

16 March 2023 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 08.03.23



This meeting will be livestreamed to YouTube [here](#):

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## Cabinet





### Membership:


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


### 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. <b>Minutes</b> To agree the Minutes of the meeting of the Committee held on 9 February 2023, as a correct record	(Pages 1 - 8)	
2. <b>Declarations of interest</b> Any interests not already registered		
3. <b>Questions from Members (maximum 15 minutes)</b>		
4. <b>Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)</b>		
<b>REPORTS ALSO CONSIDERED BY THE CABINET ADVISORY COMMITTEES</b>		
5. <b>Environmental Protection Service Plan</b>	(Pages 9 - 56)	Nick Chapman Tel: 01732 227167
		
6. <b>Licensing Pre-Application Advice Charges Review and Introduction of Other Admin Fees</b>	(Pages 57 - 66)	Sharon Bamborough Tel: 01732 227000

- |     |   |                   |                                    |
|-----|---|-------------------|------------------------------------|
| 7.  | <b>Community Grant Scheme Draft Allocations 2023/24</b>                                   | (Pages 67 - 96)   | Kathryn Bone<br>Tel: 01732 227176  |
|     |          |                   |                                    |
| 8.  | <b>2023-24 Sevenoaks District Health &amp; Wellbeing Action Plan</b>                      | (Pages 97 - 140)  | Kelly Webb<br>Tel: 01732227474     |
|     |          |                   |                                    |
| 9.  | <b>Sevenoaks District Community Safety Partnership Strategy &amp; Action Plan 2023-24</b> | (Pages 141 - 176) | Kelly Webb<br>Tel: 01732227474     |
|     |          |                   |                                    |
| 10. | <b>UKSPF Update Report</b>  | (Pages 177 - 202) | Emily Haswell<br>Tel: 01732227261  |
| 11. | <b>White Oak Residential</b>  | (Pages 203 - 268) | Detlev Munster<br>Tel: 01732227099 |
|     |          |                   |                                    |

 Indicates a Key Decision

 indicates a matter to be referred to Council

#### EXEMPT INFORMATION

Recommendation: That, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering Appendix B of item 11 above, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A, Paragraph 3 (information relating to the business or financial affairs of a particular person (or 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](mailto:democratic.services@sevenoaks.gov.uk).

CABINET

Minutes of the meeting held on 9 February 2023 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Dickins (Vice Chairman)

Cllrs. Dyball, Maskell, McArthur and Thornton

Cllr. Clayton was also present

Cllrs. Dr Canet and McGarvey were present via a virtual media platform which does not constitute attendance under the Local Government Act 1972

83. Minutes

Resolved: That the Minutes of the Cabinet meeting held on 12 January 2023, be approved and signed by the Chairman as a correct record.

84. Declarations of interest

No additional declarations of interest were made.

85. Questions from Members (maximum 15 minutes)

There were none.

86. Matters referred from Council, Audit Committee, Scrutiny Committee, CIL Spending Board or Cabinet Advisory Committees (if any)

There were none.

CHANGE IN AGENDA ORDER

The Chairman moved, and it was agreed, that item 7 (Sevenoaks Town Neighbourhood Plan) be moved up the agenda and considered before item 5 (Supporting Small Business Rates Relief Scheme 2023 - 2026).

87. Sevenoaks Town Neighbourhood Plan

The Portfolio Holder for Development and Conservation Advisory Committee presented the report which provided an overview of the Sevenoaks Town Neighbourhood Plan (STNP) and recommended that it proceeded to referendum.

The Planning Policy Team Leader advised that the Sevenoaks Town Neighbourhood plan had been successful at examination with the independent examiner recommending that it should proceed to referendum following modification which

had been undertaken and was set out in Appendix D. Members were advised that once a Neighbourhood plan was approved (and referred to as a 'made' neighbourhood plan) become part of the development plan for the area to which they geographically apply, and would be a key document in determining of planning applications in that area.

Members considered the report.

Public Sector Equality Duty

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

Resolved: That

- a) the independent examiner's Report at Appendix A, be noted.
- b) the STNP be modified, as set out in Appendix B, according to the examiner's recommendations, following discussion with STC, and be approved.
- c) the Decision Statement at Appendix C and the decision to progress the STNP to referendum, be approved.
- d) a referendum take place on 4 May 2023; and
- e) in the event the referendum result on the STNP is positive (more than 50% of the vote) the Council formally 'makes' (adopts) the STNP as set out in Appendix D, so that it has effect as part of the statutory Development Plan for the Neighbourhood Area. This will be passed to Full Council.

88. Supporting Small Business Rates Relief Scheme 2023-2026

The Portfolio Holder for Finance & Investment presented the report which set out the proposed Supporting Small Business Rates Relief Scheme for 2023-2026.

The Business Rates Manager advised that following the Autumn Statement a business rate relief scheme for eligible ratepayers would be provided. The scheme would support those ratepayers, who would lose some or all of their relief following a change in the rateable value, at revaluation. Appendix A set out the scheme of how the Council intended to implement the relief which closely mirrored the eligibility criteria.

Public Sector Equality Duty

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

## Cabinet - 9 February 2023

Resolved: That the Supporting Small Business Rates Relief Scheme for 2023-2026, be approved.

89. Retail, Hospitality and Leisure Business Rates Relief Scheme 2023 - 2024

The Portfolio Holder for Finance & Investment presented the report which set out the proposed Retail, Hospitality and Leisure Business Rate Relief Scheme for 2023/2024.

The Business Rates Manager advised Members that following the Autumn Statement a business rate relief scheme for eligible retail, hospitality and leisure properties for 2023/24 would be available. The guidance stated that it was for each billing authority to adopt a local scheme and decide in each individual case when to grant relief under Section 47 of the Local Government Finance Act 1988 (as amended). Appendix A set out the Scheme of how the Council intended to implement the scheme which mirrored closely to the content of the available guidance.

Public Sector Equality Duty

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

Resolved: That the Retail, Hospitality and Leisure Business Rate Relief Scheme for 2023/24, be approved.

90. Application of Additional Designated Rural Area Status in relation to Core Strategy Policy SP3

The Portfolio Holder for Housing & Health presented the report which outlined the additional Designated Rural Area status designations successfully applied for via the Secretary of State, which came into force in December 2023. Following this there were now 17 fully designated rural areas, and 10 were partially designated.

The Housing Strategy Manager explained that applying these new designations in relation to Core Strategy SP3 would apply the affordable housing obligation on the lower site threshold of 6 to 9 homes within these areas. This would maximise affordable housing contributions from smaller sites, which could then help deliver affordable housing in other areas across the District. This would not impact the rural exceptions housing programme.

Members were advised that affordable housing could be provided on Rural Exception Sites within these areas. These sites would have planning constraints and would be delivered for local residents in perpetuity.

Public Sector Equality Duty

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

Resolved: That the additional Designated Rural Area status conferred by the Housing (Right to Buy) (Designated Rural Areas and Designated Regions)

(England) Order 2022, as set out in Appendix A, in relation to Core Strategy Policy SP3 (Provision of Affordable Housing), be approved.

91. Homelessness Review 2022 and draft Homelessness and Rough Sleepers Strategy 2023-2028

The Portfolio Holder for Housing and Health presented the report, which presented the findings of the Homeless review and outlined the Homelessness and Rough Sleepers Strategy for 2023-28. The strategy had identified the need to increase the number of affordable homes in the District to meet the needs of residents. It aimed to address this through prevention, intervention, and sustainable solutions, delivered alongside partnership organisations. The Housing & Health Advisory Committee has considered the same report.

The Head of Housing advised Members that the consultation process gathered feedback from an online survey, consultation with Members, the new Homeless and Rough Sleeper Strategy forum, and partnership organisations. This process identified several key priorities, including the delivery of more social and affordable housing, promoting the housing options available, the information available to customers, and the importance of involving people with lived experience of homelessness in the strategy.

She outlined some of the steps taken to address these concerns. The Registered Provider Eligibility Criteria had been approved by Cabinet, which would help enable additional social and affordable housing. The Empty Homes Strategy would aim to bring more properties back into use. Face to face support was being provided at the Council Offices and the Swanley Hub, offering a wide range of support for homelessness and other issues, in conjunction with other Council teams and partners. The Landlord Incentive Scheme was being reviewed, and some successes had been had in working with landlords to transition people in temporary accommodation into 6 and 12-month tenancies. The Council was working with the Kent Housing Options Group to review temporary accommodation providers and ensure consistency and competitive rates.

The strategy would be monitored with the support of the Homeless and Rough Sleeping Strategy Forum on a quarterly basis to feed into the annual update to the Committee to ensure the services provided were meeting the changing needs of residents.

Public Sector Equality Duty

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

Resolved: That

- a) the feedback received from the public consultation be noted; and

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- b) it be recommended to Council that the draft Homelessness and Rough Sleepers Strategy be adopted.

92. Treasury Management Strategy 2023/24

The Portfolio Holder for Finance & Investment presented the report which outlined the Council's policies for borrowing and managing its investments, and for giving priority to the security and liquidity of those investments. He advised that yields had increased since the implementation of the revised strategy and stood on track to secure approaching £500,000 from this source in the current year. Finance and Investment Advisory Committee had considered the same report and recommended the report for approval.

The Senior Principal Accountant outlined the prudential indicators, the borrowing and repayment strategy, and the investment strategy for 2023/24. There were no major changes to the investment strategy. Multi Asset Income Funds were highlighted as a successful implementation of this strategy.

Resolved: That it be recommended to Council that the Treasury Management Strategy for 2023/24, be approved.

93. Property Investment Strategy 2023/24

The Portfolio Holder presented the report which updated Members on the progress of the Property Investment Strategy to January 2023 and its future direction. Members were advised that the Finance & Investment Advisory Committee were in support of the recommendation.

The Head of Finance further advised that the changes in government regulations and CIPFA prudential code meant that the Council could no longer borrow to make property investment purely for yield. He explained that the Investment Property income budget was derived from income from investment properties owned by the Council, interest from loans to Quercus 7, and dividends from Quercus 7.

Resolved: That it be recommended to Council that the Property Investment Strategy Criteria be adopted.

94. Budget & Council Tax Setting 2023/24

The Portfolio Holder for Finance & Investment presented the report which set out the proposed budget for 2023/24. He advised that this was the final stage of the budget process which had seen significant member involvement. If approved, the net expenditure budget for 2023/24 would be £18.5m with the Council's Tax increasing by 2.98% resulting in Band D Council Tax being £236.70, an increase of £6.84. He was pleased to announce that the report would once again leave the council with a fully funded self-sufficient budget over the next 10 years.

The Council Tax and Recovery Manager set out the proposed changes to Council Tax premium charges which proposed to shorten the premium on long term empty

dwellings from the current 2 years empty to 1 year from 1 April 2024; and 100% premium on all second homes from 1 April 2024, should the Regeneration & Levelling Up Bill receive Royal Assent. The Bill stated that to apply the changes, approval to do so must be given at least 12 months before the implementation date to ensure the required 12 month leading period.

The Deputy Chief Executive and Chief Officer - Finance & Trading advised Members that it had once been again a challenging budget process with a number of changes made at each stage, and were listed in Appendix E. The position had improved since the report to Cabinet in January as the annual budget gap had reduced from £126,000 to £104,000 due to this council's share of the Collection Fund surplus. This gap would be funded from the Budget Stabilisation Reserve.

The Final Local Government Finance Settlement was announced earlier this week and there were no significant changes from the provisional settlement affecting this council. He advised that appendices P to S were not included within the Cabinet papers but would be included in the Council version of the report after the other preceptors have set their Council Tax.

The report included his opinion, as the Statutory Finance Officer, on the robustness of the budget estimates and adequacy of reserves. The flexibility of the 10-year budget approach assisted in these uncertain times but it should be recognised that when there was greater certainty it was highly likely that additional savings and income would be required in the next budget process.

Members discussed the report.

#### Public Sector Equality Duty

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

Resolved: That it be recommended to Council that

- (a) the Summary of Council Expenditure and Council Tax for 2023/24 set out in Appendix F, be approved;
- (b) the 10-year budget 2023/24 to 2032/33 which was the guiding framework for the detailed approval of future years' budgets set out in Appendix C(i) to the report, including the budget changes set out in Appendix E to the report, and that where possible any variations during and between years be met from the Budget Stabilisation Reserve, be agreed;
- (c) the Capital Programme 2023/26 and funding method set out in Appendix J(i) and Capital Strategy 2023/24 set out in Appendix J(iii), be approved;
- (d) the changes to reserves and provisions set out in Appendix K, be approved;



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- (e) the Local Council Tax Reduction Scheme 2022/23, be rolled forward to 2023/24, with effect from 1 April 2023 (Appendix M), be approved;
- (f) the Council Tax premium on long term empty dwellings, be shortened from the current 2 years (empty) to 1 year from 1 April 2024 (Appendix N), be agreed in principle for implementation following Royal Assent to the relevant Act of Parliament;
- (g) the 100% Council Tax premium on all second homes from 1 April 2024 (Appendix N), be agreed in principle for implementation following Royal Assent to the relevant Act of Parliament; and
- (h) SCIA 18 be reviewed by Officers with the intention of the retention of the Out of Hours service during the peak months of the year.

95. Letting of 26 - 28 Pembroke Road

The Portfolio Holder for Finance & Investment presented the report which sought approval for the granting of a long lease for 26 - 28 Pembroke Road, Sevenoaks.

The Strategic Head of Property & Commercial Services set out the report and outlined the basis of the long lease.

Members considered the report, noting the guaranteed income for 15 years.

Public Sector Equality Duty

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

Resolved: That

- a) the long-lease as outlined in the confidential appendix to the report, be approved;
- b) the Strategic Head of Property and Commercial Services in consultation with the Deputy Chief Executive and Chief Officer - Finance and Trading, be delegated authority to enter into the necessary legal agreements for the granting of a long lease at 26 - 28 Pembroke Road.

**IMPLEMENTATION OF DECISIONS**

This notice was published on 10 February 2023. The decisions contained in Minute 88, 89 and 90 take effect immediately. The decisions contained in Minute 87 and 95 take effect on 20 February 2023. The decisions contained in Minutes 91, 92, 93 and 94 are references to Council.

THE MEETING WAS CONCLUDED AT 7.58 PM

CHAIRMAN

**Item 05 – Environmental Protection Service Pan 2023-24**

The attached report was considered by the Cleaner & Greener Advisory Committee on 14 March 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

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**ENVIRONMENTAL PROTECTION SERVICE PLAN 2023/2024**

**Cabinet – 16 March 2023**

**Report of:** Chief Officer - Planning & Regulatory Services

**Status:** For Comment.

**Also considered by:**

- Cleaner & Greener Advisory Committee - 14 March 2023
- Council 25 April 2023

**Key Decision:** No

**This report supports the Key Aim of:** Meeting a statutory duty of the council.

**Portfolio Holder:** Cllr. McArthur

**Contact Officers:** Colin Alden, Ext. 7186, Nick Chapman, Ext. 7167

**Recommendation to Cleaner & Greener Committee:**

Recommend that Cabinet approves adoption of the service plan.

**Recommendation to Cabinet:**

Recommend that Council approves adoption of the service plan.

**Recommendation to Council:**

Recommend that Council adopts the Environmental Protection Service Plan 2023-2024.

**Reason for recommendation:** This Environmental Protection Service Plan outlines how the Environmental Health Team intends to meet and discharge its statutory obligations in respect of Statutory Nuisance, Animal Welfare and Licensing and Environmental Permitting Regulation.

## Agenda Item 5

### Introduction and Background

- 1 This Service Plan details the work undertaken by the Environmental Protection Team. It also provides an overview of current demand on and performance of the team with details of service improvements and innovation since the dissolution of the Environmental Health Partnership with Dartford Borough Council in July 2021. The plan has an overview of future challenges, including new areas of work, areas of increased demand and new statutory duties.
- 2 The Environmental Protection Team aims to improve the lives of those who live, work and spend their leisure time within the Sevenoaks Council areas also to protect the environment and public health with this service plan.
- 3 The objectives of the plan outline how the aims of the team are implemented and how those objectives link to the Council Plan on environment, economy, housing and community safety. The service plan also has strong links to Better Together – A Community Plan for Sevenoaks District 2022-2032.
- 4 This is the first Environmental Protection Service Plan produced since the dissolution of the Environmental Health Partnership at the end of June 2021. It identifies current workloads and our priorities going forward. This has been a steep learning curve for three new members of staff with staff development being a key element of the service plan to allow for specialist functions to be undertaken and an element of resilience incorporated into the team structure. The team has worked hard to meet our objectives with the flexibility to address seasonal demand and increasing numbers of service requests. Current data indicates that in 2022/2023 customer service requests may exceed 2600.
- 5 The service plan includes a breakdown of service requests in our key areas since 2019. It can be seen that the team's work is very diverse and often undertaken in partnership with other council departments and external agencies.
- 6 New and emerging issues that this service plan will address includes unlicensed animal activities, an increase in stray and abandoned dogs, increased concern for animal welfare, illegal waste sites and dump sites, new requirements of the Environment Act 2021 on PM<sub>2.5</sub>, lack of suitably qualified EP officers and the challenge of net zero and Carbon reduction. This increase in workload is being addressed within existing resources as incorporated within the service plan.
- 7 The demands on service and emerging issues identified have required service improvements and innovation in a number of ways. We are developing our own talent by identifying necessary, specialist training and experience for individual officers to enable them to eventually become our required subject

matter experts across contaminated land, air quality, private water supplies and acoustics.

- 8 We are expanding the use of electronic inspections with the use of the 'Safety Culture App' on the iPad to save time, improve accuracy and providing greater efficiency in animal licensing and risk assessment of private water supplies but are also exploring the benefits of expanding its use in Environmental Permitting and service request investigation.
- 9 We are acquiring new noise nuisance recorders to replace existing sound level meters that are reaching the end of their operational lifespan. This includes associated analysis software. Other software improvements are the expansion of our use of Enterprise for Uniform for more powerful functionality and launch of NoiseApp 2 with additional features to aid service request investigation.
- 10 Process redesign has ensured wherever possible that administration tasks have been moved from Environmental Protection Team officers to our Technical Administrators generating additional capacity. We are working to the knowledge and experience of these officers so that, with the support of experienced Environmental Protection officers, they are able to respond to basic enquiries and requests allowing improved response to customers.
- 11 The Environmental Protection Team receive a large number of complaints associated with social housing and whilst we work closely with some providers, we believe there is an opportunity through the provision of proactive information, advice and guidance to reduce the number of complaints we receive. Working with these organisations should allow operational efficiencies.
- 12 We have developed a customer feedback survey to identify trends and help drive improvements. We continue to utilise our website as a source of information for residents and businesses. The work of the Environmental Protection team is subject to scrutiny by senior management, councillors, internal auditors, DEFRA, Drinking Water Inspectorate and the Local Government and Social Care Ombudsman. We therefore ensure that all officers delivering environmental protection interventions meet an appropriate qualification criterion and demonstrate knowledge and competency across a number of skill sets.

## Agenda Item 5

### **Key Implications**

#### Financial

Minimal cost as undertaken within existing resources.

#### Legal Implications and Risk Assessment Statement.

The Environmental Protection Plan is a document that sets out how several statutory and non-statutory duties will be met within the wider legal framework of the district council.

#### 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

### **Appendices**

Appendix A – Environmental Protection Service Plan 2023/2024

**Richard Morris**

**Deputy Chief Executive and Chief Officer – Planning and Regulatory Services**





# Environmental Protection Service Plan 2023/2024

## Agenda Item 5

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## 1. Introduction

This service plan details the work being undertaken by the Environmental Protection Team. It should be read in conjunction with the current versions of:

- The Environmental Health Policy 2022
- Environmental Health Service Plan 2022/2023 & 2023/2024

The service plan is intended to provide the following information:

- An overview of current demand on and performance of the Environmental Protection Team
- Details of service improvements and innovations made following the dissolution of the Environmental Health Partnership with Dartford Borough Council in July 2021
- An overview of future challenges facing the Environmental Protection Team including new areas of work, areas of increased demand and new statutory duties.
- An overview of our ambitions for the Environmental Protection Team including the use of new technology, development of staff and smarter working.

## 2. Service Aims and Objectives

### 2.1. Aim

The Environmental Protection Team aims to improve the lives of those who live, work and spend their leisure within the Sevenoaks Council areas. We aim to protect the environment and public health through education, persuasion and enforcement in relation to:

- Air Pollution
- Statutory Nuisance (including noise)
- Contaminated land
- Protection of public health
- Private water supplies
- Accumulations of waste
- Anti-social behaviour
- Environmental Permits
- Pests (primarily rats & mice)
- Animal control & welfare
- Animal licensing

### 2.2. Objectives

- To investigate all allegations of statutory nuisance using appropriate monitoring techniques and procedures within a reasonable time scale. To make decisions

and determinations of cases as quickly as possible. To ensure that customers are kept informed during investigations and understand decisions made.

- To utilise legislative powers, education and persuasion to improve the environment and reduce anti-social behaviour.
- To protect the health of the public through the use of legislation to reduce infestations of rats and mice, accumulations of waste and defective drainage.
- To proactively identify steps and measures to protect residents, businesses and visitors from new sources of noise, poor air quality, contaminated land and other public health factors through the planning and licensing consultation processes.
- Monitor air quality in areas of identified pollution and develop methodologies and actions to reduce exposure and/ or pollution levels.
- Implement an appropriate inspection regime of all industrial premises with an Environmental Permit issued by the Local Authority
- Risk assess all Private Water Supplies at suitable frequencies and implement an appropriate water sampling and testing regime to protect supply users.
- Operate a best value service for the collection, kennelling, return and disposal of stray dogs which maintains high animal welfare standards and minimises the need to destroy dogs.
- Inspect and license all relevant animal activities (as defined by regulations), zoos and dangerous wild animals within our area.
- To promote good animal welfare standards and work with partners to minimise harm to animals.

### 2.3. Links to Corporate Objectives and Plans

#### 2.3.1. The Council Plan

##### Environment

- Support high standards for new development, including design, safety, connectivity to services and transport and neighbourhood links; open up our countryside so people enjoy our footpaths and bridle paths more. Health will be a major consideration in our Local Plan.

##### Economy

- Support new and existing businesses through our “Team Around the Business” approach, excellent customer service and supporting local employers to promote mental and physical wellbeing at work.

##### Housing

- Protect the strong local identities of our neighbourhoods, ensuring residents will be safe, healthy and proud of the area in which they live and work.

##### Community Safety

## Agenda Item 5

- Build strong and connected neighbourhoods where residents feel proud of where they live and have a sense of belonging.
- Protect our residents by making sure that all of our policies, partnerships and teams are working together to safeguard people and communities.

### 2.3.2. Better Together- A Community Plan for Sevenoaks District 2022-2032

#### Our Place:

- Prioritise environmentally sound policies that enhance biodiversity alongside new development

#### Our Economy:

- Support market towns, high streets and villages to thrive by encouraging new businesses and enterprises, alongside sustainable, quality public and private investment
- Work closely with our businesses to create suitable employment opportunities for people who find it hard to get into work

#### Our Communities:

- Address anti-social behaviour within our communities, focusing particularly on the most vulnerable to ensure they are appropriately supported.

#### Our Environment

- Develop a Net Zero Action Plan which will set out a roadmap to achieving our carbon reduction targets for the Council and the district.
- Work with partners to increase the number of electric vehicle charging points across the district to promote the use of more environmentally friendly vehicles.
- To promote active travel to work, with a specific focus on co-benefits for climate change.
- Ensure the design and location of new development takes account of the need to improve air quality through the Local Plan in line with Sevenoaks District Council's Air Quality Action Plan.

### 2.4. Current performance indicators for Environmental Protection

PI Code	Indicator	Annual Target
LPI EH6	% of Animal License applications processed within 10 weeks	90%
MPI EH7	Average time taken (days) to provide a meaningful response to service requests (5 days). (excl Lic/Tens/Planning; inc Noise and FOI)	90%
MPI EH9	TENS timely response (within 3 working days)	85%

PI Code	Indicator	Annual Target
MPI EH14	% of Planning Applications provided with relevant comments within 21 days Consultations timely response within 21 days	90%
	Licensing applications timely response (within 28 days)	100%
	Available data captured from Air Quality Monitoring Stations	90%
	NO <sub>2</sub> Diffusion Tubes changes as per National Schedule	90%

## 2.5. Other data reported for Environmental Protection

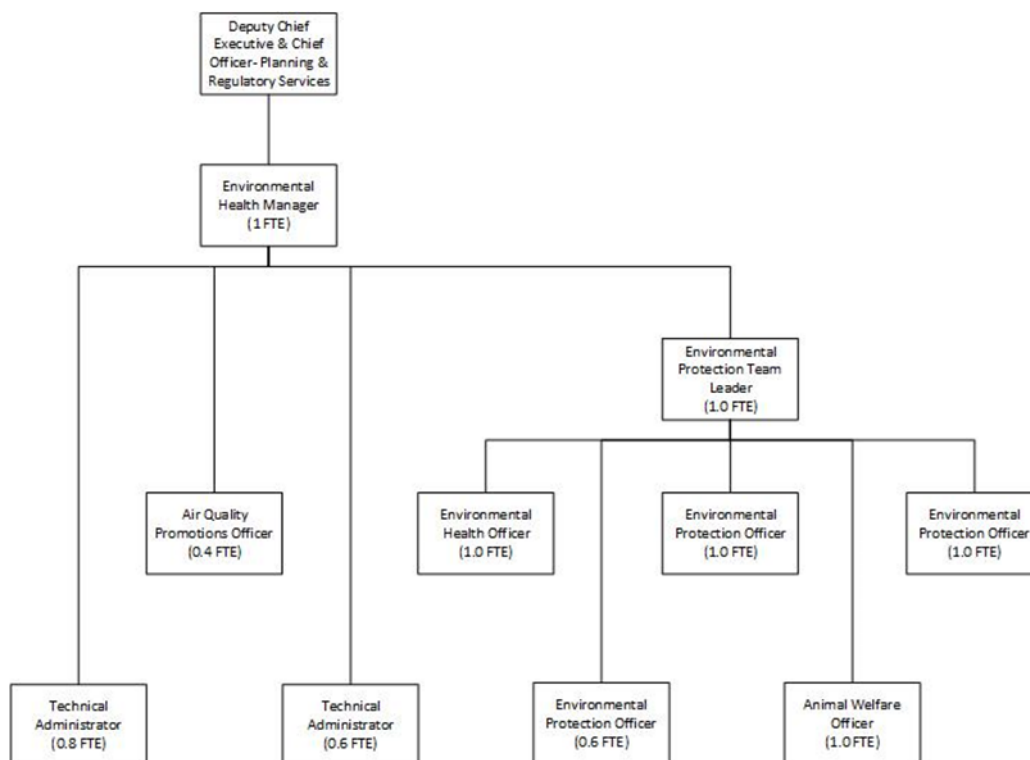
Code	Indicator	Period
Data EH 001	Total number of dogs received at kennels	Month
Data EH15	Number of stray dogs returned to their owner within 7 months	Month
Data_ EH 012	Number of service requests - dangerous dog incidents	Month
Data_ EH 002a	Total number of service requests (EP)	Month
Data_ EH 006	Number of Noise complaints (all types)	Month
Data_ EH 006a	No. of Animal licenses processed	Month
Data_EH 013	Number of FOI requests received by team	Month
	Environmental Permits	Year

## 3. Structure of the Environmental Protection Team

The Environmental Protection Team carryout a number of specialist functions and duties within Environmental Health. The EP team reports via the Environmental Protection Team Leader to the Environmental Health Manager who in turn reports to the Deputy Chief Executive and Chief Officer for Planning and Regulatory Services.

A structure chart for the Environmental Protection team is shown below:

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### 3.1. Allocated Staffing Resources

The staffing resources of the Environmental Protection team is currently provided by 6 specialist officers and 2 part time technical administrators (equivalent to 6.7 full time equivalent).

Role	FTE
Environmental Protection Team Leader (EPTL)	1.0
Environmental Health Officer (EHO)	1.0
Environmental Protection Officer (EPO)	2.6
Air Quality Promotions Officer (AQPO)	0.4
Animal Welfare Officer (AWO)	1.0
Technical Administrators (TO)	0.7
<b>TOTAL</b>	<b>6.7</b>

These staffing resources are allocated across the service functions as follows:

### 3.2. Allocated Budget

The Environmental Health Manager is responsible for ensuring that the Environmental Health Service (including Environmental Protection) is delivered within allocated budgets.

The budget allocated to Environmental Protection includes funding for the provision of:

- Staff (including training and development costs)



- Specialist equipment for the investigation of complaints
- The Animal Welfare Vehicle (for the collection of stray dogs)
- Maintenance of 2 Air Quality Stations
- Data analysis of air quality data
- Stray dog kennelling contract

### 3.3. Staff Development Plan

The District Council places significant importance on the development and training of staff to ensure that quality services are delivered to our customers.

The Environmental Protection Team Leader is responsible for ensuring that Environmental Protection Team Officers are appropriately qualified and receive regular training to maintain their level of competency and continuous professional development.

The team undertakes regular training as part of team meetings to ensure that knowledge and interpretation of legislation and guidance is maintained.

Training needs are reviewed during the annual performance appraisals and regular 1:1s.

All staff maintain a training and development file containing evidence of formal qualifications and CPD certificates from external and internal course attended, together with details of agreed, planned training for the forthcoming year.

Whilst some training is relatively low cost and in some cases free, there can be a significant cost associated with the specialist training required in areas such as acoustics, contaminated land, air quality, animal welfare and licensing and private water supplies.

## 4. Current Service Demand

The Environmental Protection Team undertake a variety of proactive and reactive functions on behalf of Sevenoaks District Council.

These duties cover a wide range of specialist disciplines governed by varying legislation and our officers are required to maintain sufficient technical competencies in order to ensure that we adequately discharge the duties

Many of the functions undertaken by the team are mandated by legislation/ statute but the team also undertake a number of discretionary duties which have been adopted to address concerns and priorities of the public, councillors and senior management.

Demand for services provided by Environmental Protection continues to be extremely high. The Covid-19 Pandemic lockdowns resulted in a spike (7% jump) in customer service requests made to the team (2550 in 2020/2021 vs 2374 in 2019/2020). Whilst levels subsided slightly in 2021/2022 current data indicates that in 2022/2023 customer service requests may exceed 2600.

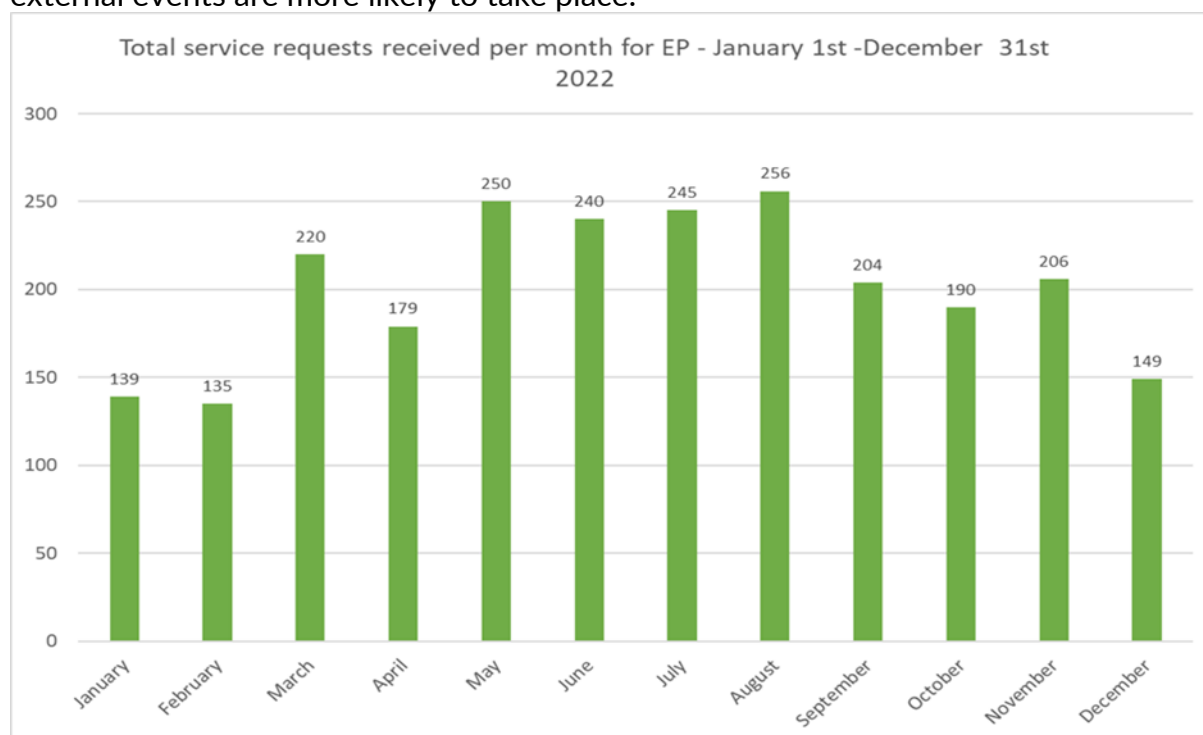
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	Number of EP Service Requests received
2019/2020	2374
2020/2021	2550
2021/2022	2465
2022/2023	2029 (up to Dec 2022)

### 4.1. Seasonal Demand

The Environmental Protection Team experiences significant seasonal variation in demand. We receive significantly more service requests during the spring and summer than during the autumn and winter. Peak demand occurs between June and August each year with the lowest demand received around the Christmas holiday period.

Seasonal demand is driven by noise service requests. Residents are far more likely to be affected by noise during warmer periods when they may have their windows open and external events are more likely to take place.



### 4.2. Statutory Nuisance and Public Health Complaints

Local Authorities have a statutory duty to investigate complaints of statutory nuisance (as defined by section 79/80 of the Environmental Protection Act 1990). The District Council also has a number of duties conveyed by the Building Act 1984, Public Health Act 1936, and Prevention of Damage by Pests Act 1949. The Environmental Protection Team discharges these requirements on behalf of the District Council.

Complaints are logged on Uniform as Service Requests and are then allocated to individual officers for investigation. The assigned officer will impartially investigate the complaint and determine if the matter falls within the statutory legislative framework.

Officers will also consider the use of discretionary powers to address reported issues.

#### 4.2.1. Noise Nuisances

The Environmental Protection Team have adopted procedures for the investigation and enforcement of noise complaints. These comply with the Environmental Health Enforcement Policy and reflect current best practice in nuisance complaint investigation.

Customers can raise service requests either directly with the District Council (via Customer Solutions, Out of Hours via CCTV or directly with Environmental Health) or can create a NoiseApp account and make an instant record of the noises they are experiencing.

Once a noise service request has been raised, our officers will contact the customer (normally by telephone) within 5 working days to discuss the complaint. If as a result of this conversation we determine that an investigation is required we will write to the customer and the alleged offender to explain our investigation processes and normally offer the customer complaining about the noise use of the NoiseApp (if they do not already have access).

NoiseApp recordings will generally be monitored for a defined period (between 2-4 weeks) and if evidence of an ongoing and persistent problem is identified we will undertake additional monitoring by officer visit or use of a noise nuisance recorder.

Our professional officers will analyse the data captured using the NoiseApp, Diary Sheets, Noise Nuisance Recorder and during visit to determine if a statutory nuisance is occurring and if it is, we will issue an abatement notice (legal duty).

#### Categorisation of Noise Nuisance Complaints

The Environmental Protection Team breaks down complaints about noise into various sub categories:

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
NOIALM	Noise - Alarms	46	36	13	12
NOIANI	Noise - Other Animals	7	11	8	9
NOIDIY	Noise - DIY	11	1	10	12
NOIDOG	Noise - Dog	73	28	89	84
NOIFIR	Noise - Fireworks	1	65	8	2
NOILOW	Noise - Low Frequency	4	2	2	
NOIMAC	Noise - Machinery	64	1	80	57
NOIMUS	Noise - Loud Music	114	137	109	107

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Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
NOIOTH	Noise - Other	55	134	72	38
NOIPAR	Noise - Party	25	95	27	20
NOIPEO	Noise - People	37	34	1	26
NOIPLA	Noise - Plant (Construction Equip)	11	53	45	3
NOIRAI	Noise - Railway	1	2	4	0
NOISHO	Noise - Shooting	1	1	3	0
NOISTR	Noise - In the street	8	8	6	1
NOITV	Noise - TV/Radio	4	2	5	5
NOIUNS	Noise - Other/Unspecified	9	10	3	0
NOIVR	Noise - Vehicle Repairs	1	0	1	1
<b>TOTAL</b>		<b>472</b>	<b>620</b>	<b>486</b>	<b>377</b>

### The NoiseApp

The Environmental Protection Team use the NoiseApp to assist them with the collection of evidence to assess statutory noise nuisance. The NoiseApp is a mobile application developed by RH Environmental which allows a customer to create an electronic diary of noise incidents they are experiencing. In addition, for each report, the customer is encouraged to upload a short recording (taken by their device) to demonstrate the complaint.

Information obtained using the NoiseApp is considered more accurate than that obtained via traditional paper diary sheets. Customers using the NoiseApp are compelled to complete mandatory fields before submitting their report and the recordings allow more accurate assessment of noise being reported. The system uploads reports almost instantaneously allowing assessment of complaints to take place more quickly.

In order to ensure that all customers can maintain access to the service offered we continue to offer paper diary sheets where required. We also maintain an Android based tablet which can be loaned to customers as required to enable them access to the NoiseApp.

The NoiseApp has been popular and well used by the majority of customers. In 2022/2023 (to date) there have been 218 NoiseApp users submitting a total of 3385 noise recordings/ reports.

In 2022, we undertook a review of how the NoiseApp was being used by customers. As a result we modified our existing procedures to allow customers to raise service requests directly from the NoiseApp (previously they were sent an automatic email

requesting that they contact the District Council through usual channels). We also changed responsibility for managing NoiseApp cases to our Technical Administrators. These changes have increased our ability to respond quickly to complaints from customers and have resulted in improved customer service to NoiseApp users.

### **Noise Nuisance Recorders/ Sound Level Meters**

The Environmental Protection Team maintains four sound level meters. Two of these units have the ability to undertake 1/3 octave analysis and fast fourier transform (FFT) which allows them to be used for complex noise investigations. The other two units can only be used as simple noise nuisance recorders. Officers can deploy these units into customers' homes (normally for a period of 1-2 weeks) in order to collect evidence of noise

Our sound level meters are specialist pieces of equipment and are expensive to purchase and maintain. Every 2 years they require calibration by a professional company to ensure the measurements they collect are sufficiently robust for court purposes.

Noise data obtained using the sound level meters is analysed using specialist software and can be played back through speakers or headphones. Recordings are suitable for evidential purposes.

Our current sound level meters are reaching the end of their operational life expectancy and are becoming unserviceable. In the next 12 months, we will be undertaking a procurement exercise to replace our existing units.

### **Brands Hatch Noise Management Plan**

In March 2008 Sevenoaks District Council and MotorSport Vision (MSV), the operators of Brands Hatch motor racing circuit agreed a Noise Management Plan (NMP).

The NMP is treated as a voluntary, working document that is subject to review and change over time in response to noise monitoring and complaints.

The plan is considered to be a balance between the needs of the circuit operator to ensure that the circuit remains a viable enterprise and the need to reduce/ minimise the noise impact of activities on the community of West Kingsdown.

Compliance with the NMP is considered 'best working practice' in minimising noise disturbance from the circuit conducting its normal day to day activities.

The NMP was fully reviewed in 2022 and officers continue to monitor compliance with the plan on an annual basis.

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### 4.2.2. Bonfire Service Requests

Smoke from a bonfire can constitute an actionable statutory nuisance (the District Council has a duty to investigate such complaints) and where dark smoke is emitted from a fire associated with a commercial activity, may constitute an offence under the Clean Air Act 1991.

