

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

6 July 2018

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, 16th July, 2018 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

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6. Housing Needs Survey 21 - 24

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The report provides an update on recent work of the Partnership

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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

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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 M R Rhodes (Chairman)
Cllr Miss G E Thomas (Vice-Chairman)

Cllr Mrs J A Anderson
Cllr Mrs S M Barker
Cllr Mrs S Bell
Cllr V M C Branson
Cllr Mrs B A Brown
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

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

COMMUNITIES AND HOUSING ADVISORY BOARD

Tuesday, 29th May, 2018

Present: Cllr M R Rhodes (Chairman), Cllr Miss G E Thomas (Vice-Chairman), Cllr Mrs J A Anderson, Cllr Mrs S Bell, Cllr Mrs B A Brown, Cllr D J Cure, Cllr D Keeley, Cllr Mrs S L Luck, Cllr Mrs A S Oakley, Cllr L J O'Toole and Cllr T B Shaw

Councillors O C Baldock, M A Coffin, N J Heslop and P J Montague were also present pursuant to Council Procedure Rule No 15.21.

Mr A Nicholl (Tonbridge Sports Association) was also present

Apologies for absence were received from Councillors Mrs S M Barker, V M C Branson, S M Hammond and M Parry-Waller

PART 1 - PUBLIC

CH 18/1 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct. However, in the interest of transparency, Councillor N Heslop advised that he was a member of the Board of The Bridge Trust.

CH 18/2 MINUTES

RESOLVED: That the notes of the meeting of the Communities and Housing Advisory Board held on 13 November 2017 be approved as a correct record and signed by the Chairman.

CH 18/3 PRESENTATION FROM KENT POLICE

The Board was advised that, due to operational reasons, the representative of Kent Police had been unable to attend the meeting. Members noted that a presentation would be made to the meeting of the Advisory Board to be held on 16 July 2018.

CH 18/4 PRESENTATION ON THE ONE YOU SERVICE

Members were advised that, due to the occurrence of a power failure during the afternoon, it had been agreed that the presentation on the One You Service would be made to the meeting of the Advisory Board to be held on 16 July 2018.

MATTERS FOR RECOMMENDATION TO THE CABINET**CH 18/5 CAPITAL PLAN PROJECTS**

Decision Notice D180034MEM

The report of the Director of Street Scene, Leisure and Technical Services provided an update on progress with a number of key projects contained in the Borough Council's Capital Plan. Particular reference was made to the increase of parking provision at Leybourne Lakes and Haysden Country Parks, the ventilation and boiler replacement at Larkfield Leisure Centre, the replacement of the sewage system at Haysden Country Park, path works at Tonbridge Cemetery, the refurbishment of the Tonbridge to Penshurst Cycle Route to the rear of Tonbridge Racecourse Sportsground and the installation of an active drainage system to improve the Rugby Pitch Drainage at Tonbridge Racecourse Sportsground. It was noted that a major part of the schemes would be funded through developer contributions, partnership arrangements and external sources.

RECOMMENDED: That the updates on the current Capital Plan, as set out in Annex 1 to the report, be noted.

CH 18/6 TONBRIDGE AND MALLING LEISURE TRUST UPDATE

Decision Notice D180035MEM

The report of the Director of Street Scene, Leisure and Technical Services reviewed the recent performance of the Tonbridge and Malling Leisure Trust and set out details of its proposed Annual Service Delivery Plan for 2018/19.

RECOMMENDED: That

- (1) the Tonbridge and Malling Leisure Trust Annual Service Delivery Plan – Cumulative Quarterly Monitoring Report for the period 1 October to 31 December 2017, as set out at Annex 1 to the report, be noted; and
- (2) the Tonbridge and Malling Leisure Trust draft Annual Service Delivery Plan for 2018/19, as shown at Annex 2 to the report, be approved.

CH 18/7 TONBRIDGE CEMETERY CAPACITY REVIEW

Decision Notice D180036MEM

The report of the Director of Street Scene, Leisure and Technical Services set out details of the findings of the extensive and comprehensive review of the capacity of Tonbridge Cemetery and future

availability of grave spaces. It was noted that, through the utilisation of existing grave spaces, capacity was greater than originally anticipated and that there would be adequate provision until 2087.

RECOMMENDED: That

- (1) the outcome of the Tonbridge Cemetery Capacity Review be noted;
- (2) the Council's IT Service progress the development of software to assist in the future management of the Cemetery and to ensure the continuing updating of capacity information; and
- (3) liaison be undertaken with the Diocese of Rochester and Town and Parish Councils to progress the broader review of burial capacity within the Borough.

CH 18/8 COMMUNITY SAFETY PARTNERSHIP - DRAFT PARTNERSHIP PLAN 2018/19

Decision Notice D180037MEM

The Community Safety Partnership Plan 2018/19 was presented for consideration. The Plan provided details of the initiatives carried out during the previous year and set out the priorities for the forthcoming year.

RECOMMENDED: That the Community Safety Partnership Plan 2018/19, set out at Annex 1 to the report, be supported and endorsed.

