

06 October 2020 at 5.00 pm

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

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

Despatched: 28.09.20



## People & Places Advisory Committee

### Membership:

Chairman, Cllr. Collins; Vice-Chairman, Cllr. Pett  
Cllrs. Dr. Canet, Cheeseman, Perry Cole, Coleman, P. Darrington, Dyball, Foster,  
Hudson, Parkin 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. <b>Minutes</b> To agree the minutes of the meeting of the Advisory Committee held on 16 June 2020, as a correct record.	(Pages 1 - 10)	
2. <b>Declarations of interest</b> Any interest not already registered.		
3. <b>Actions from Previous Meeting (if any)</b>		
4. <b>Update from Portfolio Holder</b>		
5. <b>Referral from Cabinet or the Audit committee (if any)</b>		
6. <b>Budget 2021/22: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)</b>	(Pages 11 - 34)	Adrian Rowbotham Tel: 01732 227153
7. <b>Dunton Green Annual Report 2019-20</b>	(Pages 35 - 62)	Kelly Webb Tel: 01732227474

- |     |  |                   |                                    |
|-----|--|-------------------|------------------------------------|
| 8.  | <b>Community Plan 2019 - 20 Annual Report</b>  | (Pages 63 - 118)  | Alan Whiting<br>Tel: 01732 227446  |
| 9.  | <b>Sevenoaks District Community Grants Scheme<br/>- End of Year 2019/20</b>              | (Pages 119 - 122) | Jenny Godfrey<br>Tel: 01732 227112 |
| 10. | <b>Sencio Community Leisure - Supporting the<br/>Recovery of Leisure in the District</b> | (Pages 123 - 142) | Sarah Robson<br>Tel: 01732227129   |
| 11. | <b>Work Plan</b>   | (Pages 143 - 144) |                                    |

#### EXEMPT INFORMATION

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

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

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

**PEOPLE & PLACES ADVISORY COMMITTEE**

Minutes of the meeting held on 16 June 2020 commencing at 3.00 pm

Present: Cllr. Collins (Chairman)

Cllr. Pett (Vice Chairman)

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

An apology for absence was received from Cllr. Perry Cole

Cllrs. Clayton and Grint were also present.

42. Urgent Items

In accordance with Section 100B(4) of the Local Government Act 1972, the Chairman agreed to accept the urgent matters 'Covid-19 - Draft Economic Recovery Plan and Actions', 'Covid-19 - Draft Communities Recovery Plan and Actions', 'Reopening the High Street Safely', 'Supporting the Recovery of Leisure in the District' and 'Supporting the Recovery of Culture in the District' which had been circulated but had missed the statutory despatch deadline.

The matters were urgent as decisions were required which, if not made at the next meeting of, would significantly delay the provision of support to businesses, leisure, and culture in recovering from the Covid-19 pandemic.

The urgent matters were taken as Agenda Items 11, 13, 14, 15 and 16.

43. Minutes

Resolved: That the Minutes of the meeting of the People & Places Advisory Committee held on 3 March 2020, be approved and signed by the Chairman as a correct record.

44. Declarations of interest

Councillor Raikes declared that for Minute 58, he was a Town Council Member and a Trustee of The Stag therefore he would leave the meeting for consideration of that item and not take part in the debate or voting thereon.

Councillor Dr Canet declared that for Minute 58, she was a Town Council Member and a Trustee of The Stag, therefore she would not take part in voting on the item but would remain in the room.

Councillor Osborne-Jackson declared that for Minute 57, he had a relative who worked for Sencio, therefore he would leave the meeting for consideration of that item and not take part in debate or voting thereon.

Although not a Member of the Committee, with reference to Minute 58, Councillor Clayton declared that he was a Town Council Member and a Trustee of The Stag.

For transparency, Councillors Dyball, Hudson, Pett and Raikes declared that they were appointed Council representatives for the Sevenoaks District Arts Council.

45. Actions from Previous Meeting

The Community Projects & Funding Officer had circulated the predicated lifespan of the new leisure centre to Members on 9 June 2020.

46. Update from Portfolio Holder

The Portfolio Holder advised that since the beginning of lockdown, there had been a rise in Covid-19 related anti-social behaviour and substance misuse within the District. This included an incident at Lullingstone Castle. There had been four traveller incursions including Otford and Hextable. Black Lives Matter protests had been taking place peacefully at Eynsford and the Vine in Sevenoaks where both had police presence.

The contractor, ISG, had started work on White Oak Leisure Centre on 26 May with Covid-19 control measures in place to ensure safe working on site. Site hoarding had been set up and artwork would be installed on it. An accessible ramp and walkway had been formed so there was safe access to the existing leisure centre. As the existing leisure centre would be operational while the new one would be built, parking would be reduced. The parking would have disabled bays and coach drop off points clearly marked. A temporary entrance for deliveries and careful scheduling had been put in place to minimise disturbance to neighbours. An interest in a site visit to Orchard Academy was expressed at the previous meeting but the site had been closed from lockdown.

Many within the District had been volunteering in response to the pandemic. While there was an increase in volunteer power, as lockdown restrictions were released, there were plans to develop a volunteering legacy going forward. The Voluntary Sector Forum had been meeting regularly. At the meetings, they had hosted presenters covering topics such as sector resilience and promoting volunteering opportunities.

Lockdown had impacted events within the District. Silver Sunday would largely be online interactive sessions. All family fun days in the year had been cancelled. Virtual workshops had taken place online for mental health awareness week online. The Youth Forum would also take place online.

Following concerns from Members that older people within the district with limited access to the internet may be excluded from Silver Sunday, the Portfolio Holder advised that magazines and booklets would be made available as well as the online support.

47. Referral from Cabinet or the Audit committee

There were none.

## CHANGE IN ORDER OF AGENDA ITEMS

The Chairman, with the Committee's agreement, moved agenda item 9 forward with agenda items 6, 7, 8 and 10 to follow respectively.

### 48. Presentation from DAVSS

The Chairman welcomed Henu Cummins, the Chief Executive Officer for the Domestic Abuse Volunteer Support Services (DAVSS). The Chief Executive Officer outlined the charity's work to protect victims from domestic violence. Members were advised that DAVSS was a small independent charity which provided support for men and women experiencing domestic abuse in West Kent.

The Chief Executive Officer advised that most of the work was carried out by volunteers which included a range of services including legal advice which was free and confidential as well as courses and programs to schools. It was important to the charity that the services provided were not time limited. From April 2019 to April 2020 there were over 1000 referrals which involved over 1300 children. Since the beginning of lockdown there had been higher demands for services resulting in the helpline hours being extended.

In response to queries, Members were advised that staff and volunteers at DAVSS received support through a direct line they were able to contact to talk about their experiences helping victims. Amongst staff and volunteers, many spoke multiple languages so they could communicate with victims who do not speak English as their first language. A sign language interpreter was available for any deaf victims seeking help.

In response to queries on what work was done with perpetrators, the Chief Executive Officer advised that DAVSS primarily supported victims, but any perpetrators who had reached out were referred to the Kent Community Domestic Abuse Program. Furthermore, DAVSS programs in schools included educating young people on attitudes towards abuse to prevent them from becoming perpetrators in the future.

Resolved: That the presentation be noted.

### 49. Presentation on the Visitor Economy

The Economic Development, Tourism and Property Support Officer gave a [presentation](#) providing an overview of the Visitor Economy to date, including the work that was in development as a result of COVID-19. Members were updated on business support, partnerships and the Visitor Economy Forum.

Resolved: That the presentation on the Visitor Economy be noted

### 50. Community Grants Proposal for 2021/22

The Community Safety Manager presented the report outlining the approach to be taken for the Community Grant Scheme going forward and the Sevenoaks District Sports and Arts Councils for awards made for the period April 2021 to March 2022.

Members were advised that the Community Grants Scheme applications for the 2021/22 grants would be submitted online for the first time. With effect from April

2021, the provision of funding to the Sevenoaks District Sports and Arts Councils would be removed from the Community Grants Scheme. Instead, Service Level Agreements (SLAs) would be agreed with provision of £2,500 to each Council for the delivery of their services. This would allow the Sevenoaks District Sports and Arts Councils to not have to go through uncertainty of the grant process which would help enhance working relationships with the Council and maintain delivery of sports and arts funding across the District.

Members welcomed the move of grant applications to online but expressed concerns that some smaller organisations may have trouble accessing it. The Community Safety Manager advised they would receive assistance filling in the form from the Council if requested.

Members expressed concerns that the terms in the draft SLA for the Sevenoaks District Arts Council were too ambiguous and required refining before a final agreement would be made.

Resolved: That

- a) the approach taken to the Community Grant Scheme going forward and the Sevenoaks District Sports and Arts Councils for awards made for the period April 2021 to March 2022, be considered.
- b) officers work with the Sevenoaks District Arts Council to review the terms of the Service Level Agreement.

51. Sevenoaks District Community Safety Strategy & Action Plan annual report 2019-20

The Community Safety Manager presented the report, highlighting the work of the Community Safety Partnership throughout 2019-20. Members were advised that the Sevenoaks District Community Safety Partnership achieved 98% of actions in the action plan during 2019-20.

In response to queries on travellers incursions, the Community Safety Manager advised that a guide pack for all Town and Parish Councils had been done in partnership with them around how to deal with incursions. Neighbouring Borough/District councils also would e-mail Councils across Kent if they have had traveller incursions close to the border of the District.

In response to questions on social distancing, Members were advised that guidance on social distancing was provided by police to large groups who gathered outside. There had been collaboration with youth workers to help with social distancing measures.

Resolved: That the Sevenoaks District Community Safety Partnership's Annual Report for 2019-20, be noted.

52. Sevenoaks District Community Safety Partnership - Nitrous Oxide use & ASB Action Plan

The Community Safety Manager presented the report which outlined the action plan put in place to address Anti-Social Behaviour and Nitrous Oxide use in locations across the District.

There had been a rise in reports from various locations regarding young people taking Nitrous Oxide canisters causing litter and anti-social behaviour. A task and finish group had been set up and met on 1 June to devise the action plan. It would be monitored at daily briefings and weekly meetings were being held.

Actions included site visits, installation of wildlife cameras, police patrolling of the relevant locations and circulation of a video to schools educating young people of the dangers of Nitrous Oxide. As Nitrous Oxide was currently legal, there had been contact with trading standards on what could be done to regulate the selling of it. The task and finish group were likely to keep meeting until the end of September.

Following queries from Members, the Community Safety Manager advised that wildlife cameras cost roughly £60 to install. Members were also advised that Nitrous Oxide was accessible to young people as it could be purchased in bulk online.

Members expressed an interest in lobbying local Members of Parliament on Nitrous Oxide trading standards in order to have stricter regulations.

Resolved: That the action plan, be noted.

CHANGE IN ORDER OF AGENDA ITEMS

The Chairman, with the Committee's agreement, moved agenda item 13 forward with agenda items 11, 17, 14, 15, 16 and 12 to follow respectively.

53. COVID19 - Draft Economic Recovery Plan and Actions

The Chief Officer for People & Places gave a [presentation](#) on the preparations made for economic recovery from the Covid-19 pandemic.

Resolved: That the presentation be noted.

54. Sevenoaks District Business Advisory Board

The Economic Development Officer presented the report which informed Members of the steps taken to establish the Sevenoaks District Business Advisory Board following the coronavirus lockdown.

The Business Advisory Board would be a joint private and public sector venture, led by the Council. It would include a variety of business sectors and sizes in its membership with representation from businesses across the district. The Business Advisory Board would provide insight from the business community in the district on current issues, trading conditions, opportunities and constraints.

Resolved: That the report be noted.

55. Reopening High Streets Safely Fund

The Chief Officer for People & Places presented the report and gave a [presentation](#) which outlined the Reopening High Street Safely Fund (RHSSF) which would provide the Council with access to an allocated fund of up to £107,106 from the European Regional Development Fund (ERDF) to put in place measures to establish a safe trading environment for businesses and customers.

The fund would cover support to develop an action plan, communications activity, activities to raise awareness to businesses on how to be managed safely and temporary public realm changes. The fund would not cover capital expenditure, grants to businesses or already committed expenditure.

Following queries from Members on restricting traffic in the high street, the Chief Officer for People & Places advised that Kent County Council Highway Authority would make a final decision. With further questions raised on whether on street hand sanitisers could be set up in rural areas with many tourists, the Chief Officer for People & Places advised that could be arranged if parish or town councils ask for the support.

Public Sector Equality Duty

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

Resolved: That the Reopening High Streets Safely Fund and proposed action plan, be noted.

56. COVID19 - Draft Communities Recovery Plan and Actions

The Chief Officer for People & Places gave a [presentation](#) on the preparations made for community recovery from the Covid-19 pandemic.

Resolved: That the presentation be noted.

57. Supporting the Recovery of Leisure in the District

The Chief Officer for People & Places presented the report which outlined the impact of the Covid-19 pandemic on the leisure industry and set out a request from Sencio Community Leisure for financial assistance to mitigate financial difficulties related to Government's temporary closure of all leisure facilities due to the coronavirus outbreak.

Sencio was forced to suspend all direct debits and memberships due to lockdown closures. During closures, Sencio had followed guidance on essential maintenance on leisure facilities including the water treatment and filter cleansing of swimming pools. Leisure operators are facing particular challenges accessing Government support during the pandemic and are largely ineligible for emergency response packages.

The gym and fitness industry will have a vital role in ensuring the ongoing health and wellbeing of the district following the lifting of Covid-19 restrictions.



Sencio had commenced recovery work in line with national strategy. It is predicted it could take 8-12 months for leisure trusts to recover. Sencio's Recovery Business Plans were based on the leisure centres opening on a phased approach from 5 July 2020. A 10 month period for income to recover, starting at 30% of previous levels and achieving 80% by the end of the financial year had been projected. This was based on restrictions to their services to ensure the safety of staff and customers. Marketing campaigns would be in place to promote health and wellbeing as well as provide reassurance to customers on health and safety provision. Training for staff on new safe working procedures would be provided.

Sencio is confident that their recovery business plan will enable them to fully recover over the next 10 months, subject to Government's awaited guidance on reopening leisure centres and social distancing requirements

Sencio had asked the Council to consider the following:

- To extend the current payment holiday on Sencio's loan repayments to the Council by a further 3 months to September 2020.
- To provide a loan of up to £120,000 over the next 3 months towards essential utility costs. The loan would be interest free, but with the stipulation that it would be paid back to the Council in financial year 2021/22.

The Chief Officer for People & Places clarified that in part a) of the recommendation as set out in the report, it should read that the extension would be to 30 September 2020.

Members expressed concerns over part b) of the recommendation as set out in the report, including doubts that members of the public would return to using leisure centres due to personal financial strain. In response to queries over lack of data from Sencio and the impact on the new leisure centre in White Oak, the Chief Officer for People & Places advised that Sencio were confident in their recovery plans, which fall in line with Government guidance to the leisure industry.

Members highlighted from the report that due to lack of firm guidance on re-opening leisure centres from the Government, it would be difficult to assess the level of risk associated with loans to Sencio with high levels of accuracy, and therefore the Council should be prepared to potentially burden the costs in full. The Chief Officer for People & Places advised that Sencio's golf club reopened on 1 June 2020, with the leisure centres opening on a phased approach from 5 July 2020 in line with emerging Government guidance.

#### 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 information provided in the report, financial implications and risk assessments on the request for an extension to the current payment

holiday on Sencio's loan repayments to the Council by a further 3 months to 30 September 2020, be considered; and

- b) should Cabinet agree to part b) of the recommendation as set out in the report, the loan would be interest free with the stipulation that it would be paid back to the Council in the financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance would accrue and be charged a rate of 6% interest with effect from April 2022.

(Having declared an interest, Cllr Osborne-Jackson left the room during consideration of this item and did not take part in the debate or voting thereon.)

58. Supporting the Recovery of Culture in the District

The Chief Officer for People & Places presented the report which outlined the impact of the Covid-19 pandemic on the culture industry and sets out a request from Sevenoaks Town Council for financial assistance to mitigate current financial difficulties related to the closure of The Stag due to coronavirus outbreak.

The culture sector across the country has been affected by the Covid-19 pandemic. The Stag had been closed since 21 March 2020. No grants had been supplied by Government for theatres and Government briefings have suggested that the theatres and cinemas would be one of the last sectors to re-open.

Although there had not yet been any Government guidance or timelines on the re-opening of theatres and cinemas, The Stag had commenced work to identify the impact of re-opening and reshaping the business. The plan was based on social distancing measures, seeking external capital input, investigating the cost and feasibility of the auditorium to show film, safe working practices, marketing campaigns to reassure customers of health and safety provision, and training for staff on new safe working procedures.

Sevenoaks Town Council asked the Council to consider the following:

- To make available to Sevenoaks Town Council access to draw down from a Council load of up to £220,000 over the next 8 months towards The Stag's essential recovery, building security, liability insurance and utility costs. The loan would be interest free with the stipulation that it would be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance would accrue and be charged a rate of 6% interest with effect from April 2022.

Following queries from Members, the Chief Officer for People & Places advised that The Stag is able to receive business support and guidance from the Council. It was highlighted from the report that it was advised that any financial assistance to The Stag from the Council should safeguard the recovery of the loan by making it conditional on Sevenoaks Town Council entering an agreement to meet the costs of the loan payments and identify how this would be achieved.

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 information provided in the report, the financial implications and risk assessment on the request to make available to Sevenoaks Town Council, a Council loan of up to £220,000 over the next 8 months towards essential recovery, maintenance and utility costs, be considered; and
- b) the loan would be interest free with the stipulation that it would be paid back to the Council in financial year 2021/22. If the loan is not paid within the repayment period, any outstanding balance will accrue and be charged a rate of 6% interest with effect from April 2022.

(Having declared an interest, Cllr Raikes left the room during consideration of this item and did not take part in the debate or voting thereon. Having declared an interest, Cllr Dr Canet did not take part in voting but remained in the room.)

59. Work Plan

The work plan was noted. Three items on Silver Sunday, Covid-19 Recovery and End of Year Community Grants were added to the work plan for the next meeting along with an update on the Public Realm in December 2020.

THE MEETING WAS CONCLUDED AT 6.52 PM

CHAIRMAN

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## **BUDGET 2021/22: SERVICE DASHBOARDS AND SERVICE CHANGE IMPACT ASSESSMENTS (SCIAS)**

### **People and Places Advisory Committee - 6 October 2020**

Report of	Deputy Chief Executive and Chief Officer - Finance & Trading
Status	For comment
Also considered by	Housing and Health Advisory Committee - 29 September 2020 Improvement and Innovation Advisory Committee - 8 October 2020 Cleaner and Greener Advisory Committee - 13 October 2020 Development and Conservation Advisory Committee - 20 October 2020 Finance and Investment Advisory Committee - 21 October 2020
Key Decision	No

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### **Executive Summary:**

This report sets out updates to the 2021/22 budget within the existing framework of the 10-year budget and savings plan. The report presents growth and savings/additional income proposals that have been identified which need to be considered (if applicable to this Committee), and requests further suggestions from the Advisory Committees, before finalising the budget for 2021/22.

Informed by the latest information from Government and discussions with Cabinet, it is proposed that the Council continues to set a revenue budget that assumes no direct funding from Government through the Revenue Support Grant or New Homes Bonus. This will result in the Council continuing to be financially self-sufficient.

To achieve this aim and to ensure a balanced budget position over the next 10-year period will be more challenging this year due to the financial impact of the Covid-19 pandemic.

The budget process will be shorter this year so that the Council's budget is set at the November Council meeting instead of the February Council meeting. This should enable any changes to be implemented with effect from 1 April 2021 and the period of uncertainty for staff minimised.

The annual budget gap included in this report is £826,000 which is largely due to Covid-19. The Advisory Committees will comment on the growth and

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savings/additional income proposals included in the reports, and their recommendations will be considered by Cabinet as part of the process to remove this gap.

By addressing the issues this year, this Council will once again be in a strong financial position that other councils would aspire to.

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**Portfolio Holder**      Cllr. Matthew Dickins

**Contact Officers**      Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

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### **Recommendation to each Advisory Committee:**

(a) Advise Cabinet with views on the growth and savings/additional income proposals identified in Appendix F applicable to this Advisory Committee.

(b) Advise Cabinet with further suggestions for growth and savings/additional income applicable to this Advisory Committee.

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**Reason for recommendation:** It is important that the views of the Advisory Committees are taken into account in the budget process to ensure that the Council's resources are used in the most suitable manner.

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### **Introduction and Background**

- 1      The Council's financial strategy over the past sixteen years has worked towards increasing financial sustainability and it has been successful through the use of a number of strategies including:
  - implementing efficiency initiatives;
  - significantly reducing the back-office function;
  - improved value for money;
  - maximising external income;
  - the movement of resources away from low priority services; and
  - an emphasis on statutory rather than non-statutory services.
- 2      Over this period, the Council has focused on delivering high quality services based on Members' priorities and consultation with residents and stakeholders.
- 3      Using the data sources available to the Council, this report sets out a budget over the 10-year period but recognises that it is likely that more accurate data will become available and current assumptions may need to be updated.

- 4 In setting its budget for 2011/12 onwards, the Council recognised the need to address both the immediate reduction in Government funding as well as the longer-term need to reduce its reliance on reserves. The outcome was a 10-year budget, together with a four-year savings plan, that ensured the Council's finances were placed on a stable footing but that also allowed for flexibility between budget years.
- 5 With the Revenue Support Grant provided by Government ceasing from 2017/18 it is important that the council remains financially self-sufficient by having a financial strategy that is focused on local solutions. These solutions include:
  - continuing to deliver financial savings and service efficiencies;
  - growing the council tax base; and
  - generating more income.
- 6 The intention of this report is to provide Members of each Advisory Committee an opportunity to give their views on potential growth and savings/additional income items that could be included in the updated 10-year budget that will be presented to Council on 17 November 2020.
- 7 The 'Financial Prospects and Budget Strategy 2021/22 and Beyond' report has been presented to Cabinet to start the budget setting process for 2021/22.

### **Financial Self-Sufficiency**

- 8 The Council's Corporate Plan 2013-2018 set out an ambition for the Council to become financially self-sufficient which was achieved in 2016/17. The current Council Plan aims to continue with this approach. This means that the Council no longer requires direct funding from Government, through Revenue Support Grant or New Homes Bonus, to deliver its services.
- 9 This approach was adopted in response to the financial challenges the Country was faced with in bringing its public spending down to ensure it was able to live within its means. In practice this has seen Government funding to local authorities dramatically reduced since 2010/11 with Sevenoaks District Council receiving no Revenue Support Grant from 2017/18.
- 10 The decision to become financially self-sufficient is intended to give the Council greater control over its services, reducing the potential for decision making to be influenced by the level of funding provided by government to local authorities.
- 11 The Council's decision to seek to become financially self-sufficient was subject to scrutiny by the Local Government Associations Peer Challenge of the District Council during December 2013. In their closing letter to the Council they concluded that they 'fully support that aspiration and given the existing and anticipated squeeze upon public finances this makes much sense'.

- 12 With the Council receiving no Revenue Support Grant from 2017/18 and New Homes Bonus reducing from 2018/19, this approach remains appropriate. The attached 10-year budget assumes no Revenue Support Grant or New Homes Bonus. Any funding received from these sources will be put into the Financial Plan Reserve which can be used to support the 10-year budget by funding invest to save initiatives and support for the Property Investment Strategy. One of the aims of the Property Investment Strategy is to achieve an income yield of 3%+ above the Council's average treasury management return (currently 0.6%) when not borrowing or internally borrowing, and 3%+ above the borrowing rate (currently 2.6% for 30 years) when externally borrowing, based on an average over ten years. Therefore, using funding for this purpose will result in additional year on year income that is not impacted by Government decisions.
- 13 Cabinet are keen to remain financially self-sufficient which has served the Council well and ensured it is one of the most financially stable local authorities in the country. Last year a new target was set to replace reliance on Business Rates income over the coming years. However, due to the impact of Covid-19 and the greater uncertainty as Government reviews have been deferred, this will not be addressed during this budget process but remains a future aim. This ambition will allow this Council to move ahead in the knowledge that this council has the financial resources to provide the services that the district's residents need into the future.

### Service Dashboards

- 14 The intention of service dashboards is to provide Members with improved information during the budget setting process to provide context and inform any growth and savings/additional income ideas that Members may put forward.
- 15 The Service Dashboards cover a summary of the services provided, objectives, achievements and opportunities, challenges and risks and performance.
- 16 **Appendix A** contains the Service Dashboard for this Advisory Committee and **Appendix B** contains the budget for those services.

