

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

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NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Committee Services
committee.services@tmbc.gov.uk

3 November 2017

To: MEMBERS OF THE COMMUNITIES AND HOUSING ADVISORY BOARD
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Communities and Housing Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Monday, 13th November, 2017 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

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| | To confirm as a correct record the Notes of the meeting of the Communities and Housing Advisory Board held on 24 July 2017 | |
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The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

18. Urgent Items

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Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr Miss S O Shrubsole (Chairman)
Cllr Mrs B A Brown (Vice-Chairman)

Cllr Mrs J A Anderson
Cllr Mrs S M Barker
Cllr Mrs S Bell
Cllr V M C Branson
Cllr D J Cure
Cllr R W Dalton
Cllr S M Hammond

Cllr D Keeley
Cllr Mrs S L Luck
Cllr Mrs A S Oakley
Cllr L J O'Toole
Cllr M Parry-Waller
Cllr T B Shaw
Cllr Ms S V Spence

Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

COMMUNITIES AND HOUSING ADVISORY BOARD

Monday, 24th July, 2017

Present: Cllr P J Montague (Chairman), Cllr Mrs B A Brown (Vice-Chairman), Cllr Mrs J A Anderson, Cllr Mrs S M Barker, Cllr D J Cure, Cllr S M Hammond, Cllr D Keeley, Cllr Mrs S L Luck, Cllr Mrs A S Oakley, Cllr L J O'Toole, Cllr M Parry-Waller and Cllr T B Shaw

Councillors P F Bolt, O C Baldock, Mrs P A Bates, R P Betts, M A Coffin, Mrs M F Heslop, N J Heslop, M R Rhodes and Miss S O Shrubsole were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs S Bell, V M C Branson and Ms S V Spence

Although not a Member of the Advisory Board, the apologies for Mr A Nichols, Tonbridge Sports Association, were also noted.

PART 1 - PUBLIC

CH 17/15 DECLARATIONS OF INTEREST

Councillor Betts declared an Other Significant Interest in the Leisure Trust – Review of Service Fee/Business Plan item on the grounds that he represented the Borough Council on the Tonbridge and Malling Leisure Trust Board. He withdrew from the meeting during discussion of this item. However, Councillor Betts remained in the meeting to hear about the Leisure Facilities – Leisure Trust Update but did not participate in the debate.

In the interests of transparency, Councillor N Heslop referred to a potential interest in any items that might have implications for the Bridge Trust on the grounds that he was a member of its Board.

CH 17/16 MINUTES

RESOLVED: That the notes of the meeting of the Communities and Housing Advisory Board held on 28 February 2017 be approved as a correct record and signed by the Chairman.

CH 17/17 PRESENTATION BY VICKY BONNER, DIRECTOR OF HOUSING AT CLARION HOUSING GROUP

The Director of Housing (Vicky Bonner) at Clarion Housing Group outlined the key changes during 2016/17, which included a review of all

frontline structures to ensure a more efficient, effective and consistent delivery model; the introduction of a dedicated contact centre in one location to reduce duplication and provide a seamless first response service and focused on delivering excellent services to customers.

Reference was made to current performance and a positive start to the year was reported with rent arrears for Russet at 2.95%; whilst support continued to be given to residents with benefits applications and appeals. The excellent relationship with the Borough Council had resulted in the resolution of a serious safeguarding issue locally and continued to be an important factor in the working partnership between the two organisations.

In view of the recent Grenfell fire tragedy a proactive approach had been taken to reassure residents and an action plan had been implemented to review fire safety advice and practice. It was confirmed that within Tonbridge and Malling there were no blocks of flats over six storeys.

Finally, Ms Bonner summarised the Affordability Strategy which aimed to keep properties affordable for residents, with the need to link rents with local wages recognised.

The Regional Director of Development (Mr Ian Hagger) talked about the development programme in Tonbridge and Malling and reiterated that the Borough remained a core development area for Clarion Housing. There were recently completed schemes at Borough Green, Hadlow and Tonbridge which included rented and shared ownership properties.

Potential future development schemes included sites at Kings Hill but these were subject to final design and planning approval. It was anticipated that a reserved matters application for all the identified sites would be submitted at the same time so it was difficult to predict the phasing of any building works if planning permission was granted.

Members welcomed the ongoing commitment to investment in the Borough and the Leader indicated that he would continue to lobby Government for real affordable housing in the South East.

MATTERS FOR RECOMMENDATION TO THE CABINET

CH 17/18 UPDATE ON WEST KENT HOSPITAL DISCHARGE PILOT AND DISABLED FACILITIES GRANT

Decision Notice D170050MEM

The report provided an update on the various initiatives being piloted using Disabled Facilities Grant funding and sought approval to extend the West Kent Hospital Discharge and Handyperson Scheme until March 2019.

It was also reported that the current arrangement of seconding Occupational Therapists from Kent County Council worked extremely well, as it enabled a more streamlined and responsive service to be offered.

Members welcomed the good news on Disabled Facilities Grant (DFG) funding which had seen the Borough Council awarded £1,007,000 for 2017/18 which represented an increase of £90,000 on the previous year. Particularly welcomed was the progress on children's occupational therapists assessments, although it was noted that Tonbridge and Malling continued to receive higher numbers of referrals for children's cases than other West and North Kent Districts with only Maidstone receiving more.

A poster to promote the availability of children's DFGs was being developed in liaison with occupational therapists and Members suggested that this be targeted to the commencement of the new school term in September. In addition, it was suggested that new schools within the Borough could be a primary focus.

RECOMMENDED: That the continuation of the West Kent Hospital and Handypersons Scheme and secondment of Occupational Therapists be approved until March 2019.

CH 17/19 LEISURE FACILITIES - LEISURE TRUST UPDATE

Decision Notice D170051MEM

The report reviewed the recent performance of the Tonbridge and Malling Leisure Trust and provided an update on two key issues; the re-tender of fitness equipment and the proposed extension of the gym at Larkfield Leisure Centre.

Members noted that the satisfaction and cleanliness scores from customers remained high with all facilities achieving above 90%. It was felt that this excellent performance was indicative of the good working relationship between the Trust and Borough Council.

In addition, Members recognised the importance of investing in facilities to attract and retain customers in a very competitive market.

RECOMMENDED: That

- (1) the Trust's performance over the fourth quarter of the Annual Service Delivery Plan (attached as Annex 1 to the report) be noted;
- (2) the procurement process for the fitness equipment be progressed as outlined in paragraph 1.4 of the report; and

- (3) the proposed works to the gym extension at Larkfield Leisure Centre be supported and progressed as outlined in paragraph 1.5 of the report.

CH 17/20 CAPITAL PLAN PROJECTS

Decision Notice D170052MEM

The report updated progress on a number of key projects contained in the Borough Council's Capital Plan. In addition, three Post Implementation Reviews were brought forward for consideration and approval.

Particular reference was made to measures to increase parking provision at Leybourne Lakes Country Park. It was noted that this project was currently on List A. In addition, temporary measures were in place to increase car parking at Haysden Country Park. These measures would be monitored over the coming months and the findings reflected in the Capital Plan Evaluation to be considered by Members at a future meeting of the Finance, Innovation and Property Advisory Board.

Finally, local Members referred to the recent improvements made to the play equipment at Larkfield recreation ground, which had been positively received and was a well-used facility.

RECOMMENDED: That

- (1) the updates on the current Capital Plan, as set out in Annex 1 of the report, be noted;
- (2) the Post Implementation Review for Larkfield Recreation Ground Play Improvements, as set out in Annex 2 of the report, be approved;
- (3) the Post Implementation Review for Tonbridge Racecourse Sportsground Bridge Renewal/Repair, as set out in Annex 3 of the report, be approved; and
- (4) the Post Implementation Review for DDA Audit Recommendations – Phase 3, as set out in Annex 4 of the report, be approved.

CH 17/21 COMMUNITY SAFETY PARTNERSHIP PLAN 2017-18

Decision Notice D170053MEM

The Community Safety Partnership Plan 2017/18 was presented for consideration. The Plan provided details of the initiatives carried out during the previous year and set out priorities for the forthcoming year.

It was reported that crime levels in the Borough remained low and that Tonbridge and Malling remained one of the safest places in the county. This was despite an increase of 784 offences from April 2016 to March 2017. Recorded incidents of anti-social behaviour had reduced, down to 98, for the same period.

Members referred to the exclusion of hate crime from the six priorities for the Plan for 2017/18 and were reassured this was not a significant issue in the Borough. However, hate crime would be addressed if it became a concern.

RECOMMENDED: That the Community Safety Partnership Plan 2017/18, set out in Annex 1 of the report, be supported and endorsed.

MATTERS SUBMITTED FOR INFORMATION

CH 17/22 HOUSING SERVICES ACTIVITIES 2016-17

The Director of Planning, Housing and Environmental Health provided an update on the work of the Housing Service for the financial year 2016/17 and the progress on a number of initiatives was noted.

Members were advised that 155 new affordable homes were delivered in 2016/17 of which 71 were low cost home ownership, 71 affordable rent, 5 social rent and 8 discounted market sale homes. This was recognised as a strong performance in a difficult social and economic climate.

In addition, Members welcomed the development of a new domestic refuge being built within the Borough and this was due for completion early 2018.

Homelessness continued to represent a significant challenge and approaches for advice and assistance continued to increase, due in part to welfare reform. The Borough Council was managing to meet the statutory duty obligations and continued to explore alternative, cost effective solutions for temporary accommodation. These included potential options of accessing registered social landlord's stock at reduced rates and leasing from private sector landlords.

CH 17/23 UPDATE ON PUBLIC SPACE PROTECTION ORDER

Members were provided with an update on the Public Spaces Protection Order (PSPO), which was approved for Tonbridge and Malling as of 12 April 2017. It was reported that the PSPO had some borough wide restrictions as well as some specific to certain locations. A copy of the PSPO restrictions within the Borough was attached at Annex 1 to the report. Members were reminded that these PSPOs replaced existing orders that were gradually being phased out.

It was noted that there were no additional officers available to enforce any breaches of the PSPO. However, key staff had received training and information on what a PSPO was and what should be done if a breach of the Order was witnessed.

CH 17/24 COMMUNITY SAFETY PARTNERSHIP UPDATE

The Director of Central Services provided an update from the Community Safety Partnership (CSP) and reported on new police staff within the Community Safety Unit, arrangements for domestic abuse commissioning and referrals, the Self Neglect Forum and the Volunteer Community Wardens.

Particular reference was made to the recent complaints of anti-social behaviour around the Town Lock area of Tonbridge. The Community Safety Unit was looking at implementing a number of actions to address this issue, including educational events and the use of Public Space Protection Order if appropriate. It was noted that police resources continued to be under extreme pressure and Kent Police might not be able to attend every incident of anti-social behaviour as attendance was subject to other priorities.

MATTERS FOR CONSIDERATION IN PRIVATE

CH 17/25 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

MATTERS FOR RECOMMENDATION TO THE CABINET

CH 17/26 LEISURE TRUST - REVIEW OF SERVICE FEE/BUSINESS PLAN

(LGA 1972 - Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

The report of the Director of Street Scene, Leisure and Technical Services brought forward a new 5 year Leisure Trust Business Plan and Service Fee from 1 April 2018. The new Service Fee generated a net annual saving to the Borough Council of £144,850 with no change to existing standards and level of service.

Members were supportive of the proposals set out in the report as the Trust would be able to expand under its own management and reflected the good working relationship between the two organisations.

RECOMMENDED: That

- (1) the Tonbridge and Malling Leisure Trust's proposed Business Plan for 2017/2022 be approved;
- (2) the Tonbridge and Malling Leisure Trust's proposed Management Fee of zero from 1 April 2018 be agreed; and
- (3) the proposed variations to the existing Management Agreement, set out within the report, be approved and implemented from 1 April 2018.

***Referred to Cabinet**

The meeting ended at 9.29 pm

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Agenda Item 4

Presentation by Jane Illey and Heather Grant from Abbeyfield Kent

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Agenda Item 5

Annual Update from Martin Guyton, Chief Executive of Tonbridge and Malling Leisure Trust

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TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

**Report of the Director of Street Scene, Leisure & Technical Services and the
Director of Finance & Transformation**

Part 1- Public

Matters for Recommendation to Cabinet - Key Decision

1 REVIEW OF CEMETERY CHARGES 2018/19

Summary

This report outlines charging proposals for 2018/19 in regard to Tonbridge Cemetery.

1.1 Introduction

1.1.1 In bringing forward the charging proposals for Tonbridge Cemetery consideration has been given to the set of guiding principles for the setting of fees and charges approved by Members of the Finance, Innovation and Property Advisory Board and reproduced below for the benefit of the Board:

- 1) Fees and charges should reflect the Council's key priorities and other corporate aims and priorities recognising there may be trade-offs as these are not mutually exclusive.
- 2) Fees and charges should have due regard to the Council's Medium Term Financial Strategy.
- 3) If there is to be a subsidy from the council tax payer to the service user this should be a conscious choice.
- 4) The Council should look to maximise income subject to market conditions, opportunities and comparable charges elsewhere, in the context of its key priorities and other corporate aims and priorities.
- 5) Fees and charges should normally be reviewed at least annually (unless fixed by statute or some other body).
- 6) Fees and charges should not be used to provide a subsidy from the Council tax payer to commercial operators.
- 7) There should be consistency between charges for similar services.

- 8) Concessions for services should follow a logical pattern so as not to preclude, where appropriate, access to Council services on the grounds of ability to pay.

1.2 Tonbridge Cemetery – Proposed Charges 2018/19

1.2.1 In bringing forward the proposed charges for Tonbridge Cemetery a number of specific key principles have been taken into consideration:

- The Council's overall financial position. A number of themes will need to be considered to achieve the Council's savings target. One of these themes is to generate additional income from services the Council provides and levies a charge.
- The need to move towards a position of covering more of the costs associated with the management of the Cemetery.
- The need to compare costs with other local authority cemeteries in Kent **[Annex 1]**. It should, however, be noted that direct comparison with other cemeteries is difficult as pricing brackets, services and available grave space differ.
- The need for the charging strategy to support the management of the remaining capacity in the Cemetery and take into account the decreasing availability of new graves.

1.2.2 The principles referred to above have been applied to the existing charges and are reflected in the proposed charges shown at **[Annex 2]**. It is proposed that all charges be increased, with the exception of the burial of stillborn to one year olds.

1.2.3 A general 3% increase is proposed in-line with predicted increases in Grounds Maintenance costs. It is anticipated that these proposals will generate additional net income of approximately £2,100, which will be reflected in the draft 2018/19 revenue estimates.

1.3 Future Capacity

1.3.1 Members will note from sub-section 1.2.1 that one of the key principles guiding charges is the remaining capacity within the Cemetery and the decreasing availability of new graves. A number of years ago a review of future capacity of grave space at the Cemetery was undertaken and this work is being updated in the light of current demand. It is envisaged that this piece of work will be complete by the end of the calendar year and the outcome reported back to Members at the next meeting of this Board in February 2018.

1.4 Legal Implications

- 1.4.1 The Council's Financial Rules require that all fees and charges must be reviewed at least once a year, and be reported to the appropriate Advisory Board.

1.5 Financial and Value for Money Considerations

- 1.5.1 The 2016/17 revenue budget (Provisional Outturn) for the management and maintenance of Tonbridge Cemetery was £146,423, with income from the same year totalling £67,317.
- 1.5.2 Charges for the Cemetery are exempt of VAT.

1.6 Risk Assessment

- 1.6.1 As highlighted in paragraph 1.1 to this report, the proposed charges take into account a range of factors.

1.7 Equality Impact Assessment

- 1.7.1 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

1.8 Policy Considerations

- 1.8.1 Asset Management and Business Continuity/Resilience.

1.9 Recommendation

- 1.9.1 It is, therefore, **RECOMMENDED TO CABINET** that the proposed charges for Tonbridge Cemetery as detailed at **[Annex 2]** be agreed and implemented with effect from 1 April 2018.

Background papers:

contact: Darren Lanes

Nil

Robert Styles
Director of Street Scene, Leisure
and Technical Services

Sharon Shelton
Director of Finance & Transformation

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TONBRIDGE CEMETERY PROPOSED CHARGES 2018/19
COMPARISON WITH OTHER KENT DISTRICTS

		Maidstone ¹	Medway ¹	Dover ¹	Gravesham ¹	TMBC ¹ Current	TMBC ² Proposed
Purchase (£)	Baby	0.00	0.00	0.00	0.00	1.00	1.00
	Child	N/A	*871.00	0.00	0.00	147.00	151.00
	Adult	1,600.00	*1286.00	675.00	950.00	964.00	993.00
Single grave	Adult	1,600.00	Not listed	N/A	475.00	497.00	512.00
Interment (£)	Baby	0.00	0.00	57.00	0.00	0.00	0.00
	Child	260.00	0.00	250.00	390.00	195.00	201.00
	Adult	670.00	692.00	960.00	940.00	634.00	653.00
Single grave	Adult	560.00	692.00	835.00	780.00	634.00	653.00
Combined Interment and Purchase (£)	Baby	0.00	0.00	55.00	0.00	1.00	1.00
	Child	260.00	871.00	250.00	390.00	342.00	352.00
	Adult	2,270.00	1,978.00	1,635.00	1,890.00	1,598.00	1646.00
Single grave	Adult	2,160.00			1,255.00	1,131.00	1165.00
Period of Lease (years)		60 years	50 years	50 years	60 years	60 years	60 years
Memorial Permit (£)	Small	145.00	195.00	174.00	230.00	140.00	144.00
	Large	290.00	446.00	385.00	370.00	280.00	288.00
Chapel (£)		250.00	85.00	155.00	155.00	142.00	146.00
Search Fees (£)		£10-35	£18 (per name)	57.50 (over 1hr)	20.00 (per name)	51.00 (per 5 names)	53.00 (per 5 names)
Interment of Ashes (£)		225.00	150.00	192.00	310.00	152.00	157.00
Memorial Wall Plaque (£)		N/A	N/A	91.00	N/A	152.00	157.00

¹ 2017/18 charges

² 2018/19 proposed charges

* Price includes memorial permit

NOTE: Costs are based on comparable services where available. **All charges shown are exempt of VAT**

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TONBRIDGE CEMETERY CHARGES
PROPOSED CHARGES 2018/19

- Please Note:**
1. For burials in graves at Tonbridge Cemetery the fee payable will normally be both Section 1 and Section 2 charges.
 2. All charges apply where the person to be buried or the person leasing the grave, etc., are residents of the Borough. Residents of the Borough who have moved into a home or hospital outside the Borough prior to death are charged as residents.
 3. All charges are doubled for non-residents.

Section 1:	Exclusive right of burial in a grave for 60 years	Current (£)	Proposed (£)
	(a) Stillborn – 1 year (inclusive) Children's Plot only	1.00	1.00
	(b) 2 – 12 years (inclusive) – Children's Plot only	147.00	151.00
	(c) Over 12 years	964.00	993.00
	(d) Plot 23 – single graves	497.00	512.00
Section 2:	Interment (including digging of grave)		
	(a) Stillborn – 1 year (inclusive)	NIL	NIL
	(b) 2 – 12 years (inclusive)	195.00	201.00
	(c) Over 12 years	634.00	653.00
	(d) Ashes (Memorial Wall or Grave, where exclusive right has been granted)	152.00	157.00

Please note: These charges apply to interments taking place between 0900 hours – 1500 hours (Monday – Thursday) and 0900 hours – 1300 hours (Friday). In other cases, the Council's additional costs may be payable. A fee of £50 per hour may be charged for late arrivals.

Section 3:	Permits for Monuments, Memorials & Inscriptions	Current (£)	Proposed (£)
	(i) Memorial not exceeding 1 metre in height and occupying an area not exceeding 2' x 4'	140.00	144.00
	(ii) Memorial larger than specifications in (i)	280.00	288.00
	(iii) For each additional inscription after the first	91.00	94.00

Please note: Permits will only be approved in accordance with the Cemetery Regulations.

		Current (£)	Proposed (£)
Section 4:	Memorial Garden		
	(i) Memorial tablet and vase block (to include plaque, inscription, 20 year lease and scattering of ashes if required)	528.00	544.00
	(ii) Double Underground Vault, Memorial Tablet and Vase Block. (To include plaque, inscription, 20 year lease and interment of up to 2 urns)	1015.00	1045.00
	(iii) Double Overground Vault, Memorial Tablet and Vase Block (To include plaque, inscription up to 80 letters, 20 year lease and interment of up to 2 urns)	995.00	1025.00
	(iv) Additional Inscriptions	188.00	194.00
	(v) Sanctum Panorama Vault and Memorial Tablet (To include plaque, inscription up to 80 letters, 20 year lease and interment of up to 3 urns)	995.00	1025.00
	Optional bronze vase container	34.00	35.00
	(vi) Photo plaque or design on plaque for Sanctum 2000 Overground Vault or Sanctum Panorama	Individually priced	
	(vii) Additional cost for inscriptions for Sanctum 2000 and Panorama over 80 letters	£1.50 per gilded letter	£1.50 per* gilded letter
Section 5:	Chapel Area – Memorial Wall		
	(i) Memorial Plaque. (Includes supply and installation of plaque, 20 year lease and scattering of ashes if required)	152.00	157.00
	(ii) Additional Inscription. (Includes new plaque, installation and scattering of ashes, if required)	152.00	157.00
Section 6:	Miscellaneous		
	(i) Use of Chapel	142.00	146.00
	(ii) Transfer of Burial Rights/admin fee	81.00	83.00
	(iii) Entry in Book of Remembrance	At Cost + Admin Fee	
	(iv) For up to and including five searches for names by one applicant	51.00	53.00
Notes:	(i) Other services/options may be available and charged on an “at cost” basis plus an administration fee. Please discuss any items with the Cemetery Registrar		
	(ii) A copy of the Cemetery Regulations is available free of charge from the Cemetery Registrar		

* Price set by external contractor

- (iii) For the repurchase of burial rights for unused graves by T&MBC the Council will pay:
The current purchase price times the remaining duration of the exclusive right less the Council's administration fee ruling at the time

All charges shown are exempt of VAT

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**TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD**

13 November 2017

Report of the Director of Street Scene, Leisure & Technical Services

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 LEISURE FACILITIES – LEISURE TRUST UPDATE

Summary

This report reviews the recent performance of the Tonbridge and Malling Leisure Trust and updates Members on a number of significant capital schemes. The Trust’s Chief Executive, Martin Guyton, will be in attendance at the meeting to present a review of the last year and answer questions from Members.

1.1 Background

1.1.1 Members will be aware that the Tonbridge and Malling Leisure Trust (Trust) has been responsible for the management of the Council’s leisure facilities since 1 November 2013. The Trust manages the Council’s main leisure facilities that include the Angel Centre, Tonbridge, Larkfield Leisure Centre, Tonbridge Swimming Pool and Poulton Wood Golf Centre.

1.1.2 Regular communication between the Council and the Trust has continued to take place since the transfer, supported by quarterly liaison meetings. The Trust supplies the Council with a set of monitoring reports and Key Performance Indicators, as detailed in the Management Agreement, with a key document being the Annual Service Delivery Plan. The Annual Service Delivery Plan incorporates the relevant Key Priorities of the Council, including the Local Environment, Health and Wellbeing, Children and Young People and Community Safety.

1.2 Review of Performance

1.2.1 The latest Annual Service Delivery Plan - Cumulative Quarterly Monitoring Report shown at **[Annex 1]** includes Quarter 1 covering the period 1 April to 30 June 2017.

1.2.2 The details shown in the Annex have been limited to those directly related to the Council’s Agreed Service Outcome measures. Full copies of the Monitoring Report are available upon request.

- 1.2.3 Satisfaction and cleanliness scores from customers remain high with all scores above 90%, Angel Centre (97% cleanliness and 98% satisfaction), Tonbridge Swimming Pool (98% cleanliness and 100% satisfaction) and Larkfield Leisure Centre (90% for cleanliness and 100% satisfaction).
- 1.2.4 It is encouraging to note that once again the number of positive comments in the quarter (73) exceeded complaints (15) with no serious complaints received.
- 1.3.5. There were 313,816 visits to the Leisure Facilities over the quarter, a slight increase of 2,716 visits or 0.8% compared to the previous quarter with all sites also increasing attendance slightly on the previous year.
- 1.2.5 The overall number of accidents per 100,000 in Quarter 1 was 104 which was an increase of 8 or 12% on last year and 46% higher or 23 more than the previous quarter. This issue was raised with the Trust at the last quarterly liaison meeting and despite the increase, the Trust advised that there were no trends identified or specific areas of concern. This is an area that will continue to be closely monitored to ensure this direction of travel does not continue. There were no reportable incidents, diseases or dangerous occurrences reported in the Quarter.
- 1.2.6 Tonbridge Swimming Pool has recently undergone a detailed assessment under the Quest quality scheme. The Trust's Chief Executive will be delighted to share the outcome of the assessment with Members at the meeting.

1.3 Fitness Equipment Renewal

- 1.3.1 Further to previous reports to this Board, the fitness equipment at Larkfield Leisure Centre and the Angel Centre is scheduled for replacement within the current financial year with replacement allocated within the Council's Capital Renewals programme.
- 1.3.2 In the increasingly competitive health and fitness market it is essential to continue to invest in new equipment to attract and retain customers. This equipment supports a significant area of income generation for the Trust. Under the formal Management Agreement with the Trust the Council is also obligated to replace specified items of equipment in accordance with the Council's Capital Renewals programme
- 1.3.3 Following Member approval on the 25 July 2017, tenders were sought from a select list of contractors through a Framework Agreement. The evaluation criteria for tenders placed an emphasis on quality with the evaluation set at 30% (Price) and 70% (Quality).
- 1.3.4 Following evaluation, I can advise that Technogym UK Ltd were awarded the contract with a Tender Price of £407,097.92. Taking into consideration buy back of the existing equipment at a value of £54,950.00 and a contribution from the Trust to enhance the specification of some items of equipment, the cost to the Council has come marginally below budget.

1.3.5 It is proposed that the new equipment be installed at the Angel Centre in the week leading up to Christmas, with replacement at Larkfield Leisure Centre taking place in spring 2018 to coincide with the completion of the proposed capital works (see sub-section 1.5).

1.4 Larkfield Leisure Centre – Capital Works

1.4.1 Further to previous reports to the Board, the Trust has brought forward plans to provide an extension to the gym at Larkfield Leisure Centre utilising the current adjoining dance studios and then relocating the studios into a new build at the front of the leisure centre. The project is estimated at between £700,000 and £800,000 and is being fully financed by the Trust.

1.4.2 The Trust has sought and gained Planning Permission and Landlords Consent from the Council and liaison/updates have been undertaken with both East Malling and Larkfield Parish Council, as the land owners, and Local Members.

1.4.3 I am pleased to advise Members that the works commenced on site on the 23 October 2017 and completion is estimated to be April/May 2018. The Trust has been working to minimise the impact on users as far as is practical and this is reflected in the phasing of the works and the proposals for temporary gym facilities in the main sports hall.

1.4.4 The capital investment being made by the Leisure Trust in relation to Larkfield Leisure Centre is permitted by the Management Agreement, with the Trust's use of its Capital reserves restricted to its facilities within the Borough. In accordance with the Management Agreement a 'Notice of Change' has been sought by the Trust in relation to the proposed works.

1.5 Tonbridge Swimming Pool Roof

1.5.1 Further to previous reports to this Board, Members will be aware that Phase 2 of refurbishment of the roof at Tonbridge Pool commenced on the 2 October 2017. The works will see the replacement of the sections of roof over the main reception and health suite.

1.5.2 The current works are expected to take approximately 4 weeks and should cause minimum disruption to the site with only short closures during the erection and removal of the scaffolding around the main entrance for public safety. The works have also required periodic closure of the bridge between the Swimming pool entrance and Tonbridge Castle. Customers and local Members have been kept updated throughout the works.

1.5.3 Phase 3 of the works is planned for Autumn 2018 and will see the remaining half of main pool hall roof replaced.

1.6 Legal Implications

- 1.6.1 The management and development of facilities run by the Trust on the Council's behalf is in accordance with an approved Management Agreement.
- 1.6.2 The renewal of the fitness equipment at the Leisure Centres is being progressed in accordance with the Council's approved Financial and Procurement rules, policies and procedures.

1.7 Financial and Value for Money Considerations

- 1.7.1 The transfer to the Leisure Trust has made a significant contribution to the Council's savings, and further savings will be forthcoming following the review of the Service Fee from the 1 April 2018. The financial performance of the Trust continues to be positive.
- 1.7.2 The cost of the replacement fitness equipment at Larkfield Leisure Centre and the Angel Centre has come marginally below budget.
- 1.7.3 There are no loss of income claims from the Trust in relation to the capital works outlined in the report.

1.8 Risk Assessment

- 1.8.1 Health and safety arrangements are outlined in the Management Agreement with the Trust and are monitored through Key Performance Indicators. Regular site inspections are undertaken with spot checks and independent audits.

1.9 Equality Impact Assessment

- 1.9.1 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.

1.10 Policy Considerations

- 1.10.1 Asset Management, Community, Healthy Lifestyles, Young People

1.11 Recommendations

- 1.11.1 It is **RECOMMENDED TO CABINET** that the Trust's performance over the first quarter of the Annual Service Delivery Plan and progress with on site capital works be noted.

The Director of Street Scene, Leisure & Technical Services confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Stephen Gregg

Nil

Robert Styles

Director of Street Scene, Leisure & Technical Services

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Annual Service Delivery Plan Cumulative Quarterly Monitoring Report 1 April 2017 to 30 June 2017

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Annual Service Delivery Plan Outcomes and Targets – 1 April to 30 June 2017

PARTICIPATION

KEY OUTCOME: Improved physical activity through greater participation at the leisure centres				
Aim	Measure	Lead Officer	Timescale	Progress
Improve customer retention through utilisation of The Retention People software and 70% effective interaction targets	■ %age of Gym customers at high risk of leaving who are encouraged to stay and do stay	Head of Business Development	Monthly	<p>LLC High Risk Interactions Q1 – 57.3% This is a decrease of 8.6% on Q1 16/17 Cumulative High Risk Interactions LLC – 57.3% this is a decrease of 8.6% YOY</p> <p>AC High Risk Interactions Q1 – 73.1% This is a decrease of 2.8% on Q1 16/17 Cumulative High Risk Interactions AC – 73.1% this is a decrease of 2.8% YOY</p> <p>LLC Effective Interactions Q1 – 73.8% This is an increase of 0.6% on Q1 16/17. Cumulative Effective Interactions LLC – 73.8% this is an increase of 0.6% YOY</p> <p>AC Effective Interactions Q1 – 72.7% This is an increase of 2.2% on Q1 16/17 Cumulative Effective Interactions AC – 72.7% this is an increase of 2.2% YOY</p>
Increase overall DD/Annual membership totals by 5%	■ Direct debit/annual members across all categories	Head of Business Development	Monthly	<p>LLC H&F members Q1 - 2809 This is an increase of 224 or 8.6% on the previous quarter and an increase of 473 or 20% YOY.</p> <p>LLC S&S members Q1 - 432 This is a reduction of 47 or 9.8% on the previous</p>

				<p>quarter and an increase of 41 or 10.4% YOY.</p> <p>AC H&F members Q1 - 1871 This is an increase of 260 or 16% on the previous quarter and an increase of 414 or 28.4% YOY.</p> <p>TSP S&S members Q1 - 761 This is a reduction of 55 or 6.7% on the previous quarter and a decrease of 320 or 29.6% YOY.</p> <p>Total Q1 - 5873 This is an increase of 382 or 7% on the previous quarter and an increase of 608 or 10.35% YOY.</p>
Reduce attrition to below 2.5%	■ Attrition rates	Head of Operations	Monthly	<p>LLC Q1 Average -1.86%</p> <p>Cumulative - 1.86%. This compares to attrition to the end of Q1 2016/17 of 2.2%</p> <p>AC Q1 Average - 1.5%</p> <p>Cumulative - 1.6%. This compares to attrition to the end of Q1 2016/17 of 1.7%</p>
Increase overall attendance by 2.5%	■ Attendance at leisure centres	Head of Business Development	Monthly	<p>Overall usage Q1 2016/17 as follows; LLC Q1 - 162,134 This compares to 161,777 to the end of Q1 2016/17. This is an increase of 357 or 0.2%</p> <p>Cumulative - 162,134 to the end of Q1 2016/17. This is an increase of 357 or 0.2%</p> <p>AC Q1 - 62,847 This compares to 62,551 to the end of Q1 2016/17.</p>

<p>This is an increase of 296 or 0.4%.</p> <p>Cumulative – 62,847 to the end of Q1 2016/17. This is an increase of 296 or 0.4%</p> <p>TSP Q1 – 71,596 This compares to 69,886 to the end of Q1 2016/17. This is an increase of 1,710 or 2.4%.</p> <p>Cumulative – 71,596 This compares to compares to 69,886 to the end of Q1 2016/17. This is an increase of 1,710 or 2.4%.</p> <p>PWGC Q1 – 17,239 This compares to 16,886 to the end of Q1 2016/17. This is an increase of 353 or 2%.</p> <p>Cumulative – 17,239 to the end of Q1 2016/17. This is an increase of 353 or 2%.</p> <p>Total Attendance Q1 – 313,816 This compares to 311,100 to the end of Q1 2016/17. This is an increase of 2,716 or 0.8%.</p> <p>Cumulative – 313,816 to the end of Q1 2016/17. This is an increase of 2,716 or 0.8%.</p>

KEY OUTCOME: Improved access to coaching and talent development for sports				
Aim	Measure	Lead Officer	Timescale	Progress
Increase number of Swim School customers by 5%	■ Average number of customers enrolled in Swim School	Head of Business Development	Quarterly	<p>LLC Q1 - 1008 This is a reduction of 43 or 4% on the previous quarter and a reduction of 37 or 3.5% YOY</p> <p>TSP Q1 – 947 This is a reduction of 9 or 0.9% on the previous quarter and a reduction of 43 or 4.4% YOY</p> <p>Total Q1 – 1955 This is a reduction of 52 or 2.6% on the previous quarter and a reduction of 80 or 4% YOY</p>

KEY OUTCOME: Increased participation in the facilities by children and young people (both in absolute terms and relative measures, such as percentage)				
Aim	Measure	Lead Officer	Timescale	Progress
Increase Excel/Gym 21 membership by 5%	■ Average number of Excel members age 11-18	Head of Business Development	Monthly	<p>LLC Q1 – 647 (404 Excel and 243 Gym 21) This is an increase of 238 or 58% on the previous quarter and an increase of 271 or 72% YOY.</p> <p>AC/TSP Q1 – 521 (280 Excel and 241 Gym 21) This is an increase of 257 or 97% on the previous quarter and an increase of 198 or 61% YOY.</p> <p>Total Q1 – 1168 (684 Excel and 484 Gym 21) This is an increase of 495 or 73% on the previous quarter and an increase of 469 or 67% YOY.</p>
Increase Kick-start membership by 5%	■ Average number of Kick-start members age 0-10 (KPI 836)	Head of Business Development	Monthly	<p>LLC Q1 – 109 This is a static position on the previous quarter and a decrease of 26 or 19% YOY.</p> <p>AC/TSP</p>

				<p>Q1 – 168 This is a decrease of 5 or 2.9% on the previous quarter and a decrease of 32 or 16% YOY.</p> <p>Total Q1 – 277 This is a decrease of 5 or 1.7% on the previous quarter and a decrease of 58 or 17% YOY.</p>
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KEY OUTCOME: Increased participation in referral and healthy living programmes to result in reduced obesity and improved health

Measure	Measure	Lead Officer	Timescale	Progress
Increase number of referrals by 5%	■ Number of referrals	Head of Business Development	Quarterly	Scheme on hold

KEY OUTCOME: Development of effective customer and community engagement processes through customer forums to enable additional input from the local community

Aim	Measure	Lead Officer	Timescale	Progress
Development of customer engagement processes and development of positive local forums with relevant stakeholders	■ Residents satisfaction with facilities / Net Promoter Score	Executive Management Team	Ongoing	Q1 Overall – 53% Cumulative – 53%

KEY OUTCOME: Improve customer satisfaction rates

Aim	Measure	Lead Officer	Timescale	Progress
Undertake 2 Mystery Visitor audits at each facility with target score of 85%	■ Mystery Visitor scores	Head of Operations	Annual	No Mystery visits took place during the quarter
Achieve average overall satisfaction score of 4.0/5	■ Overall satisfaction	Head of Operations	Monthly	<p>LLC Q1 – 100% / 4.5 This compares to 91% / 4.2 YOY</p> <p>AC Q1 – 98% / 4.2 This compares to 98% / 4.2</p> <p>TSP Q1 – 100% / 4.6</p>

Achieve average cleanliness score of 4.0/5	■ Satisfaction - Cleanliness	Head of Operations	Monthly	<p>This compares to 99% / 4.6 YOY</p> <p>LLC Q1 – 90% / 3.9 This compares to 89% / 3.7 YOY</p> <p>AC Q1 – 97% / 4.3 This compares to 93% / 4.1</p> <p>TSP Q1 – 98% / 4.4 This compares to 98% / 4.5 YOY.</p>
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KEY OUTCOME: Increased participation from underrepresented groups including ethnic minorities, disabled, women and those on income support

Aim	Measure	Lead Officer	Timescale	Progress
Increase penetration of Leisure Pass into qualifying households	■ Number of Leisure Pass holders)/ Penetration levels	Head of Business Development	Quarterly	<p>Q1 – 147</p> <p>Current total of 633 leisure pass holders</p>

KEY OUTCOME: Reduction in energy consumption

Aim	Measure	Lead Officer	Timescale	Progress
Reduce overall consumption of gas, electricity and water by 5% at each facility	■ Consumption of utilities	Head of Operations	Quarterly	<p>Electricity Consumption</p> <p>LLC Q1 – 413,888 This is a decrease of 18,857 or 4.3% on the previous quarter and a YOY decrease of 32,777 or 7.3%</p> <p>AC Q1 – 96,408 This is a decrease of 19,446 or 16.7% on the previous quarter a YOY decrease of 22,498 or 18.9%</p> <p>TSP Q1 – 233,490 This is an increase of 10,865 or 4.88% on the previous quarter and a YOY decrease of 25,951 or 10%</p>

				<p>Gas Consumption LLC Q1 – 768,147 This is a decrease of 584,270 or 43% on the previous quarter and a YOY decrease of 189,148 or 19.7%</p> <p><u>Larkfield Leisure Centre remains under query 42712</u></p> <p>AC Q1 – 219,372 This is a decrease 369,466 or 62% on the previous quarter and a YOY decrease of 4,932 or 2%</p> <p>TSP Q1 – 170,685 This is a decrease of 72,053 or 29.6% on the previous quarter and a YOY increase of 50,122 or 41.5%</p> <p>All the figures quoted above are based on manual readings input to LASER's Systemlink software and are not reflected exactly in billing records.</p>
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KEY OUTCOME: Improve performance through the National Benchmarking Survey				
Aim	Measure	Lead Officer	Timescale	Progress
Undertake triennial National benchmarking Survey at each leisure centre on rolling basis and implement an action plan	■ NBS scores	Head of Operations	Annual	LLC report has been received and action plan is in place. TSP financials to be submitted during Q2.

KEY OUTCOME: Maintain and improve where possible Quest performance over the next five years				
Aim	Measure	Lead Officer	Timescale	Progress
Maintain or improve where possible Quest banding at leisure centres on rolling basis	■ Quest scores	Head of Operations	Annual	All facilities have Quest registration. TSP and PW assessments due in Q2.

KEY OUTCOME: Ensure the facilities are operated safely				
Aim	Measure	Lead Officer	Timescale	Progress
Reduce accidents per 100,000 visits at each site	■ Accidents per 100,000 visits	Head of Operations	Monthly	<p>Accidents per 100,000 customers as follows;</p> <p>LLC Q1 – 104 This is an increase of 10 or 10.6% compared to Q1 in 2016/17, and an increase of 42 or 67% on the previous quarter.</p> <p>AC Q1 – 26 This is a decrease of 9 or 25.7% compared to Q1 2016/17, and a decrease of 4 or 13% on the previous quarter.</p> <p>TSP Q1 – 64 This is an increase of 38 or 146% compared to Q1 2016/17, and an increase of 7 or 12% on the previous quarter.</p> <p>PWGC Q1 – 0 This is a static position compared to Q1 2016/17, and a static position on the previous quarter.</p> <p>Overall Q1 – 73 This is an increase of 8 or 12% on Q1 2016/17, and an increase of 23 or 46% on the previous quarter.</p>
Undertake biennial health and safety audit at each LLC and TSP and achieve increased score against previous report	■ External health and safety audit scores	Head of Operations	Annual	Leisuresafe Audits have taken place at all facilities. All 4 facilities have maintained accreditation.
Reduce number of RIDDOR reportable accidents year on year at each site	■ Number of RIDDOR reportable accidents	Head of Operations	Monthly	There were no RIDDOR accidents during Q1.

Respond to findings of LeisureSafe Audits and other statutory inspections	■ Action Plan completion	Head of Operations	31 March 2018	Action plans are in place at all 4 sites.
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KEY OUTCOME: Maintain and improve staff satisfaction to deliver safe and secure services				
Aim	Measure	Lead Officer	Timescale	Progress
Maintain sickness and absence rate below 2%	■ Sickness and absence rates	Head of Operations	Quarterly	Overall Sickness Q1 – 2.47% This is a 1.11% increase on the previous quarter and a YOY increase of 0.23%.

KEY OUTCOME: Delivery of a reduced service fee over the term of the Agreement				
Aim	Measure	Lead Officer	Timescale	Progress
5% reduction in annual service fee net of CPI	■ Service fee reduction	Head of Finance	Annual	Agreed reduction in place from 1 April 2017.

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

Report of the Director of Street Scene, Leisure & Technical Services

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 LEYBOURNE LAKES COUNTRY PARK – DEVELOPMENT OPPORTUNITIES

Summary

This report outlines the findings of a review of income generation opportunities at Leybourne Lakes Country Park (LLCP) linked to capital investment. The report, undertaken by a specialist consultant concludes that the site is both strategically and commercially appealing to a range of external partners, and recommends the Council considers a procurement exercise with a view to developing a potential management partnership in the future.

1.1 Background

- 1.1.1 A List C project for evaluation is currently in the Council's Capital Plan for improved facility provision at LLCP. The scheme identifies potential improvements to include the provision of an education room/facility, general improvements to the water sports facilities/area and the provision of a café. Developer contributions of just over £700,000 are currently held by this Council specifically to support onsite developments.
- 1.1.2 Highlighted within the Council's Savings and Transformation Strategy, is the theme of 'Income Generation and Cost Recovery'. Being an area of discretionary service this theme needs careful consideration at Leybourne Lakes Country Park, with a long-term ambition for the Country Park to be financially more self-sufficient. Any such considerations need to be balanced with the nature of the facility and its core objectives, as reflected in the draft Management Plan reported separately in these papers.
- 1.1.3 Initial advice on the business case for such a project was sought from a leading leisure and sport business consultant, Oaks Consultancy. The key findings of a 'Income Potential Report' produced by Oaks were presented to the last meeting of this Board, which in overview highlighted that:
- *LLCP is very popular (particularly amongst local people) and has a significant customer base from which to generate income.*

- *LLCP is a valuable asset that should be generating additional income for the Council. There are opportunities in a number of areas that are ultimately impacting on its ability to generate enough income to at least break-even.*
- *Core areas of additional income generation relate to fishing, water sports, catering and car parking. In addition, the report highlighted opportunities including retail/commercial space, events, and fitness/sporting activities.*
- Benchmarking suggests that country parks run more independently of a Local Authority have a propensity to be more financially stable.
- The majority of opportunities identified and prioritised as having high income potential are reliant on the development of visitor facilities at LLCP
- There are opportunities to diversify income outside of direct customer transactions, such as the use of grant funding and commercial partnership.
- The utilisation of third parties to deliver events, activities and concessions provides low risk opportunities to the Council whilst attracting significant numbers of visitors, generating income and providing a customer base for secondary spend.
- High performing country parks all feature visitor centres.

1.1.4 The Oaks report supported the Council's initial view that facility development is required and viable, and Members agreed that Oaks be appointed to assist the Council in the business/financial appraisal of options linked to potential capital investment. The report also clearly recognised that direct delivery by the Council in the future might not offer the best outcomes in terms of improvements, investment and financial return.

1.2 Options Appraisal

1.2.1 At the last meeting of this Board Members agreed the aims and methodology of the study. The study incorporated both detailed business planning and a market testing exercise. The market testing was focussed on gauging the level of interest from prospective partners and how they viewed the potential of the site. Prospective partners included organisations in the private, charitable and educational sectors.

1.2.2 A report has been received from Oaks which is available to Members on request. Attached at **Annex 1** is a summary of the report's findings. Members will note that encouragingly the report identifies that the Park is seen as a commercially and strategically appealing asset by potential partners, who will be able to bring both expertise and investment to the facilities. Feedback from potential partners suggested they were confident that they could eliminate the Council's subsidy for the facility within a maximum of 5 years. Oaks strongly recommend that the

Council should consider the external outsourcing of the Park in accordance with a clearly defined Management Agreement. Oaks believe this will be the best option to deliver an enhanced customer offer and improved financial performance. In essence, the report is suggesting that the Council considers a similar approach to managing and developing LLCP as we do for the indoor leisure facilities.

1.2.3 If Members are minded to consider such an approach, Officers will develop a procurement timescale for the project in accordance with this authorities contract procedure rules. The first phase of a potential procurement process would be to report to the next meeting of the Board in February 2018 on the procedure model, and the key heads of terms within any future Management Agreement. To guide this it is suggested that the Council adopts the following key principles relating to any potential future arrangement:-

- the future development of LLCP will take into consideration the core objectives outlined in the LLCP Management Plan.
- an Agreement should reduce the revenue cost of the facility to the Council, with an ambition to make the site financially self-sufficient.
- the existing quality of provision on site should be maintained/enhanced in the future to meet user expectations.
- development opportunities should be linked to income generation and meet the needs of users and visitors to the site.

1.2.4 It is worthy of note that progressing with a procurement exercise will not commit this authority to a new way of managing and developing LLCP, but it will enable Members to consider and evaluate costed proposals from prospective partners, and compare these to other options. The work undertaken by the consultants to date supports moving to the next stage, with future proposals being subject to our own assessment evaluation to determine the best way forward. This assessment will carefully consider both risk and reward.

1.3 Consultation

1.3.1 In bringing forward a procurement exercise for the project, consultation will be undertaken with a range of key stakeholders including staff, local Members, the LLCP User Panel and East Malling and Larkfield Parish Council (the Parish Council currently provides financial support to the Park). This consultation will assist in developing a Management Agreement and will build on the recent consultation undertaken as part of the production of the new LLCP Site Management Plan (see separate report in these papers). Staff working on site have been advised of the potential approach and will be fully involved throughout.

1.3.2 Due to staff capacity and the need for expert guidance, it will be necessary to retain the services of Oaks Consultancy to assist in getting the project to the next stage. This will require involvement in the potential procurement exercise,

preparation of heads of terms and the production of contract documentation. The cost of this work is £10,000.

1.4 Legal Implications

- 1.4.1 The Council's Contract Procedure Rules will need to be adhered to in all cases and close liaison will be undertaken with the Director of Central Services in this regard.
- 1.4.2 Members should be aware that there are a number of covenants that affect Leybourne Lakes. One of which was imposed by Berkley Homes on the transfer of the land to the Borough Council, which required their prior consent to any leases or commercial activities within the site. Legal Services are examining these restrictions further.

1.5 Financial and Value for Money Considerations

- 1.5.1 The potential Capital Plan Scheme for facility improvements at LLCP represents a significant level of investment from developer contributions held by the Council. The consultant's study on potential income generation identifies opportunities at the site by working in partnership with an external provider. These opportunities relate to both external capital investment and the reduction in the revenue cost of the facility to the Council.
- 1.5.2 The current cost to the Council of the Council Park is £124,450 (17/18 original estimate) and if this cost could be significantly reduced, it would represent a welcome contribution to the Council's next tranche of savings in the Savings & Transformation Strategy. [The cost of the next phase of work with Oaks Consultancy is £10,000, which Management Team has confirmed can be met from the Invest to Save earmarked reserve. The project will be developed and delivered in close liaison with the Director of Finance and Transformation].

1.6 Risk Assessment

- 1.6.1 The delivery of projects within the Capital Plan is identified in relevant Operational Risk Registers within the Service. A number of existing controls are in place to help deliver projects in accordance with the design brief, on timescale and within budgets. These controls include the preparation of design briefs, use of consultant teams where applicable, compliance with Contract and Financial Procedure Rules, an Officer Study Team approach and regular reports to Management Team and Members.
- 1.6.2 It is important in light of the Council's overall financial position that opportunities are carefully considered to reduce the cost of the facility to Council. To assist the Council in judging the potential financial risk associated with investment in the site, a leading leisure and sport business consultant has been appointed to work alongside the Council, which will assist the Council in making the best decision for the future.

1.7 Equality Impact Assessment

1.7.1 Equality will need to be taken into consideration with the design of any new facilities being brought forward.

1.8 Policy Considerations

1.8.1 Asset Management, Biodiversity & Sustainability, Community, Procurement, Staffing and Healthy Lifestyles.

1.9 Recommendations

1.9.1 It is RECOMMENDED TO CABINET that:

- 1) the option of external management of LLCP linked to capital investment be explored in accordance with the key principles outlined in the report;
- 2) a report be submitted to the next meeting of this Board on a procurement exercise and timescale taking into account feedback from consultation;
- 3) Oaks Consultancy be approved to assist the Council in preparing for, and undertaking a procurement exercise.

The Street Scene, Leisure & Technical Services confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Darren Lanes

Nil

Robert Styles

Director of Street Scene, Leisure & Technical Services

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LLCP OPTIONS APPRAISAL – SUMMARY OF CONSULTANTS KEY FINDINGS

Having undertaken soft market testing interviews and having considered its supporting research, Oaks reached the following conclusions:

1. LLCP represents a commercially and strategically appealing asset for a broad range of potential partners
2. TMBC have the skills and experience to operate the LLCP site effectively, however, this appraisal has demonstrated that external outsourcing is likely to deliver an enhanced customer offer and an improved financial performance
3. There are a number of potential partners with the right credentials, structures and experience to deliver an excellent LLCP management service
4. If this contractual opportunity is tendered, the complete site including grounds maintenance and park management should form the structure of the opportunity
5. The term of the contract should be in the region of 20-25 years to encourage capital investment and creative programming
6. Potential partners tendering for the opportunity should be required to identify a long-term capital investment programme which highlights investment in both fixed assets and customer experience enhancements
7. A tender process should require potential partners to meet pre-agreed key performance indicators and quality criteria
8. A tender process should require potential partners to eliminate the existing operational revenue subsidy within a period no longer than five years and allow for a profit share thereafter
9. A tender should be issued on a full repair and maintenance basis
10. TMBC should allow potential partners to identify and play a full and active part in the design and potential build of any new facilities, as this would improve contract accountability and stimulate partner investment
11. A tender process should require partners to develop a full site master plan through which they are asked to explain the orientation and development of all aspects of the Parks infrastructure
12. A tender process should incorporate TUPE legislation.

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TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

Report of the Director of Street Scene, Leisure & Technical Services

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 LEYBOURNE LAKES COUNTRY PARK – MANAGEMENT PLAN

Summary

This report brings forward comments received as part of the public consultation exercise on the draft Leybourne Lakes Country Park Management Plan and recommends final approval of the Plan.

1.1 Background

1.1.1 It is the Council's aim to maintain all of its principal public open spaces in line with the criteria of the Green Flag Award – a national standard for parks and open spaces. Key elements of the award criteria include a welcoming park, cleanliness, health and safety, environmental management, maintenance, community involvement, and marketing, all of which need to be incorporated into a Management Plan that is an essential requirement for all Green Flag Award applications.

1.1.2 At the meeting of this Board on 28 February 2017, Members approved (Decision CH17/8) the approach to the production and consultation of a new Management Plan for Leybourne Lakes Country Park (LLCP). Members recognised to need to reflect the Council's current financial position in the future management and development of the Country Park, to secure this valued public asset for future years. The long-term ambition would be for the Park to be operationally cost neutral and to achieve this, the Council will need to look at new opportunities for additional income generation. This issue is addressed in a separate report to this Board.

1.2 Consultation

1.2.1 The draft Management Plan was circulated/made available for comment between 13 June and 21 July 2017 and can be found at **[Annex 1]**. A letter was circulated to key stakeholders, as listed at **[Annex 2]**, advising that copies of the Plan were available on the Council's website and hard copies were available to view at the

following locations; Tonbridge Castle Gateway, Council Offices, Kings Hill, and at Larkfield, Snodland and West Malling Libraries.

1.2.2 In addition, posters were displayed on site at the Park advising visitors on the consultation process and where/how to make comment.

1.2.3 In response to the consultation a number of comments were returned and these have been carefully considered and a number of subsequent amendments to the Management Plan have been proposed. A summary of the comments received and proposed amendments can be found at **[Annex 3]**. In overview, the consultation highlighted a number of helpful issues, and generally the Plan was accepted without comment. Any grammatical errors identified through the consultation will be addressed.

1.3 Legal Implications

1.3.1 Legal responsibilities and issues have been considered within the draft Management Plan.

1.4 Financial and Value for Money Considerations

1.4.1 The Management Plan reflects existing Capital and Revenue budgets associated with the site and highlights the need to maximise income generating opportunities.

1.5 Risk Assessment

1.5.1 A copy of the draft Management Plan has been circulated to the Council's Health and Safety Officer and no adverse comments have been received. In consultation with the Health and Safety Officer, a package of site specific risk assessments has already been developed for the Park and these are referenced in the Management Plan. The Management Plan is essential to help guide any future developments at the Park, and to ensure the needs of all users are catered for.

1.6 Equality Impact Assessment

1.6.1 Appendix 4 in the Management Plan is an access audit for the Park, covering the existing provision. A number of changes have been suggested and will be prioritised and actioned as funding allows. The impacts of any changes or new projects will be assessed as part of the work plan/ feasibility study for that project.

1.7 Policy Considerations

1.7.1 Asset Management, Biodiversity & Sustainability, Business Continuity/Resilience, Communications, Community, Equalities/Diversity, Health and Safety, Healthy Lifestyles, Young People

1.8 Recommendations

- 1.8.1 It is **RECOMMENDED TO CABINET** that the proposed amendments be made to the draft Management Plan be made, and the Management Plan for Leybourne Lakes Country Park be approved.

