



10th September 2024

You are hereby summoned to attend a meeting of the **COMMUNITY & WELLBEING COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 16th September 2024 at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/gxmAWHVphl8?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members:

Cllr Claire Shea (Chair)	Cllr Chloe Gustard
Cllr Victoria Granville (Vice-Chair)	Cllr Lise Michaelides
Cllr Libby Ancrum (Mayor, ex-officio)	Cllr Gareth Willis
Cllr Catherine Daniell (Deputy Leader)	

Quorum minimum of 3 elected members.

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk



Town Clerk

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	—
4	<u>MINUTES OF MEETING OF COMMUNITY & WELLBEING COMMITTEE – 24th JUNE 2024</u> To receive, adopt and sign the Minutes of the Meeting of the Community & Wellbeing Committee held on 24 th June 2024 as a true record.	Attached
5	<u>COMMUNITY GROUPS</u> To discuss framework to be established based on the objectives set out in the Terms of Reference, detailing where possible existing community groups operating in those areas to identify where the greatest need might be.	-
6	<u>GRANTS REPORTS</u>	
6.1	<u>Grant Subsidies, Room Hire Criteria</u> To consider criteria for grant subsidies for room hire awarded to local community groups.	Attached
6.2	<u>Grant Applications for Consideration</u> To consider grant applications received. Note: Applications attached, supporting papers circulated as separate document.	Attached
7	<u>S106 AGREEMENT FOR INDOOR CRICKET</u> To note update.	Circulated separately
8	<u>THE AGEING OF OUR TOWNS</u>	
8.1	To note the report by The Centre for Towns, circulated by Centre for Ageing Better. (NB: Report uses 2011 census data.)	Attached
8.2	To note Office for National Statistics data on age demographic of Sevenoaks Parish 2021	Attached

9	<u>YOUTH SERVICES WORKING GROUP</u>	
9.1	To receive and note minutes of the Youth Services Working Groups held on: <ul style="list-style-type: none"> • 10th July 2024 • 11th September 2024 	Attached To Follow
9.2	To consider the RECOMMENDATION of the Youth Services Working Group in relation to the grant application received from Sevenoaks Three Arts, Young Musician of the Year.	—
10	<u>GREATNESS RECREATION GROUND WORKING GROUP</u> To receive and note the minutes of Greatness Recreation Ground Working Group held on: <ul style="list-style-type: none"> • 26th June 2024 • 19th August 2024 	Attached Attached
11	<u>SPORTS STRATEGY WORKING GROUP</u> To receive and note the minutes of Sports Strategy Working Group held on 7th August 2024.	Attached
12	<u>ARTS & CULTURE WORKING GROUP</u> To receive and note the minutes of Arts & Culture Working Group held on 14 th August 2024.	Attached
13	<u>CURRENT MATTERS</u> To note updates on current matters.	Attached
14	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	—

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Sevenoaks Town Council

Minutes of the meeting of the Community & Wellbeing Committee Held on 24th June 2024 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/qNNGydnAtB4?feature=share>

Meeting commenced: 7:00pm

Meeting Concluded: 7.39pm

Present:

Cllr Claire Shea, Chair	Present	Cllr Chloe Gustard	Apologies
Cllr Victoria Granville, Vice-Chair	Present	Cllr Lise Michaelides	Present
Cllr Libby Ancrum (Mayor, ex-officio)	Present	Cllr Gareth Willis	Apologies
Cllr Catherine Daniell (Deputy Leader)	Present		

In attendance: Cllr Dr Merilyn Canet, Cllr Nigel Wightman, Town Clerk and Senior Committee Clerk.

Representations received from Members of the Public: None

177 Chair and Vice-Chair

It was noted that at the Annual Town Council meeting held on 13th May 2024, the following appointments were made:

- 1) Chair of Community & Wellbeing Committee – Cllr Claire Shea
- 2) Vice-Chair of Community & Wellbeing Committee – Cllr Victoria Granville

178 Terms of Reference

RESOLVED: to receive and note the Terms of Reference of the Community & Wellbeing Committee adopted at the Annual Council meeting on 13th May 2024.

179 Apologies for Absence

As noted above.

180 Dispensations: There were no requests for dispensations.

181 Declarations of Interest: There were no declarations of interest.

182 Community Groups

The Committee considered ways to identify community groups to support and promote, in accordance with Terms of Reference 3 of the Committee.

The Chair advised that the Committee needed to be mindful of what support the Town Council might be able to deliver directly and what areas they could work with people to make improvements.

RESOLVED: that a framework be established based on the objectives set out in the Terms of Reference, detailing where possible existing community groups operating in those areas to identify where the greatest need might be. Once the framework was in place the Committee could identify local groups to consult with.

183 Community Support

The Committee considered ways to identify gaps in community support (including healthcare) and lobby for improvement, in accordance with Terms of Reference 4 of the Committee.

The Committee expressed concern about the current closure of the rehabilitation ward at Sevenoaks Hospital. It was agreed that the Chief Executive Officer of the hospital be invited to a future meeting to discuss her vision for provision in the town.

It was also suggested that a representative of the Sevenoaks Primary Care Network be invited to attend a meeting to discuss their role.

It was noted that the consideration of community facilities was essential in the light of the Tarmac development, Master Planning for the Town Centre and development proposals for land east of the High Street.

Councillors were asked to send in any suggestions in relation to the promotion of new education provision, faith facilities and other necessary community infrastructure, for inclusion in future agendas.

RESOLVED: To invite the Chief Executive Officer of Kent Community Health NHS Foundation Trust and a representative of the Sevenoaks Primary Care Network to a future meeting.

184 Community Grant Applications

The Committee noted that grant applications were invited from local community groups twice a year and would be considered by Working Groups as appropriate, and recommendations made to this Committee.

This Committee had delegated authority to make decisions within the agreed budget, with any additional spending proposals to be recommended to the Finance & Delivery Committee for consideration.

The criteria set out in the Grants Guidance Notes for applicants were considered, together with details of grants awarded between 2022 – 2024 to date.

RESOLVED that:

- 1) The grant application process be noted.
- 2) The Grants Guidance Notes for applicants be updated to expand the environmental impact section in Part 1 of the grant application form to include how organisations have a positive impact on accessibility.

185 Youth Services Working Group held on 22nd May 2024

RESOLVED: To receive and note the minutes of the Youth Services Working Group held on 22nd May 2024 and to note that the recommendations therein had been approved by the Finance & Delivery Committee on 10th June 2024.

186 Sports Strategy Working Group held on 29th May 2024

It was noted that the Sports Strategy Group had agreed to approach Sevenoaks District Council to release £150k Section 106 funds for Indoor Cricket to be used for Outdoor Cricket facilities: this item to be included on the agenda for the next meeting of this Committee.

The Committee noted that most sports clubs had a system for enabling access to sports for financially disadvantaged people or those with medical or physical needs. There had been discussion at the Sports Strategy Working Group about creating a wider fund, perhaps with contributions from local businesses.

It was agreed that Sevenoaks District Council be encouraged to attend the Sports Strategy meeting to facilitate collaboration on sports provision in the town.

RESOLVED:

- 1) to receive and note the minutes of the meeting of the Sports Strategy Working Group held on 29th May 2024.
- 2) That the S.106 agreement for indoor cricket be on next agenda.

187 Arts & Culture Working Group held on 19th June 2024

It was noted that the Working Group had agreed that a draft working document be created setting out the ambitions of the Working Group for the Sevenoaks Cultural Strategy in the medium and long term, including what has been achieved so far, and to monitor progress.

RESOLVED: to receive and note the minutes of the meeting of the Arts & Culture Working Group held on 19th June 2024.

188 Press Release: None

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

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Sevenoaks Town Council
Finance & Delivery Committee – 16th September 2024

Grant Subsidies – Room Hire

Sevenoaks Town Council offers grants subsidies on room hire at its venues to local organisations and for activities benefiting the local community. The free room hires are considered on an individual basis on request.

The following groups are currently approved to receive free room hire (agreed at F&GP Committee on 02.10.2023 & 26.02.24):

<i>Friends of Rheinbach</i>	<i>Friends of Pontoise</i>
<i>Citizens Advice</i>	<i>Sevenoaks Greensands Common</i>
<i>Tea Dances at Bat & Ball Centre</i>	<i>Dorothy Parrott Trust</i>
<i>Sevenoaks Samaritans</i>	<i>KALC</i>
<i>Darenth Valley Community Rail Partnership</i>	<i>New residents' associations - one free room hire at their establishment</i>

Currently, when approving an organisation for free room hire no restrictions are placed in relation to the number of occasions or financial value of the hires.

2024/2025 Budget

The annual budget and balance to date for Grant Subsidies for Room Hire at Town Council venues 2024/25 is:

Budget	2024/25	Balance at June 2024
Grant Subsidies Bat & Ball Station	0	
Grant Subsidies Bat & Ball Centre	5,767	4,097
Grant Subsidies Council Chamber	357	278
Total	6,124	4,375

Proposed Free Use Policy for Room Hire

Free Use Applications are intended to support small charities and grass roots organisations and will be considered and determined if:

- the community organisation applying for free use is a not-for-profit organisation.
- the organisation's activities benefit the residents of, visitors to, or those that work or study in Sevenoaks.

**Sevenoaks Town Council
Finance & Delivery Committee – 16th September 2024**

- No more than 20% [or £1,000] of the budget of Free Use per organisation is requested in any financial year.
- The activity for which Free Use is being requested is a private meeting or a free-to attend public event.

At the discretion of the Finance & Delivery Committee, applications by organisations may be declined for a number of reasons which may include:

- the organisation has been in receipt of a Community Grant in more than one of the previous three financial years.
- the applicant is a business or commercial enterprise.

Discretionary Grant Applications will not be considered if:

- the application is received from a political organisation.
- the application is received from a lobby group.
- the application is applied for retrospectively.
- the application is for a commercial or business enterprise.

RECOMMENDATIONS:

Councillors are asked to consider the Free Use Policy.

**Sevenoaks Town Council
Community & Wellbeing Committee – 9th September 2024**

Grant Applications Received

1. Budget – Grants to Local Voluntary Organisation 2024/25

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town.

Local community groups are invited to submit applications in August & January of each financial year, for consideration by this Committee and the Youth Services Committee (as appropriate).

This Committee has delegated authority:

“To receive and approve the schedule of annual grants to be made to all community groups (including sports and arts) within budgets approved.”

Return of Grant Award

In February 2024, the Finance & General Purposes Committee awarded £4,000 to the Stag Community Arts Centre towards the staging costs of a Stag Arts Festival in the Autumn 2024. Unfortunately, the Stag have not been able to raise the remainder of the funds needed and have therefore returned the promise of grant to be awarded.

The budget for 2024/25, and the balance to date is shown below.

Budget	2024/25	2024/25
	Budget	Balance
Annual Grant Subsidies Bat & Ball Station	0	-506.65
Grant Subsidies Sevenoaks Community Centre	5,767	2,288
Grant Subsidies Chamber	357	132
Local Organisation Grants <i>Of which Play Days £2,000 (Theatre Shows)</i>	15,000	12,500 *
Sevenoaks Summer Festival	5,000	0
Twinning Support	1,000	1,000
Youth Outreach	8,000	4,397
Youth Council Support	500	0
Stag	27,000	0
Community Rail Partnership	3,000	3,000
Greensands Common	4,000	4,000**
Total	63,500	27,000

*£4k was returned from The Stag due to not being able to proceed with plans.

**Greensands Common allocated towards Longspring Woods.

**Sevenoaks Town Council
Community & Wellbeing Committee – 9th September 2024**

2. Application to be considered by Youth Services Committee

The following application will be considered at the meeting of the Youth Services Working Group on 11th September 2024 and its recommendation presented at the meeting of this Committee.

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Grants in 2023/24	Current Grant Application
6	Sevenoaks Three Arts Festival, Young Musician of the Year	Towards cost of hire of venue with competition standard piano for the Young Musician competition	2007 to 2022 (Autumn) £500/£600 per year for Young Musician of the Year prize, £1000 in 2021/22 2007 to 2023 (Spring) £600 per year for hire of piano and performance space for Sevenoaks Three Arts Festival (for admin costs in 2021)	06.09.2023 £600 Towards cost of hire of venue with competition standard piano. 26.02.24 £600 Hire of performance space for Sevenoaks Three Arts Festival competition and Cup Winners concert.	£600

3. Applications for Consideration by this Committee

This Committee is requested to consider the following Grant Applications received.
(Application forms are attached and supporting documents have been circulated as a separate document.)

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Grants in 2023/24	Current Grant Application
69	We are Beams	Specialised training for staff	£600 – 2021 (Free room hire at HitB)	£1,440 (Free room hire at HitB, paid out of this year's budget.)	£3,500
75	Sevenoaks PHAB	Towards hall hire costs for weekly meeting of club for adults with	£450 - 2022		£400

**Sevenoaks Town Council
Community & Wellbeing Committee – 9th September 2024**

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Grants in 2023/24	Current Grant Application
		learning or physical disabilities			
45	Hi Kent	Funding for free monthly drop-in support clinics for NHS hearing aids users at Hollybush Day Centre	£1,000 – 2016 £500 – 2017 £1,000 – 2019 £1,000 – 2021 £1,000 - 2022	£1,000	£1,000
70	Sevenoaks Samaritans	Hire costs of STC Council Chamber for 16 x 2-hour meetings plus improved signage at office.	£1000 - 2022	£1,488	£1,781
11	Sevenoaks Counselling	To subsidise clients who are unable to afford the recommended contribution.	Funding since 2005, between £400 & £2,000, including £1,500 from 2019 to 2022	£2,000	£2,000
68	Baby Umbrella	To support Sevenoaks Town residents with free specialist 1:1 support from qualified lactation consultants and breastfeeding counsellors.	£500 – Sep 21 £500 - March 22 £1,380 – Sep 22	Sep 23 - £2,600 & Feb 24 - £500	£2,436
Total grant funding requested					£7,217

RECOMMENDATION

The Committee is asked to consider the grant applications detailed above.