In addition, where bonfire smoke has an unreasonable and detrimental effect on the quality of life of those in the locality and is of a persistent or continuing nature we have powers under the Anti-Social Behaviour Crime and Policing Act 2014 to prevent them from occurring.

Approximately half of the bonfire service requests received by the District Council are about irregular/ "one off" small scale domestic bonfires often comprising green waste. In accordance with our enforcement policy we normally deal with such cases on an informal basis through the provision of advice.

The remainder of bonfire service requests relate to fires on commercial/ industrial sites and whenever possible we will undertake robust enforcement action to prevent their recurrence.

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
BONDOM	Bonfire - Domestic	70	203	67	33
BONOTH	Bonfire - Other	43	112	62	34
	<b>TOTAL</b>	<b>113</b>	<b>315</b>	<b>129</b>	<b>67</b>

### 4.2.3. Accumulations of Rubbish/ Waste

The District Council has multiple enforcement powers and duties in respect of accumulations of rubbish and waste. These powers are shared across several teams of the District Council depending on the nature of the waste, where it is located and how it has been deposited.

- Environmental Health- are responsible for the investigation of accumulations which pose a risk to public health (because they attract rats/ mice or flies), those that constitute a statutory nuisance (odour) of which are considered detrimental to the amenity of an area.
- Environmental Enforcement- deal with waste crime including incidents of fly tipping and or illegal waste activities
- Planning Enforcement- deal with 'untidy sites'.

The EP team have a variety of regulatory powers depending on the impact of the accumulation including:

- S79/80 of the Environmental Protection Act 1990- where the accumulation is causing odour or flies

- The Prevention of Damage by Pests Act 1949- where an accumulation is likely to attract rats or mice
- S43 of the Anti-Social Behaviour Crime and Policing Act 2014- where an accumulation is detrimental to the amenity of an area.

Following the introduction of the Anti-Social Behaviour Crime and Policing Act 2014 the EP Team now has significantly wider powers to address accumulations of waste on private land and consequently enforcement within this area has dramatically increased and we have been successful in clearing plots of land.

Our powers under s43 of the ASBCPA2014 are discretionary and the Councils do not have a statutory duty to utilise them.

<b>Category</b>	<b>Description</b>	<b>2019/2020</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23 - Dec</b>
EPACPC	Accumulations (Commercial Premises)	19	23	18	12
EPACPD	Accumulations (Domestic Premises)	58	67	40	38
	<b>TOTAL</b>	<b>77</b>	<b>90</b>	<b>58</b>	<b>50</b>

#### 4.2.4. Odour Nuisance

Odour from a commercial property or activity can be a statutory nuisance under the Environmental Protection Act 1990 and the Council has a legal duty to investigate such complaints. Such complaints normally relate to cooking odour from restaurant extract systems or chemical odours from nail bars.

The majority of service requests received by the District Council relate to odour from domestic properties (normally cooking odour) but legislation explicitly excludes us from taking action to address these issues

<b>Category</b>	<b>Description</b>	<b>2019/2020</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23 - Dec</b>
ODRAGR	Odour - Agricultural	1	0	1	2
ODRCOM	Odour - Commercial	2	4	10	5
ODRDOM	Odour - Domestic	24	18	22	15
ODRIND	Odour - Industrial	9	12	5	3
ODRUNS	Odour - From unknown source	8	10	4	7
	<b>TOTAL</b>	<b>44</b>	<b>44</b>	<b>42</b>	<b>32</b>

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### 4.2.5. Drainage Complaints

The Environmental Health Team ensures that rural drainage systems and private drains do not cause a risk to public health. We do this by ensuring that they are of sufficient capacity to treat sewage discharged to them and making sure that they are maintained such that they do not overflow.

Drainage complaints are often extremely difficult to investigate. Systems are often located on third party land and can be geographically large extending over several hundred meters. Investigation of drainage systems present health and safety challenges and so are resource intensive to inspect.

In addition to the District Council, the Environment Agency have duties to ensure that rural drainage systems do not cause groundwater pollution.

<b>Category</b>	<b>Description</b>	<b>2019/2020</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23 - Dec</b>
DRAIN	Drainage	30	29	30	16

### 4.2.6. Light Nuisance

In 2005, light (from artificial sources) was added to the schedule of potential statutory nuisances under the Environmental Protection Act 1990. The legislation is primarily designed to deal with the impact of overpowered and poorly directed security lighting but we also regularly receive complaints about architectural lighting systems.

Light Nuisance investigations can only be properly investigated after dark as they require the investigating officer to visit the customer's home to assess the problem. Investigating officers will make arrangements with the customer being affected to attend their property after dark in order to make an assessment and if a statutory nuisance is witnessed are legally required to issue a statutory notice.

<b>Category</b>	<b>Description</b>	<b>2019/2020</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23 - Dec</b>
EPLGHT	Light	17	23	9	14

### 4.2.7. Pest Complaints

A local authority has a duty to take steps to ensure that as far as is practicable their area remains free from rats and mice. Whilst the District Council offers paid for treatments through Direct Services many residents believe that that their neighbours are responsible for the rats or mice they have seen and in these cases an officer from Environmental Protection will need to investigate.



Pest Control investigations are often very resource intensive. Rats can travel over large geographical areas and consequently can affect multiple residents and properties. The only way to fully investigate such issue is via site visits to multiple addresses. Such visits can be difficult to coordinate efficiently.

Whilst mice infestations can be limited to a single property issues often extend between residential properties making investigation and enforcement difficult.

In addition to complaints about rats and mice we receive a small number of enquiries regarding unidentified insects, ants, bedbugs and flies.

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
EPAMIC	Mice (Neighbour Complaint)	2	1	4	2
EPARAT	Rats (Neighbour Complaint)	49	119	91	55
EPOPC	All other pest complaints	10	13	7	6
	<b>TOTAL</b>	<b>61</b>	<b>133</b>	<b>102</b>	<b>63</b>

#### 4.2.8. Invasive Plants

Invasive plants include Japanese Knotweed and Giant Hogweed. The Council does not have a statutory duty to take legal action to require the destruction of such plants unless a land owner/ occupier is deemed to be encouraging their spread.

The Environment Agency and Natural England have primary responsibility but the Environmental Protection Team can use discretionary powers under the Anti-Social Behaviour Crime and Policing Act 2014.

Within the Sevenoaks District we most commonly receive complaints about Japanese Knotweed.

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
EPWEED	Weeds	6	11	7	11

#### 4.2.9. Anti-social behaviour from Dogs

The District Council continues to receive a large number of service requests relating to what are commonly referred to as 'dangerous dogs'. Often these complaints relate to dogs which have either attacked another animal, or which have bitten or threatened to bite a human.

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The Police are solely responsible for investigating complaints about dogs being dangerously out of control in a public place (an offence under the Dangerous Dogs Act) and the enforcement and seizure of banned breeds.

Whilst the District Council does not have a statutory duty to do so, our Animal Welfare Officer (AWO) will investigate less serious incidents (not considered criminal offences by the police). Generally these incidents will be where a dog has attacked another dog (or other domestic animal), is regularly straying or it appears aggressive within the confines of a domestic garden.

The AWO will investigate the circumstances of each complaint received to determine if the owner had sufficient control of their animal at the time of the incident, if the dog was under sufficient control and what steps if any could have prevented the incident or mitigated the impact. The AWO cannot assist an injured party to recover costs incurred for veterinary treatment.

Where we determine that a dog owner caused (through their action or inaction) an incident which was detrimental to the amenity of the public we will utilise the powers available to us under the Anti-Social Behaviour Crime and Policing Act 2014.

Anti-social behaviour associated with dogs is very emotive and often it is difficult for the District Council to resolve a complaint to the satisfaction of the customer.

<b>Category</b>	<b>Description</b>	<b>2019/2020</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23 - Dec</b>
DGVIC	Dog - Vicious/Dangerous	71	121	115	61

### 4.2.10. Animal Welfare

The District Council is at its discretion entitled to investigate and enforce complaints about Animal Welfare under the Animal Welfare Act 2006. At the District Council we have therefore appropriately authorised the Animal Welfare Officer to act as an Animal Welfare Inspector.

Traditionally, the District Council referred almost all animal welfare complaints to the RSPCA as the experts in this field. In recent years however, they appear to have less capacity and resources to investigate welfare complaints and so more issues are referred back to the Local Authority.

In 2022/2023 we have seen a significant increase in the number of animal welfare related service requests. Analysis of the relevant service requests suggests that this increase is driven by inexperienced animal owners (who perhaps purchased a pet for the 1<sup>st</sup> time during lockdown), and increased concerns about specific welfare cases publicised on social media.

Whilst we usually deal with animal welfare issues through discussion and negotiation with the owner, in 2022 it was necessary for the AWO to issue legal improvement notices for the first time requiring that animal owners improve the welfare conditions for their animals.

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
ANWEL	Animal Welfare	21	21	12	24
DGWEL	Dog - Welfare	35	33	34	71
	<b>TOTAL</b>	<b>56</b>	<b>54</b>	<b>46</b>	<b>95</b>

#### 4.3. Legal Action/ Enforcement Notices

Whilst the majority of complaints investigated by the EP Team are resolved without legal action becoming necessary, we do have a number of statutory and discretionary powers which allow us to take legal action to resolve a complaint.

These powers vary depending on the type of incident being investigated. The EP Team adhere to the Environmental Health Enforcement Policy and relevant investigation specific procedures when determining what action to take.

The table below shows that enforcement action taken by the EP team has remained relatively consistent over the past three years despite increasing numbers of complaints.

Type of Notice	Description	2020	2021	2022
s79/80 Environmental Protection Act 1990	Statutory nuisances (mainly noise)	2	6	3
Community Protection Notice	Anti-social behaviour from accumulations/ dogs/ odour/ noise etc	6	1	5
s43 Anti-Social Behaviour Crime and Policing Act 2014				
s59 Building Act 1984	Drainage Issues	0	0	2
s4 Prevention of Damage by Pests Act 1949	Control of Rats and Mice	0	0	1
s60 Control of Pollution Act 1974	Noise from construction sites	0	1	0
s16 Local Government Miscellaneous Provisions Act	Request for property information	0	0	0
Microchipping of Dogs Regulations 2015		5	2	3
	<b>TOTAL</b>	<b>13</b>	<b>10</b>	<b>14</b>

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Where a recipient of a legal notice fails to comply with its requirements the District Council can take further action to secure compliance. In 2022 we have seen an increase in the number of enforcement actions taken by the EP Team (as per the table below):

	<b>2020</b>	<b>2021</b>	<b>2022</b>
Works in Default	0	0	1
Fixed Penalty Notice	0	0	1
Prosecution	0	0	0
Forfeiture Order	0	0	0
Criminal Behaviour Order	0	0	0

### 4.3.1. Other Actions

Prior to issuing a Community Protection Notice under s43 of the Anti-Social Behaviour Crime and Policing Act 2014, we are required to have first issued a Community Protection Notice Warning (CPW) Letter. A CPW is not a notice but can be considered to have an enhanced status over a standard letter.

Consequently compliance with CPWs is very high, reducing the number of cases where it becomes necessary to serve a notice.

The number of CPWs issued to residents and businesses has remained fairly static over the past 3 years.

	<b>2020</b>	<b>2021</b>	<b>2022</b>
Community Protection Notice Warnings	6	4	7

### 4.4. Service Request Performance

The Environmental Protection Team is resourced to meet the normal demands of the service and its customers. The team is set up to provide a high quality, customer focussed service and we pride ourselves on contacting each and every customer that raises a service request with us. Whenever possible we aim to make this meaningful contact within 5 working days.

All cases are triaged and prioritised on the basis of public health need and so the vast majority of our service requests receive a meaningful response well within this time scale.

In 2022, our performance indicator was changed to provide a clearer indication of the actual response times experienced by our customers.

	<b>PI</b>	<b>2020</b>	<b>2021</b>	<b>PI</b>	<b>2022</b>
MPI EH7	90% of Service Requests responded to	86%	77%	Average number of days to	4

	PI	2020	2021	PI	2022
	within 7 working days (excluding TENS + Planning)			provide a meaningful response to service request (5 days)	

#### 4.5. Air Quality

Part IV of the Environment Act 1995, places a statutory duty on local authorities to periodically review and assess the air quality within their area. Where it appears that the air quality objectives will not be met by the designated target dates, local authorities must declare an Air Quality Management Area (AQMA) and develop action plans in pursuit of those objectives.

The Environmental Protection Team are responsible for delivering these statutory duties on behalf of the District Council.

##### Air Quality Monitoring in Sevenoaks

The District Council currently maintains two ‘real time’ air quality stations located at:

Reference	Location	Parameters monitored
CM1	Bat and Ball Junction, Sevenoaks	NO <sub>2</sub> , PM <sub>10</sub>
CM2	Greatness Park, Sevenoaks	NO <sub>2</sub> , PM <sub>10</sub> , Ozone

These air quality stations require regular calibration and maintenance and the EP Team maintain a contract with a specialist engineering company for this purpose.

In addition, every fortnight the NO<sub>2</sub> and PM<sub>10</sub> analysers require calibration and we have an agreement with Imperial College London for them to do this on our behalf.

In addition to the Air Quality Stations, we maintain a network of approximately 60 passive diffusion tubes. These are located throughout the areas of poorest air quality (see AQMAs below) and are exposed to the air over the period of a month in order to measure NO<sub>2</sub>. Each month, the diffusion tube is replaced and the monthly results are used to calculate annual NO<sub>2</sub> levels at each given location.

The diffusion tube changeover is conducted in house by an EP Officer.

##### Air Quality Reporting

Data captured by our Air Quality Station is published at [www.londonair.org.uk](http://www.londonair.org.uk).

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Each year, the Environmental Protection Team also produce an Annual Status Report within which we publish air quality data from the previous calendar year. This report is reviewed by DEFRA and once agreed is made available on our website.

In 2021 as part of our work to develop a new Air Quality Action Plan, we commissioned a specialist consultancy to undertake a detailed review of our existing Air Quality Management Areas (AQMAs). This work identified that 4 of our previous 9 AQMAs could be removed and following discussions with DEFRA this revocation took place in July 2022.

In autumn 2022 a further review was undertaken to assess the AQMA within the Swanley area. This work identified that the Swanley AQMA remained necessary.

### **Action Planning**

When a Local Authority declares an AQMA it is required to develop a plan of measurements and actions to improve air quality and/ or reduce pollution exposure.

In 2022, the Environmental Protection Team developed, consulted upon and published a new Air Quality Action Plan, which will operate until 2027.

This new AQAP is ambitious and forward thinking. It was developed in conjunction with colleagues in Planning Policy and Net Zero and draws together key learning from those areas to tie air quality into key infrastructure and carbon neutral policies and strategies already in development.

### **Air Quality Promotion**

Following the return of Environmental Health to Sevenoaks following the dissolution of the Environmental Health partnership with Dartford Borough Council, it was identified that a gap existed in the EP Team's ability to influence and bring about positive change in air quality.

Whilst there had always been a desire to undertake activities to promote green travel, reduce emissions from private vehicles and raise awareness of health impacts associated with poor air quality, officers within the team traditionally lacked the necessary skillsets to achieve these aims.

To address this, we created a new 'Air Quality Promotions Officer' role with the specific remit of developing campaigns, promotions and resources that would help improve air quality or reduce exposure to poor air quality. This post was successfully filled in January 2022.

## **4.6. Contaminated Land**

The Environmental Protection Team discharges the District Council's statutory duties in respect of contaminated land within the district.

Every Local Authority is required to produce, publish and adopt a Strategy detailing how it will discharge its requirements under Part IIA of the Environmental Protection Act 1990. This legislation requires each Council to inspect land within their areas with the purpose of identifying contaminated land.

Sevenoaks District Council adopted its revised strategy in April 2022. This is published on the council's website and sets out how contaminated land will be identified and remediated when necessary.

The current strategy predominantly requires remediation through the development management process as Contaminated Land is a material consideration in the consideration of a planning application. The Environmental Protection Team provides specialist technical advice to the planning department to ensure that requirements of the National Planning Policy Framework are met.

### Contaminated Land Searches

The District Council regularly receives requests for information on specific sites (often during property transactions). These requests require officers to undertake a detailed review of a site's previous history and former use, using historic documentation, GIS system details and officer knowledge.

Local Authorities are able to charge for the provision of this information but Sevenoaks District Council do not currently do so.

Currently, in order to respond to these enquiries, our officers must manually interrogate the historic mapping and geological information held on GIS to determine previous site usage and contamination risk. This information is then conveyed by either telephone or email to the enquirer.

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
CNTLND	Contaminated Land	28	20	30	16

## 4.7. Environmental Permitting of Industrial Processes

The District Council has a statutory duty to issue and regulate Environmental Permits for some industrial processes as designated by the Environmental Permitting Regulations.

Officers within the Environmental Protection Team draft and issue these legally binding permits that limit emissions from specific polluting processes. Our officers then undertake periodic inspections of the activities including their plant and equipment, records and operational procedures to determine the risk that they pose to the environment.

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Operators of these regulated processes are required to pay a local authority a fee upon application and then annual subsistence fees to maintain their Environmental Permit. These fees are set on an annual basis by DEFRA and a Local Authority has no ability or remit to vary them.

Currently within the district we have 21 active Environmental Permits.

Process type	Number
Petrol Stations (PVR 1)	2
Petrol Stations (PVR 2)	4
Dry Cleaners	9
Cement Batchers	2
Mineral Dryer	1
Concrete Crusher	2
Wood Process	1
<b>TOTAL</b>	<b>21</b>

### 4.8. Private Water Supplies

Environmental Protection regulate Private Water Supplies (PWS) as defined by the Private Water Supplies (England) Regulations 2016 on behalf of the District Council. All PWS in our area must be regularly Risk Assessed and sampled at a frequency depending on the nature of the supply, volume of water used and identified risks.

There are currently 7 known PWS located in the Sevenoaks district which can be categorised as follows:

<b>Nature of supply</b>	<b>Location</b>	<b>Approx. number of supply users</b>
Borehole	Eynsford	500 residents
Private Distribution System	Halstead	200 office users+400 residents
Spring	Westerham	50 office users +200 residents
Spring	Sevenoaks	20 office users +60 residents
Borehole	Kemsing	50 residents
Borehole	Otford	8 residents
Private Distribution System	Otford	11 residents

#### Private Water Supply Sampling

The District Council is required to periodically sample PWS at a frequency determined by the nature of the supply (i.e. commercial or domestic) and the volume of water



supplied. Risk assessments are then used to determine which chemical and microbiological parameters may be present within each individual supply.

Within the district, we have one supply that is at theoretical risk from radiological contamination from radon gas.

Water samples are collected from customer’s taps and then sent to a specialist laboratory for analysis. Water samples can only be taken by UCAS accredited samplers and we currently have 2 qualified officers within the Environmental Protection Team.

Following the return of Environmental Health to Sevenoaks we are fully compliant with the sampling regime required by the Drinking Water Inspectorate.

PI	2022
100% of samples due to be taken (number required informed by risk assessment)	100%

**Private Water Supply Risk Assessment**

The EP Team are required to risk assess each of our PWS’s every 5 years. This process requires us to undertake a full audit of the supplies operation and hazards, which may introduce contamination including the source, distribution network and treatment.

In 2022, our officers Risk Assessed 2 of our 7 PWS including the largest and most complex. In order to facilitate the risk assessment process we developed electronic inspection forms based upon the Drinking Water Inspectorate’s risk assessment templates which allowed information collected during the inspection to be imputed directly into a clear and easily accessible report.

Unfortunately, one of these risk assessments identified a number of serious hazards that posed a risk to those consuming the drinking water on the supply and as a result it was necessary for us to issue a notice requiring remedial works to ensure that the water was safe to drink. Following the service of the legal notice, our officer has worked closely with the supply owner to ensure that they focus of putting in place the necessary steps and measures to enable us to withdraw this legal action at the earliest opportunity.

**Private Water Supply Regulation**

Unfortunately, it is occasionally necessary for the officers to intervene to ensure that drinking water provided via a PWS remains safe to drink. Within the past year it has been necessary for officers to take legal action to secure the safety of drinking water at two supplies within the district.

In addition, we have had to work with a further supply manager to ensure that a safe water supply has been maintained throughout a series of network failures.

#### 4.9. Planning Application Consultations

The Environmental Protection Team operate as consultees for Sevenoaks District Council on planning applications.

We provide specialist assessment and advice in respect of environmental issues including air quality, acoustics, odour control and contaminated land to our planning colleagues. This work often includes assessing submissions from specialist consultants on behalf of developers, liaison with consultants as to appropriate assessment standards, rebuttal of evidence and information and attendance at Planning Committees and attend planning inquiries and hearings as an expert witness.

Not all officers within the Environmental Protection Team are at present sufficiently experienced to make comments across all aspects of planning applications. This has affected the EP Teams performance in this area. The Environmental Protection Team Leader is working hard to address this issue and we are providing specialist training to officers so that they gain the relevant skills and knowledge needed.

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
CONPLN	Consultation - Planning	253	350	398	236
CONREC	Re-consultation Planning	1	6	15	57
	<b>TOTAL</b>	<b>254</b>	<b>356</b>	<b>413</b>	<b>293</b>

#### Performance

	PI	2019/20	2020/21	2021/22	2022/23 to Dec
MPI EH14	85% Planning Applications Consultations timely response (within 21 days)	73%	81%	31%	64%

#### 4.10. Licensing Application Consultations

The Environmental Protection Team operate as statutory consultees for Sevenoaks District Council on licencing applications (New and amended premises licences and Temporary Event Notices).

Officers assess applications and where they are determined to have a potential impact on 'public nuisance' or public safety' can object to the licence and/ or request that conditions are added to a licence (premises licences only).

When an officer objects to a premises licence or a Temporary Event Notice (TEN), they are required to attend the relevant committee hearing and provide professional evidence to support their concerns and any suggested conditions.

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
CONLIC	Consultation - Licensing	43	37	53	24
CONTEN	TENS Licensing Consultation	454	52	306	369
	<b>TOTAL</b>	<b>497</b>	<b>89</b>	<b>359</b>	<b>393</b>

### Performance

	PI	2019/20	2020/21	2021/22	2022/23 to Dec
MPI EH9	85% of TENs responded to within 3 working days	100%	98%	93%	98%
	100% of Premises Licence Applications responded to within 28 days	83%	92%	79%	100%

#### 4.11. Animal Control

The District Council is required to provide a 24hr reception point for the receipt of stray dogs. Once a stray dog has been found we are then required to keep them for a minimum of 7 clear days. After this time, the dog becomes the property of the District Council and we can dispose of it as we see fit.

The Environmental Protection Team have procured a contract with a local kennels to provide our stray dog kennelling service. This contract requires our supplier to not only home all strays found within our area but also compels them to rehome them at the end of the 7 day period.

Dogs rehomed by our kennelling contractor are neutered, vaccinated and microchipped before they are rehomed. Their new owner's property is checked for suitability by an experienced operative and dogs are rehomed to addresses outside of the district. Thanks to our stray dog kennelling arrangement, we have been able to avoid having to put a dog to sleep for the past 4 years

Description	2019/20	2020/21	2021/22	2022/23 to Dec
Stray dogs collected	93	43	45	73

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Description	2019/20	2020/21	2021/22	2022/23 to Dec
Stray dogs returned to owner	39	26	17	28
Stray dogs rehomed	54	17	28	45
Stray dogs put down	0	0	0	0

### 4.12. Licensing of Animal Activities

The District Council is responsible for licensing certain activities involving animals including, pet shops, riding, boarding and performing animals under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

Separate to this legislation we licence Dangerous Wild Animals (DWA) and Zoo's. Currently we regulate two zoos (Eagle Heights and Willow Bird of Prey Centre). We are able to charge for animal licences on a cost recovery basis and fees are set annually.

Following the success of electronic inspections within our Food & Safety Team, we have now introduced them to our Animal Licensing Service. This system has proved extremely effective at reducing the time taken to generate reports and issue licenses. The iPad inspections allow our officers to incorporate photographs into reports and the resulting output is clear and simple for the business operator to understand.

Description	2020	2021	2022
Pet Shops	16	17	15
Animal Boarding	23	22	21
Home boarding/day care	8	12	15
Riding Establishments	7	6	7
Performing Animals	4	4	4
Dangerous Wild Animal	1	1	1
Zoo	1	1	1

### 4.13. Freedom of Information/ Environmental Information Requests

The Environmental Protection Team create and hold a significant amount of information. Under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, members of the public are entitled to request access to information held by public authorities.

Often information is not held in an easily disclosable format and requires an officer to transpose the information held into an acceptable format for publication.

The majority of FOI/EIR requests received by the Councils do not meet the threshold for our costs to provide the information to be recharged.

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
FOI/EP	Freedom of Info/Env Info request EP	51	49	47	40

#### 4.14. Formal Complaints against Service

The Environmental Protection Team are committed to providing excellent customer service. We have put in place policies and procedures to ensure that customers are treated fairly, are kept informed of decisions we make and that we act in a transparent manner.

Unfortunately, we do sometimes make mistakes. On these very rare occasions we are committed to undertaking a frank assessment of what has gone wrong and putting in place measures and steps to improve and learn from our errors.

Owing to the nature of the work we undertake, the majority of which is enforcement, we do receive a number of unfounded complaints about the decisions of officers (particularly when they are unfavourable towards the original complainant).

Category	Description	2019/2020	2020/21	2021/22	2022/23 - Dec
EHSTG1	Stage 1 or 2 formal complaints	5	13	10	3
N/A	Complaints considered justified	1	3	2	1

#### 4.15. Out of Hours

Some of the service requests received by the Environmental Protection Team require that officers conduct investigations outside of normal office hours (for example when the noise is at its most impactful or when a light is in operation). Whenever possible (i.e. when the noise is predictable) officers are expected to make proactive arrangements for such visits in their own time.

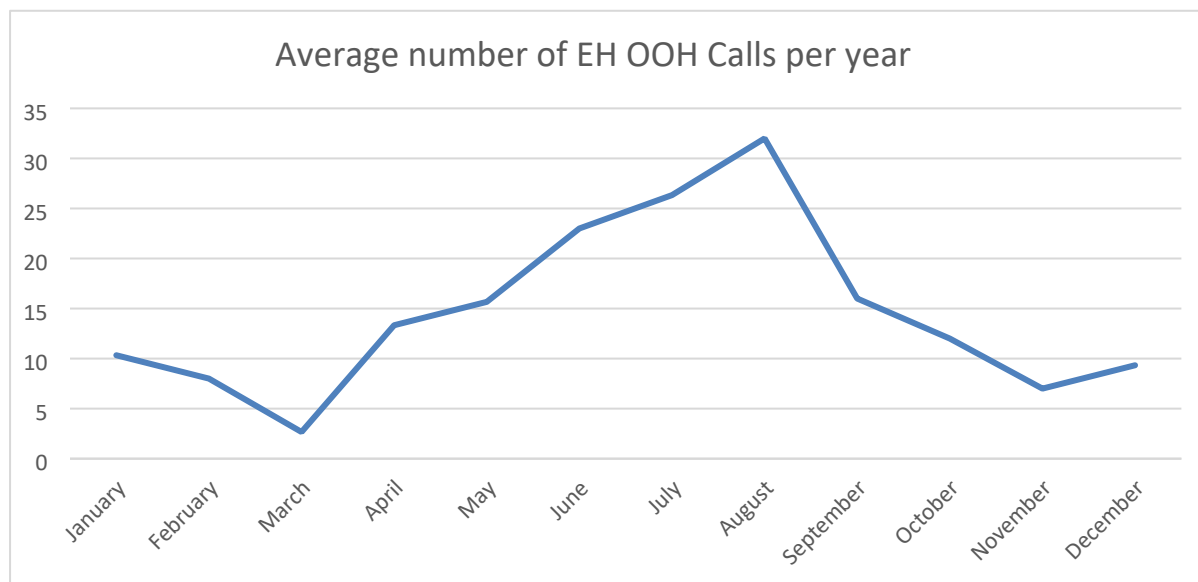
Unfortunately, some service request types are not predictable and require reactive investigation and action.

On average, the District Council receives 185 out of hours Environmental Health calls each year. The majority of these (84%) are noise related service requests/ complaints

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but we also receive reports relating to bonfires (10%) as well as requests relating to overflowing drainage, private water supply contamination, health & safety, light nuisance, odour nuisance, and food related complaints (Total 6%).

Demand is seasonal with the majority of calls (71%) received between April and September when weather is generally warmer and residents are more likely to be affected by the activities of their neighbours.



### Out of Hours Service

The Environmental Protection Team currently operate a reactive Out of Hours Service (OOH) between 18:00 and 00:00 on Friday and Saturday evenings, every week throughout the year. This is a discretionary service and is not required by law.

Officers from within the EP Team, Food & Safety Team and Private Sector Housing Team staff this OOH service on a weekly rota.

The majority of Friday/ Saturday EH OOH calls are dealt with through the provision of telephone advice but where appropriate, the duty EHO will undertake a visit to gather evidence of the problem. In certain circumstances, and where it is safe to do so, the duty EHO may visit the person causing the problem to offer advice and/ or may take enforcement action.

The OOH duty officers work alone. They must therefore consider the health and safety implications of lone working and must not put themselves at risk. This can limit the effectiveness of the OOH service to resolve complaints to the satisfaction of residents. The service is unable to approach and stop/ reduce the noise from 'one off' parties for this reason.

Kent Police do not have the resource to provide support to Local Authorities undertaking OOH visits.

Typical types of call received by the Friday/ Saturday EH OOH Service are outlined below:

- 1<sup>st</sup> time complaint where the customer has never complained before and where investigation will require the gathering of evidence over a longer period (i.e. frequent noise disturbances from a neighbour) - normally dealt with through the provision of telephone advice OOH and then followed up as per EH Performance Indicators.
- Private Parties (normally one off incidents) - Owing to health and safety considerations, duty EHOs are not currently expected to approach the alleged offender. Therefore, these cases are often dealt with through the provision of advice to the complainant however, in exceptional circumstances a visit may be undertaken to witness the problem to allow further action to be taken at a later date.
- Complaints about licenced premises - Where appropriate to do so a visit will take place and the issues witnessed. If safe to do so the relevant licence holder will be approached if an issue is observed
- Alarms (Car and Premises) - Where action can be taken within service hours an officer will visit to witness and if a statutory nuisance is established an abatement notice will be served. Works in default will then be arranged to silence the alarm.
- Behaviour noise (banging and crashing often between flats) - this type of complaint cannot easily be dealt with on a reactive basis and so will not generally be visited by the duty EHO.
- Bonfires - where the source has been identified and it appears smoke is significantly affecting the complainant a visit may be undertaken to the alleged offender in order to offer advice.
- On-going noise complaints

On average 54 calls are received through the Friday/ Saturday duty EHO system (29% of all calls received).

### **Cascade System**

In addition to the scheduled Friday/ Saturday OOH service, officers are able to respond to environmental health emergencies (eg service requests with significant public health or where decision is required immediately) via a cascade system.

This service is staffed on a voluntary basis by officers and the majority of calls responded to through this system are dealt with by the Environmental Health Manager and Team Leaders.

## **5. Working in Partnership**

The Environmental Protection Team have developed a number of effective partnerships both with other teams and colleagues within the District Council and external agencies

### **Community Safety Unit**

The Environmental Protection Team are active members of the SDC Community Safety Unit. We regularly attend multi-agency tasking meetings to address problems with specific sites and often take a lead in enforcing against problem sites.

Every year we produce statistics for the CSU Strategic Assessment produced by the SDC CSU.

### **Development Services**

The Environmental Protection Team recognise that Development Management are important internal customers. We are committed to providing the best possible service to this team so that they can undertake their own statutory duties.

A change in roles within the Environmental Protection Team and the appointment of new staff within the team resulted a skills shortage in those available to comment on planning applications. It was necessary to engage specialist contractors to fulfil this function from February 2022 to August 2022.

This allowed new staff to find their feet in the organisation whilst commencing training in several aspects of their new role including training on how comments on planning applications are undertaken.

We have implemented Performance Indicators that reflect the constraints of the consultation process and have developed procedures and reports to maximise the number of responses provided within time.

We continue to provide advice and expertise during the Planning pre-application process and regularly support planning officers on site visits and when dealing with specialist contractors. Whilst our planning colleagues charge a fee for this service the Environmental Protection do not receive any income for the support we provide.

We continue to review our practices in order to try and identify areas where we can enhance the service we offer. We hold regular meetings with the Planning Managers to identify areas of concern and improvement.

### **Planning Enforcement**

The work undertaken by the EP Team often overlaps with that being undertaken by the Planning Enforcement Team. We recognise the need to maintain good communication between the teams to ensure a coordinated approach to cases.

We regularly share intelligence and information between the teams and whenever possible minimise the need for multiple visits by either undertaking joint inspections or prompting either team to collect needed information and evidence for the other.



## **Licensing**

The Licensing Team rely on the advice and information provided by the EP Team and are important internal customers. We are committed to providing the best possible service to these teams so that they can undertake their own statutory duties.

We have created Performance Indicators which reflect the operational timescales of the licensing team as set by legislation.

We continue to review our practices in order to try and identify areas where we can enhance the service we offer.

## **Safety Advisory Group**

Officers will attend Safety Advisory Groups at SDC as necessary to ensure that events do not result in statutory nuisance and to offer advice as appropriate on matters within our expertise.

We review new event notifications and will offer advice as required

## **Drinking Water Inspectorate**

Our officers have an excellent relationship with the DWI. We have previously assisted them by providing training on best practice regulation to other local authorities and have had constructive discussions regarding best practice when issuing notices and producing risk assessments.

## **West Kent Housing Association**

Our Officers have excellent working relationships with area officers at WKHA. We regularly undertake joint site inspections at their properties and work with them to resolve issues caused by problem tenants.

Our Animal Welfare Officer regularly participates in WKHA led 'days of action' providing advice around responsible dog/ animal ownership.

# **6. New and Emerging Issues**

## **6.1. Unlicensed animal activities**

We are regularly made aware of unlicensed dog breeders and animal boarders (often operating out of domestic properties) who are trading via social media platforms, private selling sites and closed market place forums. Our investigations also suggest that there may be multiple dog breeders within our area who have failed to obtain the relevant permissions.

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These sellers and boarders often obscure their actual details by providing pseudonyms, dummy addresses and false information within their posts. Mobile telephone numbers may be changed if and when their activities are challenged by officers.

As a consequence, it is extremely difficult to regulate these businesses and potentially the welfare of animals being sold or boarded is being compromised.

Where officers become aware of an unlicensed activity we investigate and seek to get it regulated. More often than not this drives such businesses underground for them to later resurface with different contact information.

In order to combat this growing issue, a significant amount of regulatory time and effort would be needed to gather clear and persuasive evidence of perpetrators and their activities so that they may be prosecuted for non-compliance with the law.

### 6.2. Stray and Abandoned dogs

It is well reported that dog ownership increased during the Covid-19 Pandemic. As a result many inexperienced households adopted or purchased a new pet for the first time.

Now that the pandemic restrictions are over, and many people have been asked to return to the office (at least on a part-time basis) it appears that some owners can no longer care for their new family members. In addition to this, animals are expensive to care for and veterinary treatments are for some unaffordable.

This combination of pressures has resulted in the District Council collecting more and more dogs as strays. Many of these animals are so called 'designer' breeds which would have traditionally been quickly reclaimed by their owner. We have also seen an increase in strays that have costly medical needs.

Whilst our new kennel contract ensures that we are not exposed to additional kennelling and rehoming costs as a result of this increase, it is probable that our veterinary costs to provide urgent medical care will begin to rise.

### 6.3. Animal Welfare

Our service requests statistics show that animal welfare concerns are increasing and the Animal Welfare Officer is encountering more and more cases of neglect that require intervention.

Whilst this is not a statutory duty for the Environmental Protection Team, animal welfare concerns are highly emotive and often generate significant social media interest resulting in case investigations that are time consuming and difficult to administer.

### 6.4. Illegal Waste sites and dumping

We believe we are beginning to see a trend whereby criminals are undertaking large-scale, illegal waste operations on unpermitted parcels of land. Whilst these cases should

ordinarily fall to the Environment Agency for investigation and regulation, it is the District Council who are often the first point of call for our residents.

These sites are extremely difficult to regulate and require a multi-agency approach for regulation to be effective. This can be extremely resource intensive.

### 6.5. **PM<sub>2.5</sub>**

The Environment Act 2021 required the government to set two new legal targets for air quality by the end of 2022. Currently these targets are proposed as follows:

- Annual Mean Concentration Target ('concentration target') - a maximum concentration of 10µg/m<sup>3</sup> to be met across England by 2040
- Population Exposure Reduction Target ('exposure target') - a 35% reduction in population exposure by 2040 (compared to a base year of 2018).

DEFRA have consulted with Local Authorities on how these targets will be achieved and we are awaiting their final decision. Nevertheless, it is extremely likely that additional duties will be given to the District Council requiring us to monitor emissions or PM<sub>2.5</sub> and or identify measures that will reduce emissions and exposure.

### 6.6. **Suitably Qualified EP Officers**

It is recognised within the Environmental Health Profession that there is a lack of suitably qualified and experienced Environmental Health Officers and Environmental Protection Specialists.

Owing to the highly technical nature as well as the diversity of the environmental protection function most officers are not qualified to undertake all tasks to an equal level and it is unrealistic to expect them to do so. Whilst it is relatively easy to train or acquire officers who are able to undertake complaint investigations we have ourselves experienced difficulties bringing in knowledge and experience within the specialist areas of contaminated land, air quality, private water supplies and acoustics.

We were very fortunate that during the dissolution of the EH Partnership we retained expertise within these allowing us to continue providing the necessary functions whilst we train our own specialists in house.

### 6.7. **Net Zero/ Carbon Reduction**

The work undertaken by the Environmental Protection team has direct and indirect impacts on CO<sub>2</sub> emissions (both from District Council activities, the public and industry). We will continue to work with both internal and external partners to identify measures and initiatives to reduce our own carbon footprint and to assist others in reducing theirs.

We will maintain a presence on relevant internal working groups and work constructively to assist with the reduction of CO<sub>2</sub> emissions.

Our new Air Quality Action Plan aligns air quality ambitions and priorities with those from Net Zero and we continuously look for opportunities that are mutually beneficial to both types of emission.

## 7. Innovation/ Service Improvement

Over the next 12 months the Environmental Protection Team want to be ambitious and make changes to our service that improve efficiency and customer service, generate operational income and reduce emissions or waste.

### 7.1 Develop our own talent

As outline above, it is extremely difficult for environmental health teams to recruit already qualified and experienced officers. We have therefore chosen to develop our own subject matter experts.

In September 2021 and April 2022, we employed three new Environmental Protection Officers. Whilst each of these new recruits has some experience of complaint investigation and had worked for other local authorities, none were specialists in any area of environmental protection. However, at interview each of these officers demonstrated potential to grow and learn and showed an enthusiasm to progress their careers.

The Environmental Protection Team Leader together with the Environmental Health Manager have worked with these officers to identify areas in which they can specialise. We are currently working to provide each of them with the necessary training and experience to enable them to eventually become our required subject matter experts across contaminated land, air quality, private water supplies and acoustics.

Whilst the decision to recruit these officers has placed an additional burden upon those with existing experience within the team (to train and mentor our new officers) and has caused some short term resilience issues, we are confident that once trained the District Council will have three excellent officers who understand our particular requirements and ways of delivering our service.

### 7.2. Expand our use of electronic inspections

As outlined above, we have already introduced electronic inspections to some aspects of environmental protection (notably animal licensing and private water supplies). These inspections are inputted into bespoke template forms (created by officers) within the 'Safety Culture App' on an iPad.

To date, this technology has proven effective at saving officer time, improving accuracy and reducing challenge. The output from the electronic inspections is also highly professional, easy to read and understand and can be easily translated using accessibility software.