The Director of Street Scene, Leisure & Technical Services confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Chris Fox

Nil

Robert Styles

Director of Street Scene, Leisure & Technical Services

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Leybourne Lakes Country Park Management Plan 2017 - 2021



Consultation Draft



Foreword

Since its creation in 2004, Leybourne Lakes Country Park has developed a reputation as a well used, well maintained and valued facility. Previous years have seen the development of a children's play area, play trail, and pond dipping platform alongside the enhancement of the park's wildlife with tree planting, control of invasive species and the recent development of a new wildflower meadow. These improvements have been enjoyed by an increasing number of visitors to the park and new activities and events including parkrun, now take place.

The success and continued development of the park has been recognised by the National Green Flag Award which has been achieved annually for more than 10 consecutive years. The park has also been recognised as an Accredited Country Park. These awards are testament to the staff and local volunteers that give their time to support Leybourne Lakes Country Park.

This management plan is the fourth consecutive plan for the park and comes at a time when the park is well established though faces increased pressures and challenges. As reflected across the country, local authorities are having to make difficult decisions in challenging financial times and every service area will be affected. In regard to its country parks, Tonbridge & Malling Borough Council is committed to preserving these valued public assets and will need to consider their financial sustainability moving forward.

This new management plan embraces this challenge and sets out a target for the park to be, operationally, cost neutral within the next five years. The council will need to look at new ideas and initiatives in future years with potentially the most exciting being the development of a new lakeside facility with café and water-sports centre. It will, however, also be essential that the park develops in a sensitive manner and reflects the needs of the local and wider community including, local residents, visitors to the park, local councillors and resident wildlife.

With challenging times, comes creative ideas and the park will need to embrace these to ensure it continues to prosper in the coming years.

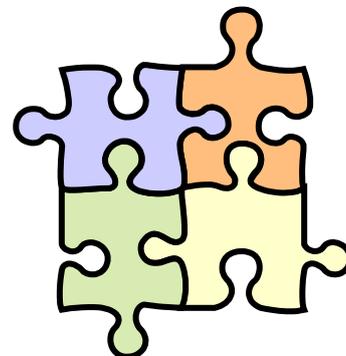
Cllr Mrs Maria Heslop
Cabinet Member for Community Services

GUIDANCE NOTES

The following notes have been prepared to help guide you through and understand the Management Plan. Section headings are highlighted below along with descriptions of their relevance within the overall plan.

Part 1 – *Where are we now?*

The first section describes the current situation, at the time the plan was written. It is an introduction and advises on the current facilities and their management.



Part 2 – *Where do we want to get to?*

This section of the plan describes our vision for the park and sets out our management aims and objectives.



Part 3 – *How will we get there?*

This section sets out how we are going to achieve our aims. A five-year Work Programme sets our long-term targets and Annual Action Plans, focusing on each year, will flow from this.



Part 4 – *How will we know when we have arrived?*

The final section of the plan looks at how we will track progress and how the plan might be updated.



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Acknowledgements

All those consulted about the Plan.

Photographic credits: Tonbridge & Malling Borough Council (TMBC), David Hodgkinson, Bill Milton, Ben Jarvis, Phil Outram

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If the reader is using an internet enabled computer to view this document the document contains a number of website and email hyperlinks (words in blue text and underlined) which can be used to find out more about the subjects by linking to other documents or to email. The Council is not responsible for the content of external internet sites.

Other documents referred to in this plan

Ecological Baseline Report 1999 (for Leybourne Lakes Country Park)

Ranger Led Activities

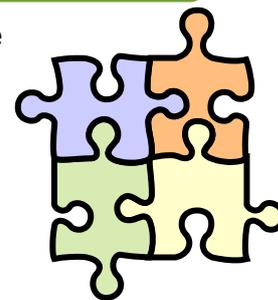
Market Survey Leybourne Lakes Country Park 2015

Water Safety Strategy Leybourne Lakes Country Park

Wildlife Action Plan 2013-2016 (for Leybourne Lakes Country Park)

Part 1 - Where are we now?

The first section of the Plan describes the current situation at the time the Plan was written. It is an introduction to Leybourne Lakes Country Park and provides details of the current facilities and their management.



1.0 – Introduction/ background to Leybourne Lakes Country Park

Opened in 2004, Leybourne Lakes Country Park (LLCP) covers an area of approximately 93 hectares (230 acres) forming part of the land north of the M20 which separates the built up areas of Snodland, Larkfield and New Hythe (**see Appendix 1**) and has the North Downs Area of Outstanding Natural Beauty to the east. It encompasses a range of habitats including established lakes, grasslands, wildflower meadow, dense scrub, the Mill Stream, hedgerows and woodlands.

The park is well used by the local community for dog walking, cycling, orienteering, picnics, observation of wildlife and other informal recreational activities. Parkrun was introduced in 2015. Windsurfing, triathlon, canoeing, small boat sailing and scuba diving are carried out on the 'Ocean Lake' and regulated fishing is also a popular activity throughout the park. The park now attracts an estimated 70,000 visitors a year. The site is owned and managed by Tonbridge & Malling Borough Council in partnership with East Malling & Larkfield Parish Council and Snodland Town Council.

In 2007 Leybourne Lakes Country Park was first awarded the Green Flag Award and has retained the annual award ever since.

The park became an 'accredited country park' in 2011 under Natural England's scheme.

The role of the management plan – This is the forth five-year management plan for the park which starts in 2017. The plan has been created to give direction to the future management of the park for both the public and the Council. It is intended that this document is used as a management tool, and will provide the basis for the maintenance and development of the site. It will be used to guide current site management and play an integral role in future projects and decisions relating to the park.

The overall aim – To provide a park that is financially sustainable, offers a welcoming place for recreational use that is compatible with its nature conservation features, ensuring the site's integrity is maintained for the benefit of the local community. A balance is to be achieved between all key elements and none shall, within reason, dominate others.

Policy context – This Plan has also been developed to take into account the local policy/guidance listed in **Table 1**.

Part 1 - Where are we now?

This includes the councils Vision and Core Values, for example:

The Councils vision for the next three years (2017-2019) is: To be a financially sustainable Council that delivers good value services, provides strong and clear leadership and, with our partners, addresses the needs of our Borough. We will be guided in the delivery of the above vision by the following Core Values: Taking a business-like approach; Promoting Fairness; Embracing Effective Partnership Working; Valuing our environment and encouraging sustainable growth. This is a summary of the Core Values, more details can be found in the Council's Corporate Strategy.

Table 1: List of policy guidance

Policy or Guidance Documentation
Council's Corporate Strategy
Savings and Transformation Strategy
Standards of the Green Flag Award Scheme
Standards of the Country Park Accreditation Scheme
Leybourne Lakes Country Park Water Safety Strategy
Open Space Strategy
Tree Safety Strategy
Local Play Strategy
Tonbridge & Malling Borough Council Local Development Framework/ Local Plan

The Green Flag Award – This is the national award scheme now organised by the Green Flag Award consortium setting the minimum standard for the quality for green spaces of all types. To find out more see their website www.greenflagaward.co.uk The plan has been written using the Green Flag Award criteria which are used to judge the award.

- A welcoming place
- Healthy, safe and secure
- Well maintained and clean
- Environmental management
- Management of biodiversity landscape and heritage
- Community involvement
- Marketing & communication
- Management



There is some crossover between the award criteria and this should be considered when reading the document.

Part 1 - Where are we now?

Country Park Accreditation Scheme –

Setup in 2009 by the government body 'Natural England', the scheme aims to 'identify and recognise those sites that deliver the core facilities and services expected of country parks'. The judging criteria for this Scheme (see list below) are all evidence based and are similar to the Green Flag Award. One key element is having a management plan; and so this plan has also been tailored to meet needs of the Scheme; this will also give us some new criteria to drive us forward, more details can be found on the government website www.gov.uk/government/publications/accredited-country-parks-in-england



- Area
- Accessibility
- Character
- Facilities
- Links to local communities and neighbourhoods
- Links to the wider countryside
- Management
- Activities
- Information and interpretation

The evaluation overleaf considers 'where we are now', using the Green Flag Award criteria as headings, but as it is closely related also incorporates the criteria for the Country Park Accreditation Scheme.

Part 1 - Where are we now?

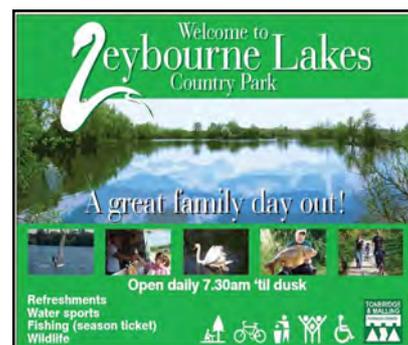
Part 1 - Where are we now?

2.0 – A Welcoming place

Location – The park is located in the parishes of East Malling & Larkfield and Snodland (see **Appendix 1**).

Ordnance Survey National Grid reference (main entrance):
TQ 697605

Main entrance postcode: ME6 5LB (for SatNav this takes you the general location the nearest roundabout.) (Use postcode ME20 6AA for post).



Entrances – All vehicular and pedestrian access points have been highlighted on the Master Plan (**Appendix 2**).

Land use – Internal land use can be found within compartment descriptions (see **section 9.0**) or alternatively, on the Master Plan (see **Appendix 2**). Externally the site is surrounded by residential properties, with Larkfield Trading Estate to the south-east, and the Rochester to Maidstone railway line to the east. Ham Hill waste water treatment works is to the north.

Accessibility – Many of the paths and entrances (**Appendix 2**) are suitable for wheelchairs and buggies (see **Appendix 3**). An Access Audit was carried out at the park by Tonbridge & Malling Borough Council's Access Officer in 2016. The resulting Action Plan (**Appendix 4**) is currently being implemented.

Access by foot and bicycle – All 15 of the park's entrances are suitable for pedestrians and cyclists (see **Appendix 2 & 3** for entrance locations). There are three pedestrian crossings into the park; one at the Ham Hill Roundabout on A228, one on the Gig Hill/ Leybourne Way junction and one opposite Tesco's on Leybourne Way. There are also a number of Public Right of Ways (PROWs) to and through the park including MR78, MR99, MR84 and MR88 (**Appendix 5**).



Access by bus – The Arriva 71 (from Snodland and Maidstone) and the 541 New Enterprise Coaches (from East Malling and Kings Kings Hill) bus services stop outside the park in Leybourne Way and run up to every 10 minutes, but these may change. For up to date details of bus stops and times see the website www.travelinesoutheast.org.uk



Access by rail – The park is just five minutes' walk from either Snodland train station or New Hythe train station, which are both on the Maidstone to Strood line.

Access by road – The main car park is situated just off the A228 at the Ham Hill roundabout in Snodland (two minutes' drive from junction 4 of the M20 or ten

Part 1 - Where are we now?

minutes drive from junction 2 of the M2). Country park brown directional signs are placed at the Ham Hill roundabout on the A228.

The car park is open between 7.30am and around dusk (between 4.30pm and 9pm, depending on the time of year). There are signs at the entrance to the car park indicating the current closing time.



Links to the wider countryside – The park has a number of footpaths that lead out into the wider countryside and users are encouraged to explore the footpaths on the public rights of way network.

Formal recreation – The park is used for a number of sports including windsurfing, scuba diving; canoeing, sailing, angling and triathlon open water swimming (see **section 7.0** - Community Involvement for more details). These are operated by the Park's on-site concessions which are outlined in **Table 2** below.

Table 2: List of concessions

Concessions	Season of Use
Catering	Weekends and bank holidays all year round and week days during summer school holidays
Freemasons Arms Angling Club (at Sand Pond)	Year round
Water Sports Centre (Windsurfing, canoeing, sailing swimming events, and diving)	May to September open everyday October to March open at weekends and on Tuesdays for diving
Medway Valley Fisheries (all other lakes apart from the conservation area) www.medwayvalley.com	All year round
Ocean Lake Triathlon	April - September on Wednesdays and Saturdays
Parkrun (run around the park)	Year round Saturday morning
Strikers Angling Club (at Reed Pond)	Year round

Part 1 - Where are we now?

Informal recreation – The park is well used by the local community and has:

- Children’s play area and wildlife play trail
- An interactive circular walk
- Many hard surfaced paths for all ability walking, as well as many grassland paths
- Health Walks Scheme (see **section 7.0** for more details)
- Picnic areas and benches
- Opportunities to improve understanding of the natural world

Catering – A mobile cafeteria service operates core hours of 11am to 3pm every weekend and bank holiday throughout the year. These hours are extended during the summer months. The catering service is weather permitting.



Toilets – Male and female toilets with baby change facilities and disabled toilets are located in the main car park.



Seating – The park contains a large number of seats and picnic benches, many of which have been donated by members of the public. The leaflet ‘How to sponsor a seat’ is available from the Rangers’ Office or www.tmbc.gov.uk or by email leisure.services@tmbc.gov.uk.



Part 1 - Where are we now?

Part 1 - Where are we now?

3.0 – Healthy, safe & secure

For visitors to enjoy their visit to the country park, they must feel safe and secure when using it. The 2015 visitor survey showed 83% of visitors were satisfied with the safety and security of the park. To maintain and improve on this level of satisfaction, the park has a range of initiatives which are outlined below.

Health and safety – The Council has an overall Health and Safety Policy statement and policies are also sought from all major contractors and event organisers working at the park. The park also has a Health and Safety Code of Practice for staff.

Risk assessments – The Council has a suite of generic risk assessments applicable to the park and specific risk assessments are sought from individual contractors and event organisers. See examples in **Appendix 6**.

Workplace health and safety inspection – The park has a routine annual inspection carried out by the Council's Health and Safety Officer to check on aspects of health and safety.

Ranger team – A Ranger Team based at the park patrol the park on a regular basis, providing an on-site presence. The Rangers also carry out a variety of other tasks including enforcement of dog and litter control and liaising with the public. The ranger team are uniformed so that they can easily be identified by the public. For a summary of the roles and responsibilities of the Ranger team see **section 9.0**.

Site monitoring – As part of the management of contractors, council officers monitor health and safety aspects and routinely visit the site to inspect work and the condition of the park. Officers are empowered to stop unsafe work, fence off areas and take other remedial actions to keep the public safe.

Personal Protective Equipment (PPE) – This is issued to staff and supplied to volunteers as identified within risk assessments. Contractors must also supply PPE to their staff as identified within their own risk assessments; this aspect is also monitored by council staff.

Water Safety Policy – The Council has an overarching Water Safety Policy and Risk Assessments to address the issue of public safety around inland water bodies adjacent to its outdoor leisure sites. From this, a site-specific Water Safety Strategy was developed for the park; both of these documents were written working with the Royal Society for the Prevention of Accidents (ROSPA). The park's Water Safety Strategy contains initiatives including talks with local schools, water safety leaflets and enforcement patrols during warm weather. For the park's Water Safety Strategy and further advice on water safety including educational resources please visit www.tmbc.gov.uk/watersafety .

Part 1 - Where are we now?

Children's play area – The play area consists of a play trail, with a multi play unit for young children, and climbing frame for older children; the equipment is all wooden; with picnic tables and seating for adult carers. See **Table 3** for maintenance details.



Police Community Support Officers (PCSO) – The Rangers have developed links with the Police and PCSOs in order that they can offer assistance on demand and the Police also carry out independent patrols of the park.

Civil and environmental enforcement officers – These officers patrol the parks and can issue penalty notices for parking contraventions, littering and dog fouling.

Close Circuit Television – This is installed in and around the main car park, rangers office and children's play area.

Part 1 - Where are we now?

4.0 - Well maintained and clean

Grounds maintenance – The Ranger Team are responsible for all aspects of the country park's cleanliness and maintenance. Tasks are either carried out directly by the Ranger Team or they monitor contractors carrying out the work on our behalf. **Table 3** highlights the key maintenance and management tasks.

Table 3: Grounds maintenance

Task	Description of Operations	Ranger team or contractor
Litter control	All litter bins are checked and emptied on a daily basis and any litter found during patrols of the site is removed. The collection of this litter and removal from the site is weekly. Enforcement fines for littering can be issued by various officers.	Ranger Team and Countryside Group
Fly tipping and posters	Removed as seen during routine monitoring of the site. Enforcement letters sent out to offenders if required. The waste services contractor is used for large or contaminated fly tips.	Ranger Team, Waste Services and Veolia Environmental Services
Dog control	Dog bins are emptied once a week. The Environmental Enforcement Officers and Rangers are all able to carry out enforcement. Clearance of fouling, 'responsible dog ownership' events – 'Bag & Flag Days' and 'enforcement days' are all regularly carried out in the park.	Veolia Environmental Services, Ranger Team and Ward Security, Waste Services
Pest control	A number of pest control units are on site at high use locations to ensure rodent activity is controlled by contractor.	Monitor Pest Control
Graffiti	Graffiti is controlled by prompt painting over or removal. The Council has targets to remove offensive graffiti within 48 hours and other graffiti within 28 days.	Veolia Environmental Services and Ranger Team
Park furniture	All park benches and bins are checked, and re-painted annually if required by the Rangers with assistance from volunteers.	Ranger Team
Toilets (Cleanliness)	Toilets opened at dawn (6.30am) and closed at dusk (9pm) (April to October) or 4.30pm (November to March) by contractor. Toilets are cleaned and re-stocked twice a day in summer and once in winter by contractor. The divers' and anglers' toilet in divers' car park is cleaned and re-stocked weekly.	Specialist Hygiene Services. Ranger Team
Surface water drains	De-silt catchment pits in drains on a regular basis, to prevent blockages.	Ranger Team

Part 1 - Where are we now?

Maintenance of building and assets - The Council has a planned programme for maintenance work that is carried by the Council's Property Services department. This includes aspects such as internal and external decoration, routine maintenance, servicing and urgent repairs. A wide range of assets make up the infrastructure of the park, and these are listed in **Appendix 7**.

Table 4: Building and asset management

Task	Description of task	Ranger Team / Contractor
Toilets (water quality)	Toilets' eco-plant checked and tested quarterly for the quality of water discharge. Removal of waste from eco-plant every six months or more often if required.	Ranger team. Removal of waste by Atac Environmental Solutions.
	Legionella control water checks for legionella management.	Ranger Team and Envirocure Ltd
Rangers' Office, garage and compound	Weekly visual check and full quarterly checks of the safety of the facilities. Maintenance of the building is incorporated within the TMBC's Building Repairs budget	Ranger Team. Maintenance arranged through TMBC's Property Services.
	Equipment stored in garage checked prior to each use and a full quarterly check. Repairs and maintenance undertaken as required.	Ranger Team. Repairs and maintenance carried out by the ranger team if possible or an appropriate contractor.
	All electrical equipment is PAT tested prior to use and then every 1-4 years depending on the item's category or risk.	TMBC's Information Technology services
	John Deere E-Gator checked prior to every use, as well as weekly and quarterly checks. Repairs and maintenance undertaken as required.	Ranger Team. Repairs and maintenance carried out by the ranger team if possible or an appropriate contractor.
	Water temperature checks for legionella management - monthly	Ranger Team
Water Sports Centre	Water sports cabins, toilet and storage maintained as required.	Water Sports Concession
	Triathlon storage maintained as required.	Ocean Lake Triathlon Club
Mobile café	Café maintained as required.	Catering Concession
	Food hygiene inspection	TMBC's Environmental Health department
Park furniture	Weekly visual check and full quarterly checks. Repair and maintenance as required.	Ranger Team

Part 1 - Where are we now?

Task	Description of task	Ranger Team / Contractor
Playground maintenance	Play area and play trail inspected weekly	Ranger Team
	Annual Playground inspection	Contractor
	Repairs undertaken as required	Contractor
	Replacement of play equipment when needed is part of the Council's capital renewals scheme	Leisure Services Officer/ Ranger Team
Car parks	Weekly visual check and full quarterly checks	Ranger Team and TMBC's Transportation Services.
	Main car park gates open daily at 7.30am and close around dusk	Contractor
	CCTV and alarm system maintenance	Contractor
Bridges	All bridges are owned and maintained by TMBC except one bridge on Public Right of Way (PRoW) number MR 84 over the Mill Stream which is owned by KCC. Weekly visual check and full quarterly checks. Repairs and maintenance undertaken as required or reported to the bridge owner	Ranger Team. Repairs and maintenance carried out by contractor.
Paths	The PROW's (MR99, MR78, MR84 and MR88) that run through the site and other paths are maintained by TMBC. Weekly visual check and full quarterly checks. Repairs and maintenance undertaken as required.	Ranger Team and Kent County Council. Repairs and maintenance carried out by contractor.



Part 1 - Where are we now?

Maintenance of habitats and landscape – The country park’s natural assets such as its lakes, ponds, hedgerows, woodland, scrubland, stream and drainage ditches require programmed monitoring and maintenance. **Table 5** below notes this programme of works.

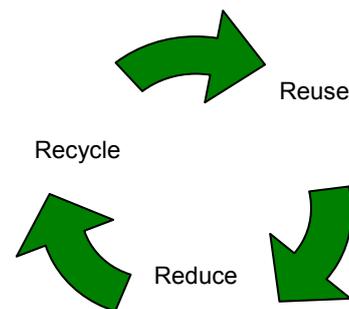
Table 5: Maintenance of habitats and landscape

Task	Description of task	Ranger Team / Contractor
Lakes and ponds	Weekly visual check. Further investigative tests carried out if required e.g. pollution event.	Ranger Team and TMBC’s Environmental Health Department if required.
	Lake cleared of litter, floating debris and trees, as required.	Ranger Team. Contractors where required.
	Fishing swims checked quarterly and maintained as required.	Ranger Team and angling licensee
	Lake edge vegetation maintained to reduce unauthorised lake access as part of Water Safety Strategy.	Ranger Team
Mill Stream	Maintained annually, with no more than 25% of reeds / vegetation removed in any one year.	Environment Agency
	Stream cleared of litter, floating debris and trees, as required.	Ranger Team and Environment Agency
Internal drainage ditches	Ditches are maintained annually, with no more than 25% of reeds / vegetation removed in any one year.	Lower Medway Internal Drainage Board
	Ditches cleared of litter, floating debris and trees, as required.	Ranger Team and Lower Medway Internal Drainage Board
Grasslands / scrubland	Designated grasslands have one third of its area cut (and collected) annually on a three year rotation.	Contractor
	A management strip (1 metre strip either side of the path) is cut monthly.	Contractor
	Remove scrub annually in rotation around grasslands in the autumn/ winter to prevent scrub taking over.	Contractor, Ranger Team, Volunteers
	Monitor orchid populations and scarify soil to encourage orchids if required.	Rangers
Hedges	Leybourne Way cut annually between October and February.	Contractor
Trees and woodland	Mature trees are inspected annually	Ranger Team (basic inspections) and Contractor (expert inspections)
	Identified tree works carried out on a priority basis.	Ranger Team and contractor

Part 1 - Where are we now?

5.0 – Environmental management

Corporate policy – The Council has a number of documents on sustainability including a Sustainable Procurement Policy; technical guidance and; also takes into consideration the Council's biodiversity duty under the Natural Environment and Rural Communities Act 2006. The Plan has been written in accordance with the Council's Corporate Purchasing Policy.



Procurement – The Council's contractors are encouraged to purchase materials and vehicles with the lowest impact on the environment. The use of electric vehicles, low noise and low sulphur fuels will always be considered by the Council.

Electric vehicle – The park has an electric John Deere E-Gator for use on the site. The vehicle emits no pollution and requires minimal maintenance.



Chemical use – Chemical usage is vetted and is kept to a minimum. Alternative methods of pesticide control are always considered and remain under annual review. A limited number of chemicals are used at the park by licensed pesticide operators for weeds, as disinfectants and for graffiti removal. Control of Substances Hazardous to Health and Risk Assessments are carried out, and kept on file as necessary. A summary of the chemical types currently used in the park are listed in **Appendix 8**.

Peat use - No peat is used on site and purchases of nursery stock are normally as bare root plants. All planting compost used on site is recycled green waste.

Green waste - Grass cuttings from the meadow are collected and taken off site for composting. 100% of the green waste generated on site is recycled. As the park is in a flood plain it not possible to compost green waste on site.

Timber – From the Council's Sustainable Procurement Policy - any timber and wood products used should carry the Forestry Stewardship Council trademark, or equivalent internationally recognised certification of good forestry management.

Paper - Reducing paper use, by making information about the park available via the Council's website. Air hand-driers are also used in the toilets.

Part 1 - Where are we now?

Path construction – The crushed limestone used in path construction, is sourced from local quarries in order to minimise transport costs and laid by local contractors.

Other waste – Waste generated by visitors is usually placed in the bins. This waste is very mixed and may contain sharps, needles and dog faeces and would present a hazard to grounds staff if they were asked to separate it for recycling.

Travel – The public are encouraged to visit the park by bus, bicycle or on foot, as highlighted within the Park Guide and on the website. In the 2015 visitor survey of the park one in five people (22%) walked and more than one in ten cycled (16%).

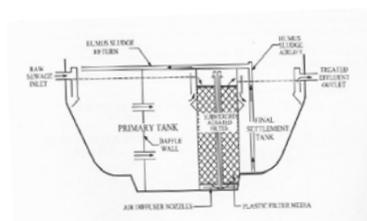


Energy efficiency – Water use is minimal with taps that switch off automatically and Watergate units in the toilets. Water saving devices have been installed to all toilet cisterns and urinals.

Meter readings for all electricity and water usage are taken manually on a regular basis and monitored with any higher than normal usage investigated. All staff are aware of the importance of reducing energy consumption and are regularly reminded of the need to ensure that energy usage is kept to a minimum and to turn off lights and taps. All external building lights are low energy usage.

Air quality and noise – The mobile cafeteria service operates on site with its own electricity supply to eliminate the noise and pollution caused from a generator.

Sewage disposal – The park is not connected to mains drainage. The sewage system uses a packaged sewage eco-plant. This system uses natural bacteria to breakdown the waste into solids and clean water. It requires minimal emptying (cutting down on road miles) and is one of the most sustainable systems on the market. The design of the eco-plant is shown opposite.



Renewable supply chains – Wherever practical packaging and storage materials used by our contractors like wooden pallets are minimised, recycled or reused.

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6.0 – Management of biodiversity, landscape and heritage

Site history – The country park is part of an extensive area of former sand and gravel workings that forms the Strategic Gap, separating the settlement of Snodland to the North and New Hythe to the South. Sand and gravel was extracted from the site by several mineral extraction companies between 1946 and 1977. The landscape is therefore essentially ‘man made’ with landscaping and planting having taken place as part of the restoration proposals in the late 1970s.

Since the abandonment of the gravel workings, natural colonisation has resulted in a range of semi-natural habitats that support a wide variety of flora, fauna. The nature conservation and recreational value of the site, in particular the water bodies, has therefore increased, resulting in much of the site being designated as a Local Wildlife Site (previously known as a Site of Nature Conservation Interest (SNCI)) and an Area of Local Landscape Importance (ALLI) in the Tonbridge & Malling Borough’s Local Development Framework.

The idea of a country park at the site had always been a long held ambition of Tonbridge & Malling Borough Council and in the late 1990s a major step forward was achieved towards this. The Borough Council’s adopted Local Plan indicated that a less sensitive part of the site could be suitable for some housing development, provided that the remainder could be developed into a country park and transferred into public ownership.

In May 2000, Berkeley Homes bought the site and invested £2.8 million in regenerating the site in collaboration with the Council. Both the Council and Berkeley Homes worked closely with experts such as Natural England (previously English Nature), the Environment Agency and Kent Wildlife Trust to make the Park more accessible to the public while ensuring that the Park’s natural assets and wildlife were preserved.

Berkeley Homes transferred the land to the Council and the Country Park was officially opened on 11 September 2004.

Habitat and landscape structure – The lakes are colonised by a range of aquatic and emergent plants and are important for wintering and breeding waterfowl and waders. The degree of flora and fauna diversity within the lakes generally correlates with the length of time since mineral extraction ceased, and is affected by the type of activity, timing and the level of human use that the lakes are subjected to (e.g. fishing, windsurfing, canoeing, scuba diving, etc.). The largest lake on the site, the Ocean Lake, is used by over-wintering birds but has the least ecological interest as it was the last lake to be excavated, and is subject to the greatest level of human disturbance.



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Lakes and ponds – There are eight lakes and ponds in the Park from the Dipping Pond which is just ½ hectare in size to the Ocean Lake which holds enough water to fill 120 Olympic sized swimming pools. The characteristics and flora species composition of each lake or pond are in **Appendix 9**. The location of the lakes and ponds are shown in **Appendix 2**.



Grasslands – There are several distinct grassland areas within the site including a wildflower meadow. They are successional grasslands where natural colonisation has taken place on bare ground or re-seeded swards have dominated the site since mineral extraction. Such grasslands have not attained the species composition of ancient semi-natural grasslands, although they already contain some species characteristic of such grasslands.



Stream – The Mill Stream runs from West to East across the Northern part of the site. It originates from springs in the West and South (Trottscliffe and West Malling) and also serves as an outflow from the chain of lakes to the South West of the site. As the stream travels through the Park it widens from two metres to eight metres and contains fast flowing, normally clear water.

Hedgerow – There is one distinct mixed species hedgerow on the site running along the Southern boundary adjacent to Leybourne Way. There are also new hedgerows being formed by hedge laying and a new planting scheme to connect the habitats.



Trees – Tree species within the Park include Alder, Ash, Sycamore, Horse Chestnut, Silver Birch, White Willow, Corkscrew Willow, Pussy Willow, Grey Willow, Crack Willow and Almond Willow. These tree species overshadow a shrub understorey typified by Bramble, Buddleia, Dogwood, Hazel, Hawthorn, Broom, Crab Apple, Dog rose, Elder and Ivy. More information about which trees are present can be found in **Appendix 9**.

Surveys – The surveying of habitat characteristics along with identification of flora and fauna in the Park has been carried out since 1999 when the Ecological Baseline Report for the site was produced. Since the Park opened in 2004, wildlife surveys are carried out annually to monitor the species present in the park. The surveys have shown a large number of species with some notable and protected species such as the Bittern, Nightingale and Water vole. From 2007 to 2014, a local wildlife expert, Eric Philps identified and recorded flora and fauna species and has identified over 1,000 species. In 2012, a Wildlife Action Plan (2013-2016), was commissioned and much of the content has now been incorporated into this plan.

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Habitats of importance – The habitats present in the park are managed in harmony with recreation and visitor management. The park has a good variety of habitats and the management of the park aims to protect and enhance this established environment. **Table 6** notes their importance to the Park locally and nationally.

The protection and enhancement of these habitats have been incorporated within the objectives set out later in this plan. Priority Species and Habitat Action Plans can be found on the Kent Biodiversity Action Plan (Kent BAP) website at www.kentbap.org.uk and for the UK (UK BAP) on the JNCC website and should be referred to when managing the Park. Information can also be found on the Master Plan (**Appendix 2**); within the Management section in the compartment descriptions and; in the Five-year Work Programme.



Table 6: Key habitat types present within the park

Habitat Type	<u>Importance</u>			
	International/ European	National	Regional/ Local	Approx. Area of the park
Hedgerows			*	1%
Dense Scrub		*	*	4%
Grassland			*	15%
Trees			*	5%
Running water (Mill Stream)			*	5%
Lakes/Standing Water			*	60%
Marsh/Wetland			*	5%
Reed Bed		**	*	5%

(Based on the habitat types in the United Kingdom Biodiversity Action Plan - UK BAP)
Grading (for significance) High *** Medium ** Low *

Part 1 - Where are we now?

Species present in the park – A full list of the species present in the park can be found at **Appendix 9**. The species listed in **Table 7** have been identified as having particular importance in the park. Given the wide range of species present and that many are indicators of high quality habitats, the park is an important area for nature conservation within the borough.

Table 7: Key species present within the park

Common Name	International/ European	National	Regional/ Local	Habitat notes
BIRDS				
Bullfinch		**	* Kent BAP	
Cetti's Warbler	*			Dense scrub, - breeding
Chiffchaff	*			Woods and scrub - breeding
Gadwall Duck	****	*		Lakes
Great Bittern	****	****	* Kent BAP	Reed beds
Kingfisher	***	**		Running water
Lapwing	***	***	* Kent BAP	Wetlands
Linnet	****		* Kent BAP	Scrub and grassland
Little Egret	****			Shallow wetlands
Little Ringed Plover	****	*		Wetlands
Moorhen	****			Lakes and wetlands
Nightingale	**	*	* Kent BAP	Breeding - in woodland (coppice) and scrub
Pochard Duck	****	*		Lakes
Reed Bunting	**	***	* Kent BAP	Wetlands

Part 1 - Where are we now?

Common Name	International/ European	National	Regional/ Local	Habitat notes
BIRDS (Cont.)				
Sedge Warbler	*			Reed beds - breeding
Shoveler Duck	****	*		Wetlands
Smew Duck	****	*		Lakes
Song Thrush	**	*	* Kent BAP	Grassland
Whooper Swan	****	*		Lakes
Turtle Dove	**	***		Arable and hedges
Whitethroat (common)	*			Scrub - breeding
PLANTS				
Early Marsh Orchid	*			Wetlands
Great Water Parsnip		*** * UK BAP		Wetlands
INSECTS				
A Beetle Ophonus puncticollis		**		Lakeshores, woodland and hedgerows
Banded Damoiselle	*			Wetlands
Black-tailed Skimmer Dragonfly	*			Open water and bare ground
Blue tailed Damselfly	*			Rivers and streams
Brown Hawker Dragonfly	*			Wetlands

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Common Name	International/ European	National	Regional / Local	Habitat notes
INSECTS (Cont.)				
Cinnabar Moth		** UK BAP		Grassland, ragwort plant
Common Darter Dragonfly	*			Rivers and streams
Drab Wood Soldierfly		*		Rotting wood, Popular trees
Emperor Dragonfly	*			Wetlands
Four Spotted Hawker Dragonfly	*	*		Wetlands
Great Pond Snail	*			Rivers and streams
Leaches Bithynia	*			Running water
Ruddy Darter Dragonfly	*	*		Rivers and streams
Shaded Broad-bar moth		*		Grassland
Stage Beetle	**	*** UK BAP		Woodland deadwood
White legged Damselfly	*			Wetlands
MAMMALS				
Daubentons Bat	*****	*		Lakes, ponds, and woodlands
Hedgehog	**	** UK BAP		Scrub, and grassland
Leisler's Bat	*****	*		Woodland, roost in buildings and trees

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Common Name	International/ European	National	Regional/ Local	Habitat notes
MAMMALS (cont.)				
Noctule Bat	*****	*** UK BAP		Woodland, rivers. Maybe under recorded.
Pipistrelle Bat	*****	***	* Kent BAP	Woodland, and farmland
Water Vole	*	*** UK BAP	* Kent BAP	Running water
Whiskered Bat	*****	*		Trees, woodland
Weasel	**			Woodland, hedgerows, grassland
AMPHIBIANS AND REPTILES				
Common Toad	**	*** UK BAP	* Kent BAP	Ponds, wetlands
Grass snake	**	** UK BAP		Rivers/ wet ditches, rough grassland
Palmate Newt	**	*		Ponds, wetlands
Slow Worm	*	*** UK BAP		Scrub, hedgerows, woodland edge, long grass
Smooth Newt	**	*		Ponds, wetlands
FISH				
Eel European	**	** UK BAP		Running water

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Topography features and soils – The park lies at a height of approximately 5-10 metres above mean sea level. The land is essentially flat with an underlying geology of Folkstone Beds, being Folkstone Sand. Soil types are very mixed with some 512e Block (chalky drift), 571e Fyfield (Cretaceous and Jurassic loam sand), 712b (Drenchwort Jurassic and cretaceous clay) and 813d Flatbury (river alluvium). Much of the sand content is likely to have been excavated and removed, disturbed or moved during the period of mineral extraction. Due to the high water table these excavated areas have mainly flooded and form the various lakes now present at the site. Some of the site will be seasonally affected by ground water due to its low elevation, high water table and short distance from the river.

Part 1 - Where are we now?

7.0 – Community involvement

Visitor surveys – Carried out in 2005, 2010 and 2015; the objective is to profile visitors and provide information on visitor satisfaction, facilities and suggested improvements.



Key results of the last survey – Over 400 face-to-face interviews were completed with visitors of the Park in the summer of 2015. This includes club members using the site. A summary of the findings are detailed below:

- 98% of Park visitors were satisfied or very satisfied with their visit overall
- 50% of visitors enjoyed the park for a walk (including walking the dog)
- 38% of visitors visited once a week or more.
- 59% of visitors live within 5 miles of the park
- 63% knew that the Park holds the Green Flag Award

Most important features of the park were identified as:

- The play area
- Areas to walk the dog
- Somewhere to feed the birds

Typical responses from visitors were:

“Everything here is wonderful we are so lucky to have it on our doorstep”

“Such a lovely place, water is so peaceful”

“We love coming here it’s such a lovely area”

Possible improvements – One identified improvement outstripped seven of the other eight: Improved refreshment facilities and with a facility to potentially include a café, water sports centre and educational facilities together ranked as the most desirable improvement, with overall 85% of the respondents choosing one or both of those potentially related improvements. This finding strongly confirms the similar finding in previous surveys. Respondents were given an open opportunity to choose just one improvement that would make their visit to the park better. By far the most popular and twice as popular as any other improvement was the creation of a visitor centre combined with a café and improved refreshments.

Leybourne Lakes Country Park User Panel – The Leybourne Lakes Country Park User Panel was established in 2005 to enable the Council to consult with visitors and stakeholders on management issues within the Park. The Panel comprises interested

Part 1 - Where are we now?

members of the public, local councillors, conservation organisations, the water sports, angling and refreshments concessions and any other interested parties. The Panel meets on a regular basis and members are informed on recent operational management, consulted on future projects and ideas, and encouraged to discuss any relevant issues regarding the management of the Park.

Local parish / town councils – East Malling & Larkfield Parish Council and Snodland Town Council contribute to the maintenance and management of the park. As well as providing revenue funding, there are regular meetings with the Parish and Town Councils to raise enquiries and comment on the management of the Park.

Leybourne Lake Water Sports Centre – The park's water activities are contracted out. The Centre provides facilities for windsurfing, small boat sailing, scuba diving and canoeing. It has a diverse range of users including scouts, guides, families, students and schools. A resident triathlon club Ocean Lake Triathlon Club, meets weekly and holds monthly events at the park.



Angling – Four of the seven Park lakes can be fished through Medway Valley Fisheries (MVF), which boast a variety of carp, tench, pike, bream as well as other silver fish. Freemasons Arms Angling Society and Strikers Angling Society also run fishing clubs from the site on two further lakes. To ensure anglers use the lakes appropriately, all anglers must purchase a season ticket through one of the organisations.



Parkrun – This national scheme was introduced at the Park in October 2015. The scheme aims to encourage local people to run short distances each week. The concession is run by volunteers and there is no charge to take part. The 5k event takes place every Saturday morning at 9am and covers two laps of the Ocean Lake; they have a website at www.parkrun.org.uk/malling/

Volunteering – The Council encourages the involvement of volunteers, an initiative that has been keenly supported by the local community, with over 1,200 hours of volunteer hours worked each year. The park offers volunteer ranger opportunities where members of the public can either work alongside the ranger team or independently; or join the monthly Leybourne Lakes Volunteer Group. Partnerships with other organisations / groups complement our own resources and include Medway Valley Countryside Partnership's Thursday Action Group and Hadlow College student groups.

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Leybourne Lakes Country Park Volunteer Group and Volunteer Ranger Scheme – Originally started in 2005, the volunteer group of around 20 volunteers has been recruited. The monthly task days include a range of tasks such as pond surveys, pond clearance, hedgelaying, coppicing, planting and scrub clearance. The volunteers receive training and learn new skills on the task days; members have attended courses in leadership, first aid, and tree/pond wardening. Regarded as a member of staff, a volunteer ranger has to go through the same application process as any member of staff. Applicants have to apply to become a volunteer ranger; references and a Disclosure Baring Service check are also required. An interview process follows, with successful applicants receiving a full induction and training. Our Volunteer Rangers are a valuable addition to the Ranger Team.



Thursday Action Group – Co-ordinated by the Medway Valley Countryside Partnership, this group has assisted by carrying out volunteer tasks on site including, construction of the dipping platforms, Himalayan Balsam pulling, ragwort digging, construction of lakeside steps, large area coppicing and lakeside revetment works.



Kent Wildlife Trust – Engaged as appropriate to advise on works where wildlife maybe disturbed.

Health Walks Scheme – The Walking for Health initiative encourages people to enjoy their local open spaces while socialising and getting or keeping fit. The Council's Healthy Living Team run two health walks, every Tuesday and Thursday, which are led by a group of trained volunteer walk leaders, with around 18,000 miles collectively walked every year. For more information visit www.tmbc.gov.uk email healthy.living@tmbc.gov.uk or call 01732 876077.



Fire brigade water rescue training – Larkfield Kent Fire & Rescue use the park to train their personnel. This has the advantage that the units become familiar with our park, should a rescue ever be necessary.

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Other partnerships – Other partnerships currently exist for example with the Local Police and Police Community Support Officers and the local community hold events at the park.

Ranger Led Activities – The Ranger Led Activities pack encourages the use of the park for local schools and youth organisations, with over 200 children taking part in Ranger Led Activities every year. As well as activities run by the Ranger team (see section 8.0 Marketing for more information), the pack also includes ideas for independent activities to do when visiting the park, as well as an example risk assessment and water safety poster.



Events – The Park is host to around 60 events throughout the year from triathlon races, a Wildlife Activity Day to Scout Water Weekend events, all of which encourages the use of the park by the local community. For more information on the events held at the park see section 8.0 Marketing or visit www.tmbc.gov.uk/LLCP

Consultation on the management plan – Involvement of external parties in the production of this document was essential and a programme for consultation was developed and is outlined below:

Table 8: Timetable for consultation

Action	Timescale
Public Consultation – including all key stakeholders and councillors	June/ July 2017
TMBC – Communities Board to approve final Management Plan	November 2017
Adoption and publication of the Final Management Plan	Nov/Dec 2017

Copies of the Management Plan Consultation Draft were sent to:

- Stakeholders (see **Table 10**)
- All other interested persons

During the consultation period, this Management Plan was made available to view at the Council's offices at Kings Hill, Tonbridge Castle, Snodland Library, Larkfield Library and West Malling Library. The Plan was also available on the TMBC website at www.tmbc.gov.uk/LLCP. All comments on the Plan were considered by the Council and amendments made as required.

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8.0 – Marketing and communication

Publications – The Council markets the park as a local facility with the principal means of marketing being through: the leaflets; the Council’s website www.tmbc.gov.uk/LLCP (Leybourne Lakes Country Park webpages); photo calls; news releases; site notice boards; cross service publications; and event publications. All publications are available from Tonbridge Gateway at Tonbridge Castle, and on the Council’s website www.tmbc.gov.uk



Interpretation – To manage the park effectively, there is a need to communicate to the public, the Council will continue to do this using a variety of methods. In order to plan park’s interpretation and to improve access to information, the creation of an Interpretation and Marketing Plan, will be a key project within the Five-year Work Programme.



Marketing strategy aim – Encourage visitors to the country park from the local area using local press releases and articles, and the park website page, park leaflets, advertisement through activities for young people, volunteers and events. All marketing must be duly considered to ensure it is not detrimental to nature conservation interest of the site.

Country park website site – The Park’s webpage at www.tmbc.gov.uk/LLCP achieves over 8,000 visitors every year. The web pages give comprehensive details about the Park’s facilities and services including the water sports, fisheries and refreshments. There are sections on frequently asked questions and what is there to do? There is also information on children’s activities, park events and water safety.

Events & projects – Around 80 events, 12 volunteer task days and 104 Health Walks take place at the park every year. Some events and projects are organised by the Council, while others are run by local clubs and organisations. A list of typical events and projects held at the park every year are listed in **Table 9**.



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Table 9: Typical annual events and projects

Event / Project	Average number per year
Wildlife Activity Day (including pond dipping, nature trail, art workshop and mini-beast hunts)	1
Ranger Led Activities with schools, cubs and scouts, brownies and rainbows	8
Children's activities during Easter and Summer holidays for age 8-16 years	6
Night time walks (bat walks)	2
Bird watching walks, including Nightingale	6
Cub / Scout Water Weekends	5
Cub / Scout water day events	5
Health Walks (2 per week)	104
Leybourne Lake Volunteer Task Days	12
Parkrun	52
Medway Valley Countryside Partnership Task Days	2
Sponsored walks	2
Triathlon races	10

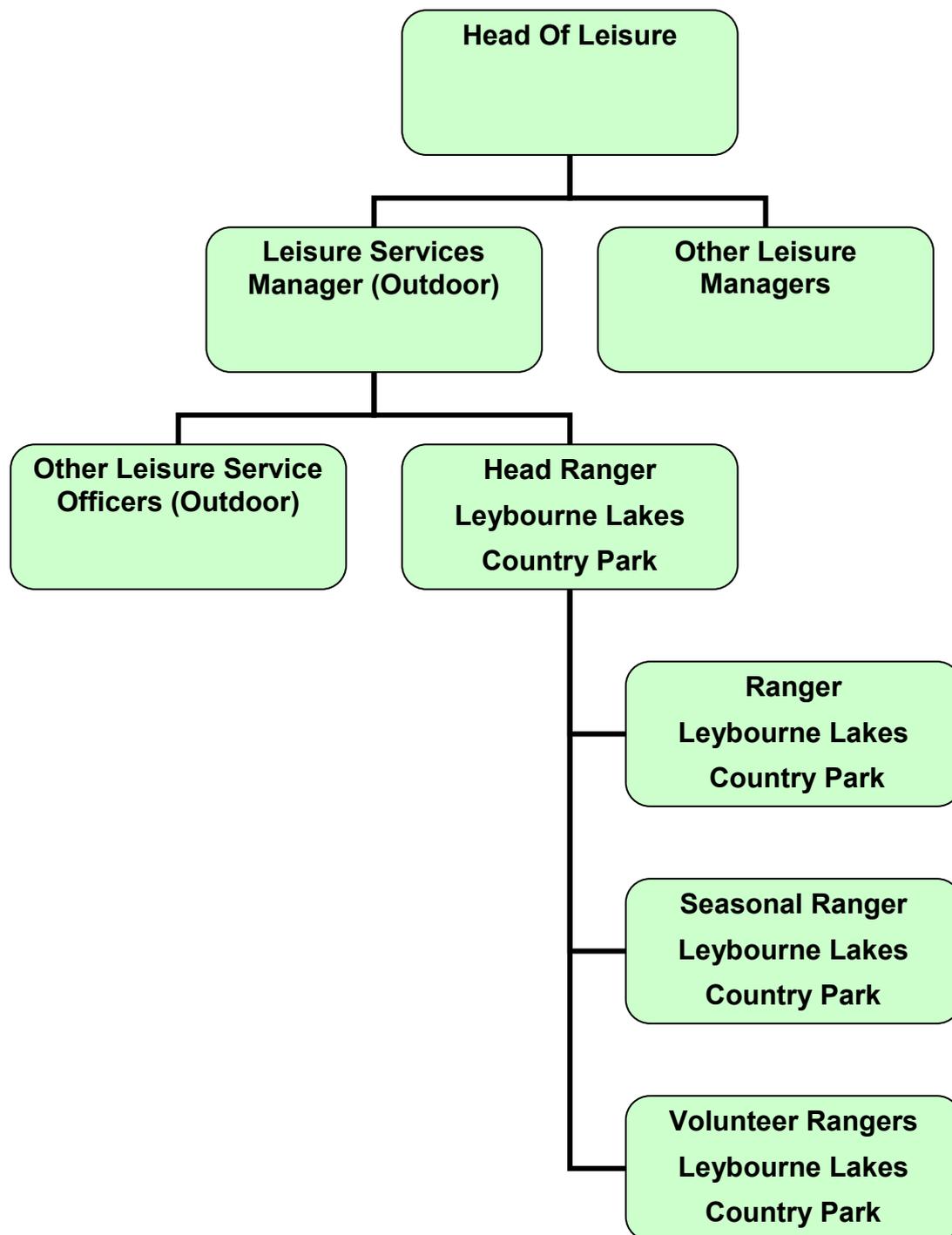


Part 1 - Where are we now?

9.0 - Management

Management structure – Major policy issues will be determined by the Council through recommendations made by the Communities and Housing Board, then endorsed by the Council's Cabinet, these are implemented by the Street Scene Leisure and Technical Services Directorate, Outdoor Leisure Section.

The Leisure Services' management structure is shown below:



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Ranger team –The Ranger Team is responsible for the day to day management of the park. Duties include public liaison, organisation and monitoring of park events, liaising with the local police, running Ranger Led Activities, enforcement of litter and dog fouling, regular monitoring of facilities, structures and equipment in the park and the management of volunteer conservation tasks and volunteer rangers.



Out of hours –The Council operates an ‘out of hours’ emergency call out system on the normal council telephone number 01732 874522. The operator can answer some questions from a set script and in exceptional cases has a contact list for Council staff. For non urgent items there is the Council’s website with Report Forms at www.tmbc.gov.uk .

Staff & volunteer training – This is identified through the annual performance appraisal for each member of staff. Individual and corporate training needs are part of the assessment process and the outcomes are recorded and signed off by both parties. Training needs can vary from year to year but typically they might include First Aid at Work, equality and diversity training and health and safety training.

Volunteers also have opportunities to attend training courses. Volunteer groups are also trained / supervised for new tasks by the Ranger Team.

Contractors – A range of commercial companies and local organisations already contribute to the management of the site. See **section 4.0** for more information.

Stakeholders – Various groups have an interest in the site and have been consulted on the development and production of this Management Plan. These groups will also be consulted on issues relating to the ongoing development on site and are listed in alphabetical order in **Table 10**.

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Table 10: Stakeholders

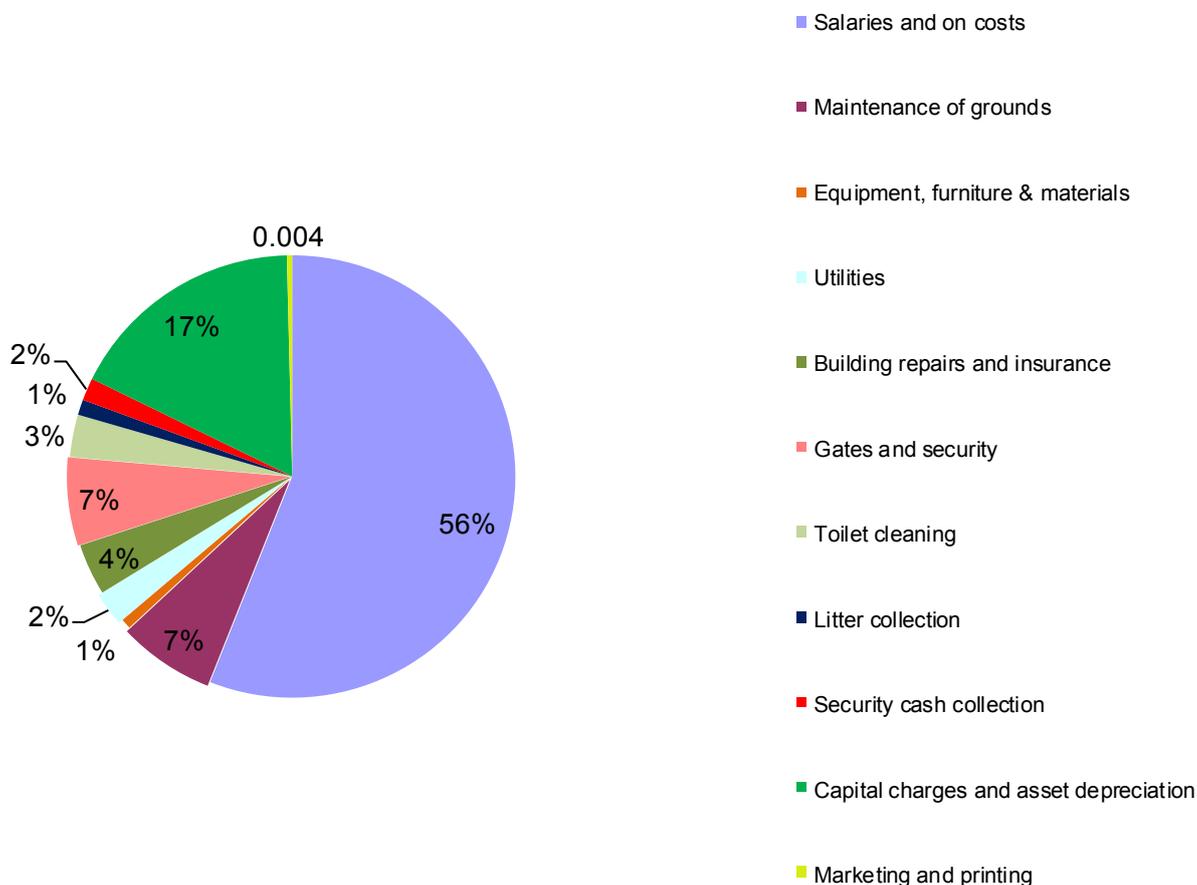
Stakeholders
East Malling & Larkfield Parish Council
Emergency services (Fire & Rescue, Police and Ambulance services)
Environment Agency (EA)
Freemasons Angling Club
Kent County Council – Countryside Access (formerly Public Rights of Way)
Kent Ornithological Society
Kent Wildlife Trust own the adjacent Holborough and Burham Marshes SSSI (East)
Leybourne Lakes Country Park User Panel (local residents, local councillors, conservation organisations, contractors, resident angling club)
Leybourne Lakes Country Park Volunteers (Volunteer Group and Volunteer Rangers)
Leybourne Lake Water Sports Centre
Local Parish and Borough Councillors
Local schools
Lower Medway Internal Drainage Board
Medway Valley Countryside Partnership
Medway Valley Fisheries
National Grid
Natural England (for accreditation as a Country Park)
Ocean Lake Triathlon Club
Network Rail
Parkrun
Police (mainly via the local Police Officers and Police Community Support Officers)
Snodland Town Council
Strikers Angling Club

Country park budget – Maintenance of the park is met through the Council’s Revenue Budget and is around £182,000 per annum. The budget provides for ground maintenance, running costs, repairs, administration and essential services. Income in the region of £68,000 is generated from rights over water; the mobile cafeteria concession; interest from the Section 106 commuted sum set aside for the park; contributions from East Malling & Larkfield Parish Council; Snodland Town Council and; car parking fees. This income recovers approximately 37% of the park’s expenditure, with a balance of approximately £114,000 per annum met by Tonbridge & Malling Borough Council. These figures are based on the 2016/17 Revenue Budget. The councils Savings and Transformation Strategy will influence in the outcomes of this plan with the aim of making the park financially sustainable during the next five years, see **Table 11** and Projects 4, 51, and 63. A breakdown of the park’s expenditure is shown on the next page. For more information on the park’s Revenue Budget see **Appendix 10**.