### Savings Plan

- 17 **Appendix C** to this report sets out a summary of the savings/additional income and growth items approved by Council since the 10-year budget strategy was first used in 2011/12, which have allowed the Council to deliver a 10-year balanced budget.
- 18 The savings plan requires a total of over £7.7 million to be saved between 2011/12 and 2020/21 which is an average saving of £770,000 per annum.
- 19 **Appendix D** contains changes since the last 10-year Budget was agreed by Council on 4 February 2020. These changes are largely due to the ongoing impact of Covid-19 and the 2020/21 pay award being higher than previously



assumed. These changes were explained in the Financial Prospects report presented to FIAC and Cabinet in September.

- 20 These changes result in a budget gap of £826,000 per annum.
- 21 **Appendix E** contains an updated 10-year Budget to reflect these changes
- 22 In addition to the above budget gap, the 10-year budget attached shows a net saving or additional income requirement of £100,000 per annum in all years to deliver a long-term sustainable budget.
- 23 Other pressures may result in a requirement for further savings. Officers will continue to monitor these pressures and report the latest position to Cabinet in October.

#### **Proposed Growth and Savings/Additional Income Items**

- 24 Growth items are items that are in addition to non-service issues and risks, such as grant settlements, impacts of economic change and other pressures highlighted in the 'Financial Prospects and Budget Strategy 2021/22 and Beyond' report considered by Cabinet on 17 September 2020.
- 25 A number of growth and savings/additional income items will be proposed at the Advisory Committees with the aim of achieving the savings/additional income to bridge the £826,000 budget gap.
- 26 The proposed growth and savings/additional income items relating to this Advisory Committee are listed in **Appendix F** (if applicable).
- 27 Service Change Impact Assessments (SCIAs) contain further details for all proposed growth and savings/additional income items. SCIAs applicable to this Advisory Committee can be found in **Appendix G** (if applicable).

#### **Financial Summary**

- 28 The assumptions currently included take into account the latest information available, but a number of assumptions may change before the final budget meeting in November 2020.
- 29 The 10-year budget attached at **Appendix E** includes the changes that were included in the 'Financial Prospects and Budget Strategy 2020/21 and Beyond' report.

#### **Role of the Advisory Committees**

- 30 A training session on the budget process was provided to Members last year. If Members require any further training or require any additional details on the content of this report and appendices, please contact Adrian Rowbotham or Alan Mitchell prior to the meeting.

## Agenda Item 6

- 31 Views of the Advisory Committees on the growth and savings/additional income items proposed together with any additional suggestions will be considered by Cabinet at its meeting on 5 November 2020.

### Process and Timetable

- 32 This report is the second stage of the budget process as shown in the Budget Setting Timetable (**Appendix H**).
- 33 The budget process has been shortened this year so that this Council's budget is set at the November Council meeting instead of the February Council meeting. This should enable any changes to be implemented with effect from 1 April 2021 and the period of uncertainty for staff being reduced.
- 34 A Budget Update report will be presented to Cabinet on 15 October 2020 to provide details of progress made before the Budget Setting report is presented to Cabinet on 5 November 2020.
- 35 There will still be a Council Tax Setting report presented to Cabinet and Council in February as that will confirm the full Council Tax for the district in 2021/22 incorporating the Council Tax requirements of the preceptors (i.e. Kent County Council, Kent Fire, Kent Police, Town and Parish Councils).

### Key Implications

#### Financial

All financial implications are covered elsewhere in this report.

#### Legal Implications and Risk Assessment Statement.

There are no legal implications.

For the effective management of our resources and in order to achieve a sustainable budget it is essential that all service cost changes and risks are identified and considered.

Challenges and risks are included in the Service Dashboards and each Service Change Impact Assessment (SCIA) includes the likely impacts including a risk analysis.

A separate Risks and Assumptions report will be presented to the Finance and Investment Advisory Committee and Cabinet.

### Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

Individual equality impact assessments have been completed for all Service Change Impact Assessments (SCIAs) to ensure the decision-making process is fair and transparent.

### **Conclusions**

The Strategic Financial and Business Planning process has ensured that the Council follows a logical and well considered process and approach in dealing with the many difficult financial challenges that it has faced. The 10-year budget has further improved this process and helped to ensure that the Council is well placed in dealing with more immediate and longer-term financial challenges.

By becoming financially self-sufficient at an early stage, this Council has become much more in control of its own destiny.

The attached 10-year budget shows that this Council is aiming to continue to be financially stable going into the future with a level of assurance that any council would aspire to.

This budget process will once again be a major challenge for a Council that already provides value for money services to a high standard. In making any budget proposals, Members will need to consider the impact on service quality and staff well-being, to ensure that these proposals lead to an achievable 10-year budget that supports the Council's aspirations for customer-focused services.

Members' consideration and scrutiny of the relevant services is an essential and key element in the business and financial planning process. If the net total of growth and savings/additional income proposals identified by the Advisory Committees and approved by Cabinet does not reach the £826,000 target, additional savings will be required that may result in service changes, to ensure a balanced budget position.

### **Appendices**

Appendix A - Service Dashboards relating to this Advisory Committee.

Appendix B - 2020/21 Budget by Service relating to this Advisory Committee.

Appendix C - Summary of the Council's agreed

## Agenda Item 6

savings plan and growth items.

Appendix D - Summary of changes to the 10-year Budget

Appendix E - 10-year budget

Appendix F - New growth and savings/additional income items proposed relating to this Advisory Committee (if applicable)

Appendix G - Service Change Impact Assessment forms (SCIAs) for the new growth and savings/additional income items relating to this Advisory Committee (if applicable)

Appendix H - Budget Setting Timetable

### Background Papers

[Financial Prospects and Budget Strategy 2021/22 and Beyond - Cabinet 17 September 2020](#)

**Adrian Rowbotham**

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

## Service Dashboard Portfolio for People & Places

### The services we provide

Community Plan, community safety, town centres, tourism, West Kent Partnership, West Kent LEADER, community grants, safeguarding, youth, parishes, leisure activities, wellbeing

#### Service contribution

Statutory service



Income generating



Working in partnership



#### Council Plan

Wellbeing ✓

Environment ✓

Economy ✓

Housing ✗

Community Safety ✓

Health ✓

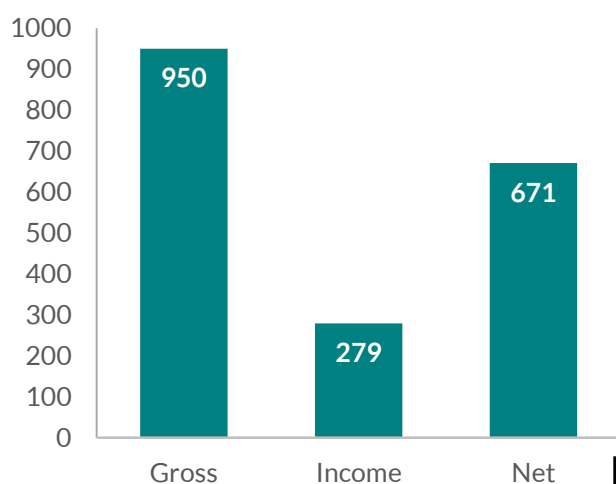
#### Performance



#### Achievements & Opportunities

- 97% of actions in the Community Plan delivered
- Proactive Community Safety Partnership
- Community grants of £253k awarded to 28 local groups who support people across our District
- 1,500 volunteers recruited to support Care for our Community
- District Voluntary Sector Forum and Youth Assembly Forum launched
- Launched Reopening High Streets Safely campaign in town centres
- £20m Council investment secured to provide a new leisure centre in Swanley

#### Revenue Budget (£000)



#### Challenges & Risks

- To deliver on the priorities and actions identified in the new Economic Development Strategy, Community Plan & Community Safety Action Plan
- To deliver a new leisure centre for Swanley
- Covid-19 ASB in district's beauty spots
- Supporting the Covid-19 recovery through the communities & economic development services

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People and Places Advisory Committee				Appendix B
Chief Officer		2020/21 Exp Budget	2020/21 Inc Budget	2020/21 Approved Net Budget
<b>Revenue</b>		<b>£000</b>	<b>£000</b>	<b>£000</b>
People & Places	Administrative Expenses - Communities & Business	22	0	22
People & Places	All Weather Pitch	(0)	(5)	(5)
People & Places	Community Development Service Provisions	0	(6)	(6)
People & Places	Community Safety	209	0	209
People & Places	Grants to Organisations	180	0	180
People & Places	Homelessness Funding	112	(112)	0
People & Places	Leader Programme	5	0	5
People & Places	Leisure Contract	128	(20)	108
People & Places	Leisure Development	20	0	20
People & Places	Partnership - Home Office	34	(34)	0
People & Places	The Community Plan	60	0	60
People & Places	Tourism	27	0	27
People & Places	West Kent Enterprise Advisor Network	30	(30)	0
People & Places	West Kent Partnership Business Support	72	(72)	0
People & Places	Youth	51	0	51
		950	(279)	671

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## Summary of the Council's Agreed Savings/Additional Income and Growth Items

## Appendix C

SCIA Year	No.	Description	2011/12 - 2020/21 £000	2021/22 £000	Later Years £000	Total £000
		<b>Cleaner and Greener Advisory Committee</b>				
2016/17	8	Playgrounds: reduction in asset maintenance (reversal of temporary saving item)		7		
2016/17	9	Public Conveniences: reduction in asset maintenance (reversal of temporary saving item)		8		
2019/20	7	Car Parking: Enforcement for Tandridge DC (reversal of temporary saving item)		30		
2020/21	8	Postal costs: changes to postal arrangements		(20)		
		<b>Development and Conservation Advisory Committee</b>				
2020/21	3	Development Management: additional income and cost recovery in Strategic Planning		(25)		
		<b>Finance and Investment Advisory Committee</b>				
2020/21	9	Finance Team restructure (reversal of temporary savings item)			87	
		<b>Housing and Health Advisory Committee</b>				
		No savings or growth agreed from 2021/22 onwards				
		<b>Improvement and Innovation Advisory Committee</b>				
2020/21	1	Apprenticeship Levy (reversal of temporary growth item)			(50)	
2020/21	13	Electric Car Project (reversal of temporary growth item)		(5)		
		<b>People and Places Advisory Committee</b>				
		No savings or growth agreed from 2021/22 onwards				
		Minor movements between years		(1)		
		<b>Total Savings/additional income</b>	<b>(7,706)</b>	<b>(1)</b>	<b>87</b>	<b>(7,620)</b>
		<b>Total Growth</b>	<b>2,200</b>	<b>(5)</b>	<b>(50)</b>	<b>2,145</b>
		<b>Net Savings</b>	<b>(5,506)</b>	<b>(6)</b>	<b>37</b>	<b>(5,475)</b>

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## Summary of Changes to the 10-year Budget

## Appendix D

Description	Year	Ongoing	2021/22 Impact £000	10-year Budget Impact £000
2021/22 savings target included in 10-year budget (savings not yet identified)			100	1,000
<b>Covid-19 Impacts:</b>				
Council Tax Collection Fund deficit in 20/21 spread over 21/22-23/24	2021/22		121	363
Council Tax Collection rate reductions: 21/22 from 99.4% to 97.9%, 22/23 from 99.4% to 98.4%, later years remain at 99.4%	2021/22		175	296
Reduced income - Car Parking: assumed 25% reduction in 21/22, 20% in 22/23, 15% in 23/24, 10% in 24/25, 5% in 25/26	2021/22		1,027	3,080
Reduced income - Licensing: 21/22 only	2021/22		15	15
Interest Receipts: 37.5% reduction as lower balances to invest due to use of reserves to fund Covid-19 deficit	2021/22		112	1,120
Increased expenditure - FM: cleaning and PPE for staff	2021/22		18	180
Increased expenditure - IT: costs relating to working from home	2021/22		5	35
<b>Sub Total</b>			<b>1,473</b>	<b>5,089</b>
<b>Other Service Area Changes:</b>				
<b>Sub Total</b>			<b>0</b>	<b>0</b>
<b>Base Changes:</b>				
Rolled on to 2030/31 and base figures updated to 2020/21 budget			12	711
<b>Sub Total</b>			<b>12</b>	<b>711</b>
<b>Assumption Changes:</b>				
Pay Award: 20/21 increased from 2% to 2.75%, later years remain at 2%			132	1,455
<b>Sub Total</b>			<b>132</b>	<b>1,455</b>
<b>Total 10-year Budget change gap/(surplus)</b>			<b>1,717</b>	<b>8,255</b>

i.e: £826,000 per annum

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Ten Year Budget - Revenue

Appendix E

	Budget 2020/21	Plan 2021/22	Plan 2022/23	Plan 2023/24	Plan 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28	Plan 2028/29	Plan 2029/30	Plan 2030/31
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Expenditure</b>											
Net Service Expenditure c/f	15,251	15,581	17,156	17,332	17,666	17,870	18,079	18,342	18,872	19,411	19,957
Inflation	666	616	496	503	509	515	522	529	539	547	556
Superannuation Fund deficit	0	0	0	100	0	0	50	0	0	0	0
Net savings (approved in previous years)	(358)	(6)	0	37	0	(1)	0	1	0	(1)	(1)
<b>New growth</b>	<b>160</b>	<b>1,065</b>	<b>(220)</b>	<b>(206)</b>	<b>(206)</b>	<b>(205)</b>	<b>(209)</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>New savings/Income</b>	<b>(138)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>
<b>Net Service Expenditure b/f</b>	<b>15,581</b>	<b>17,156</b>	<b>17,332</b>	<b>17,666</b>	<b>17,870</b>	<b>18,079</b>	<b>18,342</b>	<b>18,872</b>	<b>19,411</b>	<b>19,957</b>	<b>20,512</b>
<b>Financing Sources</b>											
Govt Support: Revenue Support Grant	0	0	0	0	0	0	0	0	0	0	0
New Homes Bonus	0	0	0	0	0	0	0	0	0	0	0
Council Tax	(11,264)	(11,443)	(11,862)	(12,357)	(12,741)	(13,136)	(13,542)	(13,933)	(14,335)	(14,747)	(15,170)
Business Rates Retention	(2,139)	(2,182)	(2,226)	(2,271)	(2,316)	(2,362)	(2,409)	(2,457)	(2,506)	(2,556)	(2,607)
Collection Fund Deficit/(Surplus)	0	121	121	121	0	0	0	0	0	0	0
Interest Receipts	(300)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)
Property Investment Strategy Income	(1,428)	(1,468)	(1,508)	(1,558)	(1,558)	(1,558)	(1,655)	(1,655)	(1,655)	(1,696)	(1,696)
Contributions to/(from) Reserves	(378)	(365)	(175)	(161)	(604)	194	208	221	236	249	148
<b>Total Financing</b>	<b>(15,509)</b>	<b>(15,525)</b>	<b>(15,838)</b>	<b>(16,414)</b>	<b>(17,407)</b>	<b>(17,050)</b>	<b>(17,586)</b>	<b>(18,012)</b>	<b>(18,448)</b>	<b>(18,938)</b>	<b>(19,513)</b>
<b>Budget Gap (surplus)/deficit</b>	<b>72</b>	<b>1,631</b>	<b>1,494</b>	<b>1,252</b>	<b>463</b>	<b>1,029</b>	<b>756</b>	<b>860</b>	<b>963</b>	<b>1,019</b>	<b>999</b>
<b>Contribution to/(from) Stabilisation Reserve</b>	<b>(72)</b>	<b>(1,631)</b>	<b>(1,494)</b>	<b>(1,252)</b>	<b>(463)</b>	<b>(1,029)</b>	<b>(756)</b>	<b>(860)</b>	<b>(963)</b>	<b>(1,019)</b>	<b>(999)</b>
<b>Unfunded Budget Gap (surplus)/deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Assumptions**

Revenue Support Grant:	nil all years
Business Rates Retention:	Business Rates Retention safety-net in 20/21 plus 2% in later years
Council Tax:	2% in 21/22 onwards
Council Tax Base:	Increase of 580 Band D equivalent properties from 21/22, 480 from 27/28
Interest Receipts:	£188,000 in 21/22 onwards
Property Investment Strategy:	£1.468m in 21/22, £1.508m in 22/23, £1.558m from 23/24, £1.655m from 26/27, £1.696m from 29/30
Pay award:	2% in 21/22 onwards
Other costs:	2.25% in all years
Income:	2.5% in all years except for off-street car parks which are an average of 3.5% per annum from 19/20 - 23/24

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## New Growth and Savings/Additional Income Proposals: People and Places Advisory Committee

SCIA Year Growth	No.	Description	Year	Ongoing	2021/22 Impact £000	Budget Impact £000
		none				
		Sub Total			0	0
<b>Savings/Additional Income</b>						
		none				
		Sub Total			0	0
		Net (Savings)/Growth Total			0	0

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**SERVICE CHANGE IMPACT ASSESSMENT**

Not applicable for this Advisory Committee as there are no new growth and savings proposals.

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## 2021/22 Budget Setting Timetable

### Stage 1: Financial Prospects and Budget Strategy 2021/22 and Beyond

8 September	Finance & Investment AC
17 September	Cabinet

### Stage 2a: Review of Service Dashboards and Service change Impact Assessments (SCIAs)

29 September	Housing & Health AC
6 October	People & Places AC
8 October	Improvement & Innovation AC
13 October	Cleaner & Greener AC
20 October	Development & Conservation AC
21 October	Finance & Investment AC

### Stage 2b: Budget Update

15 October	Cabinet
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### Stage 3: Budget Setting Meeting (Recommendations to Council)

5 November	Cabinet
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### Stage 4: Budget Setting Meeting

17 November	Council
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### Stage 5: Council Tax Setting

11 February	Cabinet
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### Stage 6: Council Tax Setting

23 February	Council
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Note: The Scrutiny Committee may 'call in' items concerning the budget setting process.

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## DUNTON GREEN ANNUAL REPORT 2019-20

### People & Places Advisory Committee 6 October 2020

Report of                      Chief Officer People & Places

Status                         Information Only

Key Decision                No

---

**Executive Summary:** This report provides an overview of the Dunton Green Community Development project 2019-20. It outlines the main findings from the community consultations that have taken place along with an overview of the projects implemented and the additional funding received. It also reviews recommendations and conclusion as this project finished on 31 March 2020

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**This report supports the Key Aim of the Community Plan**

**Portfolio Holder**        Cllr. Lesley Dyball

**Contact Officer**        Kelly Webb, Ext. 7474

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**Recommendation to Economic & Community Development Advisory Committee:**

That the report be noted.

---

**Reason for recommendation:** Information only

---

### Introduction and Background

1        Members agreed, at Cabinet on 6 December 2012, that a proportion of the Dunton Green Section 106 funding would be used to fund a Community Development Officer for 3 years. Which was then further extended to 31 March 2020.

- To bring the old and new communities of Dunton Green together.
- To identify and respond to the needs of the local community.
- To enable the community to continue this work after the end of the project.

### Key Implications

#### Financial

The funding for this project has been sourced from the Section 106 money which has already been allocated for community development work as part of the West Kent Cold Store development (Dunton Green).

There are no other financial implications associated with this project.

#### Legal Implications and Risk Assessment Statement.

There are no legal implications and risk assessments are carried out on an event by event basis.

#### Equality Assessment

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

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	This Annual Report identifies the provision of services across the whole community. Services are tailored to the needs of the community and the report sets out the project proposals going forward.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The Dunton Green Project addresses issues that affect the whole community including specific groups, such as older people, families, young people and people with disabilities
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

## **Conclusion**

The Dunton Green Annual Report Report sets out the key successes from 1 April 2019 - 31 March 2020 and the proposals for the project going forward, and is before Members for information.

<b>Appendices</b>	Dunton Green Annual Report
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<b>Background Papers:</b>	N/A
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**Sarah Robson**

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

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## Dunton Green Annual Report



1 April 2019 to 31 March 2020

Produced by: Dunton Green Community Development Officer  
August 2020

## **Acknowledgements**

Sevenoaks District Council would like to thank the Dunton Green community and Dunton Green Parish Council for giving the Council and other partners the opportunity to be part of this community project. We would like to thank the Cabinet Member and Cllr Brown and Cllr Bayley for their support. We would also like to thank the project's funders, which includes Berkley Homes, Kent Sport, Kent Shed, Kent Police (Diversionary Fund) and Dunton Green Parish Council.

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### Introduction

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This final annual report covers the period from 1 April 2019 to 31 March 2020 for the Dunton Green Community Project. The report focuses on the sustainability of the project's initiatives as well as providing an update of the successes from the final year of the project. This year's work has involved extensive sustainability assessments and a flexible approach to planning initiatives to ensure that the project has a long lasting impact on the community of Dunton Green.

### Background

In 2009, Berkeley Homes was granted planning permission to develop the old West Kent Cold Store site in Dunton Green. This, along with subsequent amendments, resulted in permission to build up to 500 new homes and 4500sqm of commercial space.

The development was subject to a Section 106 agreement. Members agreed, at Cabinet on 6 December 2012, that a proportion of the Dunton Green Section 106 funding would be used to fund a Community Development Officer initially for 3 years. The officer would work with the existing and new communities to identify community need and any specific services that should be provided. For example, youth work and provision for teenagers, social opportunities for older residents, working with new residents to bring the existing and new communities together, to assist in crime prevention and anti-social behaviour and to maintain a good local environment through community pride.

Wherever possible this project would endeavour to make links with other service providers to lever in additional funding for the community.

Following the decision by the Portfolio Holders of Housing and Health and Economic Development & Community Development, it was agreed to use the Section 106 monies to extend the Community Development Project in Dunton Green until 31 March 2020.

### Aims of the Project

- To bring the existing and new communities of Dunton Green together.
- To identify and respond to the needs of the local community.
- To enable the community to continue this work after the end of the project.

### Previous Reports

The Dunton Green Mid Project Report July 2015 to December 2016, (published 2017), outlined the project progression from its initial stages of when the Community Development Officers were appointed (job share) through to the mid-point of the original project.

A subsequent Annual Report was produced covering the period from January 2017 to March 2018 due to the successful application to extend the project until March 2020. A successive Annual report was produced to cover the important successes and development from 1 April 2018 report to 31 March 2019.

## Project Updates

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### Basketball Camp

One of the outcomes from the successful basketball taster sessions during Summer Activities 2018 was the demand for regular community basketball sessions on recreation grounds that are suitable for all abilities. As a result Sevenoaks District Council Community Development Officers launched a Community Basketball project in partnership with Sevenoaks Suns basketball club.



The aim of the project was to increase interest and involvement in basketball for young people in Dunton Green aged 11 - 14 years old. It was also to ensure that young people make best use of the facilities available at the Multi-Use Game Area (MUGA). The funding for the project was twofold; Community Development Officers were awarded a £427 grant from Kent Sports towards the project and additionally used Section 106 money towards publicity of the project.

The Basketball camp ran for consecutive 14 consecutive weeks, from the 29 April to the 29 July 2019, on Mondays from 5pm-6pm. Sessions were publicised through the Dunton Green Parish Council newsletter and website, through our own Facebook, Twitter, website and magazine, Sevenoaks Chronicle, local Facebook groups in Dunton Green and leaflet delivery to every household in the Parish.

### Challenges

Following the success and positive feedback from the community on the original project, we were planning to extend these sessions during August and September 2019. However we were unable to secure the coaches from the Sevenoaks Sun Club, due to summer holidays and their availability. The Community Development Officers liaised with alternative coaches from the local area by contacting Bromley, Dartford, and Bromley Pythons basketball clubs. We then successfully partnered with Maidstone Panthers



basketball club to ensure that we sustained a pool of available coaches for the project.

The other challenge was a regular marketing strategy for the new initiative. Originally the club was responsible for promotion and advertising of the sessions as part of their community outreach strategy, which was inconsistent. As a result the Community Development Officers developed and maintained the publicity of the project through press releases in local magazines and through social media platforms.

### Sustainability

Following feedback from Community Development Officers and the club, Dunton Green Parish Council is keen to explore an opportunity to support the community basketball sessions going forward providing a suitable coach is available. Therefore SDCs Community Development Officer will source a new provider to continue with the project in spring 2021, due to current lockdown restrictions.

### Prices Wood Biking Project

The impetus for this project was born out of 2018 community consultation asking local residents what projects they would like delivered in the village during the coming year. Cycling was determined as a priority.

Price's Wood, near Pounsley Road, was identified by Dunton Green Parish Council as a space that could accommodate a bike trail. They had recently been gifted the woodland by Mr Price for it to be cared and maintained for the benefit of the local community.

The woodland, in the main, had been left to its own devices prior to this change in ownership. Brambles had overgrown so much they had a strangle hold on the wood, some trees had become unhealthy and therefore a potential risk. The abandoned woodland was a hot spot for fly tipping and dog fouling.



Sevenoaks District Council, in partnership with Dunton Green Parish Council and Live Biking devised a project that would bring the woodland back to health and provide it with a new lease of life via a bike track for young people and families to enjoy. The bike trail sits within the natural environment and designed to be in keeping with the woodland as possible.