We will continue to review the benefits of the electronic inspections and whenever beneficial expand their use to other areas such as potentially Environmental Permitting, and service request investigations.

Currently the system does not actively integrate with our Uniform database, instead generating a report which can be stored within the record. We will therefore work with our colleagues in the projects team to try and identify software/ mechanisms which will allow officers to directly amend or input into the uniform data base remotely in order to minimise double entry of information.

### **7.3. Acquire new Noise Nuisance Recorders**

Our existing Sound Level Meters are reaching the end of their operational lifespan and funding has been secured to obtain replacements. We will therefore be undertaking a review of the equipment available within the relevant market and procuring new best value equipment.

Where possible we will seek to ensure that this equipment generates operational efficiencies for the team.

### **7.4. Expand our use of Enterprise for Uniform**

In September 2021, we introduced Enterprise for Uniform. This software provides officers and managers an overview of the service requests allocated and unallocated to officers.

Whilst the introduction of Enterprise has been successful, we are aware that it has more powerful functions than those currently being used by the Environmental Protection Team. Therefore, we intend to undertake a review of this software over the next 12 months to ensure that we are using it in the most effective way.

### **7.5. NoiseApp 2**

RH Environmental have expressed their intention to release version 2 of the NoiseApp later on this year. This new version promises to bring additional functionality for customers and new improvements to assist officers with their investigations.

Officers from the Environmental Protection Team have worked with the developers providing information on our use and experiences to help refine and influence the features of the new application. We have participated in focus groups and feedback sessions with other users and we hope that that this work will result in an improved experience for Sevenoaks residents when it is released.

### **7.6. Process Redesign**

We have ensured that whenever possible, administration tasks have been moved from our environmental protection team officers to our technical administrators generating additional capacity. We are working to increase the knowledge and experience of these

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officers so that, with the support of the experienced environmental protection officers, they are able to respond to basic enquires and requests improving the speed of our responses to customers.

We have worked with our colleagues in Customer Solutions to ensure that the 'Frequently Asked Questions' (FAQ) (accessed during a customer's initial contact with the Council) are accurate and informative. This has helped to ensure that customers are where necessary signposted to other organisations (such as Environment Agency, DEFRA, APHA etc) and resolve some common enquiries at point of first contact without the need for officer involvement.

We have begun to review the out of hours manual held by CCTV for the same purpose and hope that this will allow them to provide simple advice designed to resolve some simple issues at first point of contact.

### **7.7. Work more effectively with our Social Housing providers**

The Environmental Protection Team receive a large number of complaints associated with social housing. Whilst we already work closely with some of these providers (notably WKHA) we believe that there is an opportunity through the provision of proactive information and advice and guidance to reduce the number of complaints we receive.

Further, we consider that by working with the organisations, operational efficiencies could be made. We will seek to offer training to area housing officers, and ASB officers within these organisations such that they are able to better understand our legal remits and ensure that information and evidence provided to us by them and their tenants conforms/ meets our evidential requirements.

### **7.8. Develop a new Air Quality Supplementary Planning Document**

We will work with our Planning Policy colleagues to develop a new Air Quality Supplementary Planning Document (SPD) that can be applied to all new developments with the potential to impact air quality. This SPD will ensure that all developers understand their duties and requirements in respect of air pollution and that they take these into account during the planning phase.

The SPD will also provide a mechanism for developers to contribute/ fund off site measures to improve or mitigate air quality problems when such measures cannot be achieved within the development itself.

### **7.9. Move to an electric Animal Welfare Vehicle**

We have begun the process of sourcing an electric vehicle to replace the current diesel animal welfare van. This vehicle is currently used by the Environmental Protection Team to collect stray dogs, undertake promotional events and change diffusion tubes within our AQMAs.

It is our ambition, whenever possible to replace diesel and petrol vehicle journeys (i.e. made in officers personal vehicles) to this new EV van reducing Environmental Health's carbon emissions.

### **7.10. Customer Feedback**

We have developed a new customer feedback survey within Survey Monkey. This short web form is accessed via a link or QR code which is sent with every communication from Environmental Health. Customers are encouraged to complete this survey anonymously so that we can start to identify trends or themes within our service which in turn will help us drive improvements.

### **7.11. Website Updates**

We continue to utilise our website as a source of information for residents and businesses. We work with our Communications Team to ensure that the content we produce is accurate and user friendly and that it assists our customers and their needs. We do not recreate resources available elsewhere and link to authoritative sources whenever possible such as the gov.uk website.

## **8. Quality Assessment**

The work of the Environmental Protection Team is subject to scrutiny by senior management, councillors, internal auditors, DEFRA, Drinking Water Inspectorate, and the Local Government and Social Care Ombudsman.

We ensure that all officers delivering environmental protection interventions meet an appropriate qualification criterion and demonstrate knowledge and competency across a number of skill sets. The competency framework drives personal and team training and development. It is also used to highlight gaps in the team's knowledge and skills.

The following monitoring arrangements are in place to assist in quality assessment:

- inspection audits including associated paperwork
- performance and development reviews
- performance monitoring of target response times
- Customer satisfaction questionnaires
- 1:1 meetings with team members
- Team and department meetings
- use of Enterprise in the IDOX Uniform database to improve monitoring of the inspection programme and service requests

## **9. Areas for Improvement**

Every effort is being made to maintain a high quality service to the public and to meet and exceed performance targets. We aim to:

- Improve the accuracy of the UNIFORM database

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- Ensure all customers receive a response within 5 working days
- Make faster decisions on compliance/ non-compliance whenever possible
- Reduce the number of stage 1 and 2 complaints against the service
- Work more closely with partners in other departments
- Improve and exceed our Planning Response Performance Indicator
- Encourage customers to provide feedback via a survey monkey link

## 10. Contact Officer

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**Item 06 – Licensing Pre Application Advice Charges Review and Introduction of Other Admin Fees**

The attached report was considered by the Cleaner & Greener Advisory Committee on 14 March 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

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**LICENSING – PRE-APPLICATION ADVICE CHARGES REVIEW AND INTRODUCTION OF OTHER ADMIN FEES**

**Cabinet - 16 March 2023**

**Report of:** Deputy Chief Executive and Chief Officer – Planning & Regulatory Services

**Status:** For Decision

**Also considered by:**

- Cleaner & Greener Advisory Committee - 14 March 2023

**Key Decision:** No

**Executive Summary:**

- (a) To replace the existing pre-application advice fees (Appendix A) with the proposed fees set out in Appendix B
- (b) To introduce some new admin fees included in Appendix B

**This report supports the Key Aim of:** Supporting and developing the local economy and providing value for money.

**Portfolio Holder:** Cllr. Margot McArthur

**Contact Officer:** Sharon Bamborough , Ext. 7325

**Recommendation to Cleaner & Greener Advisory Committee & Cabinet:**

- (a) Members are asked to approve the restructured fees for Licensing pre-application advice
- (b) Members are asked to approve the introduction of some new smaller admin fees to cover the resourcing cost of providing the service requested

**Reason for recommendation:**

- (a) Having had 3 years in use, the existing fee structure for pre-application advice is considered too complex by officers and applicants alike, leading to a low take up of the service. By simplifying the fee structure it is hoped it will become more attractive to potential applicants and will encourage the officers to promote it
- (b) We need to introduce some small admin charges for services being increasingly requested in order to cover the resourcing cost.

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### Introduction and Background

- 1 The pre-application advice service exists to offer applicants a value-for-money option of coming to experienced officers and being provided very clear advice on how to complete an application, what to apply for etc. but the service has been underused by applicants. Feedback indicates that this is due to the fee structure being perceived as too complex, leading to the service not being promoted by officers across the partnership as well as potential applicants not understanding what level of advice they need. As a result, there has been minimal take up of the service.
- 2 By re-structuring the fees for pre-application advice it is hoped that this will lead to a better take up of the service.
- 3 In addition to the re-structure of the officer led pre-app advice, the 'check and send' fees are to be increased as they have not been reviewed since introduction in 2019. This element of the service has worked well and applicants have used it regularly. We are also introducing a new fee for similar work on temporary event notices.
- 4 In regard to the introduction of some new small admin charges, this has been driven by increasing demands on our processing team to:
  - Update / amend records with new contact details on lottery registrations ,
  - to raise replacement invoices in circumstances where the licence holder hasn't advised on change of details but insists on having an invoice to pay the annual fee due

### Available Options

- 5 To approve the amended & new charges as set out in Appendix B.
- 6 To reject the proposed fees and continue to provide discretionary services at the existing rates. However, due to resourcing pressures, this option is not considered viable.

### Preferred option

- 7 That the restructured and new fees set out in Appendix B be approved to come into effect 1<sup>st</sup> April 2023.

### **Key Implications**

#### Financial

There are no specific financial implications resulting from the matters considered in this report, as the intent is to cover costs of this discretionary service

#### Legal Implications and Risk Assessment Statement.

Section 93 of the Local Government Act 2003 introduced a general power for Best Value authorities to charge for discretionary services subject to having regard to the statutory guidance issued by the Secretary of State. The power came into force on 18 November 2003 and at the same time the ODPM (Office of the Deputy Prime Minister) issued guidance for local authorities on how to use this power: 'General power for Best Value Authorities to Charge for Discretionary Services – Guidance on the Power in the Local Government Act 2003'.

The Guidance on the Power in Section 93 of the Local Government Act 2003 sets out the underlying principles for the introduction of charges for Page 73 Agenda Item 8 discretionary services. It stipulates that such charges must not provide a new source of income and should only cover the cost of provision, i.e. not make a profit. Charges must be based on principles set out in the Chartered Institute of Public Finance and Accountancy's (CIPFA) Best Value Accounting Code of Practice. A charge can only be made if the recipient agrees to the service.

#### 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**

It is envisioned that if the new pre-application advice fees set out in Appendix B are approved, this will lead to an increase in the number of customers using the pre-application advice service, which is considered to be a good value option for those applicants who cannot afford solicitors & agents.

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In respect of the increase of fees for check and send, and the introduction of some other small admin charges, it is considered that resourcing costs will be better covered, because as a principle, Licensing should be self-financing.

### **Appendices**

Appendix A – existing pre-application advice charges

Appendix B – proposed new charges for pre-application advice and other admin

### **Background Papers**

Original report to Cabinet in November 2019 to introduction pre-application advice charges ([Public Pack](#))[Agenda Document for Cabinet, 07/11/2019 19:15 \(sevenoaks.gov.uk\)](#)

**Richard Morris**

**Deputy Chief Executive and Chief Officer – Planning & Regulatory Services**



**Fees for Licensing pre-application advice**

<b>Small Application-</b> Up to one hour of advice regarding small licence applications, <i>Excludes events – see below</i>	£66
<b>Medium Application-</b> Up to 2 hours advice for medium size applications including a site visit <i>Excludes event – see below</i>	£138
<b>Large Application-</b> Up to 4 hours advice for large applications including multiple (if necessary) site visits <i>Excludes events – see below</i>	£258
<b>Events up to 1000 capacity:</b> Category A - up to 3 hours advice for extra large public events includes the cost of specialist officers and site visits	£354
<b>Events between 1001 and up to 1999 capacity - Category B -</b> up to 7 hours advice for extra large public events includes the cost of specialist officers and site visits	£498
<b>Events between 2000 and up to 4999 capacity - Category C -</b> up to up to 14 hours advice for extra large public events includes the cost of specialist officers and site visits	£690
<b>Extra large events - 5000 people or more - Category D -</b> up to 21 hours advice for extra large public events includes the cost of specialist officers and site visits	£1026

**Check and send**

Licensing Act 2003 – transfer of licence <i>or</i> variation of designated premises supervisor – include assistance completing form and advising on statutory requirements and the statutory fee ( <i>currently £23</i> )	£55 (each)
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We will offer a paid pre-application advice service for certain types of premises licence applications (alcohol, entertainment, gambling) where an applicant or agent can meet with an administrator or licensing officer to go through the application form and process. In all cases the advice and guidance ends once the application is submitted to us for consideration.

**Why use this service?**

- Peace of mind - from application to photos we make sure everything's right first time.

## Agenda Item 6

- Reduced administration - as we will distribute copies to responsible authorities

**Special Note: Using this process does not guarantee an application will be granted.** What it does is ensure that it will be processed promptly and that where appropriate the application contains all of the information and conditions that the council would expect to be in place to satisfy the responsible authorities.

### Types of pre-application advice

The types of pre-application advice we can provide are:

#### 1. Pre-application consultation

We will do a pre-submission validation check of your application form and give advice on the legislation, our policy and (where appropriate) the kind of conditions you might want to offer in the operating schedule. This will be helpful for applicants to:

- gain an understanding of potential issues that may arise from their application
- consider any appropriate conditions and/or comments that may alleviate concerns of consultees or responsible authorities
- understand any policy implications arising from their application
- understand the likelihood of their application being successful

#### 2. Check and send

We will meet with you to do a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. We will certify any photographs (if applicable) and facilitate you submitting an online application which will distribute your application to consultees/responsible authorities (where applicable).

**PRE-APPLICATION ADVICE BY OFFICERS**

Covers applications for: <b>Licensing Act 2003</b> <ul style="list-style-type: none"> <li>• new premises licences</li> <li>• full variations of premises licence</li> <li>• new club premises certificate (CPC)</li> <li>• variation of CPC</li> <li>• provisional statement</li> </ul> <b>Gambling Act 2005</b> <ul style="list-style-type: none"> <li>• new and variation applications</li> </ul>	Fee
Up to one hour of advice regarding licence applications, including assistance in completing form (hourly rate)	£75.00
site visit (to give advice) – up to one hour	£100.00
<b>Licensing Act 2003</b> - Minor variations – up to 30 mins advice on applications (including assessment as to whether suitable as a minor, suggestion on wording of proposed conditions, help completing application etc)	£35.00
<b>Application assistance (check and send) by Hub team</b>	
<b>Licensing Act 2003</b>	
In depth assistance in completing application forms and advice on correct documentation for: <ul style="list-style-type: none"> <li>• Transfer</li> <li>• Variation of Designated premises supervisor</li> <li>• Personal licence</li> </ul>	<b>Fee</b> £40.00 (incl. VAT)
In depth assistance in completing Temporary event notices and advice on limits etc	£15.00 (incl. VAT)
<b>Other admin charges</b>	
Upon request of licence holder, amend and re-issue invoice for statutory annual fee	£10.00
Upon request of licence holder, amend contact details for lottery registration	£10.00

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**Item 07 – Community Grant Scheme Draft Allocations 2023/24**

The attached report was considered by the People & Places Advisory Committee on 23 February 2023. The relevant Minute extract is below.

**People & Places Advisory Committee (23 February 2023, Minute 43)**

The Community Projects & Funding Officers presented the report, which outlined the 2023/24 Community Grant Scheme draft allocations. 31 applications were received, with a total grant request of £116,000 against £49,800 that was available for the scheme. Officers carried out a full appraisal alongside the Portfolio and Deputy Portfolio Holder, reviewing applications on how they supported the scheme's priorities, whether their performance indicators were relevant, and whether the application was the responsibility of another organisation, amongst other criteria.

They outlined some of the applications received to highlight the diversity of projects supported. They highlighted the two similar applications for training members of the community as Mental Health Champions, and how they had helped the organisations behind them form a partnership.

In response to questions, they advised that when they found an application was ineligible for the Community Grant Scheme, the team helped the applicants to locate other grant funders.

Resolved: That the report be noted.

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## COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2023/24

Cabinet – 16 March 2023

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

**Status:** For Decision

**Also considered by:**

People & Places – 23 February 2023

**Key Decision:** Yes

**Executive Summary** This report sets out information about the Community Grant Scheme and summarises applications received by the Council from voluntary organisations for funding during 2023/24.

**This report supports the Key Aim of:** the Council's Community Plan.

**Portfolio Holder:** Cllr. Lesley Dyball

**Contact Officer(s):** Jenny Godfrey x7112; Kathryn Bone, Ext. 7176

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

That Members note this report.

**Recommendation to Cabinet:**

Grants, as set out in Appendix C of this report, be approved subject to the conditions set out in paragraph 11.

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

### Introduction and Background

1. The Council's Community Grant Scheme supports local charities and voluntary sector organisations that, through their work, contribute to the priorities set out in the Community Plan 2022-32.
2. The Council's Corporate Code of Practice for making grants was reviewed in 2022 and a revised Code of Practice was agreed at Cabinet on 7 July 2022. This is attached at Appendix A.

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3. The grant guidelines were reviewed in 2022 and revised guidelines were agreed by Cabinet on 7 July 2022. These guideline documents can be found at Appendix B.
4. In 2022/23, the grants awarded through the Community Grant Scheme enabled voluntary organisations to support 35,937 volunteer hours in the Sevenoaks District, which represented an economic benefit of £633k.

### Details of the Community Grant Scheme for 2023/24

5. The grant scheme was publicised widely across the District within the voluntary sector, through the virtual Voluntary Sector Forum, Town and Parish Councils, In Shape Magazine, Social Media and local press in September 2022. The closing date was 3 November 2022. The total budget available for distribution to voluntary sector organisations in 2023/24 is £153,340, including £98,540 for Citizens' Advice in the District, £2,500 for the Sevenoaks District Arts Council (SDAC) and £2,500 for the Sevenoaks District Sports Council (SDSC). Funding for Citizens' Advice, SDAC and SDSC is subject to Service Level Agreements. The amount available for the Community Grants Scheme is £49,800.
6. A total of 31 grant applications have been received, representing total grant requests of £116,742.
7. A full schedule of applications is attached at Appendix C. The Portfolio Holder and Deputy Portfolio Holder for People & Places has copies of all of the applications and a full set is available via One Drive (access instructions provided separately on request). Officers would be pleased to deal with any detailed queries in advance of the meeting.

### Appraisal Process

8. Members will appreciate that the recommended grants in Appendix C have been put forward following an appraisal by Officers trained in grant appraisal and a detailed consultation with the Portfolio Holder for People & Places, Cllr Dyball and the Deputy Portfolio Holder for People & Places, Cllr Collins. Recommendations have been made in accordance with the Scheme Guidelines and the Council's Corporate Code of Practice for grants and take into account various factors, including:
  - the extent to which the application supports the District Council's Community Plan priorities;
  - the extent to which the application assists residents across the District and its impact;
  - the extent to which the application should be funded by other organisations;
  - whether performance indicators are relevant and appropriate;



- whether the applicant meets the eligibility criteria established in the Guidelines and the Corporate Code of Practice for grants;
- whether the applicant has appropriate child protection and safeguarding arrangements in place.
- Cross-departmental checks and information shares about grants and funding being awarded to community and voluntary organisations and any issues arising.

### **Recommended Level of Grant**

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

### **Recommended Conditions**

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

### **Key Implications**

#### Financial

The level of funding is in accordance with the draft 2023/24 budget of £153,340.

#### Resources (Non Financial)

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

## Agenda Item 7

### Legal implications and Risk Assessment Statement.

There are no legal issues relating to this report. All organisations applying for funding are required to have an equalities policy (or have signed to say they will adhere to the District Council's policy) and where appropriate child protection and/or adult protection policies.

The following table shows the risks and their mitigation.

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

### Equality Assessment

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

Consideration of impacts under the Public Sector Equality Duty:

Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended	No	This community grant scheme assists with the provision of services to

through this paper have potential to disadvantage or discriminate against different groups in the community?		support Sevenoaks District residents, particularly those in the greatest need. Therefore this decision being made or recommended through this paper does not have the potential to disadvantage or discriminate against different groups in the community.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The grant scheme provides funding for specific groups, such as older people, families, young people and people with disabilities. The grants scheme is widely publicised to ensure that groups serving a wide range of needs are able to apply.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	No negative impacts identified

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**

The work of the voluntary sector across the Sevenoaks District is highly valued. The Council’s grants programme supports the dedication and commitment of the many volunteers who help the most vulnerable people in the District. Members are asked to agree the draft grant allocations as set out in Appendix C.

**Appendices**

Appendix A – Council’s Corporate Code of Practice for making grants

Appendix B – Community Grant Scheme guidelines

Appendix C – Full Schedule of applications

**Sarah Robson**

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

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## Appendix A

### Sevenoaks District Council

#### Code of Practice for Grant-making 2022

##### 1. Background

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

1.2. This Code of Practice has been adopted by the Council and is intended for use across all teams and services who are running or considering running a grant scheme using Council Funds.

1.3. From time to time, the Council may manage other grants such as those to individuals and other sectors including businesses. Grant schemes being delivered by the Council as a conduit of an external body e.g. DWP, must adhere to the funders requirements. Other Council grant schemes being delivered using external funding must adhere to the funders' requirements whilst following the principals of this policy.

##### 2. Definition

For this purpose, a grant is taken to mean:

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

##### 3. Requirements of our grant schemes

3.1. As a minimum, each grant scheme should specify:

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

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- Arrangements for monitoring and evaluating individual grant awards and the scheme as a whole.

### **4. Application Process:**

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

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

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

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

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

### **5. Appraising applications and decision making**

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

- The process should be transparent and the method used made clear as part of the application guidelines;
- Grant appraisers should be trained and no decision should be made by an individual;
- Appraisal must take place against the given criteria and applicants must meet the set criteria in order to receive the grant;
- Appraisers must be clear that the scheme/proposal meets the main aim of the grant scheme and that the identified need is met;
- Appraisers need to ensure that they have a checklist for all the required documents, e.g. application form with all sections completed, accounts, safeguarding policies and procedures. If any document is missing, or is not considered adequate, the applicant should be given a limited period of time to provide them. If the information is not provided in this time period, then the application may not be considered. Timescales and ability to do this may be restricted due to funding body or other limitations;
- Appraisers must be satisfied that the applicant has confirmed they have an adequate safeguarding policy or policies in place to safeguard children, young people and/or vulnerable adults and the appropriate DBS checks have taken place. If appropriate, any organisation deemed not to have adequate

arrangements in place may have conditions attached to their funding agreement or not receive any funding;

- If appropriate to the grant scheme, audited or independently examined accounts should be considered when the application is appraised. Where the applicant has not been in existence long enough to have a set of audited accounts, they must provide financial records commensurate with the level of grant being applied. The review of the accounts should be proportionate, reasonable and reflect the level of funding.
- If appropriate to the grant scheme, appraisers should consider any other funding the applicant has received from the Council and any monitoring data from these grants.
- Appraisers should keep clear records of their decisions regardless of the outcome of the appraisal.

### **6. Approval**

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

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

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

### **7. Monitoring & Evaluation**

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

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

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

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

### **8. General**

8.1. Working in line with the Data Protection Act, there should be an SDC database which everyone can access that gives details of those groups who have applied for funding and the outcome.

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



## **Appendix 1 Eligibility for all Council funded grant schemes**

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

- The project should be for the benefit of people **living, working or volunteering in the Sevenoaks District**. This includes applicants who are based outside of the area but whose proposed activity is of benefit to those within the District;
- Any funding given should be ring-fenced for those living, working or volunteering in the Sevenoaks District and appear as such in the applicant organisation's accounts;
- The applicant group must have a written constitution or a set of rules or be verified that it is genuine entity i.e. a companies house / charity commission check;
- The applicant group must have a bank account and in the case of voluntary or community groups have at least 2 signatories, who are not related to each other and who do not live at the same address. If they do not have a bank account, they must nominate a properly constituted voluntary organisation to take responsibility for the money on their behalf;
- The applicant must, if requested or required by the scheme, enclose with the application a set of audited or independently examined accounts for the latest year available. If they have not been in existence long enough to have a set of audited accounts available, they should be able to provide financial records commensurate with the level of grant and provide evidence that they have a bank account as detailed above;
- The applicant group must confirm that they have an adequate safeguarding policy or policies in place to safeguard children, young people and/or vulnerable adults and the appropriate DBS checks have taken place.

### **Appendix 2: Application Form Contents**

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

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

- A description of the project, who it is aimed at, how it meets the scheme's objectives and criteria, and what outcomes will be delivered;
- The applicant's capacity to deliver the project, based on previous experience;
- Details of how the funding will be spent and any other financial or in kind contributions to the project or scheme. The level of information required will be proportionate to the level of grant.
- Clear evidence of financial need, and how the scheme provides value for money;
- If relevant to the funding pot in question, confirmation as to whether the applicant has applied to the Council on previous occasions;
- A project plan and timetable;
- A section where the applicant will set out performance indicators, which are measurable and capture the outcomes of the project;
- Details of any accreditation the organization has or is working towards;
- Confirmation that the applicant has written policies on equal opportunities, health and safety and safeguarding, and that these have been included with the application and/or has confirmed that they will adhere to the Council's policies;
- Details of the applicant's bank account;
- An Equalities statement;
- A named individual with contact details who will be the lead contact for the grant;
- Signature and date box (or online equivalent).

### Appendix 3 Guidance on the application process

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

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

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## Appendix B - Community Grant Scheme Guidelines 2023/24

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

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

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

Included below are some explanations and tips for the questions in the application form. Please use these when completing the application form online.

### Purpose of scheme

Our Community Grant scheme exists to help voluntary organisations and groups which provide projects, services or activities that benefit people living, working or volunteering in the Sevenoaks District, focusing on those in greatest need.

In particular, we want to support projects, services or activities that are delivered with the help of volunteers and that support the priorities of “Our Communities” within the Sevenoaks District Community Plan.

### What are the scheme’s priorities?

- Address and reduce anti-social behaviour within the community, focusing particularly on the most vulnerable.
- Projects, services and activities that encourage participation and empower young people in local community.
- Promote, support and improve access to volunteering opportunities as part of a project, service or activity.
- Encourage participation and improve opportunities for excluded or vulnerable groups.
- Improve the wellbeing of residents.
- Projects, services and activities that support and empower carers.
- Help address and deliver digital inclusion.
- Support communities to live happily together and provide information, advice, advocacy or counselling to those in need.
- Projects, services and activities that work in partnership to achieve the priorities listed above.

### Who can apply?

You can apply if you deliver services to those that live, work or volunteer in the Sevenoaks District.

Applications for grants over £1,000 must provide services or benefit residents in **two or more parishes** and applicants must be one of the following:

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

Applications for grants £1,000 or under must provide services or benefit residents in **at least one parish** and applicants must be either one of the organisations listed above or a community group with a constitution or set of rules.

### How much and what can I apply for?

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

You can apply either for a grant of up to and including £1,000 OR up to and including £5,000. There are two different application forms. Please make sure you use the correct one.

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

### When can I apply?

There is one round of grant funding each financial year. This round is for projects, services and activities that will be completed between 1 April 2023 and 31 March 2024.

The deadline for applications is midday Thursday 3 November 2022

You will be advised of the outcome of your application by the end of March 2023.

Please bear these timescales in mind when requesting funding for your activity.

### What are the terms and conditions?

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

- The project, service or activity being funded must be completed between 1 April 2023 and 31 March 2024.
- Your organisation or group has a constitution or set of rules.

- Your organisation or group has (or for newly formed organisations or groups, confirm that you will have at the point of receiving this grant) a bank account with at least two authorised signatories.
- Your organisation or group has an equality policy in place (or for a newly formed organisation or group, agrees to implement one) and is prepared to sign our Equality Statement.
- All appropriate legal agreements, insurances and permissions needed to deliver the project are in place. Your organisation will comply with all relevant statutory requirements.
- Your organisation has all appropriate safeguarding arrangements in place. For newly formed organisations or groups, the award of a grant will be conditional upon the implementation of suitable safeguarding arrangements for children and vulnerable adults (including the completion of enhanced level Disclosure & Barring Service (DBS) checks and appropriate training for all staff and volunteers).
- Any grant you are awarded will be used only for the project, services or activities set out in your application and will be ring-fenced for those living, working or volunteering in the Sevenoaks District. It must not be used for any other purpose. The Council will require the grant funding back should the project, services or activities not go ahead and/or the funding not be used strictly in accordance with the application and grant offer.
- The project, service or activity outlined in this application is not already the subject of a service level agreement or other agreement with another authority.
- You will be required to submit monitoring for your project, services or activities with supporting evidence including as a minimum one case study.
- All publicity materials and annual reports must acknowledge our support using the branding and logo provided.
- Your organisation or group can only submit one application in any financial year.

### What we will not fund

We will not fund:

- Projects, services, activities that are not completed between 1 April 2023 and 31 March 2024.
- For grants over £1,000, projects, services or activities that serve only one parish
- Projects, services or activities that are primarily the responsibility of another agency or funder, such as the [Sevenoaks District Sports Council](#) and [Sevenoaks District Arts Council](#)
- Costs for projects, services or activities that your organisation or group is already delivering in the District as part of an existing contract or service level agreement with another funder.
- Costs for projects, services or activities that have already started or been delivered
- Projects, services or activities where the beneficiaries are not those living, working

## Agenda Item 7

or volunteering in the Sevenoaks District

- Private concerns operated as a business
- Organisations seeking to add capital to their reserves including those whose free reserves are higher than their annual expenditure
- Local organisations seeking funding for a central HQ
- Religious or political organisations
- Individuals
- Work that should be provided by statutory, educational, health organisations or social services
- Schools or parent/teacher organisations
- Large capital projects.

### How will we assess your project?

The appraisal process will look at:

- Your eligibility to apply
- The extent to which your project meets the Scheme's priorities
- How many people will benefit from your project and the value for money
- The level of benefit and the outcomes to those living, working or volunteering in the Sevenoaks District
- The level of need for the project, service or activity
- The level of funding already received from the Council over the previous two years and the outcome from any monitoring from these grants
- The sustainability of the project, service or activity beyond the length of the funding.

### Explanations and tips for completing the online application form

#### Can more than one person work on the application form?

Yes, the link to your application form can be shared with others in your organisation or group so that you can each complete different sections. However, please note that you cannot have more than one person working on the application form at the same time.

#### Do I have to complete the form in one go or can I save it and come back to it later?

You can save your application at any time, close it down and come back to it later by clicking the save button. When you want to carry on please follow the link supplied in the email.

#### What is the Save button for?

We recommend that you save your application at the end of each section. This will ensure you do not lose any data if your computer crashes for any reason. It should also



be used if you want to close the application and come back to it later. Clicking the save button will take you back to the top of the form so just open the section you need and carry on inputting your answers.

### **What is the Check / Validate Application button for?**

Once you have answered all of the questions and are ready to submit your application you should click “Check / Validate Application”. We strongly recommend that you save your application prior to doing this to ensure your data is stored should your device encounter any issues such as loose internet signal or crash whilst the submission is taking place. This will check that you have ticked to acknowledge the statements in section 6. Once this has happened you will be able to click “Submit Application”.

### **What is the Submit Application button for?**

Once you have answered all of the questions and have clicked “Check / Validate Application” you will be ready to submit your application. To do this you should click “Submit Application”.

Please note that once the application has been submitted you will no longer be able to access it or make any amendments.

### **Section 2: Safeguarding**

If you are a newly formed organisation or group and do not yet have in place a Safeguarding Policy please tick “no”. Please then email [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk) and state who your Safeguarding Lead is/will be; how your process works/will work; and what training has been completed/is outstanding to be undertaken. Also state what assistance you might need from the Council to implement the necessary Safeguarding Policy or Policies. The Council can offer a range of advice and support to new and existing groups in the development of their policies, however, please note that it is likely that any grants offered will be conditional upon a safeguarding policy being developed.

### **Section 4: Number of Volunteers (Q4.2) & Volunteer Hours (Q4.3)**

Please state the number of volunteers and the total number of volunteer hours that will be used to deliver your project, service or activity through the funding you are requesting in this application only. Please note that this differs to the volunteer information captured in question 2.2 which is regarding your organisation as a whole rather than the specific project or activity for which you are applying for funding.

### **Section 4: Performance indicators**

Applicants are required to provide outcomes of the grant, which will form the basis of their performance monitoring.

These performance indicators will be used to assess the application and should therefore reflect how the application will meet the scheme’s priorities.

To assist applicants in this task we have provided some ideas for performance indicators from which you can pick, however, please feel free to add your own more personalised indicators.

## Agenda Item 7

- Number of beneficiaries confirming improved feeling of safety
- Number of people receiving mediation to assist in resolving neighbourhood disputes
- Number of volunteers receiving training (*remember to include details/name of the training being received and if it is a one off or part of a course*)
- Number of beneficiaries reporting improved health and wellbeing (*remember to specify if this is as a result of a single activity or a series of activities / course*)
- Number of beneficiaries no longer feeling isolated and lonely **or** number of beneficiaries reporting improved confidence (*remember to specify if this is as a result of a single activity or a series of activities / course*)
- Number of beneficiaries signposted to valuable information and/or resources
- Number of people attending an event (*remember to include the name of the event*)
- Number of excluded or vulnerable people participating in an activity (*remember to identify specifically which excluded or vulnerable people will benefit and provide details of the activity*)
- Number of people attending a series of events or a course (*remember to include the name of the event / course*)
- Number of young carers receiving respite and mentoring support
- Number of carers receiving training
- Number of young people empowered to lead a project
- Number of young people receiving training as a volunteer that will assist them seeking future paid employment
- Number of additional beneficiaries (such as family members) with improved health and wellbeing following a parent receiving mediation.

Remember to capture in your chosen performance indicators any additional/indirect beneficiaries from your project for example:

- An application for delivering a mediation service will benefit not only those individuals attending the mediation but may also have a positive impact to other relatives such as children or other dependents
- An application for a project offering training to carers will benefit not only those attending the course but also the person / people that the trainee cares for.

### **Section 4: Measuring performance indicators**

Please note that the indicators you choose should be SMART (Specific, Measurable, Achievable, Relevant and Time-bound). Examples of how to measure Key Performance Indicators include (but is not limited to): ask questions before and after; use a survey; and produce a case study including quotations from beneficiaries.

### **Section 4: Impact on beneficiaries due to a reduced grant**

Sometimes the Council is unable to award the full funding that applicants have requested. In this section please provide the number of beneficiaries of your project should you not receive the full grant and let us know how you would adapt your project to achieve this.

### **Section 7: Equality Policy – newly formed organisations and groups**

Please note that for newly formed organisations and groups the Council can provide assistance with the implementation of a suitable Equality Policy.

#### **Any other queries**

For any queries that you cannot find the answer to here, please contact Jenny Godfrey or Kathryn Bone via email at [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk) or call 01732 227000.

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

You will be advised of the outcome of your application by the end of March 2023 with successful projects receiving funding in early April 2023. Please bear these timescales in mind when requesting funding for your activity.

If you require any assistance, please contact Kathryn Bone or Jenny Godfrey, Community Projects & Funding Officers, on **01732 227000** or by email at [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk).

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Organisation Name	Title of project/activity you are seeking funding	What is the project, service or activity	2021/22 Previous Funding	2022/23 Previous Funding	2023/24 Grant Request	2023/24 Recommended Allocation	Reason for Refusal
Shoreham Village Hall	Improved Waste Management	Funding requested to pay for Commercial Waste Licence for Shoreham Village Hall and for staff costs associated with managing the licence requirements. This requirement is in line with Government waste licence legislation.	N/A	N/A	£1,000.00	£0.00	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme.
The Kemsing Pavilion Trust	PIE - Pavilion Improvement and Expansion	Overall project is to improve four key aspects of the Pavilion building, as recommended by community user groups. These are: Toilets; a lift; storage facilities and the Heaverham room (the main club room). This grant funding would pay for the cost of the toilets - football and cricket clubs are trying to expand and the state of the toilets deters new people from joining.	N/A	N/A	£5,000.00	£0.00	Application is ineligible under the terms of the Community Grant Guidelines.
Edenbridge Repair Cafe	A Repair Cafe. We want to fund some additional tools including a PAT testing kit and publicity.	To provide social, economic and environmental benefits to Edenbridge by offering a repair and advice service of hand-portable, damaged, broken and torn household and personal items. This practical and advice service to be delivered by a team of experienced and competent volunteers in a friendly and safe café environment and free of charge at the point of delivery.  Will assist and support government and local authorities in achieving their reduction targets for greenhouse gas emissions and waste to landfill. Will improve climate literacy amongst Repair Café users and stakeholders by providing information on reuse, donation, or recycling opportunities for items no longer wanted or repairable.	N/A	N/A	£500.00	£500.00	
Echoes of Hope (EOH)	The Over 50 ICT Learning Project	A digital inclusion project for those BAME residents aged 50 to 75 in specific Sevenoaks areas. Provide ICT equipment where needed and assist with learning of ICT skills (how to send&receive e-mails, texting, navigate NHS mental health services, booking appointment, talking to mental health advisors/counselling/help the user connect to a peer counsellor) and link with professional practitioners.	N/A	N/A	£5,000.00	£0.00	The available level of funding is not sufficient for the Council to be able to prioritise this project.
Project Salus	Safety in Action	'Safety in Action' is an interactive multi agency event that invites Year 6 children to learn about some of the dangers they may face as they become more independent and prepare for transition to secondary school. The event is designed to develop citizenship and safety skills and to increase awareness of dangers. This grant will be used to support the staging of a 2 week event for up to 1500 year 6 pupils from schools in the West Kent area, all the primary schools in the Sevenoaks district are invited to take part. Our aim is to support these pupils to build essential social skills to enhance their physical and mental health and to be responsible young adults free from peer pressure capable of making the right decisions to keep themselves, family and friends safe.	£1,500.00	£1,500.00	£1,750.00	£1,750.00	
Protection Against Stalking	SPARKS – Stalking Prevention Advocacy and Resources for Kids in Sevenoaks	Interactive awareness briefings for young people in Years 9/10 at a pivotal point in their development and experience of forming relationships in their actual and virtual communities. We aim to spark an interest in the subject and: <ul style="list-style-type: none"> <li>• Raise awareness of stalking in all its forms</li> <li>• Identify steps young people can take to support their safety and emotional wellbeing</li> <li>• Reinforce what safe, healthy relationships look and feel like</li> <li>• Highlight that stalking and harassment are socially unacceptable and illegal</li> <li>• Early intervention/ prevention of negative behaviours developing or being 'normalised'.</li> </ul>	N/A	£4,680.00	£4,960.00	£4,312.50	
Sevenoaks PHAB	Community Grant	This grant would contribute towards PHAB's weekly meetings for those adults with either a learning disability and / or a physical disability. A variety of activities are on offer ranging from music, singing, drama, Boccia, art and crafts, bingo sessions with themed evening and opportunities to share an evening meal. The group gives not only opportunities for friendship and enjoyment but, where possible, empowers the members to be involved in the organisation of the sessions. The weekly group also gives young people an opportunity to volunteer and gain experience to work with those living with a disability. They are given encouragement to organise a suitable activity for the group. Often these volunteers pursue a medical career and PHAB provides an opportunity for them to learn to communicate with the participants with a learning disability.	£500.00	N/A	£500.00	£500.00	

Organisation Name	Title of project/activity you are seeking funding	What is the project, service or activity	2021/22 Previous Funding	2022/23 Previous Funding	2023/24 Grant Request	2023/24 Recommended Allocation	Reason for Refusal
Baby Umbrella	Baby Umbrella early family support Sevenoaks	Baby Umbrella provides Breastfeeding and Early Parenting Support to families across West Kent through a mix of face to face and online sessions run by highly skilled practitioners and volunteers. This grant would be used to provide such services to Sevenoaks District residents.	£4,307.00	£1,900.00	£4,129.00	£0.00	The application has not demonstrated that the project for which funding is sought sufficiently meets the priorities of the grant scheme.
Council for Voluntary Service North West Kent	Let's Reconnect Swanley	This grant would be used to map out and work with voluntary organisations who are supporting residents across Swanley and Swanley village and facilitate a voluntary sector forum specifically for Swanley, enabling organisations to network and share knowledge, develop partnership working opportunities and crucially potentially collaborate more to bring in more funding to the area to support residents.	£900.00	N/A	£5,000.00	£0.00	The available level of funding is not sufficient for the Council to be able to prioritise this project given the project is already being delivered by the voluntary sector district wide in the form of the Voluntary Sector Forum.
Arts Without Boundaries	AwB Arts Programme	This grant would contribute to an annual Arts Programme delivering a diverse range of new music, poetry and nature/wellbeing projects/activities through approximately 48 sessions.	N/A	N/A	£3,606.00	£0.00	The available level of funding is not sufficient for the Council to be able to prioritise this
For The Love of Sport CIC	Community Sport & Wellbeing Showcase Event	A community event to provide a platform to highlight, promote and raise awareness of all the local sport and wellbeing clubs, groups, societies and charities in the Sevenoaks District, with the ultimate aim to bring the community together through sport and wellbeing and to encourage a greater participation and involvement in sport within the Sevenoaks District.	N/A	N/A	£2,000.00	£0.00	This service is primarily the responsibility of another agency or funder i.e Sevenoaks District Sports Council
The Lewis Project	The Lewis Project	This grant would contribute to the Lewis Project running their music centre based in Sevenoaks supporting young people through music. They promote mental health and well-being.	N/A	£1,000.00	£5,000.00	£0.00	The available level of funding is not sufficient for the Council to be able to prioritise this project
West Kent Mediation	Free mediation conflict resolution service for all SDC residents	This grant would contribute towards West Kent Mediation providing their mediation service. They have a clear objective to help neighbours, families and groups in our local area resolve their differences through mediation and bring about peaceful co-existence, as well as reducing anti social behaviour and some of the causes of poor mental health	£5,000.00	£5,000.00	£5,000.00	£5,000.00	
Sadeh Ltd	Food bank delivery project	This grant would contribute towards Sadeh growing fresh vegetables and fruit on their community farm. One third of all food grown at Sadeh will be donated to the local food bank. The produce will be washed and prepared by onsite volunteers and delivered weekly.	N/A	N/A	£5,000.00	£5,000.00	
Imago Community	Imago Community Services	This grant would contribute towards Imago's volunteering service (helping local organisations to promote and fill volunteering opportunities and local people to find suitable volunteer roles); provide brokerage and mentoring to members of the public looking to volunteer, get back into work, gain work experience and even complete their Duke of Edinburgh Award; and an information, advice and development service for small charitable organisations (tailored to their specific requirements- further expanded next year to include networking opportunities for local VCS, corporate volunteering schemes, drop in/ pop up events, partnership work, 1:1's, small groups and volunteer fairs); and Dial 2 Drive transport service operating in Sevenoaks, helping to address social isolation for vulnerable people. In addition Imago will be piloting a new initiative, a 'Green Gym' encouraging people to exercise outdoors, improving their own physical and mental wellbeing, build new friendships whilst taking care of the natural environment and green spaces within Sevenoaks.	£3,500.00	£3,500.00	£5,000.00	£3,750.00	
Home-Start South West Kent	Support for vulnerable families in Sevenoaks District	To recruit volunteers from the local area and match them with families who they will visit every week and offer practical and emotional support. Home Start's service is unique in that families' welcome volunteers into their homes, open up to volunteers about the issues they are facing, and engage with the support and advice offered by volunteers. Their support is long-term and holistic as opposed to one-off interventions. Volunteers are able to respond to the different challenges that families face over time so as to build their resilience, independence, engagement with their local community and other services, and impact on their long-term outcomes.	N/A	£875.00	£5,000.00	£0.00	The available level of funding is not sufficient for the Council to be able to prioritise this project.