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A typical breakdown of annual revenue expenditure:

Expenditure for Leybourne Lakes Country Park



The budget is reviewed annually and this needs to take into account any price increases in the contracts. As for all Council services, the park competes for resources alongside other services provided by the Council.

Capital budget – Some larger value items such as replacing children’s play equipment are funded under the Capital Renewal Scheme. The Council also has a system of bidding for capital work to fund larger projects. Recent capital projects include the dipping platform, and divers lake entrance.

Investments – As stated earlier in the plan the park was developed as part of a land transfer from Barkeley Homes. As part this land transfer called a ‘Section 106 Agreement’, the Council received a developer contribution in two sums of money, one to support the annual maintenance costs and the other as a development fund. At present all this money is invested and earns interest (**Appendix 10**) which is offset against expenditure in the park. A small percentage of this original investment has already been spent, on capital projects over the years, but £741,000 remains invested. As interest rates are currently very low, the investment in recent years is not shown a very good

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return. An opportunity exist to reinvest part of the developer contribution in different way, which may achieve a better return on the investment.

External funding – Where practical, funding will be sourced from outside the Council, and this can take the form of donations (seats), grant bids and developer contributions. Examples of where this type of funding has been used in the park are the pond dipping educational facility, which was funded from the Tesco ‘Bags Of Help’ scheme. Another example is the new meadow created as part of a wayleave agreement with funding assistance from South East Water.

Rules – We ask that park users observe some simple guidelines when visiting to ensure that the majority of peoples enjoyment is not unduly effected by a few.

Dog Control Orders – The following Orders were put in place in 2011 and are enforceable at the park: fouling of land by dogs; dogs on leads by direction; dog exclusion (in the children’s play area); dogs on leads (in designated areas); and maximum number of dogs per person - six.



Water safety rules – After the site-specific Water Safety Strategy was developed a number of site-specific recommendations were made including publishing information on water safety for users, and installing warning signs.

No unauthorised swimming – For their own safety the public are not allowed to swim in the lakes. The lakes can be very cold; are of variable depth, may contain underwater obstructions and there are no lifeguards. Authorised open water scuba diving and swimming training is permitted through the Leybourne Lake Water Sports Centre (Ocean Lake Triathlon Club) following a successful induction.

No unauthorised boating – The public are not allowed to boat or launch small model boats on the lakes in the park. Authorised boating can take place through the Water Sports Centre and fishing club members may use a boat to retrieve snagged fishing line and a variety of other purposes.

No dogs in the lakes – it is recommended that dogs should not go into the lakes because Blue Green Alga is sometimes present; it also causes conflicts with angling, wildlife and bank erosion.

No unauthorised barbecues – In line with all the Councils public open spaces and to both reduce the likelihood of fires and for the convenience of other visitors, barbecues are not allowed in the park. On occasions, barbecues are permitted as part of an event where the risk of fire and the inconvenience to visitors and the ranger team has been shown to been minimised.

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No camping – The public is not allowed to camp in the park. (The only exception to this is for night fishing, where it is allowed for Angling Club members.)

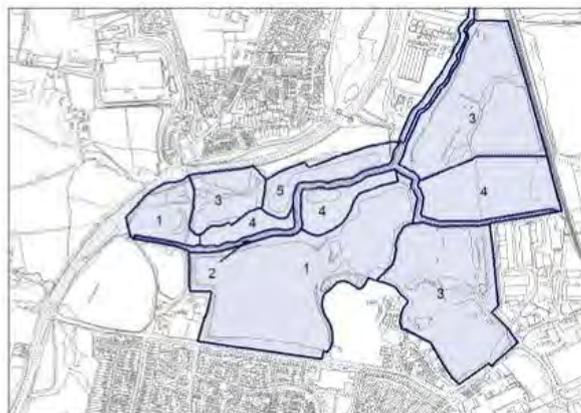
No motorbikes – Motor bikes are permitted in the designated car parks but are not permitted in any other areas of the park.

Anti-social behaviour – Aspects such as littering, dog fouling, fly posting, fly tipping and graffiti have already been covered in **Table 3**.

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Compartments

The park has been divided into five compartment types which reflects their different management needs and uses. The descriptions below outline the current condition and features of each of the five compartments. The location and numbers of compartments can be seen on the map.



Compartment 1 – (Ocean Lake) This is the main recreational area of the park including the Ocean Lake margins, play area, the main car park, toilet facilities and rangers office. This compartment is predominately managed for water sports including windsurfing, canoeing, angling and scuba diving, as well as informal recreation such as walking, children's play, refreshments, cycling and picnics. There is an Ocean Lake circular walk which is an interactive walk around the lake. Benches and picnic tables are situated where viewpoints have been created overlooking the lake.



Compartment 2 – (Mill Stream) Includes the drainage ditches as well as the Mill Stream that runs west to east through the park. Reed and weed clearance is undertaken by the Environment Agency for the Mill Stream and the Lower Medway Internal Drainage Board for the drainage ditches. Access to the stream and ditches is discouraged where possible, as streams are a haven for wildfowl and protected species such as the Water vole. There are also resident Kingfishers as well as regular sightings of the Little Egret and Grey Herons along the stream.



The bankside features include continuous semi emergent vegetation; and the banks themselves are stepped and sloped at around 45 degrees, which allows Water voles to burrow into the bank.



Part 1 - Where are we now?

Compartment 3 – (The fishing lakes) Incorporates Larkfield Lake, Railway Lake, Roaden Island Lake, and the Ocean Lake, the Sand Pond and Reed Pond and surrounding grounds. These lakes and ponds provide a sanctuary for wildlife and are managed to maintain the lakes high wildlife value. The fisheries are managed under licence. The lakes are used for both leisure angling and Carp fishing, they contain an array of fish species like Carp, Tench, Bream, Pike, Roach, Rudd and Perch.



Compartment 4 – (Meadows, grasslands, pond and scrub) The grasslands, meadows pond and scrub incorporate two flower rich grasslands, a shallow wetland area and scrubland. These areas are used for low key informal recreation, while providing suitable habitat for a wide range of species including the Nightingale. The grassland and meadows are used for Ranger Led Activities including nature discovery trails, mini-beast hunts and wildlife orienteering and the pond is used for pond dipping sessions. One of the meadows is a newly created wildflower meadow, measuring nearly 1.2 Hectares in size. This wildflower meadow contains species such as Lady's Bedstraw, Oxeye Daisy, Yellow Rattle, Ragged Robin, Field Scabious well as many others.



Compartment 5 – (Key 'conservation area') This is an area that has no public access **Appendix 11**, in an effort to increase the wildlife and biodiversity by minimising disturbance. During the establishment of the park, this wetland area was created with the intention to provide a suitable habitat for a variety of wildlife, especially more sensitive wildlife species. Minimal disturbance will further enhance the wildlife habitats and allow more wildlife species to establish. A mosaic of reed beds, wet scrub and open water is encouraged for over-wintering bird species and invertebrates. Two Tern rafts were installed by Medway Valley Countryside Partnership and the Ranger Team in spring 2007 to encourage Terns to the park. A Kingfisher nesting box was recently built into one of the banks to try to encourage Kingfishers to nest in this location, as they are regularly spotted patrolling the open water.



Part 1 - Where are we now?

10.0 – Constraints and strengths weakness opportunities & threats analysis

Limiting factors – Every facility has constraints on the management of the site and limitations to the services it can provide. The park's Management Aim, ensuring the site is a suitable home for a wide range of wildlife as well as providing an open space for recreation, fundamentally limits the activities and development that can take place in the park. The park also has the following constraints and limitations.

Water sports rights – There is a lease agreement for windsurfing, canoeing, sailing, swimming events and diving on the lakes. The current lease is for ten years it expires at the end of March 2022, but has a break clause in 2017.

Catering rights – There is a licence to provide refreshment facilities to Park visitors. The current licence is for four years and runs until 31 March 2017.

Angling rights – The current three licences run for five years and expire 31 March 2019. There are some restrictions on general public access to some areas of the Park see **Appendix 11**.

Environment Agency – Any works that are likely to affect the banks of any watercourse e.g. The Mill Stream. Hydrology and floodplain issues will require consent from the Environment Agency.

Drainage – Any new surface water drainage proposals required as part of the park proposals place an obligation on the owner to notify the Lower Medway Internal Drainage Board and the Environment Agency.

Public Rights of Way – All public rights of way must remain open and free of obstruction. Any public rights of way that traverse the site cannot be blocked, diverted or re-aligned without the authorisation from Kent County Council (see **Appendix 2** for public footpaths). No stiles, gates, bollards or any other barriers can be installed on Public Right of Ways (PRoWs) without prior authorisation of KCC. Legal obligations regarding PRoW must be adhered to. For designated Rights of Way see **Appendix 5**.

Size, shape and character of the site – The variety of habitats and high amount of open water limits the extent of land activities that may take place within the park. In parts of the site, the tranquillity of the park is interrupted by noise from vehicles travelling along Leybourne Way and intermittently by trains travelling on the railway line. Background noise from the A228 and M20 can be heard at times.

Part 1 - Where are we now?

Budget – The park has its own revenue budget that covers the basic maintenance of the site. Income is raised through concessions for angling, water sports, cafeteria services and car parking but this only recovers approximately thirty-seven percent of the total revenue costs. Management, maintenance and development carried out within the park are therefore limited in relation to available funding.

National Grid – Two sets of overhead power lines traverse the park. This may limit tree planting and any new buildings and structures. Access for maintenance also must be provided, and so trees and scrub may be removed.

Site designations – The park is designated as a Strategic Gap and an Area of Local Landscape Importance (ALLI) in Tonbridge & Malling Borough Council's Local Development Framework. The park is also designated as a 'Local Wildlife Site' (Site Ref No TM30) (formerly known as a Site of Nature Conservation Interest). It is hoped that the wildlife importance of the park can be increased with the application for Local Nature Reserve status. Local Nature Reserve statutory status places a duty on the Council to consult Natural England about the Management Plan for the park.

Health and safety – The park has its own Health & Safety Plan, including Risk Assessments and a Water Safety Strategy. All staff, volunteers and contractors are expected to follow the health and safety guidelines at all times.

Wildlife protection legislation – Any works in the park, which may cause disturbance to protected habitats and species such as Bats, Water voles, Grass Snake, Eel and breeding birds, or wildflowers etc.; will have to comply with the relevant wildlife protection legislation. e.g. The Wildlife and Countryside Act 1981 and the Conservation (Natural Habitats) Regulations 1994 (the Habitats Regulations). See **Appendix 11** for Key Conservation Area.

Fisheries legislation – Fisheries operations including the transferring of fish, drag netting and the use of electro fishing or control of predatory species such as Eels and Pike will require the permission of the Environment Agency.

Statutory undertakers – Any new electricity, gas, water or telephone supplies will require authorisation by EDF Energy, British Gas Transco, South East Water and BT. Any foul drainage facilities proposed as part of the Visitor Facilities or elsewhere on the site will require authorisation from Southern Water Services. The above companies also have a right to maintain their services which are on the land, including a large water main maintained by South East Water.

Railway line – Any works proposed adjacent to the railway line will need to comply with Network Rail's comments/conditions.

Part 1 - Where are we now?

Strengths weakness, opportunities & threats – Table 11 identifies the main strengths, weaknesses opportunities and threats at Leybourne Lakes Country Park.

Part 1 - Where are we now?

Table 11: Strengths Weakness, Opportunities & Threats

Strengths 	Weaknesses 
<ul style="list-style-type: none"> • Green Flag Award & Country Park Accreditation • Community involvement • High level of customer satisfaction • High level of usage • Financial support from the local Parish and Town Councils • Good relationship with stakeholders • Quality of facilities • Children's play area and wildlife play trail • Public toilets • Ranger service & volunteer group • Disabled access • Ranger Led Activity Pack • Water Safety Strategy • Low level of anti-social behaviour • 'Dog Control Orders' • CCTV • Wildlife value and historical records 	<ul style="list-style-type: none"> • Low interest return on current investments • Limited size of the play area and age range of equipment • Toilets are not located near to play area and watersports • Car parking limited at peak times • Limited catering service open times • Limited range of watersports activities • Road signage to park • Noise from the roads and railway • Angling areas swims mainly not marked • No bylaws • Blue Green Algae • Dog Control disturbance of wildlife • No indoor facilities for educational activities • Deteriorating condition of some paths • Some interpretation signage needs renewal
Opportunities 	Threats 
<ul style="list-style-type: none"> • Reinvestment of Section 106 capital • Increase capacity for car parking • Areas of new income • Adopt a business like approach to management of the park • Extending the play area • External funding • Indoor facilities for education • Improvement of water sports facilities • Lakeside toilets • Enhanced refreshment service • Improved road signage and directions to the park • Increased marketing • Improve existing path network • Public Space Protection Orders • Review of Access Audit • Local Nature Reserve status • Improve interpretation signage • Habitat improvements for wildlife • Increase opportunities to record and study wildlife 	<ul style="list-style-type: none"> • Reductions in government funding to the council • Financial constraints • Reductions in parish council funding • Flooding & lake bank erosion • Overuse of the park, especially from different user groups. • Grassland becoming overgrown with scrub and trees • Land and water based invasive species • Increasing numbers of geese, and rabbits, overgrazing the grassland and meadows • Staffing levels • Anti-social behaviour • Pollution of the water bodies

Part 1 - Where are we now?

Conclusion - Table 11 identifies a number of possible areas for improvement and where possible these have been taken forward in the sections that follow within the aims, objectives and projects for the site.

Part 1 - Where are we now?

Part 2 - Where do you want to get to?

This section of the plan describes our vision for the park and sets out our management aims and objectives.

The Council intends managing the site in accordance with the Green Flag Award standards and the Country Park Accreditation Scheme and as such our aims and objectives are reflective of the Award criteria.



11.0 Management plan aim & objectives

The overall aim – To provide a park that is financially sustainable, offers a welcoming place for recreational use that is compatible with its nature conservation features, ensuring the site's integrity is maintained for the benefit of the local community. A balance is to be achieved between all key elements and none shall, within reason, dominate others.

Objectives -This Aim will be achieved through management focused on the following key objectives:

- A well managed park.
- A welcoming park.
- A healthy, safe and secure park.
- A well maintained and clean park.
- An environmentally managed park.
- A park that addresses biodiversity, landscape and heritage.
- A park that encourages community involvement
- A park with good marketing and communication.

Each of these objectives may give rise to several projects, with tasks or actions within the Five-year Work Programme.

Part 2 - Where do you want to get to?

Part 3 - How will we get there?

This section sets out how we are going to achieve our aims and objectives. A Five-year Work Programme sets out long-term targets and Annual Action Plans, focusing on each year, will flow from this.



12.0 Five Year Work Programme

Each objective will require a range of projects to achieve them and these are highlighted within the Five-year Work Programme at **Table 12**.

Projects are specific areas of work that may require investigation, costing, identification of funding and in some cases several tasks to complete them. The feasibility stage of this process will ultimately determine whether the project is implemented.

The Programme that follows indicates the compartments (**Appendix 2**) in which specific projects will be applied and the estimated year they will be implemented. All projects have also been given year/s for implementation and a priority which is based around the Council's objectives, and where funding is the limiting factor, these priorities will be used to determine which projects go ahead.

13.0 Annual Action Plans

More detailed one-year Action Plans will be drawn up on an annual basis and will be produced in accordance with the Five Year Work Programme. The Annual Action Plan will contain details of what exactly is to be done, when and by whom and will be included in later updates of this plan at **Appendix 12**.



Part 3 - How will we get there?

Table 12 Five-year Work Programme - Project List

Project No	Description
1	Green Flag Award
2	Annual action plan
3	Budget control
4	Cost neutral park
5	Investigate new opportunities for partnerships and income streams
6	Facility improvements
7	Concessions
8	Visitor survey
9	Community involvement
10	Grounds maintenance and other contracts
11	Water Safety Strategy
12	Health and safety aspects
13	Site specific risk assessments
14	Basic tree inspections
15	Expert tree inspections
16	Access audit 2016
17	New access audit
18	Wildflower meadow
19	Health Walks Scheme
20	Paths
21	Park furniture
22	Plant more trees and hedges
23	Buildings and assets
24	Control of pest species
25	Water sports rights
26	Catering rights
27	Angling rights
28	Geese control

Part 3 - How will we get there?

Project No	Description
29	Site signage
30	Pond dipping improvements
31	Fishing swims
32	Fisheries improvements
33	Local fishing clubs
34	Ranger team
35	Wildlife and wildflower monitoring
36	Learning opportunities in the park
37	Sustainability
38	Habitat and landscape management
39	Renewal of play equipment
40	Improvements to the children's play area
41	Cleanliness
42	Local Nature Reserve
43	Lakeside vegetation management
44	Nightingale habitat creation
45	External organisations
46	Circular walks
47	Marketing and communication
48	Interpretation plan
49	Old Chalk New Downs project
50	Programme of activities and events at the park
51	Expand the car park
52	Road signage and directions to the park

Part 3 - How will we get there?

Project No	Description
53	Lake marginal aquatic and emergent planting and bank protection
54	Creation of an orienteering course
55	Automated visitor counter
56	Provide regular feedback for funders
57	Green transport plan for the park
58	Public space protection orders
59	Land drainage
60	Additional drainage
61	Re-apply for the country park accreditation scheme
62	Scrape creation
63	Fees and charges
64	End of year review
65	New management plan

Part 3 - How will we get there?

Table 12 : Five Year Work Programme

Key: R= Revenue, C= Capital, G= Grant, J= Joint funding opportunity, N= No cost overheads only, S= Sponsorship (income), I= Income, K= in kind donation of time

Priorities : 1 high priority, 2, 3 to 4 lowest priority

Proposed year ●

Progress colours: completed = green, started but incomplete = amber, not started = red.

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
1	Green Flag Award - Make an annual application for the award, which is judged annually against the criteria used as the objectives within this plan.	1	All	R	●	●	●	●	●
2	Annual Action Plan - Review the plan, and prepare a new Annual Action Plan for the forthcoming year.	1	All	R	●	●	●	●	●
3	Budget control - Manage the site budget in line with the adopted Revenue and Capital Plan. Prepare budget estimate projections based on estimated expenditure and income on an annual basis.	1	All	R, C	●	●	●	●	●
4	Cost neutral park - Explore opportunities within all new projects, and existing management of the park, to take a 'business like approach' so that the park becomes cost neutral within the next five years.	1	All	R, G	●	●	●	●	●
5	Investigate new opportunities for partnerships and income streams - Investigate opportunities to work with other organisations, and to generate new income to improve and develop the site and in order to make the site financially sustainable.	1	All	N, I, J	●	●	●	●	●
6	Facility improvements - Investigate enhancements of lakeside area which could include a lakeside café, educational visitor centre, and water sports centre building. In order to improve the public services and to increase income.	2	1	C, J, G, I	●	●			

Part 3 - How will we get there?

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
7	Concessions - Liaise and support the on-site concessions, including arranging regular meetings.	1	All	R, I	●	●	●	●	●
8	Visitor survey - Commission a new survey and compare results with the last survey from 2015.	1	All	R				●	
9	Community involvement - Continue to support the park's volunteer conservation group and volunteer rangers. Explore constituting this group in order to maximise external grant funding opportunities. Also support the park's User Panel meeting.	2	All	R, K, G	●	●	●	●	●
10	Grounds maintenance and other contracts - Implement the work and monitor contracts as necessary and report on progress and defects, including all the work in Tables 3, 4 and 5 .	1	All	R	●	●	●	●	●
11	Water Safety Strategy - Implement the actions identified in the Water Safety Strategy Action Plan. <ul style="list-style-type: none"> • Maintain a natural barrier protection along sections of the Ocean Lake • Consider NAG signage as required 	1	All	R	●	●	●	●	●
12	Health and safety aspects - Carry out an annual formal site inspection with the H&S Officer, act on any findings within the report. Ensure that organisations using the site have current public liability insurance cover at an appropriate level. The Ranger Team carry out daily and quarterly checks.	1	All	N	●	●	●	●	●
13	Site specific risk assessments - Continue to review and develop the suite of site specific risk assessments.	1	All	R	●	●	●	●	●

Part 3 - How will we get there?

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
14	Basic tree inspections - Carry out basic tree inspections in line with the Tree Safety Strategy and implement as appropriate.	1	All	R	●		●		●
15	Expert tree inspections - Carry out tree inspections in line with the Tree Safety Strategy and implement as appropriate.	1	All	R		●		●	
16	Access Audit 2016 - Progressively implement the actions with the Access Audit in accordance with the priorities within the access audit, to promote fairness access, as funding permits.	2	All	R	●	●	●	●	●
17	New Access Audit - Undertake new Access Audit of the park utilising the Councils Access Officer, to promote fairness of access, in preparation for the next management plan.	2	All	R					●
18	Wildflower meadow - Continue to develop and manage the new wild flower meadow, as prescribed in the MVCP Wildlife Management Plan.	3	4	R	●	●	●	●	●
19	Health Walks Scheme - Support the year round twice weekly walks, utilising the trained volunteer walk leaders.	3	All	R, G, K	●	●	●	●	●
20	Paths - Assess the need for path resurfacing and progress as funding permits, on an annual basis.	3	All	R	●	●	●	●	●
21	Park furniture - Ensure existing furniture is in good order and investigate the installation of additional litter and dog bins, benches and picnic tables as required, investigating sponsored seats as they arise.	1	All	R, S	●	●	●	●	●

Part 3 - How will we get there?

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
22	Plant more trees and hedges - Where appropriate create hedgerows, and plant more trees. To create wildlife corridors and reduce the need for fences.	3	All	R, G	●	●	●	●	●
23	Buildings and assets - Ensure park's buildings, structures and park furniture are monitored regularly and maintained as required, this is part of the quarterly monitoring.	1	All	R	●	●	●	●	●
24	Control of pest species - Keep invasive alien species (non-natives) and those classed in law as 'pests' under control for example: Giant Hogweed, Himalayan Balsam, Hemlock, Japanese Knotweed, Rabbits, Ragwort and Rats.	2	All	R, S	●	●	●	●	●
25	Water sports rights - Review the Water Sports Centre lease before the break clause and the expiry date and consider income opportunities.	1	1	I, J, S	●			●	
26	Catering rights - Consider opportunities for the future and retender the licence.	1	1	I, J, S	●				
27	Angling rights - Review the licence before the expiry date and consider income opportunities.	1	All	I		●			
28	Geese control - Consider humane controls to reduce the number of Graylag and Canada Geese. The geese are an aggressive pest species and now the dominant species on the lake growing in number each year, and so reducing the variety of other bird species using the lakes and flora present. Controlling these geese maybe subject to obtaining an appropriate consent as required.	3	All	R	●	●	●	●	●

Part 3 - How will we get there?

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
29	Site signage - Review the current site signage and replace/upgrade where appropriate.	3	All	R, S	●	●	●	●	●
30	Pond dipping improvements - Implement the project to install a Pond Dipping Educational facility and sculptor, with the grant received from Tesco's - 'Bags of Help'.	1	All	G	●				
31	Fishing swims - Improve the fishing swims, to maximise potential income, and making appropriate adaptations. Work to be carried out in phases. Consider additional disabled access swims where appropriate.	2	All	I, G	●	●	●	●	●
32	Fisheries improvements - Consider options for fishery development and improvement in order to maximise income from the angling rights.	4	All	R, G, I	●	●	●	●	●
33	Local fishing clubs - Continue to support the local fishing clubs.	3	All	R, J, S, I	●	●	●	●	●
34	Ranger team - Ensure park staffing levels are maintained to provide an efficient service and the actions outlined in this Management Plan and to the accreditation standards.	1	All	R	●	●	●	●	●
35	Wildlife and wildflower monitoring - Collect & record information on wildlife and flora for visiting and present species in the park and report the findings to the Kent and Medway Biological Records Centre. Set up a regular monitoring programme, paying particular attention to any rare and protected species, and where possible record the location of sightings in liaison with Kent Wildlife Trust, Natural England, Medway Valley Countryside Partnership and other local wildlife organisations.	2	All	R, K	●	●	●	●	●

Part 3 - How will we get there?

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
36	Learning opportunities in the park - Provide learning opportunities for young people in the park giving them the opportunities through the Ranger Led Activities and events.	2	All	R, I	●	●	●	●	●
37	Sustainability - Ensure the park is run as sustainably as possible, with the use of an electric vehicle, peat free compost, Forestry Stewardship Council timber, recycling, re-use of green waste materials, minimal chemical use and use of the toilet eco-plant. See section 5.0 for more information.	2	All	R	●	●	●	●	●
38	Habitat and landscape management - Ensure the park's habitats are maintained to minimise disturbance from park visitors and to protect key species. See Table 5 for more information.	2	All	N	●	●	●	●	●
39	Renewal of play equipment - Replace play equipment and impact absorbing surfaces as required. <i>Note: consider inclusive provision when replacing equipment and surfacing.</i>	2	1	C	●	●	●	●	●
40	Improvements to the children's play area - Improve the children's play area by adding more play features for a range of ages, providing increased play opportunities, and inclusive provision, subject to funding.	1	1	G, J, C		●	●		
41	Cleanliness - Ensure the country ark is clean. See Table 3 for more information.	1	All	R	●	●	●	●	●
42	Local Nature Reserve - Progress the designation of the park as a Local Nature	2	All	R	●				

Part 3 - How will we get there?

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
43	Lakeside vegetation management - Ensure lakeside vegetation is maintained to discourage unauthorised lake access, while providing intermittent views of the lake for visitors and residents along approximately 20% of all the lake's edges. A mosaic of different aged vegetation, including aquatic plants, scrapes and selected standard trees, along the lake's edge will provide a range of habitats for species and views for visitors and residents.	2	All	R	●	●	●	●	●
44	Nightingale habitat creation - Investigate the creation suitable habitats giving opportunities for nesting and hiding opportunities for bird species including the Nightingale. Implement if funding allows.	3	All	R, G, K	●		●		●
45	External organisations - Liaise with external organisations such as the Environment Agency to ensure work carried out in the Park is in line with the Management Plan.	1	All	R	●	●	●	●	●
46	Circular walks - Provide additional walking routes for visitors including routes using public footpaths and consider the potential for waymarking.	2	All	R, G	●	●			
47	Marketing and communication - Ensure the country park, and the events and activities taking place, are well promoted through the use of articles, press releases, adverts, local posters and Council's publications.	1	All	R	●	●	●	●	●
48	Interpretation plan - Write an interpretation plan for the park, taking a business like approach and implementing where public consultation indicates need and as funding allows.	2	All	R, G			●		

Part 3 - How will we get there?

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
49	Old Chalk New Downs Project - Continue to support this local partnership for the Heritage Lottery Fund project, potential opportunities for community involvement, practical work, educational workshops, monitoring and survey work, attending events and funding for interpretation.	3	All	R, G, J	●	●			
50	Programme of activities and events in the Park - Run events at the park that: engage the public in our work; encourage healthy living; promote environmental awareness and; interpretation of the park. Also encourage and support applications for appropriate events from recognised organisations and clubs. <i>Note ensure that public liability insurance and risk assessments are in place before events.</i>	2	All	R, I	●	●	●	●	●
51	Expand the car park - Enlarge the parking area available to increase capacity for car park.	1	1	C, I	●	●			
52	Road signage and directions to the park - Investigate options to improve road signage and directions to the park to make it easier for visitors to find the park. Subject to funding implement findings.	2	N/A	R				●	●
53	Lake marginal Aquatic and Emergent Planting and Bank Protection - Around selective areas of the lakes where erosion has occurred, carry out planting and bank protection works, to create a healthy lake eco system, for aesthetic reasons, to attract a wide range of wildlife and to create fish refuge areas from predators.	2	All	R, G, K	●	●	●	●	●
54	Creation of an orienteering course - Working with the local orienteering club to create a fixed orienteering course at the park, for anyone to use.	4	All	R, J, G, I	●				

Part 3 - How will we get there?

Project No	Project	Priority	Compartment	Funding	Year to implement				
					2017	2018	2019	2020	2021
55	Automated visitor counter - Investigate the feasibility of installing and rotating around the park, so that more accurate visitor numbers can be established.	3	All	R	●				
56	Provide regular feedback for funders - Hold regular meetings with local parish councillors to update them on progress in the park.	2	All	I, J	●	●	●	●	●
57	Green transport plan for the park -Write this plan to consider ways that visitors can access the park and staff that could reduce carbon omissions. This is a Desirable criterion for the Country Park Accreditation Scheme.	4	N/A	N, J	●	●			
58	Public Space Protection Orders - Investigate and adopt appropriate Orders for the park.	1	All	N	●				
59	Land drainage - Keep drainage systems in working order removing dead trees, undergrowth as required to avoid flooding.	2	All	N	●	●	●	●	●
60	Additional drainage - Investigate drainage improvements at the bottom of the drive near the water sports car park, where the road and path floods occasionally and implement as funds allow.	3	1	C		●	●		
61	Re-apply for the Country Park Accreditation Scheme - Apply for accreditation under this Natural England scheme before the current accreditation period expires.	2	All	N	●				
62	Scrape creation - Investigate the creation of bare ground shallow scrapes around suitable water bodies as wildlife habitats, and implement if practical and funding allows.	3	All	R, G		●	●		
63	Fees and charges - Review fees and charges to maximise income and recover	1	All	I	●	●	●	●	●

Part 3 - How will we get there?

64	End of year review - At the end of each year review the plan and update it to ensure that the plan is still relevant.	1	All	N	●	●	●	●	●
65	New management plan - Carry out and end of plan review and produce the next Park management plan for the period 2022 - 2026. Consult the public on the draft plan before adoption of the final plan by the Council.	2	All	R					●

Part 4 - How will we know when we have arrived?

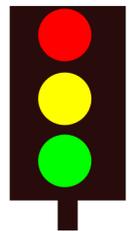
The final section looks at how we will track progress and how the Plan is updated.

It is important to realise that a Management Plan is only a snapshot in time and may need periodic updating to keep it relevant. This may include alterations to reflect policy changes, new innovation, changes in resources or feedback from users and others.



14.0 Monitoring progress

Progress will be monitored against the Five Year Work Programme and the Annual Action Plan, at contractor meetings and by the Head Ranger. To help keep track, the progress for both the Five Year Work Programme and the Annual Action Plans will be marked using the traffic light background colours, green for completed tasks/ projects, amber started but incomplete, and red not started.



Accreditation – This Plan has been written to meet the criteria for the Green Flag Award and the Country Park Accreditation Scheme. Its appropriateness can be assessed against the outcome of any future applications.

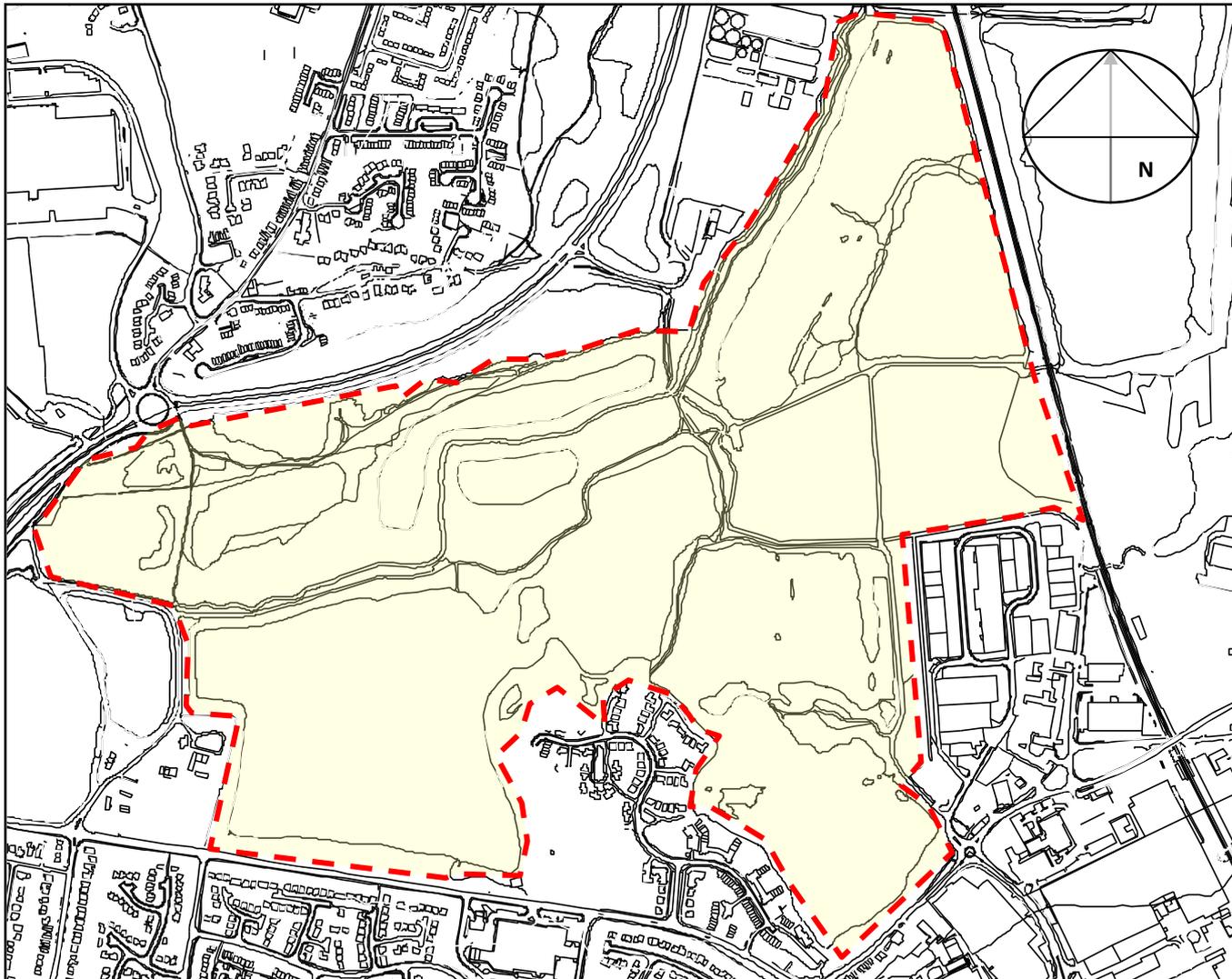
Annual management plan review – In order to keep the plan relevant, prior to the start of each year, an annual review will be carried out. Much of the site description, policy and aims are unlikely to change from year to year, but the final sections of the plan are more dynamic and the whole plan will need reviewing and updating where necessary. The most important part of the review will be to look at the Five Year Work Programme and, from this, draw up the one-year Annual Action Plan for the coming year.

End of plan review – Prior to the expiry of this Plan on 31 December 2021 a full review and rewrite will be carried out to develop a further Five-year Management Plan.

APPENDICES

- Appendix 1 - Location plan
- Appendix 2 - Master plan
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Appendix 1



Location plan: Leybourne Lakes Country Park, Kent

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Master Plan

Compartment 1 – (Ocean Lake)

This is the main recreational area of the park including the ocean lake margins, play area, the main car park, toilet facilities and rangers office. This compartment is predominately managed for water sports including windsurfing, canoeing, angling and scuba diving, as well as informal recreation such as walking, children's play, refreshments, cycling and picnics.

Compartment 2 – (Mill Stream)

Includes the drainage ditches as well as the Mill Stream that runs west to east through the park. Reed and weed clearance is

undertaken by the Environment Agency for the Mill Stream and the Lower Medway Internal Drainage Board for the drainage ditches.

Compartment 3 – (The fishing lakes')

Incorporates Lark 2, Railway Lake, Road and Island Lake, and the Ocean Lake, the Sand Pond and Reed Pond and also in the parks grounds. These lakes and ponds provide a sanctuary for wildlife and are managed to maintain the lakes high wildlife value. The fisheries are managed under licence.

Compartment 4 – (Meadows, grasslands, pond and scrub)

The grasslands, meadows pond and scrub' incorporates two flower rich grasslands, a shallow wetland area and scrubland. These areas are used for low key informal recreation, while providing suitable habitat for a wide range of species including the Nightingale. The grassland and meadows are used for Ranger Led Activities .

Compartment 5 – (Key 'conservation area')

This is an area that has no public access, in an effort to increase the wildlife and biodiversity by minimising

disturbance. During the establishment of the park, this wetland area was created with the intention to provide a suitable habitat for a variety of wildlife, especially more sensitive wildlife species. Minimal disturbance will further enhance the wildlife habitats and allow more wildlife species to establish. A mosaic of reed beds, wet scrub and open water is encouraged for over-wintering bird species and invertebrates.

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KEY

- Site Boundary
- Footpaths (Hard)
- Footpaths (Grass)
- Bridge
- Main Car Park
- Water Sports Car Park
- Anglers Car Park
- Main Entrance
- Pedestrians Entrance
- Toilets
- Rangers Office
- Water Sports Centre
- Windsurfing
- Scuba Diving
- Canoeing
- Fishing
- Scrub/Trees
- Park Entrances

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Title: Leybourne Lakes country Park management plan
 Sheet title: Master plan
 Drawn CF/ VC
 Date: 31/5/16



Appendix 3

Entrance accessibility

Entrance number		Pedestrians/ cyclists	Wheelchair access	Public vehicles	Emergency vehicles	Contractor vehicles	Water sports participants	Fishing club members
1	Main entrance (Ham Hill Roundabout)	✓	✓	✓	✓	✓	✓	✓
2	Ham Hill entrance (Public Footpath MR78)	✓	✓					
3	Nevill Park entrance (Public Footpath MR84)	✓	✓		✓	✓ (limited)		
4	Brookland Lake entrance	✓	✓		✓	✓	✓	✓
5	Larkfield Gate (Restricted Byway MR88A)	✓	✓		✓	✓	✓	✓
6.	Leybourne Lakes residential area Entrance 1	✓	✓					
7.	Leybourne Lakes residential area entrance 2	✓	✓					
8.	Leybourne Lakes residential area entrance 3	✓	✓					
9.	Leybourne Lakes residential area entrance 4	✓	✓					
10.	Leybourne Way entrance (Public footpath MR84)	✓	✓					
11.	Tesco entrance (Leybourne Way)	✓	✓					
12.	Gighill entrance (Public Footpath MR99)	✓	✓		✓	✓		
13.	Lunsford Lane entrance (Public	✓						
14.	Lunsford Lane entrance (Vehicle Access)	✓	✓		✓	✓	✓	✓
15.	Lunsford Lane entrance (Public Footpath MR78)	✓	✓					

See Master plan - **Appendix 2** for locations

**BUILDING CONTROL
PARTNERSHIP**



Access Audit REPORT

Leybourne Lakes Country Park

Malling Road
Larkfield
Kent
ME20 6AA

A Report to:	Phil Outram Head Ranger Tonbridge & Malling Borough Council	Date:	07 June 2016
Written by:	Duncan White BSc (Hons) C.BuildE MCABE	Issue No:	1

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BUILDING CONTROL PARTNERSHIP



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Introduction

Scope

This access audit report has been prepared for Tonbridge & Malling Borough Council. It is to review the accessibility of the park and the facilities within it.

The audit will review the accessibility and the usability for occupiers and visitors. It will include issues that are considered to affect the convenience of all the occupants and visitors not just those with identifiable disabilities.

This approach will promote the principle of inclusive design, to improve usability for all users regardless of age ability or gender.

Criteria for assessment

The criteria for the assessment are as follows:

To review the existing provision of access for disabled people to the park.

The financial and practical considerations of access improvements.

The Approved Document Part M, v.2015 of the Building Regulations 2010 (as amended).

Guidance in British Standard BS 8300:2009

The Equality Act 2010

Legislative Context.

The Equality Act 2010 places duties on the Council as follows:

As a service provider, and,

as a Public Body having a “Public Sector Equality Duty”,

The general principles set out within the Equality Act is that anyone who has a protected characteristic must not be unlawfully discriminated against, harassed or victimised in accessing the premises or service, and reasonable adjustments must be made for disabled people. It is not acceptable to wait until a disabled person wants to use the service, provision must be made in advance.

Public sector organisations must have what the law calls ‘due regard’ to the need to eliminate the types of conduct which are prohibited under the Equality Act 2010.

Appendix 4

It is important to note that it is the service or business that has to be compliant with the Act, not the building.

The Act is civil legislation and enforcement has to be actioned by the person who is feeling discriminated against.

The above is a very brief guide on the Act. Comprehensive guidance is available from the Equality and Human Rights Commission website:

<http://www.equalityhumanrights.com/private-and-public-sector-guidance>

Where appropriate the guidance in the Approved Document or BS 8300 will be used for dimensional guidance.

This audit will identify areas where the park does not enable the service or business to comply.

The above is an informal opinion on the application of the Equality Act. Adherence to the advice contained in this report does not guarantee compliance with the Act or immunity from action by a disabled person.

Audit Report

Entering the site and car parking

The Current Situation	Recommendations
<p>The drive in is tarmac with retro-fitted speed bumps. Whilst they reduce the speed of the traffic they can cause discomfort to disabled people arriving in cars.</p>	<p>Plans are in place to reduce the width of the sleeping policemen to allow a smoother drive and to reduce the inconvenience to cyclists and buggies.</p>
<p>The main car park is level and predominantly tarmacked. Individual spaces are marked out on the tarmac. There are 4 designated disabled parking spaces, although the layout allows for plenty of space around certain other spaces. There are no reports of complaints in respect of a lack of designated spaces or enlarged spaces. No markings provided where the parking is stone.</p>	<p>No action required.</p>
<p>There are disabled parking spaces in the Lakes View car park which is a second smaller car park nearer the "The Ocean", accessed from the main car park. There are two unmarked spaces set aside for disabled parking and signs indicating the space are not present. This carpark is part stone chippings and part grass growing over the stone chippings. The main part of this carpark is loose stones and not suitable for wheelchairs and pushchairs. The harder surface is where the cars park down either side and in the area nearer the children's play area.</p>	<p>Replace the signs indicating where the disabled parking spaces are located.</p>

Toilet facilities

The Current Situation	Recommendations
<p>There is one toilet facility suitable for wheelchair users serving the whole Park. It is accessed with a RADAR key.</p>	<p>No action required</p>
<p>Some of the rails and fittings do not contrast adequately with the background.</p> 	<p>Changing the stainless steel handrails on the stainless steel walls should be considered, to ones that provide more contrast.</p>
<p>Some fixtures are not provided as detailed in BS8300.</p>	<p>The following improvements should be considered:</p> <ul style="list-style-type: none"> • A small shelf should be provided at 950mm above floor level, located in the corner adjacent to the wc. • A clothes hook should be provided on the wall opposite the hand basin. • A small shelf at a height of between 720 and 740mm above the floor should be provided in the corner adjacent to the leading edge of the door. <p>They will not significantly affect the usability of the facility but changes would make using the facility more user friendly.</p>

Paths

The Current Situation	Recommendations
<p>The main paths around the park are firm and suitable for wheelchairs and ambulant disabled. There is some wear and tear to the stone surface in the further areas of the park, which would make for an uncomfortable ride for wheelchairs and pushchairs.</p>	<p>A continuous programme of maintenance to the paths should ensure that the paths do not deteriorate to the point where they are not suitable for wheelchair users.</p>
<p>There is no firm suitable path to the pond dipping platforms located on the Round Pond.</p> <p>The current access path is grass and there is a considerable change in level from the main path to pond.</p>	<p>Providing access to the platforms via a more level route should be investigated.</p> <p>Any path should be suitable for wheelchair users and ambulant disabled. Steps should be avoided unless accompanied by a suitable ramp. BS8300 gives design parameters.</p>

Picnic facilities, play areas and activity areas

The Current Situation	Recommendations
<p>Picnic facilities - The picnic facilities adjacent to The Ocean lake are accessible and have picnic benches with extended tables to allow for a wheelchair user to sit at the table.</p> <p>The path and areas around the benches is firm and suitable for wheelchairs, however there is some deterioration of the surface.</p>	<p>Regular maintenance of the paths and hard surfaces should be carried out.</p>
<p>Play areas – There are two areas which are identified as play areas. Both have hard paths to fairly close to the activities.</p> <p>There is no play equipment specifically designed for disabled people in the enclosed play area.</p> <p>The sensory play area is suitable for disabled people however there is no hard path to and between the elements.</p>	<p>No action required regarding existing provision.</p> <p>The provision of play equipment designed specifically for the disabled should be considered, this will also require laying hard paths to provide access.</p>
<p>Pond dipping – The pond dipping platforms are user friendly and allow a wheelchair user to partake of the activity. Balustrading is kept to a minimum to allow plenty of access, there is however no stop edge to prevent a wheelchair wheel from slipping off the edge.</p> <p>See previous notes on paths regarding suitability of access to the platforms.</p>	<p>If wheelchairs are taken onto the platform then a small upstand on the edge should be provided to prevent a wheelchair wheel from slipping off the edge.</p>

Appendix 4

The Current Situation	Recommendations
<p>Water sports - These are provided and managed by a Concessionaire and providing access to them is their responsibility. Access is limited because the main path is approximately 1800mm above water level, and there is only stepped access.</p>	<p>Encouragement to the Concessionaire should be given to ensure that there is access for disabled people to the sports. This is not exclusively for disabled participants but would provide access for family and supporters.</p>
<p>Fishing - Access to the fishing areas is via designated access points managed by a Concessionaire. There are informal provisions that allow a person to drive to a specified fishing point to allow for a disabled person to get out of the car and fish, or accompany family members. The area set aside is not a hard surface.</p>	<p>There are no recommendations in the applicable standards for the numbers of fishing points or the design of suitable fishing points. However any points should be firm to allow a wheelchair to manoeuvre and get close to the water. If a platform is provided then provision should be made to prevent a wheelchair user from falling off.</p>

Seating

<p>Some of the picnic benches have an extended end which allows a wheelchair user to sit at the bench with friends and family.</p> 	<p>No action required.</p>
---	----------------------------

Appendix 4

The Current Situation	Recommendations
<p>There are quite a number of bench seats near the activity areas and around the site. This provides a good inclusive environment. Some seats are close to the main path and some are set a little further away. There is a good variation of seats with and with out arms and backs, giving a choice of seating.</p> <p>There is wear and tear to the surface around some seats adjacent to the main path which would prevent a wheelchair user from accessing the area to sit with other people.</p> 	<p>Where practicable some of the benches should be provided with a firm surface from the path to an area adjacent to the seat to allow access.</p> <p>Ensure maintenance to the paths is carried out.</p>

Conclusion

There is a good standard of access to the park and the facilities within the park, although there are some areas of concern.

Some of the seating is not accessible to wheelchair users.

The dipping platforms are not accessible to a wheelchair user.

The paths are starting to deteriorate.

The main play area has no play equipment specifically for disabled people.

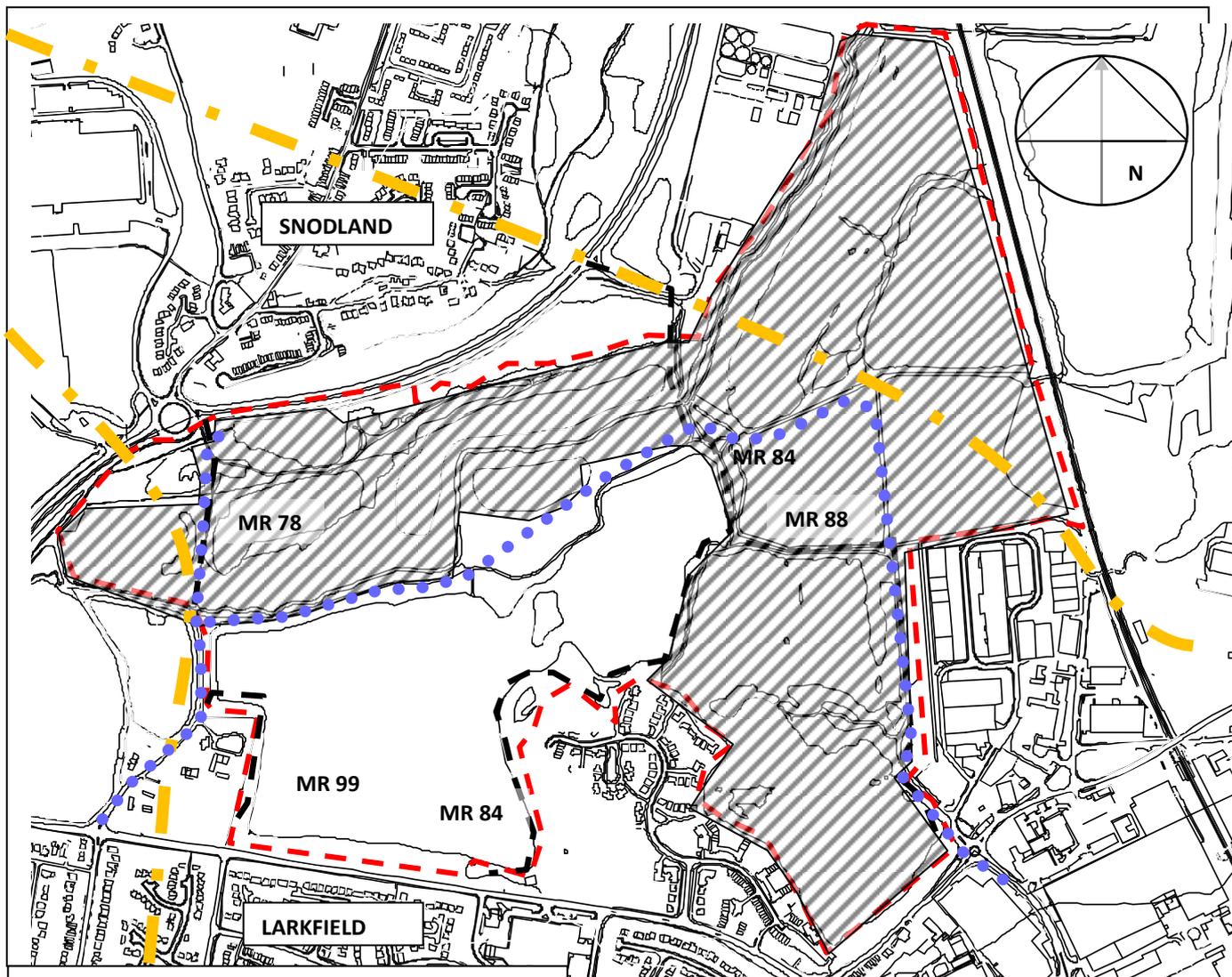
As landlords to the Concessionaires who manage the fishing and the water sport areas, the Council has a limited obligation to provide barrier free access, but as a service provider the Council has a duty to make sure its service delivery is accessible. Should the Concessionaires wish to carry out improvements then the Council cannot unreasonably withhold permission.

Recommendation

The good standard of provision should be maintained.

Improvements should be considered in the following areas:

- Access to the dipping platforms by the provision of a hard-wearing wheelchair friendly path. The path should be ramped at changes in level, and should be accompanied by shallow gradient steps. A kerb should be provided to the edge of the platforms.
- Provision of a hard-wearing surface adjacent to some of the seating located around The Ocean Lake. A hard-wearing surfaced path from the main path to these areas should also be provided.
- Regular maintenance should be carried out to the paths to ensure good standards of accessibility.
- Provision of play equipment designed specifically for the disabled.



KEY

- Site Boundary
- Local Wildlife Site SNCI
- Public Right of Way
- Pylons (electric) wayleave
- Water main wayleave

Legal aspects map: Leybourne Lakes Country Park, Kent

This drawing is for illustration purposes only, always refer to the legal documents for exact areas.

Drawn By CF

Date 3/10/16

Scale Not to Scale

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www.tmbc.gov.uk

Appendix 6

Example risk assessment

 www.tmbc.gov.uk (S) SEVERITY X (L) LIKELIHOOD = (RR) RISK RATING		RISK ASSESSMENT FOR:				ASSESSORS NAME AND SIGNATURE				
		Compound area at Rangers Office – Leybourne Lakes Country Park				Phil Outram				
		DEPARTMENT:				DATE OF INITIAL ASSESSMENT:			REVIEW DATE:	
		Leisure Services				August 2015			August 2016	
No	ACTIVITY/ PROCESS/ OPERATION	HAZARDS AND PERSONS AFFECTED	RISK RATING			EXISTING CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROL MEASURES (ACM) REQUIRED
			S	L	RR		S	L	RR	
1	Sewage emptying	Falls from height into water or into a confined space, trips slips and falls Contractor and public	4	3	12	Clients risk assessment for contractor and contractors risk assessments Controlled access - locked gates & fenced compound	4	2	8	
2	Other storage (rubbish and materials)	As above – Volunteers & staff.	4	3	12	Materials to be stacked and stored in an orderly fashion. Staff and volunteers to be made aware of the risks associated with entering this compound	4	2	8	
3	Servicing sewage system	As above plus execution – contractor	5	3	15	CDM manual for the as built scheme., Specific risk assessment obtained from the contractor	5	2	10	
4	Pump Station	Electrical and noise	3	3	9	Locked unit with installed sound proofing	3	1	3	
5	Trailer Storage	Weekly/fortnightly use of trailer by max x 3 staff and 10 volunteers. Trailer stacked on his base – heavy lifting and potential crush.	5	3	15	Tied upright and secured with rope. Manual handling training for users. Clear and safe access.	5	2	10	
6	Wheelie Bins	Entrapment, heavy loads, rubbish – sharp objects. Staff & volunteers.	3	3	9	Manual Handling training. Bin wheel locking mechanism. Wear gloves.	3	1	1	

Appendix 7

Asset list 2016/17

	<u>Supplier</u>	<u>No</u>
Seats	Streetmaster	39
Picnic Tables	Streetmaster	8
Litter Bins	Streetmaster	24
Dog Waste Bins	Glasdon UK	15
Trade Waste Bins	Countrystyle	2 to 4
Play Area	Playdale	1
Play Equipment	Playdale + Hand Made Places	32 items
Bridges	Sarum Hardwood Structures	4 + 1 KCC
Car Parks		2
Car park spaces (excluding disabled)		57 marked bays + 69 unmarked est.
		4
Disabled car parking spaces		6
High vehicle parking bays		2
Car parking meters	Not stated for security	5 Towers
CCTV	Not stated for security	1
Rangers Accommodation		1
Disabled Toilets		1 each
Male & Female Toilets		1 (5 units)
Water Sports Facility		2
Overhead Barriers	Various	15
Field/Vehicular Gates		9
3 Valleys Access Barrier	Fearn Truck Bodies	11
Entrance Signs	Weddle & Co.	11
Circular Walk Way Markers	Landmark.	2
Notice Boards	TMBC	77
Fishing Platforms	Medway Valley Fisheries	1400 Linear metres
Paths unmade approx. from GIS	Various	5400 Linear metres
Roads/ paths paved approx. from GIS	Various	

Appendix 7

	<u>Supplier</u>	<u>Number</u>
Speed ramps	Ringway	6
Hedges		1574 Linear metres

Appendix 8

Chemicals used at the park

Chemical Group	Examples	Reason for use
Cleaning products	Cream cleaners, toilet cleaners, hand washes, soaps, washing up liquids	Cleaning of the buildings, hygiene, and maintenance work
Glues and solvents	Glue	Repairs and maintenance
Oils and petrol	White spirit, brush cleaners, fuels, oils, and lubricants	Cleaning of paint brushes, fuel for machinery, care of tools and machinery
Paints and stains	Paints and stains	Maintenance of buildings and park furniture
Pesticides and fertilizers	Weed killer (no fertilizers are currently in use)	Hard surface maintenance and selective weed control in other areas e.g. in the new meadow and play area
Others	Graf-Off wipes (blue top)	Removing graffiti.

