and feasibility work and to proceed with the scheme subject to final scheme viability; and
- (d) Cabinet delegates authority to the Strategic Head of Property and Commercial in consultation with the Chief Officer Finance and Trading and the Head of Legal Services to submit a planning application and to enter into any necessary contracts to facilitate the development and construction of the proposed scheme in accordance with the Council's Contracts Procedure Rules and for the disposal of the residential units to be developed.

Recommendation to Council:

That the provision of £20,189,137 in the Capital Programme to deliver the scheme which is to be funded as noted in the Financial Implications be approved.

Reason for recommendation: To provide much needed housing in the district particularly in Swanley.

Introduction and Background

- 1 Swanley is an urban settlement in the Northern part of the Sevenoaks District adjoining Dartford, Bexley and Bromley. Swanley is the most deprived area within the Sevenoaks District, with two of the wards (Swanley St Mary's and Swanley Christchurch) noted as having relative deprivation in the Local Plan. The town itself has excellent transport links with a motorway interchange providing junctions on the M25, M20, and A20 enabling travel both into Kent, Surrey and Central London. Swanley is within London Travel Zone 8 with Oyster travel into London in under 30 minutes. The area itself has however, had little public or private sector investment and development in the past, but is now on the cusp of a significant regeneration opportunity, which provides the potential to create a desired place for the future.
- 2 The site sits within a residential area on the northern side of Swanley Town Centre. The existing leisure centre is adjoined by White Oak Indoor Bowls Club which is to be retained and operated in its current form. The existing site had allocated Open Space in the south-west corner on which the new leisure centre is being constructed. This open space will be re-provisioned within this proposed new residential development where the existing leisure centre sits.
- 3 The proposed development aims to provide:
 - New homes including both flats and houses with private gardens
 - Communal green space at the centre of the site
 - Car parking
 - Trees
 - Enhancement of the urban fabric surrounding the new leisure centre
- 4 Profit from the construction of the residential phase is required to partly contribute to the construction of the new leisure centre, already on site. As a result, all housing will be market sale with no affordable provision.

The Proposed Development Scheme

- Several design options were considered for the site and the preferred option (detailed in appendix A) proposes:
 - 11x 3b5p houses
 - 15x 1b2p flats
 - 32x 2b3p flats
 - 14x 3b4p flats
 - 9x 4b4p flats
 - Car parking spaces, private gardens, soft and hard landscaping and trees.

Agenda Item 14

- 5 The proposed layout offers 81 residential units comprising two blocks of flats at two and five storeys in height, alongside 11 two storey houses with private gardens. This layout also provides 120 parking spaces with a green space and soakaway at the centre of the site. The remainder of the site is reserved for green space.
- 6 Initial planning feedback has been obtained and suggestions have been incorporated into the preferred option to be taken forward for further review in the next design stage.
- 7 The options appraisal suggests that the preferred option (Option B) is viable from a planning and financial perspective, but further detailed analysis is required to refine the preferred option.
- 8 Consequently, the next stage will involve the preparation of detailed designs for the site (to RIBA Stage 3) as this level of information is required to not only obtain a planning consent, but also to clarify viability and de-risk the project and to enhance confidence in deliverability.
- 9 The next stage will undergo a further detailed investment appraisal to determine viability, and will only proceed if it meets the scheme's aims and is within the financial parameters set (see Appendix B - confidential).

Public Consultation

- 10 Public consultation was undertaken during February and October in 2016 as part of the Swanley Visioning Study. 1,838 surveys were completed and over 1,000 people attended drop-in sessions. The key points noted from this exercise were:
 - Majority of residents (96%) wanted to keep a leisure centre in Swanley.
 - Housing was a key topic although opinions were divided on whether it was needed and where it should be located
 - More and better health and community facilities are required
 - A need for better quality and wider ranging retail uses
 - Residents were keen to retain leisure uses and open spaces
- 11 In addition, residents were consulted on the new leisure centre in March 2019, as well as the statutory consultation undertaken for the hybrid planning application in October 2019. A summary of the feedback provided, more specifically relevant to the residential phase includes:
 - The building of homes will put pressure on existing services such as doctors and schools
 - Concerns the existing infrastructure will not be able to cope
 - Concerns about overlooking from the existing houses onto the new houses
 - Loss of trees

- Lighting to be designed in such a way to improve security and feelings of safety

Some of these findings have already been addressed within the emerging design, including the planting of trees and designing of new public spaces that will be well lit and feel safe. Other findings will be considered as the design develops. Area-wide concerns such as pressure on existing services will be considered via SDC's emerging Local Plan and Supplementary Planning Documents.