Organisation Name	Title of project/activity you are seeking funding	What is the project, service or activity	2021/22 Previous Funding	2022/23 Previous Funding	2023/24 Grant Request	2023/24 Recommended Allocation	Reason for Refusal
Elim Church	Swanley Community Hub	This grant would contribute towards the operation of a Food Hub. Elim Church works with a number of organisations, including FareShare and Neighbourly charities and local supermarkets to distribute surplus supermarket food to communities food to families and individuals around the Swanley area. The food collection is supplemented by weekly food drops to local families by a group of volunteers to ensure the most vulnerable in the community are provided for to help end hunger and to reduce the amounts of food that goes to landfills. Some of the food is also distributed to local schools, including a music academy, businesses and care settings to ensure no good food goes to waste, but also provide good nutritious food to these settings. Anecdotal evidence shows the Food Hub is easily supporting over 1000 people on a weekly basis. Any excess food not fit for human consumption are given to the local animal farms – which means none of the food collected goes to waste.	N/A	N/A	£5,000.00	£3,750.00	
We Are Beams	Cygnets Parenting Programme for the Sevenoaks District	This grant would fund the Cygnets Parenting Programme for parents of children with ASD (Autistic Spectrum Disorder) aged between 5-17 years. The programme runs for 6 weeks and covers the following topics:- What is ASD? Communication, Sensory Issues, Understanding Behaviour and Managing Behaviour coping strategies. There is a follow up session after a few months to assess the impact and changes within the family and to offer further direction if needed.	£4,214.00	N/A	£4,421.85	£0.00	The available level of funding is not sufficient for the Council to be able to prioritise this project.
Cruse Bereavement Support	Specialist bereavement support for local residents	Provision of free, specialist support to anyone grieving irrespective of when or how they were bereaved. Clients are referred by service providers (GP/Social Services/schools) or can contact us directly. Client have access to Understanding Your Bereavement session (early intervention) one-to-one and group sessions (via telephone, Zoom and in-person). Clients opting for one-to-one support receive six 50-minute support sessions. Specially trained to use a person-centred approach, volunteers are equipped with the skills, knowledge and confidence needed for supporting people bereaved by any means. They help clients navigate the complex emotions connected to their loss, develop coping strategies and build long-term resilience.	N/A	N/A	£4,859.00	£4,859.00	
The Hygiene Bank	Improving distribution to expand our reach across Sevenoaks.	To contribute to the continued running of the Sevenoaks Hygiene Bank. It was the first local project and its model has since been replicated by over 160 communities across the UK. To date, they've distributed over 11,900kg of essential hygiene, personal care and household cleaning products to more than 37 community partners right across the district. Unfortunately, there are no signs of this slowing down, which is why funding to purchase more essential hygiene products to distribute to community partners in Sevenoaks is required. This grant funding would also contribute to the lease of the Hygiene Bank's storage space which is used to organise and sort these products.	£2,267.00	£3,916.25	£5,000.00	£4,062.50	
Sevenoaks Counselling	The grant will be used to supplement our Bursary Fund which assists clients who are unable to afford the recommended contribution.	Assistance for clients unable to pay the full recommended contribution for counselling.	£1,000.00	£1,200.00	£2,000.00	£1,500.00	
BRIDGES	Social support projects	This grant would fund a partnership project between BRIDGES and Edenbridge Primary School, NourishEd UK, local Youth Workers, Crosslight Debt Advice, and Green Doctors, to bring new Support Projects to BRIDGES Cafe. Aimed at developing skills which maintain wellbeing in the challenging economic circumstances ahead, they respond to known needs: a) After-school Lego club for 8-11s, b) requests for a Youth Café, c) extending BRIDGES opening hours, providing cookery/budgeting courses, money management/debt advice to the general public, and energy efficiency advice. BRIDGES will seek professional and voluntary leaders for these activities, and recruit volunteers so that BRIDGES Community Café can reopen on Saturdays.	£960.00	£2,740.00	£2,050.00	£2,050.00	
Sevenoaks boxing club	We are looking at getting a minibus to take all of our boxers and members up and down the country competing in competitions/ club bouts.	This grant would contribute to the funding of a minibus used to take boxers to and from competitions.	N/A	N/A	£5,000.00	£0.00	This service is primarily the responsibility of another agency or funder i.e Sevenoaks District Sports Council. It is also ineligible under the terms of the Community Grant Guidelines.
West Kent Debt Advice	Opening of Edenbridge Branch	This grant would contribute to the provision of free debt advice, counselling and budgeting and money management skills for Sevenoaks District adult residents via a new Edenbridge branch.	N/A	N/A	£2,000.00	£2,000.00	

Organisation Name	Title of project/activity you are seeking funding	What is the project, service or activity	2021/22 Previous Funding	2022/23 Previous Funding	2023/24 Grant Request	2023/24 Recommended Allocation	Reason for Refusal
D'Vine Singers	Singing for Mental Wellbeing	The grant would fund a 'singing for wellbeing' group for Sevenoaks District with a particular focus on mental wellbeing. The group has close links with agencies that support mental health, such as West Kent Mind, and those who run services aimed at vulnerable adults, including Compassion, Sevenoaks, who support the group's Volunteering Scheme.	£500.00	N/A	£1,000.00	£0.00	The available level of funding is not sufficient for the Council to be able to prioritise this project.
Swanley RFC	Swanley RFC's Olympic Ground	This grant would be used to create an enjoyable and safe area for Swanley RFC's players, club members, supporters and the local community by improving the club buildings and facilities.	N/A	N/A	£3,374.99	£0.00	This service is primarily the responsibility of another agency or funder i.e Sevenoaks District Sports Council. It is also ineligible under the terms of the Community Grant Guidelines.
Sevenoaks Samaritans	Volunteers who make it possible to reach out into the community - Talking, Listening and Sharing	This grant would contribute to the work undertaken by Sevenoaks Samaritans who aim to provide confidential and non-judgemental support 24/7 for anyone who is experiencing feelings of distress, struggling to cope or is at risk of suicide and our target is to reach these groups and offer support where needed. In addition it will help fund community awareness work making the service offer more visible to Sevenoaks residents.	£4,307.00	N/A	£5,000.00	£4,203.50	
Friends For Families (Sevenoaks)	Support for disadvantaged families	This grant would help families with children living in financial hardship and identified by Children's Services as needing our support. The main challenges include mental or physical health issues, lack of support networks, and domestic abuse. Friends for Families aim to fill the gaps between statutory services and other, larger charities by providing a flexible, tailored response to the needs of families. Children's Services state clearly that no other charity they can access provides the service we do. The type of item provided varies, but typical examples include: essential furniture, basic cooking equipment, beds and bedding, basic baby equipment such as nappies, pushchairs, school uniform, shoes and food.	N/A	N/A	£5,000.00	£0.00	The available level of funding is not sufficient for the Council to be able to prioritise this project.
Age UK Sevenoaks and Tonbridge	Pop Up Mobility Strength and Balance Classes	The project we are seeking funding towards is our Pop Up Mobility, Strength and Balance Classes. These are groups run in rural areas of the district which are aimed at improving mobility, strength and balance of older people thus reducing falls and improving health. Their USP is that they provide a fun and safe environment for older people to get together which encourages social interaction and reduces isolation. We have been successfully running these in the south and west of the district but up until now, we haven't been able to run them in the north of the district which is perhaps one of the more deprived areas. In July 2022, we started up two pilot groups in Crockenhill and Hextable with a small amount of funding. These have been very well-received and we like to use this funding to ensure that they are sustainable along with continuing to support the existing Pop Ups.	£4,807.00	£5,000.00	£5,000.00	£2,500.00	
Youth Resilience UK CIC	Improving mental health knowledge	To provide a number of different mental health awareness training sessions and Mental Health First Aid courses to increase the knowledge of local residents around mental health and wellbeing so that it lessens the stigma and discrimination associated to these. To train new mental health first aid providers and champions in the community that can help other people to manage their wellbeing levels and reduce the likelihood of people reaching crisis point and having to take time off from school or work and even escalating to use of self-harm or having thoughts of suicide.	N/A	N/A	£4,400.00	£0.00	See "Youth Resilience UK CIC & West Kent Mind Partnership" below.
West Kent Mind	Sevenoaks Community Mental Health Ambassadors	This grant would fund the establishment of Mental Health Ambassadors within the community across the Sevenoaks District. The programme would target those who may not easily be able to access other forms of mental health training yet have daily interactions and relationships with residents and are well placed to offer initial support and who work in the heart of the community - local barbers/hairdressers/publicans/cafe/restaurant proprietors/small business owners/shop keepers/faith groups/local voluntary/community organisations. Ambassadors will be trained to increase their understanding of common mental health concerns (particularly stress, anxiety and depression). Through improved mental health literacy, we can break down stigma around mental ill health, and those living with it. We will provide the skills/knowledge to notice when someone is experiencing poor mental wellbeing, the tools and confidence to start a supportive conversation, and information about signposting to professional/community support.	£3,322.00	£3,322.00	£4,192.00	£0.00	See "Youth Resilience UK CIC & West Kent Mind Partnership" below.



Organisation Name	Title of project/activity you are seeking funding	What is the project, service or activity	2021/22 Previous Funding	2022/23 Previous Funding	2023/24 Grant Request	2023/24 Recommended Allocation	Reason for Refusal
Youth Resilience UK CIC & West Kent Mind Partnership	Creating Conversations	Youth Resilience UK CIC will work in schools Orchards/Knole/Trinity/Weald of Kent/Tunbridge Wells Grammar School for Boys. Delivering Mental Health Awareness and support course in each of the schools to 16 year olds – creating young Ambassadors/Champions. Youth Resilience UK CIC will help the schools and the young Champions/Ambassadors to implement a peer mentoring programme. West Kent Mind to deliver Mental Health Awareness and support courses for adults from small businesses (hairdressers, barbers, other retail & businesses) throughout Sevenoaks district. Those attending will be adult Champions/Ambassadors and asked to have a minimum of 10 conversations with others.	N/A	N/A		£4,062.50	

TOTAL BUDGET	£116,742.84	£49,800.00
<u>Difference</u>		£49,800.00
		£0.00

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**Item 08 – 2023-24 Draft Health & Wellbeing Action Plan**

The attached report was considered by the Housing & Health Advisory Committee on 7 February 2023. The relevant Minute extract is below.

**Housing & Health Advisory Committee (7 February 2023, Minute 85)**

The Health Team Leader and Health & Communities Manager presented the report, which set out the Health & Wellbeing Action Plan for 2023/24. This was built on the current Action Plan and feedback from partners and stakeholders regarding the scope and opportunities for collaborative work.

The Action Plan proposed a new population health approach to planning, with an emphasis on reducing health inequalities as well as improving overall health. The three main pillars for this were the wider determinants of health, health behaviours and lifestyle, and places and communities.

In response to questions, they explained that the plan would be updated quarterly, to ensure the actions were meeting needs. The information would also be shared with Town and Parish Councils. Possible guidance for councils and community groups would be examined at the quarterly partnership meetings.

Resolved: That it be recommended to Cabinet that the Health & Wellbeing Action Plan for 2023-24 be approved.

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**2023-24 DRAFT HEALTH & WELLBEING ACTION PLAN**

**Cabinet- 16 March 2023**

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

**Status:** For Approval

**Also considered by:** Housing & Health Advisory Committee – 7 February 2023

**Key Decision:** Yes

**Executive Summary:** The 2023-24 Sevenoaks District Health & Wellbeing Action Plan is set out to deliver against health targets.

**This report supports the Key Aim of:** Community & Corporate Plan

**Portfolio Holder:** Cllr. Maskell

**Contact Officer(s):** Jolanda Gjoni, Ex 7121 & Kelly Webb, Ext. 7474

**Recommendation to Cabinet:**

To approve the 2023-24 Sevenoaks District Health & Wellbeing Action Plan.

**Recommendation to Housing & Health Advisory Committee**

To recommend to Cabinet that the 2023-24 Sevenoaks District Health & Wellbeing Action Plan be approved.

**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.
- 3 Since that time we have now developed a yearly one with partners. In December 2022 we held a workshop with partners to develop a new action plan against 4 priorities.

## Agenda Item 8

- 4 This plan has double the actions of the current one and has a lot of focus on mental health and issues around cost of living and health.
- 5 The plan will be monitored on a quarterly basis by the Partnership

### **Key Implications**

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

### Wellbeing

This document supports wellbeing and looks at this throughout the document.

### **Conclusions**

For the Committee to approve the report

#### **Appendices**

Appendix A – Draft 2023-24 Health & Wellbeing Action Plan

#### **Background Papers**

None

**Sarah Robson**

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



# Sevenoaks District Health & Wellbeing Action Plan

1 April 2023 – 31 March 2024

# Sevenoaks District Health and Wellbeing Action Plan 2023-24

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## Sevenoaks District Profile

### Population

According to the Office of National Statistics (2018 subnational population projections) Sevenoaks District has a population of 121,400.

#### Population by age group, Mid 2020 - Sevenoaks

Source: ONS Mid-Year Estimates

Sevenoaks	Total Persons		Males		Females	
	No.	% Of total population	No.	%	No.	%
<b>All People</b>	<b>121,400</b>	<b>100%</b>	<b>58,800</b>	<b>100%</b>	<b>62,600</b>	<b>100%</b>
0-15	24,600	20.3%	12,600	21.4%	12,000	19.2%
16-64	70,500	58.1%	34,300	58.4%	36,200	57.8%
65+	26,300	21.6%	11,900	20.2%	14,400	23.0%

Using this data, we can see that Sevenoaks District population is expected to rise:

#### Population forecasts - Sevenoaks - 2021-2041

	Total	0-15	16-64	65+
<b>2026</b>	129,100	25,100	75,400	28,600
<b>2031</b>	136,800	25,700	79,600	31,500
<b>2036</b>	144,300	27,000	83,200	34,100
<b>2041</b>	151,000	28,800	86,400	35,800

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	Number	% increase from 2019	Number	% increase from 2019	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%
<b>All Ages</b>	<b>120,829</b>	<b>123,996</b>	<b>2.6%</b>	<b>125,818</b>	<b>4.13%</b>	<b>127,518</b>	<b>5.54%</b>	<b>129,442</b>	<b>7.13%</b>

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.

### Health

The Local Authority Health Profile (2019) for Sevenoaks states that generally, the health of people in Sevenoaks is better than the England average. Sevenoaks is one of the 20% least deprived districts/unitary authorities in England, however about 12% (2,500) children live in low-income families. Life expectancy for both men and women is higher than the England average, however a difference in Life expectancy is observed across wards in Sevenoaks, with men living on average 3.1 years less and women living 1.8 years less in the most deprived areas of Sevenoaks than in the least deprived areas.

Looking at child health, obesity rates in children in Year 6 stand at 14.9%, better than the average for England. The rate for alcohol-specific hospital admissions among those under 18 is 12\*, better than the average for England. This represents 3 admissions per year. Levels of teenage pregnancy and GCSE attainment (average attainment 8 score) are better than the England average.

In adults, the rate for alcohol-related harm hospital admissions is 479\*, better than the average for England. The rate for self-harm hospital admissions is 154\*, better than the average for England. Estimated levels of excess weight in adults (aged 18+), smoking prevalence in adults (aged 18+) and physically active adults (aged 19+) are better than the England average. The rates of new sexually transmitted infections and new cases of tuberculosis are better than the England

average. The rates of statutory homelessness, violent crime (hospital admissions for violence), under 75 mortality rates from cardiovascular diseases and under 75 mortality rates from cancer are better than the England average.

However, the rate of killed and seriously injured on roads is worse than the England average as well as the estimated diabetes diagnosis rate and estimated dementia diagnosis rate. In addition, the percentage of smoking during pregnancy is slightly higher than the regional value, children in relative low-income families (under 16s), is relatively low but increasing and the percentage of people in employment is worse than the regional and national averages, as well as smoking status at time of delivery. Other indicators such as emergency hospital admissions due to falls in people aged 65 and over are worse than regional and national rates.

### 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.

### 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

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

## Sevenoaks District health and wellbeing strategy:

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.

Wellbeing isn't just about access to health services. It's about quality of life: doing all we can to provide suitable homes for people to live in, a safe, healthy and protected environment and a strong local economy that provides the jobs and services we need. It's about our lifestyle choices and opportunities to plan our future, and services that keep people living independently for longer. It looks at Cost of Living and Mental Health and has factors on how to help residents with this through the work of Sevenoaks District Council and our Health Partners.

It's about playing our part in how and where we live, work and play is the best it can be.

The Council Plan outlines our ambitions for the communities we serve.

- We will continue to deliver excellent services, to the highest quality, always ensuring the very best value. Wellbeing will be the focus of everything we do.
- This means that we want our residents to lead long, happy and healthy lives, and our businesses to thrive and prosper.
- It means working to ensure our communities have suitable homes to live in, within a safe, healthy and protected environment, and supporting a strong local economy that provides the jobs and services we need
- We will enhance wellbeing by supporting people, supporting the economy, improving the environment and developing stronger communities
- We will implement measures through our strategies and plans that have a positive impact on wellbeing
- We treat each person we contact attentively, respectfully and as an individual.

SDC COMMUNITIES AND HEALTH TEAM COMMUNITIES AND HEALTH TEAM are committed to ensuring wellbeing runs through all of the things we do, set out through each of five themes:

- 1. The high-quality environment of the District plays a pivotal role in the wellbeing of our residents. Our focus remains on protecting the very special environment of the District. The number of homes we should be building to meet future demands is a huge challenge in an area predominantly Green Belt and Area of Outstanding Natural Beauty. Yet we know there are many families and young people in particular who need a home of their own or more space to grow. Failure to provide this would put our economy and our communities at risk.*
- 2. The District's economy will always be hugely influenced by our proximity to London. As the economy changes new jobs will be created and skills required. We will support businesses and residents through the transition ahead, with our tailored support for businesses and focus on our towns and rural economies and new opportunities for training.*

3. The availability of affordable housing is the single biggest issue facing the future of the District. With the link between housing and health well known the need to provide the right homes for the future of the District has never been greater. To achieve this, we will start to build homes for the first time in 30 years.

4. We are fortunate to live in one of the safest places in the country, but we understand we will need to continue to work with our communities and partners to maintain this. Supporting our outstanding voluntary and community groups in their work with the most isolated and vulnerable residents in the district will continue to be a priority.

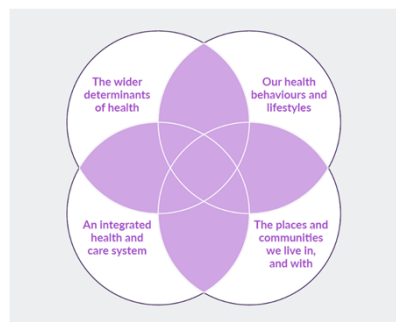
5. We will deliver first class health prevention in our District. This means residents will have access to the most appropriate support when they need it. We will do this by linking our leisure facilities, housing, open spaces, planning and environmental health work together. So, we need to increase our resilience, and look at long term, sustainable solutions with our residents, alongside those changes we can make straight away. This means nurturing our financial self-sufficiency, growing our partnerships and providing even better service to our customers, residents and businesses.

## Sevenoaks District Health & Wellbeing Action Plan 2023-2024

The 2023-2024 Health & Wellbeing Action Plan will build upon the previous Sevenoaks District Health & Wellbeing Action Plan (2022-23). To effectively address the health needs of residents we will be responsive to the Health Intelligence data we have from a number of different sources. It also highlights new concerns such as cost of living and mental health.

The actions raised in this Action Plan aim to take a population health approach. This is defined as “An approach aimed at improving the health of an entire population. It is about improving the physical and mental health outcomes and wellbeing of people within and across a defined local, regional or national population, while reducing health inequalities. It includes action to reduce the occurrence of ill health, action to deliver appropriate health and care services and action on the wider determinants of health. It requires working with communities and partner agencies. (Buck et al 2018, p 18).

Figure 2 - A population health system



Source: Buck et.al/2018

Source: Buck et.al., (2018).

This Action Plan recommends concentrating on the first three of four pillars of action:

### Pillar 1: The Wider Determinants of Health

The wider determinants of health: these are the most important driver of health. In addition to income and wealth, these determinants include education, housing, transport, leisure and safety.

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.

For males, there is an 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. Listed below are selected impacts of wider determinants on health and public services:

#### Income

Evidence shows that income plays three roles in determining health: managing on a low income is stressful, which has physiological impacts on the body and its regulatory systems; a low income is related to unhealthier behaviours (emerging neuroscience suggests that this is due to changes in how people make decisions); and income gives us the ability to buy health-improving goods (from food to exercise equipment). We know that cost of living has had a big impact over the past year, which also affects mental health and the Council has been working hard to help residents with information and funding. This information can be found at [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

Poor health can also lead to a low income (reverse causation). For example, it can prevent people from taking paid employment, while poor childhood health can affect educational outcomes and therefore future earnings.

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 receive concerted and prolonged attention 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 every day.

Poorer children have worse cognitive, social-behavioural and health outcomes independent of other factors that have been found to be correlated with child poverty (for example, household and parental characteristics). Children growing up in disadvantaged circumstances have a higher risk of death in adulthood across almost all conditions that have been studied, including mortality as a result of stomach cancer, lung cancer, haemorrhagic stroke, coronary heart disease, respiratory-related problems, accidents and alcohol-related causes.

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.

### Housing

There are more than 2 million visits to accident and emergency (A&E) departments every year by children following an accident in or around the home. Death rates rise 2.8% for every Celsius degree drop in the external temperature for those in the coldest 10% of homes, compared with 0.9% in the warmest homes. Excess winter deaths

This rate indicates the number 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.

### Environment

In the UK, air pollution is estimated to contribute to the early deaths of around 40,000 people a year. Areas with more accessible green space are associated with better mental and physical health among the local population and with reducing the impact of income inequalities on health.

### Transport

Each year, traffic accidents cause around 250,000 casualties and kill almost 3,000 people. Those living in the most-deprived areas have a 50% greater risk of dying from a road accident compared with those in the least-deprived areas. Cycling to work reduces the relative risk of mortality by almost 40% through reducing the risk of cardiovascular disease and obesity and improving general health, and results in lower absenteeism.

### Education

Four more years of education reduces mortality rates by 16% – equivalent to the life-expectancy gap between men and women – and reduces the risk of heart disease and diabetes. Those with less education report being in poorer health. They are more likely to smoke, to be obese and to suffer alcohol-related harm.

### Work

Being unemployed is bad for people's health, leading to a higher rate of mortality (including from cardiovascular disease, lung cancer and suicide) and risk factors such as hypertension. It is also linked to poorer mental health and psychological wellbeing and a higher use of health care resources. Good-quality work is good for people's health through income and wider personal and social benefits. Meanwhile, 'poor-quality' work (for example, work that involves adverse physical conditions, exposure to hazards, a lack of control and unwanted insecurity) is bad for people's health.

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).

## Pillar 2: Health behaviours and lifestyle

Health behaviours and lifestyle are the second most important driver of health. They include smoking, alcohol consumption, diet and exercise. For example, while reductions in smoking have been a key factor in rising life expectancy since the 1950s, obesity rates have increased and now pose a significant threat to health outcomes.

### Healthy Life Expectancy

As well as life expectancy (how long the population could expect to live), it is also important to consider the quality of life or length of time spent in good health. This is referred to as healthy life expectancy. In 2017 to 2019, healthy life expectancy was 63.2 years for males and 63.5 years for females and has shown little improvement in recent years (Figure 14a). Females could expect to spend around 20 years in poor health, or 24% of their life. As male life expectancy is shorter, but males have similar healthy life expectancy to females, males could expect to spend fewer years in poor health (17 years), or 21% of their life.

In 2017 to 2019, the inequality gap in years spent in good health was even larger than the gap in life expectancy presented earlier. Differences in education, employment and living conditions and variations in social care and health services influence healthy life expectancy (76). The gap in healthy life expectancy between the most and least deprived areas in England (as measured by the SII) was 19 years for both females and males. Therefore, people in deprived areas had shorter life expectancy, spent fewer years in good health and also spent a larger proportion of life in poor health: 35% for females and 29% for males, compared with 18% and 15% in the least deprived decile. (Figure 14b)

The Health Profile for England 2021 (Public Health England 2021a) reports on the top 20 risk factors associated with morbidity (as measured by years of life lost) in England in 2019. High BMI, smoking and high fasting plasma glucose remain the leading causes in 2019 as they were in 1990. These are associated with

many of the most common physical causes of morbidity, including low back pain (often caused by pulled muscles, more common in lower paid jobs such as construction, healthcare or warehouse jobs), depressive disorders, diabetes, respiratory disease, and gynaecological diseases such as cancers etc.

The leading behavioural risk factor for mortality and morbidity in populations continues to be tobacco use, closely followed by alcohol consumption, drug use and dietary behaviours. The main metabolic risk factors combined for both mortality and morbidity are high Body Mass Index (BMI) and high fasting plasma glucose levels, followed by high systolic blood pressure (Appendix C).

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.

### Adult 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

### 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, Chevening 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 Peshurst, 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

### Adult 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.

### Children's Weight; 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:

1. 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 (19.5%) 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 newborn 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.

### Alcohol consumption

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 in SDC COMMUNITIES AND HEALTH TEAM COMMUNITIES AND HEALTH TEAM there are 479 (per 100,000) hospital admissions (2018-2019) for alcohol specific conditions. This is better than the England value of 664 (per 100,000).

However, in SDC COMMUNITIES AND HEALTH TEAM COMMUNITIES AND HEALTH TEAM there are 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.

### 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.

#### 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.

#### 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 2018-20 suicide rate for Sevenoaks District is 8.7 per 100,000 for suicide. This is statistically similar to the England rate of 10.4 per 100,000. When we look at the difference between males and females, we can see that males have a rate of 9.2 per 100,000 which is better than the England rate of 15.9 per 100,000 and in females a rate of 8.4 per 100,000 which is worse than the England rate of 5.0 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)

### Pillar 3: Places and communities

**Places and communities: Our local environment is an important influence on our health behaviours, and there is strong evidence of the impact of social relationships and community networks, including on mental health.**

There is now a greater recognition of the importance of 'place' and that the communities in which we live shape our health. National and local policy that affects the health of the population, and the delivery of NHS, social care and other health impacting public services (such as housing and local planning decisions), all 'happen' in neighbourhoods, towns and cities. Furthermore, those around us, and our environments (for example, the accessibility of fast food, the quality of ambient air or how much advertising for alcohol we are exposed to), influence our health behaviours. Decisions at this level therefore have an impact on our health – one reason why local authorities and the roles they have are so important.

Good social relationships and support are protective of health, being associated with a reduced risk of premature mortality post-retirement. In size, the effect has been estimated to be comparable to the impact of stopping smoking on the risk of mortality. These factors have also been shown to have an impact on the development of and recovery from specific health problems such as heart disease (Kim et al 2014) and on wider wellbeing – participation in 'community assets' (for example, membership of community, resident, religious or other voluntary groups) is associated with a substantially higher quality of life.

The role of communities in supporting good mental health is critical, from help during a crisis through to wider public mental health support across the whole population and for at-risk groups, such as young girls and their risk of self-harm. We know that our place in social hierarchies and the wider role of communities (both negative and positive) are an important factor in the psychosocial pathways to mental health and wellbeing

There are many ways in which more community-centred approaches to health, wellbeing and public mental health can contribute to improving population health, from asset-based models that focus on a community's capabilities rather than its needs, to volunteering. The former approaches seek to identify and strengthen the assets within a community – such as associations, informal networks, skills and leadership – to help the community to have more control over the conditions that affect its health (The Health Foundation, 2021).

### 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.

## Cancer

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.

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%

## Dementia

Dementia is a syndrome associated with an ongoing decline in cognitive functioning. Alzheimer's is the most common type followed by Vascular Dementia, there are also many other less common types so dementia is used as an umbrella term for major neurocognitive disorders. This Symptoms can include problems with; memory, understanding, perception, mood, movement, language, (amongst others). People living with dementia are often living with other comorbidities and or physical conditions.

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 taken to improve the dementia diagnosis rates for Sevenoaks District residents where possible to enable support and treatment pathways 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.

## Pillar 4: Integrated health and care systems:

This reflects the growing number of patients with multiple long-term conditions and the need to integrate health and care services around their needs rather than within organisational silos. SDC COMMUNITIES AND HEALTH TEAM COMMUNITIES AND HEALTH TEAM representatives are engaged and involved with Health Inequalities work and interventions led by both West Kent and DGS HCPs as well as local PCNs and other primary health organisations. More details will be provided on this element of work in coming months.

## Objectives and Actions

Our objectives follow the three main themes identified above. 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 & Wellbeing 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	2023-24 Priority Action	Lead Agency	Other Partners	By When
<b>Wider Determinants of Health</b>				
WDH1	Provide supportive working and volunteering opportunities for people living with mental health issues	Health & Wellbeing Action Team	ALL	December 2023
WDH2	Seek opportunities to open up Royal Society for Protection of Birds premises to free parking facilities	SDC Health & Communities Team	ALL	June 2023
WDH3	<p>Deliver dementia friendly training to different departments+ businesses</p> <p>Promote local Dementia Forget-me-not Cafe Groups and Activities of which there are 6 in the District per month.</p> <p>Promote dementia awareness session delivery to different departments and businesses through local plan, shop safe and parish councils.</p> <p>Promote the Dementia Showcase taking place at the Kent Showground Detling in May 2023.</p> <p>Promote the ADSS dementia helpline and Dementia support Coordinators.</p> <p>Promote Dementia UK helpline and website,</p> <p>Promote Alzheimer's Society's Dementia Connect Website and helpline.</p> <p>Attend GP Locality training days to talk about Dementia, I have done this before and it went well. Bringing together experts in dementia, GP's, District Nurses etc.</p>	<p>The Good Care Group</p> <p>Sevenoaks Area Dementia Friendly Community</p>	ALL	December 2023 and on going

WDH4	Deliver the Local Business Support Scheme	SDC Economic Development Team	Local Businesses	March 2024
WDH5	Embed a Health in All Policies approach at SDC and help other agencies achieve this as well	SDC Communities and Health Team	All	March 2024
WDH6	Promote the uptake of Health in the Workplace Scheme to local businesses and partner organisations	SDC Communities and Health Team and SDC Human Resources	ALL	December 2023
WDH7	Adapt the physical design of Sevenoaks District so that healthy lifestyle choices become a routine part of resident's lives	Sevenoaks District Council Planning Team	Sevenoaks District Council Health Team	March 2024
WDH8	Encourage more client-facing organisations to engage in Mental Health Awareness and Mental Health First Aid training	West Kent Mind & North Kent Mind	MIND (National)	March 2024
Page 121 D09	Seek out, Consider and promote Council and Partner opportunities to reduce Cost of Living Impact on residents.	All	All	Ongoing
121 D10	Source funding avenues to run interventions that address cost of living challenges experienced by residents across the district	SDC People & Places	All SDC Departments	Continued Delivery
WD11	Seek out opportunities for interventions and projects based in areas of deprivation in the district	SDC Communities and Health Team	All	Ongoing
<b>Health Behaviours:</b>				
HB1	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	Workplace Health Award	March 2024
HB2	Improve the diagnosis rate of Diabetes for residents	Living Well, Taking Control'	KCHFT NHS Health Check Service	ongoing

		Partnership between charities Health Exchange and Westbank Community Health and Care. info@lwtcsupport.co.uk		
HB3	Encourage more Sevenoaks residents to reduce consumption of 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	March 2024
HB4	Support adults to adopt healthy lifestyle choices that facilitate weight loss- access to Why Weight	Sevenoaks District Council Health & CommunitiesTeam	Sencio Everyone Active	March 2024
HB5	Support adults to adopt healthy lifestyle choices that facilitate increases in physical activity	Sencio Everyone Active	Sevenoaks District Council Health Team	March 2024
HB6	Support adults living with chronic conditions to adopt healthy lifestyle choices that facilitate increases in physical activity-Exercise Referral scheme	Sencio Everyone Active	Sevenoaks District Council Health Team	March 2024
HB7	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	March 2024
HB8	Support a reduction in obesity and excess weight in children through improving access to PA and other activities, especially in deprived areas.	White Oak Leisure Centre	KCC Youth team	March 2024
HB9	Support a smokefree home for residents and enable more Sevenoaks Mothers to quit smoking during pregnancy	KCHFT One YOU Team Smoke Free Pregnancy - Home Visits.	ALL	March 2024
HB10	Prevent the illegal consumption of alcohol in under 18's and subsequent hospital admissions resulting from excessive alcohol consumption	KCC Trading Standards Kent Police	KCC Public Health	March 2024
HB11	Support children and young people to adopt healthy lifestyle choices and increase activity	Sevenoaks District Local Children's Partnership	KCC-ALL	March 2024

HB12	Basic Health Checks (including blood pressure) to be offered at Leisure Centres and Pharmacies	KCHFT	WOLC-SENCIO-Pharmacies	March 2024
HB13	Work with Community Safety Partnership (CSP) on Domestic Abuse and Substance Misuse services to help residents find the right support through health services	HTWAT CSP	ALL	March 2024
HB14	Establish a robust network of moderate-intensity walking groups	SDC Communities and Health Team	All	March 2024
HB15	Education around Cannabis consumption risks and risk factors, prevention and intervention	Kenwood Trust	CSP-Schools-Youth Groups	Ongoing
HB16	Increase Healthy Start Uptake – both scheme registrations and vitamins registration Maintain and build on FSM registrations	KCC	ALL	March 2024
HB17	Work with the local PCNs on delivering their outcomes on mental health and Cost of Living including Social Kitchen	Sevenoaks PCN	SDC Health & Communities Team	Dec 2023
<b>Places and Communities:</b>				
PC1	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	Ongoing
PC2	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		March 2024
PC3	Promote the importance of staying well at winter in older populations	Sevenoaks District Health & Wellbeing Action Team	All Public Supporting Organisations	March 2024
PC4	Food poverty: <ul style="list-style-type: none"> <li>Expand community access to free food across the district</li> <li>Identify those most in need</li> </ul>	Sevenoaks District Health & Wellbeing Action Team	Supermarkets, food outlets, community/voluntary orgs, statutory services, PCNs	On Going

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	<ul style="list-style-type: none"> <li>Communications with those most isolated</li> </ul>			
PC5	Re-establish and update Information-sharing directory of services/interventions	Sevenoaks District Health & Wellbeing Action Team	All-health, voluntary-statutory	March 2024
PC6	Work to increase inclusivity and accessibility of services	Sevenoaks District Health & Wellbeing Action Team	ALL	Annual review
PC7	Source free premises for partners to use in-kind	Sevenoaks District Health & Wellbeing Action Team		Ongoing
PC8	Improve awareness and increase referrals to Dementia Cafes	The Good Care Group	Sevenoaks District Health & Wellbeing Action Team	March 2024
PC9	Explore breastfeeding-friendly environments in the district	Sevenoaks District Health & Wellbeing Action Team PSB	All	March 2024
PC10	Deliver a local cooking/healthy eating project	SDC Communities and Health Team	All	Sept 2023
PC11	Explore the option to deliver school holiday activities/food programs	Leisure	All	July 2023
PC12	Improve social activity provision for teens/young adults?	SDC Communities and Health Team HEALTH TEAM Youth Mentoring Group	All	March 2024
PC13	Maintain and expand YMP, increase referrals and partners	SDC Communities and Health Team	All	March 2024
PC14	Develop and deliver men's mental health drop-in programs and sessions	SDC Communities and Health Team	All	March 2024
PC15	Run Workshops & Courses for: Coping with Life Skills Mental Health Awareness Understanding Stress Understanding Anxiety Returning to work skills (including CV and interview skills)	RightMind	All	March 2024

PC16	Set up and deliver Support Groups/talking therapy groups: Bereavement and Loss Mental Health Support Group Over 65/retirement support group General/open support group	RightMind	All	March 2024
PC17	Deliver Support/Counselling support for Sevenoaks residents on a 1-2-1 basis, counselling and talking therapy.	RightMind	All	March 2024
PC18	Deliver community initiatives with Health & Communities Team	Sevenoaks District Health and Communities team	All	March 2024
PC19	Establish delivery of falls prevention training/intervention	Red Cross + Age UK	All	March 2024
PC20	Improve access to MH in areas of higher need (Swanley-Edenbridge etc)	WKM-SC-Kenwood Trust	All	March 2024
PC21	Target services towards areas and residents of greatest need without preventing all residents from accessing support.	All Organisations delivering client centred services	All	March 2024
PC22	Enable more professionals to have conversations with residents on health and wellbeing	Kent County Council - MECC	All	March 2024
PC23	Work with partners to improve people's access to digital technology to enable those in more rural settings to easier access services remotely	Kent County Council	SDC COMMUNITIES AND HEALTH TEAM COMMUNITIES AND HEALTH TEAM	March 2024
PC24	Ensure non-digital advertising is employed to promote services to those residents with limited digital access.	All Organisations delivering client centred services	All	March 2024