MATTERS SUBMITTED FOR INFORMATION

CH 18/9 HOUSING NEED AND DEVELOPMENT UPDATE

The report of the Director of Planning, Housing and Environmental Health provided an update on changes in housing policy arising from the Homelessness Reduction Act 2018 and various initiatives being undertaken by the Housing Service.

CH 18/10 HEALTH AND WELLBEING REPORT

The report of the Director of Planning, Housing and Environmental Health provided an update on activity within the private Sector Housing team and made particular reference to work undertaken through Disabled Facilities Grants, the Housing Assistance programme, the West Kent Hospital Discharge Scheme and changes to the licensing criteria for Houses in Multiple Occupation.

CH 18/11 TONBRIDGE SPORTS ASSOCIATION - ANNUAL REPORT

The Director of Street Scene, Leisure and Technical Services presented the Tonbridge Sports Association's Annual Report for 2016-18 which had been submitted by the Association's Chairman, Mr Alan Nicholl. Members commended the Association for its wide-ranging and excellent work within the Borough, with particular thanks for the activities provided by volunteers which ensured the development of and access to a varied range of sporting activities in Tonbridge.

CH 18/12 COMMUNITY SAFETY PARTNERSHIP UPDATE

The report of the Director of Central Services provided an update on the recent work of the Community Safety Partnership.

CH 18/13 KEY VOLUNTARY SECTOR BODIES - ANNUAL REVIEW OF CORE GRANT SUPPORT

The report of the Chief Executive provided an update on the Gore Grant Support to Key Voluntary Sector Bodies 2016/17 to 2018/19 and set out details of the requirements of the Service Level Agreements with Advice, Volunteering, Mediation and Older People's Services.

MATTERS FOR CONSIDERATION IN PRIVATE**CH 18/14 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 8.39 pm

Agenda Item 4

Presentation by Claire McAfee on the new One You Service

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TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

16 July 2018

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 updates Members on proposals for the potential outsourcing of the management of Leybourne Lakes Country Park. The report updates on the Evaluation Criteria and revised timeframe for Member consideration and approval.

1.1 Background

- 1.1.1 A project for evaluation is currently in the Council's Capital Plan for improved facility provision at Leybourne Lakes Country Park. 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 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'. With Leybourne Lakes Country Park being a discretionary service, this theme needs careful consideration in relation to the facility, 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 Park and its core objectives, as reflected in the Park's recently approved Management Plan.
- 1.1.3 Initial advice on the business case for facility development at the site was sought and supported the Council's initial view that facility development is required and viable, and Members agreed that Oaks Consultancy be appointed to assist the Council in the business/financial appraisal of options linked to capital investment. The Oaks 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. Oaks strongly recommended that the Council should consider the external outsourcing of the management of Park in accordance with a clearly defined Management Agreement. It is felt that this approach will be the best option to deliver an enhanced customer offer and financial saving to the Council.

- 1.1.4 Following consultation with key stakeholders, the meeting of this Board on the 20 March 2018 Members approved the Head of Terms that will form the basis of the Management Agreement. Members also requested that the Tender Evaluation Criteria be developed to take account of the agreed Heads of Terms and that this be brought to Members of this Board for consideration and approval.
- 1.1.5 During consultation with key stakeholders, including local Members and Parish/Town Councils, the Price/Quality split for the evaluation was discussed and proposed at 40% and 60% respectively. The split was also approved by Members of this Board on the 20 March 2018 and will, therefore, be reflected in the Evaluation Criteria.

1.2 Evaluation Criteria

- 1.2.1 It is proposed that the evaluation of the tenders will be based upon the most economically advantageous tender known as “ MEAT”. This will be assessed on the basis of the best price-quality ratio with the following approved weighting: 40% Cost/ 60% Quality. The detailed components which make up the quality score will be included in the tender documents currently being drafted by Oaks Consultancy, and advice will also be sought from Dartford Borough Council procurement team.
- 1.2.2 Members have previously approved the use of the Open EU Procurement Process. This allows all who wish to do so to submit a tender. In order to manage the evaluation of the tenders more efficiently the process will include a series of threshold criteria which are pass/fail questions so that if these are not met by the tenderers their tender will not be assessed further. These will comprise the mandatory and discretionary exclusions grounds in the government’s standard selection questionnaire, a suitable threshold for financial standing, technical and professional ability (based on references and details of previous contracts), compliance with the Modern Slavery Act, and a requirement to have or obtain adequate insurances.
- 1.2.3 The specific areas to be examined in assessing the qualitative aspects of the tenders are based on the approved Heads of Terms and include;
- Experience and Track Record
 - Management Approach (taking into consideration the Park ‘ethos’ and current approved Management Plan)
 - Conservation Objectives
 - Community Engagement
 - Staffing Proposals
 - Capital Investment and Development

- Events and Activities
- Monitoring and Evaluation of Performance
- Added Value

1.3 Timeframe

1.3.1 A review of the timeframe for procurement has been undertaken taking into consideration the preparation of tender documents, the tender period and other Service/Council commitments. It is proposed that the tender exercise commences this autumn with approval of the selected contractor being considered by this Board in February 2019.

1.4 Procurement

1.4.1 The Council's Contract Procedure Rules will need to be adhered to and liaison has been undertaken with the Director of Central Services in this regard. It has been confirmed that a full EU Tender will be required and that this opportunity would be tendered as a 'Concession'.