- 12 It is proposed that the local community and interested parties will be further consulted as part of the detailed design process. This will involve a consultation to outline the proposed detailed design during through the design stage to refine the scheme where appropriate prior to submitting a planning application.
- 13 Following the pre-planning consultation, further consultation will take place as part of the statutory planning process.

Procurement

- 14 Subject to scheme viability and obtaining the necessary statutory consents, it is envisaged that the scheme will need to be publicly procured in accordance with the Public Contracts Regulations 2015.
- 15 The scheme will likely be procured using two or possibly a single stage Design & Build procurement route with a selection questionnaire and JCT Design and Build 2016 standard form of contract. A main contractor will be procured on a lump-sum fixed price basis.
- 16 The demolition and site clearance may be under a separate contract.

Delivery Programme

- 17 The project's indicative delivery programme, assuming planning consent is granted, is outlined in the table below. Note this is subject to change:

Stage	Date	
Corporate Programme Board	October 2021	Completed.
Strategic Management Team	7 December 2021	
Finance and Investment Advisory Committee	11 January 2022	
Health & Housing Advisory Committee	17 January 2022	
Cabinet	10 th February 2022	
Full Council	22 nd February 2022	
Appoint Project Team	February 2022	

Agenda Item 14

Planning Submission	September 2022	
Contractor Specification and ITT issued	December 2022	
Planning Determination	December 2022	
Contractor Appointment/award	March 2022	
Start on site	June 2023	
Practical completion	March 2025	

Project Costs

Supporting information at Appendix B (exempt from publication)

- 18 An external property consultant (Pathfinder Development Consultants) was commissioned to determine the scheme's viability and advise on residential sales. In addition, the team has also consulted with local estate agents to advise on potential market sales. Our property consultants suggest that the scheme is financially viable and their assessments have been closely scrutinised by the Council's Property and Finance teams.
- 19 Details of the development appraisal can be found in Appendix B, where it can be noted that the scheme generates a profit that will be used to part-finance the new White Oak Leisure Centre. The financial appraisal (seen in Appendix B) includes a robust contingency and risk and inflation allowance. The appraisal has also undergone stress testing to determine its sensitivities to cost pressures, interest rate rises, decline in sales values to mention a few, and these have set the financial parameters within which a viable scheme can be delivered. These financial parameters are outlined in Appendix B.

Project Governance

- 20 A Project Team has been set up within the Council and will be supported by external consultants. In particular, the Council will appoint a specialist cost consultancy firm to act as Employers Agent and QS.
- 21 The Project Team will be adapting PRINCE2 methodologies to manage the project.
- 22 The Project Team will be reporting to the Corporate Programme Board (CPB), which will have oversight of the project. Monitoring reports (including highlight reports/exception reports, budget monitors and the risk register) will be submitted monthly to the CPB. The CPB consists of senior officers within the Council and is chaired by the Chief Executive.

Other Options Considered

- 23 Do nothing. This option requires the Council to cover the full costs of the construction of the new leisure centre which is now on site. It is expected that the residential element will generate approximately £2.643m towards

the new leisure centre. The do nothing option also does not release land for much needed housing. Most notably, the District's Strategic Housing Assessment (2017) suggests that this part of the District requires 98 homes a year. A better result will be achieved by contributing capital receipts to the cost of the leisure centre whilst also providing some modern housing and to improve the landscaping.