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](mailto:healthy.living@sevenoaks.gov.uk)

Membership of the Health Action Team 2023-24 contact details

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<p><b>Everyone Active</b> Web: <a href="https://www.everyoneactive.com/">https://www.everyoneactive.com/</a></p>	<p><b>Involve Kent</b> 30 Turkey Court, Ashford Road, Maidstone, ME14 5PP Tel: 03000 810005 Web: <a href="https://www.involvekent.org.uk/">https://www.involvekent.org.uk/</a></p>	<p><b>Imago Community</b> John Spare House, 17-19 Monson Road, Tunbridge Wells, Kent, TN1 1LS Tel: 01892 530330 Web: <a href="https://www.imago.community/">https://www.imago.community/</a></p>
<p><b>Kent Community Health Foundation Trust (KCHFT)</b> Web: <a href="https://www.kentcht.nhs.uk/">https://www.kentcht.nhs.uk/</a></p>	<p><b>Kent County Council</b> County Hall, Maidstone, ME14 1XQ Tel: 0300 041 4141 Web: <a href="https://www.kent.gov.uk/">https://www.kent.gov.uk/</a></p>	<p><b>Kent &amp; Medway Healthy Workplaces Programme</b> Gun Wharf, Dock Road, Chatham, ME4 4TR Tel: 01634 334 307</p>
<p><b>Kenward Trust</b> Kenward Road, Yalding, Kent, ME18 6AH Tel: 01622 814187 Web: <a href="https://www.kenwardtrust.org.uk/">https://www.kenwardtrust.org.uk/</a></p>	<p><b>North Kent Mind</b> The Almshouses, 20 West Hill, Dartford, DA1 2EP Tel: 01322 291380 Web: <a href="https://northkentmind.co.uk/">https://northkentmind.co.uk/</a></p>	<p><b>Sencio</b> Buckhurst Lane, Sevenoaks, Kent, TN13 1LW Web: <a href="https://www.sencio.org.uk/">https://www.sencio.org.uk/</a></p>



<b>Sevenoaks Area Dementia Friendly Community</b> Argyle Road, Sevenoaks, Kent, TN13 1GP Tel: 01732 447055	<b>Swanley Area Dementia Friendly Community</b>	<b>Virgin Care Falls Team</b> Gravesend Community Hospital, Bath Street, Gravesend, DA11 0DG
<b>West Kent Falls Prevention</b> Coxheath Centre, Coxheath, ME17 4AH		



**Enquiries to:**

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Appendices:

Appendix A: Indicative impact of Wider Determinants of Health on Population Health Outcomes

Area	Scale of problem in relation to public health	Strength of evidence of actions	Impact on health	Speed of impact on health	Contribution to reducing inequalities
Best start in life	Highest	Highest	Highest	Longest	Highest
Healthy schools and pupils	Highest	Highest	Highest	Longer	Highest
Jobs and Work	Highest	Highest	Highest	Quicker	Highest
Active and safe travel	High	High	High	Quicker	Lower
Warmer and safer homes	Highest	Highest	High	Longer	High
Access to green spaces and leisure services	High	Highest	High	Longer	Highest
Strong communities, wellbeing and resilience	Highest	High	Highest	Longer	High
Public Protection	High	High	High	Quicker	High
Health and spatial planning	Highest	High	Highest	Longest	Highest

Appendix B: The Public Health Outcome Framework data highlights for Sevenoaks

Overarching Indicators:

Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst	Range	Best
A01b - Life expectancy at birth (Male, 3 year range)	2018 - 20	–	-	82.1	80.6	79.4	74.1		84.7
A01b - Life expectancy at birth (Female, 3 year range)	2018 - 20	–	-	84.2	84.1	83.1	79.0		87.9
A01b - Life expectancy at birth (Male, 1 year range)	2020	–	-	81.0	80.1	78.7	73.6		83.7
A01b - Life expectancy at birth (Female, 1 year range)	2020	–	-	84.2	83.7	82.6	78.0		87.8
A02a - Inequality in life expectancy at birth (Male)	2018 - 20	–	-	3.3	7.9	9.7	17.0		0.7
A02a - Inequality in life expectancy at birth (Female)	2018 - 20	–	-	1.5	6.0	7.9	13.9		-1.8
<b>Overarching indicators at age 65</b>									
A01b - Life expectancy at 65 (Male, 3 year range)	2018 - 20	–	-	20.1	19.4	18.7	16.0		23.1
A01b - Life expectancy at 65 (Female, 3 year range)	2018 - 20	–	-	21.9	21.8	21.1	18.6		25.4

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Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst	Range	Best
A01b - Life expectancy at 65 (Male, 1 year range)	2020	–	-	19.8	18.9	18.1	14.7		22.2
A01b - Life expectancy at 65 (Female, 1 year range)	2020	–	-	22.0	21.4	20.7	17.7		25.3
A02a - Inequality in life expectancy at 65 (Male)	2018 - 20	–	-	1.1	4.3	5.2	12.7		-1.3
A02a - Inequality in life expectancy at 65 (Female)	2018 - 20	–	-	-0.2	3.6	4.8	9.5		-1.1

**Key Consider Determinants of Health:**

Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst/ Lowest	Range	Best/ Highest
B01b - Children in absolute low income families (under 16s)	2020/21		2,583	10.5%	11.6%	15.1%	39.2%		5.2%
B01b - Children in relative low income families (under 16s)	2020/21		3,061	12.4%	14.3%	18.5%	42.4%		6.2%
B03 - Pupil absence	2020/21		185,977	4.5%	4.4%	4.6%	6.5%		3.0%
B08a - Gap in the employment rate between those with a physical or mental long term health condition (aged 16 to 64) and the overall employment rate New data	2021/22	–	-	5.5	8.1	9.9	29.0		-6.5
B08a - The percentage of the population with a physical or mental long term health condition in employment (aged 16 to 64) New data	2021/22	–	-	61.5%	70.0%	65.5%	37.0%		89.3%

Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst/Lowest	Range	Best/Highest
B08b - The percentage of the population who are in receipt of long term support for a learning disability that are in paid employment (aged 18 to 64)New data	2020/21	-	-	-	6.6%	5.1%	-	Insufficient number of values for a spine chart	-
B08d - Percentage of people in employment New data	2021/22	➔	47,000	67.0%	78.1%	75.4%	55.8%	●	89.7%
B09a - Sickness absence - the percentage of employees who had at least one day off in the previous week	2018 - 20	-	-	2.5%	2.1%	1.9%	6.4%	●	0.2%
B09b - Sickness absence - the percentage of working days lost due to sickness absence	2018 - 20	-	-	1.7%	1.0%	1.0%	4.0%	●	0.0%
B10 - Killed and seriously injured (KSI) casualties on England's roads	2020	-	-	-	95.4*	86.1*	-	Insufficient number of values for a spine chart	-
B12a - Violent crime - hospital admissions for violence (including sexual violence)	2018/19 - 20/21	-	95	30.9	29.4	41.9	116.8	●	7.9
B12b - Violent crime - violence offences per 1,000 populationNew data	2021/22	⬆	3,338	27.5	32.3*	34.9*	15.1	●	79.1
B12c - Violent crime - sexual offences per 1,000 populationNew data	2021/22	➔	258	2.1	2.9*	3.0*	1.4	●	6.3
B13a - Re-offending levels - percentage of offenders who re-offend	2019/20	-	-	17.9%	22.2%	25.4%	10.7%	●	37.1%
B13b - Re-offending levels - average number of re-offences per re-offender	2019/20	-	-	3.51	3.85	3.74	2.32	○	5.46
B14a - The rate of complaints about noise	2019/20	⬆	471	3.9	4.5*	6.4*	80.4	●	0.7
B15a - Homelessness - households owed a duty under the Homelessness Reduction Act	2020/21	-	392	7.8	9.9	11.3	31.0	●	1.6

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Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst/ Lowest	Range	Best/ Highest
B15c - Homelessness - households in temporary accommodation	2020/21	–	128	2.6	2.7	4.0	48.6		0.0
B17 - Fuel poverty (low income, low energy efficiency methodology)	2020	–	3,882	7.6%	8.6%	13.2%	22.4%		5.2%
B19 - Loneliness: Percentage of adults who feel lonely often / always or some of the time	2019/20	–	-	18.61%	20.83%	22.26%	36.28%		11.27%
<b>Indicators to be replaced with new sources or definitions:</b>									
1.01i - Children in low income families (all dependent children under 20)	2016	➔	2,835	11.8%	12.7%	17.0%	32.5%		5.7%

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Health Improvement indicators:

Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst/ Lowest	Range	Best/ Highest
C01 - Total prescribed LARC excluding injections rate / 1,000	2020	↓	665	33.4	41.9	34.6	4.7		74.9
C02a - Under 18s conception rate / 1,000	2020	➔	14	6.4	10.6	13.0	30.4		2.1
C04 - Low birth weight of term babies	2020	➔	25	2.4%	2.6%	2.9%	4.9%		1.0%
C06 - Smoking status at time of delivery New data	2021/22	➔	123	10.8%	8.2%	9.1%	21.1%		3.1%
C09a - Reception: Prevalence of overweight (including obesity) New data	2021/22	↓	205	17.7%	20.3%	22.3%	28.9%		12.9%
C09b - Year 6: Prevalence of overweight (including obesity) New data	2021/22	➔	370	31.8%	34.0%	37.8%	49.1%		16.9%

Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst/ Lowest	Range	Best/ Highest
C10 - Percentage of physically active children and young people	2020/21	–	-	43.4%	45.4%	44.6%	-	Insufficient number of values for a spine chart	-
C11a - Hospital admissions caused by unintentional and deliberate injuries in children (aged 0-14 years)	2020/21	↓	155	67.2	73.2	75.7	173.4	●	26.5
C11a - Hospital admissions caused by unintentional and deliberate injuries in children (aged 0-4 years)	2020/21	→	60	88.1	103.2	108.7	307.1	●	34.0
C11b - Hospital admissions caused by unintentional and deliberate injuries in young people (aged 15-24 years)	2020/21	→	145	126.0	130.8	112.4	264.7	●	37.3
C14b - Emergency Hospital Admissions for Unintentional Self-Harm	2020/21	↑	195	183.3	201.9	181.2	471.7	●	41.5
C15 - Proportion of the population meeting the recommended '5-a-day' on a 'usual day' (adults)	2019/20	–	-	64.8%	58.3%	55.4%	41.4%	●	67.7%
C16 - Percentage of adults (aged 18+) classified as overweight or obese	2020/21	–	-	55.3%	62.4%	63.5%	76.3%	●	44.0%
C17a - Percentage of physically active adults	2020/21	–	-	70.4%	69.2%	65.9%	48.8%	●	78.4%
C17b - Percentage of physically inactive adults	2020/21	–	-	21.4%	20.2%	23.4%	38.1%	●	11.6%
C18 - Smoking Prevalence in adults (18+) - current smokers (APS)New data	2021	–	-	4.8%	11.9%	13.0%	27.8%	●	3.2%
C19d - Deaths from drug misuse	2018 - 20	–	6	-	4.0	5.0	-	Insufficient number of values for a spine chart	-
C21 - Admission episodes for alcohol-related conditions (Narrow): New method. This indicator	2020/21	→	500	407	389	456	805	●	251

Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst/ Lowest	Range	Best/ Highest
uses a new set of attributable fractions, and so differ from that originally published. (Persons)									
C21 - Admission episodes for alcohol-related conditions (Narrow): New method. This indicator uses a new set of attributable fractions, and so differ from that originally published. (Male)	2020/21	→	285	485	512	603	1,063		316
C21 - Admission episodes for alcohol-related conditions (Narrow): New method. This indicator uses a new set of attributable fractions, and so differ from that originally published. (Female)	2020/21	→	215	340	278	322	715		141
C22 - Estimated diabetes diagnosis rate	2018	–	-	68.1%	75.2%	78.0%	54.3%		98.7%
C23 - Percentage of cancers diagnosed at stages 1 and 2	2019	→	250	*	57.0%	55.0%	45.1%		64.2%
C24a - Cancer screening coverage: breast cancer	2021	↓	9,705	67.9%	68.0%*	64.1%*	20.2%		81.4%
C24b - Cancer screening coverage: cervical cancer (aged 25 to 49 years old)	2021	→	14,659	75.0%	69.5%*	68.0%*	42.9%		82.4%
C24c - Cancer screening coverage: cervical cancer (aged 50 to 64 years old)	2021	↓	9,132	76.0%	74.8%*	74.7%*	53.5%		83.7%
C24d - Cancer screening coverage: bowel cancer	2021	↑	14,808	70.2%	68.0%*	65.2%*	47.4%		75.9%
C24e - Abdominal Aortic Aneurysm Screening Coverage	2020/21	↓	455	69.9%	63.5%*	55.0%*	14.6%		88.9%
C27 - Percentage reporting a long-term Musculoskeletal (MSK) problem	2021	–	-	17.1%	16.0%	17.0%	26.6%		9.1%
C29 - Emergency hospital admissions due to falls in people aged 65 and over	2020/21	→	645	2,305	2,135	2,023	3,234		1,102



Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst/ Lowest	Range	Best/ Highest
C29 - Emergency hospital admissions due to falls in people aged 65-79	2020/21	➔	200	1,066	957	937	1,671		517
C29 - Emergency hospital admissions due to falls in people aged 80+	2020/21	➔	445	5,897	5,553	5,174	8,181		2,548

**Health Protection indicators:**

Indicator	Period	Sevenoaks			Region England		England		
		Recent Trend	Count	Value	Value	Value	Worst/ Lowest	Range	Best/ Highest
D01 - Fraction of mortality attributable to particulate air pollution (new method)	2020	—	-	6.0%	6.0%	5.6%	3.0%		7.8%
D02a - Chlamydia detection rate per 100,000 aged 15 to 24New data	2021	➔	108	938	1,105	1,334	222		3,063
D02a - Chlamydia detection rate per 100,000 aged 15 to 24 (Male)New data	2021	➔	44	760	697	860	130		2,345
D02a - Chlamydia detection rate per 100,000 aged 15 to 24 (Female)New data	2021	➔	64	1,119	1,463	1,762	319		3,664
D02b - New STI diagnoses (excluding chlamydia aged under 25) per 100,000New data	2021	⬇	-	173	292	394	2,634		103
D04d - Population vaccination coverage: Flu (primary school aged children) <b>&lt;65% ≥65%</b>	2021	—	-	-	61.1%*	57.4%	-	Insufficient number of values for a spine chart	-
D07 - HIV late diagnosis in people first diagnosed with HIV in the UKNew data	2019 - 21	—	1	100%	48.0%	43.4%	100%		0.0%

Indicator	Period	Sevenoaks			Region	England	England		
		Recent Trend	Count	Value	Value	Value	Worst/Lowest	Range	Best/Highest
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="background-color: #ffff00; padding: 2px;">&lt;25%</span> <span style="background-color: #ffcc00; padding: 2px;">25% to 50%</span> <span style="background-color: #ff0000; padding: 2px;">≥50%</span> </div>									
D08a - Proportion of drug sensitive TB cases who had completed a full course of treatment by 12 months	2019	-	-	-	82.3%	82.0%	-	<i>Insufficient number of values for a spine chart</i>	
D08b - TB incidence (three year average)	2018 - 20	-	13	3.6	5.6	8.0	43.1		0.3
D10 - Adjusted antibiotic prescribing in primary care by the NHS	2021	-	42,920	0.75	0.69	0.74	1.05		0.33
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="background-color: #90ee90; padding: 2px;">≤ mean England prescribing 2013/14</span> <span style="background-color: #ff0000; padding: 2px;">&gt; mean England prescribing 2013/14</span> </div>									

Healthcare and premature mortality:

Indicator	Period	Sevenoaks			Region	England	England		
		Recent Trend	Count	Value	Value	Value	Worst	Range	Best
E01 - Infant mortality rate	2018 - 20	-	8	2.2	3.5	3.9	8.3		0.8
E02 - Percentage of 5 year olds with experience of visually obvious dental decay	2018/19	-	-	12.9%	17.6%	23.4%	50.9%		1.1%
E03 - Under 75 mortality rate from causes considered preventable (2019 definition) (1 year range)	2020	➔	105	92.2	120.7	140.5	272.5		68.2

Indicator	Period	Sevenoaks			Region	England	England		
		Recent Trend	Count	Value	Value	Value	Worst	Range	Best
E03 - Under 75 mortality rate from causes considered preventable (2019 definition) (3 year range)	2017 - 19	—	352	102.0	120.9	142.2	265.2		79.0
E04a - Under 75 mortality rate from all cardiovascular diseases (1 year range)	2020	➔	58	50.2	61.5	73.8	137.1		36.1
E04a - Under 75 mortality rate from all cardiovascular diseases (3 year range)	2017 - 19	—	182	52.3	57.1	70.4	121.6		39.8
E04b - Under 75 mortality rate from cardiovascular diseases considered preventable (2019 definition) (1 year range)	2020	➔	24	20.6	23.7	29.2	55.0		13.7
E04b - Under 75 mortality rate from cardiovascular diseases considered preventable (2019 definition) (3 year range)	2017 - 19	—	75	21.5	22.1	28.1	49.3		13.7
E05a - Under 75 mortality rate from cancer (1 year range)	2020	➔	118	100.6	116.2	125.1	187.1		69.3
E05a - Under 75 mortality rate from cancer (3 year range)	2017 - 19	—	417	119.7	121.6	129.2	182.4		87.4
E05b - Under 75 mortality rate from cancer considered preventable (2019 definition) (1 year range)	2020	➔	31	26.6	45.0	51.5	98.2		22.6
E05b - Under 75 mortality rate from cancer considered preventable (2019 definition) (3 year range)	2017 - 19	—	151	43.0	47.7	54.1	92.4		31.5
E06a - Under 75 mortality rate from liver disease (1 year range)	2020	➔	15	13.0	17.4	20.6	44.9		7.4
E06a - Under 75 mortality rate from liver disease (3 year range)	2017 - 19	—	39	11.3	15.9	18.8	48.2		7.2
E06b - Under 75 mortality rate from liver disease considered preventable (2019 definition) (1 year range)	2020	➔	11	9.5	15.5	18.2	37.8		7.9
E06b - Under 75 mortality rate from liver disease considered preventable (2019 definition) (3 year range)	2017 - 19	—	36	10.4	14.1	16.7	43.4		5.5
E07a - Under 75 mortality rate from respiratory disease (1 year range)	2020	➔	21	18.1	23.4	29.4	77.2		9.7
E07a - Under 75 mortality rate from respiratory disease (3 year range)	2017 - 19	—	91	25.5	27.7	33.6	77.5		13.7
E07b - Under 75 mortality rate from respiratory disease considered preventable (2019 definition) (1 year range)	2020	➔	13	11.2	14.1	17.1	53.7		5.7
E07b - Under 75 mortality rate from respiratory disease considered preventable (2019 definition) (3 year range)	2017 - 19	—	53	14.8	16.6	20.2	45.4		6.5

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Indicator	Period	Sevenoaks			Region	England	England		
		Recent Trend	Count	Value	Value	Value	Worst	Range	Best
E08 - Mortality rate from a range of specified communicable diseases, including influenza (1 year range)	2020	➔	9	*	7.0	8.3	-	Insufficient number of values for a spine chart	
E08 - Mortality rate from a range of specified communicable diseases, including influenza (3 year range)	2017 - 19	—	19	4.6	8.1	9.4	19.5		3.7
E10 - Suicide rate	2019 - 21	—	36	11.1	10.6	10.4	19.8		4.4
E11 - Emergency readmissions within 30 days of discharge from hospital	2020/21	—	1,665	14.7%	15.7%	15.5%	20.0%		12.4%
E13 - Hip fractures in people aged 65 and over	2020/21	➔	160	584	508	529	746		306
E13 - Hip fractures in people aged 65-79	2020/21	➔	55	286	204	219	360		88
E13 - Hip fractures in people aged 80+	2020/21	➔	110	1,448	1,389	1,426	2,137		684
E14 - Excess winter deaths index	Aug 2019 - Jul 2020	—	70	18.4%	17.4%	17.4%	50.2%		0.7%
E14 - Excess winter deaths index (age 85+)	Aug 2019 - Jul 2020	—	30	15.0%	20.7%	20.8%	61.5%		-14.9%
E05 - Estimated dementia diagnosis rate (aged 65 and over) > 66.7% (significantly) similar to 66.7% < 66.7% (significantly)	2022	➔	861	62.2%	*	62.0%	41.2%		83.7%

# Appendix C: Leading Risk Factors for Mortality and Morbidity in England

## Figure 1: Mortality

Figure 18 – Leading risk factors

Figure 18a - Morbidity    Figure 18b - Mortality

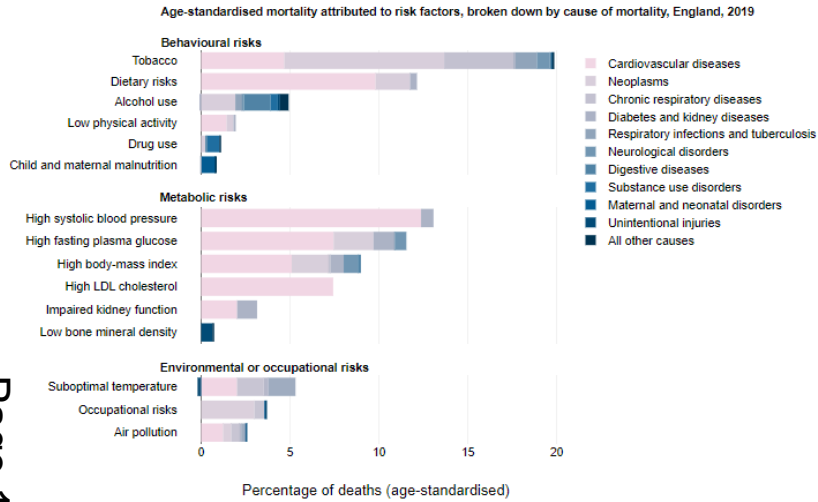
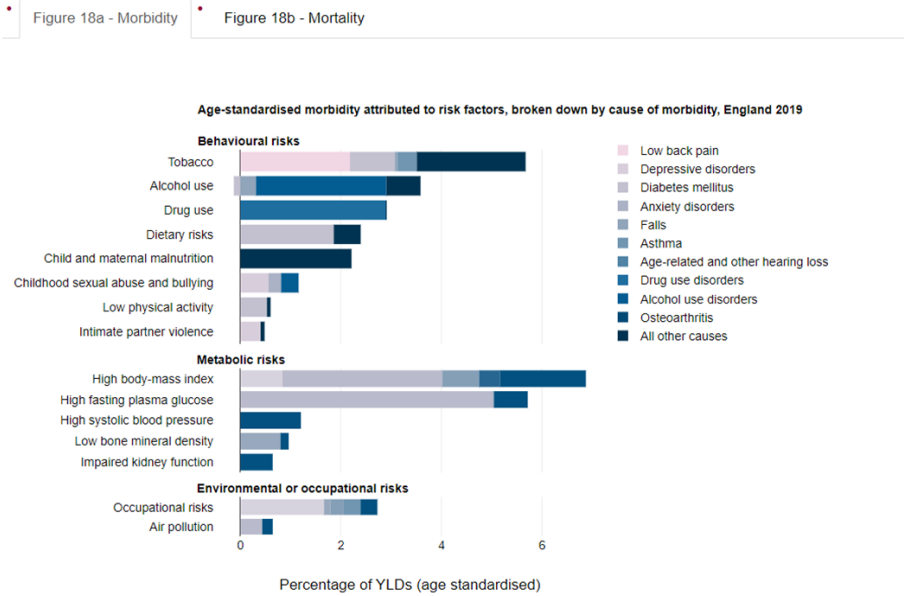


Figure 2: Morbidity

Figure 18 – Leading risk factors



Source: Source: Global Burden of Disease Collaborative Network. Global Burden of Disease Study 2019 (GBD 2019) Results. Seattle, United States: Institute for Health Metrics and Evaluation (IHME), 2020. Download data

**Item 09 – Sevenoaks District Community Safety Partnership Strategy & Action Plan 2023-24**

The attached report was considered by the People & Places Advisory Committee on 23 February 2023. The relevant Minute extract is below.

**People & Places Advisory Committee (23 February 2023, Minute 45)**

The Health & Communities Manager presented the report, which set out the 2023-24 Sevenoaks District Community Safety Strategy and Action Plan. The Strategy's seven priorities were built on the Strategic Assessment and local data from partner organisations. The Community Safety Unit would work alongside these priorities in day-to-day work, with dedicated actions to reduce, enforce, and educate around each priority. An example of this was the new task action group addressing Violence Against Women and Girls, which would work in tandem with the West Kent Domestic Abuse Forum to address the issue across West Kent.

Funding for 2023-24 from the Police and Crime Commission at the time of the meeting had not been confirmed. In previous years, the funding was roughly £35,000. The Strategy and Action Plan would be monitored on a quarterly basis.

In response to questions, she clarified that addressing fraud had become day-to-day work managed by the Community Safety Unit. She advised that this would be reviewed in the monitoring process. The Committee discussed the reduction in the number of PCSOs within the District and its potential effects. Dedicated roles, such as the Vulnerable Adults Officer, would be lost, but Rural PCSOs and neighbourhood taskforce PCSOs would remain. Work would be undertaken to ensure that the areas these roles targeted are not neglected in the new policing system. The Committee further discussed the Community Service Wardens and heard that the adverts for the positions remained open.

Resolved: That it be recommended to Cabinet that it be recommended to Council that the 2023-24 Sevenoaks District Community Safety Strategy and Action Plan be adopted.

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**SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN 2023-24**

**Cabinet – 16 March 2023**

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

**Status:** For Approval

**Also considered by:**

- People & Places – 23 February 2023
- Council – Tuesday 25 April

**Key Decision:** Yes

**Executive Summary:** The 2023-24 Sevenoaks District Community Safety Strategy and Action Plan is set out. The plan responds to the community safety priorities identified in the most recent Strategic Assessment

**This report supports the Key Aim of:** Community & Corporate Plan

**Portfolio Holder:** Cllr. Dyball

**Contact Officer(s):** Kelly Webb, Ext. 7474

**Recommendation to Cabinet:**

To recommend to Council that the 2023-24 Sevenoaks District Community Safety Strategy and Action Plan be adopted.

**Recommendation to Council:**

To adopt the 2023-24 Sevenoaks District Community Safety Strategy and Action Plan.

**Recommendation to People & Places Advisory Committee**

To recommend to Cabinet that the 2023-24 Sevenoaks District Community Safety Strategy and Action Plan be recommended to Council for adoption.

**Introduction and Background**

- 1 The Crime & Disorder Act 1998 places a statutory responsibility on Sevenoaks District Council, Kent County Council, Kent Fire & Rescue Service, Health, Probation and Kent Police, together with other key partners, to undertake an

## Agenda Item 9

audit of crime and disorder in the District and co-operate in the development and implementation of a strategy and action plan for tackling local crime and disorder. The audit is known as the Strategic Assessment.

- 2 The Strategic Assessment was undertaken in December 2022. The seven priorities, as ranked in the Strategic Assessment, are:
  - Serious and Acquisitive Crime including Crime Trends
  - Anti-Social Behaviour including Environmental Crime
  - Domestic Abuse
  - Stalking & Harassment
  - Safeguarding (including Mental Health, Prevent, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children
  - Violence against Women & Girls
  - Drug Misuse & County Lines
- 3 The draft 2023-24 Sevenoaks District Community Safety Strategy and Action Plan is attached as the Appendix. It sets out Partnership activity aimed at addressing the above priorities. The Action Plan is a multi-agency document and is monitored on a quarterly basis by the Community Safety Partnership, to ensure that actions are on target and are helping to meet the identified success measures.

### **Key Implications**

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

### **Wellbeing**

This document supports wellbeing and looks at this throughout the document.

**Conclusions**

For the Committee to approve the report

**Appendices**

Appendix A – Sevenoaks District CSP Strategy & Action Plan 2023-24

**Background Papers**

Strategic Assessment

**Sarah Robson**

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

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**Sevenoaks District  
Community Safety Partnership  
Annual Action Plan  
2023-24 DRAFT**



Introduction	Page 3
Priority issues 2023-24	Page 4
Success measures	Page 6
Serious & Acquisitive Crime incl Crime Trends	Page 7
Anti-Social Behaviour incl Environmental Crime	Page 9
Domestic Abuse	Page 13
Safeguarding including Young People, Vulnerable Adults, CSE, Modern Slavery, Human Trafficking, Prevent, Care Act and Mental Health	Page 16
Violence against Women & Girls	Page 19
Stalking & Harassment	Page 21
Drug Misuse & County Lines	Page 23
Members of the Partnership	Page 25
Terms of reference	Page 26
Partnership structure	Page 27
Map of Sevenoaks District	Page 28

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## Action Plan 2023-24

### Introduction

The Sevenoaks District Community Safety Partnership brings together all of the agencies in the District who can have an impact on crime, anti-social behaviour and the fear of crime. A list of partners is set out on page 25. The Partnership has 3 key aims. They are to:

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

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

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

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

## Priority Issues for 2023-24

The Strategic Assessment was undertaken during the winter of 2022 and identified seven priorities for the Partnership to tackle during 2023-24. The data referred to in this Action Plan is based on the Strategic Assessment, and uses data between 1 October 2021 – 30 September 2022, unless otherwise stated. Trends in the identified priorities continue to be monitored on a quarterly basis and the first monitoring will be available in July 2023.

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

- Serious and Acquisitive Crime incl crime trends
- Drug Misuse and County Lines<sup>1</sup>
- Anti-Social Behaviour incl Environmental Crime
- Stalking & Harassment
- Domestic Abuse
- Violence against Women & Girls
- Safeguarding (including Mental Health, Prevent, Human Trafficking, Modern Slavery, CSE (Child Sexual Exploitation), Vulnerable Adults and Protecting Children

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

### The Action Plan

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

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



### **Funding and monitoring**

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

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

### **Equalities**

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

DRAFT

**SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP - ACTION PLAN 2023-2024**  
**SUCCESS MEASURES**

**All recorded crime**

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

**Serious & Acquisitive Crime incl Crime Trends**

Improve the position of Vehicle Crime and Burglary within the County

**Domestic Abuse**

Reduction in the percentage of repeat victims

Number of people attending survivor programmes and the male perpetrators programme

**Anti-Social Behaviour incl Environmental Crime**

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

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

Deliver training on safeguarding.

Work with organisations on Mental Health Champions

**Violence against Women and Girls**

Undertake VAWG Walks and work with the community on feelings of safety

Produce an online survey and action the results with partners

**Stalking and Harassment**

Reduce the number of repeat victims of stalking

Increase training for partners and communities

**Drug Misuse and County Lines**

Reduce the number of young people entering the Criminal Justice System for the first time

Number of young people engaged with around drug misuse

## Serious & Acquisitive Crime incl Crime Trends

Criminals behind serious and tactical crime often intimidate and create fear, which is intended to prevent the local community reporting what they see. Often the criminals behind this don't even have to try hard to do this – instead relying on word of mouth and reputation. Over the past year, Organised Crime Groups (OCGs) and crime trends has seen a more targeted approach by Partnerships. The most common crime types associated with these groups is commonly organised theft.

Acquisitive crime consists of Burglary (Residential and Commercial and Business) and Vehicle Crime (Theft of and Theft from – TOMV and TFMV). Although there have been rises and falls throughout the time period, the number of reported crimes are relatively low, but they do sit high in County comparisons. These types of crime have a high impact on the local community. These offences account for a relatively small percentage of total crime in the District, 4% for Burglary Residential and 2% Burglary Commercial & Business. The Sevenoaks District rankings have decreased by one place for Burglary Residential, and Burglary Commercial and Business.

## Serious and Acquisitive Crime including Crime Trends

Priority Action	Lead Agency	Other Partners	By When
1.1 Monthly Serious Crime & Tactical Group to address crime trends for the District and to deliver partnership actions/initiatives	Serious Crime & Tactical Group	CSU Kent Police All Partners	On Going
1.2 Through media campaigns and use of social media address perception of crime across the District as well as events and arrests. Work with residents and Town and Parish Councils especially through the forums	CSU	All Partners	March 2024
1.3 Work in Partnership to disrupt any recognised OCGs, crime trends and nominate potential OCGs	Serious Crime & Tactical Group	CSU All	On Going
1.4 CSU to offer reassurance and follow up visits following burglary and vehicle crime, including free giveaways to protect cars, out buildings. Greater use of Community Warden resource in follow up visits in communities where CWs are based.	CSU KCC Wardens	PCSOs	On Going
1.5 Positive media coverage on prolific offenders of vehicle and burglaries	Serious Crime & Tactical Group	All	Monthly

## Anti-Social Behaviour including Environmental Crime

ASB accounts for the third largest recorded issue when compared to individual crime types in the District and makes up 12% of the total recorded figures when included in crime statistics. Figures show 1155 recorded incidents of ASB occurring within the District were reported to Kent Police. The District had the second lowest number of ASB reports in Kent and saw a decrease of 9.8% (461 reports).

The CSU Daily tasking's meetings dealt with 428 ASB/Community Safety calls from October 2021 - September 2022. This is a decrease of 329 calls (43%) compared to same period last year. All actions were followed up and residents were kept updated in all actions unless they had been reported anonymously.

Recorded incidents of anti-social behaviour were higher in the period from October 2021 until September 2022. The total number of ASB reports received by the Council during October 2021 and September 2022 equals 90 calls. This is 37 more calls than the same period last year, when 53 calls were received, which equates to a 58% increase in calls received.

Swanley St Mary's had the highest number of reports of anti-social behaviour to the District Council with 15. Swanley Whiteoak was 2nd highest with 14.

The highest type of anti-social behaviour reported is Nuisance Behaviour with 32 reports. This is followed by reports of Drug taking and Dealing and Noise. Calls by type are always higher than reports received as residents can report more than one type at a time.

During the period of October 2021 and September 2022, 34 Anti-Social Behaviour warning letters and 22 Acceptable Behaviour Agreement contracts were issued to named individuals. 4 Acceptable Behaviour Agreement Breach letters were also served.

We served ASB Vehicle Warning letters on 8 individuals for causing a nuisance with their vehicles in the Sevenoaks Town Car Park.

**SDC CCTV**

From 1st October 2021 to 30th September 2022 the CCTV Control Room at Sevenoaks District Council assisted the police with 113 arrests for this period.

**West Kent Housing**

From 1 October 2021 – 30 September 2022 WKHA received 990 complaints of antisocial behaviour and other community safety related matters. This is an increase of 7% over the same period for the previous year.

**SDC Environmental Health**

Between 1st October 2021 and 30th September 2022, the Environmental Protection Team received 1099 service requests relating to issues within Sevenoaks District, this is 51 more than the same period last year, a 5% increase. Of the Service Requests received by Sevenoaks, 456 relate to matters associated with anti-social behaviour.

**SDC Direct Services**

For the requested reporting period of 1st October 2021 – 30th September 2022 there were a total of 1,358 fly-tipping offences reported, which is a decrease of 4.1% from previous year. The illegal depositing of waste remains predominantly in the North of the District as with previous years

**Graffiti**

There were 57 graffiti reports (incl offensive) to the Council between 1 Oct 2021 – 30 Sept 2022. This is a decrease of 22 compared to previous year.

There were 19 offensive graffiti reports between October 2021 and September 2022 all of which were removed within the 48 hour deadline set by Sevenoaks District Council.

**KCC Community Wardens**

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

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

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## ASB incl Environmental Crime & Rogue Trading

	Priority Action	Lead Agency	Other Partners	By When
2.1	Increase number of enforcement interventions and prosecutions for fly tipping using all actionable evidence.  Increase the number of partnership, cross border and community working actions in repeat locations.	SDC Direct Services CSU	KCC Wardens PCSOs Housing Assoc	March 2024
2.2	Work with the Violent Reduction Unit to attain funding to deter violent crime and to prevent ASB for young people. Referring them to the Community MARAC and Safeguarding Contextual Group.	VRU KCC CSU	All Partners	March 2024
2.3	Deliver a number of initiatives through the 2014 ASB Act to deter ASB	All Partners		March 2024
2.4	Continue to set up Task and Finish Groups to deliver a focused approach to reducing repeat ASB and use ASB Powers where appropriate such as Closure Orders, Community Protection Notices and Criminal Behaviour Orders. Invite Community Wardens to Task & Finish Groups where issues pertain to their home communities. Team members have a great breadth of knowledge (issues, useful local stakeholders etc) that would enhance the partnership approach and ensuing actions.	CSU	All	March 2024
2.5	Deliver on local and national campaigns to address environmental crime and ASB	SDC Enforcement Team	CSU	March 2024



## Domestic Abuse

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

It is important to remember that these figures are only representative of domestic abuse that was reported to the Police and it is widely recognised that there is a figure of domestic abuse, which remains unreported. The Domestic Abuse Act 2021 gained royal assent in April 2021 which gave more powers and increased responsibility to the Police, Courts and local authorities for the protection of victims of domestic abuse.

Domestic abuse incidents in the Sevenoaks District have increased by 27 crimes (1.1%). The District has the second lowest number of Domestic Abuse incidents (2501) compared to being the lowest in the same period last year.

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

12 week Freedom Programme runs 6 x a year including 2 evening sessions and 3 x 12 week Recovery Tool Kit, which is a follow on from the Freedom programme. On average 8-10 women attend these programmes.

Community Domestic Abuse Perpetrators Programme runs weekly on a Wednesday evening. For this time period the programme is run online with an average of 8 men attending weekly. The programme is a rolling programme that runs for 27 weeks.

DAVSS (Domestic Abuse Voluntary Support Services) which provides service for low and medium risk victims. In the period 1 October 2020 to 30 September 2021, they supported the following number of people in the Sevenoaks District – previous assessment have shown West Kent Statistics.

Data Oct 21-Sept 22	Oct 2021 - Dec 2021	Jan 2022 - March 2022	April 2022- June 2022	July 2022 - Sept 2022	Total
Referrals	77	95	86	84	307
men	7	6	6	6	25
children	114	141	135	117	498
Repeat Cases	8	3	8	6	25
volunteer case work hours total west kent	3939	3926	3549	3320	4697

## Domestic Abuse

Priority Action	Lead Agency	Other Partners	By When
3.1 Raise public and professional awareness of Domestic Abuse by updating County websites, articles for partner agencies and T&Pcs	DAVSS WK Domestic Abuse Forum KCC Commissioned Service	All Partners	On Going
3.2 Work with DAVSS to ensure that all victims of domestic abuse can receive support	DAVSS	WK Domestic Abuse Forum	March 2024
3.3 Address what actions the CSU can partners can take under the new Domestic Abuse Act 2021	West Kent DA Forum	All Partners	On Going
3.4 Continue with funded services Freedom Programme, Community Domestic Abuse Perpetrators Programme, Recovery Tool Kit and DAY programme in schools.	SDC/CSP	DAVSS PAS Look Ahead	March 2023
3.5 Work with the commissioning provider to deliver on local needs to address Domestic Abuse. Look Ahead as the commissioned service to provide updates and work with partners on their services.	Look Ahead		Ongoing
3.6 Get accreditation for DAHA and work with partners to achieve this as well	SDC	Housing Associations	June 2023

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

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

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

### **Counter Terrorism – Prevent Strategy**

There have been 3 referrals to the Channel Panel, 2 have been taken on by the Panel and one was referred back to the Community MARAC Process.

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

For the period of 01/10/21 - 30/09/22, Kent Police recorded 3 Modern Slavery & Human Trafficking related investigations in the Sevenoaks District.