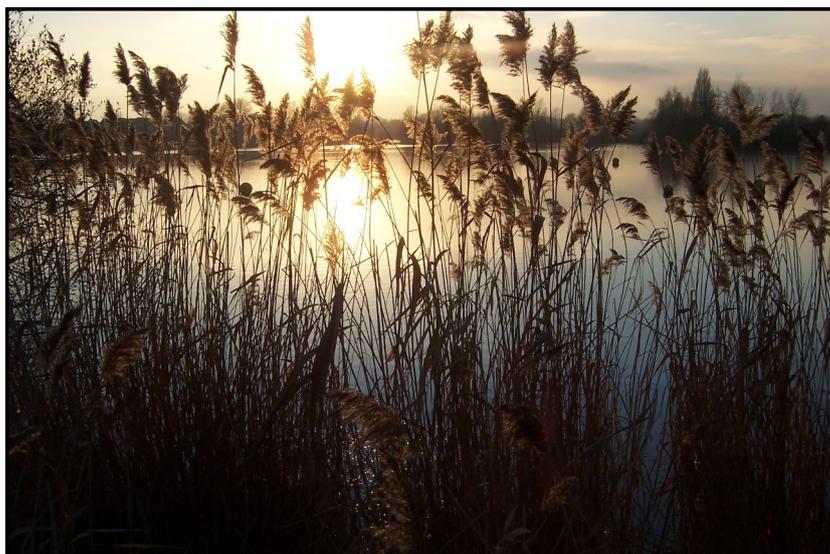
NB. The principle of using the least harmful chemical is always applied. Alternatives are always considered and this will remain under review.

Habitat characteristics and species composition

The **'Sand Pond'** is the smallest and shallowest lake on the site. It forms the western part of a complex of water bodies of similar character which are located adjacent to the A228 bypass immediately outside the site. The northern and southern edges of the lake are shaded by overhanging goat and crack willow (*Salix fragilis*). The lake has diverse aquatic and emergent vegetation including common reed, greater reedmace (*Typha latifolia*), amphibias bistort (*Polygonum amphibian*), common club rush (*Scirpus lacustus*), unbranched bur reed (*Sparganium emersum*), water horsetail and marsh horsetail (*Equisetum fluviatile* and *E. palustre*), water starwort (*Callitriche sp.*), brooklime (*Veronica beccabunga*) and toad rush (*Juncus bufonius*). Other plants surrounding the water's edge include creeping bent (*Agrostis stolonifera*), marsh cudweed (*Gnaphalium uliginosum*), redshank (*Polygonum persicaria*), wild lettuce (*Lactuca serriola*) and Canadian fleabane (*Conyza Canadensis*).

The **'Reed Pond'** is the second smallest lakes on the site. Marginal vegetation surrounds the lake on its northern, southern and eastern sides and is dominated by hawthorn (*Cataegus monogyna*) and crack and goat willow (*Salix fragilis* and *S. caprea*). The dominant emergent vegetation is common reed (*Phragmites communis*) which forms 1 - 2 metre wide margins around the shoreline.

'Larkfield Lake' and the **'Railway Lake'** are both located in the Northern part of the site. They comprise of two inter-connected water bodies, one to the West and one to the East (Larkfield Lake and Railway Lake respectively). These are separated by a swathe of land containing mainly hawthorn, willow trees; scrub and poplar (*Populus sp.*) trees. Both have dense overhanging marginal vegetation, comprising predominantly willow and



hawthorn species along the water's edge in most places. The western edge of Larkfield Lake has some areas where tall ruderal vegetation extends down to the water's edge. The tall vegetation comprises predominantly of hemlock (*Conium maculatum*), nettle (*Urtica dioica*), broadleaved dock (*Rumex obtusifolius*) and teasel (*Dipsacus fullonum*). Scattered exotic trees such as sumac and garden willow are also present along this Western edge of the lake. Emergent vegetation around both the Eastern and Western portions of the lake is locally abundant and comprises mainly reed and reedmace with patches of dense water-lily (*Nuphar lutea* and *Nymphaea alba*) in places. There are three small islands supporting willow scrub in the middle of Larkfield Lake.

Appendix 9

The **'Roaden Island Lake'** is divided into Northern and Southern sections, which are separated by a peninsula of land colonised by dense willow scrub. Both water bodies have dense hawthorn and willow overhanging the water's edge in most places. Both Northern and Southern sections have many dead willow trees that emerge from the water away from the lake's edge.

The **Round Pond** and **Key Conservation Area** were created in 2003 and are shallow wetlands to provide a new habitat for the site. Natural regeneration has resulted in crack and goat willow, common reed and the occasional alder (*Alnus glutinosa*) on the margins.



'Ocean Lake' is the largest and deepest lake on the site. It is used more than any of the other lakes for leisure and recreation activities, including sailing, canoeing, windsurfing and scuba diving, and is separated into two parts by an island supporting willow trees and scrub. The Eastern section of the lake is used predominantly for diving and fishing. The lake has some alder and goat willow scrub which overhangs the water's edge in places, with good mature tree cover on the South and South West margins, but in general has sparser marginal vegetation than the other lakes and

ponds.

The **'Recreational Grasslands'** comprise of a substantial area of successional neutral grassland with some invasion by hawthorn scrub, located on slightly higher ground. Grass and herb species present in the sward include false oat-grass (*Arrhenatherum elatius*), cocksfoot (*Dactylis glomerata*) couch grass (*Elymus repens*), meadow grass (*Poa sp.*) Yorkshire fog (*Holcus lanatus*), red fescue (*Festuca rubra*), ribwort plantain (*Plantago lanceolata*), wild carrot, yarrow (*Achillea millefolium*), daisy (*Bellis perennis*), hairy sedge (*Carex hirta*), bush vetch (*Vicia sepium*), common spotted orchid (*Dactylorhiza fuchsia*), bee orchid (*Ophrys apifera*) and pyramidal orchid (*Anacamptis pyramidelis*).



The **'Railway Scrub'** is an area of re-colonising neutral mixed grassland and scrub in the Eastern part of the site. It is dominated by coarse grasses such as false oat-grass and couch grass. Also present are ribwort plantain, hawkweed oxtongue (*Picris hieracioides*), bee orchid (*Ophrys apifera*), southern marsh orchid (*Dactylorhiza maculate*), pyramidal orchids (*Anacamptis Pyramidalis*) common spotted orchid (*Dactylorhiza fuchsia*) creeping cinquefoil (*Potentilla reptans*), thistle (*Cirsium sp.*), ragwort (*Senecio jacobaea*), broadleaved dock and teasel. The scrub is mainly hawthorn and dogwood, with reedmace in wetter

Appendix 9

areas. There are also a few mature goat willow and crack willow trees located within the scrubland.

Stream - The Mill Stream runs from West to East across the Northern part of the site. It originates from springs in the West and South (Trottscliffe and West Malling) and also serves as an outflow from the chain of lakes to the South West of the site. As the stream travels through the country park it widens from two metres to eight metres and contains fast flowing, normally clear water. Some submerged aquatic vegetation is visible on the stream bed and an abundance of yellow flag (*Iris pseudocorus*) grows locally in the channel. Where the stream runs between the Key Conservation Area and the Round Pond, it contains abundant redmace (*Typha latifolia*) and water cress (*Rorippa Nasturtium aquaticum*) and the ditch banks comprise coarse grasses, teasel and nettle.



Country park full species lists

General notes

In the full species list that follows, each asterisk indicates how many laws within the three categories (international/ European to regional/ local) apply to that species.

In the International columns where shown with an asterisk this indicates species protected by International or European Law. Examples are the Bern Convention, the IUCN Red List of Threatened Species, Birds Directive (the combine spreadsheet master list from the Joint Nature Conservation Committee website <http://jncc.defra.gov.uk/page-3408> was used to construct this list).

Appendix 9

In the National columns, where shown with an asterisk this indicates those species covered by our national, United Kingdom law, such as the Wildlife and Countryside Act, or Crow Act and or in the United Kingdom Biodiversity Action Plan these are marked 'UK BAP' (as above Joint Nature Conservation Committee list was used).

In the Local/ Regional columns, the asterisk this indicates those species which are important in Kent or the southeast region, they are species recorded in the Kent Red or Amber Data Books, or species that are scarce or if they are known to occur in Kent and are noted within the Kent Biodiversity Action Plan (website <http://www.kentbap.org.uk/habitats-and-species/priority-species/> and link to the file updated October 2009) these are marked 'Kent BAP'.

This information is correct at the time of going to print, but is subject to change from time to time, the latest information will always be available via the websites above.

Birds

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Blackbird	<i>Turdus merula</i>	**		
Blackcap	<i>Sylvia atricapilla</i>	*		
Black-headed Gull	<i>Larus ridibundus</i>			
<i>Blacknecked Grebe</i>	<i>Podiceps nigricollis</i>	***	**	
Blue Tit	<i>Cyanistes caeruleus</i>	**		
Bullfinch	<i>Pyrrhula pyrrhula</i>	*	*	* Kent BAP
Canada Goose	<i>Branta Canadensis</i>	**		
Carrion Crow	<i>Corvus corone</i>	**		
Cetti's Warbler	<i>Cettia cetti</i>	*	*	
Chaffinch	<i>Fringilla coelebs</i>	*		
Chiffchaff	<i>Phylloscopus collybita</i>	*		
Collared Dove	<i>Streptopelia decaocta</i>			
Chiffchaff	<i>Phylloscopus collybita</i>	*		

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Collared Dove	<i>Streptopelia decaocta</i>			
Common Gull	<i>Larus canus</i>	*	*	
Common Kestrel	<i>Falco tinnunculus</i>		*	
Common Sandpiper	<i>Actitis hypoleucos</i>	**	*	
Common Whitethroat	<i>Sylvia communis</i>	*		
Coot	<i>Fulica atra</i>	**		
Cormorant	<i>Phalacrocorax carbo</i>	**		
Cuckoo	<i>Cuculus canorus</i>	*	**	* Kent BAP
Dunlin	<i>Calidris alpina</i>	****	*	
Dunnock	<i>Prunella modularis</i>	**	*	
Fieldfare	<i>Turdus pilaris</i>	**	**	
Gadwall	<i>Anas strepera</i>	****	*	
Garden Warbler	<i>Sylvia borin</i>	*		
Goldcrest	<i>Regulus regulus</i>	**		
Goldfinch	<i>Carduelis carduelis</i>	**		
Grasshopper warbler	<i>Locustella naevia</i>	*	*	* Kent BAP
Great Crested Grebe	<i>Podiceps cristatus</i>	**		
Great Spotted Woodpecker	<i>Dendrocopos major</i>	**		
Great Tit	<i>Parus major</i>	*		
Great Bittern	<i>Botaurus stellaris</i>	****	***** UKBAP	* Kent BAP

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Green Woodpecker	<i>Picus viridis</i>	*		
Greenfinch	<i>Carduelis chloris</i>			
Greensandpiper	<i>Tringa ochropus</i>	****	**	
Grey Heron	<i>Ardea cinerea</i>	**		
Greylag Goose	<i>Anser anser</i>	****	**	
Herring Gull	<i>Larus argentatus</i>	***		
Hobby	<i>Falco Subbuteo</i>	***	*	
House Sparrow	<i>Passer domesticus</i>	*	***	* Kent BAP
Jackdaw	<i>Corvus monedula</i>	**	**	
Jay	<i>Garrulus glandarius</i>	**		
Kestrel	<i>Falco tinnunculus</i>	***	**	
Kingfisher	<i>Alcedo atthis</i>	***	**	
Lapwing	<i>Vanellus vanellus</i>	****	*** UK BAP	* Kent BAP
Lesser Black-backed Gull	<i>Larus fuscus</i>	*	*	
Linnet	<i>Carduelis cannabina</i>			* Kent BAP
Little Egret	<i>Egretta garzetta</i>	****		* Kent BAP
Little Grebe	<i>Tachybaptus podiceps</i>	**		
Little ringed plover	<i>Charadrius dubius</i>	****	*	
Long-tailed Tit	<i>Aegithalos caudatus</i>	*		
Mew Gull	<i>Larus canus</i>	*		

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Magpie	<i>Pica pica</i>	*		
Mallard	<i>Anas platyrhynchos</i>			
Mistle Thrush	<i>Turdus viscivorus</i>	**	*	
Moorhen	<i>Gallinula chloropus</i>	****		
Nightingale	<i>Luscinia megarhynchos</i>	**	*	* Kent BAP
Pochard	<i>Anthya farina</i>	****	*	
Redwing	<i>Turdus iliacus</i>	**	*	
Reed Bunting	<i>Emberiza schoeniclus</i>	**	***	UK BAP
Reed Warbler	<i>Acrocephalus scirpaceus</i>	*		
Robin	<i>Erithacus rubecula</i>	**		
Sand Martin	<i>Riparia riparia</i>	*		
Sedge Warbler	<i>Acrocephalus schoenobaenus</i>	*		
Shoveler	<i>Anas clypeata</i>	****	*	
Siskin	<i>Carduelis spinus</i>			
Slavonian Grebe	<i>Podiceps auritus</i>	*****	**	
Smew	<i>Mergellus albellus</i>	*****	*	
Song Thrush	<i>Turdus philomelos</i>	**	*	* Kent BAP
Sparrowhawk	<i>Accipiter nisus</i>	**		
Spotted flycatcher	<i>Muscicapa striata</i>	***	**	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Starling	<i>Sturnus vulgaris</i>	**	*	
Swan Black	<i>Cygnus atratus</i>			
Swan Mute	<i>Cygnus olor</i>	**	*	
Swan Whooper	<i>Cygnus Cygnus</i>	*****	*	
Swallow	<i>Hirundo rustica</i>	**		
Swift	<i>Apus apus</i>	*		
Tufted Duck	<i>Anthya fuligula</i>			
Turtle Dove	<i>Streptopelia turtur</i>	**	***	
Willow Warbler	<i>Phylloscopus trochilus</i>	*	*	
Woodpigeon	<i>Columba palumbus</i>	**		
Wren	<i>Troglodytes troglodytes</i>	**		

Note: 'Breeding Birds Surveys' following the BTO format have not been regularly carried out on the site. The SNCI record states that the site is important for wintering and breeding water fowl and passerines, with at least 24 breeding species.

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
<u>Plants</u>				
Adder's-tongue	<i>Ophioglossum vulgatum</i>		*	
Agrimony	<i>Agrimonia eupatoria</i>		*	
Alder	<i>Alnus glutinosa</i>	*	*	
Alexanders	<i>Smyrniolum olusatrum</i>		*	
Almond Willow	<i>Salix triandra</i>		*	
American Willowherb	<i>Epilobium ciliatum</i>			

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Amphibious Bistort	<i>Persicaria amphibia</i>		*	
Annual Meadow-grass	<i>Poa annua</i>		*	
Annual Mercury	<i>Mercurialis annua</i>		*	
Annual Pearlwort	<i>Sagina apetala</i>		*	
Apple	<i>Malus pumila</i>			
Arrowhead	<i>Sagittaria sagittifolia</i>		*	
Ash	<i>Fraxinus excelsior</i>		*	
Asian Firethorn	<i>Pyracantha rogersiana</i>			
Aspen	<i>Populus tremula</i>		*	
Babington's Burdock	<i>Arctium minus ssp pubens</i>			
Balm	<i>Melissa officinalis</i>			
Barren Brome	<i>Anisantha sterilis</i>			
Bastard Cabbage	<i>Rapistrum rugosum</i>			
Beaked Hawk's-beard	<i>Crepis vesicaria</i>			
Bee Orchid	<i>Ophrys apifera</i>	*	*	
Bilboa Fleabane	<i>Conyza floribunda</i>			
Bitting stonecrop	<i>Sedum acre</i>			
Bittersweet	<i>Solanum dulcamara</i>		*	
Black Bent	<i>Agrostis gigantean</i>		*	
Black Horehound	<i>Ballota nigra</i>		*	
Black Medick	<i>Medicago lupulina</i>		*	
Black Mustard	<i>Brassica nigra</i>		*	
Black Nightshade	<i>Solanum nigrum</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Black Poplar	<i>Populus nigra ssp betulifolia</i>			
Black-grass	<i>Alopecurus myosuroides</i>		*	
Blackthorn	<i>Prunus spinose</i>		*	
Bladderwort	<i>Utricularia australis</i>		*	
Bloody Crane's-bill	<i>Geranium sanguineum</i>		*	
Blue Fleabane	<i>Erigeron acris</i>		*	
Bluebell	<i>Hyacinthoides non-scripta</i>		*	
Bogbean	<i>Menyanthes trifoliata</i>		*	
Bramble	<i>Rubus armeniacus</i>			
Bramble	<i>Rubus ulmifolius</i>			
Bramble species	<i>Rubus fruticosus agg.</i>		*	
Branched Bur-reed	<i>Sparganium erectum</i>			
Bread Wheat	<i>Triticum aestivum</i>			
Bristly Oxtongue	<i>Helminthotheca echioides</i>			
Broad-leaved Dock	<i>Rumex obtusifolius</i>		*	
Broad-leaved				
Everlasting-pea	<i>Lathyrus latifolius</i>			
Broad-leaved Osier	<i>Salix viminalis x caprea</i>			
Broad-leaved Pondweed	<i>Potamogeton natans</i>		*	
Broad-leaved Willowherb	<i>Epilobium montanum</i>		*	
Brooklime	<i>Veronica beccabunga</i>		*	
Broom	<i>Cytisus scoparius</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Buck's-horn Plantain	<i>Plantago coronopus</i>		*	
Buckthorn	<i>Rhamnus cathartica</i>		*	
Bugle	<i>Ajuga reptans</i>		*	
Bulbosus Buttercup	<i>Ranunculus bulbosus</i>		*	
Bullace	<i>Prunus domestica insititia</i>			
Bulrush	<i>latifolia</i>		*	
Bush Vetch	<i>Vicia sepium</i>		*	
Butterfly-bush	<i>Buddleja davidii</i>			
Canadian Fleabane	<i>Conyza Canadensis</i>			
Canadian Waterweed	<i>Elodea canadensis</i>			
Cat's-ear	<i>Hypochaeris radicata</i>		*	
Chalk Knapweed	<i>Centaurea debeauxii</i>		*	
Charlock	<i>Sinapis arvensis</i>		*	
Cherry Laurel	<i>Prunus laurocerasus</i>			
Cherry Plum	<i>Prunus cerasifera</i>			
Cleavers	<i>Galium aparine</i>		*	
Clustered Dock	<i>Rumex conglomeratus</i>		*	
Cock's-foot	<i>Dactylis glomerata</i>		*	
Colt's-foot	<i>Tussilago farfara</i>		*	
Common Bird's-foot-trefoil	<i>Lotus corniculatus</i>		*	
Common Centaury	<i>Centaureum erythraea</i>		*	
Common Club-rush	<i>Schoenoplectus lacustris</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Common Couch	<i>Elytrigia repens</i>		*	
Common Cudweed	<i>Filago vulgaris</i>		*	
Common Field-speedwell	<i>Veronica persica</i>			
Common Fleabane	<i>Pulicaria dysenterica</i>		*	
Common Mallow	<i>Malva sylvestris</i>		*	
Common Marsh-bedstraw	<i>Galium palustre</i>		*	
Common Mouse-ear	<i>Cerastium fontanum</i>		*	
Common Nettle	<i>Urtica dioica</i>			
Common melilot	<i>Melilotus officinalis</i>			
Common Orache	<i>Atriplex patula</i>		*	
Common Poppy	<i>Papaver rhoeas</i>		*	
Common Ragwort	<i>Senecio jacobaea</i>		*	
Common Reed	<i>Phragmites australis</i>			
Common Sorrel	<i>Rumex acetosa</i>		*	
Common Spike-rush	<i>Elocharis palustris</i>			
Common Spotted-orchid	<i>Dactylorhiza fuchsia</i>		*	
Common Toadflax	<i>Linaria vulgaris</i>		*	
Common Twayblade	<i>Neottia ovata</i>		*	
Common Vetch	<i>Vicia sativa segetalis</i>			
Common Whitlowgrass	<i>Erophila verna</i>		*	
Common Chickweed	<i>Stellaria media</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Corkscrew Willow	<i>Salix babylonica var. pekinensis</i>			
Cotton Thistle	<i>Onopordum acanthium</i>		*	
Couch grass	<i>Elymus repens</i>			
Cow Parsley	<i>Anthriscus sylvestris</i>		*	
Crack-willow	<i>Salix fragilis</i>		*	
Creeping Bent	<i>Agrostis stolonifera</i>		*	
Creeping Buttercup	<i>Ranunculus repens</i>		*	
Creeping Cinquefoil	<i>Potentilla reptans</i>		*	
Creeping Thistle	<i>Cirsium arvense</i>		*	
Creeping-Jenny	<i>Lysimachia nummularia</i>		*	
Crested Dog's-tail	<i>Cynosurus cristatus</i>		*	
Crosswort	<i>Cruciata laevipes</i>		*	
Cuckooflower	<i>Cardamine pratensis</i>		*	
Curled Dock	<i>Rumex crispus</i>		*	
Cut-leaved Crane's-bill	<i>Geranium dissectum</i>		*	
Daffodil cultivar	<i>Narcissus agg.</i>			
Daisy	<i>Bellis perennis</i>		*	
Dandelion	<i>Taraxacum sp.</i>			
Dewberry	<i>Rubus caesius</i>			

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Dog-rose	<i>Rosa canina</i>		*	
Dogwood	<i>Cornus sanguinea</i>		*	
Dove's-foot Crane's-bill	<i>Geranium molle</i>		*	
Early Forget-me-not	<i>Myosotis ramosissima</i>		*	
Early Marsh-orchid	<i>Dactylorhiza incarnate</i>	*		
Elder	<i>Sambucus nigra</i>		*	
Enchanter's-nightshade	<i>Circaea lutetiana</i>		*	
English Elm	<i>Ulmus procera</i>		*	
False Brome	<i>Brachypodium sylvaticum</i>		*	
False Fox-sedge	<i>Carex otrubae</i>		*	
False Oat-grass	<i>Arrhenatherum elatius</i>		*	
Fat-hen	<i>Chenopodium album</i>		*	
Fennel	<i>Foeniculum vulgare</i>		*	
Feverfew	<i>Tanacetum parthenium</i>		*	
Field Bindweed	<i>Convolvulus arvensis</i>		*	
Field Forget-me-not	<i>Myosotis arvensis</i>		*	
Field Gromwell	<i>Lithospermum arvense</i>		*	
Field Horsetail	<i>Equisetum arvense</i>		*	
Field Madder	<i>Sherardia arvensis</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Field Maple	<i>Acer campestre</i>		*	
Field Scabious	<i>Knautia arvensis</i>			
Field Wood-rush	<i>Luzula campestris</i>		*	
<i>Flowering Rush</i>	<i>Butomus umbellatus</i>		*	
Fool's-water-cress	<i>Apium nodiflorum</i>		*	
Fringed Water-lily	<i>Nymphoides peltata</i>		*	
Garden Pink-sorrel	<i>Oxalis latifolia</i>			
Garlic Mustard	<i>Alliaria petiolate</i>		*	
Germander Speedwell	<i>Veronica chamaedrys</i>		*	
Giant Horsetail	<i>Equisetum telmateia</i>		*	
Glaucous Sedge	<i>Carex flacca</i>		*	
Goat Willow	<i>Salix caprea</i>		*	
Goat's-beard	<i>Tragopogon pratensis pratensis</i>			
Goat's-beard	<i>Tragopogon pratensis minor</i>			
Goat's-rue	<i>Galega officinalis</i>			
Golden Willow	<i>Salix alba var. vitellina</i>			
Gorse	<i>Ulex europaeus</i>		*	
Grass Vetchling	<i>Lathyrus nissolia</i>		*	
Great Lettuce	<i>Lactuca virosa</i>		*	
Great water parsnip	<i>Sium latifolium</i>		*****	UK BAP
Great Willowherb	<i>Epilobium hirsutum</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Greater Bird's-foot-trefoil	<i>Lotus pedunculatus</i>		*	
Greater Burdock	<i>Arctium lappa</i>		*	
Greater Periwinkle	<i>Vinca major</i>			
Greater Plantain	<i>Plantago major</i>		*	
Greater Pond-sedge	<i>Carex riparia</i>		*	
Greater Stitchwort	<i>Stellaria holostea</i>		*	
Green Alkanet	<i>Pentaglottis sempervirens</i>			
Grey Alder	<i>Alnus incana</i>			
Grey Club-rush	<i>Schoenoplectus tabernaemontani</i>		*	
Grey Field-speedwell	<i>Veronica polita</i>			
Grey Poplar	<i>Populus x canescens</i>			
Grey Willow	<i>Salix cinerea ssp oleifolia</i>			
Ground-ivy	<i>Glechoma hederacea</i>		*	
Groundsel	<i>Senecio vulgaris</i>		*	
Guelder-rose	<i>Viburnum opulus</i>		*	
Guernsey Fleabane	<i>Conyza sumatrensis</i>			
Gypsywort	<i>Lycopus europaeus</i>		*	
Hairy Sedge	<i>Carex hirta</i>		*	
Hairy St John's-wort	<i>Hypericum hirsutum</i>		*	
Hairy Tare	<i>Vicia hirsute</i>		*	
Hard Rush	<i>Juncus inflexus</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Hare's-foot Clover	<i>Trifolium arvense</i>		*	
Hawkweed Oxtongue	<i>Picris hieracioides</i>		*	
Hawthorn	<i>Crataegus monogyna</i>		*	
Hazel	<i>Corylus avellana</i>		*	
Heath Speedwell	<i>Veronica officinalis</i>		*	
Hedge Bindweed	<i>Calystegia sepium</i>		*	
Hedge Mustard	<i>Sisymbrium officinale</i>		*	
Hedge Woundwort	<i>Stachys sylvatica</i>		*	
Hedgerow Crane's-bill	<i>Geranium pyrenaicum</i>			
Hemlock	<i>Conium maculatum</i>		*	
Hemlock Water-dropwort	<i>Oenanthe crocata</i>		*	
Hemp-agrimony	<i>Eupatorium cannabinum</i>		*	
Herb-Robert	<i>Geranium robertianum</i>		*	
Hoary Cress	<i>Lepidium draba</i>			
Hoary Ragwort	<i>Senecio erucifolius</i>		*	
Hoary Willowherb	<i>Epilobium parviflorum</i>		*	
Hogweed	<i>Heracleum sphondylium</i>		*	
Hollyhock	<i>Alcea rosea</i>			
Holme Willow	<i>Salix x calodendron</i>			
Honesty	<i>Lunaria annua</i>			
Hop Trefoil	<i>Trifolium campestre</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Horse-chestnut	<i>Aesculus hippocastanum</i>			
Horse-radish	<i>Armoracia rusticana</i>		*	
Hybrid Black-poplar	<i>Populus x canadensis</i>			
Hybrid Bluebell	<i>Hyacinthoides x massartiana</i>			
Hybrid Campion	<i>Silene x hampeana</i>			
Hybrid Crack-willow	<i>Salix x rubens</i>			
Hybrid Water-speedwell	<i>Veronica x lackschewitzii</i>			
Indian Balsam	<i>Impatiens glandulifera</i>			
Italian Alder	<i>Alnus cordata</i>			
Italian Rye-grass	<i>Lolium multiflorum</i>			
Ivy	<i>Hedera helix</i>		*	
Ivy-leaved Duckweed	<i>Lemna trisulca</i>		*	
Ivy-leaved Speedwell	<i>Veronica hederifolia</i>		*	
Japanese Honeysuckle	<i>Lonicera japonica</i>			
Jointed Rush	<i>Juncus articulates</i>		*	
Keeled-fruited				
Cornsalad	<i>Valerianella carinata</i>		*	
Kidney Vetch	<i>Anthyllis vulneraria</i>		*	
Knotgrass	<i>Polygonum aviculare</i>		*	
Knotted Pearlwort	<i>Sagina nodosa</i>			
Laburnum	<i>Laburnum anagyroides</i>			
Lady's Bedstraw	<i>Galium verum</i>		*	
Large Bindweed	<i>Calystegis silvatica</i>			
Large Bitter-cress	<i>Cardamine amara</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Large-flowered Evening-primrose	<i>Oenothera glazioviana</i>			
Laurustinus	<i>Viburnum tinus</i>			
Lawson's Cypress	<i>Chamaecyparis lawsoniana</i>			
Least Duckweed	<i>Lemna minuta</i>			
Lesser Bulrush	<i>Typha angustifolia</i>		*	
Lesser Burdock	<i>Arctium minus ssp minus</i>			
Lesser Celandine	<i>Ficaria verna</i>			
Lesser Chickweed	<i>Stellaria graminea</i>		*	
Lesser Hawkbit	<i>Leontodon saxatilis</i>		*	
Lesser Swine-cress	<i>Lepidium didymum</i>			
Lesser Trefoil	<i>Trifolium dubium</i>		*	
Lombardy-poplar	<i>Populus nigra 'Italica'</i>			
Long-headed Poppy	<i>Papaver dubium</i>		*	
Lords-and-Ladies	<i>Arum maculatum</i>		*	
Male-fern	<i>Dryopteris filix-mas</i>		*	
Mare's-tail	<i>Hippuris vulgaris</i>		*	
Marsh Cudweed	<i>Gnaphalium uliginosum</i>		*	
Marsh Horsetail	<i>Equisetum palustre</i>		*	
Marsh Woundwort	<i>Stachys palustris</i>		*	
Meadow Buttercup	<i>Ranunculus acris</i>		*	
Meadow Fescue	<i>Schedonorus pratensis</i>			
Meadow Foxtail	<i>Alopecurus pratensis</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Meadow Vetchling	<i>Lathyrus pratensis</i>		*	
Meadowsweet	<i>Filipendula ulmaria</i>		*	
Midland Hawthorn	<i>Crataegus laevigata</i>		*	
Moth Mullein	<i>Verbascum blattaria</i>		*	
Mugwort	<i>Artemisia vulgaris</i>		*	
Musk-mallow	<i>Malva moschata</i>		*	
Narrow-leaved				
Meadow-grass	<i>Poa angustifolia</i>		*	
Narrow-leaved				
Smooth Aster	<i>Aster concinnus</i>			
Nipplewort	<i>Lapsana communis</i>		*	
Nuttall's Waterweed	<i>Elodea nuttallii</i>			
Oat	<i>Avena sativa</i>			
Opium Poppy	<i>Papaver somniferum</i>		*	
Osier	<i>Salix viminalis</i>		*	
Oxeye Daisy	<i>Leucanthemum vulgare</i>		*	
Pale Yellow-eyed-grass	<i>Sisyrinchium striatum</i>			
Pampas-grass	<i>Cortaderia selloana</i>			
Parrot's-feather	<i>Myriophyllum aquaticum</i>			
Parsley-piert	<i>Aphanes arvensis</i>		*	
Pear	<i>Pyrus communis</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Pedunculate Oak	<i>Quercus robur</i>		*	
Pellitory-of-the-wall	<i>Parietaria Judaica</i>		*	
Pendulous Sedge	<i>Carex pendula</i>		*	
Pepper-saxifrage	<i>Silaum silaus</i>		*	
Perennial Rye-grass	<i>Lolium perenne</i>		*	
Perennial Sow-thistle	<i>Sonchus arvensis</i>		*	
Perennial Wall-rocket	<i>Diplotaxis tenuifolia</i>		*	
Perforate St John's-wort	<i>Hypericum perforatum</i>		*	
Petty Spurge	<i>Euphorbia peplus</i>		*	
Pineappleweed	<i>Matricaria discoidea</i>		*	
Pink Water-speedwell	<i>Veronica catenata</i>		*	
Ploughman's-spikenard	<i>Inula conyzae</i>		*	
Prickly Lettuce	<i>Lactuca serriola</i>		*	
Prickly Sow-thistle	<i>Sonchus asper</i>		*	
Primrose	<i>Primula vulgaris</i>		*	
Procumbent Pearlwort	<i>Sagina procumbens</i>		*	
Purple Toadflax	<i>Linaria purpurea</i>		*	
Purple-loosestrife	<i>Lythrum salicaria</i>		*	
Pyramidal Orchid	<i>Anacamptis pyramidalis</i>		*	

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Ragged-Robin	<i>Silene flos-cuculi</i>		*	
Rat's-tail Fescue	<i>Vulpia myuros</i>		*	
Red Bartsia	<i>Odontites vernus</i>		*	
Red Campion	<i>Silene dioica</i>		*	
Red Clover	<i>Trifolium pratense</i>		*	
Red Dead-nettle	<i>Lamium purpureum</i>		*	
Red Fescue	<i>Festuca rubra</i>			
Red Valerian	<i>Centranthus ruber</i>			
Redshank	<i>Persicaria maculosa</i>		*	
Reed Canary-grass	<i>Phalaris arundinacea</i>		*	
Reed Sweet-grass	<i>Glyceria maxima</i>		*	
Ribwort Plantain	<i>Plantago lanceolate</i>		*	
Rigid Hornwort	<i>Ceratophyllum demersum</i>		*	
Rose Campion	<i>Silene coronaria</i>			
Rosebay Willowherb	<i>Chamerion angustifolium</i>		*	
Rough Meadow-grass	<i>Poa trivialis</i>		*	
Rowan	<i>Sorbus aucuparia</i>		*	
Scarlet Pimpernel	<i>Anagallis arvensis</i>		*	
Scented Mayweed	<i>Matricaria chamomilla</i>		*	
Scentless Mayweed	<i>Tripleurospermum inodorum</i>		*	

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Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Selfheal	<i>Prunella vulgaris</i>		*	
Shepherd's-purse	<i>Capsella bursa-pastoris</i>		*	
Shining Crane's-bill	<i>Geranium lucidum</i>		*	
Silver Birch	<i>Betula pendula</i>		*	
Silverweed	<i>Potentilla anserine</i>		*	
Small bur weed	<i>Sparganium emersum</i>		*	
Small-flowered				
Crane's-bill	<i>Geranium pusillum</i>		*	
Small-flowered Evening-primrose	<i>Oenothera cambrica</i>			
Smooth Hawk's-beard	<i>Crepis capillaris</i>		*	
Smooth Sow-thistle	<i>Sonchus oleraceus</i>		*	
Smooth Tare	<i>Vicia tetrasperma</i>		*	
Snowberry	<i>Symphoricarpos albus</i>			
Snowdrop	<i>Galanthus nivalis</i>			
Soft Lady's-mantle	<i>Alchemilla mollis</i>			
Soft-brome	<i>Bromus hordeaceus hordeaceus</i>			
Soft-rush	<i>Juncus effuses</i>		*	
Southern Marsh Orchid	<i>Dactylorhiza praetermissa</i>		*	
Spear Thistle	<i>Cirsium vulgare</i>		*	
Spear-leaved Orache	<i>Atriplex prostrata</i>		*	
Spiked Water-milfoil	<i>Myriophyllum spicatum</i>		*	

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Spotted Medick	<i>Medicago Arabica</i>		*	
Spreading Meadow-grass	<i>Poa humilis</i>		*	
Square-stalked St John's-wort	<i>Hypericum tetrapterum</i>		*	
Square-stalked Willowherb	<i>Epilobium tetragonum</i>		*	
Squirreltail Fescue	<i>Vulpia bromoides</i>		*	
Stag's-horn Sumach	<i>Rhus typhina</i>		*	
Sticky Mouse-ear	<i>Cerastium glomeratum</i>		*	
Subterranean Clover	<i>Trifolium subterraneum</i>		*	
Sun Spurge	<i>Euphorbia helioscopia</i>		*	
Sweet Chestnut	<i>Castanea sativa</i>		*	
Sweet Vernal-grass	<i>Anthoxanthum odoratum</i>		*	
Sweet Violet	<i>Viola odorata</i>		*	
Sweet-briar	<i>Rosa rubiginosa</i>		*	
Sycamore	<i>Acer pseudoplatanus</i>			
Tall Fescue	<i>Schedonorus arundinaceus</i>			
Tall Melilot	<i>Melilotus latissimus</i>		*	
Tansy	<i>Tanacetum vulgare</i>		*	
Thale Cress	<i>Arabidopsis thaliana</i>		*	
Thyme-leaved Sandwort	<i>Arenaria serpyllifolia</i>		*	
Thyme-leaved Speedwell	<i>Veronica serpyllifolia</i>		*	

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Timothy	<i>Phleum pratense</i>		*	
Trailing St John's-wort	<i>Hypericum humifusum</i>		*	
Traveller's-joy	<i>Clematis vitalba</i>		*	
Tufted Hair-grass	<i>Deschampsia cespitosa</i>		*	
Tufted Vetch	<i>Vicia cracca</i>			
Turkey Oak	<i>Quercus cerris</i>			
Unbranched bur weed	<i>Sparganium erectum</i>		*	
Upright Hedge-parsley	<i>Torilis japonica</i>		*	
Vervain	<i>Verbena officinalis</i>		*	
Wall Barley	<i>Hordeum murinum murinum</i>			
Wall Speedwell	<i>Veronica arvensis</i>		*	
Water Chickweed	<i>Myosoton aquaticum</i>		*	
Water cress	<i>Rorippa nasturtium aquaticum</i>			
Water Dock	<i>Rumex hydrolapathum</i>		*	
Water Figwort	<i>Scrophularia auriculata</i>		*	
Water horsetail	<i>Equisetum fluviatile</i>			
Water Mint	<i>Mentha aquatic</i>		*	
Water-plantain	<i>Alisma plantago-aquatica</i>		*	
Water Violet	<i>Hottonia palustris</i>		*	
Wayfaring-tree	<i>Viburnum lantana</i>		*	
Weeping Crack-willow	<i>Salix babylonica x fragilis</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Weld	<i>Reseda luteola</i>		*	
Wetted Thistle	<i>Carduus crispus</i>		*	
Whitebeam	<i>Sorbus aria</i>		*	
White Bryony	<i>Bryonia dioica</i>		*	
White Campion	<i>Silene latifolia</i>		*	
White Clover	<i>Trifolium repens</i>		*	
White Comfrey	<i>Symphytum orientale</i>			
White Dead-nettle	<i>Lamium album</i>		*	
White Melilot	<i>Melilotus albus</i>			
White Poplar	<i>Populus alba</i>			
White Water-lily	<i>Nymphaea alba</i>		*	
White Willow	<i>Salix alba</i>		*	
Wild Carrot	<i>Daucus carota</i>		*	
Wild Cherry	<i>Prunus avium</i>		*	
Wild Marjoram	<i>Origanum vulgare</i>		*	
Wild Oat	<i>Avena fatua</i>		*	
Wild Privet	<i>Ligustrum vulgare</i>		*	
Wild Teasel	<i>Dipsacus fullonum</i>		*	

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Winter-cress	<i>Barbarea vulgaris</i>		*	
Winter Heliotrope	<i>Petasites fragrans</i>			
Wood Anemone	<i>Anemone nemorosa</i>		*	
Wood Burdock	<i>Arctium nemorosum</i>			
Wood Dock	<i>Rumex sanguineus</i>		*	
Wood Forget-me-not	<i>Myosotis sylvatica</i>		*	
Wood Spurge	<i>Euphorbia amygdaloides</i>		*	
Wych Elm	<i>Ulmus glabra</i>		*	
Yarrow	<i>Achillea millefolium</i>		*	
Yellow Iris	<i>Iris pseudacorus</i>		*	
Yellow Loosestrife	<i>Lysimachia vulgaris</i>		*	
Yellow water lily	<i>Nuphar lutea</i>		*	
Yellow Oat-grass	<i>Trisetum flavescens</i>		*	
Yellow Pimpernel	<i>Lysimachia nemorum</i>		*	
Yellow Rattle	<i>Rhinanthus minor</i>			
Yellow-wort	<i>Blackstonia perfoliata</i>		*	
Yew	<i>Taxus baccata</i>	*	*	
Yorkshire-fog	<i>Holcus lanatus</i>		*	
Zigzag Clover	<i>Trifolium medium</i>		*	

Note: Some of the plant species are likely to be early pioneer species and may not still occur at the site.

Appendix 9

Lower Plants

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
	<i>Coprinus atramentarius</i>			
Shaggy cap	<i>Coprinus comatus</i>			
	<i>Daedaleopsis confragosa</i>			
	<i>Puccinia punctiformis</i>			