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APPLICATION FOR GRANT AID 2024/2025

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 17th March 2025 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

WE ARE BEAMS

NAME OF CONTACT

MARIA AUSTEN

ADDRESS OF CONTACT

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?
Please provide registration number

YES

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

WE ARE BEAMS IS A LOCAL CHARITY THAT SUPPORTS DISABLED CHILDREN AND THEIR FAMILIES IN SEVENOAKS, DARTFORD AND GRAVESHAM DISTRICTS. THE DISABLED CHILDREN AND YOUNG PEOPLE WHO ACCESS OUR SERVICES ARE AGED BETWEEN 4-19 YEARS. THEY WILL USUALLY HAVE ONE OR MULTIPLE LEARNING DIFFICULTIES, COMPLEX HEALTH NEEDS SUCH AS DOWN SYNDROME, CEREBRAL PALSY OR OTHER LIFE LIMITING DISEASE, PHYSICAL OR SENSORY IMPAIRMENT AND CHALLENGING BEHAVIOUR AS A RESULT OF THEIR DISABILITY. OUR WORK IS DIVIDED INTO 6 AREAS WHICH INCLUDES SHORT BREAKS WHO OFFER HOLIDAY PLAYSCHMES, FAMILY ADVICE WHO OFFER ADVICE ON EDUCATION, BENEFITS, TRANSPORT AND HEALTH, DIRECT PAYMENTS, WE HAVE A 6 BEDDED RESPITE CENTRE, A BROKERAGE SERVICE AND PAYROLL SERVICE.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

NO

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

REDUCED EMISSIONS – OUR MINI BUS DRIVER PICKS UP THE CHILDREN AND STAYS ON SITE WORKING AT BEAMS. HE WOULD PREVIOUSLY DRIVE HOME AND BACK
WE HAVE A COMPOST BIN IN GARDEN THE SENSORY GARDEN
WE HAVE RECYCLING BINS IN THE KITCHENS
WE HAVE AN ALLOTMENT IN OUR GARDEN

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

WE RUN HOLIDAY PLAYSCHMES FOR OUR DISABLED CHILDREN AGED BETWEEN 4-19 YEARS.

Many of our children are unable to access mainstream activities due to needing extra support for their additional needs. This lack of social connection can negatively affect their emotional well-being and mental health. Many do not get the chance to socialise with their peers due to the barriers that restrict them such as, physical limitations, communication challenges and unadapted activities that cannot accommodate their needs.

Our Holiday Clubs caters to a wide range of abilities and interests through a variety of exciting day trips and activities, all led by our experienced and qualified staff.

Our day trips really make a difference to the children, they have something to look forward to, social skills start to develop, self-esteem is improved, their confidence improves, they have the chance to do something that they would not otherwise be able to do and most importantly, they get to have fun and make friends.

We understand that every child is unique so we offer a diverse range of activities such as, a trip to Lower Grange Farm, Chipstead Lakes, Swimming, Chatham Water Sports Centre for Raft Building and Racing, Bowls activities include abseiling, treasure hunts and Laser Clay Shooting. For the children under 8 years we provide trips to Fairfiled Leisure Centre for activities such as swimming, sports games and trampolining.

Parent's comment "Both my boys do so much better when they get to try new things but they have such different needs that it's impossible for me to keep both of them happy at the same time. There are very few activities we can do during the holidays.

Your holiday play schemes gives us the opportunities we would otherwise miss. While Rowan is having terrific fun with the amazing people at Beams, his brother and I can have some very much-needed one-to-one time and go to places that Rowan can't manage. Thank you Beams, you make school holidays fun, like they're supposed to be "

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	56
	B) VOLUNTEERS	82
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	44	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£3,500

PLEASE DESCRIBE YOUR PROJECT

WE ARE SEEKING £3,500 TOWARDS FUNDING SPECIALISED TRAINING FOR OUR STAFF. THIS TRAINING WILL EQUIP THEM WITH THE LATEST KNOWLEDGE AND TECHNIQUES TO PROVIDE CRUCIAL SUPPORT, LEADING TO IMPROVED OUTCOMES FOR THE CHILDREN WE SERVE. OUR DEDICATED STAFF PROVIDE CRUCIAL SUPPORT TO CHILDREN WITH DIVERSE DISABILITIES. HOWEVER ADVANCEMENTS IN THE FIELD AND EVOLVING PRACTICES NECESSITATE ONGOING PROFESSIONAL DEVELOPMENT.

THE TOTAL FOR TRAINING FOR A FULL YEAR IS £13,000

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

THE TRAINING WILL TARGET 57 MEMBERS OF STAFF INCLUDING SESSIONAL STAFF, MANAGERS, FAMILY ADVISORS AND SUPERVISORS.
WE PROPOSE A SERIES OF CORE TRAINING AS FOLLOWS:-
PAEDIATRIC FIRST AID, TECH TEACH – POSITIVE BEHAVIOURS SUPPORT TRAINING, MEDICATION AND INFECTION CONTROL, MOVING & HANDLING, RISK ASSESMENT, SAFEGUARD TRAINING, FIRST AID IN THE WORK PLACE, SUPERVISION & APPRAISAL TRAINING, SUPPORTING CHILDREN WHO HAVE EXPERIENCED TRAUMA, ODD & ADHD TRAINING. WE WILL ALSO BE HOLDING TRAINING WORKSHOPS FOR OUR SESSIONAL STAFF. BY GAINING SPECIALISED SKILLS OUR STAFF WILL BE BETTER EQUIPPED TO PROVIDE A HIGHER LEVEL OF SUPPORT FOR CHILDREN WITH SEVERE & COMPLEX NEEDS. WE PLAN TO START THE TRAINING IN SEPTEMBER 2024.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

We have not applied elsewhere as yet but we are planning to apply to trusts and foundations for the shortfall.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

Please see proposal attached

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

637,656

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

3

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

818,572

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

14.04.2019 –FAMILY ADVICE SESSIONS £3,500
16.04.2021 – CYGNET PARENTING PROGRAMME £2,107.00
21.01.2024 – COST OF HIRING THE HOUSE IN THE BASEMENT WHICH IS HELD BY SEVENOAKS TOWN COUNCIL - £1,440.00

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
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Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE M A AUSTEN

DATE 26.07.2024

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE **MARIA AUSTEN**

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank

Sort Code

Account No.

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Wednesday 31st July 2024** for the September Community & Wellbeing Committee
- **Friday 20th December 2024** for the February Community & Wellbeing Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

Training and Education at Beams

We are seeking £13,000 towards training and education of our team that directly support and care for disabled children in our care.

The disabled children and young people who access our services are aged 4-18 years old and will typically have one or multiple learning difficulties, complex health needs, physical or sensory impairment, challenging behaviour, Autism or severe ADHD.

We support children and young people in a range of ways including: keeping them safe and secure; providing emotional support and therapy; working with their families and partner agencies; helping them establish routines and changing behaviour; providing and supporting their access to education; providing leisure activities for them and helping to prepare them for independence.

An overnight stay at Beams Dragon's Retreat will fulfil a number of purposes and cater for a range of children's needs, from older adolescents with challenging behaviour who may quickly return to their family, to young people at risk of child sexual exploitation, children and teenagers with complex mental health problems, and disabled children requiring respite provision.

We have managed to recruit new staff to the team, and for long term staff we have to re-new training every three years to ensure we are up to date on all legal standards of caring for a disabled child. 2024 is the year to invest in the training. We work with training agencies that promote a respectful, supportive approach teaching staff strategies that will maintain positive relationships and encourage de-escalation of a situation, whilst also providing personal safety responsibility and a reduction of risk and restraint.

Below is the list of training needed with outcomes.

- **Positive behaviour support**-to understand what triggers challenging behaviour and how to support a child/young person so that staff transform a challenging situation into a positive outcome. Staff also develop a greater team dynamic in supporting individuals who are distressed with approaches that have impact and strengthen relationships. Staff will be given a tool kit of holistic strategies on de-escalation and crisis intervention, both verbal and non-verbal for supporting with disruptive and distressed behaviours
- **Positive Behaviour support for managers**-Understanding of relevant legal standards and expectations related to the use of force, reporting, recording, monitoring and evaluation.
- **Autism and ADHD**-to gain an understanding of what these neurological disorders are and how to care and communicate with a child in verbal and non-verbal situations. Beams specialises in this area of disability.
- **Safeguarding**-This is mandatory training to ensure all children are safe whilst in our care and how to report any situations in the appropriate way.
- **Designated safeguarding for managers**-to be able make decisive action and be able to protect children and deal with various scenarios calmly and in the correct manner.

- **Equality and diversity**-staff will be aware everyone is entitled to be treated with respect and dignity. Also mandatory training.

Staff safety

- **Moving and handling**-supporting a child in a hoist, wheelchair, nursing bench or using any other specialist equipment.
- **Health and safety** –to ensure all staff, children and visitors are safe at all times.
- **Risk assessments**-to be able to produce a complete risk report on all activities including outside venues for holiday play schemes.

As we are Ofsted regulated as a children's home we must supply the following training;

- Paediatric first aid
- Medication and infection control
- First aid in the workplace for care home Managers.
- How to medicate with prescription drugs, manage seizures, manage diabetes, Peg or tube feed a child.

All the above is focused on the child. We do not employ any medical professionals, however, we train staff to manage all aspects of a child care that parents would also have to do within the home setting. We outsource this training to an experienced nursing professional.

Food Hygiene Training-We plan meals, order and prepare all food ourselves and all support staff are trained on food hygiene. Staff will understand safe food practice, identify food hazards and be able to apply controls to achieve high standards of food hygiene. We promote healthy eating for children, as many of the children in our care may not have a balance healthy diet at home.

The investment of £13,000 into this training and education for staff, sessional staff and regular volunteers will support the charity to deliver the exceptional care to children and young people that we have achieved over the past 27 years.

Research has also shown that recruitment of staff into the social care setting has been particularly hard over the past few years as there are many more opportunities to earn a higher income in the fast food industry for example. We offer minimum wage to support staff as that is what we can afford. Whilst our Dragon's Retreat staff have a level 3 Health and Social Care qualification, the sessional staff that are recruited for holiday play schemes are not qualifying in that setting. They may be pursuing a career in teaching, or IT for example and just need extra income to support their full time study. Training and education will help us to retain the staff and motivate them to work towards thinking about a career in a social setting.

Our research has proved that we retain sessional workers usually for 3 years so we do benefit from this education.

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 14th March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

PHAB

NAME OF CONTACT

ROSALYNDE WARD

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

PHAB INSPIRES AND SUPPORTS DISABLED ADULTS TO HAVE FUN, MAKE NEW FRIENDSHIPS AND ENJOY A VARIETY OF ACTIVITIES TOGETHER DESPITE THEIR DISABILITIES. THE CLUB PROVIDES WEEKLY MEETINGS FOR THOSE ADULTS WITH EITHER A LEARNING DISABILITY AND/OR PHYSICAL DISABILITY. THE SESSIONS TAKES PLACE EVERY TUESDAY EVENING FROM 7-9PM AT MENCAP HALL, SEVENOAKS WITH THE MEMBERS COMING FROM THE SEVENOAKS DISTRICT. THERE IS A REGULAR ATTENDANCE OF 35 TO 40 MEMBERS AT EACH SESSION. A VARIETY OF ACTIVITIES ARE ON OFFER.

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	0
B) VOLUNTEERS	7
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	35-40

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

25

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 400

PLEASE DESCRIBE YOUR PROJECT

A VARIETY OF ACTIVITIES ARE ON OFFER RANGING FROM MUSIC, SINGING, DRAMA, ART AND CRAFT, QUIZZES, FISH AND CHIP SUPPERS, BINGO AND BOCCIA. PHAB EMPOWER MEMBERS TO HELP RUN THE SESSIONS. THE REGULAR ATTENDANCE PROVES THERE IS A NEED FOR THE CLUB. THE GROUP ALSO OFFERS OPPORTUNITIES FOR

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

WE HAVE TO PAY FOR THE RENT OF MENCAP HALL AND THIS AMOUNTS TO APPROXIMATELY £650 PER YEAR. A GRANT OF £400 MAKES A TERRIFIC DIFFERENCE TO THE CLUB ENSURING VIABILITY ESPECIALLY AS WE HAVE TO FUND THE VARIETY OF ACTIVITIES ON OFFER

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form

Yes ☒ No ☐

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

☒ / No ☐

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

--

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES ☒

IF YES, PLEASE GIVE DETAILS

WE SUCCESSFULLY APPLIED TO SEVENOAKS DISTRICT COUNCIL FOR
A GRANT IN 2024
THE DOROTHY PARROTT TRUST HAVE GIVEN US A GRANT IN 2024

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT
ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

WE TRY AND FUND RAISE OURSELVES AND PARTICIPATE IN THE
OTFORD FETE WHERE WE SERVE TEAS AND WE HAVE ORGANISED A
QUIZ NIGHT AND AN AFTERNOON TEA AT MENCAP HALL

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£28. 10

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12 MONTHS

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£1568

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS
TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE,
THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE
EXPENDITURE.

PHAB WAS GIVEN A DONATION OF £400 FROM THE TOWN COUNCIL
IN 2022 THIS WAS USED ENTIRELY FOR PAYMENT OF THE RENT

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	<input checked="" type="checkbox"/>
Form signed	<input checked="" type="checkbox"/>
Audited accounts for the last two years	<input checked="" type="checkbox"/>
Annual Report if available (or Project or Business Plan for a new organisation)	<input type="checkbox"/>

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES <input checked="" type="checkbox"/>
---	---

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE ROSALYNDE WARD

DATE 20/7/2024

NAME AND POSITION IN ORGANISATION: ROSALYNDE WARD. LEADER IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [13th August 2021] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [14th January 2022] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.



APPLICATION FOR GRANT AID 2024/2025

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 17th March 2025 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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PART 1 – YOUR ORGANISATION

ORGANISATION

Hi Kent

NAME OF CONTACT

Liz Clayton

ADDRESS OF CONTACT

	POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?
Please provide registration number

Yes - no. 1052036

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Hi Kent is a unique registered charity, established since 1986, supporting people of all ages in Kent living with hearing loss. Free support and advice to the one in five, rising to one in four over the age of 50, people with severe hearing loss and/or tinnitus, including a county-wide network of free Community Hearing Aid Support Clinics, Lipreading Classes, Tinnitus Support Groups, Technical/Digital Support for Individuals, Dedicated Wellbeing Telephone Helplines and Social Groups. Hi Kent also provides deaf awareness training, which can be tailor-made for organisations/companies/retail, and British Sign Language Classes.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

Hi Kent's services are provided county-wide in Kent in towns, villages and communities, ensuring that our support for people living with hearing loss is given as far as possible locally, to avoid the need for travelling long distances and journeys by car, and we aim to use venues which are easily accessible by public transport.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

Hi Kent has an Environmental Policy and has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers, and other stakeholders to do the same.