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

According to Kent Police there were 2 reports of CSE in the Sevenoaks District, but both cases have been filed, insufficient evidence.

The Community Safety Manager continues to be a CSE Champion for the CSP and District Council.

Within Kent, the predominant 'Model' type experienced is the 'Inappropriate Relationship'. However, other types of 'Model' experienced also include, 'Gangs', 'Peer to Peer' and 'Trafficking', but to a much lesser extent. There have been occasions in Kent where females who have initially been highlighted as potential victims have later come to notice as facilitators and potential perpetrators of CSE.

### **Vulnerable Adults**

During the period of 15<sup>th</sup> October 2021 – 30 September 2022 the PCSO for Vulnerable Adults has dealt with approximately over 40 vulnerable persons age ranging from 25 – 88 yrs.

Referrals to help the individuals were submitted to Social Services and The Community Mental Health Teams located in Sevenoaks, Tunbridge Wells and Dartford.

To be able to give the best service to assist these persons as well as the referrals regular conversations and emails are communicated via Professional Meetings to ensure they get the best outcome possible

When a person goes missing from their care home or home Kent Police will complete an At Risk of Going Missing Form which will be completed ASAP with the details of location found, any medical history and contact details for their GP and family contact with a recent photo. Should they go missing again this information can be sent to officers to assist in the fast locating of the person.

### **Vulnerable Young People**

The PCSO for Vulnerable Young People was able to go back into schools from April 2021.

They have worked with over 40 young people who have needed additional needs and this could be from anti-social behaviour, school exclusions and missing children. Kent Police are employed Schools Officers and there should be 2 for the District. We are waiting allocation of this and was told this would be early 2022, but to date this has not occurred.

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

	Priority Action	Lead Agency	Other Partners	By When
4.1	Continue to develop the Youth Mentoring Programme to address mental health for young people. Increase number of referrals	SDC	All Partners	On Going
4.2	Work with the Health & Wellbeing Action Team on their actions to address Mental Health	CSU	All Partners	On Going
4.3	To work with Prevent Team on training and education on Counter Terrorism	CSU	All Partners	March 2024
4.4	Work with Police to address Modern Slavery and Human Trafficking. Work on evidence received to deliver a partnership approach	Police SCD	CSU All	March 2024
4.5	Attend Chanel Panels where appropriate and provide support to individuals when required and Promote the Prevent Strategy within the community via Social Media etc.	CSU KCC Prevent Team		March 2024
4.6	Work with Vulnerable Adults and sign post to appropriate services including the new Hoarding Officer	PCSO Vulnerable Adults	CSU All Partners	On going
4.7	Work as a collective on site visits where modern slavery and human trafficking has been identified	Serious Crime & Tactical Group CSU	All Partners	March 2024

## **Violence against Women & Girls (VAWG)**

The CSU went out and did 4 VAWG walks in Edenbridge, Westerham, Swanley & Sevenoaks to talk to women about feelings of safety and any improvements that could be made. Most that were spoken to say they felt safe, but enquired about more lighting in some areas which were all passed to KCC Highways. This was followed up by a VAWG event in Swanley in November 2021.

VAWG, is at the core of the Kent Police control strategy. This can broadly be broken down into four key areas: prioritising prevention, supporting victims, pursuing perpetrators and a stronger system. The CSP have an important part to play. Awareness of VAWG criminality, such as Stalking and Child Sexual Exploitation, should be raised within the CSP, electorate and the wider community. Access to victim support services should be explored and promoted. Schemes like Best Bar None should be reinforced in order to reduce VAWG offending in the night time economy.

## Violence against Women & Girls (VAWG)

Priority Action	Lead Agency	Other Partners	By When
5.1 Promote Safe Streets App and Community Voice to increase followers to receive advice and information	CSU	All Partners	On Going
5.2 Deliver a community survey, list results and actions to address VAWG	CSU	All Partners	Sept 2023
5.3 Work with agencies to deliver defence classes for women and girls across the District	CSU	All Partners	March 2024
5.4 Deliver an action plan for the 16 days of no violence and addressing Domestic Abuse and VAWG in November	West Kent DA Forum	DAVSS PAS Look Ahead	November 2023
5.5 Set up a West Kent VAWG Action Group	West Kent DA Forum	All Partners	May 2023



## Stalking & Harassment

Stalking and Harassment has been identified by the Community Safety Partnership to be a separate priority. It has been previously linked in with Domestic Abuse and also with VAWG (Violence against Women & Girls), but is deemed a priority in its own right.

There were 1179 reports to Police of Stalking and Harassment for Sevenoaks District. This is an increase of 50 compared to the same period last year (Oct 2020– Sept 2021).

Statistics from PAS (Protection against Stalking are set out below

PAS 2021/22 Statistics	Oct – Dec 21			Jan – Mar 22			Apr – June 22			July – Sept 22		
Advocacy Service	Full Advocacy Support	Short Term (Initial Support & Safety Advice)	Full Advocacy Support	Short Term (Initial Support & Safety Advice)	Full Advocacy Support	Short Term (Initial Support & Safety Advice)	Full Advocacy Support	Short Term (Initial Support & Safety Advice)	TOTAL	Full Advocacy Support	Short Term (Initial Support & Safety Advice)	TOTAL
<b>Tunbridge Wells</b>	<b>10</b>	<b>22</b>	<b>8</b>	<b>24</b>	<b>8</b>	<b>24</b>	<b>8</b>	<b>24</b>	32	<b>12</b>	<b>26</b>	38
<b>Sevenoaks</b>	<b>8</b>	<b>28</b>	<b>13</b>	<b>22</b>	<b>13</b>	<b>22</b>	<b>13</b>	<b>22</b>	36	<b>24</b>	<b>34</b>	58
<b>Tonbridge and Malling</b>	<b>16</b>	<b>33</b>	<b>16</b>	<b>23</b>	<b>16</b>	<b>23</b>	<b>16</b>	<b>23</b>	49	<b>13</b>	<b>23</b>	36
<b>Maidstone</b>	<b>8</b>	<b>34</b>	<b>8</b>	<b>36</b>	<b>8</b>	<b>36</b>	<b>8</b>	<b>36</b>	42	<b>11</b>	<b>41</b>	52
Sub-Total	42	117	45	105	45	105	45	105	159	60	124	184

## Stalking & Harassment

	Priority Action	Lead Agency	Other Partners	By When
6.1	To investigate a potentially deliver a cyber stalking café in the District	PAS	CSU	June 2023
6.2	Deliver safe packages for PAS clients to include personal alarms, window lock, safety information	CSU	PAS	May 2023
6.3	Deliver training on Stalking & Harassment to local community groups and partner agencies	PAS	West Kent Domestic Abuse Forum	On Going
6.4	Link in with National and Local Campaigns	West Kent Domestic Abuse Forum	All	On Going
6.5	Reduce number of repeat cases of stalking and harassment via PAS and Kent Police	PAS Kent Police		March 2024

## Drug Misuse & County Lines

Drug offences have slightly increased from 186 to 159 a decrease of 27 reports. The District remains the lowest in the County for Drug reports. There is a high number that is also under reported of drug offences.

There has been an increase of young people reported using drugs and especially the gas canisters

Kenward Trust is funded by the CSP and continue to do outreach work across the District. Our focus in 2023/2024 is to continue to support young people caught up in exploitation, grooming and gang culture. With the continued work of reducing ASB and Substance misuse the teams see around 300 young people each quarter and build up good relationships with hard to reach young people.

The team went to all locations that was identified by the CSU to support the young people. The 1-2-1 work has started to show great outcomes.

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

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

### County Lines

Over the past year there has been a number of County Lines identified in the District, which is naturally linked to gang and gang culture, which is seen by some young people as a “status”. The CSP has been working with the Violent Reduction Unit in working with young people in County Lines and support groups that can be referred to. In September 2022 the CSU received £18k to tackle County Lines and work with young people.

## Drug Misuse and County Lines

	Priority Action	Lead Agency	Other Partners	By When
7.1	Deliver outreach work to designated areas to address substance misuse using CSU reports via the Daily Tasking	Kenward Trust	CSU Schools Youth Groups	March 2024
6.2	Continue to develop a package around substance misuse for primary schools around positive choices to go alongside a parental package	Kenward Trust Addaction	CSU	Sept 2023
6.3	Through the VRU Funding deliver on activities to reduce county lines, drugs and violent crime	VRU CSU	All Partners	March 2024
6.4	Work with schools to deliver an education package around County Lines and drugs	Kenward Trust VRU	CSU	December 2023
6.5	Work with young people to stop them becoming high risk or into the criminal justice system. Reduce numbers compared to previous year	KCC Youth Team Police	CSU	Ongoing
6.6	Violent Reduction Unit (VRU) to use Community MARAC to make referrals for young people & DCSM	VRU KCC Youth Services	All Partners	On Going

## Membership of the Community Safety Partnership and contact details

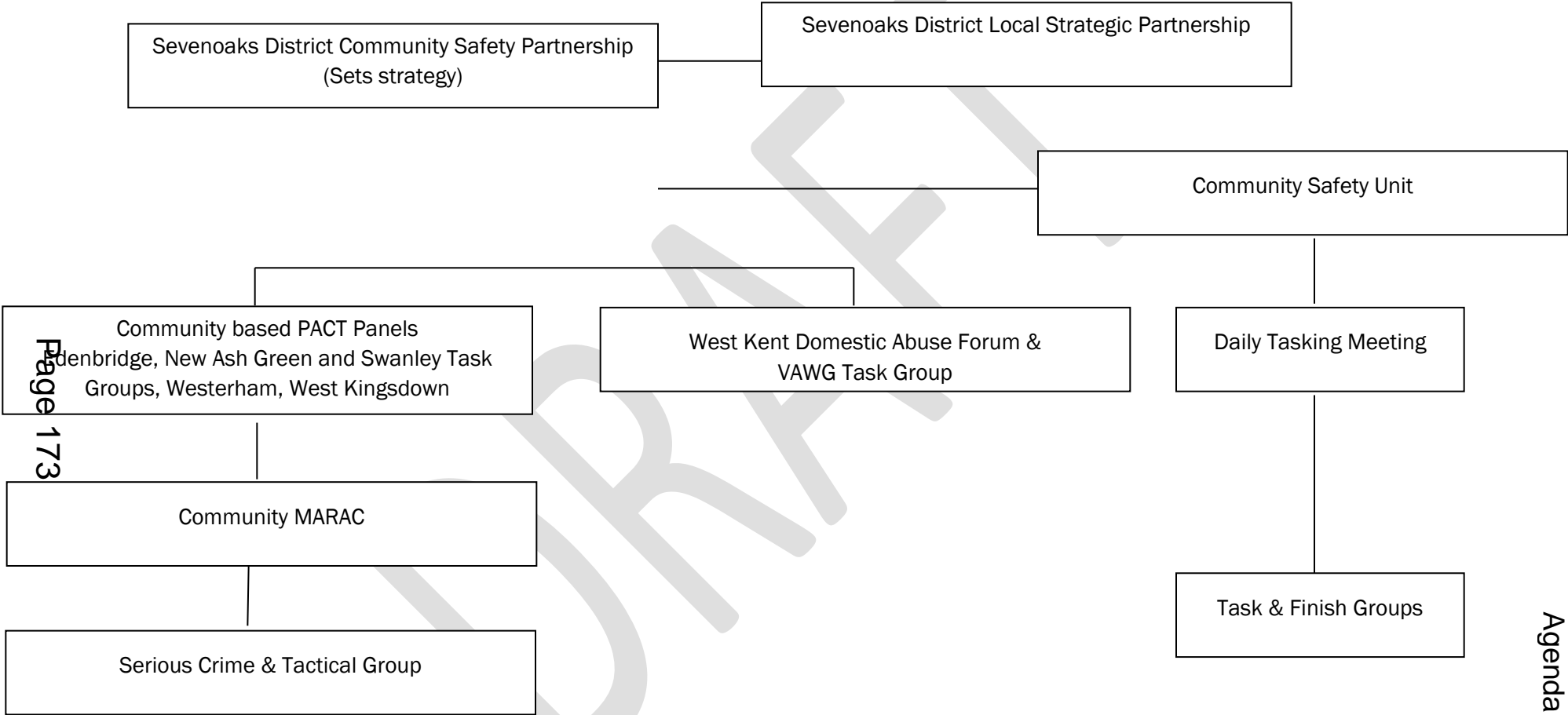
<p><b>Sevenoaks District Council</b> Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: <a href="http://www.sevenoaks.gov.uk">www.sevenoaks.gov.uk</a></p>	<p><b>Kent Police</b> 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: <a href="http://www.kent.police.uk">www.kent.police.uk</a>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

## Terms of Reference

The Partnership's terms of reference are to:

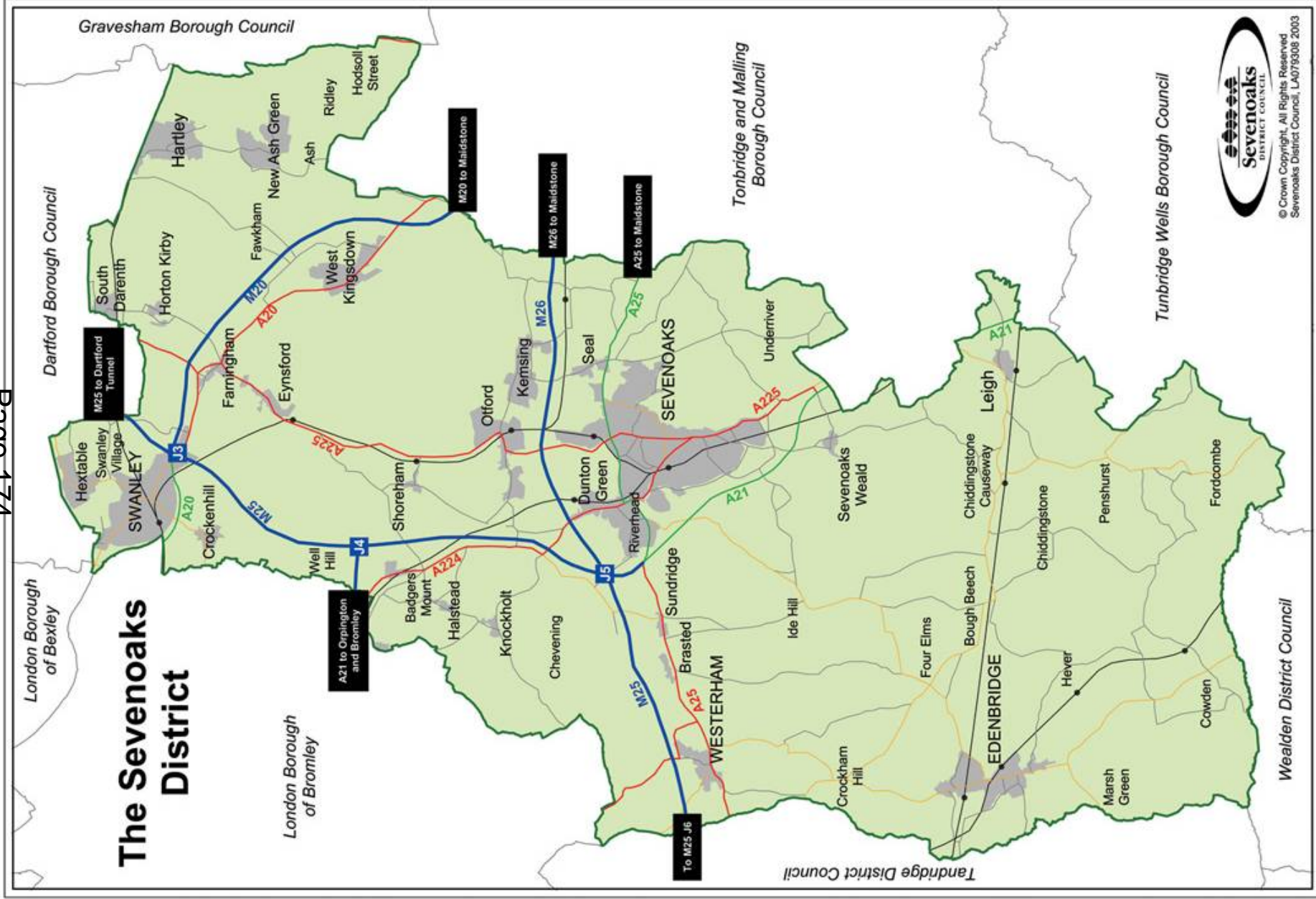
- Undertake periodic reviews of community safety in the District and disseminate the findings to the public
- Develop a yearly strategy and action plan to tackle community safety
- Monitor and report progress in meeting the agreed targets and actions
- Secure resources and funding from parent organisations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

# Structure and Meetings Sevenoaks District Community Safety Partnership Meetings



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Agenda Item 9





**Enquiries to:**

CSU

Sevenoaks District Council  
PO Box 183, Argyle Road  
Sevenoaks, Kent TN13 1GP  
Telephone 01732 227000

E-mail [community.safety@sevenoaks.gov.uk](mailto:community.safety@sevenoaks.gov.uk)

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**Item 10 – UK Shared Prosperity Fund Update Report**

The attached report was considered by the Improvement & Innovation Advisory Committee on 28 February 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

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**UK SHARED PROSPERITY FUND UPDATE REPORT**

**Cabinet – 16 March 2023**

**Report of:** Detlev Munster - Strategic Head of Commercial and Property

**Status:** For information

**Also considered by:**

Improvement & Innovation Advisory Committee - 28 March 2023

**Key Decision:** No

**This report supports the Key Aim(s) of:**

Supports the priorities 'Our Place' and 'Our Economy' from - Better Together community plan (2022 – 2032)

Supports the Strategic priorities within the Sevenoaks District Economic Development Strategy 2022-27

**Portfolio Holder:** Cllr. Peter Fleming

**Contact Officer:** Emily Haswell – Economic Development Officer (Business support and Town Centres) Ext. 7261.

**Recommendation to Improvement & Innovation Committee**

To recommend that Cabinet be updated on the key programme to be delivered via the UK Shared Prosperity fund, including the Rural England Prosperity fund proposals.

**Recommendation to Cabinet:**

To be updated on the key programme to be delivered via the UK Shared Prosperity fund, including the Rural England Prosperity fund proposals

**Reason for recommendation:**

The UK Shared Prosperity Fund Investment Plan has been approved by the Department for Levelling Up, Housing and Communities and funding received to commence year one spend. The Rural England Prosperity Fund addendum has been submitted and approval is awaited.

## Agenda Item 10

### Introduction and Background

- 1 The UK Shared Prosperity Fund (UKSPF) was launched in April 2022 to support the UK Government's commitment to levelling up all parts of the UK aiming to build pride in place and increase life chances.
- 2 Sevenoaks District Council was allocated £1m over the financial years 2022/23 - 2024/25 covering the 3 priorities, Communities and Place, Supporting Local Business and People and Skills. It includes both Capital and Revenue allocations for each funding year.
- 3 The UK Shared Prosperity Fund investment plan was submitted to the Department for Levelling Up in July 2022 and was approved in late December 2022. The approved Local Investment plan states the projects, outcomes, outputs and interventions and detailed financial breakdowns.
- 4 The investment plan submitted was based on consultation and feedback from local stakeholders and had the full support of the District's three MPs. As per the requirements, a local partnership board will be in place to oversee the investment plan's delivery, and this will be based on Sevenoaks District Business Board.
- 5 The UKSPF projects link to activity areas outlined in both the Community plan and Economic Development Strategy and involve a range of partner organisations.
- 6 Within the Local Business Support priority there are projects to be delivered via the West Kent Partnership, which will minimise administration and maximise potential impact of the funding, within this combined approach measures are in place to ensure Sevenoaks funding benefits Sevenoaks District residents and businesses.
- 7 Recruitment for both a UK Shared Prosperity Fund Officer and a Town Centre Project Officer is underway, and both roles are funded through the UKSPF's allocation.
- 8 In September 2023, The Rural England Prosperity Fund was announced providing further funding to support the additional challenges associated with Levelling up rural areas. The allocation for Sevenoaks District was £501,308 for financial years 2023/24 to 2024/25.
- 9 Plans for this funding were outlined in an addendum submitted in November 2022, for which approval is awaited. Funding is expected to be available from April 2023.
- 10 The addendum outlines our proposal to use the REPF funding to create a West Kent rural funding scheme offering capital grants to businesses, community organisations and to support the visitor economy sector. This proposed scheme has been based on feedback from consultation with rural businesses and will incorporate the lessons learned from the LEADER funding scheme. Sevenoaks District funds will be ring-fenced to support Sevenoaks District applications the funding will be overseen by a rural steering group. West Kent

Partners have agreed joint funding from the partnership to recruit a rural project officer to develop and deliver this project, which is essential as the Rural England Prosperity Funding has no administrative allowance.

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

- 11 There is no obligation to spend the UK Shared Prosperity Fund / Rural England Prosperity fund allowance, however to not do so would present a missed opportunity. The funding available provides funds for supporting the levelling up agenda, strengthening pride in place, improving life chances in the district and providing additional support to overcome the additional challenges faced in rural areas. Failure to use the allocation may have implications in future funding allocations made and would not represent the best interests of the community.
- 12 The projects within the Investment plan and Addendum, have been based on consultation with end users, businesses, stakeholders and reflect the proposed actions and activities outlined in both the Better Together - Community Plan (2022-25) and the Economic Development Strategy (2022-27) which reflect the commitments in the Council Plan. Projects seek to maximise impact of funding to meet current gaps whilst matching the prescribed mix of funding and producing a wide range of interventions, outcomes and outputs to benefit the District.

### **Key Implications**

#### Financial

- 13 The Grant funding agreement and Memorandum of Understanding have been signed by the Council and the Government.
- 14 Funding for each financial year will be paid to the local authority in advance. Prior to each year's allocation, a report needs to be submitted on progress against the outputs of the Investment Plan. Lead local authorities may be asked to return any underspends at the end of each financial year, therefore regular financial and performance monitoring will be required.
- 15 Finance for year one has been received as of 1<sup>st</sup> Feb 23 with an allocation to spend prior to end March, however further information and guidance on monitoring and carry forward of spend is expected to be published soon and requirements for the current financial year may be amended due to delayed approval of investment plans and receipt of further guidance.
- 16 Up to a maximum of 4% of the total allocation can be used for administration of the plan including commissioning services and monitoring. More administration heavy projects have in-built resources included.

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### Legal Implications and Risk Assessment Statement.

- 17 A signed Memorandum of Understanding and Grant funding agreement is in place following receipt of a grant determination letter, these documents set out detailed fund requirements and obligations and link to the UK Shared Prosperity Fund prospectus which provides comprehensive guidance on project delivery including procurement, publicity and branding and eligibility.
- 18 It is recognised that the fund needs careful monitoring and financial management but the proposed governance structures and resource to support projects built into the programme will mitigate against these risks. No funding will be devolved in order to minimise the risk of not having appropriate monitoring information.
- 19 Failure to deliver programme effectively could result in reputational risk with local Government and stakeholders impacted.

### Equality Assessment

- 20 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 foster good relations between people from different groups The decisions recommended through the report directly impact on end users. The impact has been analysed and does not vary between groups of people.
- 21 The UK Shared Prosperity Fund investment plan, and the three investment priorities it supports, should have a positive impact on all our residents and businesses. Some initiatives, however, are targeted at specific groups that are in particular need in our community such as the unemployed or those experiencing barriers to employment. Such an approach means we are seeking to positively impact levelling up of opportunity across the District.

### Net Zero Implications

- 22 The decision recommended through this report have relevance to the council's ambition to be Net Zero by 2030. Officers believe that the UKSPF Investment Plan will help in reducing carbon emissions. but in summary:
  - A number of projects notably the green grants scheme and the training of retrofit advisers should positively impact local businesses and potentially emissions from Council owned assets
  - Through community mobilisation we will be seeking to raise awareness of Net Zero issues and solutions



- We are seeking to deliver green infrastructure in our key centres and boost biodiversity
- The Rural England Prosperity Funding will provide opportunities for businesses to gain funding towards improved sustainability.

23 This report provides an update on the progress of the UK Shared Prosperity fund and Rural England Prosperity fund. The plan addresses the most important current and potentially future issues the District and West Kent partners are facing across the investment priorities of Communities & Place, Supporting Local Business and People & Skills. The UK Shared Prosperity Fund Investment Plan has been endorsed by key local stakeholders and approved by the Department of Levelling Up, Housing & Communities.

**Appendices**

Appendix A – UK Shared Prosperity Fund Update PowerPoint

**Background Papers**

**Detlev Munster**

**Strategic Head of Commercial and Property**

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UK Government

LEVELLING  
— UP —



# UK Shared Prosperity Fund (UKSPF)

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Agenda Item 10

# Background and Aims of fund

Building Pride in Place

Increasing Life Chances

Levelling Up

Page 186

- Boost productivity
- Spread opportunities
- Restore a sense of community
- Empower local leaders and communities
- Based on local needs and opportunities

# Funding allocation

- £1,000,000 allocation for Sevenoaks District
- Funding from 2022 - 2025
- Investment Plan approval late Dec 22
- Guidance for monitoring and reporting still awaited
- Interventions from prescribed list
- Capital and Revenue
- Investment Priorities; Community & Place, Supporting Local Business and People & Skills

# Linkages



**SEVEN  
OAKS** DISTRICT  
SO MUCH MORE



## Better Together A Community Plan for Sevenoaks District 2022–2032

- Sevenoaks District Business Board
- Town and Parish Councils
- Town Teams / Business Partnerships / Business Support
- Businesses, Community/Voluntary Orgs, Rural businesses
- Skills providers
- District MP's
- Existing partnership groups

**LEVELLING  
— UP —**

# Community and Place Projects

2022 -2025



£374,000

# Community & Place Interventions

- Capacity building and infrastructure to support local groups
- Community engagement and local regeneration
- Creation of an improvement to local green spaces
- Improvements to Town Centres and High Streets
- Enhancing existing cultural historic and heritage institutions



# Community & Place Interventions

Project Name	Description	Intervention	Outputs	Outcomes
<b>Social Value engine</b>	Tool for showing social value outcomes which can help leverage further investment and in managing grants	E11 - Capacity building and infrastructure to support local groups	Organisations receiving grant funding	Accurate analysis of outcomes and improvement in engagement numbers of residents
<b>Community Mobilisation</b>	To support and deliver community grants, mobilisation and community hub projects.	E12 - Community engagement and local regeneration	20 local community led projects or events supported	Improvement in engagement numbers of residents participating in community activities
<b>Community mobilisation grants</b>	Grant funding to support community mobilization projects	E12 - Community engagement and local regeneration	20 community based organisations receiving grants	Increase in users of facilities/ amenities
<b>Rural isolation</b>	Community Pop ups to bring people together and build community links	E12 - Community engagement and local regeneration	100 individuals reached	Increase in users of facilities / amenities
<b>Improving Green Spaces</b>	Sensory garden to be created	E3 - Creation of an improvement to Local Green Spaces	One facility supported	Increase in users of facilities/ amenities
<b>Supporting Town Centres</b>	Capital project covering small public realm and greening improvements in our key centres	E1- Improvements to Town Centres and High Streets	Amount of public realm created or improved	Improved perception of amenities
<b>Cultural / Creative Sector support</b>	Support cultural and creative businesses through seedfunding to showcase cultural and experiential offer	E6 Enhancing existing cultural, historic and heritage institutions offer	10 organisations receiving grants	Improved numbers of residents engaging with arts

# Supporting Local Business Projects

2022 -2025



£293,000

# Supporting Local Business Interventions

- Supporting decarbonisation and improving natural environment
- Funding for new and improvements to existing training hubs, business support offers, 'incubators' and 'accelerators' for local enterprise
- Support relevant feasibility studies
- Open markets and town centre retail and service sector
- Development and promotion of visitor economy

# Supporting Local Business Interventions

Project Name	Description	Intervention	Outputs	Outcomes
<b>West Kent Green Business Grant Scheme (partnership with TMBC)</b>	A grant scheme to encourage local businesses to move towards zero carbon through grants.	E29 - Supporting decarbonisation & improving natural environment	15 businesses receiving grants	10 businesses adopting new to firm technologies
<b>West Kent business support Programme (partnership with TMBC and TWBC)</b>	A co-ordinated programme of business support across West Kent with events, training and mentoring service as well as seed funding grants.	E24 - Training hubs, business support offers, incubators and accelerators	20 businesses receiving non-financial support  20 businesses receiving grants	15 early stage firms which increase their revenue following support
<b>Sector Skills Research</b>	Study to investigate key sectors and skills within the District	E31 - Support relevant feasibility studies	Number of feasibility studies supported	Increase in knowledge of sectors as a result of research, future skills and support needs identified
<b>Town Centre Activities</b>	Events and promotions to support town centres, development and to grow cultural offer across all our town centres	E16 - Open markets and town centre retail and service sector	Supporting markets, retail, leisure and hospitality sector	Increased footfall
<b>Alternative Visitor Economy Accommodation</b>	Supporting the visitor economy by encouraging alternative and pop up accommodation across the District	E17 - Development and promotion of visitor economy	Number of businesses receiving non-financial support	Increase in visitor numbers
<b>Digital Heritage and Visitor Economy Project</b>	Feasibility study to utilise augmented and virtual reality to promote heritage and visitor economy assets	E31 - support relevant feasibility studies	Number of feasibility studies supported	Increase in projects funded as a result of feasibility study

# People and Skills Projects

2024 -2025



£332,000

# People & Skills Interventions

- Employment support for economically inactive people
- Green skills courses
- Funding to support digital skills

No spending on this priority permitted until 2024/5

# People & Skills Interventions

Project Name	Description	Intervention	Outputs	Outcomes
<b>Growth Gurus</b>	Community hub pilot to delivery support and access to services and preventing worklessness via triage service and holistic approach delivering training, signposting and employability support to young people.	E33 - Employment support for economically inactive people	Number of people accessing mental and physical health support leading to employment	Number of people reporting increased employability through the development of interpersonal skills
<b>Support for Economically Inactive adults</b>	Interventions for economically inactive adults who face barriers to employment. Outreach provision with specialist support provided	E33 - Employment support for economically inactive people	Number of people supported to access basic skills	Number of people engaged in job searching following support
<b>Green Retrofit skills</b>	Improved coverage and understanding of retrofit agenda in the District with training provided	E39 - Green Skills courses	Number of people gaining a qualification following support	Number of people completing a course following support
<b>Upskilling in Digital Skills</b>	Supporting business growth by delivering digital training to fill skills gaps.	E41 - Funding to support local digital skills	Number of people gaining a qualification on completion of a course	Number of people completing a course following support

# Rural England Prosperity Fund

## Additional funding to support rural areas for Supporting Local business & Community and Place

- Page 198
- £500,000 Capital only allocation for Sevenoaks District
  - Supporting projects in rural areas
  - Addendum submitted in November awaiting approval
  - Spend to begin April 2023- end March 2025
  - Expecting definition of rural to cover majority of District



## REPF Addendum - subject to approval

- West Kent business Capital grant programme based on feedback from businesses
- Small Business / Community Organisations
- Grants up to max of £25k
- Standard grant intervention rate of 50%
- West Kent authorities funding appointment of Rural support officer to support.

# Delivery

- Monitoring and evaluation is key to releasing the full funding allocation
- Investment plan states agreed project allocations outcomes and outputs to deliver
- Expanded Business Board to provide local partnership group to oversee funding
- Working in partnership key to successful delivery

# Key Next Steps

- Set up budgets and monitoring processes
- Recruitment of:
  - UKSPF Projects Officer
  - Town Centre Projects Officer
  - Rural Projects Officer
- Convene steering groups
- Set up business support programme
- Advertise grant opportunities

Further queries, please contact:

Emily Haswell, UKSPF lead officer

[Emily.haswell@Sevenoaks.gov.uk](mailto:Emily.haswell@Sevenoaks.gov.uk)

Economic Development Team

**Item 11 – White Oak Leisure Centre Residential Quarter, Swanley –  
Developmental Proposal**

The attached report was considered by the Improvement & Innovation Advisory Committee on 28 February 2023. The relevant Minute extract was not available prior to the printing of these papers and will follow when available.

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**WHITE OAK LEISURE CENTRE RESIDENTIAL QUARTER, SWANLEY –  
DEVELOPMENT PROPOSAL**

**Cabinet – 16 March 2023**

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

**Status:** For Decision

**Also considered by:**

- Improvement and Innovation Advisory Committee – 28 February 2023
- Council – 25 April 2023

**Key Decision:** Yes

**Executive Summary:**

In February 2022, Council approved the development of a residential scheme on phase 3 of the former White Oak Leisure Centre Complex. Approval was granted to undertake further feasibility and detailed design work and the budget was set and appropriate delegations were granted to allow the scheme to progress subject to the scheme remaining viable and planning permission being obtained.

In October 2022 the Council completed its first two phases for the re-development of the former White Oak Leisure Centre Complex and further feasibility work was undertaken for the residential development. During the intervening period since approval was granted, global and market events have had a significant impact on the project. The procurement approach has also been adapted to reflect the needs of modern methods of construction and the receipt of grant funding and following consultation with key stakeholders, improvements have been made to the scheme's design. The scheme remains feasible and a planning application is to be submitted in spring with construction works commencing in September 2023.

**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 Improvement and Innovation Advisory Committee:**

- (a) The Advisory Committee endorse the proposed recommendations to Cabinet and Council.

**Recommendation to Cabinet:**

- (a) Cabinet notes the receipt of £840,000 grant funding from the One Public Estate Brownfield Land Release Fund which has required the need to adopt an accelerated procurement process;
- (b) Cabinet notes that this will be the Council's first modern methods of construction (MMC) scheme that will deliver 61 new high quality, environmentally efficient and sustainable homes and that the Council has procured a preferred contractor in compliance with procurement regulations and the Council's standing orders;
- (c) Cabinet recommends to Council the total project budget be increased to £21,852,476 and that the Capital Programme is accordingly amended;
- (d) Subject to Council's approval of the capital provision of £21,852,476 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; s
- (e) Cabinet approve that the development site as outlined red in Plan A (appendix E) be appropriated for planning purposes in accordance with the section 122 of the Local Government Act 1972 (in reliance on section 227 of the Town and Country Planning Act 1990) consequentially facilitating the Council's powers under sections 203 to 206 of the Housing & Planning Act 2016 to override any outstanding interests;
- (f) 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:**

Council approves the provision of £21,852,476 in the Capital Programme to deliver this scheme which is to be funded as noted in the Financial Implications of this report.

**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.
- 2 The site sits within a residential area on the northern side of Swanley Town Centre. The new White Oak Leisure Centre and surface car park is located to the south and east of the site and the White Oak Indoor Bowls Club adjoins the site to the west. Existing residential units surround the remainder of the sites perimeter.
- 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
  - Energy efficient new homes
- 4 Profit from the construction of the residential phase is required to part contribute to the construction of the new leisure centre, already completed. As a result, all housing will be market sale with no affordable provision.

## The Proposed Development Scheme

- 5 Several design options were considered for the site and the White Oak Residential scheme was approved by Cabinet on 10<sup>th</sup> February 2022 and Council on 22<sup>nd</sup> February 2022. The approved scheme was to provide up to 81 units, however further design and viability testing in addition to initial feedback from planning and Councillors has demonstrated that 61 units within its context and setting has the ability to create a better quality environment while maintaining viability and securing the required capital receipt. The preferred option (detailed in appendix A) proposes:
  - 13 x 3b5p houses
  - 8 x 1b2p flats
  - 40 x 2b4p flats
  - Car parking spaces, private gardens, soft and hard landscaping and trees.
- 6 The proposed layout offers 61 residential units comprising one block of flats at four storeys in height, alongside 13 two storey houses with private gardens.

## Agenda Item 11

This layout also provides 68 parking spaces with a green space and soakaway at the centre of the site. The remainder of the site is reserved for green space.

- 7 Initial planning and Councillor feedback has been obtained and suggestions have been incorporated into the preferred option to be taken forward.
- 8 The options appraisal suggests that the preferred option is viable from a planning and financial perspective, but further detailed analysis is required to refine the preferred option.
- 9 The next stage will undergo a further detailed investment appraisal to confirm viability, and the project will only proceed if it meets the scheme's aims and is within the financial parameters set (see Appendix B – confidential).
- 10 The scheme will be delivered through modular construction - a Modern Methods of Construction (MMC) technique. This is the creation of pre-fabricated buildings in a factory offsite, then delivered to the site for installation. The scheme consists of repeated sections called modules that are slotted together when installed on site. The modules can be of different shapes and sizes but are generally repeated to allow for economies of scale when producing the modules in the factory setting.
- 11 The benefits of this approach are that it allows for a speedier construction, greater cost control and faster return on investment, it minimises the time spent on site and therefore disruption to residents, it minimises waste and is more environmentally friendly. Construction in a factory setting also allows for a better quality product than on site where it is more open to user error and construction being affected by being open to the elements.

### Procurement

- 12 In order to accommodate a MMC build, the procurement process has been adjusted to ensure early engagement of a MMC contractor. This is to ensure the designs are appropriate for the manufacturing process to be employed.
- 13 As a result the Council has procured a contractor through the Building Better Framework, set up by National Housing Federations Greenhouse Innovation programme in 2018. The framework is specifically for MMC developments and a call-off from the framework provides quicker and more efficient access to approved manufacturers and a readymade marketplace. The Council has subsequently appointed Top Hat as MMC contractor having undertaken additional due diligence checks. The contract has been accordingly staged to minimise risks and the project only proceeds subject to planning permission being obtained and the scheme remaining viable.
- 14 A visit was undertaken to see Top Hat, who are building out a 30,000 sqm site in Chatham (Kitchener Barracks), delivering 280 homes. They are currently delivering homes on several sites across the country, with this being one of

their largest sites. Top Hat has reviewed the designs and have also provided costings to support the viability appraisal. Another added benefit is that the White Oak residential project architects, Bond Bryan Architects, are the project architects on the Kitchener Barracks development in Chatham, and so already have established a good working relationship with Top Hat.

- 15 Top Hat is currently under a Pre-Construction Services Agreement (PCSA), allowing Top Hat to support the appointed architect and provide design input through RIBA Stages 2 and 3, before entering into a formal building contract during Stage 4. This ensures that they will only be fully appointed once planning is granted and the scheme remains viable. The two-stage process requires them to submit a bid for the second stage, allowing the Council the opportunity to review the position and withdraw should they wish to. A JCT Design and Build 2016 standard form of contract will be used and Top Hat will be procured on a fixed fee lump sum basis.
- 16 Further information regarding Top Hat and examples showcasing the quality of their work and projects delivered is attached at Appendix D.

**Public Consultation**

- 17 Input from Councillors has been taken into account and it is proposed that the local community and interested parties will be consulted in Spring 2023 to present the emerging scheme. Feedback will be used to refine the scheme where appropriate prior to submitting a planning application.
- 18 Following the pre-planning consultation, further consultation will take place as part of the statutory planning process.