The wood has the benefit of a Tree Preservation Order, so we worked with a tree specialist to best understand the work required to make the wood safe and to improve its health and longevity. Following a successful application, the trees have been taken care of by a specialist. The brambles cut back to a boarder that allowed light to get to the woodland floor and encourage native flowers to bloom in the spring. We also cleared off all the rubbish; from glass, dumped paint pots, a tyre, many bricks, an abandoned wheel barrow and a shopping trolley to name just a few items and then built in community use in the shape of a bike trail.

### **Making the bike trail**

Thirteen volunteers from the local community attended the two day bike trail ‘build’ on Monday 21 and Tuesday 22 October 2019. Despite the wet weather, it was a wonderful couple of days and saw Price’s Wood transformed into a new community asset for the village. Community Development Officers were heartened to receive warm words of encouragement from some of the Ryewood residents who popped over during the ‘build’ days to see what was happening.

### **Embedding the trail into the village**

As part of ensuring this new asset is a positive addition to the village the project team committed to delivering some organised sessions with local young people. We had planned to run the activities below during February and March 2020. Sadly we have had to postpone this because of the wettest winter in recent memory and then due to the coronavirus. Live Biking is still committed to delivery these activities and they will be advertised locally by Dunton Green Parish Council. However, the trail is regularly used by the community.

Explorer Scout Sessions	10, 11 February 2020 8.00 - 9.30	Delivering biking sessions for this local community group
‘The First Ride’	Monday 17 February 2020 1.30 -3.30	An open invitation to the Dunton Green community to come and ride the new bike trail.
Pre-Schooler Sessions	Monday 9, 16, 23 March 2020 10.00 - 11.30	For parents/carers and their pre-school children to ride the track on bikes or balance bikes.

### **Strengths**

Our success during this project was our strength of partnership between Sevenoaks District Council, Dunton Green Parish Council and Live Biking. This cohort worked in unity to address any challenges together and pushed through to successfully providing the village with a new community asset and public amenity space.

### **Challenges**

There were three main challenges the project team worked together to address; one was working in harmony with the woodlands tree preservation order to ensure the wish for the project was possible in the first place.

The second challenge centred on engagement with the neighbouring community and addressing any fears or concerns some of them initially felt, around possible antisocial behaviour by opening the wood for public and promoting the asset to local community. This was overcome by holding a site meeting with residents, Parish Council, Live Biking and SDC. The meeting was well attended and residents were able to air their concerns and were reassured and many of them use the trail with their families and there have been no reports of anti-social behaviour in the area.

Finally, the long wet winter meant the bike trail took longer than planned to be in.

### **Sustainability**

The woodland and bike trail are under the care of Dunton Green Parish Council and they have maintenance agreements in place to ensure both are looked after. The project team are committed to maintaining an overview of the site for the first six months to ensure it is being treated with respect and care whilst this new asset is embedded into the village. There have been positive signs that people have been using the trail for informal use and the trail is settling down well.

The postponed organised biking sessions (listed above) will be delivered as soon as it is safe to do so. As the sessions were planned and pre booked with participating organisations, we have agreed with Live Biking and Dunton Green Parish Council (DGPC) that the instructor will liaise directly with DGPC to provide a new dates for the sessions as soon as social distancing rules will ease to allow groups larger than 6 people to train outdoors.



## Art Project

The idea for the project came from feedback following the community consultation in 2018 about the desire to have an intergenerational project for the local community focusing on an arts & crafts activity.

Therefore, the Community Development Officers drew up a plans for an arts and crafts project which was created and envisioned with the help from the local community, including a local professional artist. The main aim of the project was to engage with a diverse group of residents in the village to create a community made mural. This would sit within the village to celebrate Dunton Green and the relationship that the Community Development Officers have made with the village. The project originally had another strand to work on the Dunton Green Station Underpass, however the Health and Safety Manager for SouthEastern felt that it was unsafe to do so at the present time as the Underpass needed maintenance work to strengthen it.



In order to produce the mural, each art picture had to be printed onto the individual ceramic tiles which were mounted together to create the final piece. A series of sessions with the artist, Georgie Bennet were organised to engage with various groups and produce the art contributions for the mural. These included an organised session with Dunton Green Primary school with KS2 pupils, as well as more informal drop-in's at the Pavilion for wider community. To make the project inclusive, Community Development officers organised a Tea and Draw session at Hamlyn Court to engage with older residents.

## Strengths

All of the sessions were very successful and overall we had thirty-four participants who submitted their drawings to the community mural. The school session went very well. Fourteen children who were incredibly passionate about art had an opportunity to work with a professional artist. The children had a lot of fun during the session and created a paper village that sat pride of place in the school for some time. Community Development Officers took a number of positives from the project, some of which was to utilise links that we have previously established within the community in order to create an audience that was already there so ensuring guaranteed participation.

The half term activity at the Dunton Green Pavilion was also very successful with a myriad of activities for families to get interactively involved in art, including residents

from Ryewood development. Feedback received indicated requests for there to be more activities like this and asked if similar projects could run every holiday. These comments have been passed on to the Parish Council to explore such opportunities.

### Challenges

Unfortunately, for the first Tea, Talk and Draw session the turnout was low, this was attributable to poor weather conditions, however this session was re-arranged and more people attended.

### Sustainability

The main aim of the project was to create a long lasting community mural that can be enjoyed by all. The Community Development Officers have ensured that the tiles are weather and graffiti proof to help preserve its longevity. We have gifted the mural to Dunton Green Primary School.

### Ryewood Bootcamp Fitness Class

The idea for this project came out of the partnership work with the Parish Council as a way to promote the local sport facilities at their Recreational Grounds, including the Pavilion to new Ryewood residents. The project is also aimed to enhance the cohesion of the communities in Dunton Green through a shared sporting interest.

Community Development Officers worked with local fitness provider, Jacqueline Bowen, Backyard Boot Camps, to encourage Ryewood residents to join the regular Boot Camp classes in Dunton Green. The original idea was to run a series of free taster sessions for the residents at Ryewood development. This approach was successfully used previously with the Tai Chi project to engage with new audience at Ryewood. The sustainability plan was to offer the participants to join the existing classes on the Dunton Green recreation ground at a discounted rate following the taster sessions.

Unfortunately, Berkley Homes denied permission to use the land at Ryewood to run any taster sessions, due to lack of space and Health and Safety concerns. Instead Community Development Officers had to re-devise the project and offered an opportunity to all Ryewood residents to join existing classes at a highly discounted introductory rate.



**2 FREE bootcamp sessions**  
**Exclusive offer to all Ryewood residents**

New customers can book a first block of 6 sessions for only £28  
*Usual price £48 | Offer expires on 15th of March 2020*

All equipment is provided just bring your determination and a sense of humour!

**Where & when**  
MUGA on Recreation Grounds  
Monday to Thursday 9.15am - 10am  
Saturday 8am - 8.45am

**Hurry limited time offer!**  
Book you free trial now

**How to book**  
**Contact Jacqueline Bowen\***  
T: 07803 050431  
E: enquiries@backyardbootcamps.co.uk

**BackyardBootcamps**

\* Level 3 qualified and insured personal trainer and bootcamp instructor  
(Completion of a health questionnaire will be required pre-participation)

Funded by  
**Sevenoaks**  
DISTRICT COUNCIL

There have been some interest to this scheme from the residents however there have been no bookings made from interested participants on the project.

One of the factors that adversely impacted the initiative was that there was a perceived opinion among the beneficiaries that the sessions should be offered free of charge, as this initiative was part of a Community Development project funded by the Section 106 contribution. Another reason was the altered the model of the initial project where participants were required to join an established class with other regular clients, this was perceived as a barrier to joining a fitness class.

As a result any future similar initiative with a new group of beneficiaries should offer free taster sessions to draw the interest and appetite prior merging it into sustainable sessions.

### Summer at the Pavilion - Dunton Green Village Fete

One of the outcomes from the consultation 2018 was a request to have a community event to bring everyone in Dunton Green together. As a result, Community Development Officers organised a village fete called 'Summer at the Pavilion' with help from local volunteers, existing community groups and partner organisations. It was held on the Recreation Grounds on Saturday 29 June 2019 with access to the Pavilion which helped to emphasise these facilities to local residents.



The main purpose of this event was to bring the community together and enhance cohesion within the community particularly with residents from Ryewood development. It was also an opportunity to raise an awareness of local voluntary groups, services and businesses. Wider purposes of the event was to use contact with the community to investigate an appetite for additional projects and initiatives.

The 'Summer at the Pavilion' event offered plenty of leisure and social opportunities for the residents, more than 20 stalls with information and support, food and drinks and various activities including; a bouncy castle, circus skills workshop, climbing wall.

Community Development officers ensured that the format event kept informal and



## Agenda Item 7

diverse range of stall holders would appeal to wider community of all ages, including a gentle chair exercise demonstration with instructor, Sue Larken. During the event live music performed by Foxy Lauz and the Hounds of Sound and Dunton Green Youth Street Dance Crew entertained guests by performing some of their well-rehearsed R&B medley.

The event was a great success, with glorious sunny weather and nearly 300 attendees, the majority of them being local residents, including families from the Ryewood development. Community Development Officers engaged directly with 250 people at the event.

This event offered small local charities and voluntary organisations a chance to fund raise much needed funds and raise awareness of their work to wider audience. Sevenoaks District Council also donated the proceeds from the hog roast to Dunton Green Primary School's PTA. This meant £221.00 went to benefit the local school.

### Youth Street Dance

The Youth Street Dance project, which was launched in 2017, has been growing from strength to strength over the past year. In early spring we had received great news that the project's volunteer instructor was expecting a baby in September 2019.

The instructor was keen to continue to deliver the sessions as normal until end of summer term to minimise the disruption for the group.



Following the guidance from HR we felt confident that she was able to lead the group preparing them for a performance for the summer community event 'Summer at the Pavilion'. In the meantime a dance company *Cascade* dance have been sourced to replace the instructor following her maternity leave from September 2019 until Easter 2020. The new dance instructor was introduced to the crew before the summer holiday to insure smooth transition from September and the project sustains participant's retention. As a result all of the former participants had returned in September term apart from one who had moved out of the local area.

During the following two terms the *Cascade* dance instructors had sustained the project and forged a good working relationship with young participants. In addition they also delivered one taster session at Dunton Green Primary school to recruit new beneficiaries. As of March 2020 there were 13 regular members of the class with 10 of living within Dunton Green parish.

### Sustainability

In view of the Covid-19 virus, current restrictions and subsequent consultation with our volunteer instructor, the project is temporarily suspended until September 2020. The Community Development Officers have met with the dance instructor to evaluate all options available and produce a plan to ensure sustainability. She will continue to deliver the sessions from 16 September 2020 autonomously. Initially the sessions will resume via Zoom however it is hoped that the session will recommence in its original format early in 2021.

### Easy Netball

Last year had been challenging time for the project.

A number of group training sessions were cancelled on the outdoor court (MUGA) where weather conditions regrettably had been unpredictable; with excessive heat during the summer or torrential rain. There had been further impact on the project due to work commitments and also injuries of the Volunteer instructor, which prevented them from obtaining UKCC Level 2 Netball Coaching qualification, as part of sustainability plan for this project.



As a result Community Development Officers advertised for an additional volunteer instructor in order to provide support and build a resilience into the project. Despite a number of attempts it was not possible to source either a qualified coach or willing volunteer (with training provided) to independently lead this group.

In the meantime the netball group has formed a real bond during the sessions with up to 6 regular participants and communicating actively via a WhatsApp chat group, supporting each other and organising social events together outside of training sessions.

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The group wanted to move to an indoor training facility over the winter season to mitigate the impact of the weather. However due to the nature of this project it was not possible to relocate to an alternative venue.

When devising the sustainability for the project Community Development Officers looked at overall progress of the project due to its previous success and reviewed grassroots schemes in the local area to evaluate the viability of the project. Due to the previous success of this project in the local community and the lack of informal netball initiatives in the local area. It was decided that the project will be sustained and moved under Sevenoaks District Council Community Development Officer which covers sports initiatives as an over-arching organisation mainly for public liability insurance purposes. The Community Officer will take a lead the sessions following the necessary coaching training to support the current volunteer to lead the project as when safe to do so following all Covid - 19 restrictions, as allowed in accordance with Netball England guidelines.

### 8-12's Project

Launched on 9th January 2017, by the Community Development Officers as a direct response to the need for regular youth activities in Dunton Green. The project, delivered by West Kent Housing Association, funded through the Community Development Project Dunton Green provides young people aged between 8 and 12 to develop 'soft' skills such as self-esteem, confidence, social and emotional responses and building friendships. Club 8-12s is currently in its fourth year of operation and has grown considerably since the last report, with nineteen young people on our registers with regular attendance every week. The club has forged many links in the community, including a very strong partnership with Dunton Green Primary School, who have referred most of the young people. The partnership with the school means children who are in need of extras support are identified and get that much needed engagement though the tailored approach at the club.

In 2019 the club had a total 402 attendances from the nineteen registered children.

Programmes for the club session is purposely planned and organised to help the children experience a sense of achievement, make new friends, feel empowered and feel that



they have ownership of the club. The young people typically have a great deal of involvement in the programme to ensure that the programme is up to standards and provides a mixture of fun and educational activities. It is also proven that by giving the young people the opportunity to give ideas for the programme gives them a sense of ownership to the club. West Kent Housing Association even organised an animal workshop (Our Amazing Animal World) to come to the club. Some of the animals that were included were a Naked Mole Rat, Meerkat and various reptiles.

As part of the 8-12s programme several trips have been organised, giving children a chance to do things they might not ordinarily do and visit new places. The club has introduced two swimming trips each school term to promote a healthy lifestyles and give the children the opportunity to learn to swim when they usually wouldn't get the chance to with their families. With the use of swimming aids, the children have been challenged to swim further, deeper or faster. The project makes use of the excellent swimming facilities available in the District. Also in 2019 the children went to Adventure Kidz in Aylesford, an indoor soft activity centre, which gives the children a chance to run, play and have no worries just fun.

It is a tradition that every year the club attends a pantomime, this year it was Aladdin at the Stag Theatre and the feedback received was that the young people loved every minute of it. For that trip other 8-12 clubs in the area were included to encourage young people to meet and to make friends in different areas of the district.

At the residential trip to Thriftwood Scout Activity Centre the group were able to take part in activities such as raft building, team games, orienteering and swimming. Some other exciting activities included rock climbing, zip- wire and 3D - Maze.

Some of the comments we had back from the children were "when is the next one, I can't wait". One parent said, "my child had the best time and I have noticed a massive change in his confidence".

Residential trips are vital part of the club provision as it encourages and supports young people's development giving them the opportunity take part in activities that would not normally be able available and additionally to be away from home for the first time. For some of the young people that attended this is the only holiday that they will have for the year where they will take away skills, confidence and memories that will embolden them for the rest of their lives.

### Case Study

YP\* name changed for confidentiality

YP has been attending the club since February 2019 and when he started, he was very shy. When he was referred into the club the Dunton Green Primary school had said that he was not very talkative and did not like joining in on activities. He is diagnosed with ADHD and finds it hard to make new friends. Since joining the club he has grown in confidence. He is starting to talk a lot more to the children in the club and is also trying new activities that he would not have done if he has not of joined the club. YP finds it difficult to talk to other adults, will only answer with one-word answers and will find it hard to raise any worries or concerns he has.

YP has since become more talkative and seems a lot happier in himself. His mother has said that he enjoys coming to club every week. He always asks what is on at club and is starting to give us ideas of the things that he would like to do at the club.

YP enjoys the swimming sessions that we put on at the club. When he first came to the swimming session, he was not a very confident swimmer and would only stay at the shallow end trying not to get too wet. With the support from a member of staff in the pool with him he is now going to the deep end and is a very confident swimmer. His family do not often get the chance to take the family swimming and this is great opportunity for him to experience this. YP's Family Liaison officer at school has said that they have seen significant improvement in his confidence and also that she believes that the club is a good outlet for him because otherwise he would just be hanging around in the park with older children.

***Case study has been produced by West Kent Housing Association***

This project has been fully sustained and taken on by West Kent Housing Association.



## Over 55's Social Club

Since the club started in 2016 it has been coordinated by an enthusiastic local resident, along with a number of other volunteers from Dunton Green. Between 10 - 15 regular members continued to meet on the third Sunday of every month for a hot drink and snacks. The group have evolved over time and regularly play bingo and hold raffles.

Historically the group relied a great deal on one person to organise the sessions with a few helpers to assist with the opening of the hall and setting up of tables, serve the refreshments etc. As a result record keeping has been difficult to achieve and should the lead be unwell the group are unable to function effectively.



Working with partner organisations in Dunton Green the Community Development Officers were keen to create a sustainability plan for the club which would enable them to flourish and grow, including support with public liability insurance, health and safety, volunteer management and managing funding. This would enable them to apply for external funding and manage their finances and manage the club efficiently. Community Development officers approached Age UK Tonbridge and Sevenoaks, to ask if they could act as an umbrella organisation under which the Social Club could sit, as they are already had local working links and relationship with Dunton Green and it's Parish Council.

As a result Age UK Tonbridge and Sevenoaks has included the Over 55's Social Club and its activities under Age UK public liability insurance and has ensured that risk assessments and health and safety arrangements are all in place. Age UK holds a bank account which is ring-fenced for the club to allow the group to organise their finances better, apply for the external funding and receive donations from other organisations. Community Development officers have produced a new poster reflecting new partnership arrangements.

A donation of £200 was made to assist the club to organise a day away trip for its members. In addition the Community Development Officers funded their Christmas get-together to enable them to have the opportunity to celebrate together.

### Project and Partners Support

In addition, the Community Development Officers supported initiatives, events and projects that our partners have set up in the community.

Following the request from the Dunton Green Faithworks, Community Development officers has assisted with a promoting of the fundraising event they have organised 'Education in Full' Barn Dance, which took place at Donnington Hall on Saturday 5th of October 2019. The event which included a silent auction intended to raise money for a bursary fund for the Dunton Green Primary School 'Education in Full' aims to support the needs of individual children whose families are in financial difficulties. The fund would ensure the children can make the most of their education, for example, adequate school clothing, subsidised swimming lessons, contribution to the school trips etc. as well as helping publicise the event, Community Development Officers has donated a few items for the silent Auction: wine, £25.00 Amazon voucher and a chocolate hamper. The event was a great success with 60 people attending and raising just over £3,000 to initiate the fund.

Some previously set-up projects continue to run in the community either autonomously or with the support of partner organisation such as Dunton Green Lunch club (managed by Age UK), Pop up Pop in Café (Age UK with support from Dunton Green Parish Council), Tamz Tai Chi (independent club).

The Community Development Officers supported all of the Parish Council events.

## Overall Evaluation

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In the period between April 2019 to March 2020 the project aims have been met in the following ways:

- **To bring the old and existing communities of Dunton Green together**

The project has been successful in achieving over **1040 attendances** in the activities which were either organised by the Community Development Officers or funded through the project.

Residents from all areas within Dunton Green, including Ryewood, have attended the events and sessions provided. Projects have been developed to ensure that there is something for everyone, whether you work full time, are retired, are unemployed or still at school. Thus enabling the community to come together at a time that is convenient to them. All projects are promoted across the entire parish by a variety of means including posters, via newsletters, flyer delivery to every household, face to face and via social media.

- **To identify and respond to the needs of the local community.**

The Community Development Officers also have made sure that for all new initiatives a need or a demand in the community either through resident's consultation or our work with a partners can be identified. Some of the new ventures have been developed as a result of the most recent 2018 community consultations.

The Community Development Officers have also ensured that they continue to do outreach work in the community meeting with Dunton Green residents by supporting various local groups, community events and speaking with residents first hand. Ongoing feedback is therefore received and can be acted upon.

- **To enable the community to continue this work after the end of the project.**

Throughout the development of the initiatives a clear exit strategy has been identified.

- Basketball - links established with Dunton Green Parish Council to take it forward
- Youth Street Dance - Volunteer continues to drive the project autonomously
- Easy Netball - continues district-wide initiative through Sevenoaks District Council Community Development work
- Tamz Tai Chi - independent club
- Lunch Club - run by Age UK Tonbridge and Sevenoaks

## Agenda Item 7

- Over 55's Social club - run independently and supported by Age UK and Dunton Green Parish Council

### Community Feedback

The following feedback has been received from residents:

*"I enjoyed learning new skills, community spirit of the project and using local facilities with my kids"* Feedback from participants on Easy Netball.

*"Social club is valuable asset in the community it's a way of seeing people and having a chat."* Feedback from participants on Over 55's Social club.

*"I enjoyed being able to just get stuck and play. It is great way meeting other people from the village (especially being new to the area)."* Feedback from participants on Easy Netball.

*"I come to the Lunch club regularly primarily to chat to my friends in Dunton Green who I've known for years and enjoy a meal cooked by someone else."* Feedback from participants on Lunch Club.

### Conclusion

Dunton Green Community Development has been a very successful project, showing why community development work is so vital for local communities, it brings people together, highlights what the local community has to offer and what new initiatives can be put in place. Originally a 3 year project, the success was that we was able to extend for a further 2 years and develop more intatives. The community development work has brought many benefits to the community such as:

- It has fostered a greater involvement to residents of Dunton Green in the local community and additionally has brought social benefits.
- The community took ownership of a number of initiatives such as Health walks for example and created their very own plan - 'Saturday morning walk and chat'. Another example is Over 55's Social Club which was set up by the community in response of Older People forum.
- Success for the Youth Street dance project has been sustained through managing and empowering of a volunteer. Community Development officers provided leadership and mentoring to the volunteer to obtain the dance qualification, something she is very passionate about and has enabled her to teach dance classes to young people in the local village.
- Some of the individual projects incorporated elements of education and training components for residents who volunteered through the initiative to different degrees and with different emphases.

- In addition to the formal projects and activities that has been developed, the Officers have worked within the local community to support and encourage residents to get involved. Two local residents became Parish Councillors as a result of participating in the projects which had been set up.

The initiative was not without a number of challenges, most can be attributed to the originality of the programme and demanding working relationships with Berkley Homes at the initial stages of the Cold Store development. Effective partnership work has been proven to result in better outcomes for beneficiaries & stakeholders alike, lower project costs and a greater sense of community ownership.

Overall the project accomplished the goals set out from the project inception.

## Recommendations

Community-centred approaches similar to the Dunton Green Community Development project, funded through Section 106, has been proven to enhance the lives of a local community by improving health & wellbeing, empowerment of residents to take part and also take the lead on projects, improves confidence and pride in the community, and a focus on mobilising assets within communities therefore increasing engagement.

The major contributing resource required to undertake the similar type of work elsewhere within the district is staffing. The community development worker would utilise a number of different community-centred approaches to ensure that the community is truly empowered depending on their needs and resources:

- strengthening communities - where approaches involve building on community capacities to take action together on various issues such as Over 55's social club, Young People, cohesion in the community and affordability.
- volunteer and peer roles - where approaches focus on enhancing individuals' capabilities to provide leadership, co-ordinate programmes, facilitate and mentor volunteers to promote and encourage a local participation, in their or other communities such as Youth street dance, Art Projects, Community Groups and easy netball.
- collaborations and partnerships - where approaches involve community development workers networking extensively to build collaborative partnerships, contacts and raise funds, liaising with interested voluntary groups to build new programmes and services, mediating and negotiating with opposing parties. Such as Faith Works, Local charities and businesses
- access to community resources - where approaches connect people to community resources, practical help, existing and already established services and volunteering opportunities to meet the local community needs and increase social participation. For example with Dunton Green - Tesco groundwork fund for Dunton Green Primary school,

support towards the Faithwork's 'Education in full' project, Funding from Police for Youth Work.