Hi Kent also has a Carbon Reduction Policy which is aligned with Hi Kent's Environment Policy, and current codes of practice on waste and environmental protection. It is our intention to operate our charity in an environmentally friendly and sustainable way as possible.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

Not applicable to Hi Kent's grant application

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	15
	B) VOLUNTEERS	145
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	Hi Kent has 40 Members 7 Trustees 10 Friends
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	<p>Hi Kent sees over 350 clients each year at our monthly free Hearing Aid Support Clinics at Hollybush Day Centre, who live within Sevenoaks Town, and this number is steadily rising.</p> <p>Responding to need, Hi Kent also set up a free dedicated monthly Hearing Aid Support Clinic at the supported living and residential care home at Rockdale Lodge, Rockdale Road, Sevenoaks TN13 1JT, where we see between 7 and 9 residents at each monthly clinic.</p>	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ £1,000.00

PLEASE DESCRIBE YOUR PROJECT

Hi Kent needs funds to run our free monthly drop-in Support Clinics for NHS Hearing Aid Users at Hollybush Day Centre in Sevenoaks for another year.

Hi Kent also needs funds to provide our free monthly Support Clinics for NHS Hearing Aid Users at the supported living and residential care home at Rockdale Lodge in Sevenoaks for another year.

For the many people who are too frail or unwell to attend their local Clinic, we offer a free home visit for them to receive the same aftercare for their hearing aids.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

With your continued support we will use the grant to run free Hearing Aid Support Clinics in Sevenoaks town for another year. The Clinics are run by trained volunteers who will clean, re-tube, supply and fit replacement batteries for hearing aid users who are unable to maintain their own aids. This support is provided free of charge with no appointment necessary.

Home visits are provided by appointment for people unable to travel to the clinics due to illness or frailty.

Each Clinic at Hollybush Day Centre is open for 1.5 hours and at Rockdale House for 1 hour, but our long-standing volunteers are happy to extend this time if needed to ensure that each client receives the time and attention they deserve. The grant has benefitted those people living in Sevenoaks town who are living with hearing loss and require expert help to look after their NHS hearing aids in order that they work effectively for them. Hearing aids that are regularly maintained and work well give the wearer more confidence in their ability to cope better with everyday life and enjoy social situations secure in the knowledge that their aids help them pick up the sounds/pitches they have lost.

Having such a local service means that clients do not have to travel to a central Audiology clinic, which often incurs travel and parking expenses and sometimes waiting time. Our services are offered free of charge and no appointment is needed. Our volunteers often have a hearing loss themselves so understand the challenges that have to be faced when this vital sense is lost or partially lost.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form) NO
YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

NO

YES / NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING THE APPLICATION

Deafness causes many issues which result in disadvantage, and deafness is often known as the 'invisible disability' because often there is no outward sign that someone has a hearing loss. People who are deaf are often isolated and fearful, and prone to suffer from depression. Nationally 1 in 5 people are hearing impaired and this rises to 1 in 4 for people over the age of 50. In the areas in which we serve, the number of people over the age of 65 is the fastest growing demographic so the need for the support services provided by Hi Kent is increasing. The people we help have typically become increasingly isolated by their worsening deafness, and many people suffering from hearing loss make excuses not to go out or attend family and other social gatherings, because they are embarrassed by their hearing loss and not being able to communicate and quickly become marginalised. In many cases they are aware of other people's lack of patience and understanding when they are asked to repeat what they have said.

The monthly Hi Kent free support clinics will benefit those people living in Sevenoaks town who are living with hearing loss and require expert help to look after their hearing aids, to ensure their sensory loss is supported, can retain their independence and enjoy family and social occasions. Most of our clients are deaf people aged between 65 and 80 years who are among the most frail, vulnerable and deprived members of society.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

Bank balance in hand to 31.3.24 =£149,022

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

4 to 6 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£55,338 was raised to 31.3.24 which is used on a county-wide basis to support Hi Kent's charitable activities

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT
AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2016 £1,000
2017 £500
2018
2019 £1,000
2020
2021 £1,000
2022 £1,000
2023 £1,000

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	x
Form signed	x
Audited accounts for the last two years	x
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES YES/NO
---	------------

Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE Liz Clayton

DATE 10 July 2024

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE GRANTS MANAGER

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank
Sort Code
Account No.

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Wednesday 31st July 2024** for the September Community & Wellbeing Committee
- **Friday 20th December 2024** for the February Community & Wellbeing Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

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APPLICATION FOR GRANT AID 2024/2025

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 17th March 2025 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

Sevenoaks Samaritans

NAME OF CONTACT

Alex Bryant

ADDRESS OF CONTACT

	POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?
Please provide registration number

Yes
219432

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Samaritans commenced operations in October 2020 and we have to date recruited over 150 listening and support volunteers. Listening volunteers provide emotional support to those in emotional distress who contact Samaritans including those having suicidal thoughts. Our volunteers are recruited primarily from Sevenoaks and the surrounding area.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

The primary focus of the organisation is to provide emotional support and at a branch level we have sought to do this in a manner that minimises our impact on the environment. We have improved the energy efficiency in our branch office through: a more efficient boiler; being paperless wherever possible; installing an energy efficient dishwasher to alleviate the need for paper cups; using recycled toilet paper; and loft insulation, which has improved the EPC rating from D to C.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

Exert from Samaritans group Annual Report and Accounts 2022/23:

'Environmental responsibility

We are building a sustainable approach as we embrace hybrid working and volunteering, and develop a better understanding of our energy footprint.

What we said we would do

- Adhere to Environmental legal reporting responsibilities conforming to ESOS (Energy Saving Opportunities Scheme) and SECR (Streamlined Energy & Carbon Reporting).
- Assess and report our energy consumption from combustible fuels, heat, renewable energy, electricity, and transport fuel.
- Increase awareness of energy consumption, GHG (Green House Gas) emissions and encourage action to reduce our carbon footprint.
- Review and renew our Environmental Policy to enhance our environmental sustainability measures.

What we did this year

As part of our commitment to sustainability we procured a new Green Energy contract, which incorporates 100 per cent renewable energy from wind and hydro assets for our supply of electricity across the central charity branch and property estate, covering around 60 individual premises

We appointed a CIBSE (Chartered Institution of Building Services Engineers) ESOS Lead Assessor who has prepared the SECR report found later in this document which captures all energy consuming assets and activities in the UK for 2022/23.

Our assessor will carry out an energy audit for ESOS Phase 3 to calculate the energy consumed by Samaritans in the 12-month reporting and prepare the report for submission to the Environment Agency in December 2023.'

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

The meeting rooms requested in this application are fully accessible with wheelchair access.

The improved signage will enable greater visibility

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	Nil
	B) VOLUNTEERS	162
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	We recruit primarily from Sevenoaks Town
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	Although our listening volunteers take calls through a national switchboard, our outreach programs are available to support all residents of Sevenoaks Town	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1,781

PLEASE DESCRIBE YOUR PROJECT

1.Meeting rooms
 -Town Council Chamber one evening per month for the Leadership Team meetings
 -Town Council Chamber four evenings a year to enable new trainees to meet at the end of their training program
 2.Signage
 Upgrade to external appearance of the branch by adding window covering and improved signage outside our branch by removing the old banner and install smarter metal signage

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

Sevenoaks Samaritans does not have space to conduct meetings and any meetings we arrange in the absence of external facilities can result in the closure of our branch to accommodate them. This reduces the service we can provide.

Enabling the Leadership Team meetings to be conducted in the Chamber will allow us to keep the branch open during this time,

Providing the Chamber for new volunteer meetings will enable them to meet existing and Leadership Team volunteers. This will improve volunteer engagement and would enable us to do this without closing our branch. It takes a lot of time to train volunteers as Samaritans and holding a post-mentoring meeting for each training group to welcome them to Samaritans will help engagement and retention

Improving our signage will increase awareness: helping to attract new volunteers; and the 116123 number, which is available 24 hours a day, 365 days a year. This has been approved by the landlord and his planning consultant

Costing:

12 x 2 hour meetings at the Chamber @£41/hour - £984 less 10% discount £886

4 x 2 hour meetings at the Chamber - @£41/hour - £328 less 10% discount £295

Signage – up to £600 (depending on quotes)

#DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

Sevenoaks Samaritans is part of a national organisation, but we are self-funding and, through grants and our own fundraising, need to raise approximately £39,000 per year to cover our running costs. Volunteers are part of a national service but every volunteer we train uses their skills in everyday life too - in the workplace, in family life, with friends and particularly within the community in Sevenoaks. Improving our signage will increase awareness: helping to attract new volunteers; and the 116123 number, which is available 24 hours a day, 365 days a year

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£38,568

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

c.11 months

HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS

100%

EG. FUNDRAISING DURING THE LAST YEAR?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

£1000 towards volunteer training Feb 2022
£1488 towards recruitment Feb 2024

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	X
Form signed	X
Audited accounts for the last two years	X*
Annual Report if available (or Project or Business Plan for a new organisation)	N/A

*Unaudited

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	<u>YES</u> /NO
---	----------------

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I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE

DATE

NAME AND POSITION IN ORGANISATION: JANE RIGNEY, BRANCH DIRECTOR
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

--

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Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

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APPLICATION FOR GRANT AID 2024/2025

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PART 1 – YOUR ORGANISATION

ORGANISATION

Sevenoaks Counselling

NAME OF CONTACT

Lucinda Wright

ADDRESS OF CONTACT

	POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?
Please provide registration number

Yes

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Counselling provides confidential counselling and family therapy by a team of fully qualified and experienced therapists to individuals, couples and families including children and teenagers. Clients present with a wide variety of problems, ranging from marital issues, separation and divorce to general relationship issues, depression, anxiety, childhood trauma, bereavement together with other mental health issues and employment related matters.

Counselling is offered to all on an equal opportunity basis irrespective of religious belief or none. Clients contribute what they can afford towards the cost of counselling, and nobody is turned away because they are unable to contribute the recommended amount. We also offer professional supervision to counsellors and other therapists, placements for trainee student counsellors and we also offer one-off individual consultations for parents struggling in some way.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

In addition to our answer below, as part of our contribution towards the environment, we are moving towards completely digitalising nearly all of our paperwork. This means all records, forms, feedback will be completed on-line. This in turn will mean we will use less paper and require less printing. We also make sure to use LED light bulbs where possible, and we encourage all staff to be mindful of general utilities usage.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

We do not have specific environmental policies for reducing GHG emissions and/or increasing biodiversity. We rent our premises, so environmental efficiencies in respect of the building would fall to the owners. However, we do everything we can to be environmentally conscious, such as actively encouraging recycling and we have transformed an overgrown slope in the garden into an area with flowers and shrubs, increasing the bird and insect life.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

Counselling can encourage those that are socially isolated to engage both with those people around that they currently know and engage with community activities to improve social networks and to reduce isolation. Counsellors will often refer clients to other sources of local support or support groups to broaden their community involvement. Recently we advertised the family fun days run by Sevenoaks District Council on our social media encouraging our clients to take part.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	14
	B) VOLUNTEERS	12
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	7
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	59 beneficiaries made up of 37 adults, 5 Children/Young People, 2 couples and 3 families (with a total of 13 members) .	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 2 000

PLEASE DESCRIBE YOUR PROJECT

Please see our Addendum to the Grant Application Form for this detail

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

Please see our Addendum to the Grant Application Form for this detail

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

Our answer to the above question was No, but we plan to extend our grant application process over the next financial year to include parish councils and other sources.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

Lotto Funding, which was specific finding granted to cover the salary of the Deputy Head of Counselling for the current financial year.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING THE APPLICATION

Please see our Addendum to the Grant Application Form for this detail

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£45 882

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

4 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£20 829

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT
AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2016: £2,000
2017: £1,200
2018: n/a
2019: n/a
2020: £1,500 and £2,000 (special grant for COVID volunteer support; this was not used, and we returned the funds to STC the same year)
2021: £1,500
2022: £1,500
2023: £2,000

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	Yes
Form signed	Yes
Audited accounts for the last two years	Yes
Annual Report if available (or Project or Business Plan for a new organisation)	Yes

(directors' report incl in annual accounts)

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
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Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE L A Wright

DATE 31 July 2024

NAME AND POSITION IN ORGANISATION: IN CAPITALS PLEASE

LUCINDA WRIGHT, TRUSTEE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

--

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Wednesday 31st July 2024** for the September Community & Wellbeing Committee
- **Friday 20th December 2024** for the February Community & Wellbeing Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

SEVENOAKS TOWN COUNCIL

GRANT APPLICATION 2024-25

Addendum to the Sevenoaks Counselling's Grant Application form – detailed responses