**Delivery Programme**

- 19 The project’s indicative delivery programme, assuming planning consent is granted, is outlined in the table below. Note this is subject to change:

<b>Milestones</b>	<b>Date</b>
<b>Milestone</b>	<b>Date</b>
Public consultation	Spring 2023
Planning Submission	May 2023
Planning Determination	August 2023
Start on site	October 2023
Practical completion	Spring 2025

**Project Costs**

## Agenda Item 11

Supporting information at Appendix B - exempt from publication under paragraph 3 "Information relating to the financial or business affairs of any particular person (including the authority holding that information)"

- 20 The sales values used by the external property consultant have remained as per the previous viability studies and have therefore been kept at 2021 values. Construction costs and interest rates have however increased substantially given global market conditions. At the time of the Council's decision in February 2022, interest rates from the PWLB were circa 1.5% and have now increased to 4.5%. Construction materials have also experienced significant inflationary pressures of up to 30% since February 2022. These have consequently impacted on the scheme's financials since last reported to Cabinet in February 2022. Our updated cost plan prepared by our cost consultants in consultation with Top Hat suggest that the scheme remains financially viable and their assessments have been closely scrutinised by the Council's consultants, Property and Finance teams.
- 21 It is important to note that the cost plan reflects Top Hat's unit pricing noted in the framework agreement and that these unit prices remain fixed and are adjusted annually (in September) in accordance with inflation. As a result, the cost plan has a very high degree of cost certainty and this price will be locked into. 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. As the scheme progresses, the appraisal will undergo continuous stress testing to determine its sensitivities to cost pressures, interest rate rises, decline in sales values whilst the design continues to be developed and costs fixed via the pre-construction services agreement with Top Hat.
- 22 SDC was also successful with securing a grant of £840,000 via the Brownfield Land Release Fund for the White Oak Residential Scheme. The Brownfield Land Release Fund (BLRF) is a cross-government initiative between the Department for Levelling Up, Housing and Communities (DLUHC) and One Public Estate (OPE) which is delivered in partnership by the Local Government Association and the Cabinet Office. The funding will go towards infrastructure and remediation works.

### Appropriation

- 23 It is recommended that as part of the development process Cabinet legally appropriate the development site for planning purposes. That is, that the Council is to declare that the land is no longer required for its former purposes but is required for facilitating the development and ensuring proper planning in the area. In order to appropriate the land, the Council should be satisfied on the requirements of sections 122 of the Local Government Act 1972 and section 203 of the Housing and Planning Act 2016.

- 24 In particular, although the Council has taken reasonable steps to identify limitations on the land, appropriation would protect the Council from unexpected and disruptive injunctions.
- 25 Over time the site has become subject to assorted rights and covenants while the Council's former, extensive, holdings have become fragmented including under the transfer to West Kent Housing in 1989 and various Rights to Buy. It is possible that undocumented rights may have arisen, although no harms have been identified from this project.

*Appropriation will facilitate the carrying on of development or redevelopment or achieve the interests of proper planning*

- 26 The previous use of the site was as the former White Oak Leisure Centre. A new centre has been constructed and in operation for more than a year.
- 27 The proposed development has an extant permission granted under planning reference 19/02951/HYB. It is intended that a detailed permission will be sought for the housing phase and it would be dependent upon achieving that.
- 28 The appropriation would allow confirmation that the land was no longer required for its former purpose but was to be utilised for the carrying out of a development which has been given due permission.

*The development is likely to contribute to the economic, social or environmental well-being of the area*

- 29 The proposed development has outline permission as granted under planning reference 19/02951/HYB for development up to 40 residential units. The existing proposals are currently seeking a modest increase to the units.
- 30 In either case the development would provide high quality new housing for the town, which was recognised by the Officer's report for the original planning application as helping to meet a social need set out in policy. Further, the development of the housing also facilitates the development that has already taken place to provide modern leisure facilities for the north of the district.

*Whether the use of Section 203 (to override rights) is proportionate with any interference with the human rights of those involved*

- 31 In all its functions the Council must consider the impact of its decisions, ensuring that any negative or any positive impacts are balanced against each other and that any final decision is proportionate.
- 32 In this case Section 203 necessarily engages the rights to private property (Article 1 of the First Protocol of the ECHR) and Family Life (Article 8). The Council must therefore consider the balance in the decision to appropriate and whether the steps are only those necessary to achieve the legitimate aim.

## Agenda Item 11

Should an interference arise in practice then it is considered that the role that the development would provide with much needed housing in the District and in facilitating the new leisure centre outweighs the impacts that the development would have. The steps are necessary but proportionate.

### *Contact with third parties with interests*

- 33 Parties have not been individually contacted for the reasons set out above, while the certainty needed for the development would not in practical terms allow correspondence with all potential parties within existing timeframes.

### **Other Options Considered**

- 34 The February 2022 Cabinet and Council report outlined the various alternative development options. Pertinent to this report, is that there are alternative procurement approaches that could have been deployed but were discounted. In particular, the Council could have continued down the route of a traditional design and build route, obtain planning permission and then tendered for a contractor. This route does not support MMC build, as it is imperative that for MMC projects, that a contractor is involved upfront in the design process. This ensures the scheme can be constructed and delivered cost effectively using MMC. Additional benefits of employing MMC are outline above in the report.
- 35 A condition of the grant funding is also a need to be in contract by 31 March 2023, and the procurement approach adopted facilitates this condition.

### **Risk Assessment**

- 36 A table outlining the key risks relating to this project are outlined in Appendix C.

### **Key Implications**

#### Financial Implications

- 37 The scheme is intended to be funded (ultimately) from capital receipts from the sale of the residential units (see Appendix B for more information).
- 38 The table below shows the expected expenditure over the duration of the project.

	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£	£	£	£	£	£
<b>Expenditure</b>	250,000	2,050,000	9,500,000	7,450,000	2,602,476	21,852,476

- 39 61 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).

- 40 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.
- 41 Consideration will need to be given to the VAT implications of the project. Dependent 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

- 42 The Council has freehold title of the site.
- 43 The Council leased White Oak to Sencio. 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.
- 44 The Council will need to apply for planning consent and obtain all other necessary statutory approvals (e.g. building control approval).
- 45 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.
- 46 The Council has procured a contractor using a public framework agreement that is compliant with public procurement regulations and the Council's standing orders. The JCT Form of contract is being used and the contract has been staged to safeguard the Council's position from unnecessary costs.
- 47 The Council will need to comply with the OPE Land Release Fund grant conditions. While the conditions are not overly onerous, a key requirement is for the Council to be in contract by the 31 March 2023. The Council has consequently procured a contractor using the Building Better Framework and has accordingly staged the contract.
- 48 There are no state subsidy implications associated with the proposed scheme.

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- 49 The legal implications of appropriation are as otherwise set out in the report.

### Equality Assessment

- 50 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

- 51 A sustainability checklist has been completed and was previously reported. The scheme will aim to be delivered in line with SDC’s Net Zero ambitions.

### Conclusion

- 52 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 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.



<p><b>Appendices</b></p>	<ul style="list-style-type: none"> <li>• Appendix A –Design details</li> <li>• Appendix B – Cost plan and development appraisal (Gold Papers – exempt from publication exempt under paragraph 3 “Information relating to the financial or business affairs of any particular person (including the authority holding that information)”</li> <li>• Appendix C – Outline Risk Assessment</li> <li>• Appendix D – Top Hat Information</li> <li>• Appendix E – Site Plan for appropriation purposes</li> </ul>
<p><b>Background Papers</b></p>	<ul style="list-style-type: none"> <li>• Hybrid planning application ref: <a href="#">19/02951/HYB</a></li> <li>• LSI Architects: White Oak Residential Feasibility Study</li> <li>• Geotechnical Investigation report</li> <li>• Cabinet Report dated February 2022</li> </ul> <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 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</p> <ul style="list-style-type: none"> <li>• Pathfinders Development Consultant (October 2021): White Oak Residential Viability Appraisal</li> <li>• LSH’s Residential Market Assessment – Bevan Place</li> <li>• Playle and Partners (October 2021): White Oak Residential Order of Cost Estimate</li> <li>• Airey Miller (November 2022): White Oak Residential Financial Appraisal</li> </ul>

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

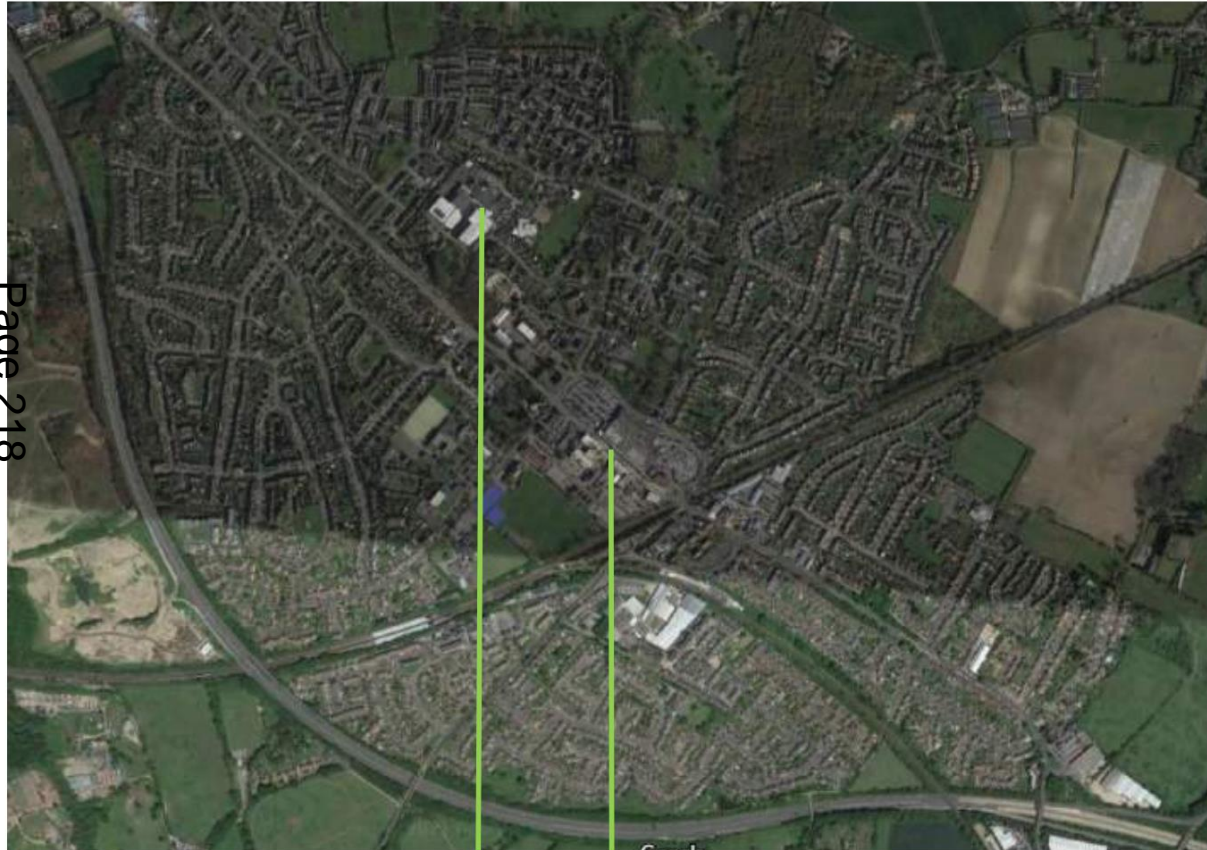
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B O N D B R Y A N

**White Oak Residential Development**  
Swanley

# Situation



Development site

Town Centre

Area for residential development

Built 2022

# White Oak Residential Development

## Context



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Leisure centre



2 storey dwellings

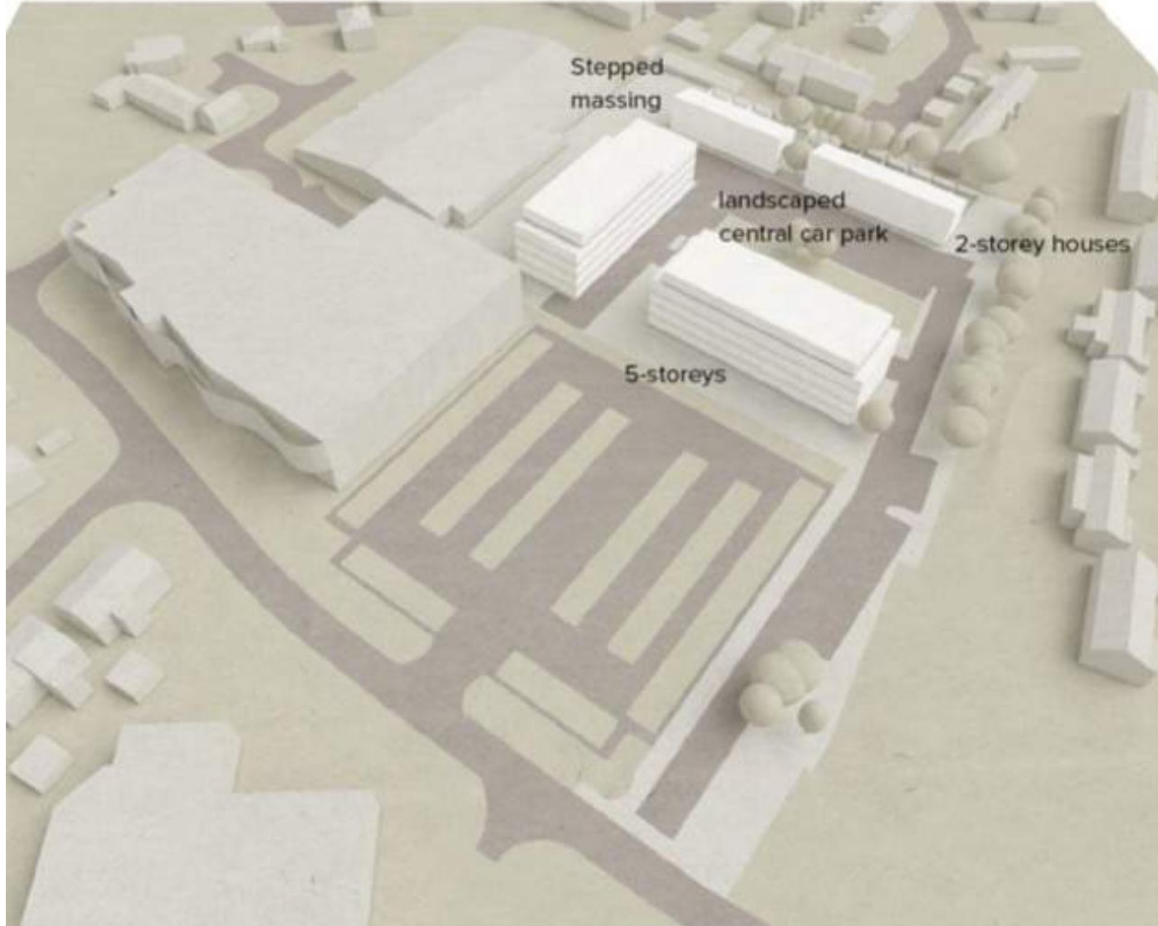


Apartment blocks

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# White Oak Residential Development

## RIBA Stage 1 design

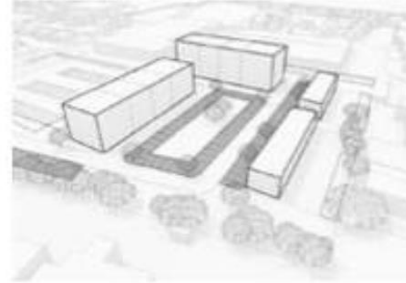


# White Oak Residential Development

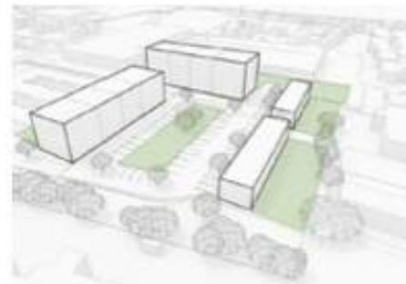
## Design development



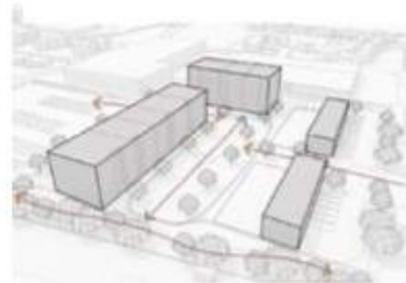
Precedent images: communal green space and varied building forms



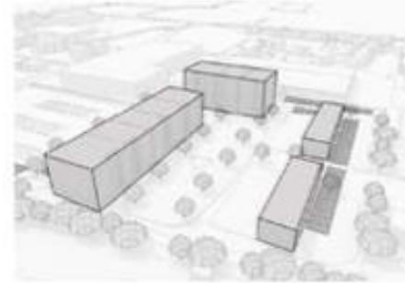
Stage 1 proposal: dominating car park arrangement



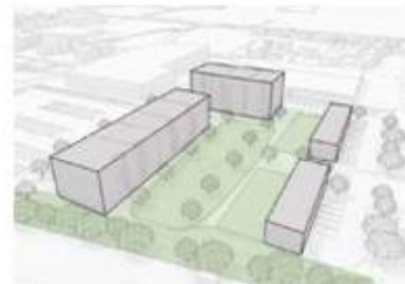
Stage 1 proposal: fragmented green space



Potential to improve permeability and connectivity through the site



Potential to push parking to perimeter



Potential to bring green spaces together



Creating a green heart with building frontages responding to the shared green space

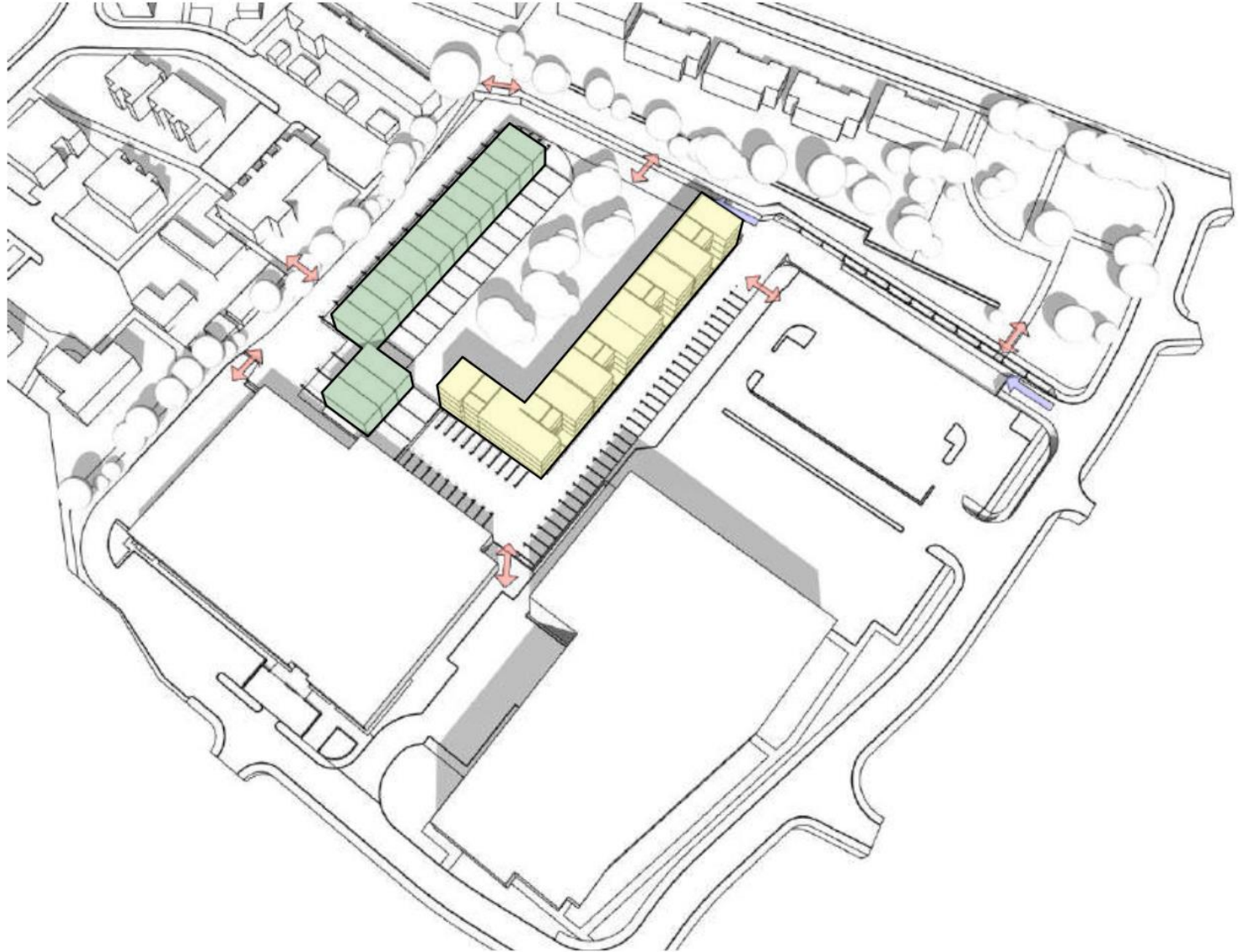


# White Oak Residential Development

Design development



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# White Oak Residential Development

## RIBA 2 – Option B (Preferred Option)



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Typology				
Key	Type	Number of storeys	NDSS Target area (sqm)	Quantity

Apartment 4 storeys block				
	1b2p	1.00	50.00	19
	2b4p	1.00	70.00	31
				50

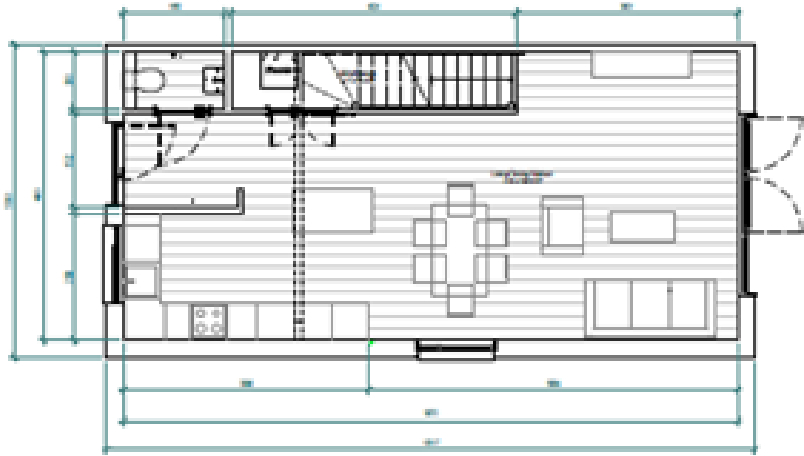
House				
	3b5p	2.00	93.00	13
				13
				<b>63</b>

Parking Schedule		
Type	Quantity	

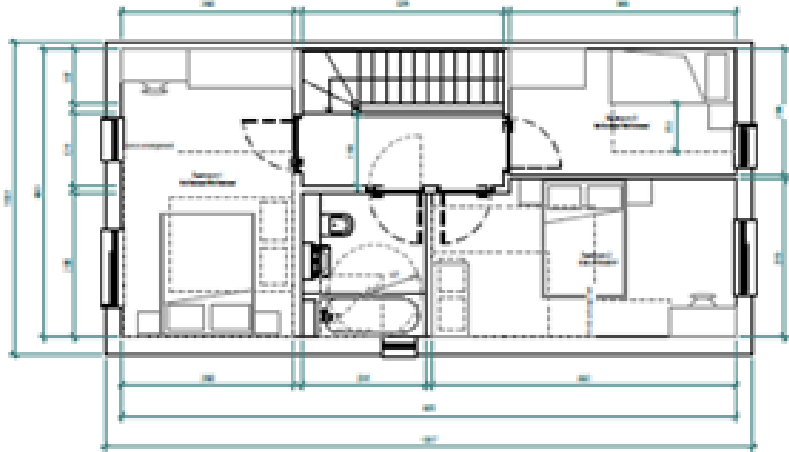
Space_Parking	68
---------------	----

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# 3-Bed house internal layout

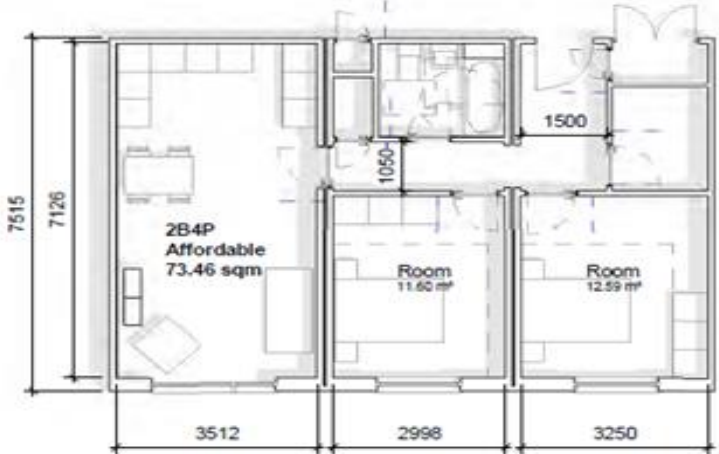


Ground floor plan



First floor plan

# 2-Bed flat internal layout





# White Oak Residential Development

## Modular Construction



Artist's Impressions



## 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	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	Capital costs exceed budget due to factors including: construction market tender disinterest, tender risk cover pricing, tender period over Christmas, covid-19 costs.	Contractor appointed using BBF Framework which has agreed rates schedules that are competitive. As a result, cost certainty with construction costs (manufacturing) is obtained.
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.

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		Knowledge already available from Leisure Centre construction to feed into design/construction of residential.
Public opposition	Residents oppose the scheme.	Community engagement undertaken in 2017 when consulting on leisure centre redevelopment. Extensive discussion with local Members to refine and improve the design.



# TopHat

# Who we are

## Technology enabled manufacturer of volumetric modular homes, established in 2016.

Based in a dedicated 125,000sqft advanced manufacturing facility in Foston, Derbyshire, the business currently employs 200 people.

TopHat's integrated technology platform drives industry leading design variation and customisation, manufacturing efficiency and quality.

The UK's first zero embodied carbon house builder TopHat has diversified routes to market through:

- ✓ Turnkey
- ✓ Partnerships
- ✓ Private sale

TopHat has invested more than £150m of private sector funds to date in the development of the company.





# Key accomplishments

- First true digital home manufacturer with scalable systems and process
- UK's first zero embodied carbon home builder
- 200 homes already in the ground featuring 12 different house types
- Catalogue of 22 semi-detached and detached homes and 7 apartment types, with an established 4 week DfMA process for a new production ready house type using TopHat standard details
- 5 year framework with Ikea/Skanska joint venture, Boklok, to deliver all their off-site homes in the UK
- Place on the Building Better Framework to deliver circa 500 homes per year

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# Pipeline –strategic partnerships



## Boklok

5 year framework Agreement to deliver upwards of **1,500** homes.

- 2022 - 210 homes**
- 2023 - 500 homes**
- 2024 - 500+ homes**
- 2025 - 500+ homes**

This represents 70% of F1 capacity.



## Goldman Sachs

Strategic Partnership with Goldman Sachs BTR fund to deliver several billion pounds of BTR product with the first 4 sites, **800** homes already identified.



## Building Better

A 5 year framework covering over 30 housing associations allowing the direct appointment of TopHat to deliver both houses and apartments. The framework, in the first 2 weeks, has generated close to **1,000** homes of enquiries.



# Delivered projects



**The Slivers, Rugby**

CLIENT	NUMBER OF HOMES
Urban & Civic	38



**Kitchener Barracks, Chatham**

CLIENT	NUMBER OF HOMES
TopHat Developments	280



**Airport Road, Bristol**

CLIENT	NUMBER OF HOMES
BoKlok	77



**White Road, Chatham**

CLIENT	NUMBER OF HOMES
Medway Council	20

# Kitchener Barracks, Chatham

NUMBER OF HOMES	CLIENT	SQUARE METRES
280	TopHat Developments	30.000



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# Kitchener Barracks, Chatham

This project involves the construction of over 300 residential units on a former Ministry of Defence site in Chatham, Kent.

The homes are a mixture of 1 and 2-bedroom apartments and 2, 3, 4 and 5 bedroom houses. All houses are either delivered to national space standards or above and all significantly exceed the requirements of Part L.

The project is a development owned by TopHat and being delivered as a turnkey solution by TopHat Communities under a D&B JCT contract with the development SPV.

The site involves the delivery of over 600 modules, across each of the different house types and phases.

The site is very difficult, with a significant fall from the top to the bottom of the site. It has therefore been essential that the phasing and sequencing is cognisant of the site challenges. The project is being delivered in various phases, with Phases 1 and 2 now complete and Phase 3 due to commence in February 2021.

The site also includes a heritage building, which TopHat has also developed and completed. This demonstrates our ability to take on more complex sites than most offsite manufacturers.

All completed units have been sold by TopHat, with no issues occurring in sales from concerned mortgage lenders etc. In fact, the sales point of Kitchener Barracks has exceeded other local developments.

The houses have been delivered to an outstanding air tightness, with less than  $1\text{m}^3/\text{hr}/\text{m}^2@50\text{pa}$  being achieved in some of the homes. This has been achieved through the use of triple glazing and exceptionally high levels of insulation.

The homes have been delivered with a number of environmentally efficient technologies, including MVHR systems and wastewater heat recovery. This is in addition to the exceptional air tightness.

The completed units have therefore all received excellent EPC scores.

The final phase of the work commences in February 2021 and is used to offset any spare capacity in the factory.



# The Slivers, Rugby

NUMBER OF HOMES

38

CLIENT

Urban & Civic

SQUARE METRES

3500



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# The Slivers, Rugby

This project involves the construction of 38 residential units for Urban & Civic in Rugby, Northamptonshire.

The homes are a mixture of 2, 3 and 4 bedrooms, terraced and semi-detached. In total, 76 modules are being used for the delivery of this project.

The project is a supply-only contract, delivered under a JCT D&B Contract, directly with the developer.

The site is very tight and known as the Slivers, with access from a single entrance, as shown in the below image.

TopHat has worked with the developer and the Local Authority to ensure the project obtained planning permission based on the standard TopHat designs.

The houses are being delivered across a phased, 6-month programme to suit the sales aspirations of the developer.



# White Road, Chatham

NUMBER OF HOMES

20

CLIENT

Medway Council

SQUARE METRES

1500



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# White Road, Chatham

The design, supply and installation of 20 affordable homes at an infill site in White Road, Chatham.

The project was delivered under a D&B JCT contract. The project was constructed using 40 volumetric modules, with the top volume of the house having an integral roof structure.

The homes are all 2-bedroom, 4 person homes, delivered in accordance with national space standards and exceeding the requirements of Part L.

All homes have achieved an airtightness of less than  $3\text{m}^3/\text{hr}/\text{m}^2@50\text{pa}$ , a significant improvement on the  $5\text{m}^3/\text{hr}/\text{m}^2@50\text{pa}$  required by the client.

The homes have been delivered under a turnkey, design and build contract by TopHat, working with a local groundwork subcontractor preferred by the Local Authority.

The site is very tight, located behind an existing community centre and was essentially a waste ground. As can be seen from the plan above, there is a single, tight entrance onto the site.

TopHat secured the project in early 2020 and worked with the Local Authority to develop the design and obtain planning permission, based on the standard TopHat house designs.

TopHat commenced the works in the summer of 2020, clearing the site and installing infrastructure for the homes. The first modules were installed in October 2020 and completion was achieved in December 2020 to the high satisfaction of the client.



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# Airport Road, Bristol

NUMBER OF HOMES	CLIENT	SQUARE METRES
77	Boklok	7100



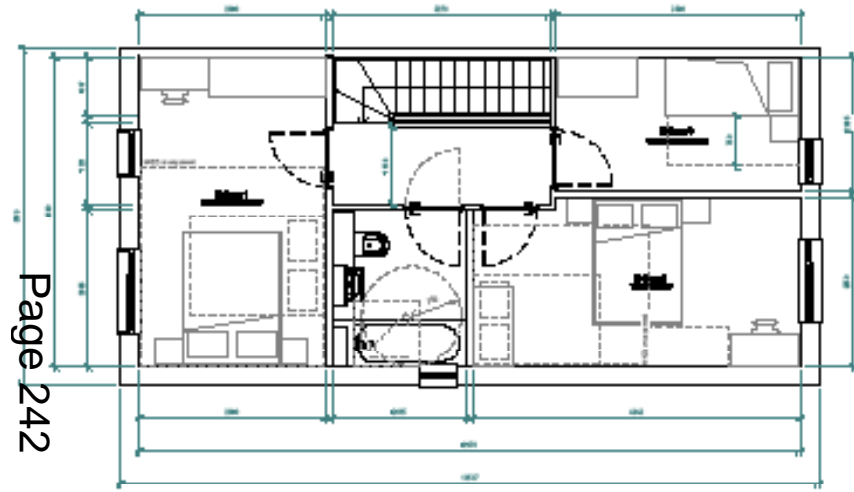
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# Proposed house type

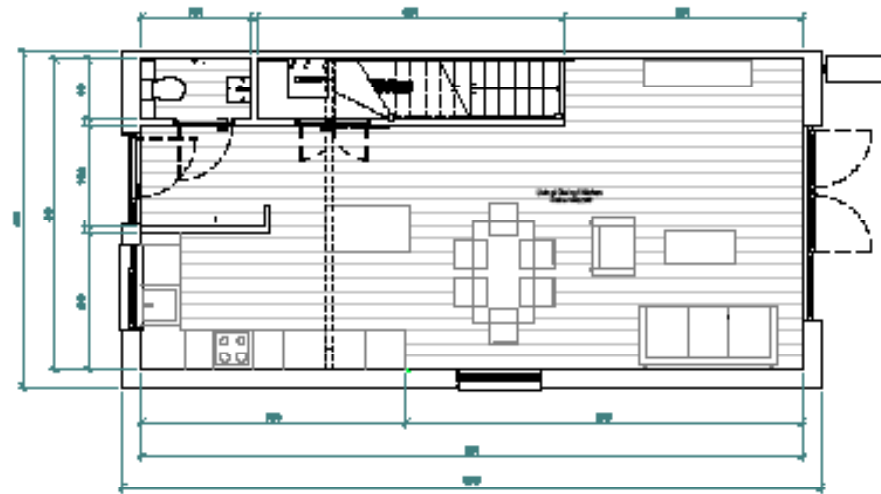


# 3Bedroom\_5Person



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First floor plan



Ground floor plan



**Tenure:**

**Market Sale and Affordable**

**Standards:**

- NDSS compliant as 3B\_5P (if en-suite variation selected NDSS compliant as 3B\_4P only)
- M4(2) compliant (porch upgrade required, not shown on the plan)
- Doors and windows are Secured by Design compliant
- Window positions shown on the plans above will vary depending on the elevation option selected
- Please refer to project specific specification for product's layout options, finishes and fittings

# Proposed apartment type



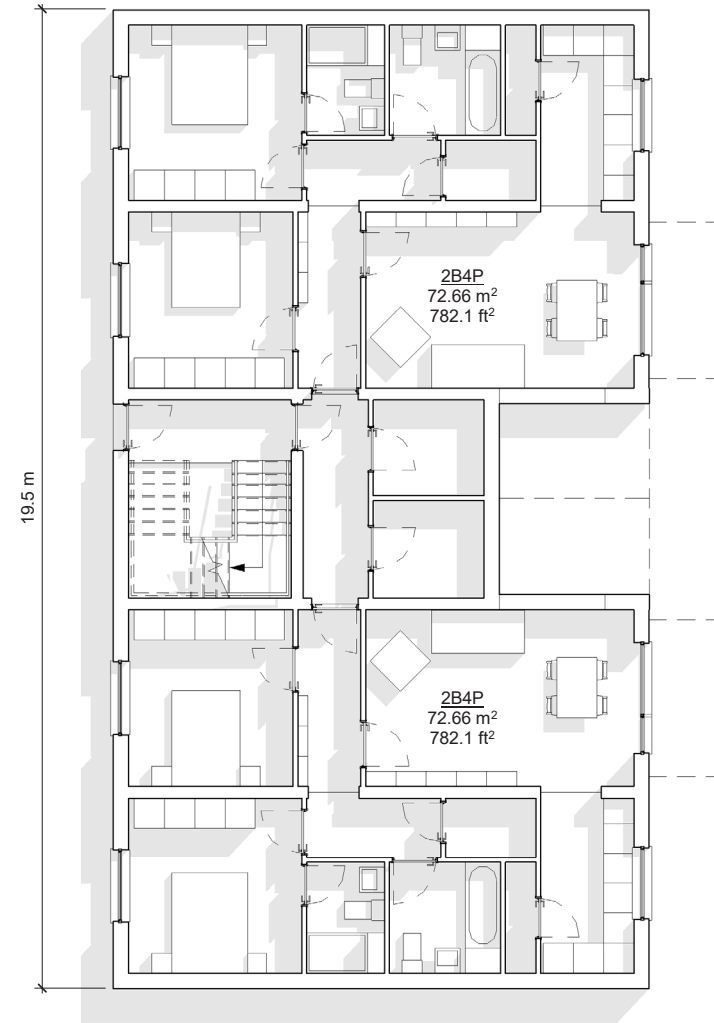
THGA 1\_50.6 sqm / 72.66 sqm

# 1Bedroom\_2Person 2Bedroom\_4Person



THGA 2\_72.66 sqm

# 2Bedroom\_4Person



Tenure:

PRS

Standards:

- NDSS compliant as 1B\_2P & 2B\_4P
- Doors and windows are Secured by Design compliant
- Window positions shown on the plans above will vary depending on the elevation option selected
- Please refer to project specific specification for product's layout options, finishes and fittings



\*Images for illustrative purposes only

# Cladding technology

A comprehensive range providing a total solution



Buff



Red - Multi



Charcoal



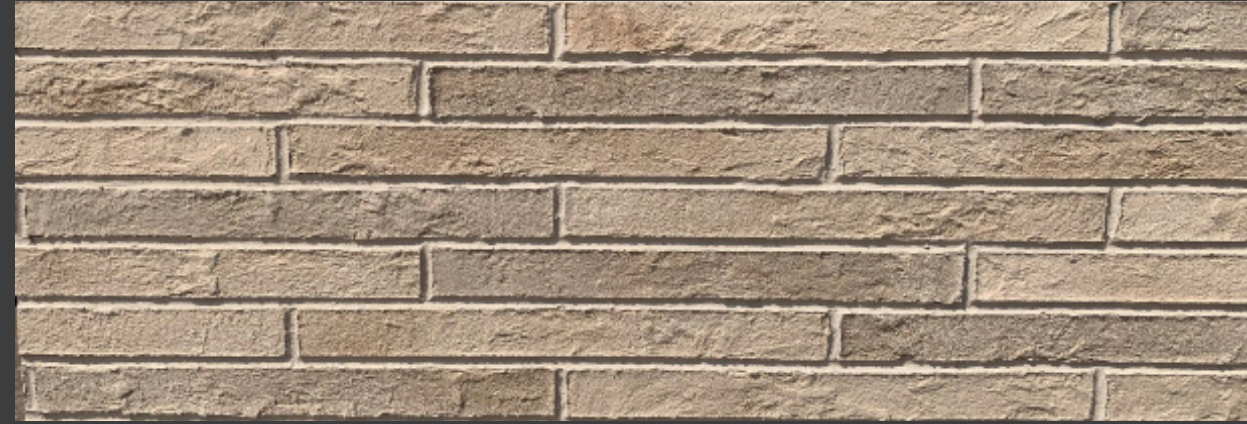
Red



Buff Roman Format



Slate Roman Format



Built examples

# TopHat specification

TopHat Specification item		Standard	Net Zero	PRS / Sale	Premium
1.0 Roof Form	1.1 Front to back pitch (F/B)	✓	✓	✓	✓
	1.2 Side to side pitch (S/S)				

Page 246	<b>2.0 Energy</b>	<b>2.1 Compliant with Part L</b>				
		2.1.1. Fabric air tightness 5m3/m2h @ 5Pa or better	✓		✓	
		2.1.2 Vaillant Eco-Tec or similar gas boiler				
		<b>2.2 35% reduction - ASHP</b>				
		2.2.1 Electric air-source heat pump with hot water tank	✓	✓	✓	
		2.2.2 Standard radiators baseline	✓	✓	✓	
		2.2.3 Flat panel radiators upgrade				
		<b>2.3 Net Zero Carbon</b>				
		2.3.1 3m3/m2h @ 50Pa or better		✓		
		2.3.2 Daikin or similar electric air-source heat pump with hot water tank				
		2.3.3 MVHR system		✓		
		2.3.4 Roof-mounted PV panels		✓		
		2.3.5 Roof-mounted PV panels with battery storage				