Insects

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
22-spot Ladybird	<i>Psyllobora vigintiduopunctata</i>			
24-spot Ladybird	<i>Subcoccinella vigintiquatuorpunctata</i>			
7-spot Ladybird	<i>Coccinella septempunctata</i>			
Acute Bladder Snail	<i>Physella acuta</i>			
Alder Fly	<i>Sialis lutaria</i>			
Ant	<i>Lasius alienus</i>			
Ant	<i>Lasius flavus</i>			
Ant	<i>Lasius mixtus</i>			
Ant	<i>Lasius niger</i>			
Ant	<i>Myrmica rubra</i>			
Ant Woodlouse	<i>Platyarthrus hoffmannseggi</i>			
Azure Damselfly	<i>Coenagrion puella</i>			
Back-swimmer	<i>Notonecta glauca</i>			
Banded Demoiselle	<i>Calopteryx splendens</i>	*		
Bedeguar gall	<i>Diplolepis rosae</i>			
Bee-fly	<i>Bombylius major</i>			
Bee-wolf	<i>Philanthus triangulum</i>			
Birch catkin gall-midge	<i>Semudobia tarda</i>			
Black-tailed Skimmer	<i>Orthetrum cancellatum</i>	*		
Blue-tailed Damselfly	<i>Ischnura elegans</i>	*		
Box bug	<i>Gononocerus acuteangulatus</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Brimstone butterfly	<i>Gonopteryx rhamni</i>			
Broad Centurion	<i>Chloromyia formosa</i>			
Brown China-mark moth	<i>Elophila nymphaeata</i>			
Brown Hawker	<i>Aeshna grandis</i>	*		
Brown-lipped Snail	<i>Cepaea nemoralis</i>			
Brown-tail moth	<i>Euproctis chrysorrhoea</i>			
Cardinal Beetle	<i>Pyrochroa serraticornis</i>			
Caruana's Slug	<i>Deroceras panormitanum</i>			
Cellar Snail	<i>Oxychilus cellarius</i>			
Centipede	<i>Henia vesuviana</i>			
Centipede	<i>Lithobius forficatus</i>			
Cinnabar moth	<i>Tyria jacobaeae</i>		**	
Cleavers leaf-curl mite	<i>Cecidophyes galii</i>			
Click beetle	<i>Athous haemorrhoidalis</i>			
Click beetle	<i>Adrastus pallens</i>			
Click beetle	<i>Agriotes lineatus</i>			
Clover weevil	<i>Protapion apricans</i>			
Comma butterfly	<i>Polygonia c-album</i>			
Common Bithynia	<i>Bithynia tentaculata</i>			
Common Bladder Snail	<i>Physa fontinalis</i>			
Common Blue butterfly	<i>Polyommatus icarus</i>			
Common Blue Damselfly	<i>Enallagma cyathigerum</i>			
Common Carder Bee	<i>Bombus pascuorum</i>			
Common Darter	<i>Sympetrum striolatum</i>	*		
Common Earwig	<i>Forficula auricularia</i>			
Common Pill				
Woodlouse	<i>Armadillidium vulgare</i>			
Common Pygmy				
Woodlouse	<i>Trichoniscus pusillus agg.</i>			
Common Rough				
Woodlouse	<i>Porcellio scaber</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Common Shiny				
Woodlouse	<i>Oniscus asellus</i>			
Common Spangle Gall	<i>Neuroterus quercusbaccarum</i>			
Common Striped				
Woodlouse	<i>Philoscia muscorum</i>			
Common Wasp	<i>Vespula vulgaris</i>			
Plant bug	<i>Coriomeris denticulatus</i>			
Crab spider	<i>Misumena vatia</i>			
Cream-spot Ladybird	<i>Calvia quattuordecimguttata</i>			
Cuckoo-spit bug	<i>Philaenus spumarius</i>			
Dark Bush-cricket	<i>Pholidoptera griseoptera</i>			
Drab Wood-soldierfly	<i>Xylomyia marginata</i>		*	
Duck Mussel	<i>Anodonta anatine</i>			
Dung beetle	<i>Aphodius prodromus</i>			
Dung fly	<i>Scathophaga stercoraria</i>			
Dusky Slug	<i>Arion subfuscus</i>			
elm gall aphid	<i>Eriosoma lanuginosum</i>			
Emperor Dragonfly	<i>Anax imperator</i>	*		
Emperor Moth	<i>Saturnia pavonia</i>			
Essex Skipper butterfly	<i>Thymelicus lineola</i>			
Field Grasshopper	<i>Chorthippus brunneus</i>			
Field Slug	<i>Deroceras reticulatum</i>			
Five-spot Burnet moth	<i>Zygaena lonicerae</i>			
Flea beetle	<i>Altica lythri</i>			
Flea beetle	<i>Longitarsus dorsalis</i>			
Flea beetle	<i>Longitarsus rubiginosus</i>			
Forest Bug	<i>Pentatoma rufipes</i>			
Four Spotted Chaser				
Dragonfly	<i>Libellula quadrimaculata</i>	*	*	
Fourteen-spot Ladybird	<i>Propylea quattuordecimpunctata</i>			
gall	<i>Andricus quadrilineatus</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Gall aphid	<i>Pemphigus bursarius</i>			
Gall aphid	<i>Pemphigus spyrothecae</i>			
Gall on Alder	<i>Eriophyes inangulis</i>			
Gall on Alder	<i>Eriophyes laevis</i>			
Gall midge	<i>Contarinia aequalis</i>			
Gall midge	<i>Iteomyia capreae</i>			
Gall midge	<i>Iteomyia major</i>			
Gall midge	<i>Jaapiella veronicae</i>			
Gall midge	<i>Wachtliella pericariae</i>			
Garden Snail	<i>Cornu asperum</i>			
Garden Spider	<i>Araneus diadematus</i>			
Gatekeeper butterfly	<i>Pyronia tithonus</i>			
Glow-worm	<i>Lampyrus noctiluca</i>			
Grass bug	<i>Notostira elongata</i>			
Grass bug	<i>Stenodema calcarata</i>			
Grass bug	<i>Stenodema laevigata</i>			
Great Grey Slug	<i>Limax maximus</i>			
Great Pond Snail	<i>Lymnaea stagnalis</i>			*
Green bottle	<i>Lucilia illustrata</i>			
Green Lacewing	<i>Chrysoperla carnea</i> agg.			
Green-veined White butterfly	<i>Pieris napi</i>			
Ground beetle	<i>Leistus rufomarginatus</i>			
Ground beetle	<i>Leistus fulvibarbis</i>			
Ground beetle	<i>Notiophilus substriatus</i>			
Ground beetle	<i>Bembidion tetracolum</i>			
Ground beetle	<i>Bembidion biguttatum</i>			
Ground beetle	<i>Bembidion lunulatum</i>			
Ground beetle	<i>Pterostichus madidus</i>			
Ground beetle	<i>Pterostichus rhaeticus</i>			
Ground beetle	<i>Calathus fuscipes</i>			
Ground beetle	<i>Calathus melanocephalus</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Ground beetle	<i>Oxypselaphus obscurus</i>			
Ground beetle	<i>Agonum fuliginosum</i>			
Ground beetle	<i>Amara aenea</i>			
Ground beetle	<i>Curtonotus aulicus</i>			
Ground beetle	<i>Harpalus affinis</i>			
Ground beetle	<i>Harpalus rubripes</i>			
Ground beetle	<i>Harpalus tardus</i>			
Ground beetle	<i>Ophonus puncticeps</i>			
Ground beetle	<i>Ophonus puncticollis</i>		**	
Ground beetle	<i>Ophonus rufibarbis</i>			
Ground beetle	<i>Bradycellus harpalinus</i>			
Ground beetle	<i>Bradycellus verbasci</i>			
Ground beetle	<i>Acupalpus dubius</i>			
Ground beetle	<i>Badister bullatus</i>			
Ground beetle	<i>Demetrias atricapillus</i>			
Ground beetle	<i>Microlestes maurus</i>			
Ground beetle	<i>Syntomus obscuroguttatus</i>			
Harlequin Ladybird	<i>Harmonia axyridis</i>			
Harvestman spider	<i>Paroligolophus agrestis</i>			
Harvestman spider	<i>Phalangium opilio</i>			
Harvestman spider	<i>Opilio saxatilis</i>			
Hawthorn Button-top				
Gall	<i>Dasineura crataegi</i>			
Hedgehog Gall	<i>Andricus lucidus</i>			
Hive Bee	<i>Apis mellifera</i>			
Hoglouse	<i>Asellus aquaticus</i>			
Holly Blue butterfly	<i>Celastrina argiolus</i>			
Hop-garden Earwig	<i>Apterygida media</i>			
Horny Orb Mussel	<i>Sphaerium corneum</i>			
Hoverfly	<i>Melanostoma mellinum</i>			
Hoverfly	<i>Platycheirus albimanus</i>			
Hoverfly	<i>Platycheirus angustatus</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Hoverfly	<i>Platycheirus clypeatus</i>			
Hoverfly	<i>Platycheirus immarginatus</i>			
Hoverfly	<i>Chrysotoxum verralli</i>			
Hoverfly	<i>Epistrophe eligans</i>			
Hoverfly	<i>Episyrphus balteatus</i>			
Hoverfly	<i>Sphaerophoria scripta</i>			
Hoverfly	<i>Cheilosia illustrata</i>			
Hoverfly	<i>Cheilosia impressa</i>			
Hoverfly	<i>Cheilosia latifrons</i>			
Hoverfly	<i>Cheilosia proxima</i>			
Hoverfly	<i>Lejogaster metallina</i>			
Hoverfly	<i>Melanogaster hirtella</i>			
Hoverfly	<i>Eristalinus sepulchralis</i>			
Hoverfly	<i>Eristalis arbustorum</i>			
Hoverfly	<i>Eristalis horticola</i>			
Hoverfly	<i>Eristalis pertinax</i>			
Hoverfly	<i>Eristalis tenax</i>			
Hoverfly	<i>Helophilus hybridus</i>			
Hoverfly	<i>Helophilus pendulus</i>			
Hoverfly	<i>Myathropa florea</i>			
Hoverfly	<i>Volucella inanis</i>			
Hoverfly	<i>Volucella pellucens</i>			
Hoverfly	<i>Volucella zonaria</i>			
Hoverfly	<i>Syrirta pipiens</i>			
Jenkin's Spire Snail	<i>Potamopyrgus antipodarum</i>			
Kentish Snail	<i>Monacha cantiana</i>			
Kidney-spot Ladybird	<i>Chilocorus renipustulata</i>			
Laburnum Leaf Miner moth	<i>Leucoptera laburnella</i>			
Lace bug	<i>Tingis ampliata</i>			
Large Amber Snail	<i>Succinea putris</i>			
Large Black Slug	<i>Arion ater</i>			
Large Earth Bumble Bee	<i>Bombus terrestris</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Large Red Damselfly	<i>Pyrrhosoma nymphula</i>			
Large White butterfly	<i>Pieris brassicae</i>			
Leach	<i>Erpobdella octoculata</i>			
Leach's Bithynia	<i>Bithynia leachii</i>	*		
Leaf beetle	<i>Lema cyanella</i>			
Leaf beetle	<i>Cryptocephalus hypochaeridis</i>			
Leaf beetle	<i>Chrysolina oricalcia</i>			
Leaf beetle	<i>Chrysolina polita</i>			
Leaf beetle	<i>Phaedon tumidulus</i>			
Leaf beetle	<i>Plagiodera versicolora</i>			
Leaf beetle	<i>Phratora laticollis</i>			
Leaf beetle	<i>Neocrepidodera transversa</i>			
Leaf beetle	<i>Crepidodera aurata</i>			
Leaf beetle	<i>Crepidodera plutus</i>			
Leaf beetle	<i>Podagrica fuscicornis</i>			
Leaf beetle	<i>Podagrica fuscipes</i>			
Leaf beetle	<i>Sphaeroderma testaceum</i>			
Lesser Stag Beetle	<i>Dorcus parallelipedus</i>			
Lesser Water-boatman	<i>Plea minutissima</i>			
Longhorn beetle	<i>Grammoptera ruficornis</i>			
Longhorn beetle	<i>Rutpela maculata</i>			
Long-winged Conehead	<i>Conocephalus discolor</i>			
Marble Gall	<i>Andricus kollari</i>			
Margined Ram's-horn	<i>Planorbis planorbis</i>			
Mayfly	<i>Caenis luctuosa</i>			
Meadow Brown butterfly	<i>Maniola jurtina</i>			
Meadow Grasshopper	<i>Chorthippus parallelus</i>			
Migrant Hawker	<i>Aeshna mixta</i>			
Millipede	<i>Cylindroiulus caeruleocinctus</i>			
Millipede	<i>Ophiulus pilosus</i>			
Millipede	<i>Tachypodoiulus niger</i>			
Mite gall on Alder	<i>Acalites brevitarsus</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Mosquito	<i>Aedes cantans</i>			
Musk beetle	<i>Aromia moschata</i>			
Nettle gall midge	<i>Dasineura dioicae</i>			
Orange Ladybird	<i>Halyzia sedecimguttata</i>			
Orange-tip butterfly	<i>Anthocharis cardamines</i>			
Oyster Gall	<i>Neuroterus anthracinus</i>			
Painted Lady butterfly	<i>Cynthia cardui</i>			
Peacock butterfly	<i>Inachis io</i>			
Pied Shield bug	<i>Tritomegas bicolor</i>			
Plant bug	<i>Anthocoris confuses</i>			
Plant bug	<i>Aselphocoris lineolatus</i>			
Plant bug	<i>Anthocorus nemorum</i>			
Plant bug	<i>Anthocoris nemoralis</i>			
Plant bug	<i>Deraeocoris flavilinea</i>			
Plant bug	<i>Deraeocoris ruber</i>			
Plant bug	<i>Calocoris norwegicus</i>			
Plant bug	<i>Capsus ater</i>			
Plant bug	<i>Chliacus typhae</i>			
Plant bug	<i>Cardiastethus fasciiventris</i>			
Plant bug	<i>Calocoris norwegicus</i>			
Plant bug	<i>Coreus marginatus</i>			
Plant bug	<i>Cymus glandicolor</i>			
Plant bug	<i>Dryophilocoris flavoquadrimaculatus</i>			
Plant bug	<i>Deraeocoris lutescens</i>			
Plant bug	<i>Deraeocoris ruber</i>			
Plant bug	<i>Drymus sylvaticus</i>			
Plant bug	<i>Dryophilocoris flavoquadrimaculatus</i>			
Plant bug	<i>Harpocera thoracica</i>			
Plant bug	<i>Eurygaster testudinaria</i>			
Plant bug	<i>Himacerus major</i>			
Plant bug	<i>Himacerus mirmicoides</i>			
Plant bug	<i>Harpocera thoracica</i>			
Plant bug	<i>Ischnodemus sabuleti</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Plant bug	<i>Kleidocerys resedae</i>			
Plant bug	<i>Leptopterna dolabrata</i>			
Plant bug	<i>Liocoris tripustulatus</i>			
Plant bug	<i>Lygus maritimus</i>			
Plant bug	<i>Lygus pratensis</i>			
Plant bug	<i>Megalonotus chiragra</i>			
Plant bug	<i>Myrmus miriformis</i>			
Plant bug	<i>Nabis flavomarginatus</i>			
Plant bug	<i>Nabis limbatus</i>			
Plant bug	<i>Nabis rugosus</i>			
Plant bug	<i>Neolygus populi</i>			
Plant bug	<i>Orthotylus marginalis</i>			
Plant bug	<i>Pithanus maerkelii</i>			
Plant bug	<i>Pilophorus perplexus</i>			
Plant bug	<i>Phytocoris varipes</i>			
Plant bug	<i>Stenotus binotatus</i>			
Plant bug	<i>Phylus melanocephalus</i>			
Plant bug	<i>Phylus pallipes</i>			
Plant bug	<i>Phytocoris varipes</i>			
Plant bug	<i>Pithanus maerkelii</i>			
Plant bug	<i>Pilophorus perplexus</i>			
Plant bug	<i>Psallus confuses</i>			
Plant bug	<i>Stenotus binotatus</i>			
Plant bug	<i>Scolopostethus affinis</i>			
Plant bug	<i>Scolopostethus grandis</i>			
Plant bug	<i>Scolopostethus thomsoni</i>			
Plant bug	<i>Stictopleurus punctatonervosus</i>			
Plant bug	<i>Neolygus populi</i>			
Pollen Beetle	<i>Telmatophilus caricis</i>			
Pond skater	<i>Gerris argentatus</i>			
Pond skater	<i>Gerris lacustris</i>			
Ram's-horn Gall	<i>Andricus aries</i>			
Raspberry beetle	<i>Byturus tomentosus</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Red Admiral butterfly	<i>Vanessa atalanta</i>			
Red-eyed Damselfly	<i>Erythromma najas</i>			
Red-tailed Bumble Bee	<i>Bombus lapidarius</i>			
Reed Gall-fly	<i>Lipara lucens</i>			
Roesel's Bush-cricket	<i>Metrioptera roeselii</i>			
Rosette gall on <i>Salix alba</i>	<i>Rabdophaga rosaria</i> agg.			
Rosette gall on <i>Salix caprea</i>	<i>Rabdophaga rosaria</i> agg.			
Rove beetle	<i>Tachyporus chrysomelinus</i>			
Rove beetle	<i>Tachyporus hypnorum</i>			
Rove beetle	<i>Drusilla canaliculata</i>			
Rove beetle	<i>Anotylus inustus</i>			
Rove beetle	<i>Anotylus rugosus</i>			
Rove beetle	<i>Stenus bimaculatus</i>			
Rove beetle	<i>Lathrobium geminum</i>			
Rove beetle	<i>Paederus littoralis</i>			
Rove beetle	<i>Othius punctulatus</i>			
Rove beetle	<i>Philonthus concinnus</i>			
Rove beetle	<i>Philonthus succicola</i>			
Rove beetle	<i>Quedius cinctus</i>			
Rove beetle	<i>Quedius curtipennis</i>			
Rove beetle	<i>Quedius semiobscurus</i>			
Rove beetle	<i>Ocypus olens</i>			
Rove beetle	<i>Xantholinus linearis</i>			
Rounded Snail	<i>Discus rotundatus</i>			
Rove beetle	<i>Tachyporus chrysomelinus</i>			
Rove beetle	<i>Tachyporus hypnorum</i>			
Rove beetle	<i>Drusilla canaliculata</i>			
Rove beetle	<i>Anotylus inustus</i>			
Rove beetle	<i>Anotylus rugosus</i>			
Rove beetle	<i>Stenus bimaculatus</i>			
Rove beetle	<i>Lathrobium geminum</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Rove beetle	<i>Paederus littoralis</i>			
Rove beetle	<i>Othius punctulatus</i>			
Rove beetle	<i>Philonthus concinnus</i>			
Rove beetle	<i>Philonthus succicola</i>			
Rove beetle	<i>Quedius cinctus</i>			
Rove beetle	<i>Quedius curtipennis</i>			
Rove beetle	<i>Quedius semiobscurus</i>			
Rove beetle	<i>Ocypus olens</i>			
Rove beetle	<i>Xantholinus linearis</i>			
Ruddy Darter	<i>Sympetrum sanguineum</i>	*	*	
Saucer Bug	<i>Ilyocoris cimicoides</i>			
Sawfly	<i>Aneugmenus padi</i>			
Sawfly	<i>Cephus spinipes</i>			
Sawfly	<i>Eutomostethus luteiventris</i>			
Sawfly	<i>Fenella nigrita</i>			
Sawfly	<i>Priophorus pilicornis</i>			
Sawfly	<i>Pachynematus kirbyi</i>			
Sawfly	<i>Phyllocolpa leucosticta</i>			
Sawfly	<i>Rhogogaster chlorosoma</i>			
Sawfly	<i>Rhogogaster viridis</i>			
Sawfly	<i>Tenthredo olivacea</i>			
Sawfly	<i>Tenthredo temula</i>			
Sawfly	<i>Tenthredo scrophulariae</i>			
Sawfly	<i>Tenthredo thompsoni</i>			
Sawfly	<i>Tenthredopsis nassata</i>			
Sawfly gall	<i>Pontania proxima</i>			
Seed weevil	<i>Bruchus loti</i>			
Seed weevil	<i>Bruchus rufimanus</i>			
Seed weevil	<i>ruchus rufipes</i>			
Scorpion Fly	<i>Panorpa communis</i>			
Scorpion Fly	<i>Panorpa germanica</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Shaded Broad-bar moth	<i>Scotopteryx chenopodiata</i>		*	
Short-winged Conehead	<i>Conocephalus dorsalis</i>			
Shield bug	<i>Acanthosoma haemorrhoidale</i>			
Shield bug	<i>Elasmucha grisea</i>			
Shield bug	<i>Aelia acuminata</i>			
Shield bug	<i>Dolycoris baccarum</i>			
Shield bug	<i>Palomena prasina</i>			
Shield bug	<i>Eysarcoris venustissimus</i>			
Shield bug	<i>Eurydema oleracea</i>			
Silk-button Gall	<i>Neuroterus numismalis</i>			
Silver Y moth	<i>Autographa gamma</i>			
Six-belted Clearwing moth	<i>Bembecia ichneumoniformis</i>			
Six-spot Burnet moth	<i>Zygaena filipendulae</i>			
Slender Ground-hopper	<i>Tetrix subulata</i>			
Slippery Moss Snail	<i>Cochlicopa lubrica</i>			
Small China-mark moth	<i>Cataclysta lemnata</i>			
Small Ranunculus moth	<i>Aetheria dysodea</i>			
Small Tortoiseshell butterfly	<i>Aglais urticae</i>			
Small White butterfly	<i>Pieris rapae</i>			
Smooth Glass Snail	<i>Aegopinella nitidula</i>			
Smooth Spangle Gall	<i>Neuroterus albipes</i>			
Solitary bee	<i>Colletes fodiens</i>			
Solitary bee	<i>Dasypoda hirtipes</i>			
Solitary bee	<i>Lasioglossum calceatum</i>			
Solitary bee	<i>Macropis europaea</i>			
Solitary wasp	<i>Cerceris rybyensis</i>			
Solitary wasp	<i>Ectemnius cephalotes</i>			
Solitary wasp	<i>Ectemnius lapidarius</i>			
Solitary wasp	<i>Passaloecus singularis</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Southern Hawker	<i>Aeshna cyanea</i>			
Speckled Bush-cricket	<i>Leptophyes punctatissima</i>			
Speckled Wood butterfly	<i>Pararge aegeria</i>			
Spider	<i>Tetragnatha extensa</i>			
Spider	<i>Tetragnatha nigrita</i>			
Spider	<i>Larinoidea cornutus</i>			
Spider	<i>Araniella opistographa</i>			
Spider	<i>Pisaura mirabilis</i>			
Spider	<i>Tibellus oblongus</i>			
St Mark's Fly	<i>Bibio marci</i>			
Stag beetle	<i>Lucanus cervus</i>	**	***	UK BAP
Strawberry Snail	<i>Trochulus striolatus</i>			
Striped Snail	<i>Ceruella virgata</i>			
Thistle Gall-fly	<i>Urophora cardui</i>			
Tree Slug	<i>Lehmannia marginata</i>			
Tortoise beetle	<i>Cassida rubiginosa</i>			
Two-spot Ladybird	<i>Adalia bipunctata</i>			
Violet ground beetle	<i>Carabus violaceus</i>			
Wandering Pond Snail	<i>Radix balthica</i>			
water boatman	<i>Cymatia coleoptrata</i>			
water boatman	<i>Corixa punctata</i>			
water boatman	<i>Hesperocorixa linnaei</i>			
water boatman	<i>Sigara falleni</i>			
water boatman	<i>Sigara fossarum</i>			
Water Ladybird	<i>Anisosticta novemdecimpunctata</i>			
Water Spider	<i>Argyroneta aquatica</i>			
Water Stick-insect	<i>Ranatra linearis</i>			
Water-measurer	<i>Hydrometra stagnorum</i>			
Weevil	<i>Archarius salicivorus</i>			
Weevil	<i>Anthonomus rubi</i>			
Weevil	<i>Cionus alauda</i>			
Weevil	<i>Cionus scrophulariae</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Weevil	<i>Dorytomus filirostris</i>			
Weevil	<i>Dorytomus longimanus</i>			
Weevil	<i>Dorytomus rufatus</i>			
Weevil	<i>Dorytomus taeniatus</i>			
Weevil	<i>Mecinus pyraeter</i>			
Weevil	<i>Isochnus sequensi</i>			
Weevil	<i>Tychius picirostris</i>			
Weevil	<i>Ceurorhynchus pallidactylus</i>			
Weevil	<i>Datonychus melanostictus</i>			
Weevil	<i>Nedyus quadrimaculatus</i>			
Weevil	<i>Parethelcus pollinarius</i>			
Weevil	<i>Trichosirocalus troglodytes</i>			
Weevil	<i>Rhinonchus perpendicularis</i>			
Weevil	<i>Phyllobius pyri</i>			
Weevil	<i>Phyllobius pomaceus</i>			
Weevil	<i>Phyllobius oblongus</i>			
Weevil	<i>Phyllobius roboretanus</i>			
Weevil	<i>Phyllobius maculicornis</i>			
Weevil	<i>Polydrusus cervinus</i>			
Weevil	<i>Sitona humeralis</i>			
Weevil	<i>Sitona lineatus</i>			
Weevil	<i>Sitona suturalis</i>			
Weevil	<i>Apion frumentarium</i>			
Weevil	<i>Perapion marchicum</i>			
Weevil	<i>Perapion violaceum</i>			
Weevil	<i>Aspidapion radiolus</i>			
Weevil	<i>Aspidapion aeneum</i>			
Weevil	<i>Ceratapion carduorum</i>			
Weevil	<i>Ceratapion onopordi</i>			
Weevil	<i>Exapion fuscirostre</i>			
Weevil	<i>Malvapion malvae</i>			
Weevil	<i>Pseudapion rufirostre</i>			
Weevil	<i>Eutrichapion ervi</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Weevil	<i>Eutrichapion viciae</i>			
Weevil	<i>Holotrichapion aethiops</i>			
Weevil	<i>Oxystoma pomonae</i>			
Weevil	<i>Ischnopterapion loti</i>			
Weevil	<i>Protapion assimile</i>			
Weevil	<i>Protapion fulvipes</i>			
Weevil	<i>Protapion trifolii</i>			
Whirlpool Ram's-horn	<i>Anisus vortex</i>			
White Ram's-horn	<i>Gyraulus albus</i>			
White-legged Damselfly	<i>Platycnemis pennipes</i>		*	
White-lipped Snail	<i>Cepaea hortensis</i>			
White-tailed Bumble Bee	<i>Bombus lucorum</i>			
Wrinkled Snail	<i>Candidula intersecta</i>			
Yellow Shell moth	<i>Camptogramma bilineata</i>			
Yellow Slug	<i>Limacus flavus</i>			
Zebra Mussel	<i>Dreissena (Dreissena)</i>			
	<i>polymorpha</i>			
	<i>Anacaena bipustulata</i>			
	<i>Anacaena limbata</i>			
	<i>Anacaena lutescens</i>			
	<i>Anobium fulvicorne</i>			
	<i>Anthocomus rufus</i>			
	<i>Aphrodes makarovi</i>			
	<i>Aphrophora alni</i>			
	<i>Armadillidium nasatum</i>			
	<i>Asellus meridianus</i>			
	<i>Athysananus argentarius</i>			
	<i>Beris chalybata</i>			
	<i>Bibio longipes</i>			
	<i>Bithia modesta</i>			
	<i>Bombus hortorum</i>			
	<i>Bombus pratorum</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
	<i>Brachypterolus pulicarius</i>			
	<i>Brachypterus urticae</i>			
	<i>Cameraria ohridella</i>			
	<i>Cantharis cryptica</i>			
	<i>Cantharis lateralis</i>			
	<i>Cantharis nigra</i>			
	<i>Cantharis nigricans</i>			
	<i>Cantharis rustica</i>			
	<i>Carcina quercana</i>			
	<i>Ceroxys urticae</i>			
	<i>Chilo phragmitella</i>			
	<i>Chrysopilus cristatus</i>			
	<i>Chrysops relictus</i>			
	<i>Cicadella viridis</i>			
	<i>Coccidula rufa</i>			
	<i>Coccidula scutellata</i>			
	<i>Coemacera marginata</i>			
	<i>Conops ceriaeformis</i>			
	<i>Cordilura ciliata</i>			
	<i>Cordylepherus viridis</i>			
	<i>Corticaria gibbosa</i>			
	<i>Cyphon pubescens</i>			
	<i>Dilophus febrilis</i>			
	<i>Dioctria atricapilla</i>			
	<i>Dioctria rufipes</i>			
	<i>Dolicopus griseipennis</i>			
	<i>Donacia cinerea</i>			
	<i>Donacia simplex</i>			
	<i>Donacia vulgaris</i>			
	<i>Empis trigramma</i>			
	<i>Endothenia gentianaeana</i>			
	<i>Eriothrix rufomaculata</i>			
	<i>Gammarus pulex</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
	<i>Gymnocheta viridis</i>			
	<i>Gyrinus substriatus</i>			
	<i>Haliplus confinis</i>			
	<i>Haliplus immaculatus</i>			
	<i>Haliplus mucronatus</i>			
	<i>Haliplus ruficollis</i>			
	<i>Herina longistylata</i>			
	<i>Heterocerus fenestratus</i>			
	<i>Hister unicolor</i>			
	<i>Hoplia philanthus</i>			
	<i>Hydroporus planus</i>			
	<i>Hyphydrus ovatus</i>			
	<i>Hyrgrobia hermanni</i>			
	<i>Idiocerus herrichi</i>			
	<i>Kateretes pusillus</i>			
	<i>Laccobius minutus</i>			
	<i>Laccophilus minutus</i>			
	<i>Lagria hirta</i>			
	<i>Leptogaster cylindrica</i>			
	<i>Liriomyza eupatorii</i>			
	<i>Loxocera aristata</i>			
	<i>Lypha dubia</i>			
	<i>Machimus atricapillus</i>			
	<i>Macquartia dispar</i>			
	<i>Malachius bipustulatus</i>			
	<i>Margarinotus purpurascans</i>			
	<i>Melieria omissa</i>			
	<i>Meligethes aeneus</i>			
	<i>Merzomyia westermanni</i>			
	<i>Microvelia reticulata</i>			
	<i>Nanophyes marmoratus</i>			
	<i>Neocoenorrhinus aequatus</i>			
	<i>Nomada fulvicornis</i>			

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
	<i>Noterus clavicornis</i>			
	<i>Nowickia ferox</i>			
	<i>Ochina ptinoides</i>			
	<i>Oedemera lurida</i>			
	<i>Oedermera nobilis</i>			
	<i>Pachygaster atra</i>			
	<i>Peltodytes caesus</i>			
	<i>Platystoma seminationis</i>			
	<i>Pollenia pediculate</i>			
	<i>Pollenia rudis</i>			
	<i>Ptychoptera contaminata</i>			
	<i>Rhagonycha fulva</i>			
	<i>Rhyzobius litura</i>			
	<i>Saldula pallipes</i>			
	<i>Saldula saltatoria</i>			
	<i>Sarcopgaga carnaria</i>			
	<i>Sepedon spegea</i>			
	<i>Sicus ferrugineus</i>			
	<i>Sitochroa palealis</i>			
	<i>Tachinus rufipes</i>			
	<i>Tephritis bardanae</i>			
	<i>Tephritis hyoscyami</i>			
	<i>Tephritis neesii</i>			
	<i>Tephritis vespertina</i>			
	<i>Terellia withemi</i>			
	<i>Thereva nobilitata</i>			
	<i>Trichoermes walkeri</i>			
	<i>Urophora quadrifasciata</i>			
	<i>Volucella bombylans</i>			

Note: The SNCI record indicates high entomological interest in the site with an uncommon Ground Beetle called *Bembidium maritimum* (so far not recorded at the site), twenty species of butterfly and nineteen species of dragonfly and damselfly many uncommon.

Appendix 9

Common name	Species name in Latin	International/ European	<u>Importance</u>	
			National	Regional/ Local
<u>Fish</u>				
Bream	<i>Abramis brama</i>	*	*	
Carp	<i>Cyprinus carpio</i>			
European Eel	<i>Anguilla Anguilla</i>	**	**	UK BAP
Perch	<i>Perc fluviatilis</i>			
Pike	<i>Esox Lucius</i>	*		
Roach	<i>Rutilus rutilus</i>	*		
Rudd	<i>Scardinius erythrophthalmus</i>	*		
Tench	<i>Tinca tinca</i>	*		

Common name	Species name in Latin	International/ European	<u>Importance</u>	
			National	Regional/ Local
<u>Mammals</u>				
Daubenton's Bat	<i>Myotis daubentonii</i>	*****	*	
Eurasian water shrew	<i>Neomys fodiens</i>	*		

Common name	Species name in Latin	International/ European	<u>Importance</u>	
			National	Regional/ Local
Fox - Red	<i>Vulpes vulpes</i>	*		
Hedgehog	<i>Erinaceus europaeus</i>	**	**	UK BAP
Leisler's Bat	<i>Nyctalus leisleri</i>	*****	*	
Noctule Bat	<i>Nyctalus noctula</i>	*****	***	UK BAP
Pipistrelle Bat	<i>Pipistrellus pipistrellus(45kHz)</i>	*****	***	UK BAP * Kent BAP

Appendix 9

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
Rabbit	<i>Oryctolagus cuniculus</i>			
Stoat	<i>Mustela erminea</i>			
Watervole	<i>Arvicola amphibious</i>	*	*** UK BAP	* Kent BAP
Whiskered Bat	<i>Myotis mystacinus</i>	*****	*	
Weasel	<i>Mustela nivalis</i>	**		

Note: mammals are likely to be under recorded in particular small and nocturnal mammals.

Common name	Species name in Latin	International/ European	Importance	
			National	Regional/ Local
<u>Amphibians and Reptiles</u>				
Common Frog	<i>Rana temporaria</i>			
Common Lizard	<i>Lacerta vivipara</i>			* Kent BAP
Common Toad	<i>Bufo bufo</i>	**	*** UK BAP	* Kent BAP
Grass Snake	<i>Natrix natrix</i>	**	** UK BAP	* Kent BAP
Great Crested Newt	<i>Triturus cristatus</i>	*****	***	
Palmate Newt	<i>Lissotriton helveticus</i>	**	*	
Slow-worm	<i>Anguis fragilis</i>	*	*** UK BAP	* Kent BAP
Smooth Newt	<i>Triturus vulgaris</i>	**	*	
Terrapin	<i>Malaclemys terrapin</i>			

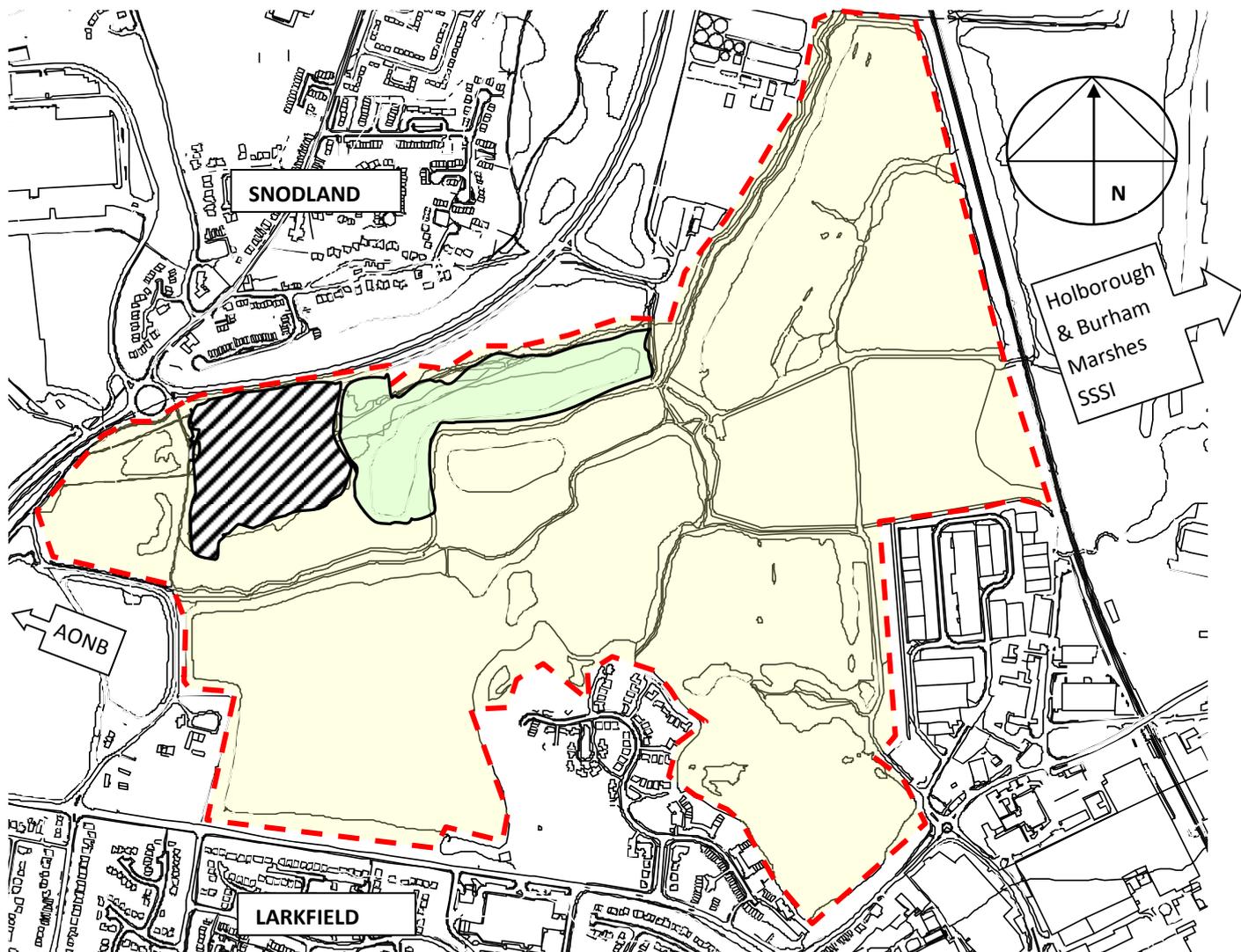
Appendix 10

Leybourne Lakes Country Park

Revenue budget 2016/2017

EXPENDITURE	Estimate (£)	Notes
Salaries & On-Costs	69,550	Park Related Staff
Building Repairs Expenditure	6,450	Toilets & Rangers Premises
Maintenance of Grounds	12,050	All Park Associated Costs
Electricity	2,800	Rangers Premises, Power, CCTV,
Rates	50	
Water	400	Hand basins, and toilets.
Sewerage disposal etc.	500	Sewage tank emptying.
Toilet Cleaning & Domestic Supplies	5,650	Toilet cleaning.
Premises Insurance	400	
Transport Repairs & Maintenance	550	
Transport Insurance	200	
Purchases	850	
Protective clothing	500	
Printing & Stationary	700	Leaflet design and printing etc.
Security services	2,000	
Trade refuse charges	1,600	Litter disposal.
Dog bin emptying	450	
Gates / Security	11,750	
Pest control	250	Rodent control.
Wildlife Monitoring	400	
Hall Hire	100	
Car Park Management Charges	1,000	
Telephones	700	Mobile phone charges.
Information Technology	1,750	Central office costs allocated over all
Central Salaries & Administration	3,850	Council facilities.
Departmental Administration	26,150	
Capital Revenue Expenditure	2,750	
Non current asset depreciation	28,850	
Total Expenditure	£182,250	
INCOME	Estimate (£)	Notes
Rights over water	26,800	Angling rights, diving and windsurfing
Other concessions	4,900	Catering, land rents
Miscellaneous	20,200	Car parking, educational visits
Interest	7,100	
Contribution from other Bodies	9,000	Parish Councils funding
Total Income	£ 68,000	
Net Expenditure	114,250	

Appendix 11



KEY	
Site Boundary	
No Public Access	
Key Conservation Area, No Public Access	
Tonbridge and Malling Borough Council	

Land tenure: Leybourne Lakes Country Park, Kent

This drawing is for illustration purposes only, always refer to the legal documents for exact areas.

Drawn By CF

Date 3/10/16

Scale Not to Scale

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Annual Action Plan

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Interpretation and marketing plan

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LEYBOURNE LAKES COUNTRY PARK MANAGEMENT PLAN

Stakeholders
East Malling & Larkfield Parish Council
Emergency Services (Fire & Rescue, Police and Ambulance services)
Environment Agency (EA)
Freemasons Angling Club
Kent County Council – Countryside Access (formerly Public Rights of Way)
Kent Ornithological Society
Kent Wildlife Trust (owners of the adjacent Holborough and Burham Marshes SSSI (East))
Leybourne Lakes Country Park User Panel
Leybourne Lakes Country Park Volunteers
Leybourne Lake Water Sports Centre
Local Parish and Borough Councillors
Local schools
Lower Medway Internal Drainage Board
Medway Valley Countryside Partnership
Medway Valley Fisheries
National Grid
Natural England
Ocean Lake Triathlon Club
Network Rail
Parkrun
Snodland Town Council
Strikers Angling Club

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**Leybourne Lakes Country Park Management Plan 2017-2021
Summary of Consultation Comments**

Respondent	Comment	Recommended Amendment/ Reasons for no Change
1. A Customer Panel Member	Part 1, Sections 3, 5, 7 and elsewhere: Reference is made to findings of the 2015 Visitor Survey. This survey does not seem to have been structured to gain systematic data from a range of users. For instance, according to analysis of postcodes presented in the survey report, none of the 400 respondents was recorded as resident in ME20 (<i>i.e.</i> Larkfield). Thus despite the fact that most of the immediate neighbours to the Country Park, and surely some of its heaviest users, reside in Larkfield it appears that none was consulted during this survey. So conclusions such as modes of travel to the park (1 in 5 people walked and 1 in 10 people cycled; page 16), and distances travelled (59% live within 5 miles of the park; page 25) are likely to be underestimates because apparently the data did not include many of the nearest residents.	<p>No change proposed - <i>The survey method was considered robust and undertaken by qualified external market researchers. Face to face interviews took place at the Park over the course of several weeks in July and August of 2015 at various locations throughout the site. The survey represents those that visited the Park during this time.</i></p> <p><i>The sample size was sufficiently robust to permit some sub-sample analysis, for example by frequency of use.</i></p> <p><i>Market surveys are just one way that we engage with users, as indicated in that section of the Plan, other methods include the parks User Panel, talking to residents and Parish/Town Councils, correspondence and feedback from events.</i></p>
2. A Customer Panel Member	It should also be noted that whilst the survey identified over-riding preferences for improvements to refreshment, water sports and educational facilities, it was not designed to inform views on the nature and extent of a visitor centre and options for its management.	No change proposed - <i>Comment noted</i>
3. A Customer Panel Member	Whilst this probably does little to change the overall conclusions presented in the present draft,	No change proposed – <i>Comment noted</i>

	<p>lessons should be learned for future [market] surveys. The bias in this survey might reflect the location where visitors were interviewed. This may have been close to the main car park or rangers office, which is unlikely to be on the entry or exit route for pedestrians or cyclists visiting from Larkfield.</p>	
4. A Customer Panel Member	<p>Part 1, Site history (page 17): For historical accuracy, it should perhaps be noted that prior to 1946 most of the site was arable or grazing farmland. For parts of the site, including for instance what is now Ocean Lake, this continued into the 1960s.</p>	<p>Proposed Plan Amendment - Amend site history 'It is understood that the land was originally in agricultural use prior to quarrying.'</p>
5. A Customer Panel Member	<p>Part 1, SWOT analysis (page 42): The opportunities include "Adopt a business like approach to management of the park". I am not sure what this is intended to mean given, one hopes, that the Council already seeks to manage the Park in the most efficient and cost-effective manner. However, if this slightly contentious phrase is to be included then could I suggest it is balanced by something along the lines of "Explore ways to attract greater community investment in facilities and management". This already happens with, for instance, donations for memorial seats or benches. It might include examining business models for the visitor centre such as a community interest company or similar forms of social enterprise.</p>	<p>Proposed Plan Amendment - Amend SWOT to recognise the potential to seek community investment.</p>
6. A Customer Panel Member	<p>Part 3: This section sets out aims and objectives for the next five year period and how these are</p>	<p>No change proposed - The structure of this Management Plan follows that of others already</p>

	going to be achieved. However, as written there seems to be considerable confusion between, on the one hand, routine tasks and responsibilities of the management team; and on the other hand projects, defined as “specific areas of work that may require investigation, costing, identification of funding and in some cases several tasks to complete them”. This reflected both in the Table 12 Five year Work Programme Project List, and in the next section of this table which identifies many of the activities as for funding from revenue. That indicates that many of these activities do not require costing and identification of funding and I think it is misleading to list these as “projects”.	<p><i>successfully in place for other parks.</i></p> <p><i>The more detailed Annual Action Plans will split out individual tasks and clarify the distinction between routine and project work.</i></p>
7. A Customer Panel Member	Incidentally “progress colours” are not visible in this table so it is not possible to assess what stages these works have reached.	No change proposed - <i>The colours are intended for the Site Manager to use in order to monitor progress and will be periodically added once the Plan is adopted.</i>
8. A Customer Panel Member	Part 3 - Clearly, a number of current and prospective projects are central to the sustainable development the Park over the next five year period and I think this section needs re-writing to more clearly set out new and perhaps more challenging projects and to distinguish these from ongoing, day-to-day routine management and maintenance activities. I would suggest a more critical approach to specify smaller range of specific objectives that require projectisation.	No change proposed – <i>As highlighted above the Annual Action Plan will develop the outline projects in the Five Year Action Plan and distinguish between routine and project work.</i>
9. TMBC Health and Safety Officer	No issues with the Plan at this time	Comment Noted

10. TMBC Planning Services	Part 1 – page 1 should read Kent Downs Area of Outstanding Natural Beauty.	Proposed Plan Amendment - amend as suggested
11. TMBC Planning Services	Part 1 – page 17 (second para.) delete and an Area of Local Landscape Importance (ALLI) as this is no longer a type of designation in the LDF/Local Plan	Proposed Plan Amendment - delete the designations
12. TMBC Planning Services	Part 1 – page 19 could include a reference to Biodiversity Opportunity Areas (BOAs) that came out of the 2012 Kent Habitat Survey. We use BOAs in the Green Infrastructure Report as a method of identifying key areas of habitat management/creation.	Proposed Plan Amendment - reference to be added to the plan
13. TMBC Planning Services	Part 1 – page 28 should/could we make reference to the Old Chalk New Downs partnership project.	Proposed Plan Amendment - add to list of partners on page 27 text reading “Old Chalk New Downs project – A project funded by the National Lottery that focuses on the restoring chalk grassland.”
14. TMBC Planning Services	Part 1 – page 40 Delete the following text from Site designations: The park is designated as a Strategic Gap and an Area of Local Landscape Importance (ALLI) in Tonbridge & Malling Borough Council’s Local Development Framework. These are no longer types of designations. Also only part of the park is designated as a Local Wildlife Site.	Proposed Plan Amendment - amend as suggested
15. TMBC Planning Services	Might also be worth referencing Kent Biodiversity 2020 and beyond – a Strategy for the Natural Environment 2015-2025 published by the Kent Local Nature Partnership.	Proposed Plan Amendment - reference to be added to the plan
16. TMBC Legal	The legal deeds show covenants attaching to the land which protect various easements which	Proposed Plan Amendment - amend the plan to include the current covenants

Services	could be added to the plan	
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TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 WEST KENT HOUSING AND HOMELESSNESS STRATEGY

Summary

The West Kent Housing and Homelessness Strategy 2016 – 2021 is in partnership with Tunbridge Wells Borough Council and Sevenoaks District Council. This report sets out the main points of the Strategy and asks Members to endorse it.

1.1 The main points of the Housing and Homelessness Strategy

1.1.1 The Strategy [**Annex 1**] sets out how the three Councils will work to meet their statutory duties and responsibilities over the next five years. It outlines four ambitions to achieve the vision “to increase the availability of good quality affordable homes for purchase and rent whilst reducing homelessness and contributing to building the West Kent economy. We want our residents to live in safe, good quality homes that meet their needs.”

1.1.2 The four ambitions of the Strategy are:

- Ambition 1: Improving the availability of housing for all and preventing homelessness
- Ambition 2: Improving Supply
- Ambition 3: Improving Standards
- Ambition 4: Improving health and wellbeing.

These broad objectives provide a framework to influence the Council’s and partners’ priorities. It reflects the role played by a wide range of organisations and agencies in delivering the housing and homelessness objectives of the Strategy.

1.1.3 The Strategy highlights the changing housing policy context, including government’s welfare reform, focus on home ownership and planning policy. This context, along with increasing demand, population growth and increasing private rents, means it’s a challenging time to meet housing need. Enquiries to the

Housing Options services seem to be broadening, meaning advice and signposting have become more holistic to include financial guidance, health related advice and community safety awareness.

- 1.1.4 The Strategy will need to be flexible and iterative to meet the impact of changes to housing and welfare policy as they unfold during the period of the Strategy.

1.2 Background

- 1.2.1 The existing Homelessness Strategy (2011-2016) is a joint West Kent strategy; it has now been expanded to include main challenges and objectives for our Housing Services. This is good practice and fits with our statutory duty to publish a homelessness strategy.
- 1.2.2 The Board received an update on the Strategy in July, noting the final draft was slightly delayed as a result of the pending Homelessness Reduction Act. The Strategy has been updated to incorporate the implications of the Act, and also the implications of the Housing white paper '[Fixing our broken housing market](#)' (February 2017).
- 1.2.3 The draft Strategy went out to consultation from 16 June to 28 July 2017, inviting comments from partner agencies and organisations across the Kent. We had five replies to the consultation, summarised in **[Annex 2]**.
- 1.2.4 We held two workshops, one with partners and one just with housing association partners. Comments from the workshops informed the Strategy.

1.3 Legal Implications

- 1.3.1 The Strategy is produced in pursuit of the delivery of our mandatory and statutory functions under the Housing Acts.

1.4 Financial and Value for Money Considerations

- 1.4.1 Financial implications arising from the Strategy and associated action plan can be met from within existing budgets or agreed as part of the current budget setting process.

1.5 Risk Assessment

- 1.5.1 Endorsing, and adopting, the West Kent Housing and Homelessness Strategy fulfils our statutory duty to have a homelessness strategy.
- 1.5.2 There are no financial risks associated with the Strategy. Financial and staffing resources are needed to fulfil our statutory homeless duties. These are included in our plans to meet the implications of the Homelessness Reduction Act.
- 1.5.3 No health and safety implications have been identified.

1.6 Equality Impact Assessment

1.6.1 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The results of this analysis are set out immediately below.

1.6.2 An equality impact assessment was completed for the Strategy. It found some of the actions in the Strategy Action Plan are likely to have a positive impact on certain groups, including:

- Disability: Provide assistance to vulnerable residents to help them remain in their homes through the Home Improvement Agency and Disabled Facilities Grants.
- Age: Ensure appropriate access and support for those with dementia. Work with partners to provide access to a facility to manage crisis homelessness and a 'cooling off' space for young people. Recognise the needs of young people leaving care and work with Kent County Council to assist them to move on successfully into independent living.
- Ethnicity: Participate in the Syrian Refugee Resettlement Programme.
- Sex: Extend the use of and support the Sanctuary Scheme to allow people experiencing domestic abuse to remain in their home.

1.7 Policy Considerations

1.7.1 N/A

1.8 Recommendations

1.8.1 It is **RECOMMENDED** that the Board endorses the West Kent Housing and Homelessness Strategy 2016-2021.

The Director of Planning, Housing and Environmental Health confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Gillian Aylett

Steve Humphrey

Director of Planning, Housing and Environmental Health

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West Kent HOUSING & HOMELESSNESS Strategy 2016-2021



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Executive Summary

West Kent is a generally affluent area. It has a buoyant economy, above average levels of home ownership and high house prices. However, many residents face real challenges finding affordable housing, whether in the private or public sector, buying or renting.

Recognising this, our vision is:

'To increase the availability of good quality affordable homes for purchase and rent whilst reducing homelessness and contributing to building the West Kent economy. We want our residents to live in safe, good quality homes that meet their needs.'

This strategy is set against a backdrop of ongoing radical reform in housing policy. With recent legislative changes such as the Housing & Planning Act 2016, the Welfare Reform & Work Act 2016 and the Homelessness Reduction Act 2017, the pace of reform is accelerating. We expect these changes to have significant impacts on the delivery and availability of affordable housing in West Kent. Added to this is the uncertainty caused by the decision to leave the European Union and the impact this may have on the housing market.

We are seeing:

- A reduction in the supply of existing affordable rented housing.
- A focus on housing for sale, particularly through the Starter Home Initiative and fewer new affordable rented homes.
- An increase in homelessness.
- It becoming more challenging for people on low or moderate incomes (working or non-working) to find solutions to their housing needs.

Further pressure will come from the anticipated growth in population across West Kent over the life of this strategy, and into the next decade. The population is ageing, which is creating pressures on health resources. There has also been a growing acknowledgement in recent years of the close links between housing, health and wellbeing.

At the same time, council budgets have significantly reduced and there are fewer resources available to support the implementation of this strategy. This will mean a changing relationship with customers who seek our help. We will have to:

- Focus support on the most vulnerable.
- Manage the expectations of the people who seek our help.

- Build resilience and encourage communities to support each other, so that people are able to find their own solutions to their housing problems.
- Use existing partnerships creatively, and develop new ones.

To address these issues, we have identified four ambitions that will guide our work over the coming years.

These are:

Ambition 1: Improving the availability of housing for all and preventing homelessness

Ambition 2: Improving Supply

Ambition 3: Improving Standards

Ambition 4: Improving health and wellbeing

The strategy has been developed with input from our key partners and stakeholders from across the private, public and voluntary sectors. These relationships are key to the success of this strategy and we will work closely with these — and with new partners — to deliver our ambitions over the coming years.

S1: Introduction

Our Vision

West Kent is a generally affluent area with a buoyant economy, above average levels of home ownership and high house prices, which create significant affordability challenges for our residents. However, it contains areas of deprivation, and there is strong demand for affordable housing across all tenures.

In developing our housing and homelessness strategy for West Kent our vision is:

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'to increase the availability of good quality affordable homes for purchase and rent whilst reducing homelessness and contributing to building the West Kent economy. We want our residents to live in safe, good quality homes that meet their needs'.

About this strategy

The Homelessness Act 2002 requires local authorities to formulate and publish a Homelessness Strategy. While councils are not required by law to produce a housing strategy it is seen as good practice to do so.

The three West Kent local authorities – Tunbridge Wells District Council, Tonbridge & Malling Borough Council and Sevenoaks District Council – have a long history of working together successfully on housing and homelessness initiatives. We have previously published two Joint Homelessness Strategies, setting out how we intend to work collectively and individually to relieve homelessness across West Kent.

We see this document as an effective way of building on the achievements of the last Joint Homelessness Strategy and our most recent individual Housing Strategies; advancing the work we have done individually and jointly since 2011; and setting out how we will work over the next five years to meet our statutory duties and responsibilities. As non-stock holding authorities, these duties and responsibilities include:

- Enabling the forward supply of affordable housing.
- The prevention of homelessness and assisting homeless households.
- Improving housing conditions, including enforcement in the private rented and owner occupied sectors.
- Building partnerships to promote the health and wellbeing of residents.
- Implementing Kent-wide adopted strategies.

The strategy has been written against the backdrop of far-reaching reform of housing and social welfare policy, the impacts of which are not yet fully known. This means that the document will have to be flexible enough to accommodate the impacts of these changes as they unfold throughout the life of the strategy.

Who is this strategy for?

We want this strategy to be an accessible document that is used by both internal and external stakeholders. We expect that it will be of particular interest to:

- Both existing residents and people looking for a home in West Kent, particularly those looking for affordable housing, as it sets out a realistic picture of how we will support them to find practical solutions to the housing problems they face.

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Private developers and Registered Providers proposing to build new homes in West Kent as it sets out our expectations and highlights our commitment to working in partnership.

- Public bodies and voluntary sector organisations that provide services in West Kent, as it sets out our priorities and how we want to work with partners to deliver our vision.
- The councils themselves, as it sets out how we intend to take forward the councils' ambitious approach to tackling housing issues.



How this strategy was developed

The strategy was developed between October 2015 and June 2017.

A Project Team comprising ten representatives of the three councils was established which met regularly over the period. The Project Team worked with key stakeholders to seek their input through workshops in April and June 2016. A list of the organisations who attended these events is at Appendix 1.

The draft strategy was subject to public consultation during the summer of 2017.

All key objectives have been subject to Equality Impact Assessments in the development of this Housing and Homelessness Strategy and, where necessary, adjustments made to address any potentially negative effects. These assessments will be reviewed regularly.

Over the last five years or so, social housing has undergone profound change. Recent legislation including the Housing & Planning Act, the Welfare Reform & Work Act have set out far-reaching policy changes in housing, planning and welfare that seemed unthinkable when we wrote the last strategy. More recently, the Government's White Paper 'Fixing our broken housing market' has acknowledged the difficulties many face in obtaining accommodation and sets out ambitious aims for getting more homes built more quickly. In addition, the Homelessness Reduction Act, which is due to be enacted in 2018, will extend the duties local authorities have to people in a homeless situation who are not in priority need for assistance.

These legislative changes will have significant impacts on the delivery and availability of affordable housing

in West Kent. They will intensify the challenges we currently face including:

- A reduction in the supply of existing affordable rented housing.
- Less Government funding available to build housing for social and affordable rent, with more of a focus on building housing for intermediate tenures and for sale, which will result in the supply of new affordable rented homes diminishing.
- Further welfare reform affecting many lower income households (working and none working) across West Kent, which will make it more challenging to find solutions to their housing needs.
- Additional demand for on local authorities from people facing homelessness.

Taken in the round, the impacts of these changes are likely to be far reaching. They will create challenges for residents (particularly those on lower incomes or in receipt of welfare support), local authorities, housing associations and the voluntary sector.

At the same time, with all three Councils' budgets significantly reduced since 2010 and less funding for new affordable housing, there are fewer resources available to support the implementation of this strategy.

This means a changing relationship with customers who seek our help: focusing support on the most vulnerable and with an increased emphasis on mature and honest conversations so our customers have realistic expectations and are assisted to find their own solutions to housing problems.

The National Policy Context

Reform of social housing

Social housing has undergone significant reform in the last five years and is facing further change including:

- Housing associations facing an estimated 14% cut in their resources as a result of rents being reduced by 1%/year to 2020.
- A shift to fixed-term tenancies for social housing tenants.
- Housing associations having the option to introduce a 'pay-to-stay' scheme for social housing tenants on higher incomes.
- Housing associations being encouraged through the regulatory system to use their assets to deliver new homes.

Greater focus on home ownership

The Government has been strongly committed to extending home ownership for the last few years, with the priorities being:

- Help up to 200,000 people become home owners through the various affordable home ownership schemes available, which include Starter Homes, Shared Ownership, Help to Buy and Right to Buy.

- There will be a policy expectation through the National Planning Policy Framework that housing sites deliver a minimum of 10% affordable home ownership units, including Starter Homes.
- Aimed at first time buyers between 23 and 40, Starter Homes will be priced at up to £250,000 (after a 20% discount on the open market value). Local authorities will have a duty to promote the supply of Starter Homes on 'all reasonably sized sites'.
- Local authorities will also be expected to work with developers to ensure 10% of properties built on housing sites are affordable home ownership units, although other affordable tenures such as rented homes can be provided alongside.
- Incentivise first time buyers, including with Help to Buy, interest-free equity loans and new models of affordable home ownership.
- Introduce the Right to Buy (RTB) for housing association tenants. Homes lost through RTB can be replaced with shared ownership or outright sale, and not necessarily in the same area.

- However, there has been a slight shift in policy during 2017, as set out in the Government White Paper 'Fixing the Broken Housing Market' and with the most recent Affordable Housing Funding Programme launched by the Homes and Communities Agency (2016—21) including grant for building affordable rented homes.

Welfare Reform

The Welfare Reform Act 2012 introduced wide-ranging changes to the welfare system, aimed at simplifying the benefit system, making work more financially worthwhile, restricting entitlement to benefits and reducing the overall welfare bill. Universal Credit replaces a range of benefit entitlements with one single monthly payment. The Welfare Reform and Work Act 2016 and other legislation continues the reform agenda with:

- A lower 'benefit cap' from April 2016.
- Housing Benefit, child benefit, tax credits and a range of other working age benefits frozen for four years.
- Removing the eligibility for Housing Benefit of most young people aged 18—21 from 2018.

- Capping Housing Benefit for new private tenants at Local Housing Allowance (LHA) levels, with people under-35 able to claim only for a room in a shared house.
- Capping rents for supported, general needs and sheltered social housing at LHA levels from 2017.
- Continuing the roll out of Universal Credit, with the direct payment of rent benefit to tenants.
- Replacing Council Tax Benefit with Council Tax support
- A new national 'Living Wage' for over-25 year olds from April 2016.

Planning policy

The National Planning Policy Framework (NPPF), published in 2012, set out the Government's planning policies for England. It provided a framework within which councils and local people can produce Local or Neighbourhood Plans reflecting the needs and priorities of their local communities. This includes encouraging local authorities to create plans that see housing built in support of economic growth in rural areas. The Housing and Planning Act 2016 introduces significant changes to the planning system aimed at increasing housing supply including:

- Introducing automatic planning consent on land allocated for housing, with a presumption in favour of development on small sites.

- A duty to keep a register of self or custom-build sites and publish a Brownfield Register.
- removing the need to assess the specific accommodation needs of gypsies and travellers.
- Strengthening powers to protect the Green Belt and increase density around commuter hubs.

The New Homes Bonus, introduced in 2011/12 to incentivise local authorities to encourage residential development has brought almost £10 million of additional resources into West Kent. The Government is consulting on limiting the bonus, reducing the resources available.

Other policies

Other recent national policy issues relevant to this strategy include:

- **Tackling rogue landlords in the private sector:** the Housing and Planning Act 2016 contains measures to tackle 'rogue' private sector landlords including banning orders and a national database of rogue landlords/letting agents. This should make it easier to act on the worst landlords and so help improve standards in the private rented sector.
- **Space Standards:** with national minimum space standards for new homes abolished, some councils are exploring micro-units ('pocket homes') as a way

of meeting the needs of young people in areas of high demand and cost.

- **Buy-to-let:** changes announced in the 2016 Budget limit tax relief for buy-to-let landlords and impose a higher rate of stamp duty. These changes will make buy-to-let less attractive commercially and reduce supply in the private rented market.
- Emerging institutional investment in rented housing: institutional investors (such as pension funds) are increasingly funding affordable rented housing. Accessing this market could be an important source of funding for rented housing in future.

Other national strategies and guidance

Other national strategies and guidance relevant to this strategy include:

- **The Health and Social Care Act 2012** which brought fundamental change to the NHS, giving local authorities a larger role in public health promotion and wellbeing.
- **The 2014 Care Act** which gives authorities a duty to consider the physical, mental and emotional wellbeing of people needing care and to provide preventative services to help keep people healthy.
- **The Better Care Fund** which provides financial support for councils and NHS bodies to jointly plan and deliver local services.

- **The 2011 Localism Act** led to changes in allocation policies, enabling local authorities to define those persons qualifying for social housing as those with a local connection and to use the private rented sector to discharge housing duties.
 - **No Second Night Out:** a vision to end rough sleeping.
 - **Making Every Contact Count:** a joint approach to preventing homelessness.
 - **Social Justice:** Transforming Lives 2012: a strategy aimed at tackling multiple disadvantage and poverty through a multi-agency approach.
- Deregulation Act 2015:** which prohibits retaliatory evictions.
- Energy Efficiency (Private Rented Property) (England & Wales) Regulations 2015** which will stop landlords letting the least energy efficient homes.



The Kent Regional Context

There are a range of County policies and initiatives which will impact on this strategy (see Table 1).

Table 1: Kent-wide plans and policies

Document	Relevance
Vision For Kent 2012—22	Countywide strategy for the social, economic and environmental wellbeing of Kent's communities, led by Kent Council Leaders
Better Homes: localism, aspiration and choice (2011)	A Housing Strategy for Kent and Medway
Every Day Matters: Kent's Children and Young People's Plan (2013—2016)	Kent's Multi agency Strategic Plan for Children and Young People, developed by the Kent Children and Young People's Joint Commissioning Board
Rural Homes: Supporting Kent's Rural Communities	Kent Housing Group's cross-County Protocol to help deliver affordable local needs housing in rural parts of Kent and Medway.
Growing the Garden of England:	Strategy for environment and economy in Kent
Think Housing First	Kent Joint Policy and Planning Board's (Housing) strategy to reduce health inequalities through access to good quality and affordable housing
Mind the Gap: Building Bridges to better health for all	Kent's Health Inequalities Action Plan
Better Homes, Greater Choice:	SCCS Accommodation Strategy for Adult Social Care
Sustainable Lettings Protocol	The protocol highlights the importance of creating sustainable core purpose is to ensure that future housing developments within Kent meet the objective of creating long lasting sustainable communities
Growth & Infrastructure Framework	The framework developed by Kent County Council to provide comprehensive picture of growth and infrastructure and to help prioritise investment to create new jobs, homes and infrastructure
Initiative	Impacts
The 'No Use Empty' Scheme	KCC's empty property strategy
The Kent Health & Wellbeing Board	Committee of KCC which leads on work to improve the health and wellbeing through joined up commissioning across the NHS, social care, public health and other services.
Ongoing monitoring of the West Kent Local Investment Plan by the HCA	Although reaching the end of its life, the HCA continues to monitor the implementation of the LIP

West Kent councils also operate some successful shared services with neighbouring authorities including Tunbridge Well's Mid-Kent Improvement Partnership with Swale and Maidstone Council whose shared services include Housing benefit, Planning and Legal.

The three West Kent local authorities are holding discussions to explore the broader national devolution agenda. These conversations are focused on looking at potential ways we could continue to improve how we work together, drive forward further efficiencies, and enable smarter collaboration in the future.



The Local Policy Context

This 2016–2021 Housing & Homelessness Strategy is one of a number of plans, strategies and policies that will deliver our vision over the coming years. These are set out in Table 2.

Tunbridge Wells BC	Tonbridge & Malling BC	Sevenoaks DC
<ul style="list-style-type: none"> • Vision 2026 • Our Five Year Plan 2014 • Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment 2015 • Sustainable Community Strategy • Local Plan • Tunbridge Wells Core Strategy Development Plan 2010 • Tunbridge Wells Core Strategy Review • Private Sector Renewal Strategy 2004—09 • Empty Homes Policy 2012—17 • Tenancy Strategy • Health Inequalities Plan 	<ul style="list-style-type: none"> • Core Strategy: Local Development Framework • Tenancy Strategy • Housing Assistance Policy • Empty Homes Protocol • Think Housing First: Mind the Gap • Affordable Housing SPD • Sustainable Communities Strategy • Tonbridge & Malling Strategic Housing Market Assessment 2014 • Gypsy & Traveller Accommodation Assessment 	<ul style="list-style-type: none"> • Tenancy Strategy • Empty Homes Action Plan 2015/16–2016/17 • Under-Occupation Strategy • Private Sector Housing Assistance Policy • Community Plan • Core Strategy 2011 • Allocations Policy • Health Inequalities Action Plan • Housing Strategy Action Plan 2012 • Sevenoaks MTD • Affordable Housing SPD 2011 • Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment 2015 • Private Sector Stock Condition Survey

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WEST KENT: Population and Housing Market Profile

	Sevenoaks	Tunbridge Wells	Tonbridge & Malling
Population	117,035	116,100	120,800
Projected population growth 2013—2033	+17%	+17%	+19%
Projected household growth 2013—2033	21%	25%	25%
Land within Green Belt	93%	70%	75%
Projected increase in households 65+ to 2033	49%	61%	n/a
Level of owner occupation	73%	66%	71%
Average house price ¹	£302,000	£260,000	£275,000
Median income	£36,300	£34,600	£36,800
Ratio of income to house price (national average 6.5) ²	11	9.7	9.3
Average entry level private sector rent p.m. (2-bed)	£1100	£824	£850
Number on council Housing Register ³	715	994	1054
Number of new social lettings 2016/17 ⁴	211	363	291
Average length of wait before offer (2-bedroom flat for high need Homeseeker band) (5) ⁵	18 months	16 months	15 months
Net need for additional affordable homes (per year) ⁶	422	341	277

All data taken from Sevenoaks and Tunbridge Wells SHMA 2015/TMBC SHMA Update report 2014 except where detailed in footnotes.