- 24 Four alternative design options were considered by our external consultant (LSI Architects) and the preferred option is considered the most financially viable and feasible from a planning perspective. The proposed design maximises the number of new homes whilst sitting sensitively with the existing site's uses and the surrounding estates built context. Preliminary views of the Planning Authority have been obtained and this option supported. Additionally, cost plans and feasibility assessments were prepared for the respective options, and the preferred option is considered to optimise site benefits and financial returns for the Council.
- 25 An alternative option would be to dispose of the site with planning permission. This option has been ruled out as the site's complexities with the existing and new leisure centre, surrounding uses and requirement to contribute capital receipts to the new leisure centre would not suit a private developer who would seek to maximise profits. SDC is able to assess/consider community value not just financial viability.

Risk Assessment

- 26 A table outlining the key risks relating to this project are outlined in Appendix C.

Key Implications

Financial Implications

The scheme is intended to be funded (ultimately) from capital receipts from the sale of the residential units (see Appendix B for more information).

The table below shows the expected expenditure over the duration of the project.

	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£	£	£	£	£	£
Expenditure	250,000	2,050,000	9,500,000	7,450,000	939,137	20,189,137

81 residential units will be disposed of in the open market and according to the Council's property consultant, they are expected to generate a sales receipt that will cover the scheme's cost and return requirements (see Appendix B).

Agenda Item 14

Until the receipts from the sales of the residential units are received, short-term external borrowing will be used to fund the scheme. The potential financing costs are outlined in Appendix B.

Consideration will need to be given to the VAT implications of the project. Dependant on the use of some of the elements of the project it may require specific VAT treatment. Further VAT advice will be sought.

Legal Implications

The Council has freehold title of the site.

The Council leased White Oak to Sencio on 22 April 2004 and granted a 25-year lease to them running from the 10 February 2004. This has now expired, allowing SDC to redevelop the site. There are no covenants that the council are aware of that are relevant to the development site. The property register states that the land is subject to easements arising from 1) sales of land to West Kent Housing and 2) sales to the public under right to buy. These are mostly unspecified. A full title report has been commissioned and further investigation will be undertaken.

The Council will need to apply for planning consent and obtain all other necessary statutory approvals (e.g. building control approval) and these are known to the Project Team.

Due diligence assessments have identified that it would be suitable to appropriate the site for Planning purposes including to ensure proper planning. The Council is authorised to appropriate land that it owns under Section 122 of the Local Government Act where no longer required for the purpose for which it was previously held. The Council may not appropriate any land which consists of open space land unless it has published its intention in a local newspaper for at least two consecutive weeks and given due consideration to any responses received. It is intended that, if the development is approved, an appropriation would take place at a later stage.

The procurement of a design and build contractor, will need to be procured in accordance with the Public Contract Regulations 2015 thresholds, and will need to comply with the Council's Contract Procedure Rules. Legal advice will need to be sought in ensuring the final form of contract is appropriate and provides the Council with the necessary contractual safeguards.

There are no State Aid implications associated with the proposed scheme.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. A positive impact on end users is, however, anticipated. In particular, it is worth noting that appropriate “equalities requirements” will be specified in the various contracts to be entered into for the demolition and construction of the scheme. In addition, the scheme is designed to promote an inclusive environment.

Sustainability

A sustainability checklist has been completed, provided at Appendix D. The scheme will aim to achieve BREEAM excellent to outstanding, and will be delivered in line with SDC’s Net Zero ambitions.

Conclusion

This dynamic scheme provides good quality new homes on the site of the old White Oak Leisure Centre and car park. In addition, it will provide car parking, new open space, trees and enhanced landscaping. Together with the new White Oak Leisure Centre it presents a unique regeneration opportunity for Swanley that will set a new design and sustainability benchmark for future growth.

Appendices

- Appendix A - High Level Design Options
- Appendix B - Cost plan and development appraisal (Gold Papers - exempt from publication)
- Appendix C - Outline Risk Assessment
- Appendix D - Sustainability Checklist

Background Papers

- Hybrid planning application ref: [19/02951/HYB](#)
- LSI Architects: White Oak Residential Feasibility Study
- Geotechnical Investigation report

The following background documents are exempt from publication. The applicable reason for this redaction is paragraph 3 of Schedule 12A of the Local Government Act 1972: Information relating to the financial or business affairs of any particular person (including the authority holding that information). This is because it could prejudice the returns of a commercial tender that the Council will be undertaking and provides commercially sensitive information.