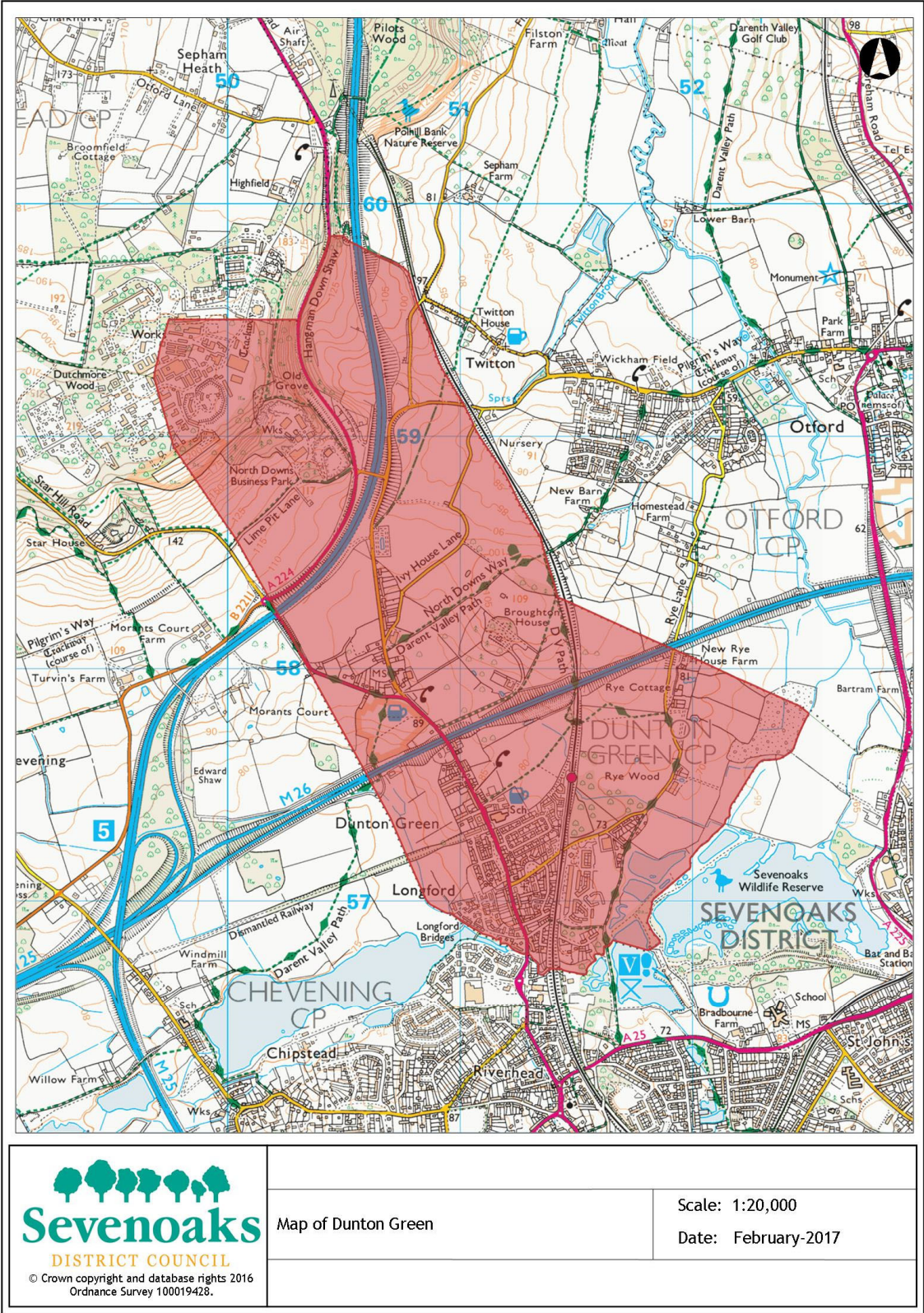
Therefore, the community development officer plays an extremely important role in grass root developmental programmes and have been instrumental in improving lives of the local community. Community Development officers have identified the assets within community, such as the skills and knowledge, social networks and community organisations all of which are necessary building blocks for cohesive and resilient communities.

The National Institute for Health and Care Excellence (NICE) guidance endorses community development as a strategy for health improvement and improving wellbeing of the residents. There is a substantial body of evidence on community participation and empowerment and on the secondary health benefits of volunteering.

Following on from Dunton Green and taking on what could be achieved across the District, an area that would benefit from such community development work is Edenbridge Town, following their large housing development scheme. It could also incorporate adjoining villages to combat rural isolation and social inequalities in the communities. An alternative site which would tremendously would benefit from a similar initiative is Swanley and Hextable, this area historically has suffered from depravation where some wards fall within 10% of the most deprived areas in Kent and the South East.

By engaging with such communities the main objectives of both the communities and partnering organisations would be to ensure that the health & wellbeing of residents are improved. The current and ongoing Covid-19 situation has highlighted the need for resilience and strong community cohesion, while still too early to effectively to analyse the impact of the pandemic it is becoming evident that a healthy lifestyle, both physically and mentally, is a major potential factor in combating this dreadful virus. As such, with the support and guidance of SDC in the implementation of these community projects residents will actively engage in ensuring that a strong and supportive community is created.





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## COMMUNITY PLAN 2019-20 ANNUAL REPORT

### People and Places Advisory Committee - 6 October 2019

Report of                      Chief Officer People & Places

Status                         For information

Also considered by        Cabinet - 5 November 2020

Key Decision                No

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**Executive Summary:** The Annual Report for the first year (2019/20) of the Sevenoaks District Community Plan 2019-22 has been completed and progress against agreed key success measures for each priority within the plan is reported.

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**This report supports the Key Aim of the Community Plan**

**Portfolio Holder**        Cllr. Lesley Dyball

**Contact Officer**        Alan Whiting, Ext. 7446

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**Recommendation to People and Places Advisory Committee:** That Members note the contents of the report.

**Recommendation to Cabinet:** That Members note the Community Plan 2019/20 Annual Report.

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**Reason for recommendation:** The report sets out progress against key success measures for the first year of monitoring (2019/20) for the Sevenoaks District Community Plan 2019-22.

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### Introduction and Background

- 1        The Community Plan creates a long-term vision (2013-2028) for the Sevenoaks District and sets out the community's priorities for action.
- 2        Council approved the Community Plan and strategic level action plan on 4 April 2018.
- 3        The Sevenoaks District Local Strategic Partnership delivers the Community Plan. This is made up of public sector organisations, together with voluntary and community sector representatives. It is co-ordinated by Sevenoaks District Council.

**Community Plan Annual Report for the period 1<sup>st</sup> April 2019 - 31<sup>st</sup> March 2020**

- 4 The Annual report is attached at Appendix A. A number of case studies submitted by partners are included within Appendix A.
- 5 It sets out some of the key outcomes achieved this year by theme of the Community Plan. Each theme also includes some of the key partnership challenges for the year ahead.

96% of key performance indicators are currently on target, against a target of 85%. A flavour of the work is given below. The Annual Report sets out further information.

Safe Communities	<ul style="list-style-type: none"> <li>• The 2019/20 Community Safety Action Plan was 98% on target. During the year the Sevenoaks Community Safety Unit successfully coordinated partnership enforcement activity on an address in Edenbridge. This resulted in a three month Closure Order due to ongoing anti-social behaviour.</li> <li>• The district remains the second lowest in Kent for overall levels of recorded crime. Part of the success is the continued work of the Community MARAC process. (Multi-Agency Risk Assessment Conference) is designed to address medium and high risk victims, offenders and problem locations.</li> <li>• Anti-social behaviour in the District remained the second lowest in Kent with 1602 reports, this is an increase compared to same period last year of 175.</li> </ul>
Caring Communities	<ul style="list-style-type: none"> <li>• Sevenoaks District Council continued to support people to live at home independently. The Private Sector Housing team issued nearly £760,000 on disabled facilities grants support to over 80 people.</li> <li>• One You Your Home advisors supported 217 clients to achieve their goals. The vast majority of the goals set are “Be Safe in your environment” (37.5%) which are connected to the use of the Better Care Fund to provide home adaptations to a resident’s home and/or the purchase of equipment to support a residents at home mobility.</li> <li>• Sevenoaks had the second lowest level NEETs (young people not in education employment or training) in the county.</li> <li>• Sevenoaks District Council housing</li> </ul>

	<p>prevented 138 people from becoming homeless through prevention work.</p> <ul style="list-style-type: none"> <li>• The Sevenoaks District Community Grant scheme supported 25 voluntary and community organisations to deliver important services during 2019/20, with a total grant value of £54,800</li> </ul>
Green Environment	<ul style="list-style-type: none"> <li>• Officers continue to work with natural environment partners including the AONB units (Area of Outstanding Natural Beauty) and the North West Kent Countryside Partnership. During the year projects have included improvements to Edenbridge water meadows, removing invasive species, improving the North Downs Way walking trail and habitat creation for Great Crested Newts.</li> <li>• No Open Space was lost on Allocated Sites. The Council works with partner organisations including the High Weald AONB unit, The North West Kent Countryside Partnership, The Kent Wildlife Trust and neighbouring authorities to provide countryside enhancements across the District.</li> <li>• During 2019/20 there were no applications for new dwellings refused in the Green Belt were overturned at appeal.</li> <li>• During 2019/20, Sevenoaks District Council successfully maintained its weekly refuse and dry recycling collection service.</li> </ul>
Healthy Environment	<ul style="list-style-type: none"> <li>• During this year (2019/20), there have been 642 referrals to the One You Kent service.</li> <li>• The Sevenoaks District Council Health team recruited a new Housing and Health Project Officer, as part of the Head of Housing and Health's role as Chair of the Kent Housing Group's (KHG) Housing and Health Sub Group. The aim of this role is to make access to local health and wellbeing services easier for vulnerable residents, particularly those living in social housing.</li> <li>• The Council's HERO Advice Service, providing early intervention for housing and financial issues, has been shortlisted for an award for innovation at the Kent Housing Group Excellence Awards.</li> </ul>

Dynamic Economy	<ul style="list-style-type: none"> <li>• The Economic Development Strategy 2018 - 2021 was adopted in January 2019. The Strategy provides the framework for the Council's work on Economic Development. The Strategy has 5 key themes, Growth and Investment, Infrastructure, Visitor Economy, Skills and Enterprise. Monitoring of the delivery of the first year of the strategy has shown that 86% of the actions are green.</li> <li>• Based at the Swanley Link in partnership with RBLI (Royal British Legion Industries), West Kent Housing Association offered a weekly support service for those looking to go back to work or get better paid work.</li> <li>• In September 2019, Sevenoaks District Council launched it's very first supported internship programme in partnership with Broomhill Bank School. Case studies on the three supported interns are included within Appendix A.</li> <li>• During 2019/20 Sevenoaks District Council developed a web chat facility through the Customer Solutions Team. This assists customers with disability who may not be able to hear people on the phone or who prefer to communicate through the web chat, including people with hidden disabilities. From April 1 2019 - 31 March 2020 Sevenoaks District Council had 686 chats via the website.</li> </ul>
Sustainable Economy	<ul style="list-style-type: none"> <li>• From April 1 2019 - 31 March 2020 Sevenoaks District Council had 686 chats via the website</li> <li>• The following projects where Community Infrastructure Levy (CIL) money was allocated to projects in the district including Spending Board in the last meeting: <ul style="list-style-type: none"> <li>○ Re-provision of the White Oak Leisure Centre - £900 000.</li> <li>○ Bradbourne Lakes Landscape Improvements - £242, 400.</li> <li>○ Westerham Parking Project - £49, 975</li> <li>○ Go 2 - A Demand Responsive Bus Service - £71, 961.98. This project now features on the LGA innovation forum</li> </ul> </li> </ul> <p>In the last financial year we have paid money to the following projects:</p>

	<ul style="list-style-type: none"> <li>○ Public Toilets - Edenbridge Town Council - £34, 000</li> <li>○ Sevenoaks Day Nursery - £99, 900</li> <li>○ Health pod - Otford Medical Practice - £2,500.</li> <li>○ Swanley Station Improvements - £750 000.</li> <li>○ New village/Sports Pavilion for Fordcombe Village Hall - £185, 000</li> <li>● 206 affordable homes were delivered during 2019/20.</li> </ul>
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## Key Implications

### Financial

There are no financial implications associated with this report.

### Legal Implications and Risk Assessment Statement.

There are no legal or human rights issues relating to this report.

### Equality Assessment

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

### Resource (non-financial)

Work connected with the Community Plan and the administration of the Local Strategic Partnership is undertaken through existing resources.

## Conclusion

The percentage of key success measures that are on target to be completed in the 2019/20 Community Plan Annual Report, stands at 96%.

## Appendices

Appendix A - Community Plan Annual Report 1  
April 2019 to 31 March 2020

## Background Papers:

None

Sarah Robson,  
Deputy Chief Executive and Chief Officer People & Places

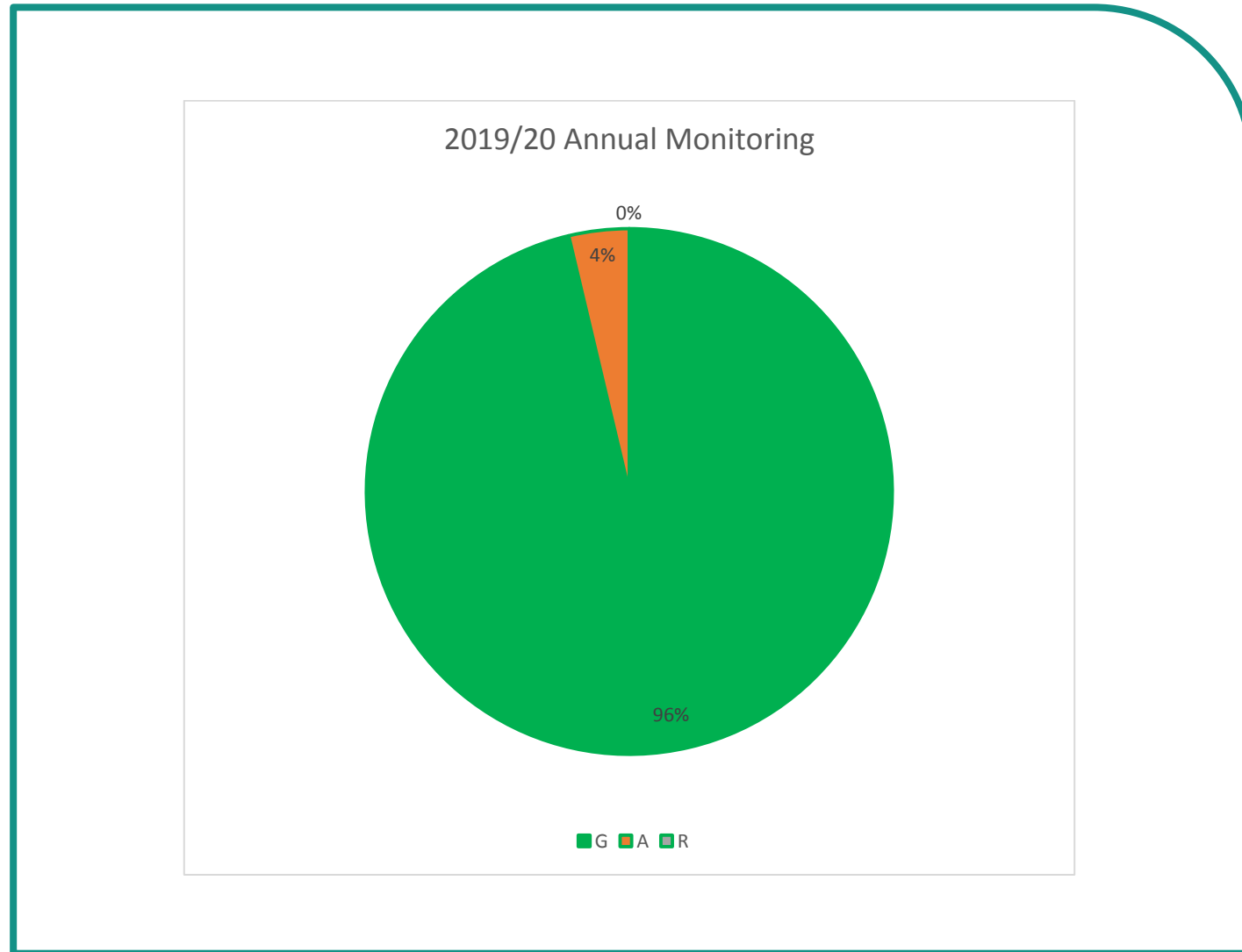
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# Sevenoaks District Community Plan Annual Monitoring Report 2019/20

This Annual Report is produced by Sevenoaks District Council on behalf of the Sevenoaks District LSP using data and information provided by partners

Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

At the the first year of monitoring (April 2019 - March 2020), 96% of the actions in the plan were on target to be achieved





## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)



### Safe Communities - A safer place to live work and travel

Lead Agency: Sevenoaks District Community Safety Partnership

Priority 1	Green	85% of actions in the Community Safety Partnership action plan achieved each year
Priority 2		Keep overall crime amongst the lowest in the county and aim for an improvement in that position.
Priority 3		Maintain the low number of ASB incidents (no higher than 3 <sup>rd</sup> in the county).
Priority 4	Yellow	Road safety measures undertaken to prevent people from being killed or seriously injured on local roads.
Priority 5	Green	Enforcement action taken against dangerously or illegally parked cars.

The monitoring is based on the following agreed key success measures for the above priorities

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

## Safe Communities - A Safer Place to live work and travel

Ref	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
S1	85% of actions in the Community Safety Partnership Strategy and action plan achieved each year		<p>The most recent Community Safety Action Plan monitoring information shows that the plan is currently at 98% on target.</p> <p>The 2019/20 Action Plan focused on Domestic Abuse, Serious and Acquisitive Crime (including Organised Crime Groups, emerging trends and county lines, (which is a type of criminal exploitation where gangs and organised crime networks groom and exploit children to sell drugs), Anti-Social Behaviour including Environmental Crime, Safeguarding, Substance Misuse, Road Safety, Doorstep Crime and Scams including Cyber Crime.</p> <p>This year the Sevenoaks Community Safety Unit (CSU) carried out 600 daily tasking's to address reports over the previous 24-hours, and made follow-up visits and calls to residents who reported issues and concerns.</p> <p>The Community Safety Partnership continued to target repeat locations of concern to local people during 2019/20. The Sevenoaks District CSU successfully coordinated partnership enforcement activity on an address in Edenbridge. This resulted in a three month Closure Order due to ongoing anti-social behaviour. A three month extension was also granted to the Closure Order.</p> <p>The Partnership has nearly 50 projects in their action plan and schemes to address specific local community safety issues. This included:</p> <ul style="list-style-type: none"> <li>• Attending community events across the district to promote community safety</li> <li>• Setting up 18 Task and Finish Groups set up established, 12 of which were completed and 6 are ongoing. Task and Finish groups provide intensive</li> </ul>		Consistently above 85% target

**Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)**

			<p>intervention by partner agencies when a number of reports have come in through the Community Safety Unit (CSU) Daily Tasking meetings relating to specific areas or to vulnerable people.</p> <ul style="list-style-type: none"> <li>• Inviting all primary schools in the District to the Stag Theatre in Sevenoaks for a free performance and workshop around internet safety as part of National Internet Safety Day.</li> </ul>		
S2	Keep overall crime amongst the lowest in the county and aim for an improvement in that position.		<p>The district remains the second lowest in Kent for overall levels of recorded crime. There has been a slight increase of Victim Based Crimes compared to same period last year. There were 7769 reports, an increase of 24. Part of the success is the continued work of the Community MARAC process. (Multi-Agency Risk Assessment Conference) is designed to address medium and high risk victims, offenders and problem locations. This year the group have issued:</p> <ul style="list-style-type: none"> <li>• 42 Anti-Social Behaviour (ASB) Warning Letters,</li> <li>• 32 Acceptable Behaviour Agreements (ABA)</li> <li>• 11 ABA breach letters</li> </ul>		Based on the Police assessment on crime data.
Page 33	Maintain the low number of Anti-Social Behaviour (ASB) incidents (no higher than 3rd in the county)		<p>ASB remains in the District remains the second lowest in Kent with 1602 reports, this is an increase compared to same period last year of 175 Between April 2019 and March 2020, the Anti-Social Behaviour Crime &amp; Policing Act 2014 was used as follows:</p> <ul style="list-style-type: none"> <li>• 22 Community Protection Warnings were served</li> <li>• Two Community Protection Notices were issued</li> <li>• One Closure Order was put in place and was also granted a further Extension Order for 3 months</li> <li>• One Criminal Behaviour Order is still being monitored since it was put in place in October 2017 as it was a 5 year order</li> </ul> <p>The Community Safety Unit have also looked at other partnership measures for tackle ASB. These have included:</p> <ul style="list-style-type: none"> <li>• Six nights of high visibility policing in affected by ASB areas targeted by the CSU, in partnership with local Policing Teams, KCC Community Wardens and SDCs ASB Officer to address anti-social behaviour.</li> </ul>		

**Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)**

			<ul style="list-style-type: none"> <li>Mobile CCTV has been deployed to target ASB and criminal damage. The Community Safety Partnership has seven cameras. They were deployed in St Mary's Road, Swanley, New Ash Green, Caxton Close, Hartley, Manor Road, Edenbridge.</li> </ul>		
S4	Road safety measures undertaken to prevent people from being killed or seriously injured (KSI) on local roads.		<p>In 2019, compared to the other 11 districts in Kent, Sevenoaks ranked the third highest in terms of KSI (killed or seriously injured) casualties, with 78 (Tunbridge Wells saw most (83), followed by Maidstone (79). The majority of KSI casualties were in cars when they were injured, while 15% were pedestrians. 83% of pedestrian KSI casualties were injured by cars.</p> <p><b>For local roads (excluding Highway Network)</b></p> <p>In 2019 there were 59 KSI casualties - one of these was fatal and the rest were serious. In 2017 there were 49 KSI casualties and in 2018 there were 47 - so 2019 saw an increase of 26%. While overall KSI casualties have increased, fatal casualties have decreased - there were 4 in 2017, 2 in 2018 and 1 in 2019.</p>		The LSP has engaged with Kent Fire and Rescue Services and invited the Kent Road Safety Partnership to attend the next LSP to discuss this target.
S5	Enforcement action taken against dangerously or illegally parked cars.		<p>Our parking teams at Sevenoaks District Council have continued to take enforcement activity to reduce dangerously or illegally parked cars, and:</p> <ul style="list-style-type: none"> <li>improve safety around schools</li> <li>support mobility impaired drivers</li> <li>support the local economy through effective parking management</li> </ul> <p>This year there have been 11923 Penalty Charge Notices Issued.</p>		

# Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)



**Caring Communities - Where children are given the best start and people can be supported to live independent lives**

Lead Agency: Sevenoaks District Council and the Sevenoaks District Local Children's Partnership Group (KCC)

Priority 1		Increased number of people supported to live independently.
Priority 2		Reduced loneliness and social isolation through social prescribing schemes
Priority 3		Sevenoaks Local Children's Partnership Group (LCPG) to produce a set of indicators focused on LCPG priorities, with at least 75% of core indicators on target
Priority 4		The number of positive outcomes where homelessness has been prevented
Priority 5		Deliver the actions in the Sevenoaks District Housing Strategy, "Wellbeing Starts at Home" to meet the needs of vulnerable and low-income households and improve the condition of existing stock
Priority 6		Improve opportunities for vulnerable people through the Community Grant Scheme

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

The monitoring is based on the following agreed key success measures for the above priorities