¹ Median house price (June 2017) Taken from 'House prices & transactions 2016', Kent County & District authorities (HM Land Registry figures)

² Lowest quartile (entry level) house price

³ As at 31.3.17

⁴ During 2016/17

⁵ During 2016/17

⁶ ?

S3: Progress against 2011—16 Joint Homelessness Strategy and the individual local authorities' Housing Strategies

Tonbridge and Malling:

- Welfare Advisor offering enhanced benefits advice.
- Working with the Elderly Accommodation Council to improve understanding and support for older people needing housing advice.
- Exceeding targets to deliver more new affordable homes.
- Young Persons Scheme and Coldharbour developments providing new affordable homes.
- Land and planning permission secured, ready to commence construction of a new domestic violence refuge.
- Improved access for residents to energy efficiency measures through engagement in the Kent and Medway Sustainable Energy Partnership.

West Kent:

- 1326 new affordable homes between 2011—16.
- Joint service mapping with the Bridge Trust and publication of the West Kent Homelessness Directory.
- Empty homes brought back into use through participation in the No Use Empty project led by Kent County Council.
- At least 2 West Kent Landlords Forums held each year for the last nine years, attended by an average of 60 landlords at each event: helping us to work better with private landlords and improve the quality and availability of private rented accommodation for those in housing need.

Tunbridge Wells:

- Modernised sheltered housing.
- Additional homes for disabled residents; Regeneration of Sherwood and Ramslie Estates and Rusthall completed.
- Winter shelter in partnership with Tunbridge Wells Churches providing local bed spaces in winter months.
- Joint funded Rough Sleeper Outreach Worker with Tunbridge Wells Churches continuing rough sleeping prevention work throughout the year.
- Increased housing options for homeless applicants, including widening access to private rented accommodation.

Sevenoaks:

- New specialist housing scheme for people with learning disabilities.
 - New sheltered housing scheme.
 - A wide range of low-carbon initiatives to improve thermal efficiency of housing and reduce fuel poverty.
 - Energy switching service with surgeries focused on older people to identify wider housing, health and well-being issues.
 - Joint funded Officer and tenant incentive scheme to reduce under-occupation.
 - £1.8m provided through planning gains to deliver a wide range of housing strategy measures: Bespoke shared ownership product 'A Home of Your Own' assisted 20 households to purchase a share in a home.
 - 49 long-term empty homes brought back into use.
 - Housing Energy and Retraining Options (HERO).
- advice and support on employment, debt, benefits and education.
 - Flying Start: support project with West Kent Housing Association overcoming barriers to new tenancies.
 - Private Sector Lettings Scheme: improving access to private rented housing, providing deposit bonds, rent in advance, Landlord incentives and property accreditation to raise quality standards.





The previous chapter outlined the policy context within which this strategy is set. It identified that far-reaching changes to social housing, welfare reform and the shift from rent to home ownership are likely to have a significant impact on the West Kent local authorities' ability to provide housing options for their residents. This section explores these impacts in more detail and sets out the challenge for the authorities in the coming years, highlighting:

How housing demand is increasing.

- How the supply of affordable homes has not kept pace with demand, and is likely to diminish further.
- How affordability, particularly for middle and lower income households, across all sectors of the market is worsening.
- How homelessness is likely to increase as a result.

Housing Demand

Demand for all types of housing in West Kent is high and is likely to remain so.

- The population is predicted to grow by 16–19% by 2033³ with the trend being for more, smaller households.
- The greatest need will be for 2–3 bedroom market properties, and 1–2 bedroom affordable homes. Restrictions on benefit entitlements may further increase demand for smaller affordable homes and Houses in Multiple Occupation (HMOs).
- There are currently over 2,700 households on the three Housing Registers.
- The housing market is once again buoyant and both house prices and private sector rents are rising faster than inflation.

Calls to the Housing Options services seem to be broadening in their scope. Consequently, the advice and signposting provided has needed to adapt to become more holistic to include financial guidance, health related advice and community

³ Sevenoaks and Tunbridge Wells SHMA 2015; Tonbridge and Malling SHMA Update Report 2014. All net figures.

safety awareness in addition to core accommodation issues. That also means that the housing services must be closely linked to other sections of the local authority and external agencies and organisations

High demand for affordable rented accommodation from homeless households has meant increased use of temporary accommodation. Across West Kent its use has increased by a third since 2011 and costs have more than doubled to £354,000 in 2014/5. Temporary accommodation is, in the main, self-contained but there is some use of costly nightly-paid emergency provision. On average, households stay in temporary accommodation for 69 days, a situation likely to worsen. We have a challenge to source an adequate supply of appropriate temporary accommodation for the increasing numbers of homeless households requiring longer stays.

CASE STUDY:

Reducing numbers in emergency housing

Tunbridge Wells Borough Council (TWBC) has seen an increase in numbers of households needing emergency accommodation from an average of five in 2011/12 to 13 during 2015/16.

Emergency accommodation is typically a room in a bed and breakfast with shared bathroom and kitchen facilities for a single homeless applicant, and a self contained chalet or flat for homeless families with children. The accommodation is often outside the borough due to lack of availability locally. Being out of area puts additional pressure on our homeless applicants, disrupting their employment and education, as well as being costly to provide.

In order to secure an alternative source of local temporary accommodation we worked with Town and Country Housing Group (TCHG) to lease one and two bedroom flats to house homeless accepted applicants who were waiting for a longer term offer. TWBC managed the properties day-to-day while TCHG retained responsibility for repairs. As well as proving cost effective alternative emergency accommodation, this initiative made good use of flats on the Sherwood estate which were due to be demolished as part of a regeneration project.

Housing Supply

The need for affordable housing is currently estimated at 422 homes/year in Sevenoaks, 341 homes in Tunbridge Wells and 277 homes in Tonbridge and Malling⁴. Supply has not kept pace with need. Over the last five years the average number of affordable homes developed each year has been 49, 100 and 113 respectively, meaning that there is a growing gap between supply and demand.

Challenges to our ability to deliver more housing include:

- High land values, with land supply constrained by Green Belt and AONB restrictions, particularly in Sevenoaks where 93% of land falls within the Green Belt.
- HCA funding available having an emphasis on home ownership, with more limited resources for new rented housing.
- Rent reductions impacting on housing associations' business plans, resulting in many cutting back on future development plans or focusing on building other forms of housing including intermediate tenures and homes for outright sale.

CASE STUDY:

Bringing back empty homes into use

A flat above a local shop had lain empty for 12 years and could not be let as it was accessed through the shop. A loan from 'No Use Empty' enabled the owners to refurbish the flat, creating a separate entrance via an external staircase. In addition, the refurbishment converted part of an old store room adjacent to the shop to create a second flat. Tunbridge Well's 'NO Use Empty' loan brought the flat above the shop back into use and allowed the owners to create a second unit for rent.

- The introduction of the voluntary Right to Buy for housing association tenants, which will potentially diminish the stock of rented housing, in part because the high cost of re-provision may mean that replacement homes are provided outside the area.

As well as an overall shortfall, there are mismatches in the type of housing available that makes it difficult to make the best use of the existing stock.

For example, a mismatch between housing association stock and housing need, plus the size criteria (or 'bedroom tax'), has meant that in SDC's area, there is a good supply of larger accommodation (3-bedroom+) compared to a potential shortage of smaller homes. There are also significant levels of under-occupation (homes with two or more 'spare' bedrooms), particularly amongst older person households. While matching up under-occupying and overcrowded households could be an answer, it is not always easy to achieve.

Almost 1500 mainly private sector homes have been empty for more than six months across West Kent — a considerable waste of resource. Tackling this issue is a challenge as properties are empty for a variety of reasons including difficulty in selling or letting the property; renovation work; repossession; probate/inheritance issues; or the owner is being cared for elsewhere or is in hospital. The local authorities employ a range of tactics (including formal enforcement action) to encourage owners to bring properties back into use.

Affordability

Securing affordable housing is a challenge in all sectors of the housing market across West Kent.

⁴ Sevenoaks and Tunbridge Wells SHMA 2015; Tonbridge and Malling SHMA Update Report 2014. All net figures.

CASE STUDY:

Bringing back empty homes into use

Tonbridge & Malling use a range of options including advice and information, 'No Use Empty' loans, Home Improvement Assistance and enforcement action to facilitate and encourage owners to bring long term empty properties back into use.

As a result of effective partnership working with Tonbridge & Malling Borough Council, Kent Fire and Rescue Service (KFRS), and Circle Housing Russet, five long term empty KFRS properties were returned to

use as much needed affordable housing units. The properties near Larkfield had historically been used as day crew accommodation for the Fire Service. However, changes in service requirements meant they were not longer needed and, after careful consideration, KFRS decided to sell the empty properties.

With support from Tonbridge & Malling, Circle Housing Russet (now Clarion) successfully obtained Homes & Communities Agency Empty Homes Funding of £225,000 to bring the homes into use as affordable housing available to families in need on the housing register.

Home ownership

Despite low unemployment compared to Kent and the South East and above average incomes, high property values mean that home ownership is out of reach for many in West Kent.

The problem is most acute for lower income households for whom houses prices are between nine and 11 times the average income⁵. The problem is even more severe in rural areas, where the average house costs 17 times the average income.

Irrespective of the Government's focus on affordable home ownership, purchasing a property will therefore remain out of reach for many households, with both the income levels and the deposit needed to secure a mortgage representing a significant barrier. To purchase a stake in a shared ownership property, many households have to rely on parents or relatives for help with deposits: Sevenoaks DC has already seen several households relying on deposits of £50,000 plus to buy a share at mortgage levels they can afford.

Starter Homes have been introduced by the Government to assist first time buyers under 40 to purchase a home. However, it has been estimated that in order to buy a home costing £250,000 (after the 20% discount has been applied) a household would have to earn £58,000/year plus put down a £47,000 deposit. If mortgage lenders are prepared to offer 95% mortgages, the buyer would need a lower deposit of £13,000 but need to earn £67,000/year.⁶ This puts Starter Homes out of reach for households on lower or average incomes.

⁵ Sevenoaks and Tunbridge Wells SHMA 2015, TMBC SHMA Report 2014

⁶ figures based on Shelter, October 2015

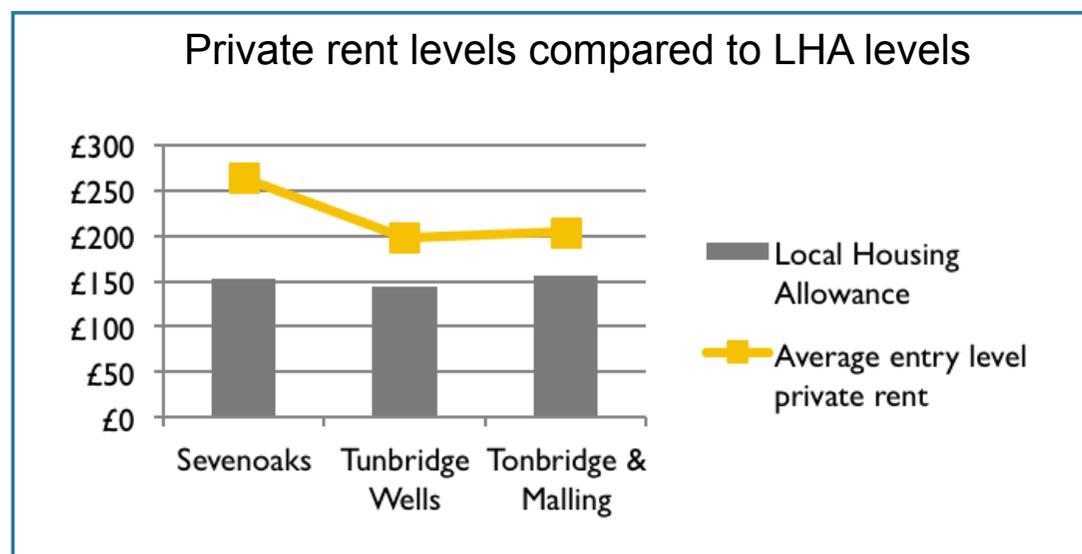
The private rented sector

West Kent has a thriving, growing private rented sector and for many, private rent is an effective solution to their housing needs. However, fuelled by buy-to-let investors, the sector has boomed over recent years and rents have risen faster than inflation. This means that private renting is becoming increasingly out-of-reach to many lower income households.

With LHA rates frozen, analysis⁷ has shown that, by 2020, private rents across four-fifths of the UK will be out of reach to households claiming welfare support for housing costs. In West Kent, entry-level private rents already exceed LHA levels (see Figure 1), putting the sector out of reach for households reliant on benefits: on one day in April 2016, Right Move (property website) had no 2-bedroom properties available in Tunbridge Wells district for private rent at rent levels below the LHA cap of £765/month.

Where households can access private rented housing, they may not find the longer term security they seek in order to put down roots in an area. In 2014/15 the most common cause of homelessness in West Kent was the ending of an Assured Shorthold Tenancy, most often due to rents being increased and the affordability pressures this brings.

Figure 1:



Other barriers to private renting include: in Tunbridge Wells

- Recent changes to the benefit cap, which will mean that over 300 households across West Kent have a shortfall (averaging £61 per week in Sevenoaks).
- The requirement to meet income thresholds set by letting agents (30 times the monthly rent) plus upfront costs such as one month's rent in advance, deposits and administration fees.
- Benefit claimants and non-working households need to have a guarantor who either earns at least £30,000/year or who is a homeowner.

- Universal Credit, which will see housing subsidy paid directly to residents, may make landlords more reluctant to accept tenants on benefits.

Affordable housing

Whilst Starter Homes and other intermediate housing products such as shared ownership will help some households find a suitable home, in West Kent there remains a substantial number of households who will be unable to access either home ownership or the private rented sector. For this group, affordable or social rented housing is the only realistic option. However, with the

⁷ Shelter, July 2015

CASE STUDY:

The costs of securing a private rented home

In order to secure a 2 bedroom flat with a rental of £795 per month, the prospective tenant typically has to pay:

Referencing fees : approximately £300

Deposit: six weeks' rent – £1100

Rent in advance : one month: £795

Total: £2095

If the applicant is not earning a salary of more than 30 times the monthly rent (£23,850 in this case) they will usually need a guarantor, most often a UK-based home owner who also earns 30 times the monthly rent.

Many of the people approaching the local authorities for help with housing do not have sufficient savings to cover these upfront costs, and don't have a family member or friend who would qualify as a guarantor. To get round this issue, all three LAs operate a rent deposit scheme.

TWBC's scheme provides payment up front to landlords or agents (after a property inspection has been carried out to ensure it is in good condition.) We then set up an affordable repayment plan with the applicant, so the money we have paid out can be recycled for other homeless families. Once the applicant has repaid the loan, any monies due back from the deposit at the end of the let are transferred to them, so they can use this to help them with their next move.

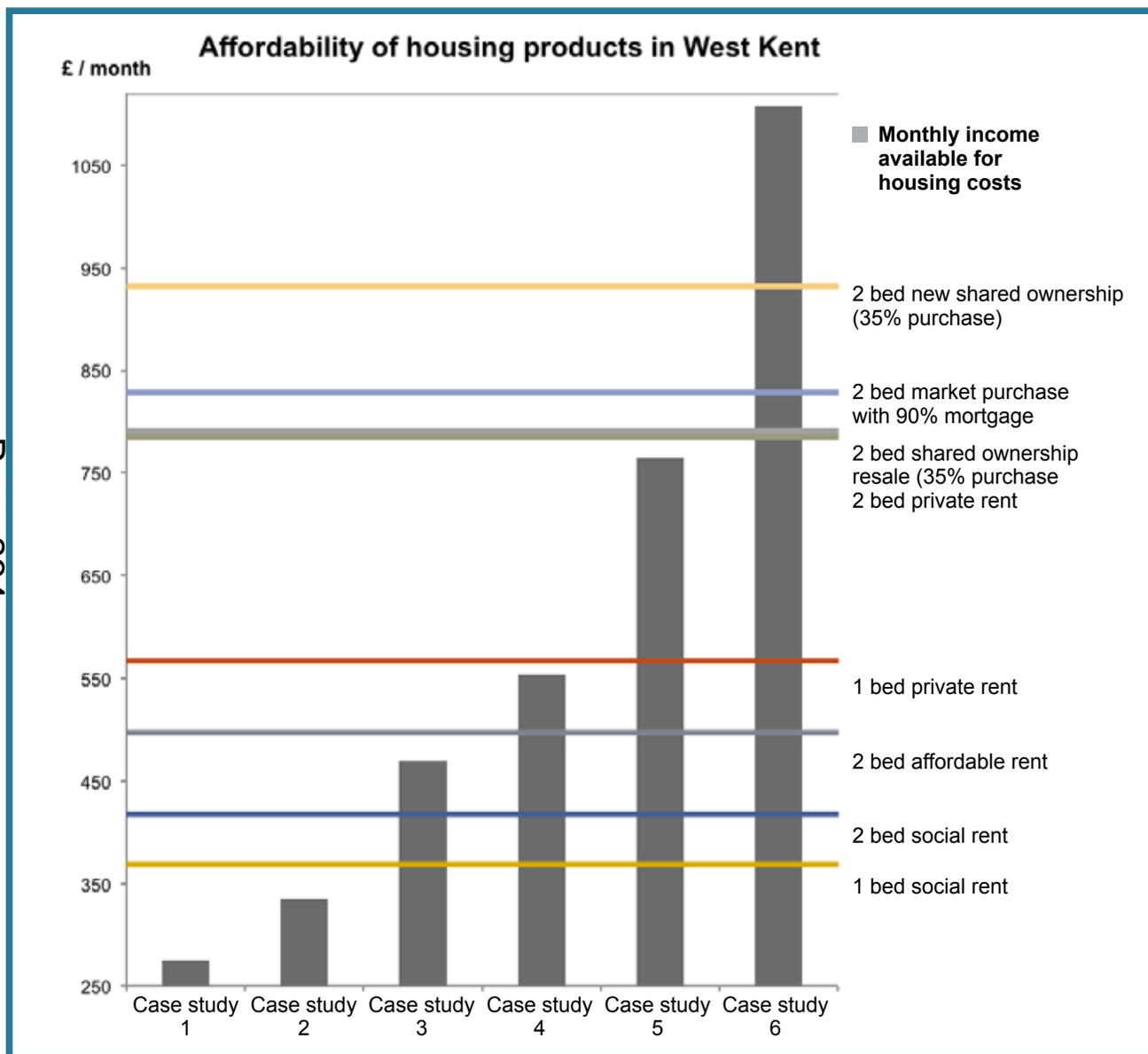
current focus on home ownership, the supply of social and affordable homes available to rent is expected to diminish.

Even where affordable housing is available, there may be barriers to accessing it.

- Some housing associations are introducing affordability criteria for new tenants, both to ensure tenancies are sustainable and to protect their future income.
- In Sevenoaks applicants on the Housing Register need to earn £33,400 or less, while households accessing shared ownership generally earn more than £40,000. This means that there are few potential housing options for households earning £30–40,000.

In summary, residents continue to face increased pressure on the affordability and accessibility of housing, with fewer housing options available. We anticipate that there will be a marginal group of low to middle income households who are unable to access any of the home ownership products, who are priced out of the private or affordable rented sector, and who have no realistic hope of being allocated social housing (see Figure 2 overleaf). Dealing with the needs of this group will be one of the main challenges for us in the coming years.

Figure 2: Accessing affordable housing in West Kent



This chart highlights the difficulties lower income households have in accessing affordable housing in West Kent.

- The horizontal lines indicate the price of various housing products (based on the average monthly cost for a typical entry level property).
- The columns show the amounts that six different household types have available to spend on housing each month, as described in the case studies below. The case studies are real examples and are typical of the households who seek housing advice and assistance from the councils each year.

CASE STUDY 1

HOUSEHOLD: A single man aged 18, Tonbridge and Malling area, told to leave by his parents.

EMPLOYMENT/INCOME:

Employed on the minimum wage of £5.30 / hour. Not entitled to receive benefit to help with housing costs (from 2017 under current proposals). Based on affordability criteria (30% of income), this young man could afford to spend £275 on housing each month.

OUTCOME: His circumstances mean this man is not eligible for social housing, and cannot afford the average rent for the smallest self-contained property in the private sector. He would need to look for a room in a shared property, and have savings to pay a deposit. However, at this time there were no rooms advertised within his limited budget.

CASE STUDY 2

HOUSEHOLD: An unemployed young person (aged 29) living in Tonbridge and Malling without savings.

EMPLOYMENT/INCOME: Reliant on benefits, he is able to claim housing costs of up to £335/month through Universal Credit (based on the High Weald LHA shared room rate).

OUTCOME: This person does not have high enough priority to successfully secure social housing. Few rooms in shared housing are advertised at this low cost and it is likely to be difficult to secure accommodation without savings to pay a deposit, without a guarantor, and in competition with other applicants who may be in employment.

CASE STUDY 3

HOUSEHOLD: A single person, aged 40, living in Tunbridge Wells

EMPLOYMENT/INCOME: Entitled to claim welfare benefits to cover the social rent of £470 per month for a suitable housing association property. Total monthly income is £720.

OUTCOME: While this applicant would be entitled to social housing, s/he is excluded by the affordability criteria introduced by some registered providers. Using Office of National Statistics estimates of his anticipated monthly outgoings (£849), s/he would be assessed by the housing association as having a shortfall of £128 each month. He would therefore be assessed as unable to sustain a social rent tenancy and so be denied a tenancy by the housing association.

CASE STUDY 4

HOUSEHOLD: A couple with 1 child living and working in Sevenoaks.

EMPLOYMENT/INCOME: Annual household income of £22,177. Applying affordability criteria, up to £554 / month could be available for housing costs (30% of income).

OUTCOME: This family could afford social rented properties, but with substantial waiting lists it may be difficult to secure suitable accommodation and will depend upon their circumstances. They are unable to afford a 2-bedroom property in the private rented sector or to access home ownership. They would need further benefits advice to assess their circumstances and determine if they are eligible for additional benefits.

CASE STUDY 5

HOUSEHOLD: A lone parent with two children seeking a 2 bedroom property in Tunbridge Wells.

EMPLOYMENT/INCOME: The family receive £1,667 each month in wages and partial benefits, including payment for housing costs.

OUTCOME: At the time of looking the family is unable to find any suitable property in the private rented sector within the LHA cap of £765 per month within a 5-mile radius of Tunbridge Wells. The cheapest property advertised in the private rented sector costs £795/month. In a competitive rental market and without anyone able to stand as guarantor, the family are not able to negotiate any rent reduction. To cover the shortfall and stay close to established family networks and children's schools, the family must pay the extra £30 / month from their overall benefit income. This means 48% of their total income will be spent on housing costs.

CASE STUDY 6

HOUSEHOLD: A working couple with one child living and working in Sevenoaks

EMPLOYMENT/INCOME: Annual income of £44,341. Each month, the couple have £1,108 available to meet housing costs (30% of income in accordance with affordability criteria).

OUTCOME: The household is able to access affordable home ownership. However, to purchase a 35% stake in a 2 bedroom resale shared ownership home the family must have access to a deposit of £3,675.

Homelessness

Advice and support

Providing housing advice and help to those who are homeless or threatened with it is a core service for the councils. In 2015/16, 2,400 households approached the three councils for housing advice and assistance.

In future, we expect to see growing demand for information and advice services, more applications to join the Housing Register and more complex cases than in the past.

There has also been a significant change to the advice and assistance duty through the recently passed Homelessness Reduction Act. Due to become law in 2018, this

places additional duties on councils to help prevent homelessness of all families and single people. Councils must also ensure that everyone who qualifies for help under homelessness law receives advice in writing on the housing options available to them.

At the same time, the authorities will have to manage with fewer resources and fewer housing options.

Residents approaching us for help and support are presenting with increasingly complex needs. In the past, our housing association partners have offered wider support services that have complemented our advice and prevention work in areas such as employment and training, welfare advice, support and community investment. However, financial pressures mean some

providers are withdrawing these services to focus on their core landlord activities. Given the emphasis placed on work as a route out of benefits and low incomes, this will leave a significant gap in services. To meet this challenge, we will need:

- Understanding of the needs of our customers and how they are best able to access services, making it easier and cheaper for residents to access information and advice directly.
- Effective management of customer expectations and demand for housing support, with households being encouraged to proactively help themselves.
- A joined-up approach linking welfare and work advice.

- New models for delivering housing advice, embracing new technology and with more self-servicing.

Preventing homelessness

Where possible, the councils work with individuals and households to prevent homelessness. In 2015/16 they achieved this for almost 500 households. With the cost to the public pursue of providing temporary accommodation and subsequent re-housing amounting to at least £5,300 per case per year, prevention is clearly cost effective⁸. Homeless prevention tools included providing support to sustain existing tenancies, providing employment advice and assistance and working with migrant communities at risk of sleeping rough.

⁸ Heriot Watt University 2007: Demonstrating the cost effectiveness of homelessness





Flying Start is Sevenoaks' pre-tenancy workshop & support service. Over the last nine months they have helped almost 100 households on a one-to-one basis and held a series of workshops with over 75 attendees.

One of these was Mrs X who was referred to Flying Start by Sevenoaks Citizens Advice. She was desperate to find a home in Sevenoaks for her and her teenage daughter who had been separated following family breakdown. Mrs X's daughter was living with friends to enable her to get to school whilst Mrs X stayed with friends and worked in Tunbridge Wells as a nurse.

We met with Mrs X to discuss her housing options, which were limited due to the high cost of renting in Sevenoaks. We suggested she sign up with the Private Sector Letting (PSL) scheme offered by Sevenoaks District Council, prepared a household budget for her to understand what she could afford and began approaching landlords who promoted outside the conventional marketing methods. Mrs X and her daughter also attended a pre-tenancy workshop and, soon after, contacted our PSL team. They located a suitable property and, after financial checks from HERO and the PSL team, Mrs X secured the home for a new life with her daughter.

CASE STUDY:

Using rent deposits to prevent homelessness

A young household consisting of a mother and baby approached the Housing Options service as they were threatened with homelessness due to domestic issues with the extended family.

In order for the family to move on in a planned way and to prevent homelessness, the Options Officer found a property in the private sector. The home was suitable but was needed energy efficiency work as its low energy performance rating constituted a Category 1 hazard for Excess Cold.

Initially the landlord was reluctant to work with the Council as she was able to command a rent well above Local Housing Allowance (LHA) rates. Following lengthy negotiations, the Council assisted the landlord with an additional insurance premium to give security against non-payment of rent. This was accompanied by a Housing Assistance Loan to install a new heating system. A month's rent in advance and a deposit equivalent to another month's rent was supplied by the Council, and the landlord agreed to an initial 12 month tenancy. The tenancy has been sustained successfully with no issues and the family have been settled in their home for over three years.

Homeless acceptances

After a prolonged period of declining homelessness⁹, the number of households presenting themselves as homeless and the numbers accepted as homeless have doubled over the last two years across the three authorities (to 191 in 2015/16).

Around two thirds of households accepted as homeless have children, with most being lone parents. The most common reason for homelessness is the loss of a tenancy (mostly private rented tenancies, most commonly because as landlords are increasing the rent) or because family is no longer willing or able to accommodate them.

Sourcing good quality temporary accommodation is a constant challenge. We want to continue to limit the use of temporary accommodation, and particularly bed and breakfast accommodation. To achieve this we need to improve the supply of good quality alternatives and must work closely with private sector landlords and the voluntary sector to do this.

Placing families in emergency accommodation outside the area is becoming increasingly common due to a lack of affordable emergency accommodation locally.

⁹ The picture does differ significantly across the three authorities due to the different operation of allocation policies.

The Housing Register

Each authority maintains its own Housing Register for those waiting to access social housing. On 31 March 2016, a total of 2763 households were on the three Housing Registers (1054 in Tonbridge & Malling, 715 in Sevenoaks and 994 in Tunbridge Wells). As Table 3 below shows, the need is mainly for smaller homes.

As households feel the impacts of welfare reform and find themselves with fewer housing options, applications to join the Housing Register are likely to increase.

There are some specific local challenges for certain groups including households renting privately and given notice by their landlord, those experiencing domestic abuse, people asked to leave by friends and family, rough sleepers and offenders.

The Housing Register Allocations Policies give additional priority to applicants in particularly urgent situations, such as those fleeing domestic abuse, extreme violence or harassment and those whose health is significantly at risk if they remain in their current unsuitable housing. All the local authorities operate a Sanctuary Scheme, which helps people stay in their current home by fitting additional security measures to make their property safer.

The number of rough sleepers across the three councils has more than doubled since 2011 with 29 found at the last headcount.

Table 3: Composition of the Housing Register by size of accommodation needed

Local Authority	1-bed	2-bed	3-bed	4-bed + larger	Total
Tunbridge Wells	430	363	143	53	989
Tonbridge & Malling	545	349	117	51	1062
Sevenoaks	409	241	47	14	711
Total	1384	953	307	118	2762

Working in partnership with Tunbridge Wells Churches, the Council has supported the Tunbridge Wells Churches Winter Shelter. This has offered a safe, warm, local place to stay for rough sleepers during cold weather for the past four years. The Council have also joint funded a Rough Sleeper Outreach Worker during the summer months to echo the work of the winter shelter throughout the rest of the year. In 2015/16, the Outreach Worker successfully helped 20 individuals to move into housing (six people housed through the Housing Register, 12 helped into supported housing, two helped to find private rented accommodation).



Meeting the housing needs of specific groups

Housing for young people

Young people face particular challenges in meeting their housing needs including:

- The removal of housing benefit for 18—21 year olds.
- Restrictions on access to self-contained accommodation, with those aged under 35 on benefits only eligible for the shared room rate. Shared housing, while appropriate for some, is often not suitable for vulnerable young people;
- Questions over future revenue funding mean that housing-related support faces an uncertain future.

Moving into employment improves the housing options for young people, so our ability to signpost young people to the appropriate employment and training services (such as the Sevenoak's HERO service) and managing transitions into work is key to helping this group.

Older people

The ageing population poses medium to long term challenges of delivering sufficient good quality appropriate housing for older people, not least the increasing proportion of people with dementia.

Further specialist accommodation will be required to meet the needs of this

growing community, with an estimated 250 places for older people needed across West Kent each year plus a further 26—40 residential care places¹⁰.

Meanwhile, there are a number of other short term challenges to increasing the supply of older peoples' housing:

- There is a mismatch between the current supply and demand. Much of the existing sheltered accommodation is unattractive to potential tenants and suffers from low demand. Future demand is likely to be for extra care housing models.
- Many housing associations, rather than remodeling stock, are moving out of older people's provision and focusing resources on home ownership.
- Uncertainty over future revenue funding is affecting the viability and future investment in older persons' housing for rent with both housing associations and private sector providers withdrawing from the market.
- The introduction of the national living wage is adversely affecting care homes and extra care schemes as the available funding does not cover the higher costs of provision.

¹⁰ Sevenoaks and Tunbridge Wells SHMA 2015, TMBC SHMA Report 2014

The traditional sheltered housing service is also being impacted with many providers withdrawing warden cover as it is no longer viable. It will represent a challenge to ensure that suitable accommodation for residents with more complex needs can continue to be provided, and supply can grow to meet the needs of our ageing population.

As our population continues to age and the number of older households increases, a greater number of older owner-occupiers will face challenges in maintaining the quality of their homes and will seek advice and assistance.

In 2014/15 each council provided an average grant of £7,300 to around 70 households to help adapt their homes. This demand will increase, placing extra demand on the services provided by the Private Sector Housing Teams, and challenges in administering Disabled Facilities Grants efficiently and effectively.

Given the social and financial benefits of health prevention (it is much better and more cost effective to install a handrail at home than to treat a broken hip, for example) we must find opportunities to develop more effective partnerships with the health sector that allow people to continue to remain living at home safely and comfortably for longer.



CASE STUDY:

Disabled Facilities Grant

TMBC recently completed a Disabled Facilities Grant for a young man in his 20's who, following a motorcycle accident, was a wheelchair user. The man lived with his parents in Tonbridge & Malling.

The Council funded a first floor extension to enable room for a through floor lift, larger bedroom and wheelchair accessible bathroom with level access shower and wash/dry WC to be provided. The photos below show the new bedroom and through floor lift and the new shower facility. These adaptations enabled the man to continue to live independently at home with his own bedroom that he could access and a bathroom facility he could use. It allowed a normality to return to the family home with the parent commenting that the work had made a huge positive difference for all of them.

CASE STUDY:

Providing Housing Assistance

TMBC recently provided a repayable grant to help the vulnerable homeowners to replace rotten and dangerous windows and relay an uneven, dangerous patio. As a result, the property is warmer, more secure and safer for the couple to continue living independently. The improvement work has given the couple pride back in their home and they are determined to continue improving their home. The grant will be repayable when the property is sold in the future.

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Housing standards

Good quality housing positively impacts on health, wellbeing and life expectancy. Poor housing has detrimental effects on crime, education and health.

We have a role in ensuring that standards are improved across all tenures. By doing this, and by working to remove hazards

within private sector housing, we have the opportunity to improve the health and wellbeing of residents and for cost savings to the health system.

The low standard of some housing stock across West Kent has a detrimental impact on health. 130 excess winter deaths were attributed to poor quality housing in 2012/13. Local authorities are required to report on the number of dwellings in the private rented sector with Category 1 hazards: in 2015/16, 115 such hazards were reported.

The high demand for private rented housing means that it is a challenge to ensure that properties maintain even minimum standards, particularly at the lower end of the market. With benefit changes increasing demand for rooms in shared houses, Houses in Multiple Occupation will proliferate, posing a particular challenge in terms of maintaining quality standards.

Energy efficiency and fuel poverty remain key challenges across all tenures, and particularly impact lower income households. Fuel poverty is a significant health and wellbeing challenge across West Kent with between 7.7% ((Sevenoaks) and 10% (Tonbridge &

Malling) of households living in fuel poverty. As benefit caps and rising housing costs place additional strain on household budgets, reducing energy costs for low income households will become a greater priority.

Partnerships

Registered providers

None of the West Kent local authorities retain ownership of housing having transferred their housing stock many years ago; Sevenoaks to West Kent Housing Association, Tonbridge & Malling to Clarion Housing Group and Tunbridge Wells to Town & Country Housing Group.

There is a long history in West Kent of working closely with partner housing associations and many examples of effective joint working to deliver new housing, innovations in services and increased housing options.

While the three main housing association partners have always had their distinct identities, the challenges they face (less grant funding, rent reductions, welfare reform and deregulation) will impact differently, due to differences in strategic direction, financial capacity and risk appetite. Providers are already making

difficult choices about how to best deploy diminishing resources and manage risk. With the HCA's strong focus on viability, some are already cutting back on discretionary spending, focusing on building housing for sale rather than for rent and realigning their businesses to maximise income collection. Some are also considering introducing minimum income limits for rented housing to protect future income streams.

Relationships with our key partners will remain central to us delivering this strategy. However, the partnerships will have to be flexible enough to cope with the inevitable conflicts that will arise between housing associations' need to manage risk and the authorities' responsibility for discharging their statutory responsibilities.

Health & wellbeing

There is a strong link between housing and health, and housing interventions have been shown to support a wide-range of health outcomes. Local authorities are well placed to contribute to the health agenda, therefore, and particularly through housing strategy. With that in mind, there is a drive to build on this area of our strategy to create an

effective out-of-hospital care system.

To deliver this we will need new partnerships to complement existing ones and look for opportunities to work in new and different ways. These will include working with health and social

care bodies where partnership working is not currently well developed and where there are likely to be significant opportunities to create future synergies (for example with Clinical Commissioning Groups).

CASE STUDY:

Reducing delayed hospital discharge

This closer joint working has already started across West Kent.

In November 2016, the three West Kent local authorities in partnership with West Kent CCG, set up a pilot Hospital Discharge Scheme at Pembury Hospital. The scheme involves a Health and Housing Coordinator based in the hospital linked to a handyperson. Family Mosaic Home Improvement Agency provides the roles and support of the posts. The aims of the scheme are to enable timely and safe discharge of patients from hospital by providing any necessary housing interventions and also to pro-actively prevent

admissions to hospital through slip and falls prevention work. The project is already showing significant outputs. Within five months over 100 people had been assisted with a safe discharge from hospital. The average cost of helping each patient is very low at approximately £160. The savings to the public sector as a whole within five months are estimated at a minimum of £30,000. The savings to the NHS are estimated at least £47,000.

By working in an integrated way with health, housing and voluntary sector partners, the West Kent authorities are determined to support our residents to lead independent, stable lives that enhance their mental and physical health and wellbeing.

In summary

Far-reaching changes to housing, planning and welfare provide a challenging backdrop to this strategy.

Our goal is to enable communities to support each other, for individuals to engage positively and take responsibility for solving their own problems where possible, but to provide housing-related support where it is needed most.

Faced with diminishing resources, we will need to:

- Page 244
- Be flexible and innovative.
 - Build new partnerships that deliver genuinely joined-up approaches to welfare and work advice, and health and housing.
 - Embrace new ideas and approaches to delivering advice and assistance.

Manage expectations, encouraging individuals and communities to take responsibility for their own situation, supporting them to help themselves.



S5: Our Ambitions

To respond to the challenges we face, and to deliver our vision, we have identified 4 key ambitions to guide our work over the life of this strategy.

Ambition 1 Improving the availability of housing for all and preventing homelessness

Ambition 2 Improving housing supply

Ambition 3 Improving the standard of housing

Ambition 4 Improving the health and wellbeing of our residents

We have carefully considered how we will achieve these ambitions, and how we will maximise our impact using the resources we have available. They are set out in the table below, along with the objectives that we need to work towards in order to achieve them. We have also developed a detailed action plan (Appendix 4).

Ambition 1 — Improving the availability of housing for all and preventing homelessness	
To deliver this objective, we will	
1	Ensure that we are well placed to respond to the changing policy environment, evaluating and reporting on the impact of housing, planning and welfare changes on our residents, on our partners and on our own services.
2	Manage expectations on the availability and affordability of social housing.
3	Ensure that our residents are able to access clear information about the range of housing options available, including new products such as Starter Homes and other forms of intermediate housing.
4	Continue to develop excellent working relationships with social and health services to ensure the availability of appropriate housing for residents with more complex needs and vulnerabilities and ensure that appropriate support and care is provided.
5	Continue to build links with the private rented sector to overcome barriers to housing those in need, particularly those residents on the lowest incomes.
6	Use the experience of our private sector housing teams to work with our registered provider partners to support them to manage risks and meet the challenge of housing affordability for those on the lowest incomes.
7	Explore new technology, online services and other innovative ways of delivering housing advice to those in need, and ensure residents understand what they can do to help themselves to improve their ability to obtain housing including accessing advice on employment, welfare and debt.
8	Work effectively together across West Kent to maximise the options available to prevent homelessness.

Ambition 2 — Improving housing supply

To deliver this objective, we will

- | | |
|---|---|
| 1 | Work with housing providers to deliver new affordable homes across the West Kent local authorities, promoting a range of types and tenures of affordable homes that will meet local needs. |
| 2 | Maximise the resources available to provide new affordable homes through the HCA and other funding sources, and through planning gain. |
| 3 | Work together with our partners to manage the reduction in grant funding for affordable housing by exploring different delivery and financial models and attracting new investors into West Kent. |
| 4 | Increase the supply of affordable housing by making better use of underused Council land and assets, releasing under-occupied properties, bringing empty homes back into use, and remodelling outdated homes that no longer meet needs. |
| 5 | Explore innovative build solutions (such as pre-fab techniques) to reduce development cost and time. |
| 6 | Support the delivery of specialist housing that will meet the needs of older residents, including those with more complex needs such as those with dementia. |
| 7 | Continue our work with private sector landlord to increase the supply of rented accommodation available to people in housing need. |

Ambition 3 — Improving the standard of housing

To deliver this objective, we will

- | | |
|---|--|
| 1 | Continue to support schemes to assist with home improvement and energy efficiency measures to improve the quality of housing within West Kent and tackle fuel poverty. |
| 2 | Develop a clear communications strategy to promote assistance available to improve housing conditions to private landlords, individual households and home owners. |
| 3 | Support new or 'accidental' landlords to keep up to date with standards, cooperating with other agencies for effective enforcement. |
| 4 | Ensure vulnerable residents and those with special needs are able to access clear information about help and assistance to improve housing conditions and carry out adaptations. |
| 5 | Continue to work with landlords to improve the quality of rented housing in the private sector, delivering accreditation and licensing schemes. |
| 6 | Take enforcement action where necessary to respond to complaints, ensure mandatory standards are met, and remove category 1 hazards in the private sector. |



Ambition 4 — Improving health and wellbeing

To deliver this objective, we will

- 1 Pursue a joined up approach, working together with health and social care partners to deliver better health and wellbeing outcomes for our residents and to use our shared resources together most efficiently and for maximum benefit.
- 2 Explore opportunities available to improve housing conditions through the Better Care Fund, national and local schemes, and other funding sources.
- 3 Where possible, free up bed spaces in specialised accommodation, providing move-on accommodation and tackling culture of institutionalisation in order to get customers to move on to suitable accommodation.
- 4 Continue to tackle fuel poverty by promoting advice and assistance to improve energy efficiency working with external partners, Kent-wide partners and other local authorities, and targeting key groups of residents such as older people.
- 5 Maximise the resources available to deliver adaptations for disabled residents, ensuring that we are able to respond to the increased funding available for Disabled Facilities Grants.
- 6 Ensure all residents are able to access essential information about health and wellbeing, including those in emergency accommodation.
- 7 Offer appropriate support to refugee households through resettlement programmes.
- 8 Roll out the Making Every Contact Count programme across West Kent, and ensure that frontline housing workers and health professionals are well informed about available services and are able to signpost residents appropriately.
- 9 Work with service users (especially vulnerable individuals with complex problems) so they are able to maintain tenancies, despite reduced availability of support services.



S6: Delivering the Plan

Monitoring progress

Given the pace of change, we recognise that this plan has to be flexible and iterative, so that it adapts to the impacts of changes in the policy environment.

The Project Team will continue to meet at least annually to monitor implementation of the strategy and ensure that the collective actions and objectives identified are taken forward.

Each of the three councils will also monitor the implementation of the strategy and Action Plan individually.

A Lead Officer for the Strategy will be identified who will report to Members regularly on progress. The councils will also report progress to the Borough Housing Partnerships and provide regular updates to stakeholders on the councils' websites.





Appendix 1

Project Team and Stakeholder Involvement

1 Housing & Homelessness Strategy Project Team

Sevenoaks District Council

Andrew Kefford – Housing Advice Team Leader

Gavin Missons – Housing Policy Manager

Tonbridge and Malling Borough Council

Linda Hibbs – Private Sector Housing Manager

Satnam Kaur – Chief Housing Officer

Chris Knowles – Housing Strategy and Enabling Manager

Jane Smither – Housing Options Team Manager

Lynn Wilders – Housing Needs Manager

Tunbridge Wells Borough Council

Janice Greenwood – Private Sector Housing Manager

Jane Lang – Housing Services Manager

Sarah Lewis – Housing Register and Development Manager

Organisations attending stakeholder events and our other housing partners

Tunbridge Wells Churches Winter Shelter

Tunbridge Wells Street Teams

Bridge Trust

Porchlight

Look Ahead

Citizens Advice Bureaux

KCC Commissioning Team

KCC — Troubled Families Education and Young

Persons Services — Preventative Services

Kent County Council (Children and Families)

KCC Children's Commissioning

Clarion Housing Group

West Kent Housing Association

Town & Country Housing Group

Golding Homes

RBLI (Royal British Legion Industries)

National Landlords Association

NHS West Kent Clinical Commissioning Group

West Kent YMCA

Chapter One

South West Kent Community Mental Health Team

Kenward Trust

Moat Homes

Hyde Housing

Homegroup

Orbit

ACRK (Action with Communities in Rural Kent)

SSAFA (Soldiers, Sailors and Airmens Families Association)

Abbeyfield

West Kent MIND

CGL (Change Grow Live)

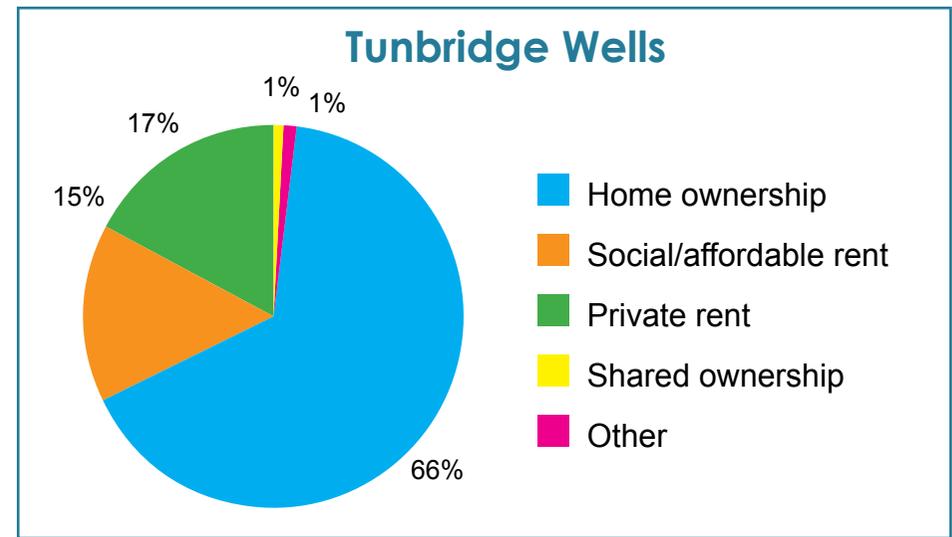
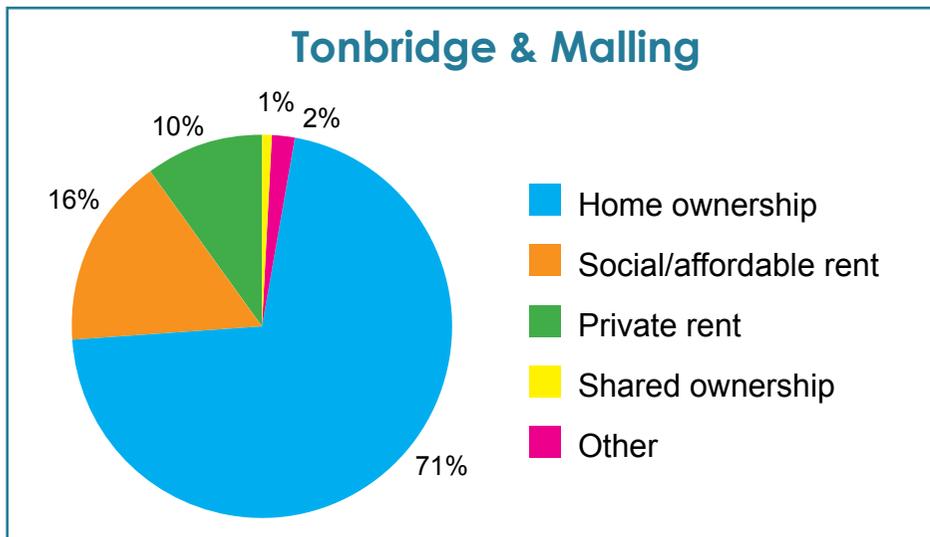
Probation

Appendix 2

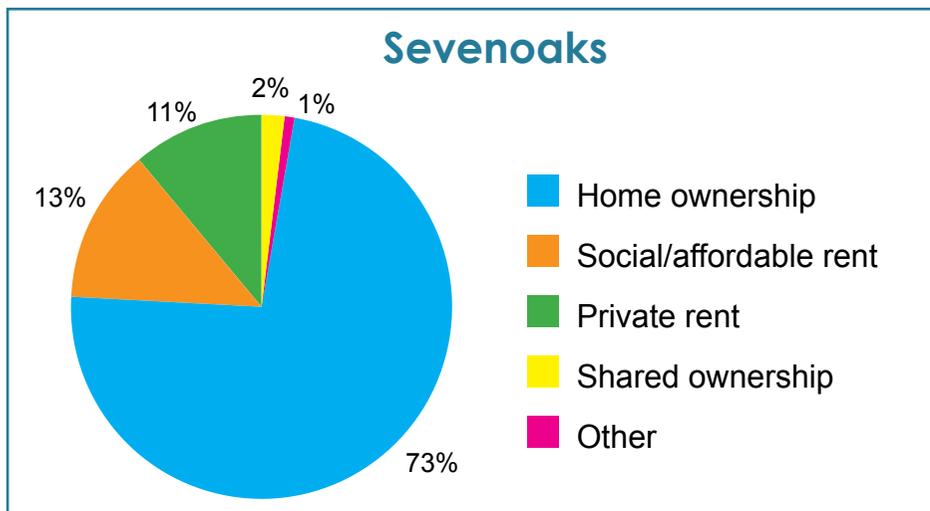
A summary of the data used as evidence for the West Kent Housing and Homelessness Strategy is presented below.