Agenda Item 14

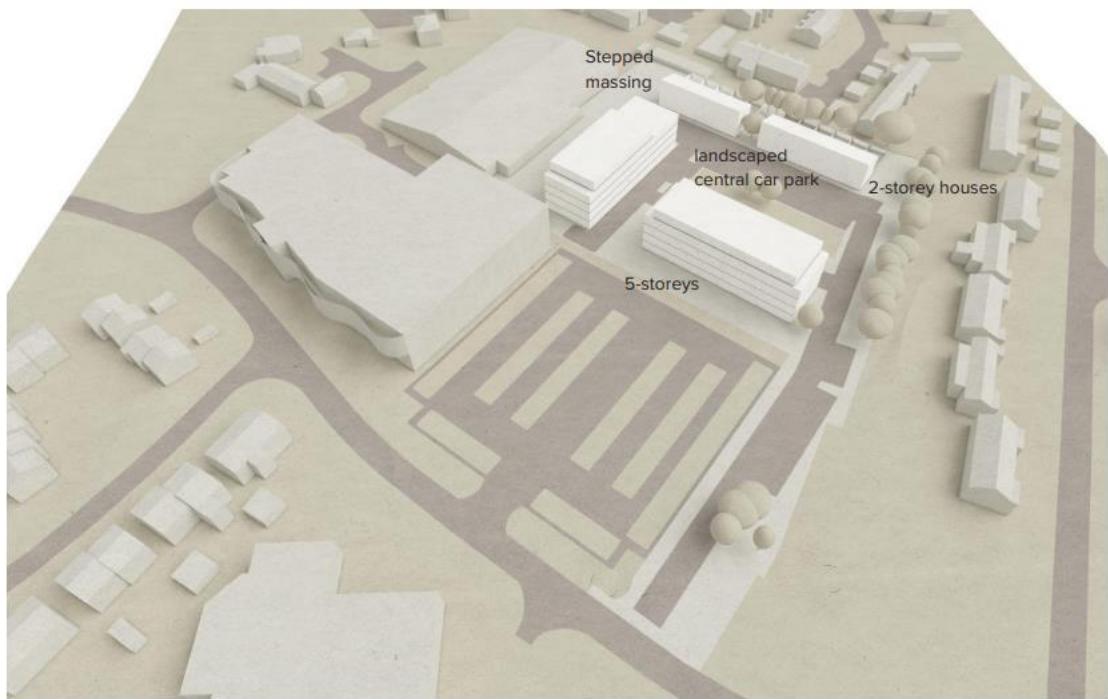
- Pathfinders Development Consultant (October 2021): White Oak Residential Viability Appraisal
- LSH's Residential Market Assessment - Bevan Place
- Playle and Partners (October 2021): White Oak Residential Order of Cost Estimate

Detlev Munster, Strategic Head of Property & Commercial

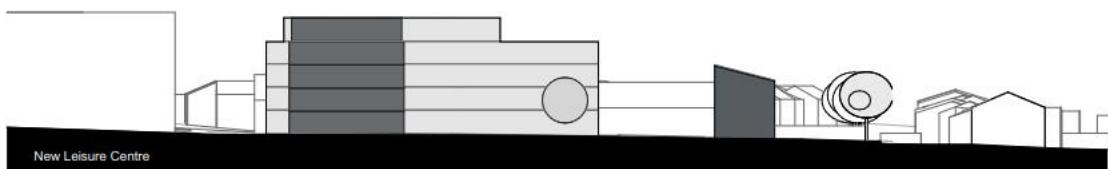
Appendix A: Appraisal Plans and Layouts



Agenda Item 14



Aerial View of Proposal



New Leisure Centre

Agenda Item 14



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Appendix C - Outline Risk Assessment

The table below summarises the projects risk register and outlines the key project risks considered relevant for this report.

