

23 February 2023 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 15.02.23



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

https://www.youtube.com/channel/UCIT1f_F5OfvTzjZk6Zqn6g

People & Places Advisory Committee

Membership:

Chairman, Cllr. Collins; Vice-Chairman, Cllr. Perry Cole
Cllrs. Bulford, Dr. Canet, Cheeseman, P. Darrington, Dyball, Edwards-Winsler, Esler, Hudson, Pett and Raikes

Agenda

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

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the minutes of the meeting of the Advisory Committee held on 29 November 2022, as a correct record.	(Pages 1 - 6)	
2. Declarations of interest Any interest not already registered.		
3. Actions from Previous Meeting (if any)		
4. Update from Portfolio Holder		
5. Referral from Cabinet or the Audit committee (if any)		
6. Everyone Active - White Oak Leisure Centre Presentation	(Pages 7 - 10)	Kelly Webb Tel: 01732 227474
7. West Kent Housing - Dealing with ASB	(Pages 11 - 12)	Kelly Webb Tel: 01732 227474
8. Community Grant Scheme 2023/24	(Pages 13 - 40)	Kathryn Bone Tel: 01732 227176 Jenny Godfrey

Tel: 01732 227112

- | | | | |
|-----|---|-----------------|------------------------------------|
| 9. | Community Mobilisation Update | (Pages 41 - 42) | Yulia La-Kruz
Tel: 01732 227149 |
| 10. | Sevenoaks District Community Safety Partnership Strategy & Action Plan 2023-24 | (Pages 43 - 76) | Kelly Webb
Tel: 01732 227474 |
| 11. | Work Plan | (Pages 77 - 78) | |

EXEMPT INFORMATION

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

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

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

PEOPLE & PLACES ADVISORY COMMITTEE

Minutes of the meeting held on 29 November 2022 commencing at 7.00 pm

Present: Cllr. Collins (Chairman)

Cllr. Perry Cole (Vice-Chairman)

Cllrs. Bulford, Cheeseman, Dyball, Edwards-Winsor, Esler, Pett and Raikes

Apologies for absence were received from Cllrs. Dr. Canet, P. Darrington and Hudson

Cllr. Dickins was also present via a virtual media platform which did not constitute attendance as recognised by the Local Government Act 1972.

26. Minutes

Resolved: That the Minutes of the meeting held on 6 October be approved and signed by the Chairman as a correct record.

27. Declarations of interest

There were none.

28. Actions from Previous Meeting

There were none.

29. Update from Portfolio Holder

The Portfolio Holder updated the Committee on the progress of her Portfolio.

The Warm Spaces project was launched in October 2022 and to date the Health and Communities Team had 16 warm spaces signed up, which were spread across the District. An update was to be given in item 7 (Minute 34) of the meeting agenda.

Officers continued to work with KCC on the Homes for Ukraine scheme and had completed a host campaign, with an update included in InShape, the Council's magazine, in the coming weeks. The Council had been seen as providing best practice for helping Ukrainian guests and their hosts.

Agenda Item 1

People & Places Advisory Committee - 29 November 2022

The Local Strategic Partnership (LSP) had held its first round of Community Grants for the year. Bids were received and appraised by the LSP. Organisations and Community Groups could bid up to £2k for initiatives supporting the cost of living.

The Council would be hosting a one day 'Access all Areas' festival on Sunday 19 February 2023, 11am - 3pm, showcasing a range of support, activities and services provided by local clubs and organisations for people with disabilities, their families and carers. The free activity and information event would be held at White Oak Leisure Centre, Swanley.

The Council was once again running the Community and Voluntary awards in 2023 and nominations could be made [on the Council's website](#).

Kent Police held a meeting to discuss potential changes to the Neighbourhood Policy model and the effectiveness of the Community Safety Unit (CSU). Consultation with Police staff is underway, concluding in January 2023, with changes commencing in June 2023. The Chief Executive of the Council had met with the new Chief Constable, Tim Smith. The Council had received £18k funding from the Violence Reduction Unit to address anti-social behaviour and support young people. The funding would focus on 4 areas in New Ash Green, Hartley, Swanley and Edenbridge. The CSU had developed an action plan and were meeting on a regular basis.