1 Tenure of housing stock within each Local Authority

Page 252



2011 Census



2 Social Housing Stack

	Total social housing stock (31 March 2017)
Sevenoaks	7,642
Tonbridge and Malling	8,905
Tunbridge Wells	7,200

Source: Local Authority data

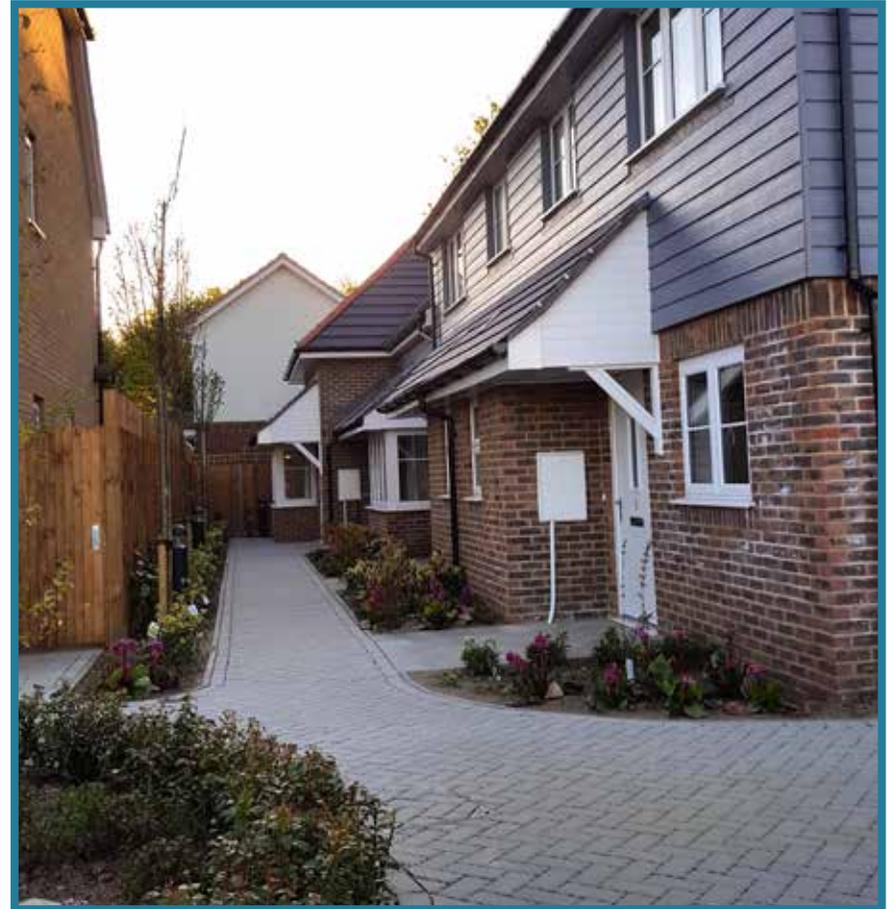
3 Population

	Sevenoaks	Tunbridge Wells	Tonbridge & Malling
Population	117,035	116,100	120,800
Projected population growth 2013–2033	+17%	+17%	+19%*
Projected household growth 2013–2033	21%	25%	25%*
Projected change in population aged 60–74 (2013–33)	23.9%	37.4%	34.5%*
Projected change in population aged 75+ (2013–33)		34.5%*	95.1%*

*Figures for 2011–2031

Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment: Sevenoaks & Tunbridge Wells Councils Final Report (September 2015)

SHMA Update – Implications of 2012-Based Household Projections: Ashford, Maidstone, and Tonbridge and Malling Borough Councils, Final Report (June 2015)

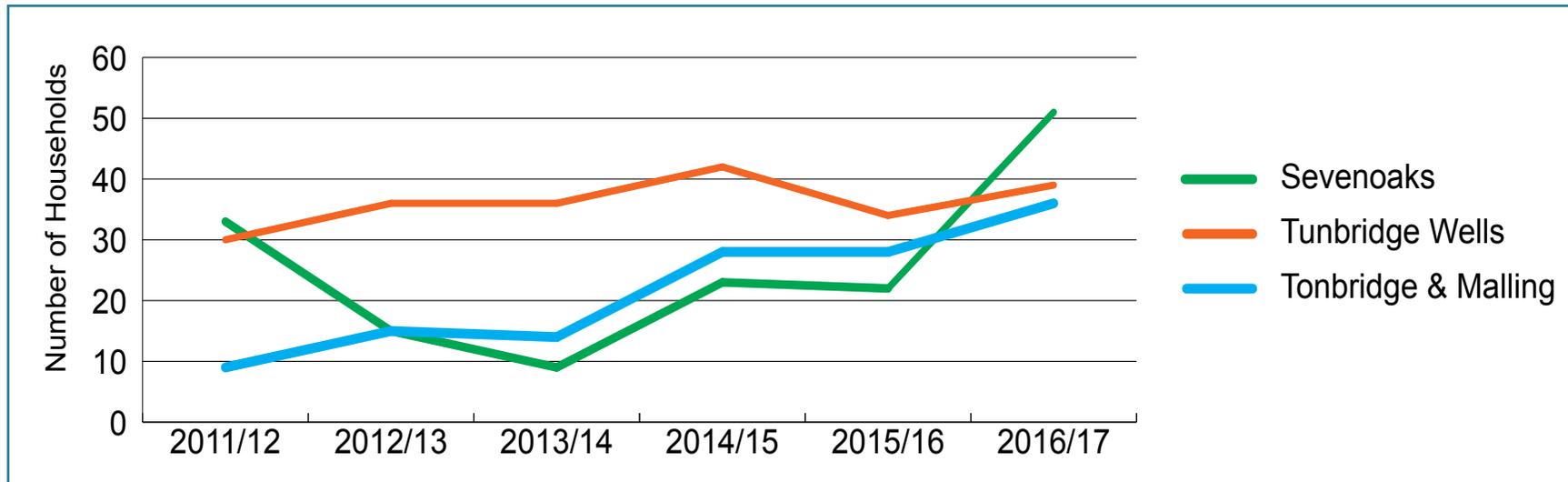


4 Black and minority ethnic (BME) population

	Sevenoaks	Tonbridge & Malling	Tunbridge Wells	Kent	UK
BME population (Non-white: British/Irish)	8%	6.9%	10%	10%	19%
Key BME group (White: other)	3.6%	2.9%	4.3%	3.6%	4.6%

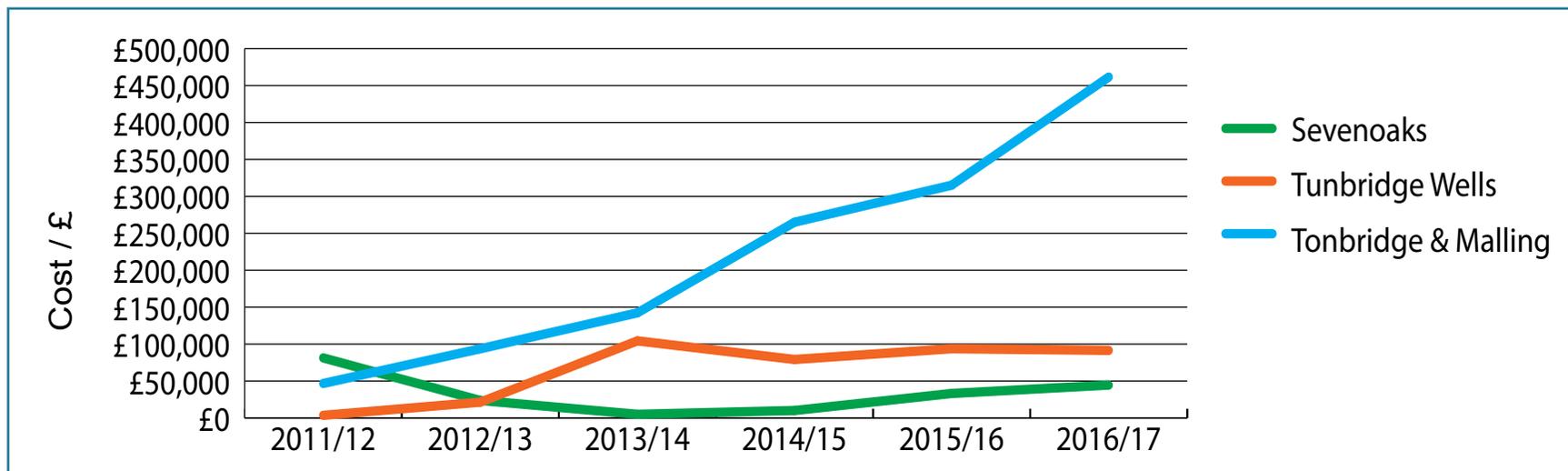
Source: ONS (2011 Census)

5 Use of temporary accommodation

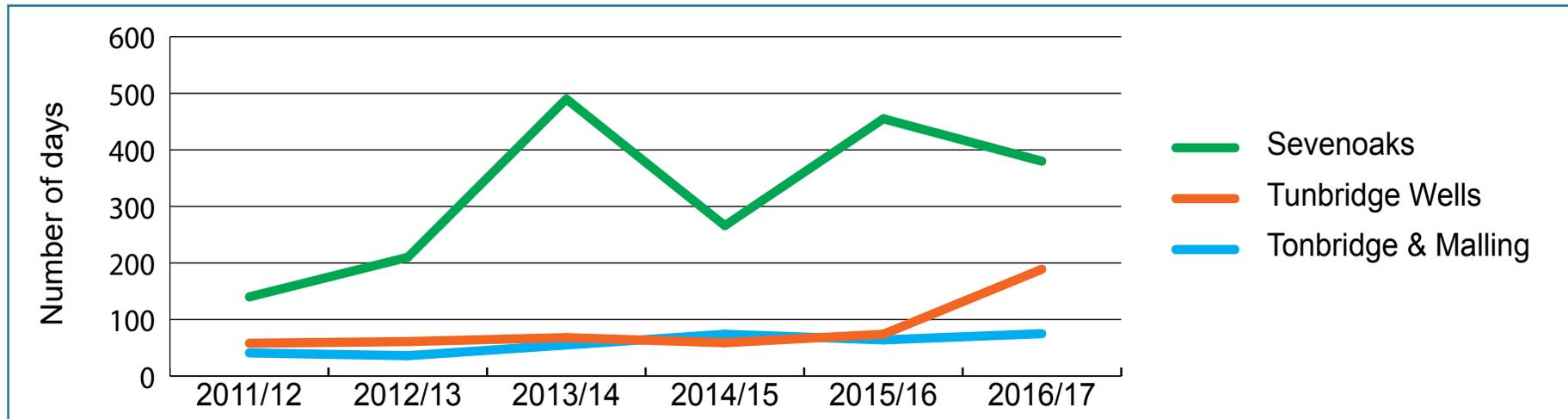


Source: Local Authority data

Cost of temporary accommodation



7 Average length of stay in temporary accommodation



Source: Local Authority data

Housing supply

8.1 Estimate of affordable housing need

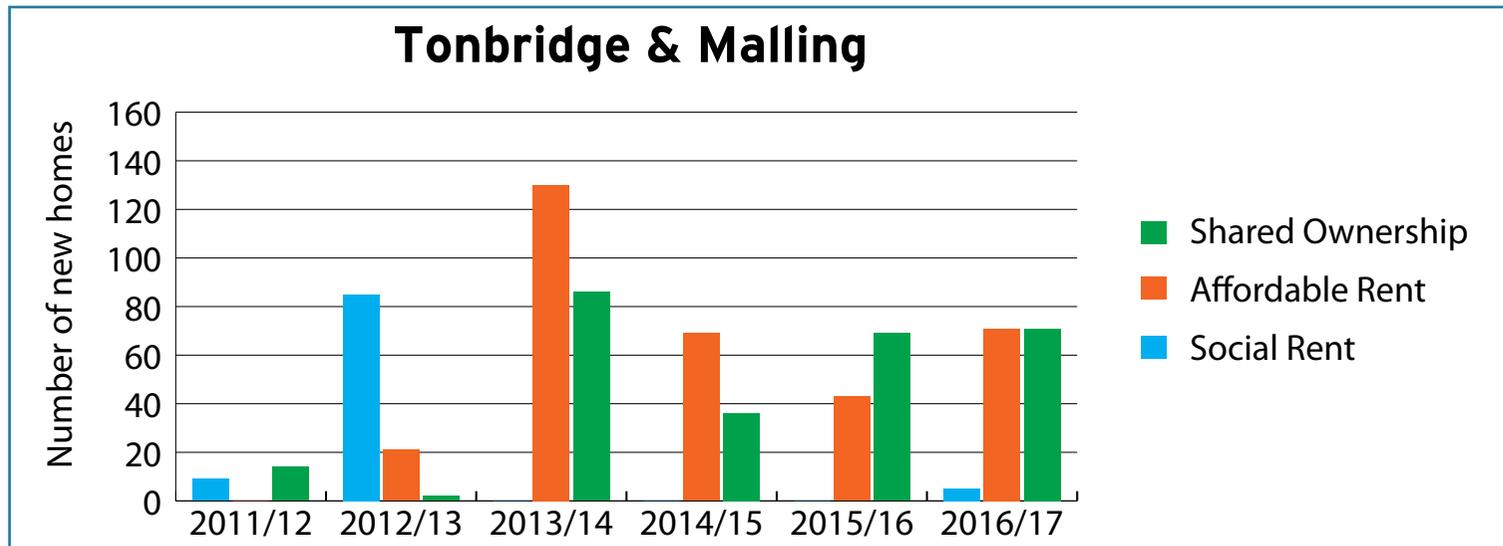
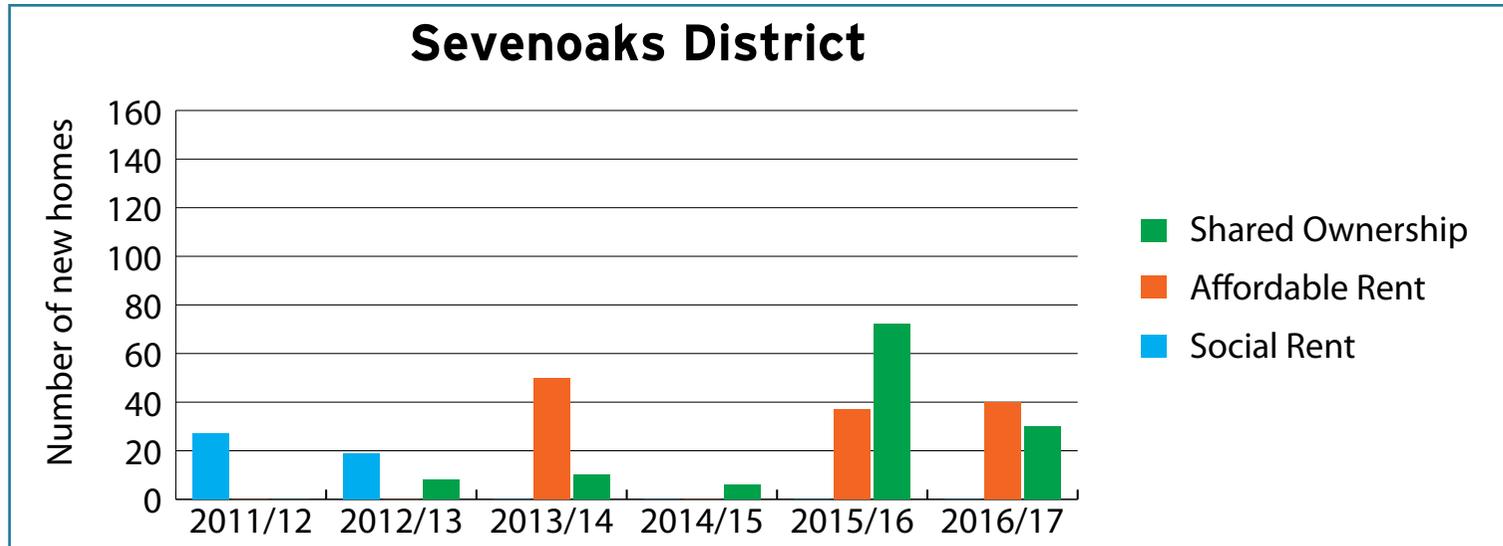
	Number of homes / year
Sevenoaks	422
Tunbridge Wells	341
Tonbridge & Malling	277

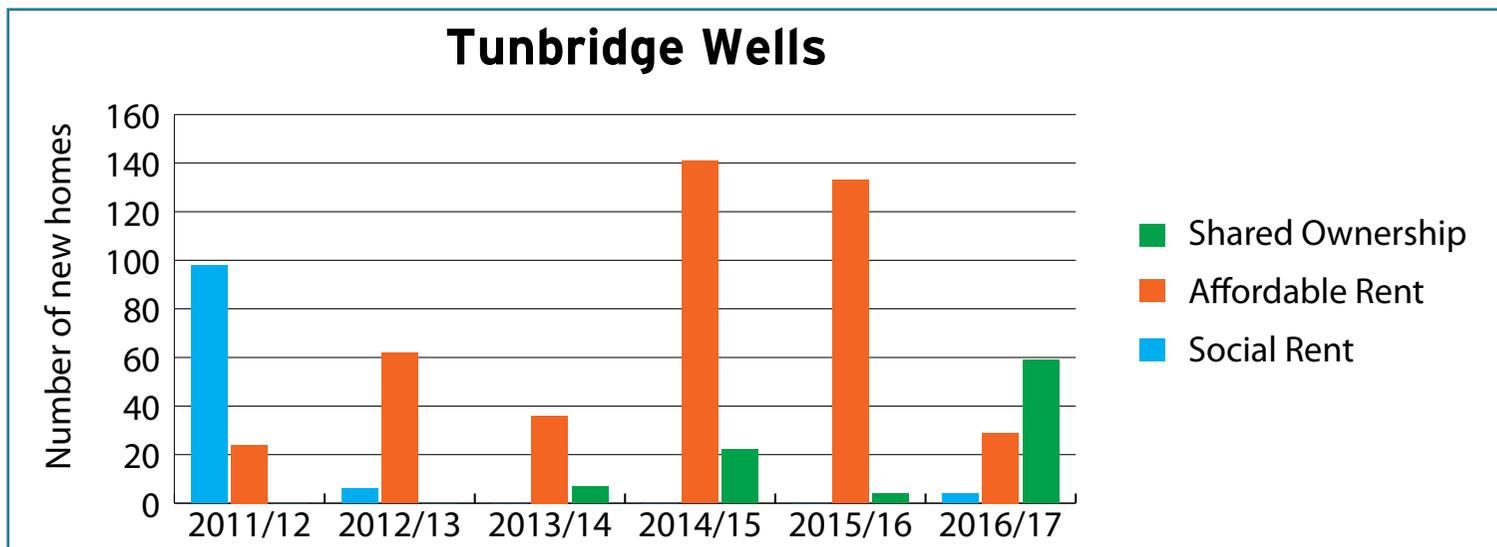
Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment: Sevenoaks and Tunbridge Wells Councils Final Report (September 2015)

Tonbridge & Malling Strategic Housing Market Assessment, Tonbridge & Malling Borough Council (March 2014)

SHMA Update – Implications of 2012-Based Household Projections: Ashford, Maidstone, and Tonbridge & Malling Borough Councils, Final Report (June 2015)

8.2 New affordable homes developed





Source: Local Authority data. During 2016/17, TWBC also had 4 intermediate market rent homes and 48 Extra care rented homes

Underoccupation and empty homes

	Number of households in social rented sector under-occupying	Number of homes empty for a period of more than 6 months
Sevenoaks	321	430
Tonbridge & Malling	438	419
Tunbridge Wells	341	514

Sources: Local Authority data

Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment: Sevenoaks & Tunbridge Wells Councils Final Report (September 2015)

Tonbridge & Malling Strategic Housing Market Assessment, Tonbridge & Malling Borough Council (March 2014) SHMA Update – Implications of 2012-Based Household Projections: Ashford, Maidstone, and Tonbridge and Malling Borough Councils, Final Report (June 2015)

10 Income and Unemployment

	Sevenoaks	Tunbridge Wells	Tonbridge & Malling
Median income	£36,272	£34,644	£35,765
Unemployment level (16–34)	6.2%	5.6%	6.2%*

*Average for age 16–64 (2012)

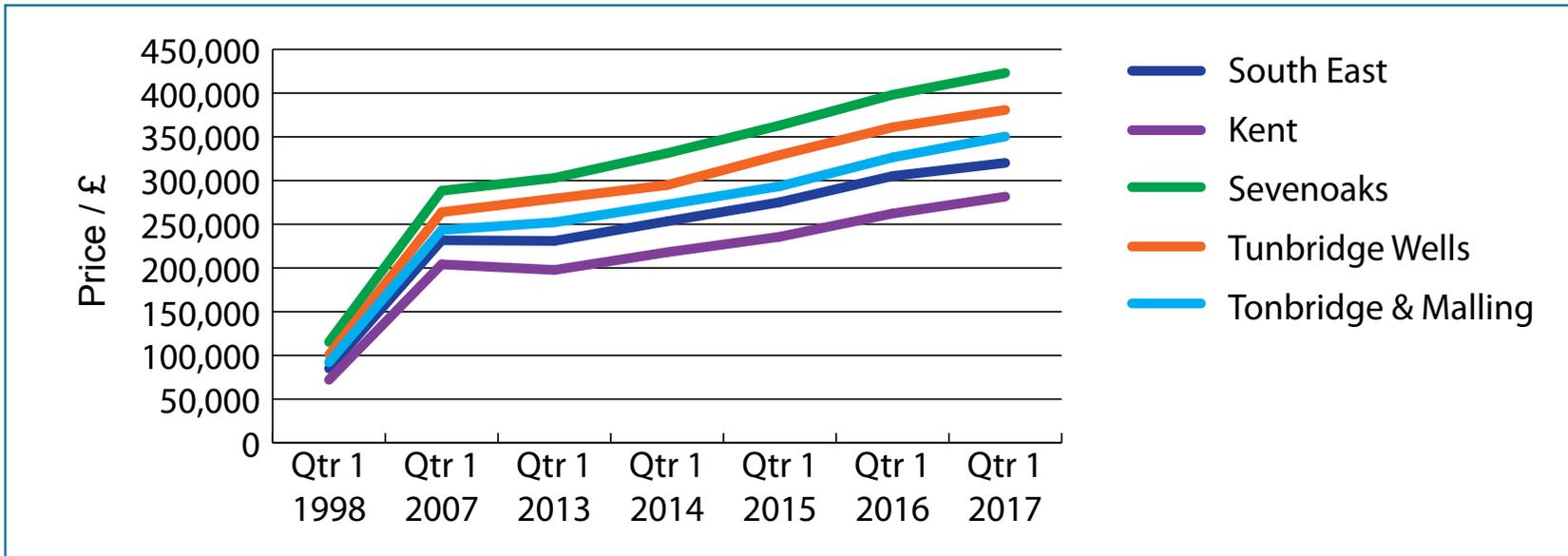
11 House prices

	Median house price
Sevenoaks	£302,000
Tonbridge & Malling	£275,000
Tunbridge Wells	£260,000

Source: House prices & transactions 2016 Kent County & District authorities, taken from HM Land Registry:

www.kent.gov.uk/__data/assets/pdf_file/0004/28354/House-prices-and-sales-2015.pdf

12 Increase in median house price (1998–2017)



Sources for those on this page: Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment: Sevenoaks & Tunbridge Wells Councils Final Report (September 2015)

Tonbridge & Malling Strategic Housing Market Assessment, Tonbridge & Malling Borough Council (March 2014)

SHMA Update – Implications of 2012-Based Household Projections: Ashford, Maidstone, and Tonbridge and Malling Borough Councils, Final Report (June 2015)

13 Weekly Local Housing Allowance (LHA) rates (Set in 2015)

	NW Kent	Ashford	Maidstone	Medway/ Swale	Tonbridge & Malling
Shared rate	£70.84	£67.10	£68.28	£65.66	£77.39
1 bed	£124.69	£119.09	£123.58	£110.67	£135.36
2 bed	£153.02	£145.43	£157.56	£138.08	£176.56
3 bed	£174.43	£168.00	£180.45	£153.02	£223.19
4 bed	£242.40	£223.63	£235.41	£198.11	£336.82

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4 Increase in private sector rental costs (2011–14)

	Sevenoaks	Tonbridge & Malling*	Tunbridge Wells
Increase in median private sector rent prices	16%	10%	10%
Inflation	6%		
National growth	3%		

*Figure for period: 2011-13

Source: Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment: Sevenoaks & Tunbridge Wells Councils Final Report (September 2015)

Tonbridge & Malling Strategic Housing Market Assessment, Tonbridge & Malling Borough Council (March 2014)

SHMA Update – Implications of 2012-Based Household Projections: Ashford, Maidstone, and Tonbridge and Malling Borough Councils, Final Report (June 2015)

15 Growth of private rented sector

	Housing stock: Private rented housing 2007*	Housing stock: Private rented housing 2015
Sevenoaks	6.8%	11%
Tonbridge & Malling	6%	10%
Tunbridge Wells	10.6%	17%

*West Kent Homelessness Strategy 2011–16

16 Distribution of income levels across populations of each local authority area

Annual household income	Sevenoaks & Tunbridge Wells	Tonbridge and Malling
Below £20,000	24%	22%
£20-40,000	33%	32%
Tunbridge Wells	£260,000	

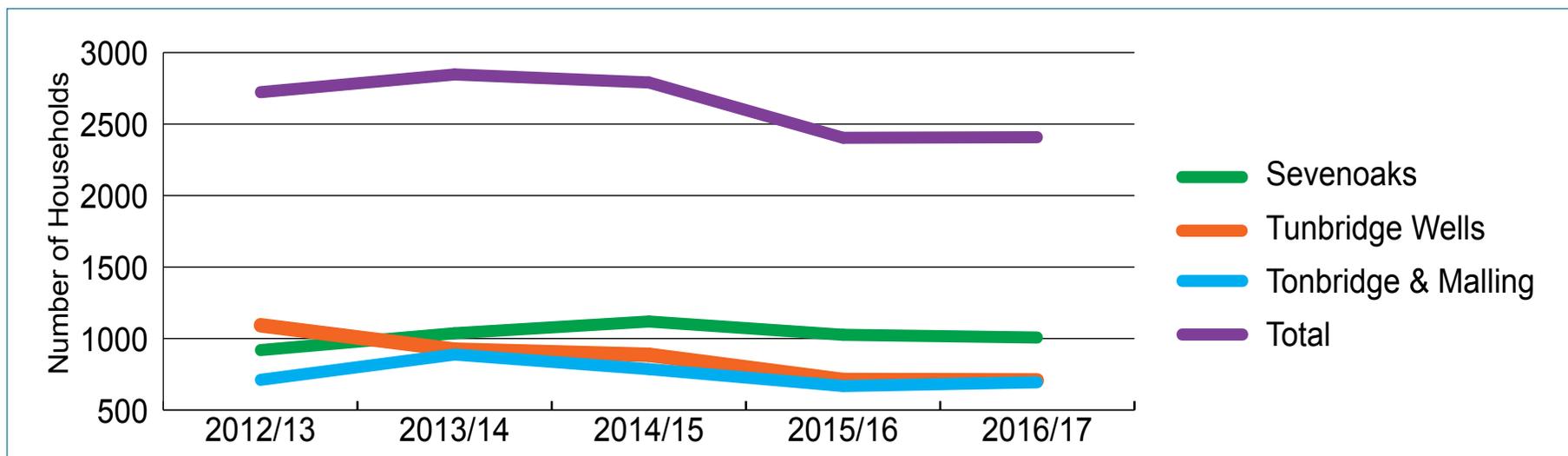
Source: Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment: Sevenoaks & Tunbridge Wells Councils Final Report (September 2015)

Tonbridge & Malling Strategic Housing Market Assessment, Tonbridge & Malling Borough Council (March 2014)

SHMA Update – Implications of 2012-Based Household Projections: Ashford, Maidstone, and Tonbridge and Malling Borough Councils, Final Report (June 2015)

17 Homelessness: Advice and support

17.1 Number of people approaching Council for housing advice and assistance



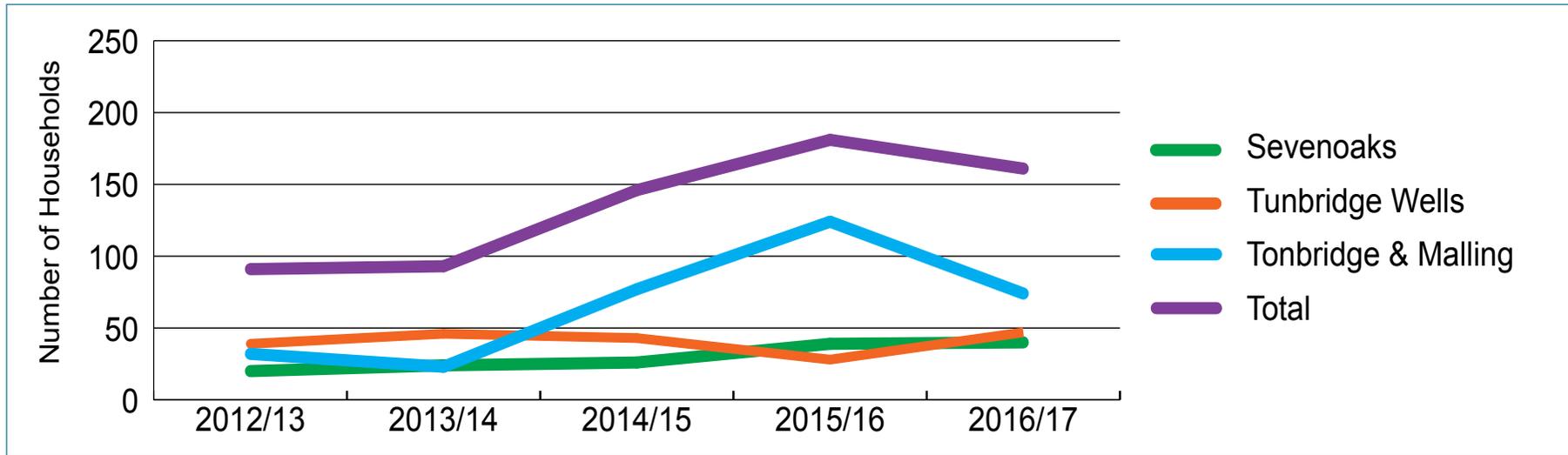
Source Local Authority data

17.2 Number of cases where homelessness was prevented

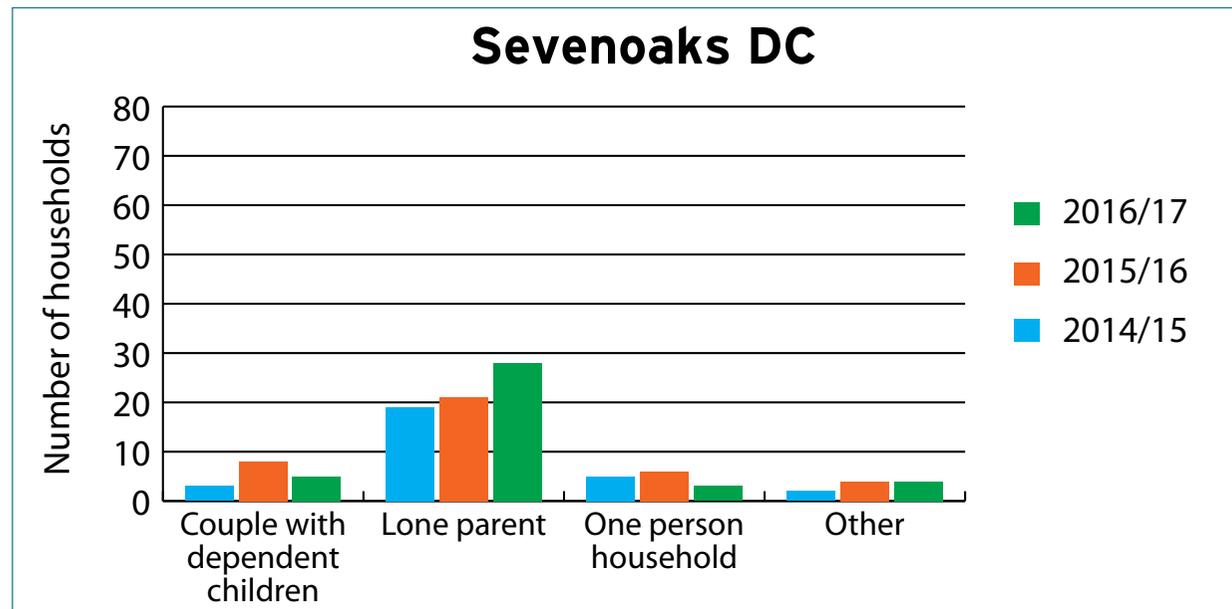
	2011/12	2012/13	2013/14	2014/15	2015/16
Tonbridge & Malling	202	163	209	144	120
Tunbridge Wells	350	313	153	168	156
Sevenoaks	244	181	334	286	220
Total	796	657	696	598	496

Source: Local Authority data

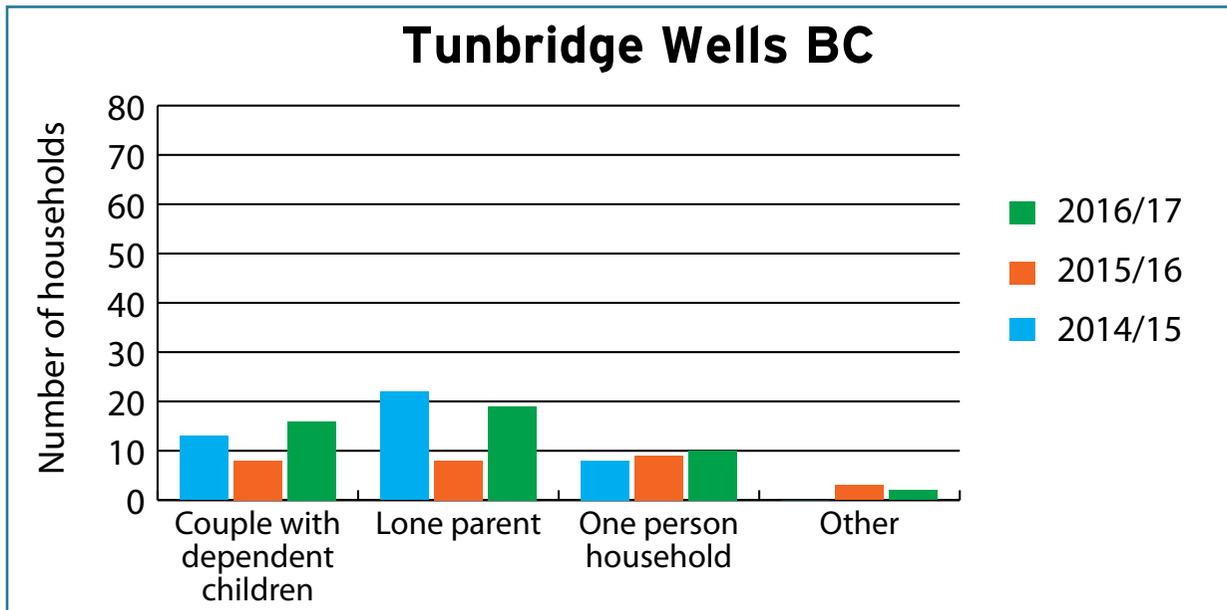
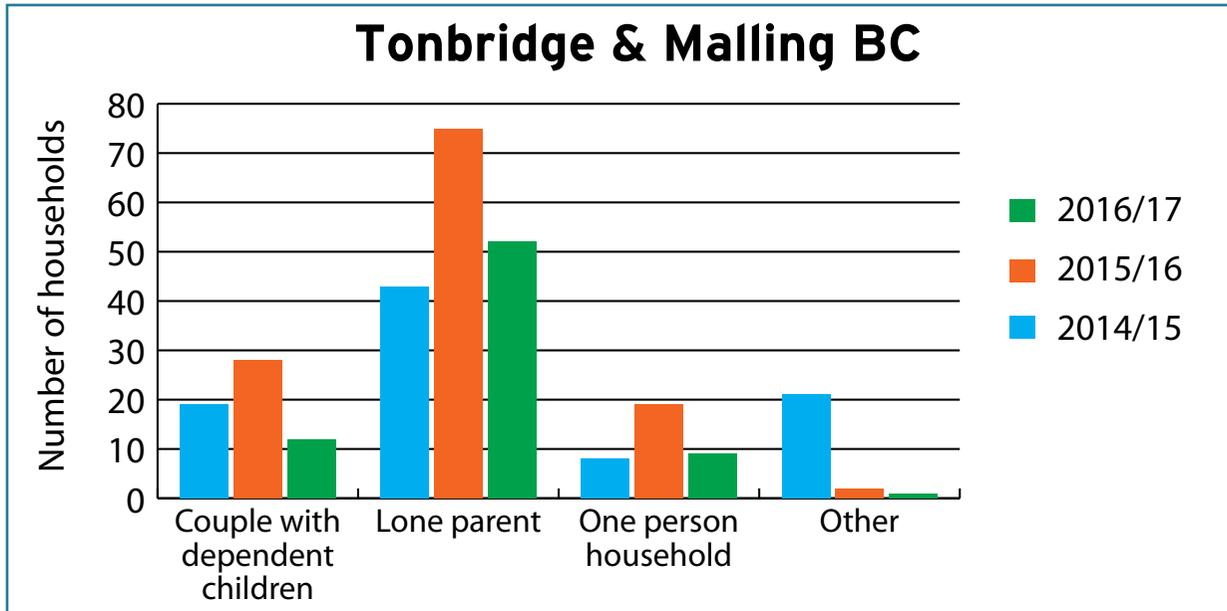
17.3 Households accepted as homeless



17.4 Types of household accepted as homeless

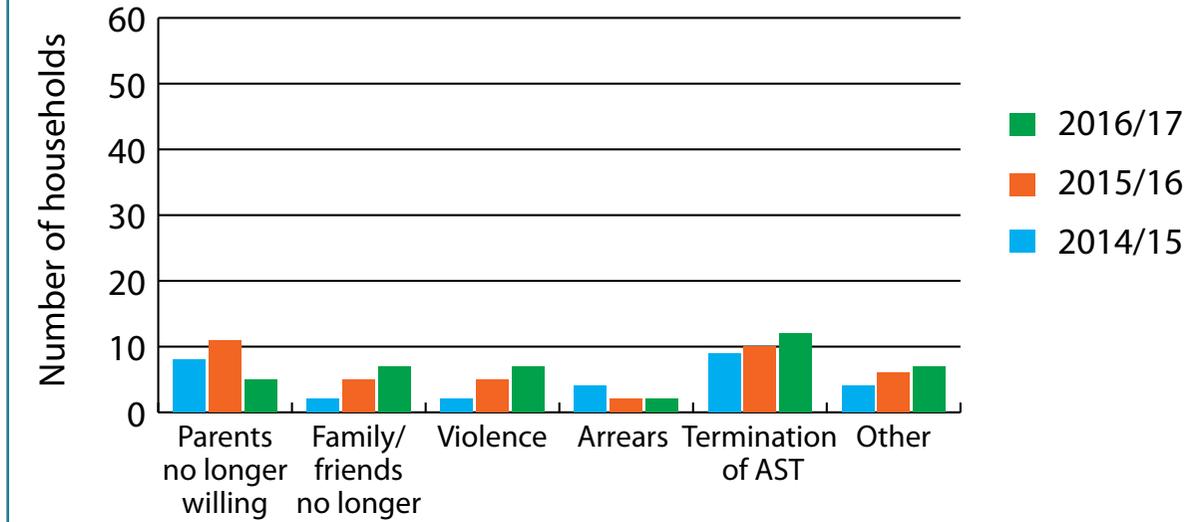


17.4 Types of household accepted as homeless (/Ctd)

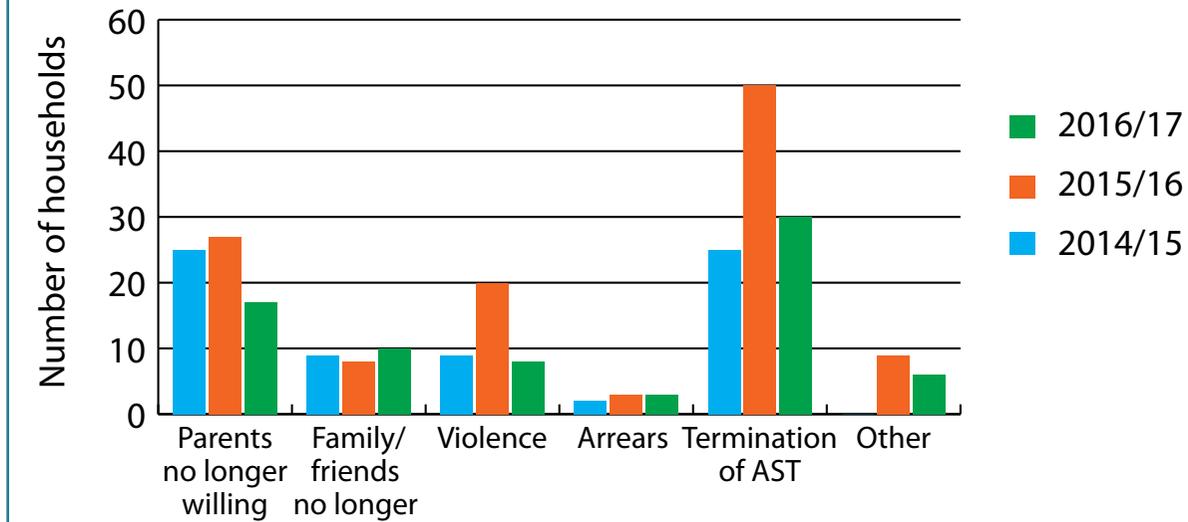


17.5 Reasons for homelessness

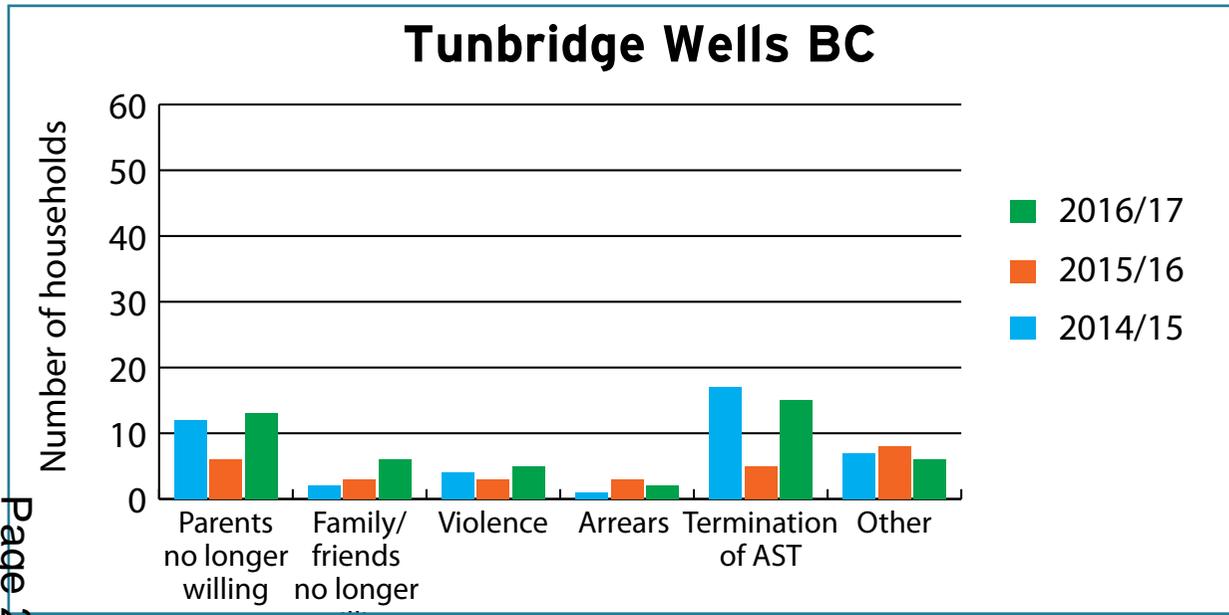
Sevenoaks DC



Tonbridge & Malling BC



17.5 Reasons for homelessness



Source: Local Authority data

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18 Rough Sleepers

	2011	2012	2013	2014	2015
Sevenoaks	0	2	2	0	6
Tonbridge & Malling	n/a	3	8	15	8
Tunbridge Wells	13	10	12	15	15
Total	13	15	22	30	29

Local Authority data



19 Housing Register

	Number on Council Housing Register on 31/03/2017
Sevenoaks	805
Tonbridge & Malling	994
Tunbridge Wells	940
Total	2739

Local Authority data

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20 Disabled Facilities Grant

	Number of completions (2016/17)	Overall spend (2014/15)
Sevenoaks	90	£629,435
Tonbridge & Malling	67	£702,000
Tunbridge Wells	67	£730,000

Local Authority data

21 Excess winter deaths

Local Authority	Number of excess winter deaths		Index of excess winter deaths	
	2012/13	2013/14	2012/13	2013/14
Sevenoaks	80	0	25.3	n/a
Tonbridge & Malling	50	40	18.1	13.7
Tunbridge Wells	50	-10	15.6	n/a

Excess winter mortality data, England and Wales, 2014/15 (provisional) and 2013/14 (final)

22 Category 1 hazards:

Number of dwellings in private rented sector found to have 1 or more category 1 hazards after inspection (2015/16)

Sevenoaks	19
Tonbridge & Malling	19
Tunbridge Wells	80

Local Authority data

23 Percentage of households in fuel poverty (2014/15)

Sevenoaks	8.7%
Tonbridge & Malling	7.5%
Tunbridge Wells	9.8%

Local Authority data

24 Affordability of housing products in West Kent: Assumptions used

Page 266

Social and affordable rent costs provided by Local Authorities (May 2016)

Private rent costs obtained from advertised properties on Rightmove (5 May 2016)

- Shared ownership property costs from Sevenoaks District Council data and properties advertised on Help To Buy (11 May 2016)
- Market property purchase price and mortgage costs obtained from Rightmove and based on 90% repayment mortgage at 4.15% interest (5 May 2016)
- Case study household data provided by Local Authorities (May 2016)

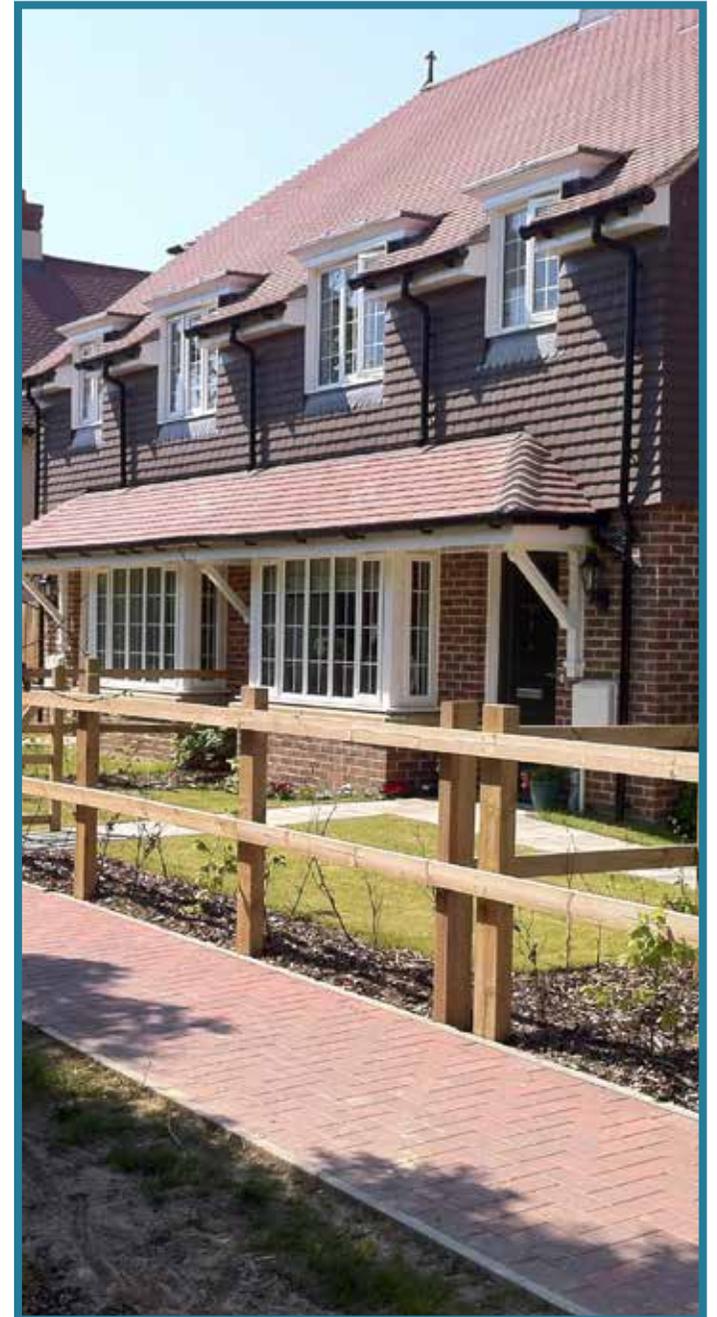


Further Information:

For more detail, a comprehensive collection of the relevant data can be viewed directly within the key data sources. These include:

- 2011 Census
- Local authority data
- Mid-year Population Estimate 2014
- Sevenoaks & Tunbridge Wells Strategic Housing Market Assessment: Sevenoaks & Tunbridge Wells Councils Final Report (September 2015)
- Tonbridge & Malling Strategic Housing Market Assessment, Tonbridge & Malling Borough Council (March 2014)
- SHMA Update – Implications of 2012-Based Household Projections: Ashford, Maidstone, and Tonbridge & Malling Borough Councils, Final Report (June 2015)

It should be noted that different timescales apply to some data sets as the SHMA reports were produced for different periods, and these are indicated where applicable.



Appendix 3

Glossary of terms

Affordable housing

Subsidised housing provided at a cost below market rates, with regard to local housing prices and local income levels. It includes social rent, affordable rent, shared ownership and intermediate housing and is provided to specified eligible households.

Affordable Rent

Housing let by Housing associations to households eligible for affordable and social housing at a rent that is no more than 80% of the local market value (including service charges where applicable).

Area of Outstanding Natural Beauty (AONB)

A designated area of land where development is restricted in order to protect and conserve the natural environment.

Assured Shorthold Tenancy (AST)

The most commonly used type of private rented tenancy. Usually run for six or 12 months and tenants must be given at least two months' notice to leave. Any deposit has to be protected.

Brownfield Sites

Land that has previously been developed and has the potential for being redeveloped.

Buy To Let

The purchase of a property specifically to rent out (let).

Department for Communities and Local Government (DCLG) Government department in England responsible for increasing housing supply and home ownership, devolving powers and budgets for local growth, and supporting communities with public services.

Disabled Facilities Grant (DFG)

Help for disabled people who need special adaptations to their home. These are means-tested grants and are available to tenants, owner-occupiers, and landlords.

Entry Level

Suitable or affordable for people entering the market for the first time.

Fuel poverty

An inability to afford to be able to keep one's home adequately heated. A household is fuel poor if it has an income below the poverty line and has higher than typical energy costs (source: Cutting the cost of keeping warm: A fuel poverty strategy for England, HM Government (2015)).

Green Belt

Land that is protected from development and maintained as a designated area for open space, forestry or agriculture.

Help To Buy

A government scheme to help households purchase a home, either by lending money towards the cost of a newly built home, or by providing a mortgage guarantee.

Homelessness acceptances

Households that have applied to a Council as homeless under Part 7 Housing Act 1996 (as amended by the Homelessness Act 2002) and have been accepted.

Homelessness duties

Duties of a local authority to ensure advice and assistance is provided to households who are homeless or threatened with homelessness and eligible for assistance under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002).

Homes and Communities Agency (HCA) The government's housing, land and regeneration agency, and the regulator of social housing providers in England.

House in Multiple Occupation (HMO)

This is a building where more than one household lives and shares facilities, such as a kitchen and living room. Under the Housing Act 2004 houses in multiple occupation with three storeys or more, which are occupied by five or more people, who form two or more households must be licensed.

Housing Allocations Scheme

Under section 166 of the Housing Act 1996 (as amended by the Homelessness Act 2002), every Local Authority is required to publish a summary of its allocations scheme for the allocation of social housing and to make all allocations and nominations in accordance with this scheme.

Housing Health and Safety Rating System (HHSRS)

A method of evaluating the potential risks to health and safety from any deficiencies identified in dwellings. It is used to determine if enforcement action should be taken in relation to risks in the home across all tenures. Where a Category 1 hazard is identified (serious hazard) the local housing authority must take enforcement action to remove/reduce the hazard.

Housing Need

Households who lack their own housing or live in unsuitable housing and who cannot afford to meet their needs in the market.

Housing Register

A list of individuals or households who have applied to the Council for affordable housing and fall within one of the reasonable preference categories or meet the criteria set out in the housing allocations scheme.

Intermediate housing

Housing at prices or rents that bridge the gap between social rents and market prices or rents. Includes shared equity products (for example, Homebuy), low cost homes for sale, and intermediate rent which is usually around 80 per cent of market rents.

Local Connection

An ability to meet the criteria to demonstrate a connection with the local borough. This could include satisfying criteria for an individual or their immediate family to have lived within the borough, or for an individual to be working within the borough.

Local Housing Allowance (LHA)

The maximum amount of Housing Benefit a tenant that rents from a private landlord is eligible to receive within a local area.

Local Plan

A development planning framework providing planning policies for change and conservation for the local borough.

New Homes Bonus

The New Homes Bonus is a grant paid by central government to local authorities to reflect and incentivise housing growth in their areas. It is paid each year for six years. It is based on the amount of extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use, with an additional payment for providing affordable homes.

Overcrowding

A household is recognised as overcrowded once it exceeds the bedroom criteria stated in the Local Authority Allocations Policies.

The Housing Health and Safety Rating System also contains a hazard associated with lack of space within the dwelling for living, sleeping and normal family/household life. A hazard assessment is undertaken to decide the occupancy level that may typically be expected to use a dwelling. The actual household, taking into account ages and relationships, is then considered to determine if any statutory action is required.

Housing Association

A provider of social housing that is registered with the Homes and Communities Agency (including Councils and registered housing associations).

Right to Buy (RTB)

The right of secure tenants of Councils and some housing associations to purchase the home they live in at a discounted rate.

Rural Exception Housing

Sites by rural settlements where development would not normally be permitted, but which will meet local need for affordable housing.

Section 106 agreements

Legal agreements between developers and local authorities to provide contributions to social or physical infrastructure to make a development acceptable, such as provision of affordable housing.

Shared Ownership

Part-rent, part-buy scheme aimed at helping those on low or middle incomes who otherwise could not afford to buy their own property on the open market.

Social housing

Housing provided through a housing association, this could be for social rent, for affordable rent, or for shared ownership.

Social rented housing

Social housing rented to tenants at controlled rent levels to ensure rents are affordable for people on lower incomes.

Starter Homes

A government initiative to help young people (aged under 40) to buy a home at a discounted price.

Strategic Housing Market Assessment (SHMA)

An assessment of housing need and demand to determine the future balance of housing in terms of tenure, type, location and affordability.

Supporting People

A government scheme to provide funding to support vulnerable people to live independently.

Temporary accommodation

Housing provided to homeless households who are waiting for an offer of permanent accommodation or provided in an emergency. This may include Bed and Breakfast (B&B), or hostel accommodation.

Universal Credit

The new benefit introduced by the Welfare Reform Act 2012 to replace a number of different benefits with one single benefit claim. This will affect households of working age who claim in work and out of work benefits, such as Income Support, Income based Jobseeker's Allowance or Employment and Support Allowance, Housing Benefit, Child Tax Credit and Working Tax Credit.

Unsuitable housing

Housing which is in some way unsuitable for the needs of a household, whether because of its size, type, design, location, condition or cost.