TYPE	DESCRIPTION	MITIGATION
Finance	Capital receipts from the sale of the residential units are not achieved.	Residential units are appropriately designed and to be finished for the target market. Intention is to also commence marketing of units as soon as possible to achieve off-plan sales. This will allow us to gauge and track market interest. In unlikely event that sales are not achieved, Council will consider issuing AST (place on market for rent) through an appropriate vehicle and delay capital receipts.
Finance	Change in interest rates resulting in a higher cost of capital	Interest rates are at an all-time low and market swap rates suggest that favourable terms can still be locked in. Rates will continue to be monitored and always considered on the side of caution.
Finance	Correct VAT treatment for this complicated scheme may increase costs.	Expert VAT advice being sought to assess and minimise any financial impact.
Planning	Planning consent not obtained.	Pre-planning discussions will take place with the planning and highways authority and advice incorporated in the scheme. Initial feedback has been positive.
Developer	SDC acting as developer is exposed to more risk than in previous capital projects where it has transferred risk by procurement via frameworks and developers.	Ensure adequate resourcing, programming, contingencies and robust project management in place. Team will ensure procurement of suitable, well qualified consultants and advisors to assist in delivery where needed.
Economic/Health	Impact of Covid-19 pandemic, (tender pricing, risk pricing, programme fixing, contractual amendments, availability of labour, availability of materials, onerous sub-contractor conditions), causes additional cost and/or delay to the programme.	Include Covid19 question in PQQ. Provide detailed tender information to assist on risk assessment and mitigation. Close monitoring of Covid-19 and latest government guidance. Contingency and inflation allowance provided.
Construction	Demolition of existing leisure centre delayed, preventing residential element from starting on site	Close monitoring of demolition works of existing leisure centre to ensure contractor appointment for residential phase will be coordinated effectively.
Construction	Capital costs exceed budget due to factors including: construction market tender disinterest, tender risk cover pricing, tender period over Christmas, covid-19 costs.	Works tendered on RIBA stage 4 information gives tenderers confidence the design is thorough and coordinated. Realistic client contingencies in place for unforeseen. Robust change control process in place. Contract includes administration by Employers Agent.

Agenda Item 14

Construction	Delays in scheme approval lead to increased costs due to construction inflation.	Robust information submitted to allow SDC Committees/Cabinet/Council to make timely decisions. Project Contract sum based on programme.
Construction	Problems during ground works (contamination/obstructions/soil type) exceed allowances based on RIBA stage 3 surveys, cause delay and extra costs.	Detailed ground investigation surveys will be undertaken prior to a contractor being appointed. Realistic contractor and client contingencies in place for unforeseens. Knowledge already available from Leisure Centre construction to feed into design/construction of residential.
Public opposition	Residents oppose the scheme and prove awkward during construction	Consultation already taken place for the leisure centre element of the scheme Appropriate arrangements will be put in place to ensure residents are informed about the construction programme to ensure minimal temporary disruption to residents.

Appendix D - SUSTAINABILITY CHECKLIST:

Name of Officer completing this form: Jessica Bolsin

Date checklist completed: 30th November 2021

Title of policy/strategy/project: White Oak Residential

What contribution/impact does this proposal make towards enhancing the Council's commitment to sustainability?

- Tick: (✓) +ve - if the proposal makes a **positive** contribution
 -ve - if the proposal makes a **negative** impact
 ? - if there is **uncertainty** in predicting positive contribution or negative impact
 N/A - if the impact of the proposal is **outwith scope** of proposal

Categories	+ve			-ve			?	N/A	Action to minimise or eliminate negative impacts or enhance benefits
	+	+	+	0	-	-			
A. Community Safety									
1) Help to reduce fear of crime	✓								Emerging design will ensure that fear of crime is reduced e.g. through designing well lit and overlooked public spaces
2) Help to reduce occurrence of crime	✓								Through examples above, design will help to reduce opportunities for crime
3) Help to reduce occurrence of anti-social behaviour	✓								As above - design will ensure reduced opportunities for ASB
4) Ensure developments maximise security and safety using safer by design procedures as appropriate	✓								Specific action to design out crime
5) Encourage individual/community responsibility				✓					Development will not directly encourage responsibility but it is expected that the design will help to improve general attitude towards crime and safety
B. Economy & Work									