Safeguarding week had taken place the previous week and the CSU and Council had highlighted a number of local support services and how to report safeguarding concerns via Social Media.

On Friday 25 November, a Domestic Abuse Conference with Tunbridge Wells and Tonbridge & Malling Borough Councils and CSUs was held. This was the start of a 16 day campaign to help end violence against women and girls and to highlight White Ribbon Day. During the 16 days 3 Domestic Abuse training courses run by Protection against Stalking would be held, male colleagues also produced a white ribbon [video](#) which was shown to the Committee.

31. Referral from Cabinet or the Audit committee

There were none.

CHANGE IN ORDER OF AGENDA ITEMS

The Chairman, with the committee's agreement, brought forward consideration of item 8 - Budget 2023/24: Review of Service Dashboards and Service Change Impact - (minute 31) and item 9 The Education People (TEP) Handover - Next Steps (Minute 32).

32. Budget 2023/24: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)

The Head of Finance presented the report which set out updates to the 2023/24 budget process within the existing financial strategy. SDC was not immune from the financial challenges affecting the country therefore the budget process was expected to be particularly challenging.

No changes had been made to future assumptions at the current stage which would be reviewed during the budget process, as usual. However, due to the April 2022 pay award being higher than previously assumed and an annual savings target of £100,000 already included, an annual budget gap of £735,000 was currently reported.

The report presented growth and savings proposals that had been identified which needed to be considered. It requested further suggestions from Members before finalising the budget for 2023/24. Informed by the latest information from Government and discussions with Cabinet, it was proposed that the Council once again set a balanced 10-year budget and continued to aim to be financially self-sufficient.

The Committee considered the growth and savings proposals identified in Appendices E & F to the report. Further consideration was given to SCIA_10_ (23/24) which highlighted that the Health and Communities Team no longer required the use of its van. Members discussed the option of renting the van out but were informed that the vehicle would be passed into the ownership of the Property and Asset Maintenance Team.

Members gave consideration to additional suggestions for growth and savings which included looking into a digital library of training for Members and Officers which would reduce costs as well as additional learning material that could be used to sign-post Members and Officers to information. Members were informed that Human Resources were looking into providing additional digital training which could be charged externally to generate more income. As the suggestions did not relate to the remit of the People and Places Advisory Committee, Officers would refer the suggestions to the relevant Chief Officer.

Public Sector Equality Duty

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

Resolved that:

- a) It be recommended to Cabinet that the growth proposals (SCIA's 10, 11, 12 and 13, 2022/23) identified in Appendices E & F to the report applicable to this Advisory Committee, be considered.
- b) No further income or growth proposals were identified applicable to this Advisory Committee.

33. The Education People (TEP) handover - Next Steps

Members considered a report which provided an update on the transfer of educational services from West Kent Enterprise Advisory Network (WKEAN) to the Kent County owned The Education People (TEP).

Prior to August 2022, Sevenoaks District Council was the accountable body for the WKEAN, which was responsible for assisting schools in West Kent with career advice services that were closely aligned with the economic needs of the district and future career opportunities. In August 2022, this service was transferred to TEP, a fully owned Kent County Council company providing similar services to the rest of Kent. The Council would continue to co-ordinate with and monitor TEP using the Gatsby Benchmarks which formed the quantitative benchmarks against which progress could be measured.

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 it be recommended to Cabinet that

- a) the Education People continue to deliver the WKEAN which would be monitored by the Council.
- b) Sevenoaks District Council encourage staff to volunteer time to support local schools in connection with Careers Hub activities and events.

34. Citizens Advice Edenbridge & Westerham, Swanley & Sevenoaks

The Chairman welcomed Angela Newey, Chief Executive of Sevenoaks and Swanley Citizens Advice (CA) Bureau and Sian Hiller Chief Executive of Edenbridge and Westerham CA Bureau who gave a presentation and an update on their Services over the past year. CA services had faced increased pressure from the pandemic and cost of living crisis as the number and complexity of cases they had dealt with had increased. The Chief Executive of Edenbridge and Westerham CA Bureau explained that the Bureau had formed various partnerships across the District. Various outreach projects included raising awareness of issues linked to the cost of living, scamming awareness and debt advice.