Appendix 4

Objectives and Actions table

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
1	Improving availability of housing for all and preventing homelessness				
1.1	Develop a joint approach to monitor tenancy sustainment and risk of increased homelessness as a result of welfare reform changes including direct payments and other emerging Government policies (including wider partners such as Registered Providers, Citizens Advice Bureau).	Set up monitoring group and agree key indicators by 31 Mar 2018 Agree list of key contacts to keep informed monitoring results by 31 Mar 2018 Produce status reports analysing impacts each <year> and distribute to key contacts	31.3.18 31.3.18 Annually		
1.2	Produce reports to monitor residents being housed in affordable rent / social rent properties (who is housed), track impact on ability to meet housing needs of different client groups, and seek to identify early indicators of risk of homelessness	Produce report each April	Every Apr		
1.3	Participate in task and finish group with Kent Housing Group (KHG) or as a West Kent group to review pressure on Housing Registers in light of national policy changes: <ul style="list-style-type: none"> • Impact on housing need and demand, • Potential difficult to let larger properties that become too expensive for households to rent 	Meet KHG or meet as a West Kent group and produce proposals by 31 Mar 2018	31.3.18		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
1.3 Cont	<ul style="list-style-type: none"> Local authority waiting lists and reality for those not meeting statutory duty criteria Options for those unable to afford private rented, affordable rented, or home ownership products Dedesignation of older persons housing but challenge of revenue requirements for new supply Registered Provider merger requirements 				
1.4	Raise profile of housing and homelessness with Council Members, including providing information on impacts of Homelessness Reduction Act, welfare reform, Housing and Planning Bill, and emerging Government policies	Provide first impact report to Members by 31.3.18.	Twice during life of strategy		
1.5	Hone our “prevention toolkit”, ensuring that we are maximising the options that are available and making best use of available techniques and resources.	Hold one joint training event a year for Housing Options Teams Set up joint working group and produce options appraisal by 31.3.19	Annually 31.3.19		
1.6	Prepare for the changes the Homelessness Reduction Act will bring to the work of the Housing Options Teams, including providing a written housing action plan for each customer and providing tailored advice to people leaving prison, care leavers, former members of the Armed forces, people who have suffered domestic abuse and those leaving hospital or suffering from mental illness.	Identify areas where the West Kent Housing Options Teams can work together to be ready for the new legislation Explore holding joint training for referral partners on new legislation and the ‘duty to refer’	31.12.17 31.12.17		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
1.7	Housing Options Teams and Registered Providers to work together to ensure individuals in housing need receive honest and realistic advice on individual responsibilities to be able to access housing and availability of different types of housing, including maximising benefit entitlement, employment options, obtaining debt advice, sustaining a tenancy, etc., targeting supported housing and move on accommodation.	Joint training event held with RPs and Housing Options Teams by 31.12.19 Personalised housing action plan updated to reflect help and support available to individuals by 31.3.18	31.12.19 31.3.18		
1.8	Develop closer links with Children's social services and explore implementing Brent / Dartford models or other good practice schemes to support young people.	Regular update meetings with Children's Social Services organised and attended.	31.12.17		
1.9	Work with partner organisation to provide direct access 'crash pad' facility or supported lodgings scheme to manage crisis homelessness and allow 'cooling off' space for young people	3 young people supported to prevent homelessness by 31.12.19	31.12.19		
1.10	Review links between housing, employment and welfare advice to identify opportunities for joint working and funding to enable households to maximise income to meet affordability criteria to access housing, targeting young people and larger families.	Progress discussions with Department for Work and Pensions and other employment organisations to identify ways people who approach for housing advice can received tailored assistance with employment.	31.12.19		
1.11	Support opportunities to offer apprenticeships within Council departments and partners, including construction / asset maintenance	3 apprentices per year given experience within Housing teams	31.12.19		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
1.12	<p>Improve clarity & access to information / signposting to services for those in housing need, including linking to other online resources and information on Council websites exploring:</p> <ul style="list-style-type: none"> opportunities to offer a single point of contact and improve self-service information and online housing options wizards use of new media to improve communication of housing advice such as You Tube videos online directory of homelessness services. 	Information reviewed and improved by 31.12.19	31.12.19		
1.13	<p>Agree protocol for ensuring that when a customer is accepted as homeless with a vulnerability appropriate health/social care services are provided as part of package in line with Making Every Contact Count.</p> <p>Continue to work with health services, Kent Adult & Children's Service, Kent Supporting people and other organisations to meet community care needs through referral to appropriate services</p>	<p>Protocol to be in place by 31.12.18</p> <p>Hold annual information day for partners</p> <p>Weekly case meetings with OTs.</p> <p>Quarterly meetings with West Kent authorities</p>	31.12.18		
1.14	Signpost older residents needing housing advice to Elderly Accommodation Counsel's First Stop and other specialist advisers for those aged 55+.	30 individuals aged 55+ advised / year	Annually		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
1.15	Ensure dementia-appropriate and extra care housing options available in conjunction with Adult Social Care to meet identified levels of need and revenue requirements addressed (LHA caps). Ensure those aged 55+ can access appropriate care and support across all tenures, using models such as Care Navigator	20 bedspaces in dementia-appropriate housing scheme available by 31.12.18 Advice and assistance provided to support 60 older people / year	31.12.18 Annulay		
1.16	Support Look Ahead to extend the use of and promote the Sanctuary scheme to allow people experiencing domestic abuse to remain in their home	6 people assisted through Sanctuary Scheme each year	Annually		
1.17	Promote access to low cost home ownership and other intermediate housing choices	Support BPHA (Zone Agents for Help to Buy products) to hold drop-in day once / year in different locations throughout local authority areas.	Annually		
1.18	Publicise new legislation on private rented sector tenancies (e.g. retaliatory evictions).	Review advice on our webpages and update if needed to provide a comprehensive source of information and advice on assured shorthold tenancies.	31.12.19 Review as legislative changes take place		
1.19	Investigate options for resolving lack of guarantor to improve access for households to private rented accommodation (Tunbridge Wells BC)	Options report produced by 31.12.18 and initiative implemented if appropriate by 30.6.19	31.12.18 30.6.19		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
1.20	Continue to deliver private sector tenancy support service with Council-funded posts and build links with private landlords	15 tenancies sustained in private sector / year 12 private landlords offering tenancies to households assisted by Council housing service / year	Annually Annually		
1.21	Local authorities to work with Registered Providers to explore opportunities for risk sharing initiatives to overcome barriers to households that fail to meet affordability criteria to access housing, sharing good practice with Private Sector Housing Teams e.g. rent guarantees.	Working group established by 31.12.18 Options paper produced by 30.6.19	31.12.18 30.6.19		
1.22	Offer intensive support and advice to reduce rough sleeping using Rough Sleeper Outreach Worker (Tunbridge Wells)	20 rough sleepers assisted to find accommodation between 2016-19	31.12.19		
2	Improving housing supply				
2.1	Continue to develop and implement the 5 year affordable housing programmes (AHP) to meet a range of identified needs across the West Kent local authorities. Communicate clearly to developers and local communities on Council websites the level of housing need and size/type of affordable housing needed and in which locations within the local authorities.	Meet performance indicators for AHP year on year. Evaluate current rent/shared ownership split for s106 sites to ensure it reflects needs identified in SHMA and is realistic for housing associations to achieve in negotiations with developers Websites updated by 31.12.18	31.12.18 31.12.18 31.12.18		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
2.2	Maximise affordable housing through planning gain and continue to challenge developers who offer affordable housing numbers below the threshold.	Maximise affordable housing through planning gain and continue to challenge developers who offer affordable housing numbers below the threshold.	Annually		
2.3	Continue to work with parish councils to assess need, and deliver affordable housing to meet identified needs in rural areas. Part-fund Rural Enabler Post to enable delivery of affordable housing in rural settlements within Tunbridge Wells and Sevenoaks local authorities, collect information on housing need, and build links with selected RP partners.	3 housing needs surveys completed by 31.3.19	31.3.19		
2.4	Promote access to low cost home ownership and other affordable housing choices, including Starter Homes and shared ownership re-sale. Explore opportunities to introduce local DIYSO scheme where funding permits, including targeting social housing tenants who are under-occupying. Facilitate access to Kent Savers, and other reputable external lenders	Provide accessible information to applicants on the housing register about low cost home ownership/ intermediate housing options Options report produced by 31.12.19 Make information about Kent Savers and other reputable external lenders readily available to housing customers and ask Kent Savers for figures on take up of its products in the West Kent area	Annually 31.12.18 Annually		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
2.5	<p>Work with partner Registered Providers to assist residents to downsize. Produce a proposal for a Tenant Incentive Scheme to encourage under-occupying households to downsize to release family-sized accommodation with a focus on older people, and explore use of planning gains to fund under-occupation schemes, linking to <i>Small is Beautiful</i> initiative funded by Sevenoaks DC.</p> <p>Hold an annual West Kent Mutual Exchange event, in partnership with RP partners, to promote moves for under-occupying households</p>	<p>Proposal produced by 31.12.18</p> <p>12 units of family sized accommodation released each year</p> <p>Event held by 31.12.18 12 households move to smaller properties / year</p>	<p>31.12.18</p> <p>Annually</p> <p>Annually</p>		
2.6	<p>Manage reduction in capital grant funding for affordable housing and explore other delivery models and financial models for future delivery such as private sector partnerships, joint ventures using land contributions, cross-subsidy, institutional investment, private equity rented sector, revolving funds.</p> <p>Use Kent Housing Group report on attracting institutional investors into West Kent to provide social and affordable rented housing.</p>	<p>Establish task group and produce options report by 31.12.19</p> <p>15 units of additional rented accommodation delivered by 2021</p>	<p>31.12.19</p> <p>31.12.21</p>		
2.7	<p>Work with Planning Services to ensure that affordable housing policies provide for a range of housing sizes and types to meet specific housing needs including social rent, HMOs for single people, move on accommodation, special needs housing and housing for older people.</p>	<p>Affordable Housing Planning Policies developed by 31.3.19</p> <p>Deliver 10 units of non-self-contained YMCA move on accommodation by 31.12.18 in Tunbridge Wells BC.</p>	<p>31.3.19</p> <p>31.12.18</p>		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
2.8	Work with partners and Property and Planning Services to identify underused garage sites and other Council assets such as vacant premises and small sites that could support affordable housing development and to review stalled sites.	3 sites to be identified and brought forward by 31.6.20 to support development of affordable housing	31.6.20		
2.9	Work with partners to identify provider in each Local Authority to manage HMOs or other types of shared housing to provide accommodation for single people and evaluate funding implications. Explore improving links between HMOs and health and support services.	10 bedspaces for single people provided by 31.3.19	31.3.19		
2.10	Deliver Council-run temporary accommodation each year in Tonbridge and Malling BC and Tunbridge Wells BC. Identify alternative options to increase supply of temporary accommodation in Tonbridge and Malling BC and Tunbridge Wells BC.	18 units of Council-run temporary accommodation secured to achieve savings on temporary accommodation costs(amount TBC) 15 units additional temporary accommodation available by 2021	31.3.18 31.3.21		
2.11	Produce a proposal for an incentive scheme for private landlords and empty homes owners to make accommodation available for homeless households (beyond rent guarantee and deposits) using good practice from “Golden Hello’ initiative in Sevenoaks DC and property guardianship schemes	Additional 5 units of accommodation in each local authority by 31.3.19	31.3.19		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
2.12	Explore the option of a joint West Kent Private Lettings Agency or Council-run lettings service to increase private rented housing options for those in housing need, including targeting smaller landlords (1-10 units).	Feasibility report produced by 31.12.18	31.12.18		
2.13	Encourage owners of empty properties to return them to housing use through advice, enforcement and the promotion of existing and new initiatives and funding options. Explore empty homes as a result of residents in residential homes, lengthy probate process, flats above shops and opportunities to use for homeless families or for the Homestead Scheme.	30 long-term empty properties returned to use / year.	Annually		
2.14	Explore Local Housing Company to build/ acquire new affordable and private homes (Tonbridge and Malling BC.) Explore possibility of delivering new affordable and private homes through the existing Local Housing Companies set up by Tunbridge Wells BC and SDC.	Produce options report by 31.12.19 Deliver xx affordable units (amount TBC)	31.12.19 Annually		
2.15	Improve links with private landlords, distributing guidance publications on rent deposit scheme & providing advice and assistance to set up private sector tenancies	10% increase in private sector rentals by 2020 from baseline of xx rentals per year (amount TBC)	31.12.20		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
2.16	Review use of s106 monies, including innovations that could be funded by s106 such as underoccupation initiatives, incentives for private landlords, management of HMO accommodation, Do It Yourself Shared Ownership, etc.	Produce options report by 31.12.18	31.12.18		
2.17	Explore possibility of working with a partner organisation to make use of the Government Build to Rent scheme (now Home Building Fund)	Produce options report by 31.12.18	31.12.18		
3	Improving standards				
3.1	To promote and continue to fund assistance for home improvements and energy efficiency measures to meet current minimum standards for housing	xx homes improved and xx homes with improved energy efficiency/year (Numbers TBC)	Annually		
3.2	Support the West Kent Private Landlords Forum to improve understanding of landlords and develop a thriving good quality private rented sector. Provide a direct point of contact for private landlords to reach Council Private Sector / Housing Standards Teams.	40 landlords engaged and meetings held two times / year Established and communicated to landlords by 31.12.18	Twice a year 31.12.18		
3.3	Housing communications strategy to promote assistance available to improve housing conditions within private rented sector, engage new landlords, and offer accommodation to households in need: articles in local newspapers, newsletters, council website and social media.	Publish one good news stories / year;	Annually Annually Annually		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
3.4	Work with the Home Improvement Agency to provide advice and support to vulnerable residents to enable them to access help with works to improve housing conditions. Work with partner organisation or deliver directly works through Disabled Facilities Grants programme and handyperson scheme.	xx households given advice annually (Number TBC) Works delivered to enable xx households to remain in their own home / year (Number TBC)	Annually Annually		
3.5	Explore innovative ideas and bring together partners to help owner occupiers fund home improvements (e.g. trusted brand for equity release scheme)	Options proposal developed by 31.12.19	31.12.19		
3.6	Explore options for accessing Better Care Fund to expand advice and opportunities for home improvement works to include energy efficiency, addressing potential hazards, etc (linked to action 4.1) Communications plan developed to promote assistance available for home improvements, including making information available in GP surgeries	Decide on new initiative(s) and have it in place by 31.12.18 Communications plan developed by 31.12.18	31.12.18 31.12.18		
3.7	Continue with accreditation schemes for private rented sector.	xx new accreditations / year (Number TBC)	Annually		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
3.8	<p>Continue to operate scheme for licensing HMOs, including improving links with communities and wider agencies such as police, health and support agencies to address concerns such as anti-social behaviour and maintaining tenancies</p> <p>Continue with inspection programme of non-licensable HMOs, giving advice and if appropriate taking enforcement action to ensure mandatory standards are met</p>	<p>Issue licences for xx landlords each year (Number TBC)</p> <p>xx non licensable HMOs inspected / year</p> <p>xx HMOs brought up to standard /year</p> <p>xx dwelling units brought up to standard /year(Numbers TBC)</p>	<p>Annually</p> <p>Annually</p>		
3.9	<p>Respond to complaints, providing advice, possible financial assistance and taking enforcement action as appropriate to remove category 1 hazards in private housing.</p> <p>Explore opportunities for the West Kent Local Authorities to work together to carry out effective enforcement work and link to other agencies, such as Immigration Service to tackle serious breaches.</p>	<p>xx dwellings improved each year (Numbers TBC)</p> <p>Establish systems for joined up working by 31.3.20</p>	<p>Annually</p> <p>31.3.20</p>		
3.10	Obtain external funding and improve facilities where required at publically owned Gypsy / Traveller sites	Programme of improvements and funding in place by 31.3.20	31.3.20		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
4	Improving wellbeing				
4.1	Explore opportunities available to expand advice and assistance available to households to improve housing conditions through Better Care Fund, including joint working with NHS partners, opportunities to address fuel poverty, removing potential hazards in the home, disabled facilities grant, speeding up hospital discharges, support to residents on healthier lifestyle choices.	Produce proposal by 31.3.18	31.3.18		
4.2	Update health network contacts and build relationships to secure buy in from health agencies and facilitate joint working between housing, public health and social care (including sharing information / best practice to inform design of new developments, signposting/referral to existing services, multi-agency decision making, etc)	Contacts made and relationships improved by 31.12.18	31.12.18		
4.3	Promote the advice and assistance available through national and local schemes to improve domestic energy efficiency working with external partners such as the Kent and Medway Sustainable Energy Partnership, Energy Advice Service, fuel utilities and other local authorities as appropriate. Target priority areas for energy efficiency advice and assistance including the private rented sector to meet requirements for EPCs by 2018.	xx homes improved through national schemes / year (Number TBC) xx private rented dwellings improved / year to meet EPC requirements by 2018 deadline 31.12.18	Annually 31.12.18		

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
4.4	Deliver events offering advice and assistance to households to reduce fuel poverty and improve health and wellbeing for targeted groups including older people. Engage GPs / health providers to ensure they can signpost individuals suffering related conditions (asthma, CVD, COPD, etc)	Offer advice to xx targeted households / quarter in targeted areas. (Number TBC)	Annually		
4.6	Raise awareness of specialist support for people with dementia through training for frontline staff. Explore option for creating a Dementia Hub with West Kent Housing Association (Sevenoaks DC)	6 staff trained by 31.3.19 Investigation completed by 31.3.19	31.3.19 31.3.19		
4.7	Promote and provide Disabled Facilities Grants to fund aids and adaptations as appropriate and as recommended by occupational therapists. Maximise ability to respond to increased Government funding available.	xx adaptations completed each year	Annually		
4.8					
4.9					

	Action	Target All targets and target dates TBC	Target date	Responsible Person	Urgency (traffic light indicator)
4.10	Participate in Syrian Refugee Resettlement Programme.	10 Syrian refugee families resettled between 2015-2020 within Tunbridge Wells BC 10 Syrian refugee families resettled between 2015-2020 within Tonbridge and Malling BC X refugee families resettled between 2015-20 within Sevenoaks DC (Number TBC)	2020 2020 2020		
4.11	As part of the Kent Health and Wellbeing Board, participate in a task and finish group to roll out Making Every Contact Count programme across West Kent. Frontline housing workers understand health, housing and wellbeing and able to signpost into services. Health professionals more aware of wider determinants of health including housing standards, adaptations, energy efficiency, debt and able to signpost into other services.	xx 'train the trainer' sessions delivered and training programme devised to roll out to frontline workers by 31.12.19	31.12.19		

West Kent HOUSING & HOMELESSNESS Strategy 2016-2021

Final Draft 15 06 2017

TW1374



ANNEX 2 (West Kent Housing and Homelessness Strategy Report)

Here's a summary of the five consultation replies, along with a note of any relevant changes in response:

Organisation	Summary of reply	Response and relevant change made
West Kent Housing Association	An interesting document with good information and case studies are information and useful. Actions appear realistic and deliverable.	N/A
KCC 18+ Care leaver service And KCC Specialist Children's Services	Asked for information on Care Leavers and the role of local authorities in assisting KCC with re-housing care leavers, to be included.	Additional wording on p.26: <i>Care leavers, of which Kent has a disproportionately large number, are a particularly vulnerable group. Kent County Council has duties under the Leave Care Act 200 towards eligible, relevant and former relevant children and young people and has a statutory duty to ensure that all such young people who meet the criteria for services as care leavers are placed in suitable accommodation when leaving care, transitioning to adulthood.</i> <i>In response to this, we must work in partnership with Kent County Council's 18+ Care Leaver Service to find the best solutions for Care Leavers; This may require exploring more creative options including shared accommodation where suitable and appropriate.</i>
Member of the Royal Tunbridge Wells Town Forum	This response set out a number of recommendations for the three West Kent councils, including: <ul style="list-style-type: none"> <li data-bbox="651 1294 1279 1366">• To lobby for political changes so housing need can be addressed more effectively <li data-bbox="651 1406 1294 1437">• The West Kent councils exploring building 	Noted Included in 2.14 of the Action Plan

	<p>and renting affordable housing themselves via an arm's length development company</p> <ul style="list-style-type: none"> • Make greater use of 'No Use Empty' • Explore Build to rent schemes • Provide assistance with down-sizing • Lobby for legislative changes for assured shorthold tenancies to provide greater security of tenure • Explore how the planning system may be used to prevent houses with shared accommodation being converted to family homes. 	<p>Now the 'Home Building Fund', new action (2.16) to explore this</p> <p>Actions 2.4 and 2.5 tackle this issue</p> <p>Noted</p> <p>Noted. Action 2.7 of the Action Plan covers this.</p>
<p>Representative of the Campaign for the Protection of Rural England, Kent Branch</p>	<p>The Councils need to do much more to ensure that sufficient affordable and social housing is provided, including building properties themselves.</p> <p>Within the new housing targets, raising the achievement of affordable housing would save hundreds of acres of greenfield land, thus helping protect the countryside in a Borough where most of the countryside is in the High Weald Area of Outstanding Natural Beauty and the Metropolitan Green Belt.</p>	<p>Action on exploring affordable housing built by arms length property companies in 2.14 of the Action Plan.</p> <p>Noted.</p>

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Information

1 THE HOMELESSNESS REDUCTION ACT

Summary

Following the report to Members earlier this year on the Homelessness Reduction Bill this paper now sets out in more detail the requirements of the Act and the implications for the Council in meeting these new duties.

1.1 Homelessness Reduction Act (HRA)

1.1.1 A report was made to the Advisory Board in February 2017 informing Members of changes contained within the Homeless Reduction Bill. Members requested a more detailed analysis of the implications of these new duties. This work has now been undertaken and is detailed below.

1.1.2 The Homelessness Reduction Bill received Royal Assent on 27th April 2017 and is now an Act. The date of enactment, based on public statements, is likely to be the 1st April 2018.

1.1.3 The HRA sets out a framework for the most significant changes to homelessness legislation in twenty years, proposing several new duties, many of which are likely to require a change in working practices and additional resources. The aim of the Act is to propose improvements to the legal framework in order to prevent and tackle homelessness more effectively in England, without undermining the rights people currently have under the existing system.

1.1.4 The HRA amends Part VII of the Housing Act 1996. There are 13 clauses that amend many of the existing duties and bring in a substantial number of new duties.

- It introduces requirements for local housing authorities to carry out homelessness prevention work with all those who are eligible for help and threatened with homelessness.
- It changes the point at which a person is classed as being threatened with homelessness from 28 days before a person is likely to be homeless, to 56 days.

- It makes changes to the way local housing authorities assess the point at which a person becomes homeless or threatened with homelessness.
- The HRA requires local housing authorities to carry out an assessment of the applicant's needs, and that the steps agreed between the local housing authority and the applicant are set out in writing – in the form of a personalised housing plan.
- A new duty is placed on local housing authorities to take steps for 56 days to relieve homelessness by helping any eligible homeless applicants to secure accommodation.
- A new duty is introduced which will be owed to certain applicants who deliberately and unreasonably refuse to co-operate with local housing authorities.
- The Act specifies that local agencies should refer those who are either homeless or at risk of being homeless to local housing authority housing teams. Specified public bodies are likely to be the Police, Prisons, GPs, Hospitals, Schools and Colleges, Adult Social Care and Children's Services for Kent County Council.
- Provision is also made for certain categories of people leaving care in order to make it easier for them to show they have a local connection with both the area of the local authority responsible for them, and the area in which they lived while in care, if that was different.

1.2 Implications of the Act

1.2.1 The evidence from Wales, where similar legislation has been in place for almost two years, and the Government's own estimates, suggests there will be a considerable increase in homelessness applications for the Council. Following detailed sensitivity testing it is estimated that homelessness applications are likely to rise by at least 50 per cent. The duties that arise out of the Act will require an increase in assessment and casework to address the following matters:

- 1) There are 2 new duties, the first being to prevent homelessness and the second to relieve homelessness for those applicants who become homeless.
- 2) The HRA will require a new assessment process at the point where a person applies for help and is assessed as being at risk of homelessness within 56 days. These duties require an extensive assessment of need and casework to prevent homelessness regardless of whether an applicant may be accepted as being owed a main homeless duty by the authority. This will need to be carried out by way of developing a Personalised Housing Plan for each applicant, a significantly more detailed and holistic assessment.

- 3) There are extensive new notification requirements and the right to request a review of a local authority decision has been considerably extended.
- 1.2.2 The service needs to be ready to manage a large increase in applications and the casework that will be required for each application under the changes contained in HRA. **[Annex 1]** sets out the evidence base for the projected rise in homelessness applications.
- 1.2.3 Additionally the new duties will require us to source and increase the supply of interim, temporary and more permanent accommodation for all household types including single people and families. In addition, the HRA will strengthen the requirement to ensure that any accommodation offered to perform any of the prevention, relief, or temporary accommodation duties is suitable and this will impact on the resources needed to assess the legal test of suitability at the stage accommodation is offered.
- 1.2.4 The HRA will also require us to source new private rented accommodation in significant numbers to maximize the number of successful outcomes arising from any prevention duty that has been accepted. This will require new ways of working and partnerships with landlords and housing providers. Importantly our performance in this area will be a key indicator and is likely to influence future homelessness funding from Government.

1.3 Funding Prevention of Homelessness

- 1.3.1 In recognition of the new duties the government has committed to two additional sources of funding to assist local authorities in meeting these new duties. At the moment it is uncertain whether this will be sufficient to cover the additional duties. They are:
- Flexible Homelessness Support Grant; and
 - New burdens funding.
- 1.3.2 The detail of these funding streams and the resource implications associated with the new duties will be the subject of a detailed report to the General Purposes Committee on 20th November.

1.4 Legal Implications

- 1.4.1 The HRA sets out a framework for the most significant changes to homelessness legislation in 20 years. The new Act will bring significant changes to the current duties and introduces many new avenues for applicants to seek a review of the Council's decisions. It is essential that the new legislative requirements are fully understood and implemented.

1.5 Financial and Value for Money Considerations

- 1.5.1 The HRA places additional duties and responsibilities on Councils and there will be associated costs, which currently are not easy to quantify. We are seeking to mitigate this by utilising the available funding in the most cost effective and streamlined way.
- 1.5.2 Government funding is only for a set period of time, three years from 2017, with no guarantees beyond this period. There is, therefore, potential for budgetary pressures to occur. Furthermore, the resource implications are based on best estimates, but additional staffing resources may be required, following a full impact assessment, 12 months after implementation.

1.6 Risk Assessment

- 1.6.1 Failure to take action early to prepare for these extensive new duties could put the authority at reputational, legal and financial risk. There will be a risk of legal challenge if the authority is unable to meet the new legal duties arising from the HRA. There will also be a financial risk to the Council if there are insufficient resources to manage the increase in demand for the service.
- 1.6.2 In preparing for the HRA we are already embarking on the procurement with neighbouring Councils of a HRA IT system, reviewing our procedures and ensuring that the Housing Options Team are fully trained in the new legislation and its implications for their roles.

1.7 Policy Considerations

- 1.7.1 West Kent Housing and Homelessness Strategy 2016 – 2021.

Background papers:

contact: Jane Heeley

Nil

Steve Humphrey
Director of Planning, Housing and Environmental Health

An estimate for the number of additional homelessness applications that are likely to result from the Homelessness Reduction Act, the resource implications and the methodology used to calculate this figure.

The evidence from a) Wales, where similar legislation has been in place for almost 2 years, and b) the Government's own estimates demonstrate there will be a considerable increase in homelessness applications for the Council. The duties that arise out of a new post HR Act homelessness application will require a considerable increase in assessment and casework due to the fact that:

The methodology used to calculate the projected increase in Homelessness demand is to:

- Take the learning from Wales where there has been a 26% increase in homelessness applications based on similar new duties. The Welsh legislation was introduced in April 2015 so the percentage increase is robust, based on 18 months data.
- To add on the estimated increase in applications due to a new duty on specified public authorities to refer households to the local authority housing service, if that public body believes that the household may be homeless or at risk of homelessness. This duty is not replicated in Wales therefore the impact needs to be added to the figures. Specified public bodies are likely to be The Police, Prisons, GPs, Hospitals, Schools and Colleges, Adult Social Care and Children's Services for Kent County Council
- To add on the trend for rising homeless demand based on the average for all Kent local authorities

Taken together, it is estimated that the increase in homelessness applications for us will be 50% plus.

Table 1: Additional Homelessness Demand as a result of the Homelessness Reduction Act	Numbers/Calculation
Estimated outturn figure 2017/18 for homelessness applications based on the number of homeless applications in 2016/17	200 – The number of homeless applications has fallen slightly in 2016/17 compared to the 2015/16 figure of 224 applications
Estimated increase in homelessness applications for 2018/19 when the HRAct new duties come in, based on the evidence from Welsh local authorities	26% = 47 extra homelessness applications
Estimated increase in homelessness applications due to the new duty on specified public authorities to refer	25% = 45 extra homelessness applications
Estimated increase due to the rise in homelessness applications across England and the Kent sub region	10% = 18 extra homelessness applications
Total projected homelessness applications in 2018/19 following the enactment of the HRAct changes	290
Minus 23% which is the predicted average number of households likely to be found to be not homeless following the assessment of their homelessness application in Tonbridge and Malling	290 – 66 = 224 households owed either a new prevention duty or new relief of homelessness duty
Estimated Prevention duty caseload at 51%	114
Estimated Relief of homelessness duty at 49%	110
The estimate for the number of 'Prevention duty' successful outcome cases (based on Welsh figures). This is 65% and broken down by 23 % helped to remain in their current home and 77% helped into alternative accommodation	88 households will require alternative accommodation to be sourced by the Council
The estimate for the number of 'Relief of homelessness duty' successful outcome cases (based on Welsh figures). This is estimated at 45% successful outcomes (based on the Welsh figures) for cases who are homeless and helped into accommodation	50 households will require alternative accommodation to be sourced by the Council
Total requiring alternative accommodation to be sourced by the Council	133 – 34% where that accommodation is provided by social housing (based on Welsh figures) results in a figure of 88 households who will require private rented accommodation

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Information

1 HOUSING SERVICE ACTIVITY 2017/18

Summary

This report provides an update on the work of the Housing Service for the first and second quarter of the financial year 2017/18.

1.1 Affordable Housing Update

1.1.1 Officers are working with Registered Provider partners to ensure a forward supply of affordable homes in the Borough. The spreadsheet in **[Annex 1]** shows the schemes completed in 2017/18 and those due to come forward.

1.2 Private Sector Housing Activity for April to September 2017

1.2.1 The Private Sector Housing (PSH) team responded to a total of 124 service requests. The breakdown of the service requests are shown below:

Service request activity	Number of requests
Housing conditions	62
Illegal eviction/landlord harassment	3
Caravan site	1
Empty home visits	20
Immigration related visits	1
Rent deposit visits	18
Temporary accommodation visits	18
Arrange Public Health funeral	1
Total	124

- 1.2.2 The majority of the housing condition related service requests were dealt with informally but where there were significant hazards, as determined by the Housing Health and Safety Rating System (HHSRS) assessment, and the landlord was not undertaking the appropriate remedial works, then formal enforcement action was taken.
- 1.2.3 A Final Empty Dwelling Management Order under the Housing Act 2004 for a long term empty property in West Malling has been obtained to enable the Council to undertake renovation works and bring it back into use. The renovation works to the property are now underway and good progress is being made.
- 1.2.4 As part of the work of the Corporate Empty Property Group the PSH team have visited and undertaken 16 empty property assessments of those properties that have been empty for over two years and where Council Tax is not aware of any action being taken to bring these back into use. In addition, five long term empty properties (empty longer than six months) have been brought back into use, three of those following advice and information from the PSH team given to the owner and two following receipt of funding from the Kent County Council No Use Empty loan.
- 1.2.5 In addition, three houses in multiple occupation (HMO) licence renewals were issued.
- 1.2.6 For the period April to September 2017, fifty five Disabled Facilities Grants (DFGs) were completed. These were for the following works:
- Access to bedroom – 1 case
 - Provision of ground floor bedroom/bathroom facilities – 1 case
 - Provision of a stair lift – 17 cases
 - Provision of level access shower facilities – 25 cases
 - Over bath shower – 1 case
 - Improving access – 9 cases
 - Safety related works – 3 cases
 - Moving grant to relocate to a more suitable property – 1 case
 - Other, including additional WC facilities, hardstanding and specialist baths – 4 cases.
- 1.2.7 There may be grants that cover more than one area of work and therefore the numbers will not add up to the total number of grants completed.

1.2.8 For the period April to September 2017, ten Housing Assistance cases were completed. These included:

- Helping to make 8 homes warmer by providing Warm Homes Assistance for heating/boiler replacement;
- Helping to make the home of 1 domestic abuse victim more secure so they feel safer; and
- Helping to make 1 home safer through Home Safety Assistance for repairing the lock to the front door and replacing faulty taps to the wash basin in the bathroom.

1.3 West Kent Hospital Discharge Scheme update

1.3.1 Members will be pleased to note that following on from the decision taken at the last meeting of this Board, the Health & Housing Coordinator post at Tunbridge Wells hospital and associated Handyperson service have now been extended until March 2019. This provides continuity of service with the same member of staff in the hospital who has worked hard to make contacts and increase awareness of the scheme.

1.3.2 The scheme continues to go from strength to strength and recently won an excellence award from Kent Housing Group for partnership working as well as a commended award for collaboration at the national Foundations Home Improvement Agency Awards.

1.3.3 Discussions have now commenced regarding appointing a Health & Housing Coordinator post at Maidstone Hospital as we are aware that residents from Tonbridge & Malling may also be admitted here. We hope to have the service up and running in Maidstone Hospital from January 2018. The new service will be jointly funded between Sevenoaks D.C., Tunbridge Wells B.C. and ourselves providing assistance to any resident of these areas. Further Handyperson resources will also be commissioned to support this service.

1.3.4 The Handyperson service will remain free to residents who are being discharged from hospital and require assistance to enable this to happen. However, outside of this scheme, Tonbridge & Malling residents will also be able to access a general Handyperson service at a subsidised rate of £5 per hour if they are in receipt of a means-tested benefit. For those who are not in receipt of a means-tested benefit, the rate will remain at £15 per hour.

1.4 Housing Needs Update for 2017/18

1.4.1 The majority of customers contacting the Housing Options and Support team need help to keep their current home or to find and secure a new home. The table below shows the number of customers who approached the team during 2017.

Month	Options Presentations	Resolved at first point of contact	Homelessness Prevented	Ongoing Cases
Apr 2017	49	27	15	6
May 2017	54	39	6	9
Jun 2017	57	37	11	9
Jul 2017	38	25	2	11
Aug 2017	41	24	9	8
Sep 2017	80	12	1	67
Total	319	164	44	110

1.4.2 In addition to this, the team investigated 85 homeless applications. The full housing duty was accepted for 40 households; 27 households were found not to be homeless, 7 households were found not to have a priority need for accommodation and a further 11 households were found to have become homeless intentionally. The team will continue to provide advice and assistance to help households resolve their housing needs even where a full housing duty is not owed to a household.

1.5 Temporary Accommodation

1.5.1 The following table provides a 'snapshot' number of homeless households living in temporary accommodation at the end of each month during this period.

Date	Number in self-contained temporary accommodation (AST)	Number in self-contained temporary accommodation (nightly paid)	Number in traditional bed & breakfast	Total
30.04.17	4	22	3	29
31.05.17	5	25	2	32
30.06.17	5	17	1	23
31.07.17	4	23	1	28
31.08.17	6	21	1	28
30.09.17	7	23	1	31

1.5.2 We are continuing to look at ways of reducing the time households stay in nightly paid temporary accommodation, including negotiating properties from our main housing provider, Clarion Housing Group, for use as temporary accommodation. The rent on the properties is set at local housing allowance levels reducing the overall cost to the Council as well as providing customers with a more settled

environment whilst waiting for a permanent allocation of accommodation. We are also currently examining other options for providing efficient additional temporary accommodation, including the use of S 106 funding towards affordable housing and the potential reuse of vacant property in association with our partners where that is appropriate.

- 1.5.3 Further to this an Officer from the Housing Options and Support team is currently working specifically to create and manage tailored move on plans for households being accommodated in temporary accommodation to provide them with assistance to move to alternative accommodation in other sectors rather than relying on social/affordable housing.

1.6 Accessing the Private Rented Sector

- 1.6.1 It remains challenging for households on low incomes to access the private rented sector with many private landlords in the Borough being able to achieve rents much higher than the local housing allowance (LHA) rates which remain frozen to rent levels of January 2015.

- 1.6.2 The table below shows the Housing Options and Support team continued efforts and success and finding accommodation in the private sector by negotiating with landlords and making use of the Councils Rent Deposit Scheme.

Month	Rent In Advance	Deposit Loan	Deposit Bond	Tenancies secured without financial assistance
April 2017				
May 2017			2	2
June 2017		1		
July 2017				
August 2017			1	1
September 2017	1			
Total Tenancies secured	1	1	3	3

1.7 Housing Register

- 1.7.1 The table below shows the distribution of live applications on the Housing Register by size of property required.

Month	1 bed	2 bed	3 bed	4 bed	5+ bed	Total
April 2017	508	345	116	48	7	1024
May 2017	513	349	114	51	8	1035
June 2017	536	335	119	51	8	1049
July 2017	550	332	132	52	10	1076
August 2017	546	335	133	54	9	1077
September 2017	556	336	137	54	9	1092

1.7.2 The table below shows the number of households housed via Kent Homechoice during the last six months, broken down by bed need.

Month	1 bed	2 bed	3 bed	4 bed	5+ bed	Total
April 2017	5	10	5	1	0	21
May 2017	9	9	3	0	0	21
June 2017	14	8	11	0	0	33
July 2017	7	16	5	2	0	30
August 2017	10	9	2	0	0	21
September 2017	13	11	7	0	0	31
Total	58	63	33	3	0	157

1.7.3 The following table shows the waiting times of applicants that have been housed via Kent Homechoice during the period 1 April 2017 and 30 September 2017, broken down by size and type of accommodation. Whilst these figures can be helpful in demonstrating timescales involved from application to allocation, it should be noted that some applicants will wait longer for particular property types or locations and this will affect the overall waiting times. The average waiting times on the far right of the table is realistic for the majority of applicants.

Property type	Number of lets	Shortest wait	Longest wait	Average wait
Sheltered accommodation	9	5 weeks	14 months	4 months
1 bed general needs	52	4 weeks	5 years	10 months
2 bed flat or maisonette	47	7 weeks	31 months	11 months
2 bed house	21	17 months	15 years	31 months
3 bed house	34	8 weeks	28 months	12 months
4 bed house	3	12 weeks	29 months	14 months

1.8 Legal Implications

1.8.1 None arising from this report.

1.9 Financial and Value for Money Considerations

1.9.1 The extension of the West Kent Hospital Discharge Scheme and associated Handyperson service is funded from increased Better Care Fund allocation for 2017/18.

1.10 Risk Assessment

1.10.1 None arising from this report.

Background papers:

Nil

contact: Housing Services
Managers

Steve Humphrey
Director of Planning, Housing and Environmental Health

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TONBRIDGE AND MALLING BOROUGH COUNCIL: AFFORDABLE HOUSING DEVELOPMENT PROGRAMME 2016/17 (ANNEX 1)

SCHEME DETAILS	
Address	RSL
Isles Quarry	Circle Housing Russet
60 Mill Hall	Hyde Housing
Kings Hill F1	Hyde Housing
Isles Quarry	Crest Nicholson
Leybourne Grange Phase 3	Orbit South
Bunyards Farm	West Kent HA
Bunyards Farm	Moat
Preston Hall	Hyde

Tenure	AFFORDABLE HOUSING UNITS											Total Units
	Flats			M'nette		Houses			B'galow			
	1 bed	2 bed	3 Bed	1 bed	2 bed	1 bed	2 bed	3 bed	4+bed	1 bed	2 bed	
Affordable Rent							2	6				8
Shared Ownership							1	1				2
Affordable Rent	3	10										13
Social Rent		5										5
Shared Ownership	2	10	16									28
Affordable Rent								6				6
Shared Ownership								2				2
Equity Percentage		2					6					8
Affordable Rent	4	10										14
Shared Ownership	5	6										11
Affordable Rent	2	7	4									13
Shared Ownership			4									4
Affordable Rent												
Shared Ownership								6	2			8
Affordable Rent							6					6
Shared Ownership		12					1	1	2			16
TOTALS 16/17	16	62	24	0	0	0	16	22	4	0	0	144

TONBRIDGE AND MALLING BOROUGH COUNCIL: AFFORDABLE HOUSING DEVELOPMENT PROGRAMME 2017/18

SCHEME DETAILS	
Address	RSL
Enterprise House	Circle Housing Russet
Isles Quarry	Circle Housing Russet
Coventry Road Tonbridge	Circle Housing Russet
Northwood Road Tonbridge	Circle Housing Russet
Twyford Road Hadlow	Circle Housing Russet
Leybourne Grange Phase 4	Orbit South
Leybourne Grange Phase 4	Taylor Wimpey
Woodgate Extra Care (Tudeley Lane)	AKS
St Martins (Larkfield)	AKS

Tenure	AFFORDABLE HOUSING UNITS											Total Units
	Flats			M'nette		Houses			B'galow			
	1 bed	2 bed	3 Bed	1 bed	2 bed	1 bed	2 bed	3 bed	4+bed	1 bed	2 bed	
Affordable Rent	7											7
Shared Ownership	13	24										37
Affordable Rent												
Shared Ownership								5				5
Affordable Rent								2				2
Shared Ownership												
Affordable Rent											2	2
Shared Ownership												
Affordable Rent												
Shared Ownership							2					2
Affordable Rent	2	9										11
Shared Ownership	3	8					6					17
Shared Equity		7					11					18
Affordable Rent	20	15										35
Shared Ownership	12	12										24
Affordable Rent	52	22										74
Shared Ownership												0

Peters Village (balance)	TBC
Leybourne Grange Phase 5	TBC
Leybourne Grange Phase 5	Taylor Wimpey

Affordable Rent	13	70						12	5			100
Shared Ownership		62						45				107
Affordable Rent								4				4
Shared Ownership							12					12
Shared Equity		7										7
TOTALS 18 Onwards	45	214	0	0	0	0	30	96	15	0	3	403

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

Report of the Director of Planning, Housing, Environmental Health

Part 1- Public

Matters for Information

1 HEALTH IMPROVEMENT TEAM UPDATE

Summary

This report updates Members on recent changes in the Health Improvement Team, including the West Kent Partnership and the delivery of the One You service.

1.1 Introduction

- 1.1.1 People are living longer and ultimately we want them to be in good health in their later years. Sadly everyday habits and behaviours, such as eating too much unhealthy food, drinking more than is recommended, continuing to smoke and not being active enough, are responsible not only for around 40% of all deaths in England, the long term conditions that these behaviours cause cost the NHS more than £11 billion a year.
- 1.1.2 This is why, earlier this year Public Health England launched ‘One You’, the first ever nationwide campaign to address preventable disease in adults: <http://www.kent.gov.uk/social-care-and-health/health/one-you-kent#> The “One You” campaign aims to encourage adults, particularly those in middle age, to take control of their health to enjoy significant benefits now, and in later life **[Annex 1]**.
- 1.1.3 Our Health Improvement Team is working in partnership with Tunbridge Wells, Sevenoaks, Kent County Council and Kent Community Health Foundation Trust to provide a holistic approach to all residents with the aim to improve all aspects of health from stop smoking, alcohol, weight loss, improving diet, mental health etc. as well as offering support and advice in housing, debt and financial issues.
- 1.1.4 Across the Borough we will promote OneYou with the help of our wider council services through promotional material such as TV ads, flyers, social media and one to one contact at events. Residents are encouraged to take the OneYou quiz online where they will score on their current lifestyle and then be signposted to relevant services to provide help and support if something is flagged up. The online service will also send regular emails, updates and reminders to encourage and motivate an individual.

1.1.5 The Health Team at TMBC now have two One You advisors who will be offering one to one sessions to residents who feel ready to make changes in one or multiple health and housing issues, here they have an opportunity to receive advice from highly trained staff, discuss problems and start to set small goals to improve their lifestyle. Sessions take around 30-45 minutes and over the course of a few months the client can opt to be referred on to various local services. TMBC run programmes in house including weight management, health walks, NHS Health Checks.

1.2 Working with GPs

1.2.1 This new way of working is an excellent example of how social prescribing can be used to support the work of GP's and their clinical colleagues because it aims to address any underlining causes of why someone may visit their GP more frequently than needed and improve their overall quality of life in the longer term.

1.2.2 We are currently working with the Snodland Medical Practice to develop this way of working more widely and expand GP's knowledge of the range of Council and Voluntary sector services that could support certain groups of patients. We are also developing community asset maps to be used to encourage residents to find easy and convenient ways to take up activities to improve their health and well-being.

1.3 Legal Implications

1.3.1 None

1.4 Financial and Value for Money Considerations

1.4.1 This Service is funded by Public Health England money via KCC. The Council will have a three year partnership agreement with KCC to deliver this Service.

1.5 Risk Assessment

1.5.1 Changing the emphasis of the work of the Health Improvement Team to a more holistic assessment approach, working with a range of Partners, Council services and GP Practices should bring wider benefits to our residents, including supporting residents to take responsibility for their own health and well-being.

1.5.2 On-going evaluation of the progress and success of the new service will be made in conjunction with the West Kent Partnership.

Background papers:

Nil

Steve Humphrey
Director of Planning, Housing and Environmental Health

contact: Claire McAfee
Jane Heeley

HOW ARE YOU?

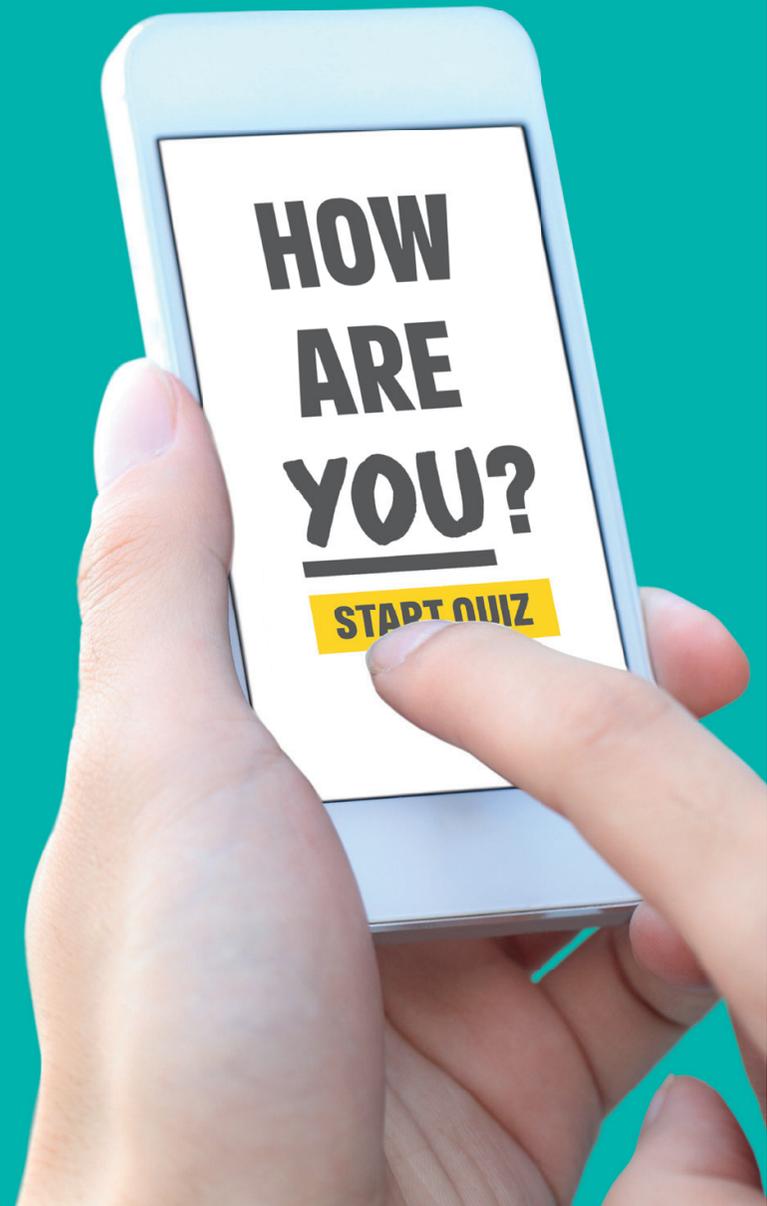
ONE YOU KENT

Our lifestyles can be more unhealthy than we think. Start the fight back to a healthier you. Take the One You quiz and see how you score.

oneyoukent.org.uk
CALL FREE on 0300 020 0636
healthy.living@tmbc.gov.uk

ONE YOU KENT

*Calls cost no more than calls to geographic (01 and 02) numbers and must be included in inclusive minutes and discount schemes in the same way. Calls from landlines are typically charged up to 10p per minute; calls from mobiles typically cost between 3p and 40p per minute



HOW ARE YOU?

In our adult years, the lifestyle choices we make can dramatically increase our chances of becoming ill later in life.

Making small changes now can improve your health right away and double your chances of staying healthy as you get older. It's never too late to start.



EAT WELL

A healthy diet can help you look and feel great.

It can also stop you gaining weight so start by shelving the sugar and cutting back on fat.



MOVE MORE

Getting enough exercise means a stronger, fitter you.

It's good for your body and your mind too.

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TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

Report of the Chief Executive

Part 1- Public

Matters for Information

1 COMMUNITY DEVELOPMENT WORK – UPDATE ON PROGRESS

To provide an update on community development work taking place in the Borough's three priority communities.

1.1 Background

1.1.1 Nationally, Tonbridge and Malling is one of the most prosperous boroughs in the country, however this advantage is not shared equally across the borough and there are some communities where real disadvantage persists. The communities of East Malling, Snodland and Trench ward in Tonbridge, are the most deprived areas of the borough, meaning that generally a higher number of people living in these areas have lower incomes, less employment and poorer health than communities elsewhere in the borough.

1.1.2 In response to this, community development partnerships have been created involving a range of agencies, for each of the three areas. Each partnership operates slightly differently depending on the nature of the issues raised and the support available for each area.

1.2 East Malling

1.2.1 Angela Borsos has been the local community worker in East Malling for many years, with much of the work focused on the residents of the Stepstile and Winterfield estates. The Borough Council currently part funds this post, with support from East Malling and Larkfield Parish Council.

1.2.2 Engagement with the community in East Malling is focused around activities in the East Malling Centre. Angela works with partner agencies to coordinate activity at the centre including organising community days and working to engage with residents to tackle health issues, promote employment, build community cohesion, raise aspirations and promote positive activities for children and young people.

1.2.3 The current focus for East Malling going forward will be to tackle mental health issues. A sub-group from the main partnership has formed to engage with Mind

and other local providers including local GP practices to assess the level of need as the partnership feels this is an ever increasing barrier for many people locally. The partnership wants to engage more local providers of mental health services to enhance the provision available in East Malling.

1.3 Trench

1.3.1 The Trench Partnership is chaired by Cllr Pam Bates and enjoys extensive support from local organisations including the Tonbridge Baptist Church, Hugh Christie Technology College, Tonbridge Angels FC, and Circle Housing. Further support is provided by KCC Early Help and Kent Police. The Borough Council currently funds a community worker for the Trench area, who co-ordinates local activities and further funding has been provided by a KCC Member grant for 2017/18 to extend that role.

1.3.2 Over the past year, the main focus of the Partnership has been the delivery of a volunteer project to support local residents with low level mental health issues. It was known that a number of residents lacked confidence, had low self-esteem, had become isolated and rarely left their homes. They therefore did not engage with any formal mainstream support.

1.3.3 The 'Listening Ear' project was therefore launched to address these issues and this has proved to be a very successful locally-run initiative. Led by volunteers from the Partnership, informal drop-in events are now running in local venues which are promoted by newsletters and word of mouth. A range of activities are provided at the drop-ins including cookery, work at a local allotment and arts and crafts to build confidence and informally support those who attend. The group have been able to help attendees with a range of issues including health, housing issues and benefits. Referrals to more formal support are also made. 12 local residents have been supported to date and further promotion via social media is being undertaken to widen the numbers attending.

1.3.4 Future objectives of the Partnership are focusing on tackling two additional priorities: support for those who are currently workless; and promoting better health/active lifestyles. Sub groups have been established to take forward these important initiatives. In addition, the Partnership has recently formed a shadow community group and are seeking to apply to be a formal 'Community Interest Company' (CIC) in the near future. This will enable a range of additional funding opportunities to be explored which are only available to such formal groups.

1.4 Snodland

1.4.1 There has been a long running Snodland Partnership in place for the town with funding from a number of partners. This has focused on supporting good causes within the community.

- 1.4.2 More recently a Snodland Community Development Partnership has been established to address wider community needs similar to those addressed in East Malling and Trench.
- 1.4.3 The Snodland CDP has developed an action plan focusing on addressing poor health, job opportunities, family debt issues, crime and ASB and community engagement. A key project recently developed has focused on addressing issues of low level mental health. This has involved direct liaison with the local GP practice to address issues concerning frequent attenders to the practice, many of whom need ongoing support for mental health problems. A new service has therefore been developed to address this key issue via the 'Live Well' programme a commissioned service delivered locally by Shaw Trust. Using the concept of "social prescribing", GPs are now able to refer relevant patients direct to the programme who then receive one to one support from a dedicated councillor. Early results indicate positive outcomes are being achieved.
- 1.4.4 In addition to this initiative, the Partnership is seeking to address work readiness issues in conjunction with Job Centre Plus and other partners and the Borough Council's' Health Improvement Team is promoting a range of complementary activities aimed at supporting healthy lifestyles via the "One You" programme, including healthy walks, adult and family weight programmes and local exercise classes.

1.5 Legal Implications

- 1.5.1 N/A

1.6 Financial and Value for Money Considerations

- 1.6.1 The Borough Council has made budget provision of £15,000 to cover the part time salary costs of the two Community Development posts for East Malling and Trench. In addition, East Malling and Larkfield PC commit £5,000 towards the post at East Malling.

1.7 Risk Assessment

- 1.7.1 N/A

Background papers:

contact: Gill Fox

Nil

Julie Beilby
Chief Executive

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TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

13 November 2017

Report of the Director of Central Services and Monitoring Officer

Part 1- Public

Matters for Information

1 COMMUNITY SAFETY PARTNERSHIP UPDATE

This report will provide an update of some of the work of the Community Safety Partnership

1.1 Changes to the Community Safety Unit (CSU)

1.1.1 There is now a new Inspector within the Community Safety Unit (Inspector Maxine Martin) who has replaced Insp Rachel McNeil. Two new Sergeants are also in post replacing Sgt Jo Mott and Sgt Mark Ginsberg (who have both retired). The new Sergeants are Sgt Dougal Bell and Sgt Andy Gallon.

1.1.2 As part of the 'New Horizon' change within the Police (which happened in September), the CSU now has three new PCSO roles covering Youth Engagement, Vulnerable Adults and Domestic Abuse (post currently vacant). These PCSOs will lead on these subjects and are working with us to help engage with these different groups.

1.1.3 Unfortunately there has been an increase in crime recorded in the borough (from 6,315 in 2016/17 to 7,950 in 2017/18). This is due to changes in recording crime data following the HMI Inspection and follows similar increases across Kent. There is no undue concern for crime levels within Tonbridge & Malling.

1.2 Prevent update

1.2.1 The current threat level for international terrorism in the UK is severe, meaning that an attack is highly likely. Work is ongoing within Kent to prevent any terrorist attack and the Government will be looking at a review of Counter Terrorism powers within the next few months. It is likely that there will also be briefings and a Prevent handbook produced for elected members.

1.2.2 Kent Police have had a restructure around Counter Terrorism/Prevent and any referrals should now be sent to prevent.referrals@kent.pnn.police.uk

1.2.3 I continue to attend the Chanel Panels as required. Chanel Panels are the meetings where any individuals who might be at risk in some way are discussed

by a number of different partners. Since March four individuals living in Tonbridge & Malling have been referred to a Chanel Panel.

1.3 Snodland Community Alcohol Partnership

- 1.3.1 On Tuesday 10 October representatives from the Snodland Community Alcohol Partnership attended the Community Alcohol Partnerships (CAP) Awards for Outstanding Achievement in Tackling Underage Drinking which was held at a prestigious venue in London. These awards recognised exceptional achievements in tackling underage drinking during the preceding year, and provide a great opportunity to encourage awareness of the vital part which local partnerships are making to improve our communities.
- 1.3.2 The Snodland CAP was nominated for Most Improved Locality Award and we are pleased to announce that we received a 'highly commended' award. Susan Morgan, Impact and Quality Manager, Wales Audit Office and CAP Board Director presented me with the award and praised the work of the CAP.

1.4 Domestic Abuse training

- 1.4.1 On Wednesday 20 September a training day on the DASH risk assessment was held for professionals who are working with people who may be experiencing domestic abuse. The DASH training (or Domestic Abuse, Stalking and Harassment risk assessment model) is used to identify the risk level of someone who is, or may be, experiencing domestic abuse and can mean that they can receive the most appropriate help and support.
- 1.4.2 29 professionals attended the session, funded by the Community Safety Partnership and all felt that the training was beneficial and will be useful to them when helping victims of domestic abuse.

1.5 Safeguarding Adults Awareness week

- 1.5.1 The week commencing 9 October was Safeguarding Adults Awareness Week and residents were urged to 'See It, Report It, Stop It'. As part of the week the Community Safety Unit sent out a number of tweets (as did the Borough Council and other partners) and representatives of the CSU were present at an event for Older People at the Angel Centre on Thursday 12 October where a variety of information was handed out.

1.6 Self-neglect Forum

- 1.6.1 The Self Neglect Forum continues to meet on a monthly basis (the last Thursday of the month as part of the Weekly meetings). The aim of the Forum is to share concerns about any individuals at risk of self-neglect. Someone is at risk of self-neglect if they are unable, or unwilling to provide adequate care for themselves. An example of this might be someone who hoards items in their houses. We have so far discussed 42 individuals as part of these meetings.

1.6.2 We invite partners to attend these meetings and have been getting good attendance from a variety of partners. We discuss each individual case and then decide on appropriate actions. Actions so far have included getting equipment fitted, such as stair lifts, visiting the individual to offer support and making appropriate referrals so that they get the help they need.

1.6.3 Nominations can be made by anyone and a referral form is available from the Community Safety Unit. The referrals are then circulated a week in advance to allow partners a chance to check whether the individual is known to their agency.

1.7 Legal Implications

1.7.1 None

1.8 Financial and Value for Money Considerations

1.8.1 Any funding requirements are provided through the Community Safety Partnership.

1.9 Risk Assessment

1.9.1 All risk assessments are under taken as appropriate.

1.10 Policy Considerations

1.10.1 Community Safety

Background papers:

Nil

contact: Alison Finch
Safer & Stronger Communities
Manager

Adrian Stanfield
Director of Central Services and Monitoring Officer

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Agenda Item 16

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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Agenda Item 17

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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Agenda Item 18

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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