1.4.2 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.

1.4.3 As with previous Council contract tenders, it is proposed that Dartford Borough Council be commissioned to administer and support this tender process.

1.5 Legal Implications

1.5.1 It is recognised that a number of legal restrictions apply to the site and will need to be confirmed and collated prior to the procurement exercise. Many of these relate to site designations and utilities. Legal Services are currently developing a 'Report on Title' that will highlight all restrictions and will be circulated to tenderers as part of the tender pack. Initial investigations have highlighted two particular restrictions that are worthy of note, these being:

- Berkeley Homes – a covenant was in place to seek Berkeley Homes Permission for new development on site though this fell away after 10 years and, therefore, no longer applies.
- Kent County Council – following the transfer of a section of KCC land (access point off the Ham Hill Roundabout) to the Borough Council, the Borough Council will need to seek KCC's formal consent to proceed. The Councils Property Services team have engaged with KCC who have advised they see no problem with providing the certificate to allow

development at LLCP, subject to the Council meeting their legal and surveyors costs.

1.6 Financial and Value for Money Considerations

- 1.6.1 The potential Capital Plan Scheme for facility improvements at the Park represents a significant level of investment from developer contributions held by the Council. The consultant's previous 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 a reduction in the ongoing revenue cost of the facility to the Council.
- 1.6.2 The current revenue cost to the Council of the Park is £115,500 (18/19 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.

1.7 Risk Assessment

- 1.7.1 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.
- 1.7.2 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 (Oaks) has been appointed to work alongside the Council, which will assist the Council in making the best decision for the future.

1.8 Equality Impact Assessment

- 1.8.1 Equality will need to be taken into consideration within any new management arrangement and within the design of any new facilities being brought forward.

1.9 Policy Considerations

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

1.10 Recommendations

- 1.10.1 It is RECOMMENDED TO CABINET that:

- 1) the Evaluation Criteria as detailed in the report be approved,

- 2) the timeframe be noted and approved as outlined in the report and;
- 3) Dartford Borough Council be commissioned to administer and support the procurement of this contract.

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: Darren Lanes

Nil

Robert Styles

Director of Street Scene, Leisure & Technical Services

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TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

16 July 2018

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 HOUSING NEEDS SURVEY

Summary

This paper outlines a proposal to commission some detailed and important housing needs research to inform our strategic approach to housing provision and development management. The research will assist in the consideration of planning applications and liaising with developers and Housing Associations. It will provide an insight into the housing needs and aspirations of the Borough's population, showing the Council where pressures and local variations of need arise.

1.1 Background

- 1.1.1 The Council's SHMA (Strategic Housing Market Assessment) contains some housing needs analysis, including high level identification of affordable housing needs. The approach outlined in this report will involve focussed and localised research to provide more detailed information and analysis about housing needs in all respects. This finer grain information will build on the existing SHMA research, using similar sub-areas and will complement the Local Plan.
- 1.1.2 The 2014 SHMA and housing register data is currently used to inform an appropriate breakdown of affordable housing provision on new developments, in conjunction with existing planning policies. The further research into the will serve to update this and provide critical evidence about the detailed type and size of properties most needed across different areas of the Borough.
- 1.1.3 More detailed housing needs analysis from the research will supplement the SHMA and develop a more robust evidence base for housing needs. The research will help determine local housing priorities for areas within the borough and inform negotiations with developers and registered housing providers.
- 1.1.4 Understanding the housing needs of the borough is important to assist the Council in delivering the aims of the West Kent Housing and Homelessness Strategy. The Strategy, prepared in partnership with Sevenoaks District Council and Tunbridge

Wells Borough Council, includes an aim to improve supply by communicating the level of housing need and size/type of affordable housing needed, and in which locations, to developers.

- 1.1.5 The neighbouring boroughs of Sevenoaks and Tunbridge Wells have both commissioned housing needs research recently, broadly on the same basis as is proposed in this report and clearly our own work will assist in dealing with cross boundary development issues and needs.
- 1.1.6 It is intended that when completed the analysis will be shared with developers, Registered Providers and investors to inform their decisions and also with Parish Councils and local organisations to share an appreciation of housing need locally.

1.2 Housing needs research

- 1.2.1 The proposed research will comprise of household surveys (providing primary data) alongside secondary data analysis, such as population growth, house prices and income data. The work proposed incorporates:
- a comprehensive household survey, with the potential to provide data at ward or sub-area level (to be determined in consultation with the Council);
 - a comprehensive review and use of relevant secondary data sources;
 - engagement with stakeholders including estate and letting agents, registered providers, voluntary bodies and support groups;
 - a review of particular client groups relevant to the council's requirements, including hard to reach and vulnerable groups.
- 1.2.2 The final report will include a detailed analysis of housing need and a review of housing market demand. Specifically, it will identify the scale of housing need and demand, including affordable need, tenure (market/affordable rented/intermediate tenure), property type, size and designation (general needs/older person). It will also identify the aspirations and expectations of households moving within the general market.
- 1.2.3 To date officers have been liaising with Arc4, a specialised housing survey company that has a strong and track record in the field of preparing Housing Needs Studies involving primary research. Arc4 have recently worked with other Local Authorities in the preparation of their Housing Needs Studies, including Sevenoaks District Council and Tunbridge Wells Borough Council.
- 1.2.4 Arc4 have provided options for the survey work and a range of project costs. The final cost will depend on how the areas of the borough are broken down for the survey work but at this stage it seems the most appropriate approach for Tonbridge and Malling is to base the analysis on sub-areas, to strike a balance

between data accuracy, cost and consistency with the SHMA, at an estimated cost of £35,000.