The Chief Executive of Sevenoaks and Swanley Citizens Advice (CA) [gave a presentation](#) to the Committee. The Bureau had offices in Blighs in Sevenoaks Town and also Swanley. The Bureau had been actively recruiting volunteers and was asking volunteers to work 2 days a week to maintain active involvement in the complex case work that staff often dealt with. The Council had continued to support CA services through its annual grant and the Helping Hands Fund which helped to provide additional capacity on adviceline telephone service for

residents. The service dealt with over 550 calls per week, often with people seeking support for multiple and complex challenges.

Members asked questions of clarification. Members were advised that the Bureaus had been in close contact with other agencies and services to support with the complexity of issues faced by customers and the Bureaus also worked closely with the Council. Members asked further questions regarding the rising cost of living and outreach projects. The Bureaus were attempting to reach out to the community as much as possible and were looking at how best to use their resources, an assessment of need was vital to determine how best they could do this.

The Committee thanked the CA Chief Executives for all their hard work and for attending to give their updates.

Resolved: That the report be noted.

35. Warm Spaces project update

The Health and Communities Manager presented the report which updated the Committee on the Warm Spaces initiative.

The project included working with Town and Parish Councils in the District and partner organisations to build a Warm Spaces directory published online. Warm Spaces were free, non-judgmental public places where residents could go to stay warm and save money on their heating costs. The spaces would encourage social interaction and provide advice and support.

Members asked questions about the online directory and were advised that the directory held all the information residents would need to find a warm space. The directory was also being added into the national database. The Health and Communities Manager was happy to discuss specific accommodation for the warm spaces with prospective clients should they wish to join the scheme. The Council was also looking at the potential for opening a warm space in the Argyle Road offices. It was suggested that the directory be grouped by town or place to make clear the locations of all warm spaces in a given geographical area. The Council would also liaise with the KCC Communities Team to encourage more Warm Space holders to come forward.

Resolved: That the report be noted.

36. Work Plan

Members noted the work plan and requested an update on the Community Grant Scheme be provided twice annually to the Committee.

THE MEETING WAS CONCLUDED AT 8.30 PM

CHAIRMAN

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Whiteoak Leisure Centre 1 year Update

PEOPLE & PLACES ADVISORY COMMITTEE - 23 February 2022

Report of: Chief Officer People & Places

Status: For Information

Also considered by: N/A

Key Decision: No

Executive Summary: Ashley King and Hasan Romel will be updating members on White Oak Leisure Centre since it opened in 2022

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

Portfolio Holder: Cllr. Dyball

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

Recommendation to People & Places Advisory Committee

To note the report

Introduction and Background

- 1 Whiteoak Leisure Centre built by SDC and managed by Everyone Active opened in February 2022
- 2 This update covers the first year of opening and updates on membership and activities

Key Implications

Financial Implications

None to SDC.

Legal Implications and Risk Assessment Statement.

None

Agenda Item 6

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.

Conclusions

For the Committee to note the report

Appendices
None

Sarah Robson

Deputy Chief Executive and Chief Officer - People & Places

Whiteoak Leisure Centre 1 year Update

PEOPLE & PLACES ADVISORY COMMITTEE - 23 February 2022

Report of: Chief Officer People & Places

Status: For Information

Also considered by: N/A

Key Decision: No

Executive Summary: Ashley King and Hasan Romel will be updating members on White Oak Leisure Centre since it opened in 2022

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

Portfolio Holder: Cllr. Dyball

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

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Introduction and Background

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Key Implications

Financial Implications

None to SDC.

Legal Implications and Risk Assessment Statement.

None

Agenda Item 6

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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.

Conclusions

For the Committee to note the report

Appendices
None

Sarah Robson

Deputy Chief Executive and Chief Officer - People & Places

West Kent Housing Dealing with ASB

PEOPLE & PLACES ADVISORY COMMITTEE - 23 February 2022

Report of: Chief Officer People & Places

Status: For Information

Also considered by: N/A

Key Decision: No

Executive Summary: Sean Richards, Community Safety Manager for West Kent Housing will be updating members on how WKH deal with Anti-Social Behaviour (ASB)

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

Portfolio Holder: Cllr. Dyball

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

Recommendation to People & Places Advisory Committee

To note the report.