## 2.2.1 Air source heat pump (electric)

**Brand** Vaillant

**Model** Unitower and Aerotherm-plus

**Size** External unit (mm) 765 high x 450 deep x 1100 wide  
Internal unit (uniTOWER) 1866 high x 693 deep x 595 wide

**Performance** Excellent A+++ rated, SCOP of ~4.5

**Description** Monoblock Air Source Heat Pump with integrated high performance direct hot water cylinder

\* Unit manufacturer may vary from this dependant on supply





# TopHat specification

TopHat Specification item		Standard	Net Zero	PRS / Sale	Premium
3.0 External Finishes	<b>3.1 Roof</b>				
	3.1.1 Clay/ concrete tiles baseline	✓	✓	✓	✓
	3.1.2 Pressed metal				
	<b>3.2 Cladding</b>				
	3.2.1 Mauer printed brick system - A2 rated (see separate catalogue)	✓	✓	✓	
	3.2.2 Mauer brick slip system - A1 rated				
	<b>3.3 Windows</b>				
	3.3.1 PVCu Logik chamfered sash	✓	✓	✓	
	3.3.2 PVCu Logik flush sash				
	3.3.3 Alu/timber composite				✓
	3.3.4 Aluminium triple glazing				
	<b>3.4 External Doors</b>				
	3.4.1 GRP skinned solid door	✓	✓	✓	
	3.4.2 Alu/timber composite with fan light only				✓
	3.4.3 PVCu patio door 2035 x 2100	✓	✓	✓	
	3.4.4 Alu patio door 2035 x 2100				✓
	<b>3.5 Porch</b>				
	3.5.1 Canopy	✓	✓	✓	
	3.5.2 Surround				✓
	<b>3.6 Rainwater goods</b>				
	3.6.1 Plastic gutter down pipe	✓	✓	✓	
	3.6.2 Aluminium gutter and down pipe				✓

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## 3.2.2 Standard radiator baseline

**Brand** Sterad or similar

**Model** K1 Classic Compact

**Size** Selection of radiator sizes based on room size and load requirements

**Colour** White

**Description** Standard profiled panel



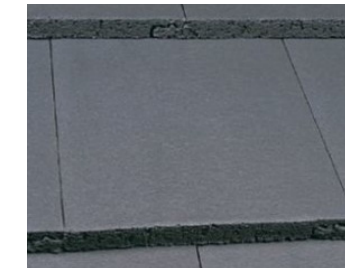
## 3.1.1 Clay/ Concrete tile baseline

**Brand** Marley or similar

**Model** Clay or Concrete

**Colour** Smooth grey or Mosborough red\*

**Size** 400x400mm



## 3.6.1 Plastic gutter & downpipe

**Brand** Floplast or similar

**Model** Square line

**Size** 114mm gutter and 63mm square downpipe

**Colour** Anthracite grey



# TopHat specification

TopHat Specification item		Standard	Net Zero	PRS / Sale	Premium
<b>4.0 Internal Finishes</b>	<b>4.1 Bathroom wall and floors</b>				
	4.1.1 Porcelain 300x600mm wall tile baseline	✓	✓	✓	
	4.1.2 Porcelain 600x600mm floor tile baseline	✓	✓	✓	
	4.1.3 Porcelain 300x600mm wall tile upgrade				✓
	4.1.4 Porcelain 600x600mm floor tile upgrade				✓
	4.1.5 Wood effect LVT tile baseline	✓	✓	✓	
	4.1.6 Multipanel single wall panel	✓	✓	✓	
	<b>4.2 Floor coverings</b>				
	4.2.1 Wood effect vinyl tiles (to all ground floor) baseline	✓	✓	✓	
	4.2.2 Engineered wooden flooring to all ground floor				✓
	4.2.3 Carpet (to stairs and FF landing and bedrooms) baseline			✓	✓
	4.2.4 Carpet (to stairs and FF landing and bedrooms) upgrade				

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## 4.1.1 Ceramic tile

**Brand** Parkside or similar

**Model** Kirn

**Colour** Bianco White to family bathrooms  
Beige to en-suites "

**Size** 600 x 600mm floor tiles and 300 x 600mm wall tile

**Performance** Suitable for exterior and interior use in wet areas

**Description** Matte finish

"\*Includes full height tiling to walls around bath and shower and half height tiling to remaining walls apart from upstand behind the sink and toilet which is supplied as bathroom furniture (refer to 7.3 Bathroom Furniture)



# TopHat specification

TopHat Specification item		Standard	Net Zero	PRS / Sale	Premium
<b>5.0 Kitchen</b>	<b>5.1 Furniture</b>				
	5.1.1 Slab panel doors baseline	✓	✓	✓	✓
	5.1.2 Shaker doors upgrade				
	5.1.3 Carcass baseline	✓	✓	✓	
	5.1.4 Wooden carcass				✓
	5.1.5 Laminate top baseline	✓	✓	✓	
	5.1.6 Quartz top upgrade				✓
	5.1.7 Silestone top upgrade				
	5.1.8 Handles baseline	✓	✓	✓	
	5.1.9 Handles/ handleless upgrade				✓
	<b>5.2 Kitchen sink and tap</b>				
	5.2.1 Surface mounted sink	✓	✓	✓	
	5.2.2 Undermounted sink				✓
	5.2.3 Bristan or similar kitchen tap baseline	✓	✓	✓	✓
	5.2.4 Hansgrohe or similar kitchen tap upgrade				
	<b>5.3 Appliances*</b>				
	5.3.1 Hotpoint oven, hob & extract	✓	✓	✓	
	5.3.2 Bosch				✓
	5.3.3 Miele or similar				

- \* Appliances included are hob, oven and extract
- \* Client requested alternative specification items will be considered
- \* Unticked items are client cost options

## 5.1.1 Doors

**Manufacturer** Woodlands, Symphony or Benchmark

**Model** Slab door - Egger laminate wrapped

**Colour** Cashmere grey in matt finish

**Size** Base units - Standard height and widths

**Highlevel units** Standard tall units in standard widths

\*Door and plinth to be provided to allow purchasers to fit integrated dishwasher and washer dryer



# TopHat specification

TopHat Specification item		Standard	Net Zero	PRS / Sale	Premium
<b>6.0 WCs and bathrooms</b>	<b>6.1 W.C and family bathroom sanitaryware</b>				
	6.1.1 Ideal Standard or similar WC sink baseline	✓	✓	✓	
	6.1.2 Ideal Standard or similar family bathroom sink baseline	✓	✓	✓	
	6.1.3 Ideal Standard or similar toilet baseline	✓	✓	✓	
	6.1.4 Ideal Standard or similar bath baseline	✓	✓	✓	
	6.1.5 Roca or similar WC sink upgrade				✓
	6.1.6 Roca or similar Family bathroom sink upgrade				✓
	6.1.7 Roca or similar Toilet upgrade				✓
Page 250	6.1.8 Bath pole and curtain baseline	✓	✓		
	6.1.9 Bath screen glass upgrade			✓	✓
	<b>6.2 Brassware</b>				
	6.2.1 Bristan or similar basin tap baseline	✓	✓	✓	
	6.2.2 Hansgrohe or similar basin tap upgrade				✓
	6.2.3 Bristan or similar bath filler baseline	✓	✓	✓	
	6.2.4 Hansgrohe or similar basin bath filler upgrade				✓
	6.2.5 Bristan or similar shower mixer baseline	✓	✓	✓	
	6.2.6 Hansgrohe or similar shower mixer upgrade				✓
	6.2.7 Waterworks or similar upgrade throughout				
	6.2.8 Toilet holder + door clothes hooks baseline	✓	✓	✓	✓
	6.2.9 M4(3) grab rail pack				
	<b>6.3 Vanity Furniture</b>				
	6.3.1 No vanity furniture and mirror baseline	✓	✓		
	6.3.2 Vanity furniture, concealed cistern and mirror cabinet unit			✓	✓

## 6.1.4 Bath

**Manufacturer** Ideal Standard or similar

**Model** Tesi

**Colour** White

**Size** 700(W) x1700(L)

**Description** Acrylic bath with waste overflow in chrome. White acrylic side panel front to allow maintenance access

\*lower overflow version required if 110 l/per person per day required



## 6.2.1 Basin tap baseline

**Manufacturer** Bristan or similar

**Model** Orta tap

**Colour** Chrome

\*to WCs only



## 6.2.3 Bath and shower mixer upgrade

**Manufacturer** Bristan or similar

**Model** Clio Bath filler

**Colour** Chrome

\*to family bathrooms



# TopHat specification

TopHat Specification item		Standard	Net Zero	PRS / Sale	Premium
<b>7.0 Electrical fixtures and fittings</b>	<b>7.1 Lighting</b>				
	7.1.1 Pendant baseline	✓	✓	✓	
	7.1.2 Pendant upgrade				✓
	7.1.3 Recessed downlight baseline	✓	✓	✓	✓
	7.1.4 External porch light baseline	✓	✓	✓	
	7.1.5 External porch light upgrade				✓
	7.1.6 External patio light baseline	✓	✓	✓	
	7.1.7 External patio light upgrade				✓
Page 251	<b>7.2 Sockets and switches</b>				
	7.2.1 White PVC baseline	✓	✓	✓	
	7.2.2 White PVC USB sockets upgrade				✓
	7.2.3 Brush aluminium upgrade				
	7.2.4 Brush bronze or brass upgrade				
	7.2.5 Shaver socket in master bedroom ensuite	✓	✓	✓	✓
	<b>7.3 Media</b>				
	7.3.1 TV and Wifi media plate	✓	✓	✓	✓
	7.3.2 Sky+ connection in living room and master bedroom				
	<b>7.4 Heating and H&amp;S</b>				
	7.4.1 Standard central thermostat	✓	✓	✓	✓
	7.4.2 Hive or similar thermostat				
	7.4.3 Heat and smoke detector	✓	✓	✓	✓

- \* Appliances included are hob, oven and extract
- \* Client requested alternative specification items will be considered
- \* Unticked items are client cost options

## 7.1.1 Pendant baseline

**Manufacturer** Hager or similar

**Model** 624SEL212/9

**Colour** White

**Size** 700(W) x1700(L)

**Description** Safety pendant set 9" - short skirt



## 7.1.3 Recessed downlight baseline

**Manufacturer** Ovia or similar

**Model** Nano 5

**Colour** White

**Diameter** 90mm



## 7.1.4 External porch light baseline

**Manufacturer** Aurora or similar

**Model** EN-WL5BLK

**Colour** Satin chrome or Matt black

**Description** 240V GU10 IP44 aluminium fixed up/down wall light black(white)



# TopHat specification

TopHat Specification item		Standard	Net Zero	PRS / Sale	Premium
<b>8.0 Internal joinery</b>	<b>8.1 Internal doors</b>				
	8.1.1 Plain flush door	✓	✓	✓	✓
	8.1.2 Thirsk grained door				
	8.1.3 Ironmongery baseline (zoo)	✓	✓	✓	✓
	8.1.4 Oversized internal doors				
	<b>8.2 Skirtings and architraves</b>				
	8.2.1 baseline	✓	✓	✓	✓
	8.2.2 upgrade				
	<b>8.3 Stairs</b>				
	8.3.1 Baseline (painted handrail, mdf treads)	✓	✓	✓	
	8.3.2 Upgrade (timber handrail, mdf treads)				✓
	8.3.3 Upgrade (softwood handrail and stair)				

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## 8.1.1 Internal doors plain baseline

**Manufacturer** Ian Firth, Vicaima or similar

**Model** IFV.10 Paint grade plus

**Colour** White primed

**Size** Imperial Door Sizes, Thickness 35mm

**Description** Semi solid core, supplied and fitted with quicksemble hinges in a chrome finish



## 8.1.3 Door furniture baseline

**Manufacturer** Zoo or similar

**Model** ZCS050SS

**Colour** Satin stainless

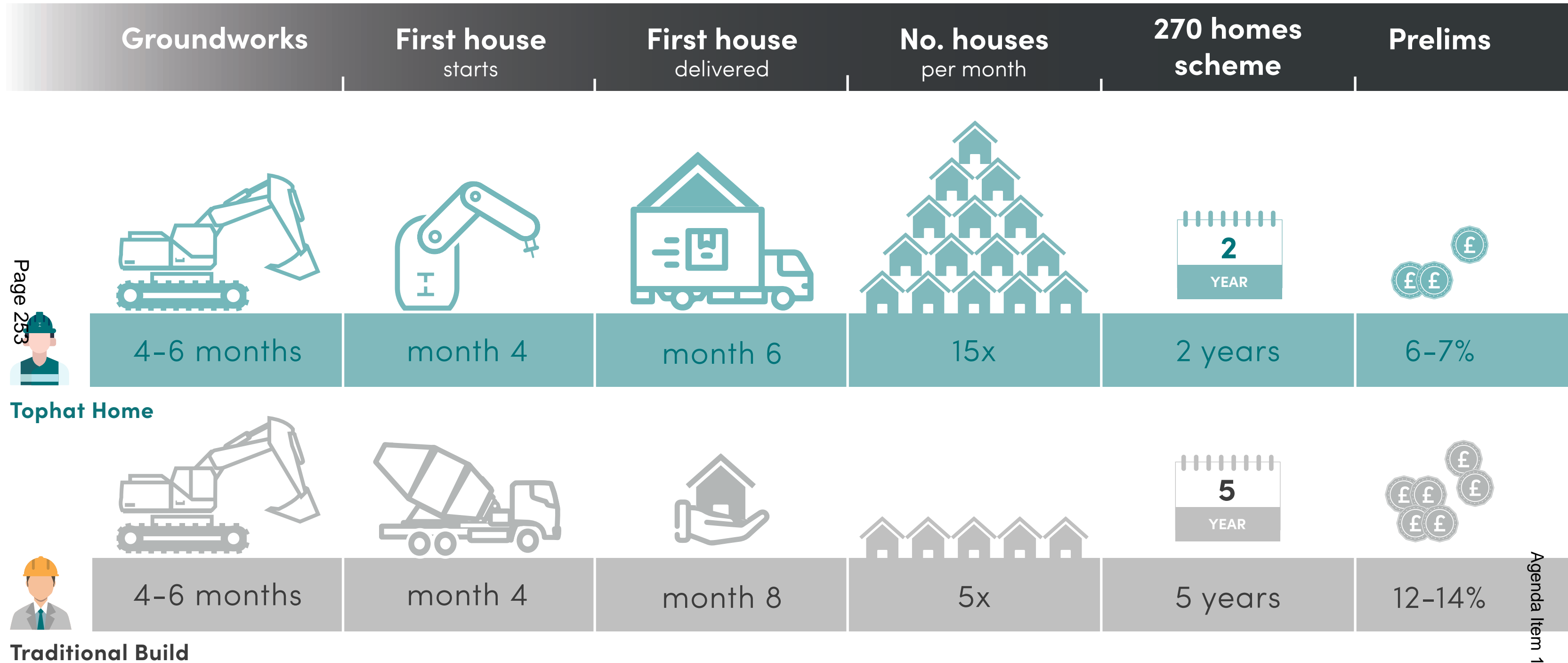
**Size** 125mm x 19mm dia oval section handle

**Description** Associated hardware to match



# Timescales

Methods of construction timescale comparison.



Tophat Home



Traditional Build

# Sustainability

**Our approach to delivering homes is highly sustainable. Not only in operation, but in delivery too.**

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**A TopHat home has 82% less embodied carbon than a traditional home, as we use low carbon impact materials, such as timber, and reduce waste through precision manufacturing. TopHat homes are also significantly better to run, with our standard homes achieving over a 50% reduction in carbon emissions over a 60 year period. Our standard homes also exceed all current environmental legislation and performance requirements.**

The homes we deliver have the environment and sustainability at their core, through both intelligent decision and smart manufacturing processes. In practical terms, we design so that all homes we manufacture use less energy and can be zero carbon.

We don't stop at the end user experience. Through every stage of design and manufacture we are seeking to build in high levels of environmental and sustainability performance. This is achieved through less waste in the construction process and a significant reduction in transportation to and from sites.

Through the reduction of drafts and heat leakage, to the addition of features such as solar panels and the use of proprietary cladding systems, the costs of heating and running a TopHat home are reduced. Our homes minimise their the day-to-day impact on the environment.

Our choice of materials and where we source them also improves sustainability as we've in-creased the life expectancy of our homes, ensuring that they perform for the long term.





# Impeccable environmental and social standards

Ultra low embodied carbon, lower energy in use, affordable homes at scale, and jobs created where they are needed.

The greenest new homes being built at scale in the UK today:

Ultra low embodied carbon	Future Homes Standard ready	Lower carbon in-use	Lower lifetime energy costs
<ul style="list-style-type: none"> <li>✓ Timber frame all sustainably sourced</li> <li>✓ Low carbon cladding</li> <li>✓ 82% less embodied carbon than the average new build home</li> <li>✓ Already 65% lower than the RIBA 2030 target for whole life embodied carbon</li> </ul>	<ul style="list-style-type: none"> <li>✓ Structure designed ready to take enhanced levels of insulation</li> <li>✓ All TopHat homes have air source heat pumps as standard</li> </ul>	<ul style="list-style-type: none"> <li>✓ A TopHat home will save a significant amount of the CO<sub>2</sub> compared to a traditional house</li> <li>✓ 50% reduction in carbon in use compared to a traditional house</li> <li>✓ Air source heat pumps as standard can deliver net zero carbon with the use of PVs</li> <li>✓ TopHat will deliver net zero carbon as the grid becomes green</li> </ul>	<ul style="list-style-type: none"> <li>✓ Substantially less energy consumption than the average home in England (~30% lower than a traditional house<sup>1</sup>)</li> <li>✓ Zero bill option can be delivered, with potential to leverage the offering between zero bills for customers (100% capital contribution) and no capital contribution, but 100% revenue opportunity for TopHat (which could be securitised)</li> </ul>

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Addressing the significant shortage of affordable social housing and creating jobs where they are needed:



Sources: Statista, WSP Analysis (1) Refers to a 3 bed house which is not a new build.

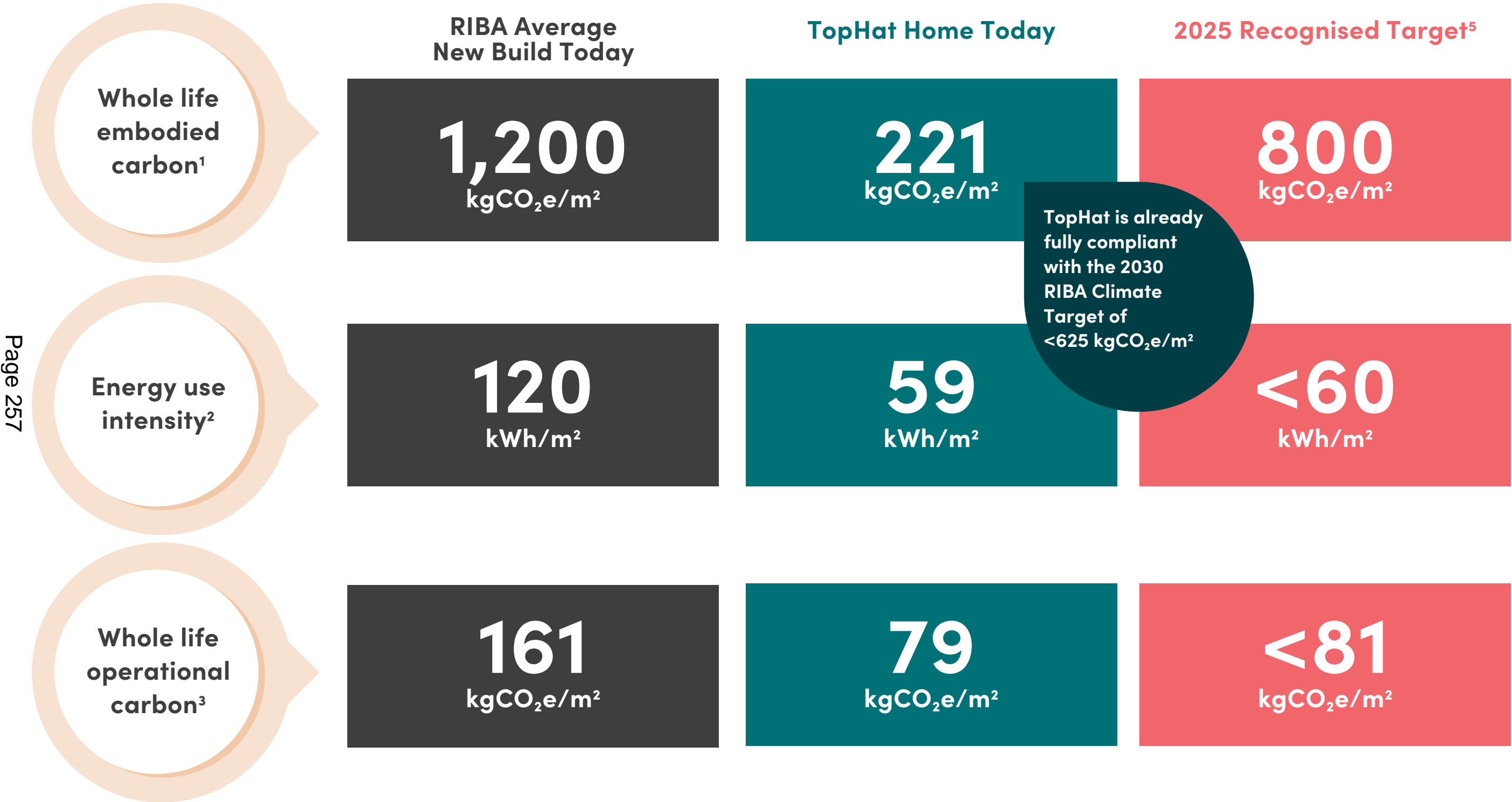
# EU taxonomy

To meet Article 9 standards, TopHat needs to make a contribution to at least one environmental objective while doing no significant harm to any other environmental objectives, as well as comply with social safeguards and technical screening.

Specified environmental objectives	TopHat's contribution
Climate change mitigation	<p>Instead of using heavily polluting materials, such as concrete and bricks, TopHat uses materials that have a significantly reduced impact on the environment</p> <p>The use of sustainable timber for TopHat homes has a long term positive impact, as additional trees are planted, which over time will sequester CO<sub>2</sub> out of the environment. Based on Class A1 A3 embodied carbon, when factoring in carbon sequestration, the TopHat product actually results in a reduction in CO<sub>2</sub></p> <p>The TopHat home already has significantly less whole life embodied carbon than the 2030 target set by RIBA (RIBA 625kgCO<sub>2</sub>e/m<sup>2</sup> v TopHat 221kgCO<sub>2</sub>e/m<sup>2</sup>)</p> <p>TopHat uses air source heat pumps to provide heat, which are all electric, eliminating the use of gas and reducing TopHat's environmental impact climate change adaption</p>
Climate change adaption	<p>TopHat's homes are designed to meet the UK Government's Future Homes Standard, which will come into force in 2025. This requires homes to be ready for future environmental changes, with better building performance</p> <p>TopHat homes are also all electric, meaning that as the grid continues to decarbonise, TopHat homes become lower carbon overtime</p> <p>TopHat homes are factory built, using automation driven from a 3D model, which means each home has a digital twin, enabling future adaptation and change much more easily than a traditionally built home</p>
Sustainable use and protection of water and marine resources	<p>TopHat's homes use no water in their manufacture, as opposed to traditionally built homes, which according to the NHBC use about 8,000 litres of water on average</p> <p>The elimination of water reduces the risk of contamination to existing water courses, whilst also reducing consumption pressures</p>
Transition to a circular economy	<p>TopHat's homes can be de constructed, and reused or rebuilt</p> <p>If a particular site became unviable or uninhabitable, it is feasible for a resident to move their home to another location</p> <p>The TopHat digital twin allows for adaptation in the future as well and changes can be made much more easily than a traditionally built home</p> <p>Pollution prevention and control</p>
Pollution prevention and control	<p>By building homes in a controlled, factory environment, we are reducing the risk of pollution into the environment</p>
Protection and restoration of biodiversity and ecosystems	<p>Does no significant harm</p>

# Embodied carbon lifecycle assessment

At present, TopHat meets and exceeds RIBA targets set for 2025.



(1) New build, compliance approach. (2) The amount of carbon emitted during the making of a building. (2) Indicator of the energy efficiency of a building’s design and/or operations. (3) The amount of carbon emitted during the operational or in use phase of a building. (4) Business as usual, standard house, from RIBA. (5) Based on RIBA 2025 target; RIBA 2025 target assumes a highly decarbonised grid, which will benefit TopHat too, as an all electric provider.

# Zero carbon houses specification

TopHat can deliver Zero Carbon Houses based on our standard modular fabric. We define these as having net zero CO<sub>2</sub> emissions over the course of a year resulting from regulated energy use. The below is based on energy use and CO<sub>2</sub> emission calculations performed in SAP 9.92 as required by ADL1A 2013 (amended 2016).

Roof	Modular timber frame ceiling cassette fully filled with mineral fibre insulation. A conventional trussed rafter roof is constructed on site following the placement of modules. A further layer of mineral fibre insulation is installed in the roof space. U value of 0.11 W/m <sup>2</sup> .K
Walls	140mm structural timber frame, fully filled with mineral fibre insulation. An additional layer of mineral fibre insulation is applied to the outside of the structural frame. Finished externally with a highly realistic brick effect ventilated façade system, U value of 0.17 W/m <sup>2</sup> .K
Floors	Suspended timber ground floor cassette fully filled with mineral fibre insulation, U value of 0.13W/m <sup>2</sup> .KW/m <sup>2</sup> .K
Windows	PVCu double glazed windows achieving a whole unit U value of 1.2 W/m <sup>2</sup> .K Possible triple glazing dependant on location.
Air Permeability	Between 3 and 5 m <sup>3</sup> /m <sup>2</sup> /hour @ 50Pa
Heat generator	Air Source Heat Pump (ASHP), currently Vaillant AroTHERM
Heat emitter	55°C radiators
Water heating	From main ASHP system via 190 litre domestic hot water cylinder with immersion heater boost and disinfection function, currently Vaillant UniTOWER
Ventilation	MEV (centralised continuous extract ventilation) from wet rooms and kitchen, trickle vents to provide fresh air
Electrical installation	Conventional twin and earth system, with first floor distribution board to aid modularisation
Lighting	100% LED
Renewable energy	Solar photovoltaic system (PV). Minimum system capacity of approximately 3kWp, for example a THC 1 house type in ZCH guide would require 2.88kWp single south facing array. An example system from Viridian Solar, based on the Clearline Fusion product would comprise 9 portrait format PV panels 320W resulting in an array is 5.4m high and 3.3m wide
EV charging	Optional provision for 7kW EV charging point to front or side façade of house

This specification requires that a sufficient area of suitably orientated roof be available for PV installation. This is generally possible but does depend on the orientation and roof form, both of which should be considered at planning stage to ensure the cost of ZCH houses is minimised. Please see Impact of Orientation and Roof form on ZCH - RD Briefing Note for further explanation of specification and cost implications.

## 1 NO POVERTY



TopHat delivers energy efficient homes, which the poorest in society will be able to afford to heat, assisting in the reduction of fuel poverty

TopHat creates increased capacity in the housing market, enabling more people to access affordable, high-quality homes.

TopHat creates well paid jobs within areas of higher unemployment and away from areas of saturated employment. As a living wage employer, we create higher value jobs, in areas with more affordable housing.

## 3 GOOD HEALTH AND WELL-BEING



We use modern manufacturing techniques to reduce manual lifting, working at height and other dangerous activities typically associated with construction. The outcome is a lower risk of injury and poor health.

## 4 QUALITY EDUCATION



TopHat supports its employees by providing access to further education, supporting people through apprenticeships and degrees.

TopHat works with those who have had limited educational opportunity, creates a supportive working environment and creates learning opportunities through apprenticeships.

All employees in TopHat have access to continued education and training, via a range of different means to suit their aspirations, aims and intentions.

## 5 GENDER EQUALITY



TopHat does not accept any form of discrimination and will publish its paygap on an annual basis. We will enable women to have a full and effective engagement in our decision making.

We use technology, intelligent work practices and modern manufacturing techniques to create greater access for women to the workforce.

TopHat will adopt policies that actively promote gender equality throughout the TopHat business.

## 6 CLEAN WATER AND SANITATION



TopHat will develop manufacturing processes that eliminate the use of water to manufacture the homes in our advanced manufacturing facility.

We will design homes that minimise water usage, putting less pressure on a limited supply.

## 7 AFFORDABLE AND CLEAN ENERGY



TopHat does not build homes that consume fossil fuels at the point of ownership, with all homes powered by electric alone. This eliminates the use of fossil fuels by the owner, whilst also eliminating CO2 emissions on the development.

All TopHat houses will achieve a minimum EPC score of B - demonstrating the delivery of new homes that exceed minimum targets.

All TopHat homes will be adaptable to ensure PVs and other green and new technologies can be easily added to the home.

## 8 DECENT WORK AND ECONOMIC GROWTH



TopHat will achieve higher productivity, through technological upgrades and innovation. We will create new jobs in highly-sustainable, low-carbon industry.

We will focus on growing our business, without environmental degradation, through the use of renewable, sustainable and alternative materials, wherever possible.

Create high value work opportunities for young people and people with disabilities, whilst ensuring equal pay for equal work.

## 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



TopHat promotes inclusive and sustainable industrialisation, by creating sustainable homes, in areas less economically well-off.

TopHat invests and promotes innovation through a dedicated research and development team, who develop, test and assess new, sustainable technologies and products.

TopHat develops a product that increases affordability of homes, by increasing

## 10 REDUCED INEQUALITIES

TopHat's homes are used in the regeneration of regions, where new, affordable and sustainable homes are needed.

TopHat delivers homes that cater for the needs of a wide range of people, providing accessible homes, that are affordable and safe places to live.

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## 11 SUSTAINABLE CITIES AND COMMUNITIES

TopHat provides access to safe and affordable homes for the majority.

TopHat delivers new homes that don't cost the earth and can, in fact, be used to reduce carbon emissions.

TopHat delivers homes that support positive economic, social and environmental links between urban areas where we deliver homes, and more rural areas where we build them.

## 12 RESPONSIBLE CONSUMPTION AND PRODUCTION

TopHat will deliver homes that sustainably consume materials, resulting in no net increase of CO2 emissions from our activities.

TopHat develops new materials and products to reduce our environmental impact where existing materials are highly impactful.

TopHat generates no waste from the production of our homes.

## 13 CLIMATE ACTION

TopHat designs and delivers homes that are fit for future climate change.

TopHat uses principles, such as biophilic design, to make our homes more resilient to climate action.

## 15 LIFE ON LAND

TopHat actively purchases sustainable timber that results in reforestation.

TopHat actively develops homes that improve local biodiversity and encourage native tree planting.

## 16 PEACE, JUSTICE AND STRONG

TopHat will act in an accountable and transparent manner at all levels.

TopHat will act in a non-discriminatory manner at all times, positively enforcing behaviours that encourage the same.

## 17 PARTNERSHIPS FOR THE GOALS

TopHat is committed to working in public-private and public partnerships to ensure better outcomes for the widest cross section of society.

We will continue to monitor our activities and provide data to our partners.

# Commerical and contract structure

## Payment structure

For elements of work associated with traditional site activities, such as groundworks and infrastructure, TopHat works on the basis of a monthly application process and 21-day payment terms.

For the module elements, TopHat has a slightly different process as follows (each percentage is off just the module value and payable within 21-days):

- 10% design fee on signing the contract
- 10% on the commencement of manufacture
- 50% on the completion of the modules and vesting of ownership in the customer. (In practice, this means the customer pays for the modules after they are installed on site, due to 21-day terms.)
- 20% upon completion of the module install
- 10% upon practical completion.

The payments are typically broken down into phases when looking at larger schemes.

The payment profile means that the customer typically has the benefit of the modules on their site, before 80% of the payment is made, significantly altering the risk profile.

This is only possible due to the financial backing enjoyed by TopHat.

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This favourable funding structure means that customers are not having to pay large sums of money for modules that are not in their ownership, greatly assisting in the financing of schemes.

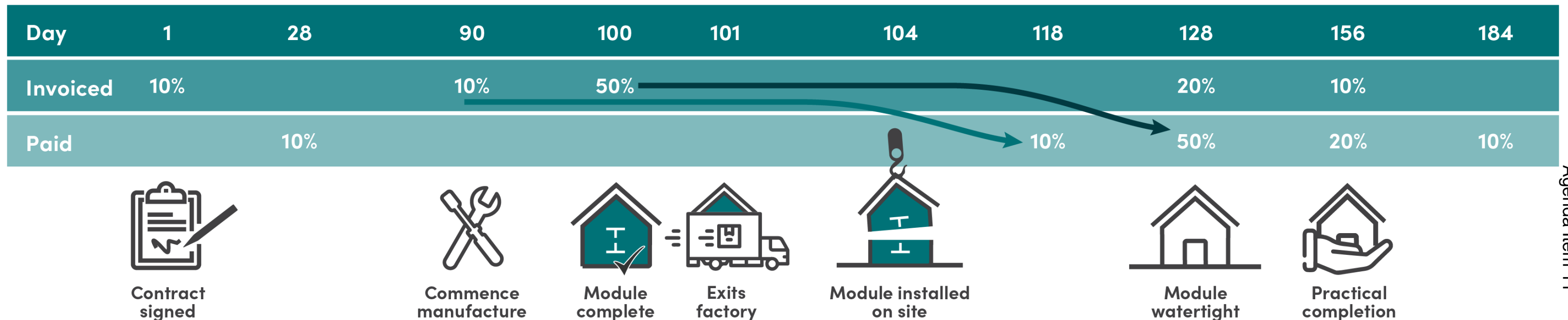
## Different forms of contract

TopHat has experience of working with a wide range of different types of contract. The two most commonly used are the NEC and JCT.

Our strong preference is for a JCT design & build contract as it is typically best understood by the market and suppliers.

The NEC is a good contract for larger, complex projects. However, it requires a significant amount of managerial time, which would put costs up, for limited benefit in this environment.

TopHat have also used more bespoke contracts, such as the High Value D&B contract used by the Department for Education, which is easily adaptable. This is also a good, clear contract.



Agenda Item 11

# Accreditations, certifications and awards

Through repeated processes and designs, we are able to ensure quality much more easily than a traditional construction approach. Aligned with high-tech manufacturing, where quality is inspected several times prior to a home leaving the factory, the outcome is a better home, time after time.

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# Mortgage providers on Kitchener Barracks



# Insurances and warranties

**All TopHat homes are Lloyds Register certified and BOPAS assured for a 75-year design life.**

Our R&D team are currently working through the NHBC Accepts process to get an accredited version of our system. The time frame for this is clearly not a fixed one, but our aim is to have it done for Summer 2022. We are assuming c. May / June for having an approved product.

We have identified technical solutions to the challenges placed by NHBC and are working through a testing and approvals process as part of our TRL and MRL process.

We have various hold points within our manufacturing process and invite external parties including building control to participate in regular inspections.

We have used BLP, Checkmate and Buildzone to provide 12 year warranties on our Kitchener Barracks site as part of our proof of concept process and are typically using Checkmate and Buildzone on other projects.

## Standard TopHat approach

All TopHat homes are made from a timber frame and come with a 3D printed brick façade as standard. The advantage of this approach is that our homes have a very low embedded carbon, typically 1/27th of a traditional masonry house (within appendices).

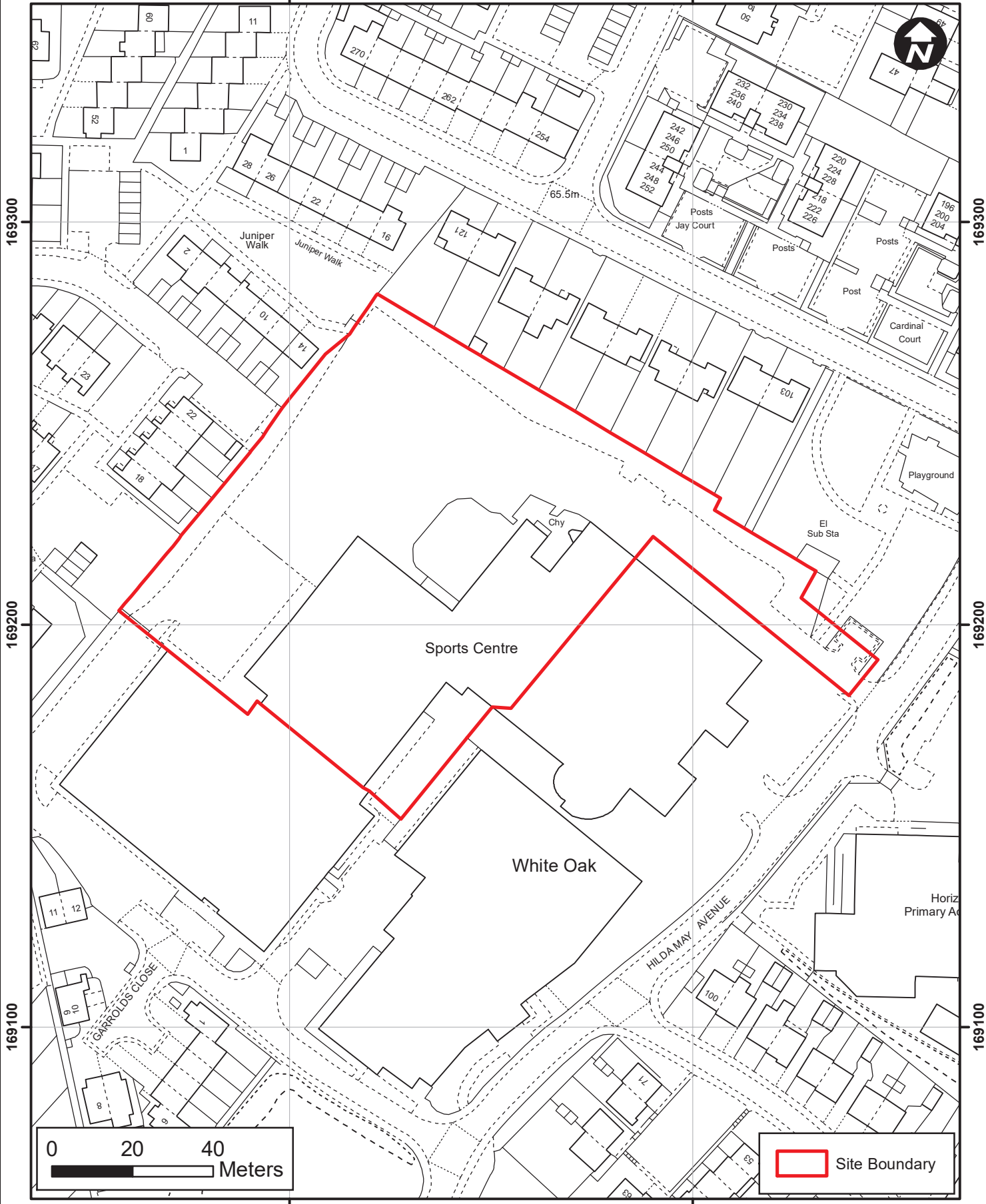
Standard performance includes the following:

- ASHP for hot water and heating that ensures compliance with Part L 2024.
- Airtightness of 5m<sup>3</sup>/hr/m<sup>2</sup>@50PA, although in practice this is typically c.3 m<sup>3</sup>/hr/m<sup>2</sup>@50PA.
- Wall u-value of 0.23.
- Window u-value of 1.4.

**Enhanced options are available and have been delivered on various projects in the past, including airtightness of 1m<sup>3</sup>/hr/m<sup>2</sup>@50PA.**



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White Oaks Residential Development Site

Scale: 1:1,250  
Date: January 2023

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