PART 2 – Grant request	
Please describe your project	<p>In 2023, Sevenoaks Counselling celebrated its 40th anniversary of being of service to our local community. The service offers professional counselling by experienced, qualified and supervised therapists to the local community. We offer both face-to-face and online services so that those who are less mobile or have care taking responsibilities can access support.</p> <p>Our team offer expertise in several areas including trauma, depression, anxiety and addiction. We have counsellors who also work in local schools and are able to offer play-based therapy and therapy for teenagers, alongside a specialist family therapist and our experienced couples therapists. Our team are supported and managed by the Head of Counselling and Deputy Head of Counselling both who are experienced and qualified counsellors who also work in the service. This allows us to fully support a client as an individual who may come to us on different occasions as a part of a family, as a young person, on their own or as part of a couple.</p> <p>We have continued to ask for feedback and evaluation from our service users and others. We ran a vision consultation from January until October 2023 in which we consulted with our service users and the local community including other service providers such as Mind and Crossways. In response to this consultation, we have expanded our team for Couples and Children and Young People (including both teens and play-based counselling), areas that both our service users and other providers identified as of need for greater support. To reach more young people and to consolidate our position and relationships in the community with other service providers, we have developed a social media presence and are due to launch a new website in September.</p> <p>In response to our clients' feedback, we are digitalising our service enabling a quicker, easier and simpler way to start counselling.</p> <p>We would also like to expand our offer to include group work shortly, this is an area requested by our clients and would enable us to not only reach more clients but help them develop community and peer-based support for</p>

	when counselling ends. As part of this group work, we plan to approach local schools in the next academic year to offer support for teachers.
PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT	<p>Our consultation with clients and other service providers made clear how vitally important it is that the service is affordable. Clients are only asked to contribute what they can afford, and our contribution may change during our client's attendance if they suddenly face difficulties or recover from difficulties. The grant will be used to subsidise clients who are unable to afford the recommended contribution. This means that no-one is turned away on the grounds of being unable to contribute or counselling is not ended suddenly if a client's financial situation changes unexpectedly.</p> <p>Not only is our service affordable but it is not time limited, this is an offer that we take great pride in as often clients report that time limited counselling does not always give them the space to feel safe enough to talk openly. This is especially the case for clients who have experienced trauma as a child. The grant will be used to subsidise clients who could otherwise not access longer term therapy so that they are able to make long lasting changes.</p> <p>For several of our clients who have a very low income their contribution is under £10, some as low as £2 or even £1, and there are many others who contribute significantly less than the recommended contribution. Based on our current projections, the average cost to run a session this year will be about £49. We currently ask for a contribution per session of £55 for 1:1 session and £60 for sessions with couples and families. The difference pays our costs which the trustees monitor to keep as low as possible. Any clients contributing less will need to be subsidised by others paying more, from our reserves, and from grants and donations. Based on trends so far this year, we are currently projecting a shortfall of some £40,000.</p> <p>We rely on grants from Sevenoaks Town Council and Sevenoaks District Council, together with donations from local churches and individuals to make up the considerable shortfall between the actual cost of counselling and what clients can afford and thus contribute. A grant of £2,000 for example would enable us to offer more sessions, as it would cover the shortfall for about 70 counselling sessions for residents of Sevenoaks Town and the greater District who can only afford to contribute £15 per session, or around 60 sessions for residents who can only afford £10 per session.</p>
PART 4 – to be completed by all applicants	

<p>YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION</p>	<p>Our counsellors/therapists are individual members of the British Association for Counselling and Psychotherapy (BACP) or an equivalent professional body; they adhere to the codes of ethics and practice laid down by the respective professional body. The service itself is an affiliate member of the Association of Christian Counsellors (ACC).</p> <p>We ask that all of the clients that have completed counselling to fill in a satisfaction questionnaire. The results of these questionnaires show that clients experience improvements in mental health, resilience, self-awareness, ability to handle difficult situations on their own, develop coping skills, stay in or return to work, and that those around them have noticed that counselling has helped them.</p> <p>100% of clients who responded said that they were satisfied or completely satisfied that counselling met their needs.</p> <p>87% of clients who responded believed that the counselling had helped them stay in or return to work.</p> <p>97.7% of clients who responded believed that counselling improved their resilience, with 95.4% reporting that they had developed coping skills as a result.</p> <p>We believe that these results show how effective a service we run and the impact that we have on our local community.</p> <p>During the current financial year, we have implemented a new procedure to allow us to monitor our client's evaluation of therapeutic change and measure outcomes of counselling. Our therapists have reported that clients find it helpful and encouraging to see their progress in this procedure and we are hopeful that it will enable us to evidence our impact upon our clients going forward.</p>
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APPLICATION FOR GRANT AID 2024/2025

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 17th March 2025 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

Baby Umbrella

NAME OF CONTACT

Laura Shtaingos

ADDRESS OF CONTACT

	POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?
Please provide registration number

Yes - 1190745

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Baby Umbrella is an award-winning small charity offering breastfeeding, mental wellbeing and early parenting support in West Kent. Our services provide a web of support to hold families as they become parents, making a powerful impact on the whole family from the start of their journey. We offer weekly support services in Sevenoaks, Tonbridge and Tunbridge Wells, and online on Zoom.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

We consider our environmental impact in everything we do. Enabling parents to meet their breastfeeding goals facilitates environmental savings in the production of, distribution of, preparation of, and feeding of formula milk. We also partner with the local cloth nappy library to provide information and support to parents who wish to reduce their impact on the environment from disposable nappies.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

Our emissions are extremely low as we do not have any premises and all of our staff work remotely when they are not participating in face to face service provision.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

Our services are free to access for all and we aim to be accessible for the whole community. We consider access and transportation in all our services and aim to locate them in venues that are close to rail or bus routes, and with access to parking. We also offer zoom contact for families who live rurally or are unable to travel. We currently have a DEI project running to better understand what barriers to access exist and develop service adjustments to meet our whole community's needs.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	12 (=1.8 FTE)
	B) VOLUNTEERS	37
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	134 families = 335 individual beneficiaries	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 2,436

PLEASE DESCRIBE YOUR PROJECT

In the last 12 months (June 23 - May 24) we have completed approx 174 40 minute 1-1 support appointments for residents of Sevenoaks Town ED. Each appointment costs us £40 total, of which £28 covers practitioner fees and venue hire. We are applying for 6 months of funding to serve a further 87 1-1 appointments for STC Residents (87 x £28 = £2,436). Our beneficiaries talk of the sense of relief they feel at finding our service at a time when taking care of their tiny babies can often feel completely overwhelming.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

This funding will be used to support Sevenoaks Town residents with free specialist 1-1 help from qualified Lactation Consultants and Breastfeeding Counsellors. We provide practical and emotional support with breastfeeding, expressing, bottle feeding, introducing solids, adjusting to parenthood, and infant sleep. We also have a specialist listening service for those parents who are finding this transition particularly challenging. This project will be delivered within 6 months of receipt of funds.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / ~~NO~~

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / ~~NO~~

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

This funding request applies only to STC residents, but we also offer this support across the rest of West Kent. We make regular applications to the larger district, town and parish councils in the area. In the past year we have applied to 54 town and parish councils for a total of £24k, of which £1k has been granted so far.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES / ~~NO~~

IF YES, PLEASE GIVE DETAILS

In the past year we have made 59 grant applications to all sorts of different trusts, foundations, councils etc to support our service. However, there is no overlap for this specific funding request.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING THE APPLICATION

Early parenthood is a critical time for families - the first three years of a child's life has been shown to have far reaching impacts on their entire life in terms of their mental and physical health. In order to support babies, and our whole communities, we must start with supporting parents at the very start of their journeys. We believe that well supported, confident parents create resilient families. We are grateful for STC's continued support to families in the area.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£48,356

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

6 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£118,117

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT
AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

Sept 2021 £500 - revenue expenditure
March 2022 £500 - revenue expenditure
Sept 2022 £1,380 - revenue expenditure
Sept 2023 £2,600 - revenue expenditure
March 2024 £500 - revenue expenditure

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ NO
---	--------------------

Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE



DATE 30 Jul 2024

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

LAURA SHTAINGOS
OPERATIONS, FINANCE &
MARKETING LEAD

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank
Sort Code
Account No.

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Wednesday 31st July 2024** for the September Community & Wellbeing Committee
- **Friday 20th December 2024** for the February Community & Wellbeing Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

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The ageing of our towns



Centre For Towns

The Centre For Towns is an independent non-partisan organization dedicated to providing research and analysis of our towns. Whilst our cities receive a good deal of attention, we believe there should be equal attention paid to the viability and prosperity of our towns.

The Centre has a database of approximately 7,000 places across Great Britain, ranging in size from villages through to large towns and cities. The table below shows the composition of these places in the database.

Region	Villages	Communities	Small towns	Medium towns	Large towns	Core cities
East Midlands	662	65	45	21	6	1
East of England	913	65	55	25	16	0
North East	150	29	28	11	7	1
North West	284	51	75	40	17	2
Scotland	442	98	67	23	3	2
South East	984	79	80	55	21	1
South West	892	53	64	14	9	1
Wales	418	53	49	10	2	1
West Midlands	391	24	28	29	10	1
Yorks & Humber	432	50	62	14	11	2

Table 1, The regional spread and type of places in the Centre For Towns database

Acknowledgement

The Centre For Towns uses data from a wide range of sources. The data used in this report primarily comes from the UK Census for the years 1981, 1991, 2001 and 2011. This report uses data from NOMIS and the ONS. The data presented has been collated by the Centre For Towns and does not reflect the views of the ONS or NOMIS. All views represented in the report are those of the Centre For Towns alone and the author of this report assumes all responsibility for any errors contained within.

The author

This report has been produced by Ian Warren, data analyst at the Centre For Towns, who can be contacted at data@centrefortowns.org. Media enquiries should be sent to luke.francis@centrefortowns.org.



Executive summary

- The Office for National Statistics currently projects that by 2046 there will be **seven million** more people aged 65 and over in the United Kingdom.
- Over the last three decades, our towns and cities have experienced very different demographic trends in ageing.
- There are currently two million more over 65s in the Centre For Towns places than there were in 1981 and three and a half million more 45 to 64-year olds.
- Around three-quarters of the increase in 45 to 64-year olds and over 65s between 1981 and 2011 took place in villages, communities, small and medium sized towns.
- Over the same period, our Core Cities and large towns saw large increases in the numbers of 25 to 44-year olds. Around eighty per cent of the growth in 25 to 44-year olds has taken place in large towns and core cities.
- The net effect has been for large towns and Core Cities to 'get younger' between 1981 and 2011 whilst our villages, small communities and smaller towns have grown older.
- There are now sharp disparities in ageing between our cities and towns, even within regions. For example, Nottingham has much lower old age dependency than the small towns of the East Midlands. Cardiff has much lower old age dependency than the small towns of the south Wales valleys.
- Looking ahead, the population projections mean we should expect these geographical disparities to continue. Our cities and large towns continue to attract younger populations.
- These effects mean there will be significant challenges in public policy. We are going to need to adapt our housing stock, transport needs, healthcare services, and educational institutions to name just four huge immediate requirements of an ageing population.



Introduction

There are more people in the United Kingdom than ever before. In 2016, the population stood at 65.6 million, up by around five million in the last decade. This trend is projected to continue until at least the middle of the century (see table 2 below).

Year	0 to 15 years (%)	16 to 64 years (%)	65 and over (%)	UK population
1976	24.5	61.2	14.2	56,216,121
1986	20.5	64.1	15.4	56,683,835
1996	20.7	63.5	15.9	58,164,374
2006	19.2	64.9	15.9	60,827,067
2016	18.9	63.1	18.0	65,648,054
2026	18.8	60.7	20.5	69,843,515
2036	18.0	58.2	23.9	73,360,907
2046	17.7	57.7	24.7	76,342,235

Table 2, Age distribution of the United Kingdom, 1976 to 2046 (projected) Source: ONS¹

Mortality and fertility rates and net migration all contribute to population change. Recent increases in net migration allied to improvements in healthcare and lifestyles have combined to increase both the number of people arriving in the country and the longevity of the resident population. However, it is the latter effect (an ageing population) which this report will focus upon.

Whilst the proportion of over 65s is projected to increase by 6.7% over the next decade the underlying raw number is even more staggering; there are projected to be **seven million more over 65s in 2046 than there are in 2016**. Over the same period the proportion of 0 to 15-year old's and working-age (16 to 64-year old's) populations are projected to decline by 1.2% and 5.4% respectively.

These projections present serious challenges across civil society. Our spending on pensions will change; the health and social care system will need to prepare itself; housing demand will change, and supply will need to adapt; the education sector will need to address needs across the life course and not just for the under 25s; transport and infrastructure will need to pay as much attention to buses as it does to trains; business will need to anticipate the needs of an ageing population in the services it provides and the products it sells.

In short, the projected dynamics of an ageing population require public policy to 'get ahead' of the changes, anticipate and predict need and respond accordingly. Failure to do so risks burdening future generations with a crisis it was warned to expect.

¹ Overview of the UK population, July 2017 (ONS)



The importance of where the population is ageing

As the Office for National Statistics and others have pointed out, the geographical distribution of an ageing population is not random. Cities have lower proportions of over 65s at present, and are projected to have slower growth among over 65s than the rest of the United Kingdom. Coastal areas have higher proportions of older populations at present, and will continue to do so, but inland areas will see significant increases in the proportion of older voters.

So, for example, Islington in London is projected to have roughly the same (low) proportion of over 65s in 2046 than it has at present. Similarly, the cities of Birmingham, Manchester, Liverpool, Bristol, Cardiff, and Edinburgh are projected to see relatively small increases (if any at all) in the proportion of over 65s. By contrast, areas outside of cities are projected to see increases either in line with overall projections are well ahead of the national projected trends.

This disparity in projected trends will need to be met with reflexive public policy. For instance, in those areas with large projected increases in over 65s local health demands will need to be met by resourcing geriatric services, the treatment of injuries from falls in older people, the provision of adequate social care provision. In those areas with flat or modest increases in over 65s, but continued increases in younger populations, local health demands will likely need to include the resourcing of mental health provision for young people, a diverse and affordable housing supply, leisure activities and a functioning commuter transport network.

However, before any of the projected population changes and the demands they place on society can be met with public policy, it is imperative that we understand precisely **where** the population is ageing. This means sub-regional data on towns and cities, which is what this report hopes to elucidate. Assuming that an ageing population is geographically patterned is not enough; data is required to flesh out the dynamics of an ageing population across Britain, whether it is in a village of a few hundred or a city of several million.



Defining places

Defining what constitutes the boundaries of a place is one of the most difficult challenges facing research into towns. We recognize that ten people from a town are likely to have ten different answers to the question 'Where does your town begin and end?'. We cannot hope to satisfy the variety of definitions, nor do we presume to know any town better than the people who live there. However, choices need to be made, and the Centre keeps an open mind regarding its work in the future with regard to place definitions.

The Centre For Towns uses several typologies to describe the places it has in its database, each of which is likely to be contested by some. This is an unfortunate by-product of the geographical units we use to both describe places and the data we hold on those places. However, in this report we have produced the following typology and criteria for what constitutes each of the seven thousand places in our database.