#### Caring Communities - Where children are given the best start and people can be supported to live independent lives

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
C1	Increased number of people supported to live independently.		<p><b>During 2019/20, Sevenoaks District Council issued grants to support people living independently at home as follows:</b></p> <ul style="list-style-type: none"> <li>Disabled Facilities Grants completed - 81: totalling £758,817.95 of assistance</li> <li>Hospital Discharge Grant completed - 6: totalling £4,193 of assistance, including 3 deep property cleans</li> <li>Safe and Secure Grants completed - 12: totalling £8,327.13 of assistance including repairing a broken stair lift and replacing a boiler.</li> </ul> <p><b>Kent Fire and Rescue Service (KFRS)</b> During 2019/20 KFRS has completed over 600 safe and well visits within Sevenoaks. The service is currently still providing this service through a telephone service and also attend some home where the need is greatest</p>		
C2	Reduced loneliness and social isolation through social prescribing schemes.		<p>During the 2019/20 financial year our One You Your Home advisors have worked with 217 clients. Clients referred to One You Your Home tend to be GP frequent flyers utilising GP contact time for non-medical reasons.</p> <ul style="list-style-type: none"> <li>The average age of the clients worked with during 2019/20 is 76.</li> <li>44.7% of service users are male, 55.3% of service users are female.</li> <li>18.9% of service users reside within the top 40% of deprivation of Kent.</li> </ul> <p>These clients have been supported to set 253 goals between them with 60% of these having been achieved, the remaining 40% are in progress with clients continued to be supported to achieve their goals in subsequent interaction. Goals set range in theme as shown below:</p> <ul style="list-style-type: none"> <li>Adequate Housing (1.6% of goals set)</li> </ul>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
C3			<ul style="list-style-type: none"> <li>• Be safe in your environment (37.5% of goals set)</li> <li>• Being active (4.7% of goals set)</li> <li>• Benefits advice (16.2% of goals set)</li> <li>• BMI (body mass index)/weight reduction (12.3% of goals set)</li> <li>• Caring (2.4% of goals set)</li> <li>• Connect with others (4% of goals set)</li> <li>• Debt (2% of goals set)</li> <li>• Improve conditions of home (3.6% of goals set)</li> <li>• Improve emotional wellbeing (1.2% of goals set)</li> <li>• Increase fruit/vegetables (1.2% of goals set)</li> <li>• Increase water consumption (0.4% of goals set)</li> <li>• Leisure activities (3.6% of goals set)</li> <li>• Managing disabilities (3.2% of goals set)</li> <li>• Managing long term conditions (2.4% of goals set)</li> <li>• Plan meals (0.4% of goals set)</li> <li>• Quit Smoking (1.2% of goals set)</li> <li>• Reduce alcohol intake (0.4% of goals set)</li> <li>• Reduce stress/anxiety (1.2% of goals set)</li> <li>• Volunteering (0.4% of goals set)</li> <li>• Working (0.4% of goals set)</li> </ul> <p>The vast majority of the goals set are “Be Safe in your environment” (37.5%) which are connected to the use of the Better Care Fund to provide home adaptations to a resident’s home and/or the purchase of equipment to support a residents at home mobility.</p>		
	Outcomes achieved on Sevenoaks District Local		<p>Agreed priorities for the Sevenoaks Local Children’s Partnership Group for 2020/21 are as follows:</p> <p>Priorities based on children and young peoples:</p> <ul style="list-style-type: none"> <li>• A - Additional Needs</li> </ul>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
	Children's Partnership Action Plan		<ul style="list-style-type: none"> <li>• B - Emotional Well- Being</li> <li>• C- Healthy Lifestyle (no suitable applications received and no grants awarded)</li> </ul> <p>Grants were awarded to:</p> <ul style="list-style-type: none"> <li>• Trinity Theatre "Speech Bubbles" (Priority: A): Project to deliver speaking, listening &amp; attention skills to key stage 1 (KS1). Offered to 50-70 pupils targeting schools in the most disadvantaged areas of the District.</li> <li>• We are Beams "Drop in Session" (Priority: A): For parents of children with disabilities including those with autistic spectrum condition. Weekly drop in session to be developed and expected to operate from Springhouse Children's Centre (Bat and Ball area) offering advice and support to families</li> <li>• West Kent MIND - Training programme for schools (Priority: B):</li> </ul> <p>The last available monitoring data for Early Help was as follows:</p> <ul style="list-style-type: none"> <li>• Sevenoaks had the second lowest level NEETs (young people not in education training or employment) in the county based on a cohort of 1,930 in years 12 and 13. This equated to a 2.7%.The rate of re-offending by children and young people at 18.8 in quarter 3 is well below the target of 35 and the benchmark group of 40.5 (January 2020) and the England and Wales at 40.9 (January 2020)</li> <li>• The percentage of pupils at EYFS achieving a good level of development of 76.8 against a target of 75. This exceeded the benchmark group of 74.6 and England 71.8</li> </ul>		



## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

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Page 76 of 79			<table><tr><th>Table 1</th><th colspan="4"></th><th>NEET Target Yr12 &amp; Yr13 Jan 2018</th><th colspan="10">Not knowns</th></tr><tr><th>Yr12 &amp; Yr13 NEET Summary</th><th>Total Cohort Yr12 &amp; Yr13</th><th>No. NEET Yr12 &amp; Yr13</th><th>% NEET Yr12 &amp; Yr13</th><th></th><th>Diff from target</th><th>No. NEET Yr12</th><th>% NEET Yr12</th><th>No. NEET Yr13</th><th>% NEET Yr13</th><th>No. Yr12</th><th>% Yr12</th><th>No. Yr13</th><th>% Yr13</th><th>Total</th><th>% of cohort</th></tr><tr><td>Kent</td><td>32,240</td><td>1,153</td><td>3.6%</td><td>2.0%</td><td>-1.6%</td><td>429</td><td>2.7%</td><td>724</td><td>4.4%</td><td>224</td><td>1.4%</td><td>712</td><td>4.4%</td><td>936</td><td>2.9%</td></tr><tr><td>Canterbury</td><td>3,056</td><td>99</td><td>3.2%</td><td>1.6%</td><td>-1.6%</td><td>38</td><td>2.5%</td><td>61</td><td>4.0%</td><td>24</td><td>1.6%</td><td>96</td><td>6.3%</td><td>120</td><td>3.9%</td></tr><tr><td>Thanet</td><td>2,987</td><td>146</td><td>4.9%</td><td>2.8%</td><td>-2.1%</td><td>52</td><td>3.6%</td><td>94</td><td>6.1%</td><td>27</td><td>1.9%</td><td>85</td><td>5.5%</td><td>112</td><td>3.8%</td></tr><tr><td>Ashford</td><td>2,969</td><td>137</td><td>4.6%</td><td>1.7%</td><td>-2.9%</td><td>49</td><td>3.4%</td><td>88</td><td>5.8%</td><td>14</td><td>1.0%</td><td>54</td><td>3.5%</td><td>68</td><td>2.3%</td></tr><tr><td>Dover</td><td>2,319</td><td>58</td><td>2.5%</td><td>2.2%</td><td>-0.3%</td><td>20</td><td>1.7%</td><td>38</td><td>3.3%</td><td>20</td><td>1.7%</td><td>48</td><td>4.2%</td><td>68</td><td>2.9%</td></tr><tr><td>Folkestone and Hythe</td><td>2,166</td><td>94</td><td>4.3%</td><td>2.4%</td><td>-1.9%</td><td>36</td><td>3.4%</td><td>58</td><td>5.3%</td><td>16</td><td>1.5%</td><td>49</td><td>4.5%</td><td>65</td><td>3.0%</td></tr><tr><td>Maidstone</td><td>3,558</td><td>101</td><td>2.8%</td><td>2.0%</td><td>-0.8%</td><td>36</td><td>2.0%</td><td>65</td><td>3.8%</td><td>28</td><td>1.5%</td><td>65</td><td>3.8%</td><td>93</td><td>2.6%</td></tr><tr><td>Tonbridge &amp; Malling</td><td>2,759</td><td>85</td><td>3.1%</td><td>1.3%</td><td>-1.7%</td><td>29</td><td>2.2%</td><td>56</td><td>3.9%</td><td>11</td><td>0.8%</td><td>67</td><td>4.6%</td><td>78</td><td>2.8%</td></tr><tr><td>Tunbridge Wells</td><td>2,593</td><td>62</td><td>2.4%</td><td>1.3%</td><td>-1.1%</td><td>30</td><td>2.1%</td><td>32</td><td>2.7%</td><td>15</td><td>1.1%</td><td>35</td><td>3.0%</td><td>50</td><td>1.9%</td></tr><tr><td>Dartford</td><td>2,260</td><td>77</td><td>3.4%</td><td>2.0%</td><td>-1.4%</td><td>26</td><td>2.3%</td><td>51</td><td>4.5%</td><td>11</td><td>1.0%</td><td>54</td><td>4.8%</td><td>65</td><td>2.9%</td></tr><tr><td>Gravesham</td><td>2,425</td><td>84</td><td>3.5%</td><td>2.0%</td><td>-1.4%</td><td>32</td><td>2.7%</td><td>52</td><td>4.2%</td><td>24</td><td>2.0%</td><td>44</td><td>3.6%</td><td>68</td><td>2.8%</td></tr><tr><td>Sevenoaks</td><td>1,930</td><td>52</td><td>2.7%</td><td>1.3%</td><td>-1.4%</td><td>17</td><td>2.1%</td><td>35</td><td>3.2%</td><td>8</td><td>1.0%</td><td>46</td><td>4.1%</td><td>54</td><td>2.8%</td></tr><tr><td>Swale</td><td>3,218</td><td>158</td><td>4.9%</td><td>2.4%</td><td>-2.5%</td><td>64</td><td>4.0%</td><td>94</td><td>5.8%</td><td>26</td><td>1.6%</td><td>69</td><td>4.3%</td><td>95</td><td>3.0%</td></tr></table> <p>Agreed priorities for the Sevenoaks Local Children’s Partnership Group for 2020/21 are as follows:</p>															Table 1					NEET Target Yr12 & Yr13 Jan 2018	Not knowns										Yr12 & Yr13 NEET Summary	Total Cohort Yr12 & Yr13	No. NEET Yr12 & Yr13	% NEET Yr12 & Yr13		Diff from target	No. NEET Yr12	% NEET Yr12	No. NEET Yr13	% NEET Yr13	No. Yr12	% Yr12	No. Yr13	% Yr13	Total	% of cohort	Kent	32,240	1,153	3.6%	2.0%	-1.6%	429	2.7%	724	4.4%	224	1.4%	712	4.4%	936	2.9%	Canterbury	3,056	99	3.2%	1.6%	-1.6%	38	2.5%	61	4.0%	24	1.6%	96	6.3%	120	3.9%	Thanet	2,987	146	4.9%	2.8%	-2.1%	52	3.6%	94	6.1%	27	1.9%	85	5.5%	112	3.8%	Ashford	2,969	137	4.6%	1.7%	-2.9%	49	3.4%	88	5.8%	14	1.0%	54	3.5%	68	2.3%	Dover	2,319	58	2.5%	2.2%	-0.3%	20	1.7%	38	3.3%	20	1.7%	48	4.2%	68	2.9%	Folkestone and Hythe	2,166	94	4.3%	2.4%	-1.9%	36	3.4%	58	5.3%	16	1.5%	49	4.5%	65	3.0%	Maidstone	3,558	101	2.8%	2.0%	-0.8%	36	2.0%	65	3.8%	28	1.5%	65	3.8%	93	2.6%	Tonbridge & Malling	2,759	85	3.1%	1.3%	-1.7%	29	2.2%	56	3.9%	11	0.8%	67	4.6%	78	2.8%	Tunbridge Wells	2,593	62	2.4%	1.3%	-1.1%	30	2.1%	32	2.7%	15	1.1%	35	3.0%	50	1.9%	Dartford	2,260	77	3.4%	2.0%	-1.4%	26	2.3%	51	4.5%	11	1.0%	54	4.8%	65	2.9%	Gravesham	2,425	84	3.5%	2.0%	-1.4%	32	2.7%	52	4.2%	24	2.0%	44	3.6%	68	2.8%	Sevenoaks	1,930	52	2.7%	1.3%	-1.4%	17	2.1%	35	3.2%	8	1.0%	46	4.1%	54	2.8%	Swale	3,218	158	4.9%	2.4%	-2.5%	64	4.0%	94	5.8%	26	1.6%	69	4.3%	95	3.0%		
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	Dartford	2,260	77	3.4%	2.0%	-1.4%	26	2.3%	51	4.5%	11	1.0%	54	4.8%	65	2.9%																																																																																																																																																																																																																																																			
	Gravesham	2,425	84	3.5%	2.0%	-1.4%	32	2.7%	52	4.2%	24	2.0%	44	3.6%	68	2.8%																																																																																																																																																																																																																																																			
	Sevenoaks	1,930	52	2.7%	1.3%	-1.4%	17	2.1%	35	3.2%	8	1.0%	46	4.1%	54	2.8%																																																																																																																																																																																																																																																			
	Swale	3,218	158	4.9%	2.4%	-2.5%	64	4.0%	94	5.8%	26	1.6%	69	4.3%	95	3.0%																																																																																																																																																																																																																																																			
		The number of positive outcomes where homelessness has been prevented.		<p>The total positive outcomes for 2019/20 was 138 cases, exceeding the target of 120 for 2019/20. This has included the following:</p> <ul style="list-style-type: none"><li>Quarter 1: Housing Advice Officer supported customers who had been served a Section 21 at Romney Street trailer park in Knatts Valley giving them two months to vacate. The notice was determined as invalid but the Housing Advice team continued to work with the customers to resettle them. An outreach service at Knatts Valley was conducted to provide face-to-face assistance as well as helping the customer onto the Housing Register.</li><li>Quarter 2: Prevention work assisted a deaf customer who was threatened with homelessness as she lost her job due to becoming deaf - she was housed in Gladedale.</li><li>Quarter 3: A customer was supported following the risk of homelessness. Customer was living with their partner at the time in sheltered accommodation as he was caring for her full-time (terminal cancer). He was not a named</li></ul>																																																																																																																																																																																																																																																															

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
Page 80			<p>tenant and therefore had no security of tenure. His partner passed away in November, so he became threatened with homelessness as he had no legal rights to remain in the property. Assistance was provided to negotiate with WKHA to succeed the tenancy, which they agreed - this therefore avoided him becoming homeless. Following his succession of the tenancy, assistance was provided to claim housing benefit and it was made sure that he was on top of his rent payments.</p> <ul style="list-style-type: none"> <li>Quarter 4: A customer was evicted from his home following a relationship breakdown with his partner, and as he was not a named tenant, he had no legal right to occupation. As a result, the customer was forced to sofa-surf at his sister's home in Tunbridge Wells, affecting his job (based in Sevenoaks) and relationship with his sister. His sister advised him she could not allow him to stay for an extended period. The customer therefore approached SDC in January, his officer assisted him to complete a Private Sector Landlord (PSL) application and to look for properties in the private rented sector. By early March, the customer had been accepted on to the PSL scheme and successfully signed a new tenancy in Sevenoaks town in the private rented sector.</li> </ul>		
	C5 Deliver actions in the Sevenoaks District Housing Strategy, "Wellbeing starts at Home" to meet the		<p>The affordable homes completed over the year includes 107 homes at Oakley Park, Edenbridge by West Kent Housing Association. The development provides 40% affordable housing overall, with the remaining 13 affordable homes completing next year.</p> <p>All affordable homes meet the Lifetime Homes Standard (now Part M4 (2) of the Building Regulations) and provide homes that are accessible and more easily adapted. Features include: all external doors having an openable width of 850mm and a level threshold; all walls in the downstairs cloakroom, bathroom and wet room, being strong enough to support grab rails, shower seats and other adaptations; and the</p>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
	needs of vulnerable and low-income households and improve the condition of existing stock.		ground floor cloakroom being large enough to accommodate a shower. This means Lifetime Homes are able to support a wide-range of housing and health-related outcomes.		
C6	Improve the opportunities for vulnerable people through the Community Grant Scheme.		<p>The Sevenoaks District Community Grant scheme supported 25 organisations during 2019/20, with a total grant value of £54,800.</p> <p>This included the following:</p> <ul style="list-style-type: none"> <li>• West Kent Mediation: £4,800 awarded and used to support the provision of free mediation service to help improve community relations for all SDC residents. The service provided support for families including blended families, homeless mediation &amp; multi-party disputes within the community.</li> <li>• Compaid used their £4,000 grant to contribute to the cost of Sevenoaks Kent Karrier Service taking disabled, elderly and other vulnerable residents within the Sevenoaks District to medical appointments.</li> <li>• The Lewis Project received £1,000 for their project which was aimed at promoting mental wellbeing in young people aged 16+ using music. The funding enabled the project to extend the number of hours/days that the drop-in was open.</li> </ul>		

# Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)



## Green Environment - Where people can enjoy high quality urban and rural environments

Lead Agency: Sevenoaks District Council

Priority 1		Planning policies used effectively as monitored through the Local Plan to protect our high quality natural environment, including Green Belt, Areas of Outstanding Natural Beauty and biodiversity
Priority 2		Use and enforce Planning Policies set out in the Local Plan to ensure new development is designed to a high quality and takes into account distinctive local character and impact on the environment
Priority 3		Ensure new development is designed to a high quality and takes into account local character and the impact on the environment
Priority 4		Recycling campaigns delivered

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

The monitoring is based on the following agreed key success measures for the above priorities

### Green Environment - Where people can enjoy high quality urban and rural environments

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
G1 Page 83	Planning policies used effectively as monitored through the Local Plan to protect our high quality natural environment, including Green Belt, Areas of Outstanding Natural Beauty and biodiversity.		<p>Officers continue to work with natural environment partners including the AONB (Area of Outstanding Natural Beauty) units and the North West Kent Countryside Partnership. During the year projects have included improvements to Edenbridge water meadows, removing invasive species, improving the North Downs Way walking trail and habitat creation for Great Crested Newts. The emerging Local Plan includes policies that seek to conserve and enhance the AONB and manage the Green Belt. The Plan underwent examination during 2019/20 and this remains ongoing.</p> <p>The Green Infrastructure network is made up of approximately 9511 hectares of land (excluding AONB) and 954.75 kilometres of Public Rights of Way and Cycle Routes.</p> <p>No Open Space was lost on Allocated Sites. The Council works with partner organisations including the High Weald AONB unit, The North West Kent Countryside Partnership, The Kent Wildlife Trust and neighbouring authorities to provide countryside enhancements across the District.</p> <p>A list of some of the countryside projects taking place within 2018/19 can be found in the Authority Monitoring Report. These have included:</p>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)




REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
Page 84			<ul style="list-style-type: none"> <li>River Darent Project management and hosting Catchment Improvement Group with South East Rivers Trust. River enhancement projects are being identified and a programme for community engagement in 2019.</li> <li>Old Chalk New Downs the Old Chalk New Downs project is funded by the Heritage Lottery Fund and focuses on restoring chalk grassland and other downland habitats in North Kent, between Kemsing and Detling. North West Kent Countryside Partnership is delivering access improvement works on the North Downs Way and school grounds projects in 2019.</li> <li>Edenbridge Water Meadows Assisting with ongoing management including scrub clearance of the water meadows in partnership with the Great Stonebridge Trust.</li> <li>Orchards Project Last year of the project (ending 2018). In the NWKCP (North West Kent Countryside Project) area New Ash Green Woodland Group and school will be supported with training, tools, interpretation and support with practical restoration. The dedicated Orchards Officer will have some capacity to support other traditional community orchards.</li> <li>Kent Downs AONB public engagement NWKCP worked with people suffering from mental health issues to find out how they feel about the AONB to help develop future projects</li> </ul>		
	G2 Use and enforce Planning Policies set out in the Local Plan to ensure new development is designed to a high quality and takes into		<p>The Emerging Local Plan includes policies to ensure high quality design. Work continued on the Edenbridge Character Area Assessment with Edenbridge Town Council. The document will be consulted on in 2020 and will supplement existing policy</p> <p>The 2018 Authority Monitoring Report highlights, Local Plan performance against objectives as follows:</p> <ul style="list-style-type: none"> <li>Policy LO8 - The Countryside and the Rural Economy. During 2019/20 there were no applications for new dwellings refused in the Green Belt were overturned at appeal.</li> </ul>		This is an annual target

**Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)**

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
Page 85	account local character and impact on the environment		<ul style="list-style-type: none"> <li>Policy SP 11 Biodiversity: Sevenoaks District contains 63 separate Local Wildlife Sites managed by Kent Wildlife Trust. Local Wildlife Sites (LWSs) are areas which are important for the conservation of wildlife. They may support threatened habitats, such as chalk grassland or ancient woodland, or may be important for the wild plants or animals which are present. Local Wildlife Sites in Kent are identified and managed by Kent Wildlife Trust. They are selected by reference to a clear set of criteria, based on the importance of the sites for particular wildlife habitats or wild species</li> <li>Policies SP1 Design of Development EN3 Demolition in Conservation Areas: There are 41 designated Conservation Areas with Conservation Area Appraisals. Since the beginning of the planning period 27 (27 of the 42) Conservation Area Appraisals incorporating Management Plans have been adopted. In 2018/19 six conservation areas were reviewed and their Conservation Area Appraisals revised. Shoreham High Street and Shoreham Mill Lane has been merged and extended. Brasted, Seal, Leigh and Swanley Village also had small extensions. Five updated Conservation Area Appraisals along with an Introduction and Design Guidance were adopted in July 2019</li> </ul>		
	G3 Weekly refuse service collection maintained		During 2019/20, Sevenoaks District Council successfully maintained its weekly refuse and dry recycling collection service. Sevenoaks District Council is unique in being the only Council within Kent to maintain a weekly service. It is also one of the few in Kent to retain an in house collection service. In addition at the final monitoring period (quarter 4) this year, 100% of justified missed collection reports were put right by the next working day.		
	G4 Recycling campaigns delivered		<p>During 2019/20, the weekly collection of residual waste and dry recyclables has been maintained. Justified missed collection figure for the year to date is 5.7/100,000 significantly better than the annual target of 10/100,000 collections. Recycling Twitter campaigns were promoted including:</p> <ul style="list-style-type: none"> <li>Join the Great British September Clean 11-27 September 2020</li> <li>Promotion of clear sack recycling</li> </ul>		



## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
			<ul style="list-style-type: none"> <li>Recycling your Christmas tree for free.</li> </ul> <div>    </div>		



# Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)



**Healthy Environment - Where people have healthy lifestyles, access to quality healthcare and health inequalities are reduced**

Lead Agency: Sevenoaks District Health Action Team

Priority 1		Produce new Health Inequalities Action Plan
Priority 2		85% of success measured in the District Deal to be on target
Priority 3		Service improvements delivered through a health in all policies approach
Priority 4		Actions delivered in Sevenoaks District Council's Housing Strategy, Wellbeing Starts at Home, focused on supporting the Council's health outcomes and supporting people to remain independent

The monitoring is based on the following agreed key success measures for the above priorities

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
H1	Produce new Health Inequalities Action Plan that supports the delivery of the Community Plan		<p>The 2019-2022 Health Inequalities Action Plan has now been produced. A formal monitoring process of the Action Plan has not yet been completed as the plan was. Below are some examples of some of the work we have delivered on that contribute towards the achievement of outcomes within the Health Inequalities Action Plan.</p> <p>During this year (2019/20), there have been 642 referrals to the One You Kent service. These individuals will be supported by One You Kent Advisors to; lose weight, eat healthier, be more physically active, drink less alcohol and have a better mental wellbeing. Alternatively, they might be supported by the One You Your Home service which aims to facilitate a safe, secure and accessible home environment for older residents as well as supporting mental wellbeing issues like social isolation. If appropriate One You Kent Advisors will refer clients to alternate services who will support the client to address wider determinants of health i.e. housing, finance, social care related issues.</p> <p>Some successes this year have included:</p> <ul style="list-style-type: none"> <li>Helped to co-ordinate the soft launch of the new Westerham Park Run with local trained volunteers. There were 231 registered runners on the day. The total number of Park Run's in the district is now three and One You Advisers attended to promote the One You Kent services and links with the 'Move More' theme.</li> <li>Attended the launch of the Kent Wild Life Trust Greensands Commons project and promoted One You Kent services with a stand and activities at their successful launch event. The project aims to highlight woodland areas across the district and make them more accessible for people to enjoy and get out and into nature.</li> <li>Organised a week of free outdoor and exercise activities across the district for elderly people to promote Silver Sunday to highlight activities and support the 'Move More' campaign. The activities were promoted across the District and included yoga, walking rugby and football, indoor bowls and Zumba gold. It</li> </ul>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
Page 89			<p>provided an opportunity to try a new activity and continue it through local clubs to combat social isolation and increase physical activity levels amongst older people.</p> <ul style="list-style-type: none"> <li>To mark World Mental Health Day, One You Adviser attended the Sevenoaks town local health walk with our Chairman with local residents to promote and celebrate physical activity, use of the outdoors to promote good mental wellbeing. To promote Work Mental Health Day amongst SDC staff, we worked with our HR and Communications Team to circulate a special Wellbeing newsletter to all staff - copy attached.</li> </ul> <p>The Group Weight Management service was halted as a result of Coronavirus and we are exploring opportunities to relaunch this service with a digital approach. However for the 23 participants who engaged with the Why Weight service in Quarter 4, we noted a 52.2% rate in those who successfully lost weight.</p>		
	85% of success measured in the District Deal to be on target.		<p>Sevenoaks District Council's and Kent County Council's "Health Deal - the future of health at a local level" is a ten-point plan which involves:</p> <ul style="list-style-type: none"> <li>Training staff on Making Every Contact Count and how to make appropriate referrals</li> <li>Working to establish a health in all policies approach; ensuring everything we do supports a health and wellbeing approach;</li> <li>Tackling the housing causes of ill-health through the work of HERO and SuperHERO service;</li> <li>Accessing new external funding to support delivery of the deal, including two successful Sport England funding bids;</li> <li>Improving health in workplaces in the District;</li> <li>Working in partnership with GPs;</li> <li>Making best use of open space and active travel, including promotion of led cycle rides in the district, and new quarterly health walk leader training;</li> <li>One You Advisers continuing to carry out mapping of the key health assets at the local level;</li> </ul>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
			<ul style="list-style-type: none"> <li>One You Your Home Advisers now accessing GP data on GP systems;</li> </ul> <p>This target is now a part of the mainstream delivery of the health inequalities and health work and is no longer monitored in isolation. Therefore, this target will in future be monitored as part of the H1 and H3. The following successes are noted:</p> <ul style="list-style-type: none"> <li>Recruited a new Housing and Health Project Officer, as part of the Head of Housing and Health's role of Chair of the Kent Housing Group's (KHG) Housing and Health Sub Group. This post is funded via KHG in partnership with Kent Public Health. The Project Officer commenced this role on 1 October and will work across housing organisations (District Councils and housing associations) across Kent &amp; Medway to promote One You Kent and health and wellbeing services within the housing sector. The aim of this role is to make access to local health and wellbeing services easier for vulnerable residents, particularly those living in social housing</li> <li>We have invested efforts in retraining our current crop of walk leaders in order to ensure that best practices are being adopted in the delivery of our current health walks. This activity is temporarily paused for the time being and will be resumed when safe to do so</li> <li>A recent Senior Management Team interim restructure at SDC has resulted in the three housing functions (housing advice/homelessness, housing policy and housing standards) coming together under the Head of Housing and Health. This will enhance the Council's work to link housing and health including work with gypsy/traveller communities, accessibility to affordable housing for people of low income and private landlords.</li> <li>The Council's HERO Advice Service, providing early intervention for housing and financial issues, has been shortlisted for an award for innovation at the Kent Housing Group Excellence Awards. The service works closely with OY Advisers to address the wider determinants of improving health and wellbeing.</li> <li>We have continued to participate in a number of local Clinical Commissioning Group meetings to contribute the work of the One You Service and health</li> </ul>		

**Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)**

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
			<p>preventative services. This including the West Kent CCG Self-Care &amp; Prevention Group, WK Receptionist Signposting group, Local Care Implementation Boards and the new Integrated Care Partnerships/Boards for both DGS and WK CCG.</p> <ul style="list-style-type: none"> <li>• Making Every Contact Count practices have been highlighted in the delivery of Why Weight programme to support behaviour change.</li> <li>• We have developed a One You partner newsletter that was emailed to voluntary &amp; community sector partners across Sevenoaks and West Kent. We hope that this will encourage partners to refer their services users to One You services using the Making Every Contact Count practices.</li> </ul>		
3 Page 91	Service improvements delivered through a health in all policies approach.		<p>This year, Sevenoaks District Council have had conversations with Sevenoaks Greensands Commons Project to support the implementation of Health Walks as part of the sustainable community offer. Health Walks activity has been paused in early 2020/21 due to coronavirus and the risks of gathering groups together. We aim to resume this conversation and development at the earliest possible convenience.</p>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
H4	Actions delivered in Sevenoaks District Council's Housing Strategy, Wellbeing Starts at Home, focused on supporting the Council's health outcomes and supporting people to remain independent.		As Caring 5. The affordable homes completed over the year includes 107 homes at Oakley Park, Edenbridge by West Kent Housing Association. The development provides 40% affordable housing overall, with the remaining 13 affordable homes completing next year. All affordable homes meet the Lifetime Homes Standard (now Part M4 (2) of the Building Regulations) and provide homes that are accessible and more easily adapted. Features include: all external doors having an openable width of 850mm and a level threshold; all walls in the downstairs cloakroom, bathroom and wet room, being strong enough to support grab rails, shower seats and other adaptations; and the ground floor cloakroom being large enough to accommodate a shower. This means Lifetime Homes are able to support a wide-range of housing and health-related outcomes.		