1.3 Legal Implications

- 1.3.1 The proposed research will significantly strengthen our knowledge and ability to negotiate the type of affordable and general housing that is needed in various areas across the Borough. It will therefore be an important tool to influence our housing functions and accompany our statutory planning duties.

1.4 Financial and Value for Money Considerations

- 1.4.1 Provision for such housing surveys has been made within an earmarked reserve. This work is also very closely related to our work on the Local Plan for which there is also an earmarked reserve for such expenditure. The research is anticipated to cost in the region of £35,000, subject to final specification, which can be accommodated from these earmarked reserves.
- 1.4.2 As mentioned in this report, officers have been working in partnership with a specialist housing research organisation, Arc4, in coming to the specification for this project. It is intended that Arc4 is now engaged to carry out this work, both due to their specialist skills and experience in this field of housing research work and due to their extensive local knowledge of the west Kent area. Also as mentioned previously, Arc4 have undertaken similar commissions for our neighbouring authorities and bearing in mind the cross boundary issues and in particular the Borough Council's Duty to Cooperate on such issues, the sharing and analysis of information will be important. Consequently, on this occasion there are sound reasons, judged in the context of the Council's Contract Procedure Rules, of expediency and value for money, to appoint Arc4.

1.5 Risk Assessment

- 1.5.1 Having detailed housing needs information will help inform negotiation with Registered Providers and developers to ensure the right type of housing is built in the right places.
- 1.5.2 The research will inform and support negotiations for affordable housing provision. This will help establish priorities when negotiating with developers and Registered Providers e.g. if provision is reduced due to viability. The research will also support negotiation of specialist housing provision or special build standards, such as fully accessible units. This reduces our risk of being open to challenge from customers who have specialist housing needs.

1.6 Equality Impact Assessment

- 1.6.1 A full Equalities Impact Assessment has not been carried out at this stage. It is likely housing needs research will have an overall positive impact because it will analyse the housing market, provide greater insight into the needs, demands and

aspirations in local communities and assist the Council working in partnership with others to address the issues identified.

- 1.6.2 Any primary research will need to be representative of all minority groups and adhere to the Equality Act 2010.

1.7 Policy Considerations

- 1.7.1 Detailed housing needs research will inform the implementation and review of the Housing and Homelessness Strategy and the Local Plan.

1.8 Recommendations

- 1.8.1 It is RECOMMENDED CABINET APPROVE the commissioning of a Housing Needs Research and Survey as detailed in this report.

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:
Nil

contact: Gillian Aylett

Steve Humphrey
Director of Planning, Housing and Environmental Health

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

16 July 2018

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

Part 1- Public

Matters for Information

1 LEISURE TRUST UPDATE

Summary

This report reviews the recent performance of the Tonbridge and Malling Leisure Trust.

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 4 covering the period 1 January to 31 March 2018.

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 Customer feedback continues to record high overall satisfaction scores with Angel Centre 100%, Tonbridge Swimming Pool 98% and Larkfield Leisure Centre 94%. Cleanliness figures, however, have seen a reduction though still remain relatively high with Tonbridge Swimming Pool scoring 94% (2% reduction) Angel Centre scoring 82% (9% reduction) and Larkfield Leisure Centre scoring 69% (21%

reduction). Comments have been sought from the Trust regarding these figures, particularly in regard to Larkfield Leisure Centre, and we have been advised that this was primarily as a result of personnel changes and resourcing within the cleaning contract. The Trust has advised that they are confident that performance will improve now these issues are resolved.

- 1.2.4 The number of positive comments in the quarter (92) significantly exceeded complaints (7) with no serious complaints received.
- 1.2.5 There were 369,961 visits to the Leisure Facilities over the quarter, an increase of 60,042 visits or 19% compared to the previous quarter and an increase of 72,664 or 24% on the same quarter last year.
- 1.2.6 Larkfield Leisure Centre and Tonbridge Swimming Pool both increased attendance compared to the previous quarter, however, the Angel Centre has shown a reduction on the previous quarter. Encouragingly all the indoor facilities showed an increase in attendance on the previous year, however, due to Poulton Wood Golf Centre being closed for 10 days during quarter 4 due to snow on the golf courses, attendances fell in comparison to both the previous quarter and previous year.
- 1.2.7 More details on each sites attendance with comparisons to last year are shown in the table below.