Introduction and Background

- 1 West Kent Housing have a Community Safety Team that work closely with CSU and partners to address ASB.
- 2 This update covers how they tackle ASB

Key Implications

Financial Implications

None to SDC.

Legal Implications and Risk Assessment Statement.

None

Agenda Item 7

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.

Conclusions

For the Committee to note the report

Appendices
None

Sarah Robson

Deputy Chief Executive and Chief Officer - People & Places

COMMUNITY GRANT SCHEME DRAFT ALLOCATIONS 2023/24

People & Places Advisory Committee - 23 February 2023

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

Status: For Decision

Also considered by:

Cabinet - 16th March 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:

- (a) 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.

Agenda Item 8

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

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

Resources (Non Financial)

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

Agenda Item 8

Legal implications and Risk Assessment Statement.

14. 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.
15. 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

16. 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 through this paper have potential to disadvantage or discriminate against different groups in the community?	No	This community grant scheme assists with the provision of services to support Sevenoaks District residents, particularly those in the greatest need. Therefore this decision being made or recommended through this paper does not have the potential to disadvantage or discriminate against different groups in the community.
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?		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.

Agenda Item 8

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

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);

Agenda Item 8

- 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.

Agenda Item 8

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.

Agenda Item 8

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

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 8

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 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 8

- 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 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.

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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"> • Raise awareness of stalking in all its forms • Identify steps young people can take to support their safety and emotional wellbeing • Reinforce what safe, healthy relationships look and feel like • Highlight that stalking and harassment are socially unacceptable and illegal • Early intervention/ prevention of negative behaviours developing or being 'normalised'. 	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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COMMUNITY MOBILISATION UPDATE

PEOPLE & PLACES ADVISORY COMMITTEE - 23 February 2022

Report of: Chief Officer People & Places

Status: For Information

Also considered by: N/A

Key Decision: No

Executive Summary: The Community Mobilisation Officer will give an update of the work carried out to address Community Mobilisation

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

Portfolio Holder: Cllr. Dyball

Contact Officer(s): Yulia La-Kruz Ext 7149; Kelly Webb, Ext. 7474

Recommendation to People & Places Advisory Committee

To approve the report

Introduction and Background

- 1 Through KCC Helping Hands funding we received £50,100 for a full time post to deliver Community Mobilisation for 15 months.
- 2 Yulia La-Cruz was seconded to this position and started in April 2022
- 3 Through Portfolio Holder briefings we engaged with how members and the Leader of the Council envisaged for this role, to help the community to help them themselves
- 4 Our main aims for this work were to
 - Have an online Community Platform
 - Gain more volunteers
 - Help the community deliver local projects

Agenda Item 9

Help the community get connected PEOPLE & PLACES ADVISORY COMMITTEE
- 23 February 2022 COMMUNITY MOBILISATION UPDATE

Key Implications

Financial

None to SDC.

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 - **Presentation of Community Mobilisation**

Sarah Robson

Deputy Chief Executive and Chief Officer - People & Places

Sevenoaks District Community Safety strategy & action plan 2023-24

PEOPLE & PLACES ADVISORY COMMITTEE - 23 February 2022

Report of: Chief Officer People & Places

Status: For Approval

Also considered by: Cabinet - Thursday 16 March; 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 audit of crime and disorder in the District and co-operate in the development and implementation of a strategy and action plan for tackling local crime and disorder. The audit is known as the Strategic Assessment.

Agenda Item 10

- 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 Lines¹
- 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.