**Dynamic Economy - A thriving local economy where businesses flourish, where people have skills for employment and tourism is supported**

Lead Agencies: Sevenoaks District Council and Kent County Council

Priority 1		Deliver actions against the key themes set out in the Economic Development Strategy (2018-21) for Growth and Investment, Infrastructure, Visitor Economy, Skill and Enterprise
Priority 2		Develop skills focus for the Local Strategic Partnership and deliver improvements for residents
Priority 3		Develop a digital inclusion strategy
Priority 4		Funding secured for business support programmes and rural businesses

Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

The monitoring is based on the following agreed key success measures for the above priorities



Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)  
 Dynamic Economy - Where people have healthy lifestyles, access to quality healthcare and health inequalities are reduced

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
D1	Deliver actions against the key themes set out in the Economic Development Strategy (2018-21) for Growth and Investment, Infrastructure, Visitor Economy, Skill and Enterprise.		The Economic Development Strategy 2018 - 2021 was adopted in January 2019. The Strategy provides the framework for the Council's work on Economic Development. The Strategy has 5 key themes, Growth and Investment, Infrastructure, Visitor Economy, Skills and Enterprise. Monitoring of the delivery of the first year of the strategy has shown that 86% of the actions are Green (complete or well on track to be completed), 14% of the actions are Amber (more work to do to complete these tasks). At the current time no actions are Red (In danger of not being achieved).		
D2	Develop Local Strategic Partnership skills focus and deliver improvements for residents		<p>This year the following partnership targeted resources on the following projects:</p> <p><b>West Kent Communities</b></p> <ul style="list-style-type: none"> <li>The job hub in Swanley started in mid-January. Based at the Swanley Link in partnership with RBLI, West Kent Housing Association offered a weekly support service for those looking to go back to work or get better paid work.</li> <li>West Kent promoted the service at the local market, and it has proved to be a success with over 44 attending. 23% of the 44 people got jobs and of those people 70% were employed locally. The Department for Work and Pensions (DWP) have welcomed and supported the initiative and referred clients living in Swanley to the hub rather than asking them to travel to Dartford job centre. 10 people were supported to get back into work</li> <li>In January a Pop Up Business school was held in Swanley at the Olympic over four days. These programmes have been delivered throughout Kent to assist those who wish to set up their own business. West Kent held a follow up</li> </ul>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
			<p>session after the programme had finished and was able to promote some of the new businesses to external partners as well as providing ongoing support.</p> <ul style="list-style-type: none"> <li>In early March West Kent launched a job hub in Sevenoaks following the job fair in the town. Held at the House in the Basement at the Stag theatre.</li> </ul> <p><b>Sevenoaks District Supported Internship Project</b>  In September 2019, Sevenoaks District Council launched it's very first supported internship programme in partnership with Broomhill Bank School.  The benefits of the scheme were highlighted by the interns who took part in the programme:</p> <ul style="list-style-type: none"> <li>Introducing young people with special needs into work;</li> <li>Mentor supporting interns through the year and training Sevenoaks District Council in hidden disabilities;</li> <li>Making workplace friendly to people with additional needs through training;</li> <li>Investing in the younger generation;</li> <li>Furthers your business work ethic.</li> </ul> <p>The Supported Internship project at Sevenoaks District Council is currently looking to implement a specially adapted version of the Department of Work and Pensions mentoring circles programme, e.g. job coaching, interview and CV skills. This work was developed and ready to start but was interrupted by the outbreak of Covid 19.</p> <p>See case studies for the three interns attached as Appendix 2</p>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
D3	Develop a Digital inclusion strategy with positive outcomes achieved		<p>An initial desk top review of digital inclusion resources and support available has new commenced, with a view to identifying what support already exists within communities.</p> <p>Mapping work undertaken to date has given us a better understand the areas of the District with particular broadband issues. Support for improving these areas is available from the County Council. Broadband speeds within the District are improving and Economic Development work will continue to provide information to those communities seeking solutions to improve their connectivity.</p> <p>During 2019/20 Sevenoaks District Council developed a web chat facility through the Customer Solutions Team. This assists customers with disability who may not be able to hear people on the phone or who prefer to communicate through the web chat, including people with hidden disabilities. From April 1 2019 - 31 March 2020 Sevenoaks District Council had 686 chats via the website</p>		
D4	Funding secured for business support programmes and rural businesses.		<p>West Kent business support programme continued to offer 2 hours free support during 2019/20. An additional option introduced from December provides 10 hours support in a small group of 5 businesses.</p> <p>At the end of the year, 4 businesses were being supported through the Scale Up West Kent programme. This is a one year, part funded programme of support for businesses in West Kent that have the capacity and ambition to grow. The programme is funded by the West Kent Partnership as part of its continued commitment to developing the economic prosperity across the area. The programme is delivered by Kent Invicta Chamber of Commerce.</p>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

REF	Key Success Measure	RAG	Year 1 2019/20 (April 2019 - March 2020)	DOT	Direction of Travel & comments
Page 98			<p>Selected businesses receive free consultancy support during the course of a year, access to free business growth tools, access to funded and part funded local expertise.</p> <p>West Kent LEADER has had a difficult year with uncertainty faced as a result of Brexit, However an extension was agreed with the Rural Payments Agency with a new deadline of 31<sup>st</sup> March 2020 to commit all remaining funds.</p> <p>The following businesses/projects secured funding this year:</p> <ul style="list-style-type: none"> <li>• A cheese making business in the district secured funding from West Kent LEADER this quarter.</li> <li>• Project to bring a dilapidated heritage building into use as two holiday-lets to provide high quality accommodation lacking accommodation.</li> <li>• Project to establish a new farm shop within renovated Victorian farm buildings and provide produce from the estate smallholding, organic dairy farm and sourcing other local and high quality produce.</li> </ul> <p>Whilst there is a small amount of funding remaining, the programme was due to end March 2020.</p>		

# Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)



**Sustainable Economy - Where people can live, work and travel more easily and are empowered to shape their community**

Lead Agencies: Sevenoaks District Council, Kent County Council and the Sevenoaks District Local Strategic Partnership

Priority 1		Projects delivered through the CIL infrastructure plan
Priority 2		Deliver actions in the Sevenoaks District Housing Strategy, "Wellbeing Starts at Home" to provide a good mix of decent and affordable housing
Priority 3		A new Transport Strategy for the District produced, which facilitates improvements to transport in the district
Priority 4		Increase number of people who are helped to shape their local community

The monitoring is based on the following agreed key success measures for the above priorities

**Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)**  
**Sustainable Economy - Where people can live, work and travel more easily and are empowered to shape their community**

Ref	Key Success Measure	RAG	Year 1 2019/2020 - April 2019 - March 2020	DOT	Direction of Travel & comments
Sus 1	Projects delivered and/or supported by the CIL infrastructure plan		<p>Please find below the following projects where CIL money was allocated by the CIL Spending Board in the last financial year:</p> <ul style="list-style-type: none"> <li>• Re-provision of the White Oak Leisure Centre - £900 000.</li> <li>• Bradbourne Lakes Landscape Improvements - £242, 400.</li> <li>• Westerham Parking Project - £49, 975</li> <li>• Go 2 - A demand Responsive Bus Service - £71, 961.98</li> </ul> <p>In the last financial year we have paid money to the following projects:</p> <ul style="list-style-type: none"> <li>• 1/04/2019 - Public Toilets - Edenbridge Town Council - £34, 000</li> <li>• 1/04/2019 - Sevenoaks Day Nursery - £99, 900</li> <li>• 1/04/2019 - Health pod - Otford Medical Practice - £2,500.</li> <li>• 07/01/2020 - Swanley Station Improvements - £750 000.</li> <li>• 31/03/2020 - New village/Sports Pavilion for Fordcombe Village Hall - £185, 000</li> <li>• 31/03/2020 - Go 2 - A demand Responsive Bus Service - £71, 961.98</li> </ul> <p>The following projects commenced the last financial year:</p> <ul style="list-style-type: none"> <li>• Redevelopment of the Bat and Ball community centre.</li> <li>• Swanley Station Improvements</li> </ul> <p>The following projects were completed in the last financial year:</p> <ul style="list-style-type: none"> <li>• Play equipment for the Disabled at Swanley Park - completed March 2019.</li> <li>• Health Pod at Otford Medical Practice - completed 22/01/2020.</li> <li>• Westerham Public Toilets - completed 28/01/2020</li> <li>• Sevenoaks Nursery - completed.</li> </ul>		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

Ref	Key Success Measure	RAG	Year 1 2019/2020 - April 2019 - March 2020	DOT	Direction of Travel & comments
Sus 2	Deliver actions in the Sevenoaks District Housing Strategy, “Wellbeing Starts at Home” to provide a good mix of decent and affordable housing.		<p>48 affordable homes were completed in the quarter, bringing the total completions 206 homes in the year to date. These included:</p> <ul style="list-style-type: none"> <li>Orbit’s 35 apartments for shared ownership at Ryewood Meadows. This marks the end of delivery of all 135 affordable homes on the development (535 homes in total).</li> <li>WKHA’s continuing delivery of homes at Oakley Park, Edenbridge. All 120 affordable homes meet the Lifetime Homes standard, ensuring good accessibility for all residents.</li> <li>Golding Homes’ scheme at The Mallards, Swanley. This scheme was only permitted in April 2019, but as it has been constructed using Modern Methods of Construction, many of the homes are already built and occupied.</li> <li>At year end, of the 206 affordable homes delivered, 95 are classed as “genuinely affordable”, i.e. with rents at or below housing benefit level.</li> </ul>		
Sus 3	A new Transport Strategy for the District produced, which facilitates improvements to transport in the district.		Sevenoaks produced a new Transport Assessment for the District to support the Local Plan. Further work will be carried out with partners and transport providers to improve transport infrastructure across the District. The Infrastructure Delivery Plan (IDP) will also support the necessary improvements to transport as well.		
Sus 4	Increased the number of people who are helped to shape their		This year the Local Plan examination hearings commenced. Examination hearings took place at the Stag Theatre in Sevenoaks in September and October. A number of community representatives, interest groups, town/parish council and national bodies took part in the examination, together with a number of developers and site promoters. This demonstrates active involvement in the plan-making process, as participants engage to help shape the future of the District for the next 15 years.		

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

Ref	Key Success Measure	RAG	Year 1 2019/2020 - April 2019 - March 2020	DOT	Direction of Travel & comments
	local community.				

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## Appendix 1 - Partner Case Studies

## Safe Communities

## Kent Police - Making Policing more visible

During 2019 we recognised a need to increase our officer numbers for our frontline teams such as the Local Policing teams and officers within the Community safety unit. As such a county wide recruitment program was developed and is still running today. There has been additional funding provided by central government which has allowed us to invest further.

Sevenoaks district is now staffed by 11 operational PCSO's (Police Community Support Officer) divided between the main towns and surrounding areas of Edenbridge, Westerham, Sevenoaks and Swanley. In addition to these officers we have three specialist officers who work within the community safety unit, their focus is for support around vulnerabilities for adults, child and crime prevention not only for the community but for colleagues and partners.



### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

All Officers and Staff utilise the twitter social media platform to provide the local communities with an insight to our daily activities and to update on crime trends and general crime prevention advice.

In order to maintain partnerships and good working practices our operational PCSO's provide a monthly bespoke newsletter to their parish clerks. This provides information on activities conducted during the month such as speed enforcement, any joint working ventures and planned activities for the month ahead.

Since March 2020 we have increased our footfall with patrolling in order to address the concerns and issues surrounding the Covid-19 pandemic, as such Town centres have seen a big increase in operational presence in order to provide reassurance, visibility and to address any breaches of the government orders currently in place.

## Case Study - Supporting Vulnerable and repeat victims of crime - Domestic Abuse (DAVSS)

### The beginning

Jane (not her real name) experienced 6 years of emotional abuse, sexual coercion and physical violence before ending the relationship with her partner. However, after a period she joined a dating website and was recognised there by her ex-partner who tried to make her resume their relationship. When she refused he sent multiple abusive texts and angry messages and stalked her at home and at work. She was so terrified that she left home and 'sofa surfed' at friends.

Following a seriously violent episode when she was pulled from her car and physically assaulted by strangulation, the Police were called and arrested her ex-partner. The Police advised her to contact DAVSS (Domestic Abuse Volunteer Support) for ongoing specialist support and she called the DAVSS Helpline immediately.

### The middle

Her DAVSS volunteer Advisor carried out a risk assessment and agreed a safety and personal action plan with her. As the case was assessed as High Risk it was referred to the West Kent Multi-Agency Risk Assessment conference (MARAC) for partnership assistance. Her volunteer

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

Advisor supported her to Court to apply for a Non Molestation Order successfully. A panic alarm and CCTV were installed at her house enabling her to return home. She was encouraged to see her GP who was very supportive and assisted with medication and counselling to address the traumatic experiences she had experienced.

#### The end?

- Jane was supported to Court by her volunteer DA Advisor who arranged for special protective measures and safe transport with friends which reduced the trauma of appearing at Court and enabled her to make her statement freely.
- Jane's application for a Non Molestation Order was successful. It protects her from the abusive and violent behaviour of her ex-partner, helps her to feel safe at home and prevents him from coming near her place of work.
- Jane reported that her physical and mental health, and economic stability had all improved significantly with the support from her volunteer Advisor.
- Jane's risk level reduced from High to Standard and she agreed that the case could be closed as she was confident that she could get back to DAVSS anytime.

Jane said *"DAVSS helped me when I was terrified for my personal safety. I can't recommend DAVSS enough! They have been invaluable in me obtaining a Non Molestation Order at Court."*

Her friend also wrote to DAVSS *"This group have been absolute life savers (literally) for my friend. The ex-partner was both physically and mentally abusing her, stalking her and making her life a total misery and causing her enormous fear and anxiety. She was terrified of what he would do until DAVSS stepped in. They were there for her at a very vulnerable time in her life. Without their help, advice and support I dread to think what might have happened to her."*

#### Kent Police Case Study - Speeding vehicles

All PCSO's are aware of Speedwatch and have been given an input on how it works as well as access to the database. Speed watch gives the local community's the opportunity to assist with reducing speeding vehicles within their areas, this is one of the most common concerns raised by parishes within the Sevenoaks district. PCSO's have spoken with all their parish clerks and efforts made to ensure awareness of this tool. Process changes in 2017 lead to a down turn in the take up of volunteers but it appears Sevenoaks district still has the largest establishment in the whole of Kent. Further work is being conducted to increase the platform.

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Several 'speed checks' have been conducted in the district of Sevenoaks at areas highlighted by the community as being 'hotspots' and from data publicised on the 'crash map' (website which collates reported collisions within the UK). Most checks are conducted by local PCSO's within their own parishes and beats. Information from the PCSO's is gathered is sent on to the Speedwatch scheme to be added to their information which assists in the identification and education of those drivers who are a cause for concern, this is due to PCSO's not having the powers to issue enforceable action and approaching the issue with education.

To assist with the drive to combat the issues the Community Safety Unit has established a solid working relationship with the Kent Police Specials roads policing unit. They are utilised for enforcement action when education has not had the desired effect. Hotspot areas within the Sevenoaks district are visited on average twice per month with traffic offence reports being issued which carry either, points, fine, court or driver awareness courses (officers at the scene do not decide on the outcome, this is dealt with centrally) Kent Police has also utilised the Police Cadets for similar operations within the district which has provided them with road safety awareness.

As the national lead for road safety KFRS have a 'road safety' experience which operates in Rochester. The Road Safety Experience is the first purpose built, interactive centre of its kind in the UK. It uses powerful stories, exciting interactive experiences and information from experienced road safety experts. The aim is to encourage young people to look at the potential consequences of a road accident from all perspectives - for themselves, their passengers, other drivers and their families. This unit is open throughout the year and is mainly the subject of school visits.

## Caring Communities

### HERO Advice Service - Preventing homelessness case study

- A 64 year old widowed female referred to HERO via West Kent Housing Association
- The tenant was at risk of eviction from their social housing property due to rent arrears
- Household subject to the bedroom tax
- The main applicant struggled physically and emotionally due to her medical condition and was waiting for a lung transplant. This condition causes severe pain and led to the customer requiring 24 hour oxygen.
- The customer was not in receipt of all benefits that she was entitled to and there was an error with her housing benefit claim.
- She also had a lodger which makes making issues more difficult to resolve.
- Financial issues

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

### Actions taken

- HERO completed a Home Visit to the customer in order to support. This included evidencing the need for a one off lump sum to clear the arrears before the lung transplant date was finalised.
- HERO completed a review of circumstances and wrote a detailed report for Sevenoaks District Council to support this customer.
- HERO got involved with the GP and referred the customer to the British Lung Society based in Maidstone.
- HERO completed a PIP application and this has resulted in the customer being able to afford a better quality of life.
- HERO has assisted the customer to claim an early state pension due to medical condition.

### Key Outcomes

- High arrears cleared by a one lump sum payment, halting possible eviction.
- Being able to use the benefits of the small is beautiful scheme so the customer can move to a smaller property.
- Monthly income has been raised so the customer can go by taxis now to medical appointments.
- Customer has gained some independence back in her life.
- He was able to prove the need for the additional room and is no longer subject to the bedroom tax
- Lodger supported to move to alternative accommodation.

### Additional Achievements

- The extra funding has taken the pressure off of the customer.
- Social inclusion within a group of people who total understand the customer's condition, needs and feelings.
- Safe home to recuperate in after her lung transplant.
- Able to move to supported accommodation now the arrears are cleared.
- Benefits have received a peer review

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

### HERO Service - preventing homelessness case study - 2

- 46 year old married man with 2 young children, referred via social services.
- The tenant was at risk of eviction from their social housing property due to rent arrears of £1,500.00
- He was experiencing some severe mental health problems and had attempted to take his own life. He was struggling mentally and physically from different medical conditions.
- He had financial issues and was using loan shops and selling his tools to make ends meet. He started drinking heavily to stop his financial worries.
- He was in receipt of housing benefit but also affected by the benefit cap.

### ACTIONS TAKEN

- HERO made an appointment with the customer however he wanted to have his appointments held at Sevenoaks District Council.
- HERO completed a review of the circumstances and also an income/expenditure. The customer cried for the majority of every appointment he attended as he felt embarrassed and in his words “worthless”.
- An urgent referral was completed and emailed to MIND.
- An urgent referral was emailed to a drug and alcohol support service.
- HERO applied for funding and gathered the evidence to assist in clearing his arrears.
- An urgent food parcel for a family of 4 was applied for and delivered the same day with treats for the children also.
- HERO liaised with the GP and the mental health worker at Highlands House.
- Completed a PIP application with the customer.
- Completed a KCC Kent bus pass application, so customer could travel to get his anti-drinking medication.

### KEY OUTCOMES

- Successfully obtained a one off lump sum payment to clear the rent arrears, halting possible eviction.
- Successfully obtained PIP payments for the customer.
- Successfully obtained a KCC bus pass so the customer has the means to get to his drug and alcohol service, MIND and medication pickups.
- 2 week fresh food was delivered along with cleaning materials to assist the family.

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

- GP supporting HERO and customer to apply for further income, therefore taken the financial pressure off the family.

#### ADDITIONAL ACHIEVEMENTS

- The customer is now able to travel to health appointments without any financial pressure coming on to the family, therefore also gaining some independence back into his life.
- After school activities are now paid for from the school fund to give the family time to get back from medical appointments while the customer is on a detox programme.

#### Green Environment

#### West Kent Housing case study - New development designed to a high quality and takes into account local character

##### The beginning (the background, issues, opportunities, need for change)

West Kent own Churchfield cottages and this was a land-led redevelopment project within the Sevenoaks District Council area. The scheme was to demolish one end of terrace house which had subsidence and build two dwellings in its place, maximising the land available within the corner-plot.

##### The middle (what happened, what was changed and the action taken)

- The land-led scheme tenure mix was 100% for affordable rent. Our appointed employer's agent Baily Garner conducted a competitive tender, and the tender was awarded to Brenwards Ltd.

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

- The build contract was entered into on 6 October 2017 with a completion date 44 weeks from possession of the site.
- Due to the previous dwelling's subsidence a substantial piling, ring-beam and steel structure was constructed to support the new dwelling and existing terrace of cottages. The new dwellings achieved Premier New Homes warranty.
- The scheme achieved grant funding of £60,000 including £28,301 of recycled capital grant funding.
- The project marginally exceeded the budgeted total scheme costs, with West Kent paying an additional amount of £46,634 for specification enhancements to fencing, landscaping and access works.

#### The end?

- West Kent has received positive feedback from the tenants. In particular residents liked the tile-hung elevations in-keeping with Seal village and quality of the internal finishes.
- On outturn, actual service charges were lower than forecast, £3.07 per dwelling/per week. The rent income is £176.56 per dwelling / per week, equal to the forecast.
- Number let first time: Two

#### Successful applicant banding:

- One - which is an 'Urgent Need to Move'. The Sevenoaks District Housing Register applicant was awarded Band A by management decision.
- One - which is a 'High Priority to Move'. The Sevenoaks District Housing Register applicant was awarded Band B for homeless prevention reasons.
- The scheme had three snagging items at handover and 38 defects overall. This is extremely low compared to other schemes. 78.7% of defects were resolved in time as per West Kent's KPI tracker

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

### Healthy Communities

#### Partner Case Study - Sevenoaks GP Care Navigation Service

##### The beginning (the background, issues, opportunities, need for change)

It is widely acknowledged that GPs are under great pressure with a rising workload matched by growing patient concerns about convenient access. Some estimates suggest that about 60% of patients requesting to see a GP didn't need to and could have been signposted to a different service instead.

Among a series of initiatives designed to relieve pressure on GPs is training receptionists and clerical staff to become confident sign posters/care navigators to break down the automatic assumption that a GP appointment is the best first place to go for any problem. Care navigation includes asking questions to see if they could successfully solve some patients' problems before they came in to see a doctor, thereby freeing up their appointment slot. This includes encouraging patients who could see a different clinician, a pharmacist or be signposted to another service altogether, to self-refer to local community services where they do not need to see a GP first.