Facility	Number of Visits in Quarter 4 2018	Number of Visits in Quarter 3 2018	Difference from Quarter 3 2018	Number of Visits in Quarter 4 2017	Difference from Quarter 4 2017	% Difference from Quarter 4 2017
Larkfield Leisure Centre	232,720	176,141	56,579	167,459	65,261	39%
Angel Centre	73,585	79,178	-5,593	69,439	4,146	6%
Tonbridge Swimming Pool	57,968	44,749	13,219	52,650	5,318	10%
Poulton Wood Golf Centre	5,688	9,851	-4,163	7,774	-2,061	-26.6%

Total	369,961	309,919	60,042	297,297	72,664	24%
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1.2.8 The total number of accidents in the quarter was 126 across all sites showing a decrease of 3 accidents on the same period in the previous year. Whilst there were two RIDDOR reportable accidents, the Trust has advised that there were no trends identified or specific areas of concern.

1.2.9 Members will note that at the last meeting of this Board the new Annual Service Delivery Plan for the Leisure Trust was approved and as a result this will be the final Delivery Plan presented in this format, the next quarter will begin using the new Plan.

1.3 Larkfield Leisure Centre – Capital Works

1.3.1 I am pleased to advised Members that the development project at Larkfield Leisure Centre is now complete and was officially opened by local MP and the Minister of Sport and Civil Society- Tracey Crouch MP on 29 June.

1.3.2 The £1 million development project, funded by the Trust, has seen an extension to the existing gym, two new exercise studios offering 30 classes a day and a new 'immersive' Spin Studio, the first facility of its kind in Kent.

1.3.3 The project has been supported by a £225,000 investment by this Council that has seen all the gym equipment replaced and upgraded to world leading Technogym resistance and cardio fitness equipment. This has also included the creation of an enhanced free weights area and new Outrace functional rig.

1.3.4 The development has been widely welcomed by users with a large amount of positive feedback already received. It is expected that the development will increase retention levels as well as attracting new members to the Centre.

1.4 External redecoration

1.4.1 The Council has also recently invested approximately £60,000 in external redecoration works at Tonbridge Swimming Pool, Larkfield Leisure Centre and Tonbridge Farm Sports Pavilion.

1.4.2 This works included undertaking repairs to timberwork, painting and varnishing. The work ensures that the visual appearance of the facilities remains high and mirrors the high standard of services provided.

1.5 Legal Implications

1.5.1 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 Financial and Value for Money Considerations

- 1.6.1 The transfer to the Leisure Trust has made a significant contribution to the Council's savings, and further savings were made following the review of the Service Fee from the 1 April 2018. The financial performance of the Trust continues to be positive.

1.7 Risk Assessment

- 1.7.1 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.

1.8 Policy Considerations

- 1.8.1 Asset Management, Community, Healthy Lifestyles, Young People.

Background papers:
Nil

contact: Stephen Gregg

Robert Styles
Director of Street Scene, Leisure & Technical Services

Annual Service Delivery Plan Cumulative Quarterly Monitoring Report 1 April 2017 to 31 March 2018

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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% Q2 – 60.4% Q3 – 70.5% Q4 – 73.1%</p> <p>This is an increase of 2.6% on Q3 and a YOY increase of 18%</p> <p>Cumulative High Risk Interactions LLC – 63.8% this is a YOY increase of 18.4%</p> <p>AC High Risk Interactions Q1 – 73.1% Q2 – 76.4% Q3 – 75.8% Q4 – 57%</p> <p>This is a decrease of 18.8% on Q3 and a YOY decrease 20.5%</p> <p>Cumulative High Risk Interactions AC – 67.6% this is a YOY decrease of 5.9%</p> <p>LLC Effective Interactions Q1 – 73.8% Q2 – 71.4% Q3 – 70.2% Q4 – 71.8%</p> <p>This is an increase of 1.6% on Q3 and a YOY increase of 0.6%</p> <p>Cumulative Effective Interactions LLC – 73% this is a YOY increase of 0.3%</p> <p>AC Effective Interactions</p>

				<p>Q1 – 72.7% Q2 – 70.8% Q3 – 67.9% Q4 – 73%</p> <p>This is an increase of 5.1% on Q3 and a YOY increase of 2.1%</p> <p>Cumulative Effective Interactions AC – 71.5% this is a YOY increase of 1.3%</p>
Increase overall DD/Annual membership totals by 5%	<p>■ Direct debit/annual members across all categories</p>	Head of Business Development	Monthly	<p>LLC H&F members Q1 – 2809 Q2 – 2299 Q3 – 2604 Q4 - 2349</p> <p>This is a decrease of 255 or 9.8% on the previous quarter and a YOY increase of 67 or 2.9%</p> <p>LLC S&S members Q1 – 432 Q2 – 446 Q3 – 410 Q4 - 469</p> <p>This is an increase of 59 or 14.4% on the previous quarter and a YOY decrease of 10 or 2.1%</p> <p>AC H&F members Q1 – 1871 Q2 – 1784 Q3 – 1666 Q4 - 1400</p> <p>This is a decrease of 266 or 16% on the previous quarter and a YOY decrease of 42 or 2.9%</p> <p>TSP S&S members Q1 – 761 Q2 – 754</p>