Type	Definition	Number
Villages	Places with less than 5,000 residents	5,568
Communities	Places with between 5,000 and 10,000 residents	567
Small towns	Towns with between 10,000 and 30,000 residents	553
Medium towns	Towns with between 30,000 and 75,000 residents	242
Large towns	Towns with over 75,000 residents	102
Core Cities	Core cities as defined by Pike et al (2016)	12

Table 3, The Centre For Towns criteria for each of its place types

The twelve Core Cities are included for comparative reasons only. They are Nottingham, Newcastle-upon-Tyne, Liverpool, Manchester, Edinburgh, Glasgow, London, Bristol, Cardiff, Birmingham, Leeds, and Sheffield.

In addition to the above typology the Centre has further categorized each of its places under the region in which it sits.



The ageing of our towns

An overview

To understand the ageing of our towns it is necessary to track the change in age group populations over the last few decades. The Centre first defined the geographical boundaries of each of its places (villages, communities, small, medium, and large towns, and core cities) and then extracted data from the last four censuses (1981, 1991, 2001 and 2011) for populations within those boundaries.

In the last three decades, whilst the population of the United Kingdom has increased, this growth has not been evenly distributed. Cities and larger towns have in effect grown younger whilst towns and villages have aged. The table below shows the population of each type of place in each of the four censuses.

Type	1981	1991	2001	2011	Change since 1981
Village	7,063,433	7,376,419	7,544,347	7,992,276	+13.2%
Community	4,471,844	4,756,369	5,027,884	5,323,367	+19.0%
Small town	8,674,752	9,031,455	9,405,163	9,918,787	+14.3%
Medium town	9,559,008	9,776,545	10,086,622	10,695,450	+11.9%
Large town	11,635,972	11,744,686	12,113,935	13,024,556	+11.9%
Core Cities	12,106,880	11,817,745	12,441,967	13,932,596	+15.1%

Table 4, Population of each place type, 1981-2011

Whilst all the places have seen sharp increases in population since 1981, the age group statistics show how the over 45s have powered most of the growth (Figure 1, below) outside the cities and large towns.

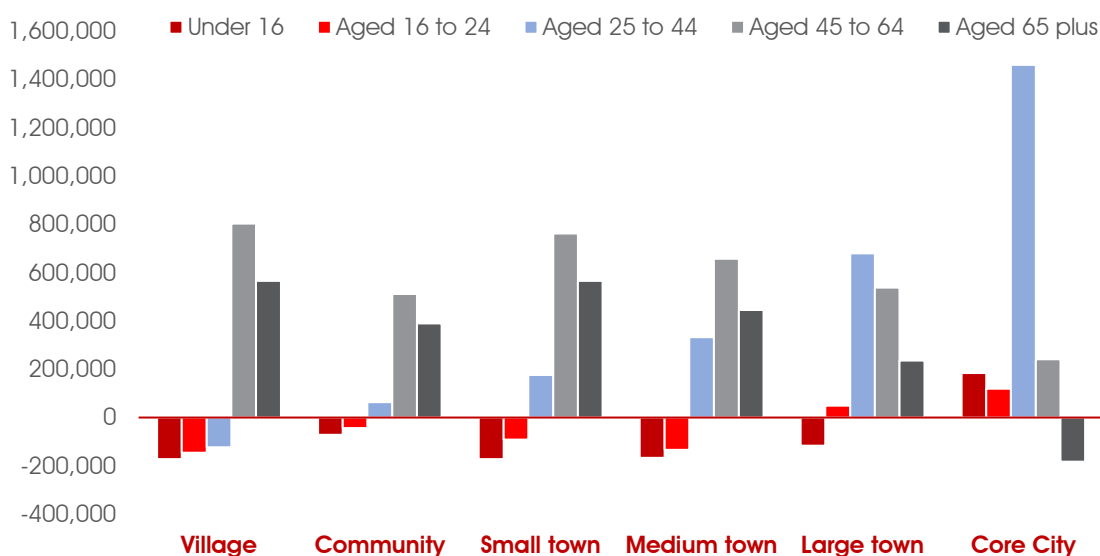


Figure 1, The increase or decrease in population between 1981 and 2001 by place type



Table 5 below sets out the data in Figure 1. Population growth has not been distributed evenly across the age groups. All places outside of the Core Cities have seen declines in the number of people under the age of 25 over the last three decades. Between 1981 and 2011 our villages, communities and towns saw the number of under 25s decrease by over one million. Over the same period our Core Cities saw an increase of over 300,00 under 25s and over two million 25 to 44-year old's.

Type	Under 16	16 to 24	25 to 44	45 to 64	65 plus	Total
Village	-172,855	-145,953	-123,044	804,394	566,301	+928,843
Community	-71,209	-43,335	63,789	512,481	389,797	+851,523
Small town	-171,743	-90,720	177,206	763,196	566,096	+1,244,035
Medium town	-166,440	-133,746	333,016	658,180	445,432	+1,136,442
Large town	-116,690	48,731	681,024	538,985	236,534	+1,388,584
Core City	185,053	120,179	1,461,593	241,939	-183,048	+1,825,716
Overall	513,884	244,844	+2,593,584	+3,519,175	+2,021,112	+7,375,143

Table 5, The increase or decrease in population by age and type, 1981-2011

Over the same period our towns and villages saw an increase of over two million over 65s and over three million 45 to 64-year old's. The net effect of these changes has been to age the towns and villages whilst Core Cities have naturally got younger.

These patterns also vary by region. Table 6 below shows the population growth between 1981 and 2011 by the type of town or city. The figures in red represent growth below the average for the country. Again, we see geographical disparities in population growth, with the south and east of England seeing large proportionate increases while the rest of Britain has failed to keep pace.

Region/ country	Small towns	Medium towns	Large towns	Core cities
East Midlands	14%	20%	21%	17%
East of England	26%	19%	20%	n/a ²
North east	1%	3%	-7%	3%
North west	5%	1%	2%	1%
Scotland	3%	2%	0%	-4%
South east	25%	24%	23%	24%
South west	28%	28%	24%	13%
Wales	9%	10%	7%	25%
West Midlands	18%	7%	9%	4%
Yorks & Humber	9%	9%	6%	5%
Average	13.8%	12.3%	11.5%	8.8%

Table 6, Increase/decrease (%) in population between 1981 and 2011 by type and region

² East of England does not have a core city in the Centre For Towns database



Old age dependency

The old-age dependency ratio (OADR) measures the number of people aged 65 or over for every 100 people of working age (16 to 64). For example, in Derby there are 38,904 people aged 65 and over and 167,108 people of working age. The OADR is calculated by the following formula:

$$\frac{38,904}{167,108} \times 100 = 23.3 \text{ (people aged 65 and over per 100 of working age)}$$

The measure allows us to understand the dependency between working-age and pension-age populations and is used, among other things, to support calculations for future pensions spending in the UK³. The chart below shows how the UK's old-age dependency changed between 1981 and 2011 compared with other places.

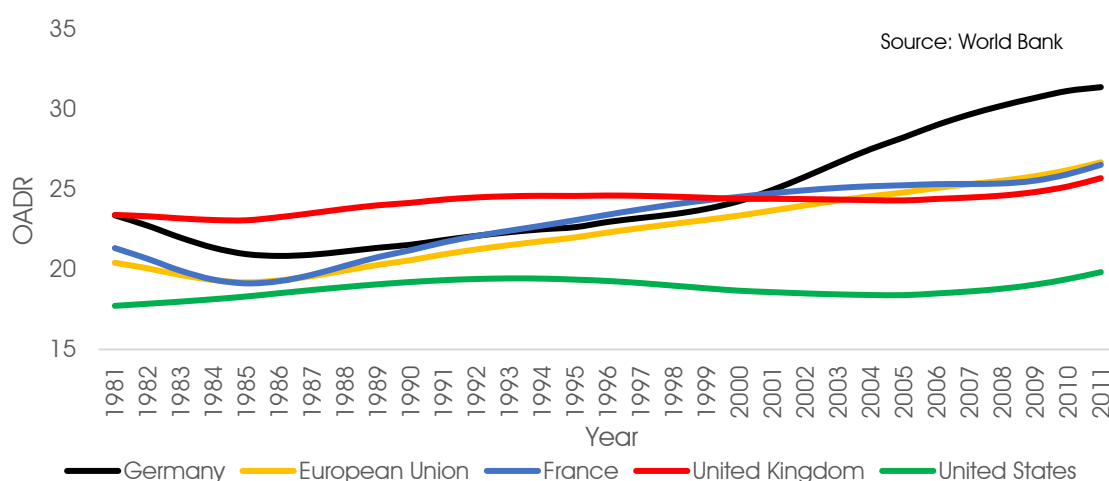


Figure 2, OADR by selected countries, 1981-2011

Whilst the OADR has remained relatively flat between 1981 and 2011, the Office for Budget Responsibility has projected that the OADR for the United Kingdom will be 34.6 by the year 2045 even with anticipated changes to the State Pension Age, and without changes to the State Pension Age (SPA) will be 47.3.

However, given the age group churn on our towns already outlined in this report, an OADR figure for the entire United Kingdom likely masks considerable underlying dependency in towns compared to cities. It is possible to use the Centre For Towns data to calculate the OADR for each of the seven thousand villages, communities, towns, and cities in the UK database.

³ Office for Budget Responsibility



Old age dependency by place type

The chart below shows how the old age dependency ratio has changed between 1981 and 2011 in each of our six place types.

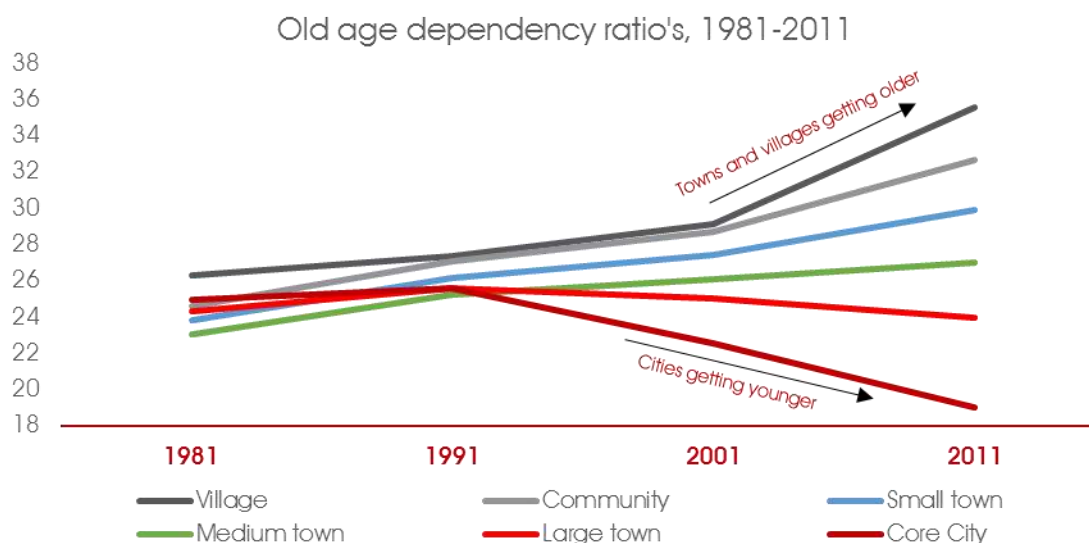


Figure 3, OADR by place type in the United Kingdom, 1981-2011

Between 1981 and 1991, the OADR remained both stable and distributed evenly between the place types. In 1981 small, medium, and large towns were *younger* than core cities. From 1991 onwards, there has been considerable change in the OADR for each of the place types.

Our core cities have seen old age dependency ratio's plummet from 1991 onwards, a reflection of the data contained in Table 5 above. Since 1991, our towns have seen sharp falls in the number of under 25s allied with sharp increases in the number of over 45s. Our cities saw the opposite: falls in the number of over 65s and sharp increases in the number of under 45s.

So, whilst UK-wide old age dependency remained flat between 1981 and 2011 (Figure 2 above) this masked considerable geographical churn between our towns and cities over the same period. These trends are projected to continue into the middle of the century, further widening the experience of old age dependency between towns and cities. This presents a considerable challenge for the governance of both towns and cities.



Old age dependency by region and place type

The following pages show the OADR for each of our six place types broken down by region or, in the case of Wales and Scotland, country. There will be a brief commentary alongside each chart.

East Midlands

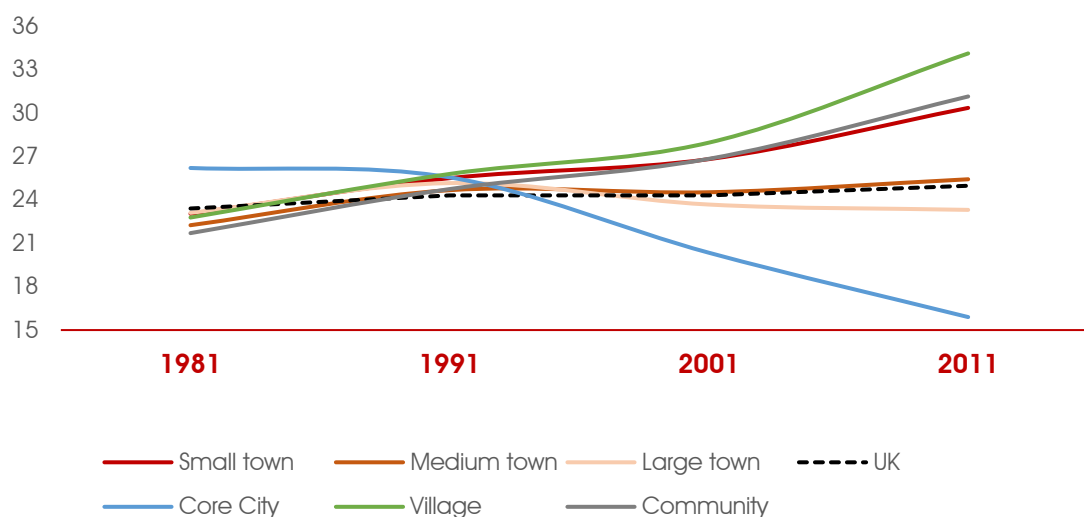


Figure 4, Old age dependency ratio for the East Midlands, 1981-2011

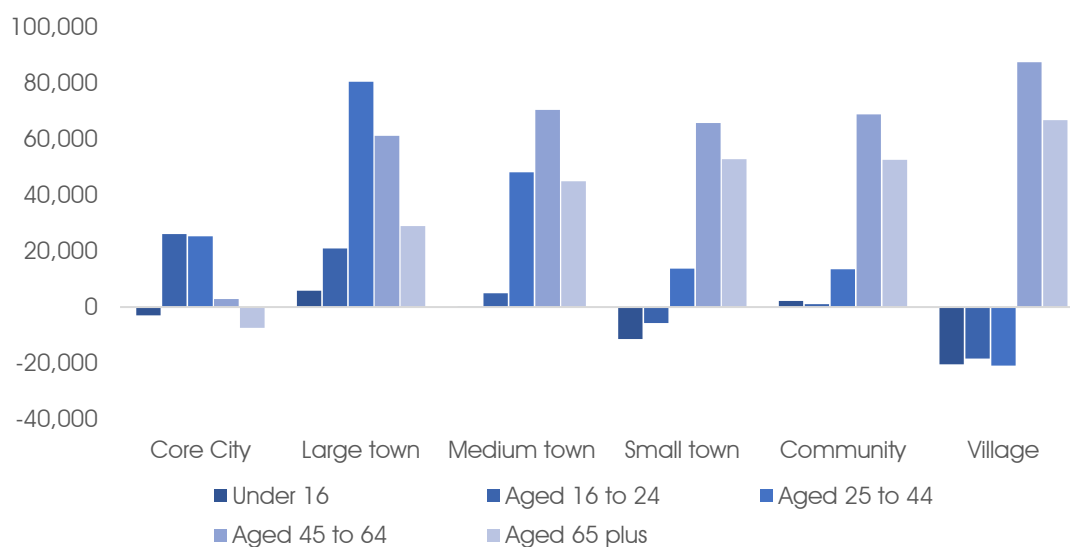


Figure 5, Growth (n) in population in the East Midlands from 1981-2011 by age group and place type

The core city (Nottingham) has seen falls in over 65s and the largest increases in people aged 16 to 24. Towns have seen the largest increases in over 45s. The net effect has seen Nottingham get younger and the towns get older.