¹ County Lines refer to organised ways of dealing drugs

Funding and monitoring

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

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

Equalities

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

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SEVENOAKS DISTRICT COMMUNITY SAFETY PARTNERSHIP - ACTION PLAN 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 15th 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
Tunbridge Wells	10	22	8	24	8	24	8	24	32	12	26	38
Sevenoaks	8	28	13	22	13	22	13	22	36	24	34	58
Tonbridge and Malling	16	33	16	23	16	23	16	23	49	13	23	36
Maidstone	8	34	8	36	8	36	8	36	42	11	41	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

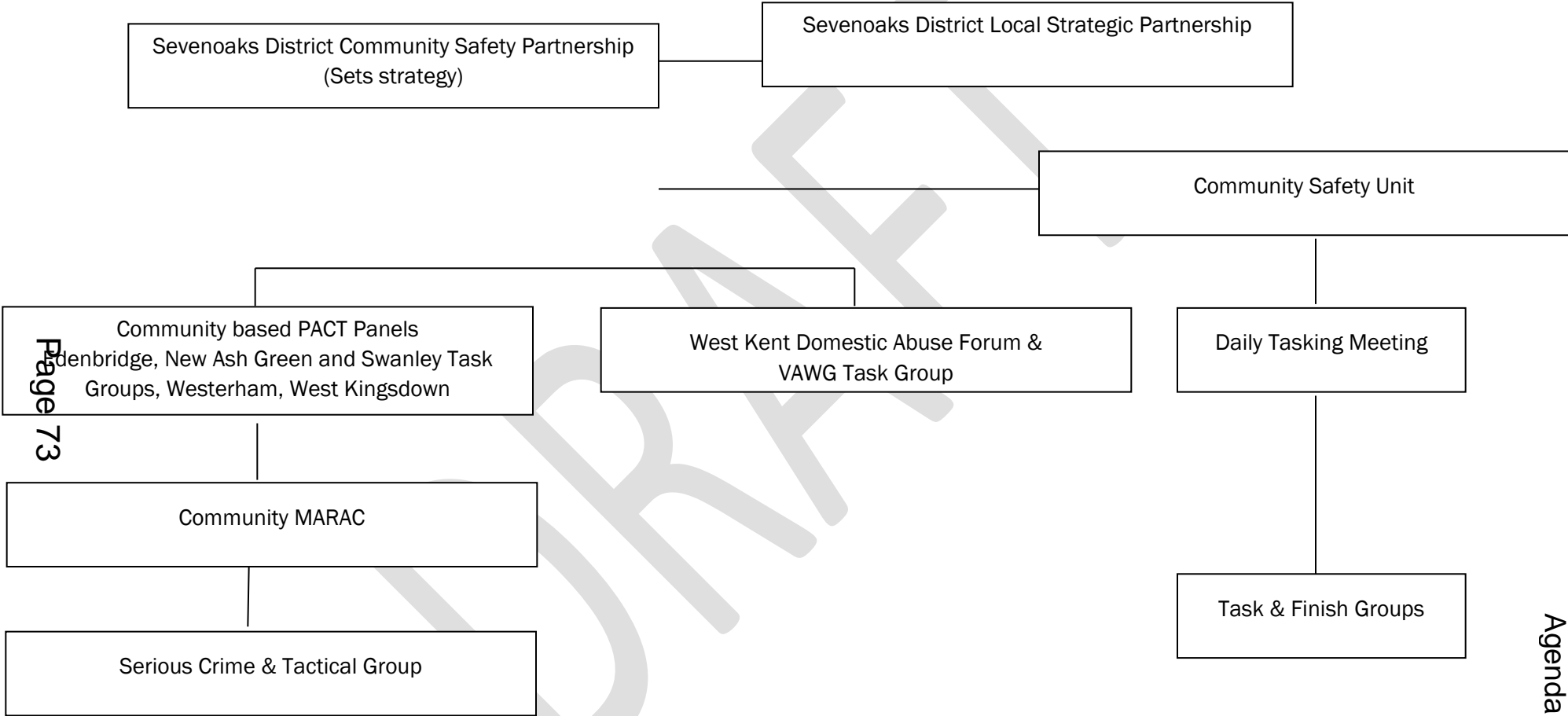
<p>Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: www.sevenoaks.gov.uk</p>	<p>Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel:01622 690690 Web: www.kent.police.uk</p>	<p>Kent Fire & Rescue Service West Group HQ Sevenoaks Fire Station London Road, Sevenoaks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

Terms of Reference

The Partnership's terms of reference are to:

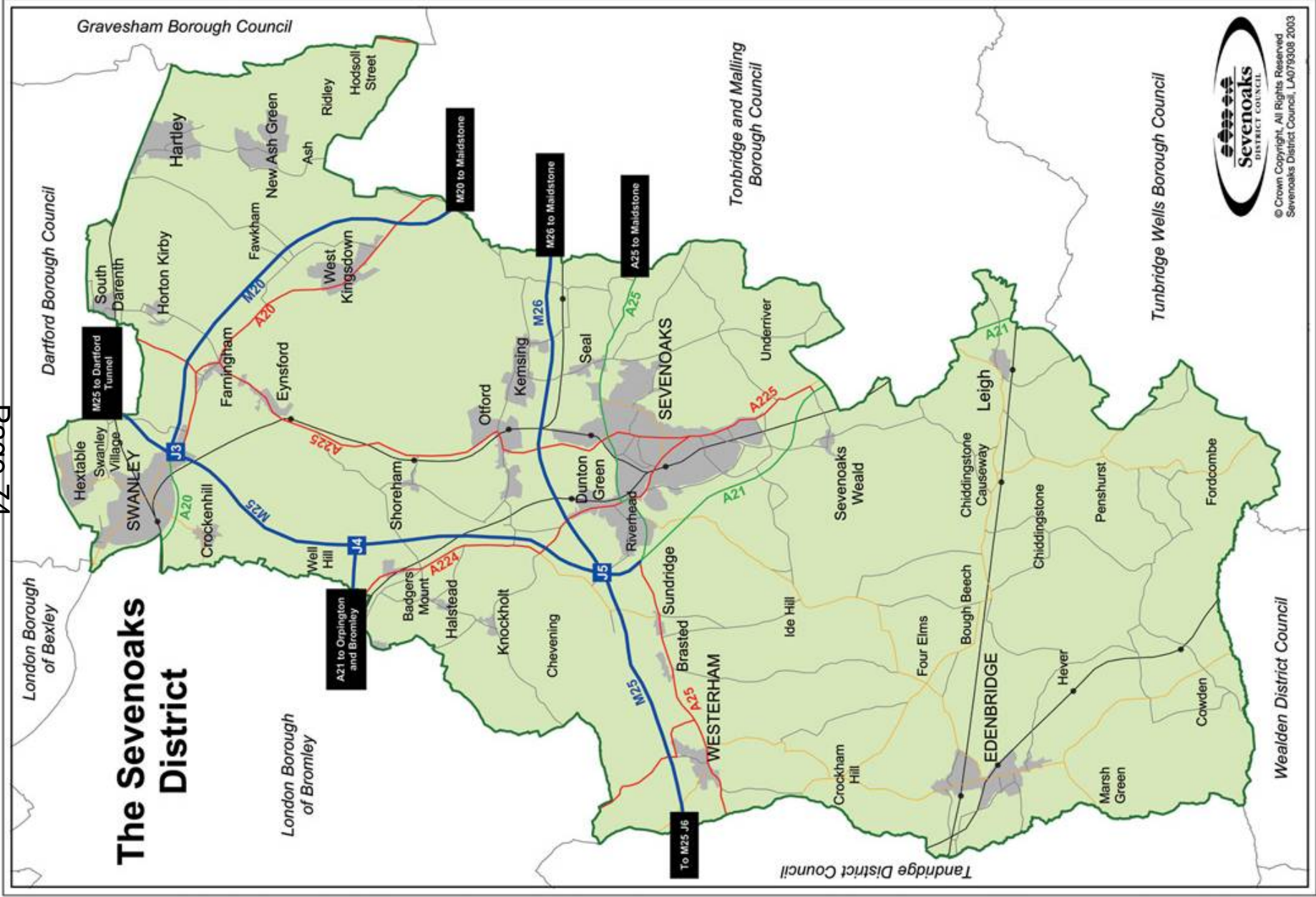
- Undertake periodic reviews of community safety in the District and disseminate the findings to the public
- Develop a yearly strategy and action plan to tackle community safety
- Monitor and report progress in meeting the agreed targets and actions
- Secure resources and funding from parent organisations 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



Page 73

Agenda Item 10



Enquiries to:

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People and Places Advisory Committee Work Plan (as at 22/12/22)

20 June 2023

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12 September 2023

- Update on Community Grants Scheme 23/24

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