				<p>Q3 – 690 Q4 - 715</p> <p>This is an increase of 25 or 3.6% on the previous quarter and a YOY decrease of 72 or 9%</p> <p>Total Q1 – 5873 Q2 – 5283 Q3 – 5370 Q4 - 4933</p> <p>This is a decrease of 437 or 8% on the previous quarter and a YOY increase of 3 or 0.06%</p>
Reduce attrition to below 2.5%	■ Attrition rates	Head of Operations	Monthly	<p>LLC Q1 Average –1.9% Q2 Average – 3.0% Q3 Average – 2.1% Q4 Average – 2.4%</p> <p>Cumulative – 2.35%. This compares to attrition to the end of Q4 2016/17 of 2.6%</p> <p>AC Q1 Average – 1.5% Q2 Average – 2.5% Q3 Average – 2.0% Q4 Average – 2.0%</p> <p>Cumulative – 2.0%. This compares to attrition to the end of Q4 2016/17 of 2.45%</p>
Increase overall attendance by 2.5%	■ Attendance at leisure centres	Head of Business Development	Monthly	<p>Overall usage Q4 2017/18 as follows; LLC Q1 – 165,548 Q2 – 186,673 Q3 – 177,791 Q4 – 232,720</p> <p>This compares to 167,459 to the end of Q4 2016/17. This is an increase of 65,261 or 39%</p>

			<p>Cumulative – 762,732</p> <p>This compares to 603,287 to the end of Q4 2016/17. This is an increase of 159,445 or 26%</p> <p>AC Q1 – 62,399 Q2 – 60,625 Q3 – 77,360 Q4 – 73,585</p> <p>This compares to 69,439 to the end of Q4 2016/17. This is an increase of 4,146 or 6%</p> <p>Cumulative – 273,969</p> <p>This compares to 248,041 to the end of Q4 2016/17 This is an increase of 25,928 or 10.4%</p> <p>TSP Q1 – 72,836 Q2 – 62,563 Q3 – 44,749 Q4 – 57,968</p> <p>This compares to 52,650 to the end of Q4 2016/17. This is an increase of 5,318 or 10%</p> <p>Cumulative – 238,116</p> <p>This compares to 216,456 to the end of Q4 2016/17. This is an increase of 21,660 or 10%.</p> <p>PWGC Q1 – 17,239 Q2 – 16,493 Q3 – 9,851 Q4 – 5,688 (Closed for 10 days)</p>
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				<p>This compares to 7,749 to the end of Q4 2016/17. This is a decrease of 2,061 or 26.6%.</p> <p>Cumulative – 52,225 to the end of Q4 2017/18.</p> <p>This compares to 54,286 to the end of Q4 2016/17. This is a decrease of 2,061 or 3.8%.</p> <p>Total Attendance Q1 – 318,022 Q2 – 326,354 Q3 – 309,751 Q4 – 369,961 (PW Closed for 10 days)</p> <p>This compares to 297,297 to the end of Q4 2016/17. This is an increase of 72,664 or 24%.</p> <p>Cumulative – 1,324,088 This compares to 1,122,070 to the end of Q4 2016/17. This is an increase of 202,018 or 18%.</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 Q2 – 1038 Q3 – 1090 Q4 - 1179</p> <p>This is an increase of 89 or 8% on the previous quarter and a YOY increase of 147 or 14.2%</p> <p>TSP Q1 – 947 Q2 – 959 Q3 – 988 Q4 - 1011</p> <p>This is an increase of 23 or 2.3% on the previous quarter and an increase of 74 or 7.9% YOY</p>

				<p>Total Q1 – 1955 Q2 – 1997 Q3 – 2078 Q4 - 2190</p> <p>This is an increase of 112 or 5.3% on the previous quarter and a YOY increase of 221 or 11.22%</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%	<p>■ Average number of Excel members age 11-18</p>	Head of Business Development	Monthly	<p>LLC Q1 – 647 (404 Excel and 243 Gym 21) Q2 – 539 (311 Excel and 228 Gym 21) Q3 – 513 (314 Excel and 199 Gym 21) Q4 – 573 (330 Excel and 243 Gym 21)</p> <p>This is an increase of 60 or 11.7% on the previous quarter and a YOY increase of 26 or 4.75%</p> <p>AC/TSP Q1 – 521 (280 Excel and 241 Gym 21) Q2 – 346 (136 Excel and 210 Gym 21) Q3 – 320 (137 Excel and 183 Gym 21) Q4 – 384 (196 Excel and 188 Gym 21)</p> <p>This is an increase of 64 or 20% on the previous quarter and a YOY increase of 104 or 40%</p> <p>Total Q1 – 1168 (684 Excel and 484 Gym 21) Q2 – 885 (447 Excel and 438 Gym 21) Q3 – 833 (451 Excel and 382 Gym 21) Q4 – 957 (510 Excel and 431 Gym 21)</p> <p>This is an increase of 124 or 14.9% on the previous quarter and a YOY increase of 146 or 18%</p>
Increase Kick-start membership by 5%	<p>■ Average number of Kick-start members age 0-10 (KPI 836)</p>	Head of Business Development	Monthly	<p>LLC Q1 – 109 Q2 – 110 Q3 – 101</p>