East of England

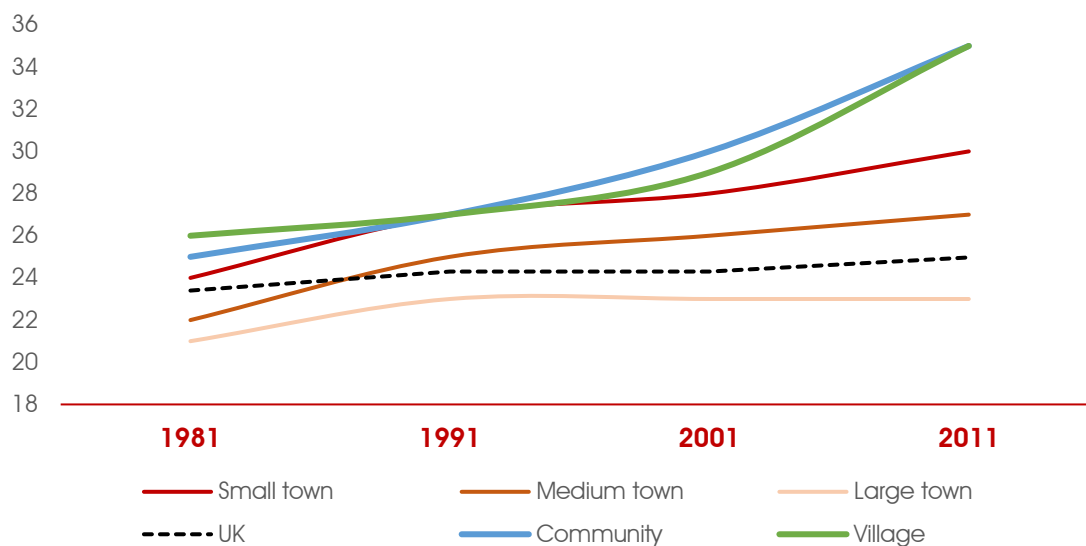


Figure 6, Old age dependency ratio for East of England, 1981-2011

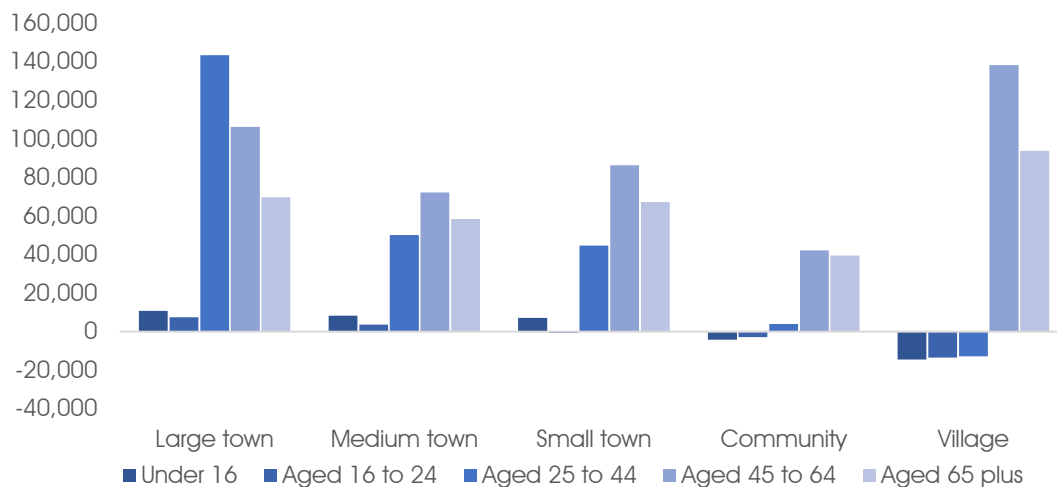


Figure 7, Growth (n) in population in East of England from 1981-2011 by age group and place type

East of England does not have a core city in the database. The largest increase in old age dependency has occurred in the villages and small communities of the East of England.



North East

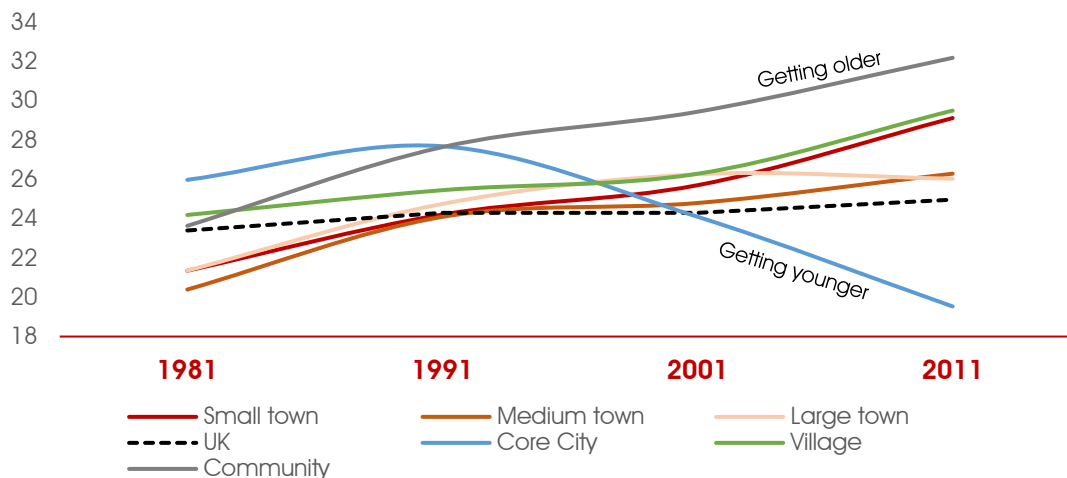


Figure 8, Old age dependency ratio for the North East, 1981-2011

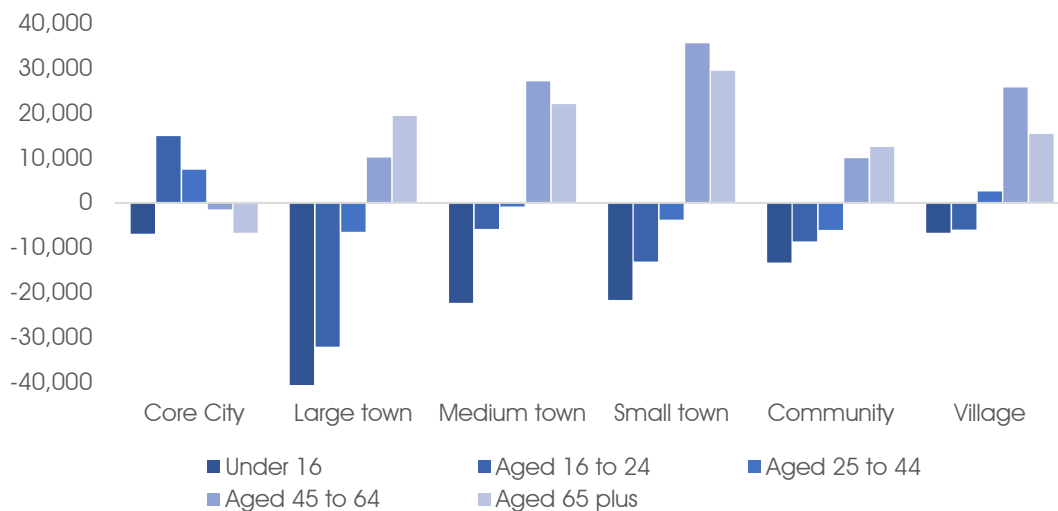


Figure 9, Growth (n) in population in the North East from 1981-2011 by age group and place type

The core city (Newcastle) has got substantially younger since the mid-90s whilst the towns and communities have got older. Towns across the North East have seen falls in under 45s at the same time as they have experienced increases in the number of over 65s.



North West

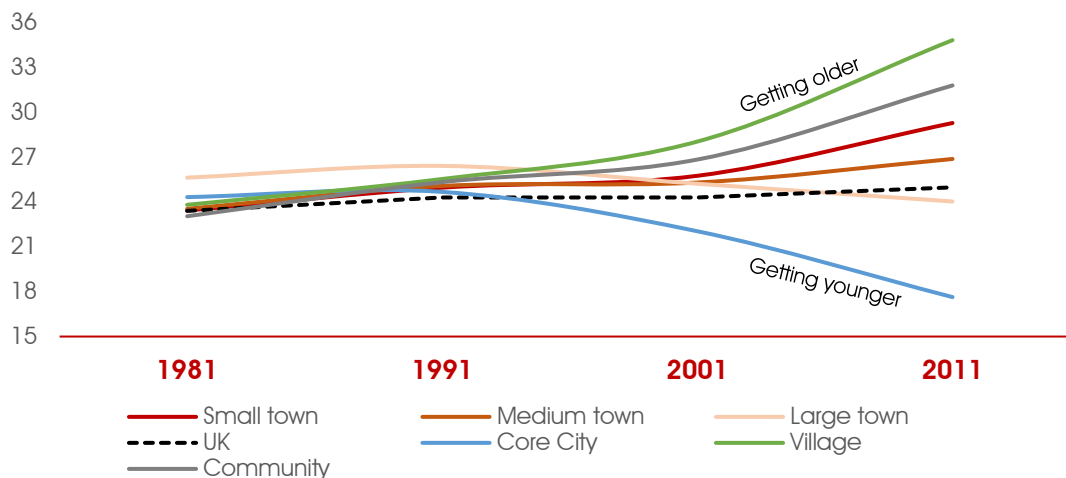


Figure 10, Old age dependency ratio for the North West, 1981-2011

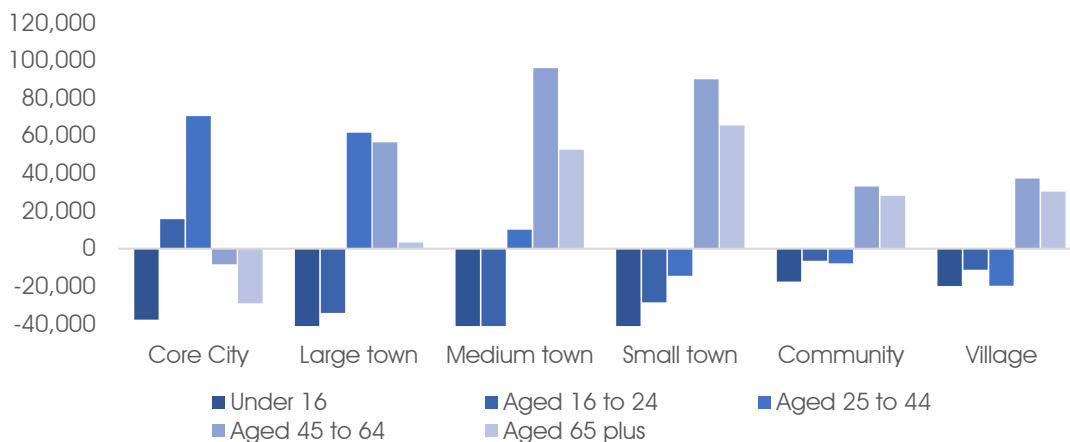


Figure 11, Growth (n) in population in the North West from 1981-2011 by age group and place type

The core city (Manchester) has seen a large increase in the number of 25 to 44-year olds since 1981 whilst north west towns have seen large increases in the number of over 45s. The effect is to transform the old age dependency ratio in both cities and towns.



Scotland

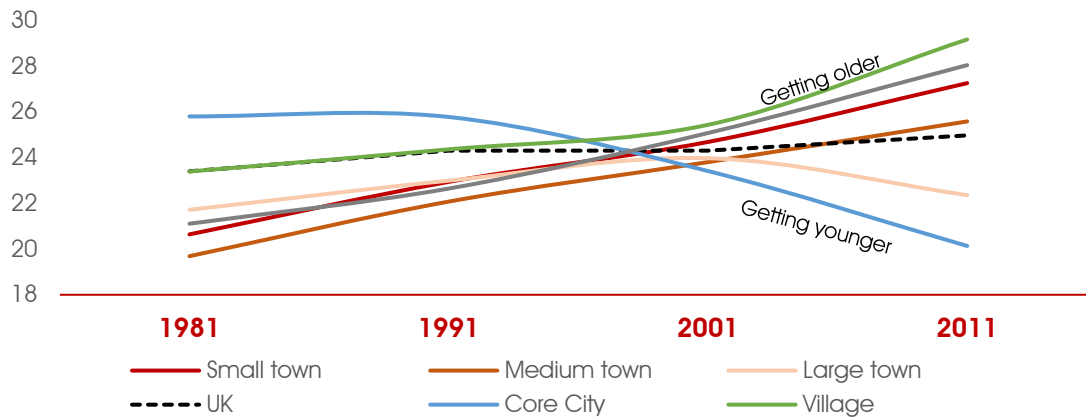


Figure 12, Old age dependency ratio for Scotland, 1981-2011



Figure 13, Growth (n) in population in the Scotland from 1981-2011 by age group and place type

The core cities of Glasgow and Edinburgh, and the large towns in Scotland, have got younger since the 1990s whilst the towns and villages have got older since 1981. In 1981, the core cities of Scotland had higher old age dependency than the UK average whilst towns and villages had lower old age dependency. By 2011, these positions had flipped, with the core cities and large towns exhibiting much lower old age dependency than the UK average.