The key objective of signposting is to help patients access the right care with the most appropriate source of help at the earliest opportunity. This occurs at the first point of contact with the GP Practice by non-clinical staff under direction of the clinical team. This approach is a proven innovation that releases staff time and improves patient care and is one of the top 10 high impact areas identified in the GP Forward View.

##### The middle (what happened, what was changed and the action taken)

A West Kent GP led on a project to train all practice reception staff across West Kent to become care navigators - directing appropriate patients to services within our community if their needs would be better met outside of the medical setting. This was supported by a team from West Wakefield who provided accredited training.



### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

We started the process with an initial workshop where representatives from general practice and other providers met to discuss services that would be appropriate for this training. This provided an opportunity for colleagues from primary care and local service providers to shape active care navigation services based on services available locally.

Providers of selected services attended GP receptionist and clerical staff training events to talk about how their service could benefit patients locally. These sessions discussed criteria for referral / capacity and initiated the joint development of protocols that receptionists/GP staff could follow.

#### The end? (the outcomes, the success or the effect of the activity and any future plans)

35 Sevenoaks GP practice members have undertaken training so far and 6 of the 8 Sevenoaks practices have requested further in-house training for their staff.

During the period March 19 - March 20 a total of 1447 care navigation interventions have taken place and been accepted within Sevenoaks area GP practices. People originally requesting GP appointments have accepted referrals to other services including nurse practitioners, physiotherapists, paramedic practitioners, community pharmacists and other community health and well-being and support services. Latest data (March 2020) shows an acceptance rate of 85%.

## Dynamic Economy

### West Kent Housing employment and support training

West Kent's income protection team referred Mark (not real name) to the training and employment team in November 2019.

Mark had recently been forced to give up his job as a Warehouse Operative because he couldn't find public transport to get him to his shifts on time. To access a computer and West Kent staff he would walk over a mile and to meet his job coach in Dartford he was walking a 4-mile round trip.

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

From the beginning Mark made it clear that he had a strong work ethic and was not afraid to work hard. When we met Mark, he had no ID to prove that he was able to work in the UK, West Kent offered to pay to get his driving licence updated but, in the end, Job Centre Plus (JCP) agreed to pay. The team updated his CV and kept in close contact with him. They arranged for him to meet a colleague from the Bluewater Learning shop in November to discuss the possibility of attending a CSCS training course. West Kent paid travel expenses for Mark to attend job clubs in both Maidstone and Dartford but there were no suitable jobs available.

Mark was accepted onto the Construction skills certification scheme (CSCS) training course, but he was invited to attend an interview for a Warehouse Operative on the same day, we agreed that it was better for him to attend the interview, unfortunately he was not successful.

One of West Kent's staff arranged for Mark to attend a Security Industry Authority (SIA) training course in February, however, he was invited to an interview with a local construction company on the same day. Mark was told that if he was successful in getting the job, West Kent would pay his first month's travel expenses.

Mark started full time work in mid-February, he said:

*"I would like to thank Pauline for supporting me back into full time employment. Knowing that Pauline was there to support me has given me the confidence to take control of my life and knowing that my travel was being paid for the first month of employment helped me a lot. I would definitely recommend this service to other people who are looking for work or a better paid job"*

## Sustainable Communities

### Sevenoaks Kent Karrier - Compaïd

When Mrs Watson was widowed, she lost not only her husband but also her connection to the local community. As she could not drive herself, she felt increasingly isolated in her small hamlet some five miles from the nearest town. As a pensioner on a tight budget, she was restricted to shopping outings once a week and only for a period of two hours to meet the timetable of her nearest limited bus service.

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

On hearing of Compaid's dial a ride service around Sevenoaks, Mrs Watson signed up and quickly became a regular traveller. She is able to plan her shopping trips into town, arrange to have lunch with friends and family and visit doctors and dental surgeries all on the same day. These outings also help to reduce her loneliness, and she sometimes travels with a near neighbour for increased companionship.

"The Compaid drivers have been so wonderful helping me with my shopping bags and always willing to assist without hesitation. I hope the service will be there to support me and other isolated people for many years to come."

## Appendix 2: Supported Internship Case Studies completed by Lucy Soper, Job Coach -Sevenoaks District Council and Roomhill Bank School

### Krysta Ablethorp, Year 14

#### Academic background

- GCSE Mathematics- 5
- GCSE English language- 7
- GCSE literature- 6
- GCSE Biology- 8
- GCSE History- A
- GCSE Citizenship- 8
- AS Level in History- A
- BTEC Level 2 Music- Merit

Krysta is currently working towards the Extended Project Qualification (EPQ) Level 3.

## Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

### Roles(s) undertaken by Intern

#### While working in the Private Housing Sector Department, Krysta's role included:

- Supporting staff with admin/ID-ing;
- Entering new DFG (Disabled Facilities Grant) referrals and service requests onto Uniform;
- Creating a DFG folder and guidance booklet with support;
- Planning, creating, sourcing and delivering Hospital Discharge bags;
- Checking the PSH (Private Sector Housing) and DFG inboxes daily;
- Checking the planning portal for possible HMOs (House in Multiple Occupation) weekly;
- Sorting post daily;
- Keeping the contractors insurance data up to date;
- Krysta has developed response scripts for staff dealing with incoming service request calls;
- Krysta has developed her knowledge of council systems;
- Krysta has attended staff briefings and team meetings;
- Presented and participated in business network meetings.

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Krysta is currently supporting the Housing and Health Communities and Business Department on Mondays, Tuesdays and Wednesdays and the Corporate Customer Service and Corporate Projects Department, Thursday AM and Fridays.

### Reception Redesign Project

Tasks include:-

- Reviewing the proposed floor layouts to give a view about whether these will meet the needs of people with disabilities. Krysta is currently writing a short report including:
  - a) Identifying specific needs;
  - b) Evaluating if needs are being met or not;
  - c) Suggest further facilities or potential changes to meet needs.
- Helping to prepare for internal staff research including:
  - a) slides of the findings to share with the group;
  - b) making A3 sized floor plan layouts for the selected reception layouts;
  - c) Arranging meetings.

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

- Researching costings and for buying new furniture etc.
- Creating a spreadsheet to detail replacing items or show where we are keeping existing items.

#### Change in Intern (attitude, behaviours, confidence)

- Krysta has developed her confidence and with support is able to speak in front of large groups of people;
- She is able to use and channel her enthusiasm and passion to speak up if she does not agree with something;
- She is confident to raise concerns and will ask adults she trusts if she does not understand or believes something is wrong;
- Krysta states that her internship is going really well and it has been a good change from the ongoing pressure of academic stress and exams;
- She has realised there is a big difference between the pressure Krysta puts on herself with regards to work and her academic school work;
- Krysta is regarded as a member of the team at Sevenoaks District Council (SDC), and is well respected by her peers;
- Relationships have been built and nurtured within SDC.

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#### Parental comments (from EHCP review meeting)

“Krysta has grown in confidence. The internship program has been so good for her. It has given her a focus and real opportunity to develop the skills she needs to move into the workplace.”

#### Intended future pathway

Krysta would like to secure an apprenticeship and is currently exploring opportunities at Sevenoaks District Council, West Kent Housing Authority and The Department for Education. Krysta’s plan for September 2020, is to continue her studies part time from home, while working.

### Jack Collins, Year 13

#### Academic background

- Jack joined Broomhill Bank School in September 2018;
- GCSE English- 3;

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

- GCSE Mathematics- 2;
- Jack is working towards the Extended Project Qualification (EPQ) Level 3. He has undertaken Maths and English exams at Broomhill Bank School.

#### Role(s) undertaken by Intern

- Jack has been supporting the electoral team at Sevenoaks District Council, organising electoral papers and distribution;
- Jack has practiced phone calls with members of staff at Sevenoaks to support his growth in communication;
- Attended staff briefings;
- Presented and participated in business network meetings.

#### Change in Intern (attitude, behaviours, confidence)

- Jack is really pleased that he has been gaining lots of great work experience and in variety of different office skills. He has enjoyed learning how to scan, plan and archiving, prep documents to be scanned and archived and janitorial duties;
- Jack has gained his confidence back and is more confident to talk to people unknown to him;
- Jack is happy in his placement and is enjoying the experience;
- Jack has developed his problem-solving skills to enable him to make workplace decisions.
- Jack is able to focus on his activities and tasks more readily, but still requires some support. Through support from a work coach with communications and interaction expertise;
- Whilst Jack is more independent, he still requires support from his job coach to ask questions or for clarity;
- Jack is able to ask people known to him and is developing asking people he does not know with more confidence;
- Jack's attendance has increased.

#### Parental comments (from Education Health Care Plan or EHCP review meeting)

"Jack gets less frustrated and has developed some good personal management skills to cope with his anxieties and frustrations. Jack is going to join a club/activity in his local area to help him develop his interaction skills."

#### Intended future pathway

Jack has explored moving on to a course at West Kent College to undertake a business course or construction course. He would like to follow this course for 1 year whilst developing his ideal pathway.

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Jack has struggled to undertake independent research and is developing these skills through support from the job coach to help him achieve his pathway.

#### Other comments

Jack expresses that he would like to learn and develop the skills to cook and clean independently, which will help him develop the skills he requires to enable him to live independently. Jack has agreed to help at home more often to help develop these skills.

### Holly Bishop, Year 14

#### Academic Background

- GCSE English- 4;
- GCSE Mathematics- 4;
- GCSE Biology- 4;
- Holly is working towards the Extended Project Qualification (EPQ) Level 3 and completing her ICT level 2;
- Holly has recently completed her Gold Duke of Edinburgh Award.

#### Role(s) undertaken by intern

- Completed projects within Information Communications Technology including reviewing the Sevenoaks Client Server;
- Holly is presently designing a website from scratch, for a charity linked to the council;

### Sevenoaks District Community Plan Monitoring, Year 1 (2019-22 Priorities), (April 2019 - March 2020)

- Attending staff briefings;
- Presented and participated in business network meetings;
- Holly is working towards the Extended Project Qualification (EPQ) Level 3 and completing her ICT level 2;
- Holly has nearly completed her Gold Duke of Edinburgh Award.

#### Change in Intern (attitude, behaviours, confidence)

- Holly has secured a part-time job at the weekends;
- She has grown in confidence and has fitted in really well with her colleagues;
- Holly has found being in placement very calm and friendly;
- Holly is more able to talk to people that are unknown to her and she states that she is managing her anxieties more regularly;
- Holly has overcome her anxieties and chaired a meeting for outside agencies;
- Holly has developed her personal skills including gaining in confidence, work skills, and a good work ethic;
- Holly has developed strategies to cope with different situations and she is more able to self-regulate in difficult situations. She will require further support to develop strategies when things go wrong or change;
- With support Holly is able to manage her emotions but is not always readily able to ask for support.

#### Parental comments (from EHCP review meeting)

Holly has grown in confidence and fitted in really well with her work partners.  
She has also had support from the placement.”

#### Intended future pathway

This time last year, Holly had no idea in which direction she wanted her future to go, but since joining Sevenoaks District Council, Holly has decided she would like a career in IT and is pursuing a full-time IT course at West Kent College.

Holly would like to live independently in the future but believes she would need to share with one or two other people from a financial aspect and also for social support.



## SEVENOAKS DISTRICT COMMUNITY GRANTS SCHEME - END OF YEAR 2019/2020

### People & Places Advisory Committee 6 October 2020

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

Status: For Information

Key Decision: No

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**Executive Summary:** This report summarises the outcomes of the Community Grants awarded for the year 2019/2020.

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

**Portfolio Holder** Cllr. Lesley Dyball

**Contact Officer** Kelly Webb x7474

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

To note the outcome of the Community Grants awarded for year 2019/2020 and understand the impact that Covid-19 has had on some of the projects/work supported.

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**Reason for recommendation:** To keep Members updated on the 2019/2020 Community Grants and note any ongoing matters arising from Covid-19 and how these are being progressed and monitored by SDC.

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#### **Introduction and Background**

##### **1 2019/20 Community Grants Monitoring**

The request for end of year monitoring reports was delayed due to Covid-19. All organisations were contacted in March 2020 to confirm this and to offer SDC's assistance and guidance should it be needed. Since then work has been undertaken to obtain end of year reports.

#### **Results**

- 2** 76% of Performance Indicators were on or above target, comprising 49% on target and 27% above target. Comparatively, the previous year, 2018/19 saw 85% of Performance Indicators were on or above target, with 45% on target and 40% above target. One difference for 2019/20 is that less Performance

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Indicator targets were exceeded. Despite this, the Community Grants continued to deliver excellent, highly regarded projects and initiatives. Some of these are set out below.

- 3 Every Step Counts reported reaching 4,000 participants with a grant of £500. The grant was spent supporting new walks with visibility jackets for walk leaders, leaders training, first aid kits and publicity leaflets for each walk. The following positive feedback from participants was received: “I live on my own so it is nice to meet have and chat”; “Since joining the walk I am better on my feet”; and; “This gives me an incentive to get out and join in and walk.”
- 4 DAVSS (charity supporting men and women experiencing domestic abuse) significantly exceeded all targets assisting nearly 700 beneficiaries with the grant, as compared to a target of 400. With a Performance Indicator of training 10 new volunteers, DAVSS far exceeded this, training 27. The number of legal and court cases supported by this grant was 92, significantly exceeding the target of 40.
- 5 West Kent Mediation reported that over 800 residents benefited from their £1,000 grant. For the final month of the 2019/20 grant, West Kent Mediation adapted the way they operated, offering telephone mediation and then where appropriate zoom sessions.
- 6 Age UK Sevenoaks & Tonbridge significantly exceeded the majority of their targets using their £2,000 Community Grant. They reported supporting 264 residents as against the Performance Indicator target of 60. These 264 residents received specialised Information and Advice (I&A) home visits with follow up support. They were older residents identified as isolated, lonely, house bound with health issues unable to attend Age UK’s office or another advice centre. The I&A advice benefited these 264 residents in that it allowed access to a range of support services from which they could choose the right sort of support for themselves.
- 7 COMPAID exceeded the majority of their targets, benefiting 264 residents with a Community Grant of £4,000. The grant contributed to the running costs of the Sevenoaks Kent Karrier service, taking disabled, elderly and other vulnerable residents within the District to medical appointments and other bespoke destinations. Compaid reported that 209 residents had decreased loneliness by using this service.
- 8 24% of Performance Indicators were below target. By way of comparison, for the 2018/19 results 15% of Performance Indicators were below target. This change must be in part be attributed to the impact of Covid-19. The following projects are of particular note here.
- 9 The West Kent Extra’s ‘No Bother’ crime prevention project for young people needed to finish early due to the Covid-19 lockdown. Of the £1,200 granted, £800 was spent. It has been agreed that the remainder will be spent delivering this project during this financial year, 2020/21. West Kent Extra will be providing updated outcomes in due course.

- 10 Commonwork (Bore Place) were granted £1,280 towards promoting their estate as a community resource, offering a series of opportunities to Sevenoaks District residents to access and use green spaces. Due to Covid-19, they were unable to complete the final gardening sessions. They have spent £780. They will deliver the remaining gardening sessions during 2020/21 and provide updated outcomes.
- 11 Owing to Covid-19, Sevenoaks Counselling were unable to hold the final training course scheduled as part of their grant activity. This will be delivered during 2020/21 and confirmation of completion and an update on outcomes provided.

### **Key Matters Arising**

- 12 The three organisations detailed in 2.2 above, namely West Kent Extra, Commonwork (Bore Place) and Sevenoaks Counselling, will continue to have outcomes of 2019/20 grants monitored. As all three organisations are working to complete delivery of their work during 2020/21 financial year, a final end of year report on Performance Indicators for the 2019/20 Community Grants can be expected by April 2021.
- 13 Many of the organisations awarded Community Grants (including 2019/20 and 2020/21) are understandably facing new and incredibly challenging circumstances. All are adapting what they deliver and how they go about it. SDC continues to work to support these organisations and indeed all those in the District's voluntary and community sector. A virtual Voluntary Sector Forum has been established to bring the sector together encouraging the sharing of information and collaboration.

### **Key Implications**

#### Financial

The grant scheme is funded by SDC Core Budgets

#### Legal Implications and Risk Assessment Statement.

There are no legal implications and risk assessments are carried out on an event by event basis.

#### Equality Assessment

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

## Agenda Item 9

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The Grant scheme is inclusive of all charities
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	The grant scheme is open to everyone running a community charity/scheme
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No negative impacts identified

### Conclusions

This paper highlights the end of year reports for the 2019/2020 Community Grants and identifies any ongoing matters arising from the impact of Covid-19.

**Appendices** None

**Background Papers:** None

**Sarah Robson**  
Deputy Chief Executive and Chief Officer, People & Places

## SENCIO COMMUNITY LEISURE - SUPPORTING THE RECOVERY OF LEISURE IN THE DISTRICT

### People & Places Advisory Committee - 6 October 2020

Report of Chief Officer - People & Places

Status For Decision

Also considered by Cabinet - 15 October 2020

Key Decision Yes

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**Executive Summary:** The report sets out a request from Sencio Community Leisure for financial assistance to mitigate current financial difficulties related to the impact of the Coronavirus outbreak and subsequent recovery period.

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**This report supports the Key Aim of** related elements of the District Council's Community Plan.

**Portfolio Holder** Cllr. Lesley Dyball

**Contact Officer(s)** Sarah Robson, Ext. 7129

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#### **Recommendation to People & Places Advisory Committee:**

To consider Sencio's request for an extension to the current payment holiday on Sencio's loan repayments to the Council by a further 6 months to March 2021.

#### **Recommendation to Cabinet:**

To consider the information provided in the report and advice from People & Places Advisory Committee and reach a decision on the request for an extension to the current payment holiday on Sencio's loan repayments to the Council by a further 6 months to March 2021.

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**Reason for recommendation:** Access to leisure services plays an essential role in reconnecting with communities and bringing people together through sport and physical activities. It is therefore important that the Council considers the support Sencio Community Leisure may require to mitigate significant financial difficulties and risk during this difficult time.

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### Introduction and Background

- 1 On 20 March 2020 the Prime Minister announced that all leisure centres would be closed with immediate effect due to the spread of COVID -19. This was followed on 23 March with golf centres being closed.
- 2 The leisure sector across the country has been massively affected by the COVID-19 pandemic. Nationally it expected that the impact will be felt not only in the short term, but also for the medium to long term. Leisure providers have been exempt from COVID-19 emergency support funding, including Sport England's emergency response fund, the Government's £750 million for frontline charities and the retail, hospitality and leisure grants.
- 3 Lockdown had a significant impact on the leisure sector, including Sencio Community Leisure who provide leisure services on a 25 year lease, with Sevenoaks District Council as Landlord.
- 4 During lockdown Sencio was unable to realise any income to support its operations. Sencio has estimated a total lost income of £1.8m between late March up to 31 July 2020. However, Sencio has continued to be liable for monthly outgoings of approximately £650,000, which includes utilities, supplier costs, salary costs (for non-furloughed staff) and some pension and PAYE costs.
- 5 110 of Sencio's 343 staff remain furloughed under the government's Job Retention Scheme, 17 of whom although they have returned to work are not working their full contracted hours and the shortfall is being claimed under flexible furlough. The Job Retention Scheme is due to end 31 October 2020.
- 6 The Government lifted restrictions on golf clubs, which enabled Sencio to reopen Lullingstone Park Golf Course on 1 June and more recently, leisure centres were able to reopen with Sevenoaks, White Oak and Edenbridge reopening to the public on 3 August 2020.
- 7 Industry wide, Community Leisure UK and UK Active have been working with the government and leisure trusts on formulating a corporate strategy regarding recovery for the leisure industry. It is predicted it could take 8-12 months for leisure trusts to recover and even then some programmes/ activities that were previously offered may no longer be offered for certain groups of people such as the vulnerable/over 70s.
- 8 During closure, Sencio negotiated reduced costs with its utility suppliers, organising payment holidays on leases/rentals for equipment such as fitness gym equipment, golf grounds maintenance equipment, golf buggies and photocopiers. It has also secured 6 month payment holiday from an existing loan with Big Issue/Co-operative.
- 9 To date, the District Council has agreed the following support:
  - Released the Management Fee of £26,950 for the whole year up front.

- Provided a 6 month payment holiday on Council loan repayments up to the end September 2020, equating to £44,000 for the quarter. The terms of which, defers payment of the loan without penalty for late payment. (In 2018, the Council provided Sencio with a loan of £600,000 repayable over ten years at a rate of 6% interest. The current outstanding loan repayment is £546,186.37).
- 10 Government COVID-19 health and safety guidelines and restrictions have limited business recovery. With the further restrictions that have recently been put in place it is highly unlikely that the government is going to lift social distancing measures in the short to medium term which will continue to limit business recovery.
- 11 Sencio's Recovery Plan (Appendix A), which is subject to change as a result of changing Government guidance, has initially projected a 12 month period for income to recover, starting at 30% of previous levels and achieving 80% by the end of the financial year. This is based on a phased approach to reintroducing activities as well as reduction in the number of classes /activities, restrictions on numbers that can attend, no events/mass gatherings, reduction of membership fees if activities/facilities are not available and potential staffing redundancies where facilities cannot be reopened.
- 12 However, Sencio's recovery model is reliant on being successful with its current loan application to the Big Issue, to help support the costs incurred during lockdown, including pension payments where applicable, the ongoing operating deficit whilst restrictions are in place and the impact once the Job Retention Scheme ends on 31 October 2020. If unsuccessful in its loan, and with the likelihood of restrictions being in place for longer than initially predicted Sencio is reviewing how long it can continue to viably operate.
- 13 To understand any future scenario planning, the Council has requested Sencio provide its income and expenditure for the previous two years and its revised estimated income and expenditure projections for each centre and the golf centre up to December 2022 as a matter of urgency.
- 14 Given the extraordinary circumstances of recent months, Sencio has requested ongoing assistance with its cash flow challenges and implications resulting from lockdown. Sencio has formally asked the Council is to consider the following:
- To extend the current payment holiday on Sencio's loan repayments to the Council by a further 6 months to March 2021.

#### **Other Options Considered and/or Rejected**

- 15 The Council could choose not to support Sencio Leisure Community Leisure. However, the organisation will have an essential role to play to reconnect with communities and bring people together through culture, sport and physical activities once the current lockdown position changes.

### **Key Implications**

#### Financial

To date, the District Council has paid the Management Fee of £26,950 to Sencio for the whole year up front. It has also delayed £44,000 of loan repayments due between April to September 2020.

Sencio has requested a further loan repayment holiday of 6 months for the period October 2020 to March 2021. Should this be approved, the Council will have delayed the receipt of a further £44,000 of payments.

The likelihood of the financial assistance that Sencio are requesting being repaid to the Council is dependent on the success of its recovery business plan and customers returning to the leisure sector over the next 12 months and beyond.

It is therefore advised that in making any further financial assistance to Sencio that the Council should be prepared to burden the costs in full, should the Leisure Trust become unable to return to profitability.

#### Legal Implications and Risk Assessment Statement.

Sencio Community Leisure operate three leisure centres and a golf course across the District on a 25 year lease, with Sevenoaks District Council as Landlord. There are requirements under the lease for the Council to pay a management fee each year and for Sencio to meet service and performance targets in respect of their management of the centres.

From early 2022 Sencio will cease to become the operator of one of those leisure centres.

Coronavirus has had a profound effect on the leisure industry and there is a high risk to the ongoing operation of many leisure operators, including Sencio, across the country.

This report related to the request to provide financial assistance to Sencio, based on their immediate need to meet costs for the next six months. The financial risks associated with this decision are set out in financial implications above.

#### 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.

#### Community Impact and Outcomes

Failure to provide support could result in the ultimate closure of Sencio, which would require the Council to act quickly to continue the provision of leisure services for the District. Significant costs are likely to be associated with this.



## **Conclusions**

In line with Government guidance, Sencio Community Leisure temporarily shut down its facilities, reopening the Golf Course in June and the three leisure centres in August 2020. This has had a significant impact on its ability to achieve any income to support their operations. Consequently, Sencio Community Leisure has requested assistance from the Council to help with the cash flow challenges and implications resulting from recent COVID-19 related closures.

We are advised that failure to support could result in severe difficulties for Sencio, which could impact the services provided to our residents; therefore, Sencio's request is clearly one of considerable urgency.

At this stage, due to Government restrictions and health and safety measures in place, it is difficult to predict when Sencio will return to full operational capacity and income levels. Therefore, any decision needs to be mindful of the current instability of the leisure sector, which may impact future organisational recovery and stability and thus any loan repayment terms to the Council.