				<p>Q4 - 104</p> <p>This is an increase of 3 or 2.9% on the previous quarter and a YOY decrease of 5 or 4.5%</p> <p>AC/TSP Q1 – 168 Q2 – 134 Q3 – 156 Q4 - 162</p> <p>This is an increase of 6 or 3.8% on the previous quarter and a YOY increase of 9 or 5.9%</p> <p>Total Q1 – 277 Q2 – 244 Q3 – 257 Q4 - 266</p> <p>This is an increase of 9 or 3.5% on the previous quarter and a YOY increase of 4 or 1.5%</p>
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 running and under review.
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	<p>Q1 - Overall – 53%</p> <p>Q2 – Overall – 54%</p> <p>Q3 – Overall – 47%</p> <p>Q4 – Overall – 47%</p> <p>Cumulative – 51%</p>
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

<p>Achieve average overall satisfaction score of 4.0</p>	<p>■ Overall satisfaction</p>	<p>Head of Operations</p>	<p>Monthly</p>	<p>LLC Q1 – 100% / 4.5 Q2 – 100% / 3.6 Q3 – 100% / 4.0 Q4 – 94% / 4.6 This compares to 92% / 4.1 YOY AC Q1 – 98% / 4.2 Q2 – 99% / 4.3 Q3 – 99% / 4.2 Q4 – 100% / 4.2 This compares to 98% / 4.3 YOY TSP Q1 – 100% / 4.6 Q2 – 98% / 4.6 Q3 – 100% / 4.7 Q4 – 98% / 4.6 This compares to 99% / 4.6 YOY</p>
<p>Achieve average cleanliness score of 4.0</p>	<p>■ Satisfaction - Cleanliness</p>	<p>Head of Operations</p>	<p>Monthly</p>	<p>LLC Q1 – 90% / 3.9 Q2 – 85% / 3.8 Q3 – 90% / 3.8 Q4 – 69% / 3.5 This compares to 92% / 4.0 YOY AC Q1 – 97% / 4.3 Q2 – 100% / 4.4 Q3 – 93% / 3.9 Q4 – 82% / 3.3 This compares to 100% / 4.3 YOY TSP</p>

				Q1 – 98% / 4.4 Q2 – 97% / 4.4 Q3 – 95% / 4.5 Q4 – 94% / 4.3 This compares to 96% / 4.3 YOY
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	Q1 – 147 Q2 – 311 Q3 – 87 Q4 - 178 Current total of 723 leisure pass holders
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	Electricity Consumption LLC Q1 – 413,888 Q2 – 425,279 Q3 – 399,244 Q4 – 399,287 This is an increase 43 or 0.01% on the previous quarter and a YOY decrease of 33,458 or 7.7% AC Q1 – 96,408 Q2 – 99,045 Q3 – 118,545 Q4 – 118,234 This is a decrease 311 or 0.2% on the previous quarter and a YOY increase of 2,380 or 2.05% TSP Q1 – 233,490 Q2 – 237,482 Q3 – 225,256 Q4 – 209,012

This is a decrease of 16,244 or 7.2% on the previous quarter and a YOY decrease of 13,613 or 6.1%

Gas Consumption

LLC

Q1 – 768,147

Q2 – 645,612

Q3 – 1,224,387

Q4 – 1,444,079

This is an increase of 219,692 or 17.9% on the previous quarter and a YOY increase of 91,662 or 6.7%

Larkfield Leisure Centre remains under query
42712

AC

Q1 – 219,372

Q2 – 186,980

Q3 – 468,942

Q4 – 559,665

This is an increase of 90,723 or 19.3% on the previous quarter and a YOY decrease of 29,173 or 4.95%

TSP

Q1 – 170,685

Q2 – 94,585

Q3 – 153,601

Q4 – 148,860

This is a reduction of 4,741 or 3% on the previous quarter and a YOY decrease of 93,878 or 38%

All the figures quoted above are based on manual readings input to LASER's Systemlink software and are not reflected exactly in billing records.

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
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. PW and AC undertook assessments during the quarter.
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	Accidents per 100,000 customers as follows; LLC Q1 – 104 Q2 – 69 Q3 – 70 Q4 - 60 This is a decrease of 10 or 14% on the previous quarter. This is a decrease of 2 or 3.2% compared to Q4 in 2016/17. AC Q1 – 26 Q2 – 18 Q3 – 28 Q4 - 23 This is a decrease of 5 or 18% on the previous quarter. This is a decrease of 7 or 23% compared to Q4 in 2016/17. TSP Q1 – 64 Q2 – 30 Q3 – 31 Q4 - 26

				<p>This is a decrease of 5 or 16 on the previous quarter. This is a decrease of 31 or 54% compared to Q4 in 2016/17.</p> <p>PWGC Q1 – 0 Q2 – 0 Q3 – 0 Q4 -17</p> <p>This is an increase of 17 on the previous quarter. This is a decrease of 17% compared to Q4 in 2016/17.</p> <p>Overall Q1 – 73 Q2 – 49 Q3 – 51 Q4 - 47</p> <p>This is a decrease of 4 or 8% on the previous quarter. This is a decrease of 3 or 6% compared to Q4 in 2016/17.</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 two RIDDOR's during the quarter, Heart attack at AC and broken arm in the gym at LLC.
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. Audits were undertaken in January 2018

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% Q2 - 3.53% Q3 - 2.38% Q4 – 2.50% This is a 0.12% increase on the previous quarter and a 1.2% increase YOY Cumulative 3.63%. This is a YOY increase of 1.38%
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 2018.