South East

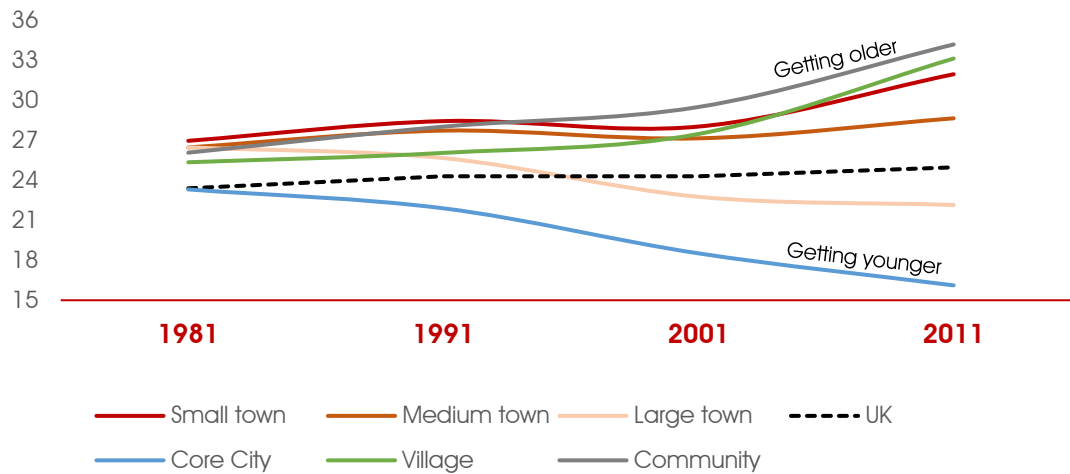


Figure 14, Old age dependency ratio for South East, 1981-2011

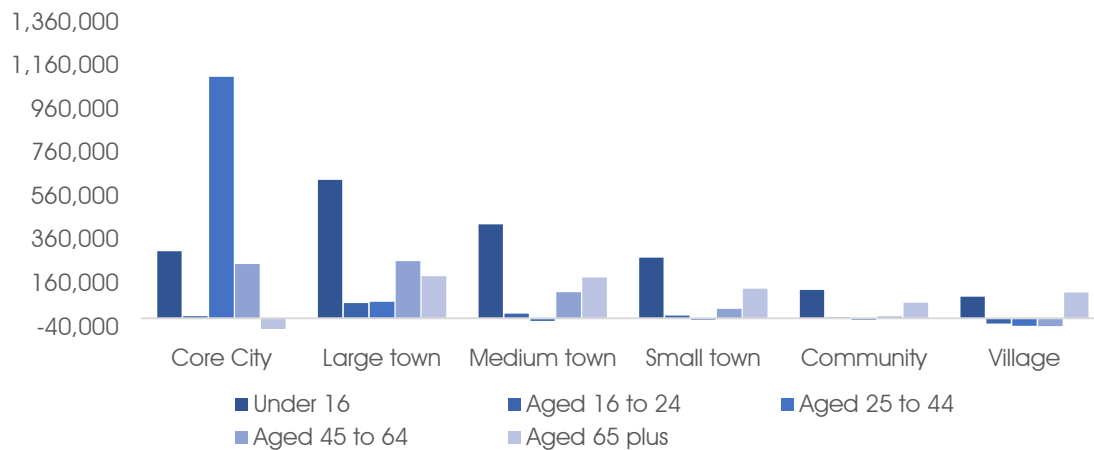


Figure 15, Growth (n) in population in South East from 1981-2011 by age group and place type

The core city (London) has seen a big increase in the number of 25 to 44-year olds whilst the rest of the region has remained relatively flat. In 1981, all the place types of the South East were above the national average for old age dependency. By 2011, the core city and large towns of the south east were below the national average whilst smaller places moved above the national average.



South West

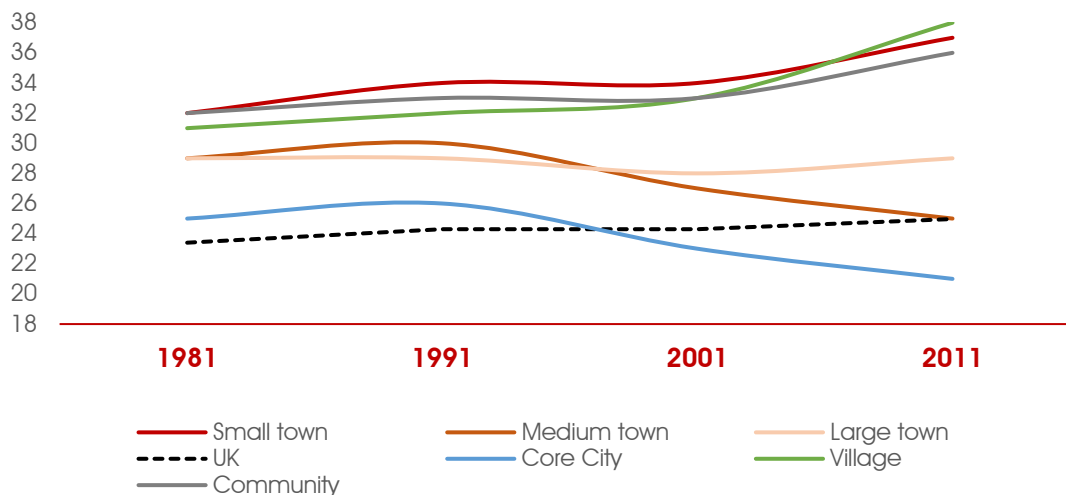


Figure 16, Old age dependency ratio for South West, 1981-2011

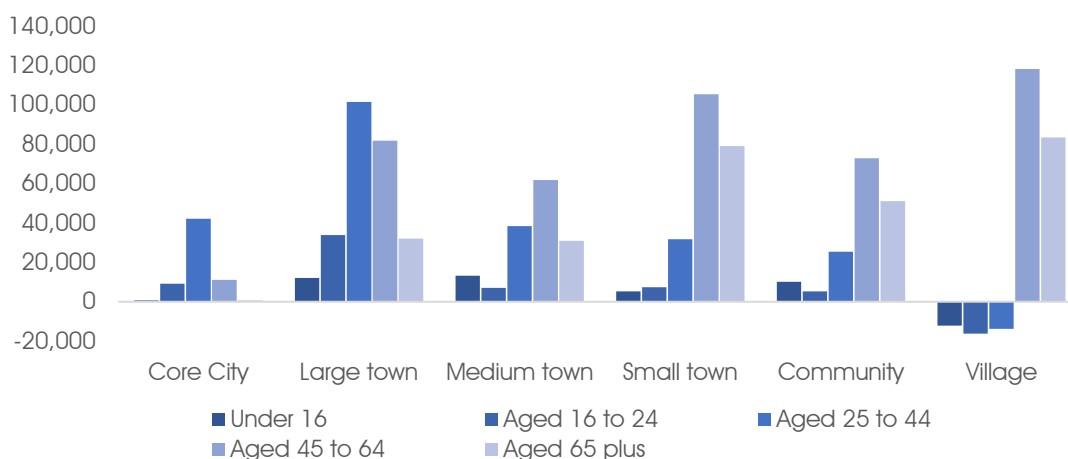


Figure 17, Growth (n) in population in South West from 1981-2011 by age group and place type

Again, the core city (Bristol) has got younger whilst the majority of towns and villages have got younger. All the places in the South West were above the national average for old age dependency in 1981. By 2011, this remained the case except for core cities and small towns, which have both dipped below the UK average for old age dependency.



Wales

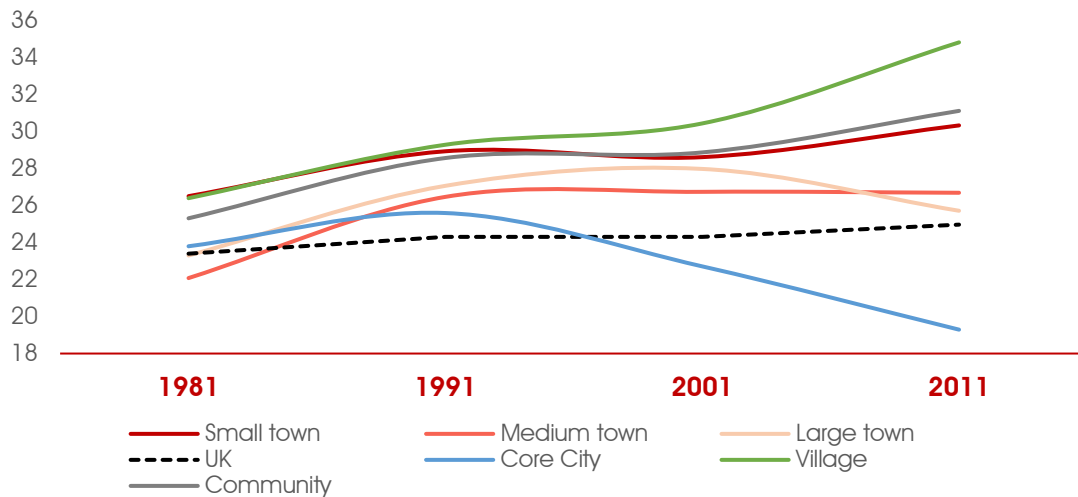


Figure 18, Old age dependency ratio for Wales, 1981-2011

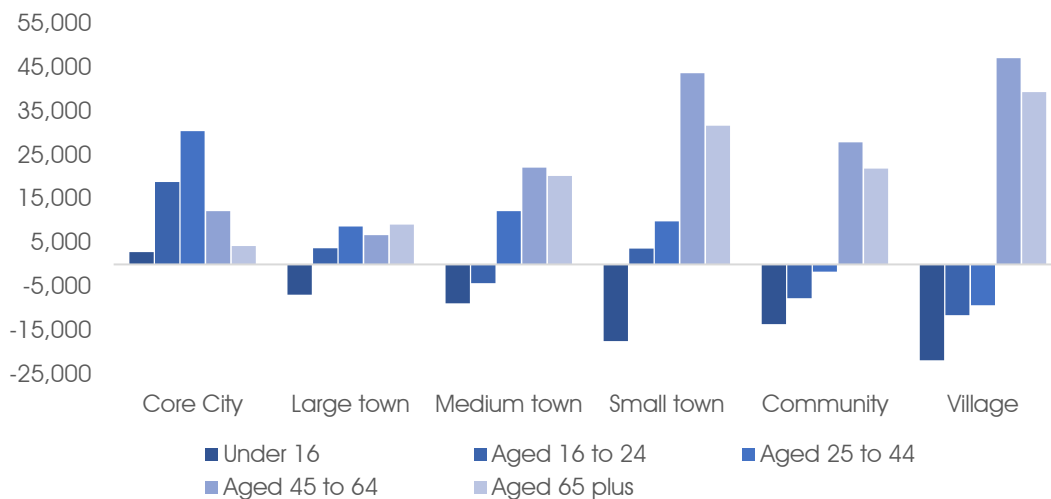


Figure 19, Growth (n) in population in the Wales from 1981-2011 by age group and place type

The core city (Cardiff) has got younger since around 1991 whilst population growth in towns and villages in Wales is skewed towards the over 45s. Villages, small communities and towns have seen falls in under 16s and 16 to 24-year olds. In 1981, the towns and villages of Wales were above the UK average for old age dependency but by 2011 villages, communities and small towns were well above the national average.