## **Appendices**

Appendix A: Sencio Recovery Plan

## **Background Papers**

None.

**Sarah Robson**

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

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# **Sencio Community Leisure Post COVID-19 Recovery Plan**

*Updated July 2020*

## **1 Introduction**

- 1.1 Sencio Community Leisure is a community benefit society set up in 2003 to run three leisure centres and a golf course on behalf of Sevenoaks District Council. The transfer from local authority control has allowed access to more finance options.
- 1.2 As the leisure operator, Sencio has been involved in developing and refurbishing a number of facilities at their sites including extending the health and fitness suite at the Sevenoaks centre and the replacement of water flumes at White Oak leisure centre.
- 1.3 Over the last 20 years a number of local authorities have 'externalised' their leisure services by setting up trusts. Today about 30% of public leisure centres in the UK are run by trusts. Sencio Community Leisure generates over £4.5 million from its four sites, which are used by more than 4,000 people a year. Visits equate to nearly 900,000 visits per year, and 20,116 people are registered on the database-members and non members (registered users).
- 1.4 Sencio's community-run leisure centres are popular with the public, due to the commitment, enthusiasm and helpfulness of the staff who make a point of engaging with customers.
- 1.5 The COVID-19 pandemic and its subsequent impact on the leisure industry across the country means we must now look at a recovery plan to support us return to a level of operational and financial stability.
- 1.6 Sencio continues to be committed to ensuring the ongoing provision of leisure and wellbeing services across the Sevenoaks District.

## **2 Background**

- 2.1 On 20 March 2020 the Prime Minister announced that all leisure centres would be closed with immediate effect due to the spread of COVID -19. This was followed on 23 March with golf centres being closed.

## Agenda Item 10

- 2.2 These enforcement measures effectively left the organisation with no source of income although the impact of COVID -19 had already had a significant effect on the business.
- 2.3 Currently leisure providers are exempt from most COVID-19 emergency support funding, including Sport England's emergency response fund, the Government's £750 million for frontline charities and the retail, hospitality and leisure grants.
- 2.4 A local leisure offer contributes to the physical and mental wellbeing of local communities. If the leisure sector is not sustained through this crisis, the re-mobilisation of public leisure provision will be significantly affected, with facilities potential unable to open and clubs and voluntary organisations unable to re-start activities for communities.

### **3 Financial impact on Sencio to date**

- 3.1 The financial performance of the first two months of the year had been good despite the continual wet weather during these months (the golf course was closed 13 days during this period as the course was waterlogged) and membership sales were strong with 870 new members. Income was 10.2% up compared to the same period in 2019. This in the main was due to the strategic focus of increasing income generated from membership monthly direct debits which saw an increase of 20% in 2019 compared to 2018.
- 3.2 As the spread of COVID-19 became more widespread during March it had a significant impact on the business:
  - Staff shortages with staff self -isolating –resulting in the Feel Good suite closing
  - Reduction in throughput in all the centre
  - Reduced numbers allowed in the gym /classes to achieve 2 metre distancing guidance
  - Increase in memberships cancellations from end of February - 400 in one day in March
  - Requests for refunds for pre - paid activities such as trampolining lessons and swimming lessons
  - Delay in launching new parent and baby direct debit swimming lessons scheduled for 23 March
  - Swimming lessons continuous assessment was launched 16th March but take up was low due to the uncertainty of the leisure centres continuing to operate and parent's concern of children attending lessons
  - Future large events such as dance competitions scheduled for May onwards cancelled due to the restriction on mass gatherings
  - Club and school bookings cancelled
  - Birthday parties cancelled
  - Decisions taken to cancel Easter school holiday activities

- 3.3 Overall there was 70% reduction in income whilst costs increased due to increase cleaning regimes that were scheduled throughout the day and additional orders for hand sanitizers for staff and customers.
- 3.4 With the closure of all the centres all memberships were suspended/frozen and no monies from direct debits were collected on 1 April 2020.
- 3.5 In summary the estimated total income lost to date is £1,811,668 due to the closure excluding the income taken since the golf centre reopened on 1 June.

	March	April	May	June	July
Shortfall in expected Front of House income	£124,285.96	£261,085	£268,000	£180,500	£183,000
Loss of Direct Debit income		£202, 997.06	£200,500	£196,000	£195,300
Loss of income excluding refunds and cancellations		464, 082.06	£468,500	£376,500	£378,300
<b>TOTAL</b>	<b>£124,285.96</b>	<b>£464,082</b>	<b>£468,500</b>	<b>£376,500</b>	<b>£378,300</b>

- 3.6 With the centres being closed effectively the organisation will not be collecting any income with the exception of any outstanding invoices being paid by any hirer.
- 3.7 However, every effort is being made to retain and keep members /customers.
- 3.8 Members have been encouraged to freeze their memberships rather than cancel so that when the centres reopen the memberships can be reinstated straight away.
- 3.9 Customers who have pre -paid for activities such as swimming lessons have been credited and carried forward for when the lessons recommence and all regular hirers bookings have been retained so that the can resume as soon as the centres re open.
- 3.10 Members are being contacted and regularly engaged with on social media and online classes and gym workouts are being posted daily by the Wellness manager.
- 3.11 The impact of the forced closures has placed the organisation under tremendous financial pressure.
- 3.12 The majority of the 343 staff have been furloughed from 23 March under the government's Job Retention scheme (JRS). Some staff were required to open Sevenoaks Leisure Centre which was being used as a Community Hub by Sevenoaks District Council up until 17 April. Following the centre no longer being required as a community hub, further staff were furloughed. In total only 13 staff have not been furloughed, but some of these are part time such as the HR Manager, Payroll Manager and Marketing Manager.
- 3.13 Of these 13 staff, 8 of them are being used to undertake daily building and plant checks particularly relating to the swimming pools.

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- 3.14 Under the JRS 80% of furloughed staff salary costs of up to a maximum of £2500 per month per employee can be claimed plus employer costs such as NI and pension. However, the maximum that can be claimed back for employer pension costs is 3% as it is based on the banded rate whilst Sencio's LGPS rate is 17%. Thus there is a shortfall on the amount that can be claimed.
- 3.15 KCC has been approached regarding deferral of pension payments. Under the regulations employee contributions must be submitted to the administering authority in line with the timescales in the Pensions Act 1995 - the 19th of the month following the last day of the month in which the contributions are deducted. However, KCC has offered that whilst they cannot offer a deferral payment period for the employees contributions they could offer a deferral on the employer contributions for March, April and May, but full payments must be made by year end.
- 3.16 Leisure centres are large complicated buildings to operate and maintain and it is not possible to just "moth ball" turn the key walk away and then turn the key to open the buildings and walk back in again and operate. Whilst every effort has been taken to turn off every possible piece of non-essential plant, such as air conditioning units, some pieces of plant have to continue to operate in order to maintain the service and ensure that when the centres can re-open they can return to full functionality as quickly as possible.
- 3.17 To prevent swimming pool water becoming stagnate, circulation and dosing have to be maintained. As the swimming pools are still "operating" daily checks have to be undertaken by staff. These include:
- Monitoring and testing the pool water -chlorine and pH values.
  - Checking the chemical controller, dosing pump operations, and dosing tank levels.
  - Checking the operation of the filters circulation pumps
  - Visually checking the pools to ensure no algae has formed in dead spots and corners.
- 3.18 Whilst on a monthly basis the media bed filters for each pool require backwashing. In order to do this the engineers have been unfurloughed to carry out the work. The back washing regime also involves the use of large volumes of water.
- 3.19 As no customers are using the centres there is a danger that legionella could develop in the water tanks especially at White Oak which had registered possible traces previously. To prevent this, a daily flushing system has been set up in all the centres including the golf centre. This is being undertaken by Sencio staff.
- 3.20 In order to ensure the buildings are compliant and can therefore reopen when the government lifts the enforced closure, Sencio is ensuring at their cost that essential legislative actions are continuing in line with the required timescales:
- Emergency lighting testing
  - Hardwire electrical testing

- Legionella testing

3.21 The work undertaken by Sencio has helped to minimise the impact and any future costly expenditure to the District Council in terms of reactive maintenance.

3.22 In summary the approximate expenditure during closure to support staff and ensure the buildings are maintained and can become operational once advised that it is safe to reopen has cost has been estimated as follows:

	March	April	May	June	July
Utilities	£39,870	£28,758	£28,222	£25,747	£28,000
Essential suppliers	£60,000	£14,082	£15,135	£15,332	£20,382
Staff salary costs (non-furloughed)	£12,459	£24,941	£26,963	£34,826	£31,282
Pension costs	£26,733	£25,733	£26,311	£26,173	£26,700
PAYE	£33,838	£22,570	£20,102	£17,508	£18,500
<b>TOTAL</b>	<b>£172,900</b>	<b>£116,084</b>	<b>£116,733</b>	<b>£119,586</b>	<b>£124,864</b>

3.23 Sencio has managed to reopen its golf course and welcomes the recent news from Government that it can reopen its leisure centres from 25 July, albeit with strict safety measures in place.

3.24 However, Sencio cannot survive its current situation without a separate new input of money to support the loss of income and ongoing costs it has had to undertake over the past few months to maintain the facilities during closure.

3.25 We do not believe an option of closure is necessary nor right for Sencio, the District Council or the district's communities. However, external funding to support the Sencio's future is essential to keep these valuable facilities open to support the health and wellbeing, which is needed now more than ever, of the district.

#### 4 Industry approach

4.1 Leisure Operators throughout the country are working on detailed phased remobilisation and business recovery plans.

- Operator facilities able to open from w/c 25 July 2020, but varied approach to re-opening
- Some proposing opening on the 25 July, others proposing a week or two later to allow for mandatory staff training to be completed
- Most proposing to open with gym and group exercise studio activities - all with limited capacity owing to social distancing and cleaning requirements
- Some proposing to open with swimming pools too, offering lane swimming/structured sessions only
- Other components, including swimming lessons and sports hall usage typically following in September
- Parallel financial projections being drawn up for the period from now until next March

## Agenda Item 10

- All operators showing significant net losses as sites re-open with compromised income and additional costs of un-furloughed staff, cleaning, operational buildings etc.

### 5 Sencio's operational plan

#### 5.1 Sencio is developing its operational plan based on:

- the phased re-opening of facilities
- re-commencement of related services
- the phased re-instatement of opening hours and activity programmes
- the phased un-furloughing of staff on a designation-by-designation basis,
- assumptions regarding staff redundancies
- changes to pricing policies, including membership and concessionary price schemes;
- Updating of staffing policies, including supervision levels, re-training and any potential redundancies;
- health and safety management, including access control, PPE, cleanliness and management of customer journeys and social distancing;
- asset management policies, including re-instatement and ongoing maintenance of plant
- bookings and administration, including on-line processes, use of cash etc.

#### 5.2 Applying social distancing measures of 2 metres the centres have been:

##### **i) "walked through" and the following issues identified:**

- corridors are not 2 metres wide for customer flows so will need to adopt one way in one way out system where feasible – emergency exit doors will have to be used
- some changing rooms will need to remain closed as insufficient space
- some facilities such as soft play not possible to open with social distancing rules

##### **ii) activities have been identified that can be offered , where and in what format - such as pre- booked to control numbers , classes moving to the sports halls**

##### **iii) activities that cannot be offered with social distancing in place e.g. birthday parties / toddler activities**

##### **iv) activities that cannot be offered due to other safety issues such as the flumes, adult care**

### 6 Phased opening of facilities

#### 6.1 Lullingstone golf centre

The Government announced on 10 May 2020 that golf centres could reopen from 13 May 2020. As staff had been furloughed, it was impossible to open with 48 hours



notice. With the restrictions in place only allowing 2 players and 10 min gaps in between tee times, it was imperative to ascertain if it would be financially viable to reopen - it was only viable if 3 staff including the Course Manager and Golf Professional Manager remained on furlough. The course is currently open and initially the following restrictions were in force:

- driving range closed
- pitch and putt closed
- no golf lessons
- no buggy/trolley hire
- limited shop purchase
- golfers arrive 15 mins before tee time pre changed
- pre- booked and pre- paid tee times

From week commencing 11 June 2020 more than 2 players permitted to play. Some members have requested their memberships remain suspended due to Government shielding (ending 31 July 2020).

With restrictions easing, some shop sales have been reinstated and single use of a limited number of buggies have been introduced in the morning only allowing sufficient time for sanitising before reuse the next day .

### 6.2 Leisure Centres

#### 6.2.1 Sevenoaks Leisure Centre

*Week commencing 27 July 2020*

- Swimming club use only
- Staff training
- Online bookings for members open for week commencing 3 August

*Phase 1 from 3 August 2020*

- Pre booked swim sessions –lane only swimming reduced numbers – family sessions at Edenbridge and White Oak in the teaching pools
- Main Pool for swim club use
- Pre booked Gym but reduced numbers, not all kit will be available this is to allow for the social distancing
- Pre booked session Feel Good suite at White Oak – reduced numbers and opening times
- Classes – Hall and studios will be used depending on the class –reduced numbers
- Badminton White Oak main hall only - singles only. Edenbridge to offer Badminton from second week of opening
- Aqua session but they would have the whole pool to allow for the social distancing in the pool but more importantly in the changing rooms after

*Phase 2 from September 2020*

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- End of August small swimming lessons may be piloted and programmed during the day in the school holidays – issue regarding how parents are to be managed as the spectator areas will be out of action.
- Some clubs /organisations may return e.g. weight watchers
- Swimming lesson programme commence when schools return
- Some sport hall contract bookings in line with governing bodies guidelines
- Other swimming clubs: Triathlon club , synchro swimming club

### *Phase 3*

*(This will only be the case once the social distancing has been reduced to 1m or removed - Government timescale November )*

- When safe to do so the classes will return to the area they should be in and the areas that are being used will return to normal use
- Creche
- Sports Hall for use of sports such as football , & Primetime sessions
- Parties Dry & Wet – although these could be delayed even longer
- School swimming bookings for those requesting
- Café

### *Not Returning until January 2021*

- Roller Disco or Roller Parties
- Inflatable Fun / Floats & Fun
- Adult Day Service
- Sports Hall/ martial arts contract bookings
- School swimming lessons
- Major sporting events e.g. swimming galas, dance events , triathlons

## **6.2.3 White Oak Leisure Centre**

### *Week commencing 27 July 2020*

- Staff training
- Online bookings for members open for week commencing 3 August

### *Phase 1 from 3 August 2020*

- Main Pool for swim club use
- Pre booked Gym but reduced numbers, not all kit will be available this is to allow for the social distancing -90 min sessions with 30 mins gaps for cleaning
- Pre booked Feel Good but reduced numbers to 6 per session of 45 mins they will get to use all the equipment but allowing for social distancing
- Pre booked swimming sessions- 1 hour sessions with 30 mins gaps for cleaning
- Pre booked family swimming sessions in the teaching pool
- Classes – Sports Hall/ practice hall and studios will be used depending on the class
- Pre booked Badminton –singles only

- Aqua session - but they would have the whole pool possible only using the main pool to allow for the social distancing in the pool but more importantly in the changing rooms after.

*Phase 2 from September 2020*

- End of August swimming lesson to be programmed during the day in the school holidays – issue regarding how parents are to be managed as the spectator areas will be out of action.
- Some clubs /organisations may return e.g. weight watchers
- Swimming lesson programme commence when schools return
- Some sport hall contract bookings in line with governing bodies guidelines
- Other swimming clubs : Triathlon club , synchro swimming club

*Phase 3*

*(This will only be the case once the social distancing has been reduced to 1m or removed government timescale November)*

- When safe to do so the classes will return to the area they should be in and the areas that are being used will return to normal use.
- Sports Hall for use of sports such as netball & Primetime sessions
- Parties Dry & Wet – this could be longer
- School swimming for those that request
- Café

*Not Returning until January 2021*

- Treasure Island
- Roller Disco or Roller Parties
- Inflatable Fun / Floats & Fun
- Flumes public use & parties
- Remaining sport hall contract bookings
- Large events booking
- School swimming lessons

**6.2.4 Edenbridge Leisure Centre**

*Week commencing 27 July 2020*

- Swimming club use only
- Staff training
- Online bookings for members open for week commencing 3 August

*Phase 1 from 3 August 2020*

- Main Pool for swim club use
- Pre booked Gym but reduced numbers, not all kit will be available this is to allow for the social distancing
- Pre booked swimming sessions
- Pre booked family swimming sessions in teaching pool
- Classes – Hall and studios will be used depending on the class

## Agenda Item 10

- Aqua session but they would have the whole pool to allow for the social distancing in the pool but more importantly in the changing rooms after. Badminton from week commencing 10th August

### *Phase 2 from September 2020*

- End of August swimming lesson to be programmed during the day in the school holidays – issue regarding how parents are to be managed as the spectator areas will be out of action.
- Some clubs /organisations may return e.g. weight watchers
- Swimming lesson programme commence when schools return
- Some sport hall contract bookings in line with governing bodies guidelines

### *Phase 3*

*(This will only be the case once the social distancing has been reduced to 1m or removed, government timescale November )*

- When safe to do so the classes will return to the area they should be in and the areas that are being used will return to normal use.
- Creche
- Sports Hall for use of sports such as football , & Primetime sessions
- Parties Dry & Wet – although these could be delayed even longer
- School swimming for those that request
- Café

### *Not Returning until January 2021*

- Roller Disco or Roller Parties
- Inflatable Fun / Floats & Fun
- Slimmers World
- Remaining sports Hall contract bookings
- School swimming lessons

## **7 Safety measures**

7.1 Guidance notes for the safe opening of facilities such as swimming pools are due to be published 15 June by Swim England whilst other organisations such as UK Active have been working closely with the government on other facilities such as gym , fitness classes along with sports governing bodies. However some guidance notes have already been published.

### **7.2 Swimming pools**

- Must be able to prove Microbiological testing has been completed before reopening. Results must be clear and displayed to public.
- If Algae is present- which has been the case at SLC and WOLC due to windows giving direct sunlight and lower flow rates- the pools must be shocked with Chlorine to kill it off

- Some countries have increased their pool water testing to every 2 hours and allow 7m<sup>2</sup> per bather which is more than double the amount suggested in the original Health and Safety guidance for swimming pools HSG179.
- Flumes and Slides are not operational in any of the countries who have reopened their pools as any activity that can create or add to the number of aerosols in the air have been denied.
- Changing areas:
  - Lockers - 1 in 2 lockers closed
  - Showers- 1 in 2 showers closed
  - Hand dryers and hairdryers not in use due to the number of aerosols in the can be spread more rapidly.
  - Disabled customers must be considered - ensure the functionality of our accessible facilities and regular cleaning of them as per other changing areas.
- Disinfect all hard surfaces- dependant on location and use, every hour at least. This will include Steps into pools, hand railings, hoists (if used) after every user, lifeguard chairs.

### 7.3 Air handling

It is recommended that the fresh air coming into the building is increased. It is suggested that Air Conditioning and Air Handling is run at full fresh air mode to maximise the dilution of aerosols.

With the above customers will notice a significant difference and may complain they are cold or uncomfortable- this is due to the lack of humidity in the air. Customer notices must be put in place explaining this is for their safety and air quality.

**The above measures of running air handling at full fresh air mode will also increase significantly increase the cost of electricity**

### 7.4 Gym /classes

- Gym layouts – have been altered/number of pieces of equipment have been reduced or removed from the gym to allow for 2 metre spacing between equipment (All Sites). Some equipment has been relocated but other pieces have been placed in storage at Edenbridge and White Oak
- Some gym equipment may need to be relocated to the sports hall to allow more space to use such as Sevenoaks free weights. However, this needs to be assessed against the increased staffing costs required for it to function
- Opening hours have been reduced and staffing rotas reviewed to ensure staff can undertake extra cleaning
- To control numbers, all sessions will be required to be pre booked. Each session will be 1.5 hours long with 30 mins allocated between each session for cleaning.
- Customers will be encourage to come pre changed
- One way in and one way out system will be adopted
- Aerobics studio classes will be moved from the studios to the sports hall to allow for better social distancing and to increase the amount of space available for each customer

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- Tape out 2 metre squared boxes to indicate area available to each customer
- Reduce numbers on some classes such as spinning
- Suspend some classes such as Take Heart
- Customers to come pre changed for classes operate one way in one way out system
- 30 mins gaps between classes to allow for cleaning
- Due to the reduction in number of classes / spaces available especially popular classes such as Les Mills operate a maximum number of classes members can book per week

### 7.5 Reception /coffee shops /membership sales

Screens will be erected for staff protection. Cashless payments will be taken where possible. Customer refunds for car parking at Sevenoaks has been amended - no receipts will be issued from reception to reduce the contact time between receptionists and customers.

- 7.6 The effect of a second wave remains a possibility and most importantly for Sencio and the response of the Government to that second wave is crucial – and unknown. The Government says the possibility of a second wave remains low. Given recent relaxations by the Government, it does seem unlikely that such a Government decision (in the worst case to go back into lockdown) will be taken. However it remains a risk factor and one completely outside of our control. We do not believe it to be a risk which should stop Sencio moving forward positively.

## 8 **Financial Plan**

- 8.1 One thing Sencio needs to know is stability and the knowledge it can move forward operationally. Sencio has prepared a financial plan model through the initial business recovery phases from re opening in August 2020 through to July 2021 in line with our Operational Plan.
- 8.2 The plan embraces detailed projections of income and expenditure, site by site and activity-by activity basis.
- 8.3 The plan includes key sensitivities:
- impact of alternative operational policies
  - reduction in prices /membership charges
  - increased PPE
  - increased cleaning regimes / product
  - redeployment of staff
  - staff redundancies

## 9 **Customer communications**

- 9.1 A comprehensive communication plan has been developed to inform customers of how things will operate when the centres can reopen. This has proved to be very

successful when the golf centre opened. The most important aspect will be to reassure customers it will be safe to return.

9.2 Sencio recently participated in a nationwide survey conducted by Leisure Net. 450 Sencio customer took part and when asked when the leisure centres reopen what will your participation rate be compared to pre closure.

- 17.56% said they would use the centres more
- 61.565 said more
- 20% said less or not - the main reason being because they would not be able to afford it.

## 10 Conclusion

- Sencio cannot continue its current situation. Whether open or closed by Government diktat it will operate at a loss at least initially. A decision on additional external funding must be taken quickly. The only viable solution is to move forward and re-open to maintain a visible leisure offer and assisting in the post-COVID-19 physical and mental recovery of the district.
- Sencio has been unsuccessful in a loan application to Sevenoaks District Council for £120k, which was not supported by members at the July Cabinet meeting. However, Cabinet has supported awarding the annual management fee upfront and freezing existing loan payments for a period of 6 months. More recently, the District Council supported the payment of an outstanding utility debt accrued during lockdown (£35k).
- Sencio applied to the Coronavirus Business Interruption Loan Scheme (CBILS) and was unsuccessful. Nationally, no leisure trusts were successful in securing a CBIL loan.
- Sencio has recently applied to the Big Issue for a loan of £700k and expects to hear whether it has been successful in August.
- Sencio has ensured the ongoing maintenance of the leisure centres and golf centre, which will enable the swift reopening as and when permitted, however, this has come at a huge cost burden, when during the closure, there has been no income coming in.
- Sencio's business plan was sent awry because of the COVID-19 pandemic. We have seen from the outstanding income figures for the reopening of the Golf Centre in June that people want to return to leisure.
- Sencio is aware that it has existing loans in place, but is in a position where it has to seek further grant or loan support to address the income shortfall and expenditure it has faced during closure. However, its recovery financial projections will help support the business model on reopening, but it is critical that it receives support to cover the costs incurred during lockdown.
- We are already into our post COVID-19 recovery plan – by proactively talking to all of our staff, suppliers and hirers. This is ongoing and will continue.
- The success of that plan – how many people come to events - depends on a number of external factors outside of the control of Sencio. However, the

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Government's recent relaxation of restrictions will allow people to return to leisure.

- An underlying risk is the potential for a second wave of infection and a Government reaction to return to lockdown. All the messaging from Government in recent weeks has been that the likelihood of this remains low, but could be isolated lockdowns.
- It is key to this that Sencio is made to appear safe and welcoming which we are aiming, planning and putting in place.
- Sencio leisure centres and golf centre are known and well used, supporting the district's health and wellbeing.



**People and Places Work Plan 2020/21 (as at 23.9.2020)**

<b>6 October 2020</b>	<b>1 December 2020</b>	<b>2 March 2021</b>	<b>Summer 2021</b>
<p>Budget 2021/22: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)</p> <p>Dunton Green Annual Report</p> <p>End of Year Community Grants</p> <p>Community Plan - Annual Report</p> <p>Sencio- supporting recovery in the district</p>	<p>Community Grants Half Year Report</p> <p>Public Realm Commission Update</p>		

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