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

16 July 2018

Report of the Director of Central Services

Part 1- Public

Matters for Information

1 UPDATE FROM THE COMMUNITY SAFETY PARTNERSHIP

This report will provide an update of some of the recent work of the Community Safety Partnership

1.1 Crime statistics

1.1.1 The borough of Tonbridge & Malling is a safe place to live, work and visit and we continue to have the third lowest crime rate in the county (behind Tunbridge Wells and Sevenoaks). The latest crime statistics to the end of May 2018 show that there has been a decrease in reports of anti-social behaviour in the borough (by 593 incidents) but an increase of victim based crime reported (up by 1,649 incidents). The Community Safety Partnership continues to work to help people to feel safe in the borough and we will be looking at these figures with the Police to establish whether there is anything additional that we should be focusing on with regards to reducing particular types of crime.

1.2 Tonbridge Community Alcohol Partnership (CAP)

1.2.1 The Tonbridge Community Alcohol Partnership (CAP) launched on Friday 13 July at Tonbridge Castle. Tom Tugendhat, MP, attended the event and local schools were also able to give performances on their views of alcohol.

1.2.2 The aim of the CAP is to reduce underage drinking in the town by raising awareness in young people of the risks of drinking alcohol, reduce incidents of alcohol sales to young people, reduce proxy purchasing of alcohol for young people who are under 18, reduce anti-social behaviour associated with alcohol consumption and improve the public's general understanding of different alcohol strengths and the number of units in different drinks.

1.2.3 Visits will be made to each of the licenced premises to make them aware of the CAP and to encourage them to use the 'Challenge 25' system (if someone looks under 25 but over 18 they should be asked for ID if they are trying to buy alcohol). Following these visits 'Test purchases' will be made through KCC Trading Standards which is where the premises are tested on the Challenge 25 system

(e.g. do they remember to ask for ID for someone who is under 25). If any premises do fail this then they would be offered further training and advice.

- 1.2.4 We will also be linking in with local schools to offer educational information and resources for teachers to encourage young people to think about any alcohol that they might consume.
- 1.2.5 Following the event we also held a crime prevention event outside Sainsbury's in Tonbridge. This ran from 12 noon until 2pm approx. and members of the Community Safety Partnership were on hand to talk to people about the CAP, hand out free crime prevention items and advertise events that are being organised through the Police Community Liaison Officer.

1.3 Public Space Protection Order (PSPO)

- 1.3.1 The current PSPO is due for review by April 2020 and by this date we will need to issue a new PSPO as they only last for three years. A group of officers within the Council are currently looking at the current restrictions (a copy of the Order can be found on the Borough Council's website) and gathering evidence as to whether or not they are still required. As part of this process we will also be looking at whether we need any additional restrictions added in. Once confirmed, we will then go out for consultation to see if the public agree with our proposals and whether there are any other issues which should be included. We will keep this Board updated on progress on this matter, as reports will be provided to this Board as well as to Cabinet to authorise the final PSPO.

1.4 Successes in tackling anti-social behaviour

- 1.4.1 Danny Mooney, the TMBC ASB officer has been working hard to help residents who have been experiencing anti-social behaviour. Some of the issues that he has helped to resolve have included helping residents of The Slade in Tonbridge who were experiencing criminal damage, threats of violence and garage break-ins. Danny liaised with the Police over the identification of the individuals causing these issues and helped to install CCTV in the area to act as a deterrent or to catch those committing these activities. At present, the issues seem to have been resolved but Danny will continue to liaise with the residents and monitor the situation.
- 1.4.2 Another success by Danny has been issues occurring at the Summerhill Green estate in Tonbridge where groups of youths were being intimidating and causing nuisance behaviour. Danny brought together all interested parties to discuss the issues and look at how they could be resolved. As well as helping to identify the young people, Danny also arranged for KCC to clear an area which was overgrown and becoming a magnet for nuisance behaviour. Again, the issues have reduced although Danny is available to residents to report any further issues.

1.4.3 In Snodland, we received reports of litter, untidy gardens and general anti-social behaviour in an area. Danny visited the residents and requested that they remove the rubbish and tidy their garden. He also spoke to the residents about the anti-social behaviour. They have cleared the rubbish and tidied their garden and there have been no further reports of ASB in the area.

1.4.4 If you or residents in your area are experiencing ASB you can contact Danny for help or advice on 01732 876149 or by email csp@tmbc.gov.uk

1.5 Changes in the Community Safety Unit

1.5.1 A new Police Inspector is now in post at the CSU – Inspector Kerry Rothwell started on 2 July. There is also a new Sergeant in post, Chris Carter who will work alongside Sgt Andy Gallon.

1.6 Publicity

1.6.1 The latest version of the CSP newsletter (July/August) is now available – and can be downloaded from our website (www.tmcommunitysafety.org.uk). Copies have also been distributed via email. We are also on Twitter and Facebook – please follow us for information about the CSP.

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

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Agenda Item 9

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 10

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 11

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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