Agenda Item 14

Categories	+ve			-ve			?	N/A	Action to minimise or eliminate negative impacts or enhance benefits
	+	+	+	0	-	-			
6) Increase employment opportunities for local people			✓						Contractor will be given targets on local employment directly or through supply chain
7) Link local production with local consumption							✓		
8) Help local and community based businesses to set up and grow and promote rural diversity							✓		
9) Value and support unpaid work							✓		
C. Education & Awareness Raising									
10) Foster appreciation and care for the local environment			✓						New improved landscaped areas will encourage residents to care and appreciate their surroundings
11) Improve access to training, education and self-development opportunities for all			✓						Contractor will be given targets on local apprenticeships and training
12) Encourage the adoption of sustainable lifestyles and practices			✓						Residential units directly adjacent to new leisure centre
D. Equitable Access to Local Facilities & Services									
13) Address inequalities through allocating resources based on need								✓	
14) Improve access to local services and facilities for local people			✓						Residential units directly adjacent to new leisure centre
15) Protect local shops and services			✓						81 new residential units bringing additional residents to Swanley to support local services
16) Ensure access to usable open spaces and meeting places			✓						Design will ensure access to local open space is facilitated
17) Improve facilities, access and opportunities for people with disabilities, wheelchair users, people with pushchairs and elderly people			✓						Designs will provide accessible units in line with planning policy

Categories	+ve			-ve			?	N/A	Action to minimise or eliminate negative impacts or enhance benefits
	+	+	+	0	-	-			
18) Improve opportunities, facilities and access for children & young people				✓					Residential units directly adjacent to new leisure centre
E. Health									
19) Reduce factors contributing to ill health (e.g. poverty, safety, diet, lifestyle, pollution)			✓						New quality housing contributing to health and wellbeing
20) Provide support for elderly people and young people and their families			✓						Development will provide a mix of new homes including family homes
21) Provide access to housing, appropriate to need	✓								81 new homes with a mix of sizes
22) Increase opportunities for residents to partake in regular physical activity		✓							Residential units directly adjacent to new leisure centre
23) Increase accessible leisure/recreation opportunities for young people (i.e. in terms of cost/transport/supervision)			✓						Residential units directly adjacent to new leisure centre
F. Local Identity & Heritage									
24) Protect/enhance local heritage and features of cultural, visual and historic identity				✓					Whilst not directly contributing, redeveloping this site will help SDC meet its housing targets without encroaching on the green belt and AONB.
25) Contribute to local distinctiveness and promote design quality in new buildings	✓								New homes provided will help set a precedent in the area for high quality design
26) Increase enjoyment/participation in arts, local culture and heritage							✓		
G. Natural Environment									
27) Protect/enhance wildlife habitats (e.g. open spaces, trees, hedgerows, private gardens, some buildings, designated sites)			✓						New trees will be planted and improved landscaping to encourage and enhance biodiversity
28) Increase tree cover, especially broad-leaved woodland			✓						Planting of additional trees within design

Agenda Item 14

Categories	+ve			-ve			?	N/A	Action to minimise or eliminate negative impacts or enhance benefits
	+	+	+	0	-	-			
29) Improve/maintain public access to open spaces, wildlife areas and the countryside								✓	
30) Protect/enhance landscape quality/heritage and retain open land/countryside			✓						The scheme will provide new landscaped areas
31) Protect/enhance the welfare of captive, domestic and wild animals			✓						Development will include landscaped areas to protect/enhance animal's welfare
H. Participation, Democracy & Partnership									
32) Involve people in action			✓						The development will involve a minimum of 1 consultation event to encourage residents to be involved in the design development
33) Involve appropriate partner organisations								✓	
34) Increase access to information by communicating in different ways				✓					SDC Communications team will be involved in consultation and general publicity to help communicate in different ways
35) Effectively involve local people in decision making, especially under-represented groups including young and elderly people				✓					The development will involve a minimum of 1 consultation events to encourage residents to be involved in the design development.
I. Pollution									
36) Contribute to minimising or preventing incidences of localised flooding	✓								SUDs features and landscaping will be incorporated into design to help reduce flood risk
37) Protect/enhance quality and availability of ground, surface and drinking water	✓								SUDs features and landscaping will be incorporated into design to help reduce sitting water and improve overall quality

Categories	+ve			-ve			?	N/A	Action to minimise or eliminate negative impacts or enhance benefits
	+	+	+	0	-	-			
38) Prevent/reduce land contamination and dereliction	✓								Redeveloping previously developed land to reduce contamination on areas of undeveloped land
39) Prevent/reduce air, noise and light pollution			✓						To be considered in design
40) Ensure the appropriate use and disposal of hazardous materials	✓								All hazardous materials will be appropriately dealt with via contractor
41) Prevent an increase in waste production, fly-tipping, littering, dog fouling			✓						Design will avoid areas that might encourage fly-tipping. Overlooking will of public areas will help reduce littering and dog owners allowing dog fouling
J. Resource Use, Energy & Waste									
42) Minimise use of energy, water, minerals and materials (e.g. paper)				✓					Whilst construction requires use of energy and materials, all efforts will be made to ensure the construction and completed development is as sustainable as possible
43) Increase use of renewable energy sources (wind, water, wave, biomass, solar gain)			✓						Energy efficient measures will be incorporated into the development - e.g use of PVs where viable
44) Increase re-use and recycling of water, minerals, materials and waste				✓					Opportunities to use recycled materials will be explored as scheme progresses
45) Ensure the use of environmentally friendly/recycled materials				✓					Use of environmentally friendly/recycled materials will be considered where possible and contractor encouraged to do so via tender docs
46) Ensure the use of wood from sustainably managed sources			✓						Opportunities to incorporate into scheme will be identified as scheme progresses

Agenda Item 14

Categories	+ve			-ve			?	N/A	Action to minimise or eliminate negative impacts or enhance benefits
	+	+	+	0	-	-			
47) Use brown field sites or vacant buildings rather than greenfield land	✓								Brownfield site being redeveloped
48) Ensure buildings are designed for a long life-span/future change of use	✓								Development will be developed to high quality with long life spans a priority
K. Transport & Access									
49) Reduce the number and length of car and lorry journeys					✓				Lorry journeys will be increased during construction period
50) Promote the movement of people by walking and cycling to reduce car dependency	✓								Cycle parking will be provided at the new development to encourage people to take methods of sustainable transport
51) Improve conditions and facilities for pedestrians and cyclists	✓								Cycle parking will be provided at the new development. Pedestrian connectivity around the new development and into the adjacent area will be enhanced through emerging design
52) Increase use, availability & access to public transport particularly for disadvantaged groups			✓						Pedestrian connectivity around the new development and access to public transport will be enhanced through emerging design
53) Make use of new technologies/alternative fuels							✓		

12. What changes will be made to the proposal as a result of using the sustainability checklist?

12.1 Community Safety
12.2 Economy & Work
12.3 Education & Awareness Raising
12.4 Equitable Access to Local Facilities & Services

12.5 Health

12.6 Local Identity & Heritage

12.7 Natural Environment

12.8 Participation, Democracy & Partnership

12.9 Pollution

12.10 Resource Use, Energy & Waste

12.11 Transport & Access

Agenda Item 14

13. Sustainability Implications Statement

Please refer to guidance notes

The Council's Environmental Policy Statement is applicable to all decision making. Taking this into account, please say what significant beneficial/adverse sustainability implications are contained in this document.

E.g. A positive contribution to recycling because....

A negative impact on combating crime because....

The redevelopment of the White Oak Leisure Centre car park will provide a positive contribution to all areas covered as part of the Sustainability checklist. This is particularly through the provision of new homes, providing a mix of smaller homes and family homes. It will also contribute to the natural environment by providing areas of improved landscaping within the new scheme, replacing the hard-standing car park area. Negative impacts are minimal and are primarily to do with the construction period itself rather than the long term impact of the redevelopment. The scheme will be focusing on meeting SDC's net zero targets.

14. It is recognised that when making the above decisions about sustainability impact, compromises and choices have to be made. Please list below any changes which were considered, but not proposed for implementation, giving the reasons for your choice:

Changes Considered	Reasons for non implementation
1.	
2.	
3.	
4.	

Director's signature: _____

Date: _____

Please send completed Sustainability Checklist to:

Simon Davies, Partnership & Project Officer, Community Development Team.