West Midlands

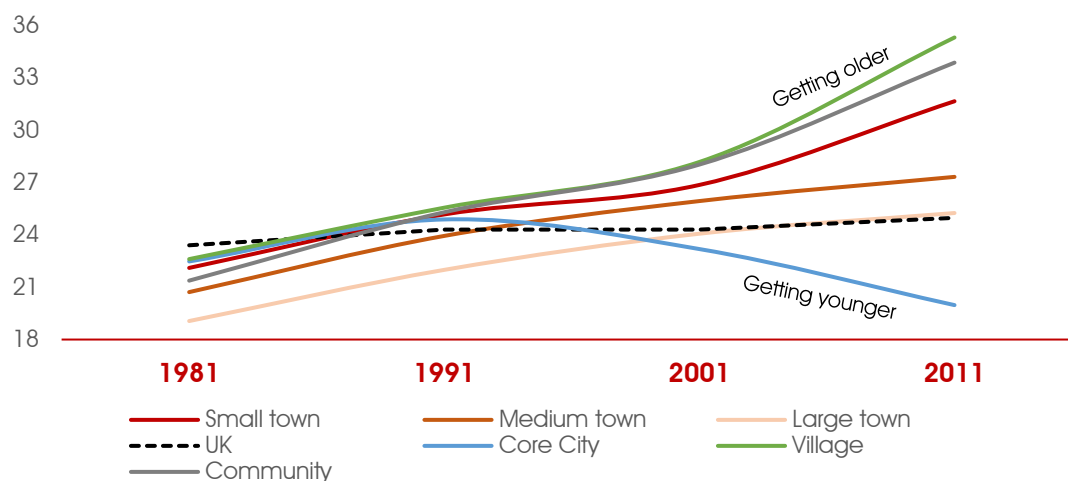


Figure 20, Old age dependency ratio for the West Midlands, 1981-2011

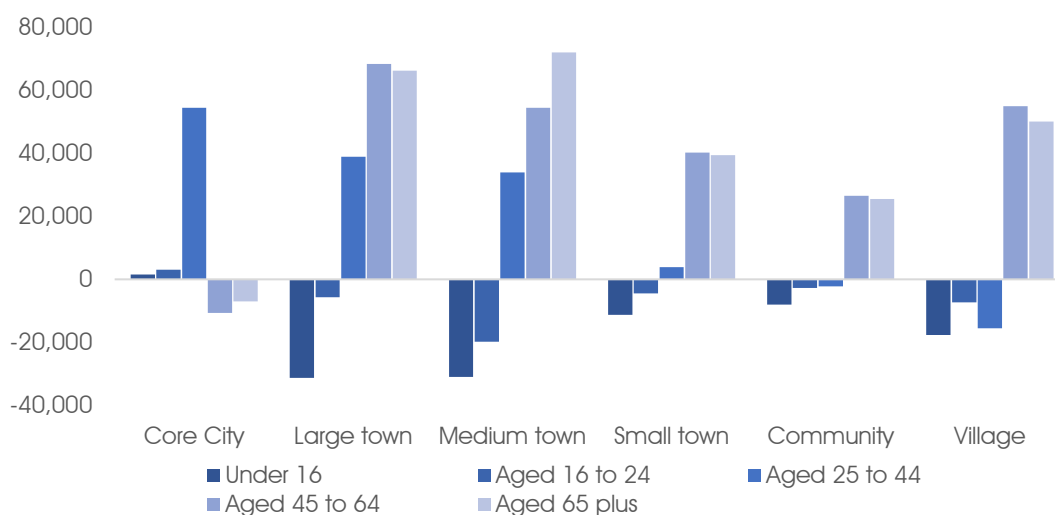


Figure 21, Growth (n) in population in the West Midlands from 1981-2011 by age group and place type

The core city (Birmingham) has got younger whilst the villages, communities and towns have got older. Birmingham has seen a large increase in the number of under 45s whilst population growth in towns and villages has been skewed towards the over 45s. In 1981, all the places in the West Midlands were below the UK average for old age dependency. By 2011, only the core city of Birmingham was below the UK average whilst the other places were above the national average.



Yorkshire and The Humber

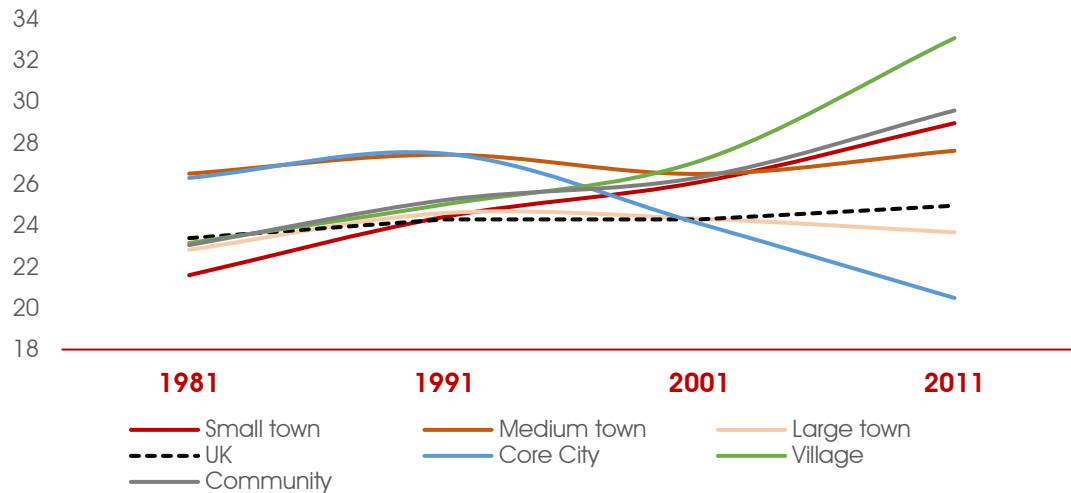


Figure 22, Old age dependency ratio for Yorkshire and The Humber, 1981-2011

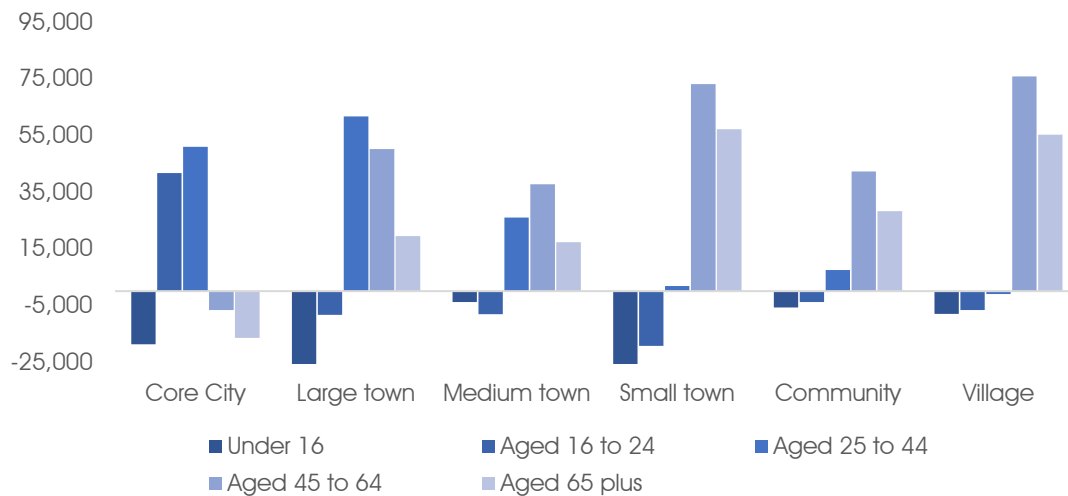


Figure 23, Growth (n) in population in the Yorkshire and The Humber from 1981-2011 by age group and place type

In 1981 the core city (Leeds) had a much higher old age dependency rate than other places in Yorkshire and The Humber. Since the 1990s this has changed markedly, with Leeds now much younger than it was then and the towns and villages of Yorkshire and The Humber much older.



Implications of an ageing population for towns

The above research points to the marked ageing of our villages, small communities, and towns over the last three decades. Under the assumption that these geographical patterns continue, and given that population projections from the Office for National Statistics anticipate this ageing to accelerate for at least the next three decades, our towns and villages should expect to age further. The opposite is the case for our core cities and some of our very large towns, which we would expect to continue to serve as an attractive destination for the under 45s.

These spatial dynamics will present significant challenges for civic society, whether it be the outcome of our elections, the implementation of our public policy or the economic viability and productivity of the United Kingdom.

Elections

We have already seen the early effects of population dynamics on our elections. Since 2005, the Conservatives have established a considerable lead over Labour amongst the over 65s, whilst over the same period the opposite has been true for younger voters. The geographical distribution of ageing, as demonstrated in the above analysis, means that the Conservatives should have improved their performance in towns and villages over that time, whilst Labour should have improved their performance in cities and larger towns. This was indeed the case, in both the 2015 and 2017 general elections. Similarly, the EU referendum produced distinct spatial patterns, with cities largely voting to Remain whilst towns largely voted to Leave. Whilst we would not reduce the outcome of our elections to simple age group dynamics, it is an important contributory factor, and we should expect that process to continue. Which means our political parties will need to appeal to that part of the population which is expected to grow the most, namely the over 65s. At the very least, a recognition of an ageing population means they will need to think carefully about how their policy platform meets the demands of the over 65s.

Public policy

According to current projections, by the middle of the century a quarter of the population will be over 65, meaning there will be **seven million more** over 65s in 2046 than there were in 2016. As one would expect in such a scenario, spending on state pensions is expected to increase over the next few decades, even accounting for the implementation of a higher retirement age. Without the implementation of a higher retirement age, old age dependency is expected



to increase markedly over the next few decades. A higher retirement age dampens this effect though doesn't disrupt the trendline.

The healthcare needs of an ageing population are already being felt in the United Kingdom, but the demands will only rise further given the above population dynamics. There will be increases in the number of those in ill-health, people with disabilities and those over 75 in frail health, all of which will place high demand on already stretched services. The number of people requiring unpaid or paid care will increase markedly, and policies which support those providing such care will require significant investment. We will need more assistive technologies in the home, given that the largest increases in over 65s will be in villages and smaller towns.

Society will need to consider how an ageing population, disproportionately found in small towns or remote villages, remains connected to society at large. In such places, the challenge will be to maintain adequate public transport links for older people, many of whom may be otherwise required to travel long distances to shop or meet with friends. Loneliness can be exacerbated by a lack of viable transport options for older people. Internet connectivity will be more important than ever for remote and ageing communities.

The impact of an ageing population also has significant implications for housing, education, and the workplace, all of which will need to adapt in the face of these population dynamics. Given that an ageing population is likely to continue to be geographically clustered in smaller towns, communities and rural or semi-rural villages, the burden of adaptation will likely fall on areas with smaller populations. The opposite is the case for those parts of the United Kingdom which will continue to attract younger populations, such as cities and the largest towns. This geographical sorting will need to be reflected in the allocation of resources to those places which age and those places which don't.



PP012 - Age

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population	All usual residents in parishes
units	Persons
area type	2022 parishes
area name	Sevenoaks

Age	2021
Total	21,140
Aged 15 years and under	4,677
Aged 16 to 64 years	12,491
Aged 65 years and over	3,972

In order to protect against disclosure of personal information, records have been swapped between different geographic areas and counts perturbed by small amounts. Small counts at the lowest geographies will be most affected.

This dataset includes only parishes with a population of at least 50 usual residents and at least 20 households. Data for parishes below these thresholds are shown as missing.

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Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 10th July 2024 at the Town Council Offices

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.00 p.m.

Present:

Cllr Chloe Gustard (Chair)	Apologies	Cllr Dr Marilyn Canet	Apologies
Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)	Present	Cllr Gareth Willis	Apologies
Co-opted members			
Sevenoaks Youth Council: Harry King Madeleine Politzer	Apologies Apologies	Sevenoaks District Council: Maxine Quinton Kelly Webb	Apologies Apologies
Kent County Council: Vacant	–	West Kent Communities: Richard Dowling	Present
Sevenoaks Area Youth Trust: Peter Robinson	Present	National Trust: Amy Sabine	Present
Substitute			
Cllr Sally Layne	Present	Cllr Chloe Gustard	
Cllr Lionel O'Hara	Present	Cllr Gareth Willis	

In attendance: Town Clerk, House in the Basement Youth Café Manager and Youth Committee Clerk.

70. In the absence of the Chair Vice-Chair and Deputy Leader Cllr Catherine Daniell
 Chaired the meeting.

71. Apologies for Absence:
 Received and accepted as noted above.

72. Requests for Dispensations:
 There were no requests for dispensations.

73. Declarations of Interest:
 There were no declarations of interest.

74. Minutes of Youth Services Committee held on 22nd May 2024
 It was agreed to receive and accept the minutes as a true record.

75. Minutes of Sevenoaks Youth Council meeting held on 15th May 2024
 It was agreed to receive and note the minutes.

76. House in the Basement Youth Café (HitB)

76.1. Manager's Report

Daren Mountain reported that the SEN group on Tuesday has been going well.
 The NEET project is still ongoing and while they are still seeing small numbers the feedback from both the parents and young people has been positive with parents reporting a noticeable difference from the young person. It was also

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noted that a few of the young people who had been attending the sessions have started to attend the other groups at House in the Basement. Daren reported that over the summer school holidays, the project will be pausing, with the potential for a rebranding of the project with new posters and publications to come into effect for the new school year to help promote the project.

It was also noted that.

One of the young people who had been attending the NEET project had been helping with the gardening in preparation for the South East in Bloom judging and was even engaging with the Judges on the day.

Daren reported that a Youth Worker meeting had taken place with many of the different youth workers within the Sevenoaks area attending.

The Working Group heard that West Kent Housing has helped fund a Coach to be provided to take up to forty young people who attend House in the Basement, SAYT and West Kent on a trip to Broadstairs. This will be taking place on the 21st of August 2024 with young people meeting the coach at the Stag Car Park.

76.2. House in the Basement in Bloom- It is your neighbourhood entry.

It was noted that House in the Basement had been entered "It's Your Neighbourhood" and they would find out the results sometime in September.

76.3. Finance Cost Centre Reports, April- May 2024

The Finance Cost Centre reports for the House in the Basement Youth Café for April-May 2024 were received and noted.

77. Current Matters and Completed Matters report.

That the Current Matters report be received and noted.

78. Reports from Co-opted Partners

The following reports from Co-opted Partners were noted:

i) **West Kent Youth Services (WKYS)**

Richard Dowling reported that the outreach detached work with House in the Basement has been going well. They had seen young people out The Vine, Greatness Recreation Ground, Mill Pond Woods, Bradbourne Lakes and the Tarmac Quarry Site. It was also noted that they had started to see more sixth-form students.

The Working group heard that West Kent Youth Trust are holding Street dance sessions over the summer. They are also assisting with Photography sessions at House in the Basement. Richard also reported that they had received funding to supply their free holiday clubs from the 5th to the 7th of August at Hope Church.

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There are spaces for up to thirty young people at a time with three different elements to the day, active, creative and food.

Richard also reported that they will be attending the Family Fun Day at Greatness Recreation Ground and will be bringing a funfair-like stall for the event. He informed the working group that they would be bringing a Coconut Shy, Hook a Duck and other types of funfair stalls.

The fun day at Greatness Recreation Ground is funded by the Town Council as part of the SDC district-wide Summer Playdays. In addition, Sevenoaks Town Council will be providing a Dinosaur event

ii) Sevenoaks Area Youth Trust

Peter Robinson reported that since the last meeting, the Alpha Group had finished and that they are currently working with the young people who attended the Alpha Group to create a follow-up project. They have been heading to Holly Bush on Tuesday trying to engage with more young people as they are noticing that many of their current members are starting to reach the end of their school years.

It was also noted that they will be taking five young people with two seniors on a summer camp. Peter also noted that SAYT will be holding a sponsored walk from the Thames Pathway to Tower Bridge to raise £2,000.

iii) National Trust- Knole

Amy Sabine reported that since the last meeting Knole had taken place in the Great Big Green Week during which they had guided walks and handed out *Discovery packs* for young people to help interact with the park around them.

Amy reported that they have been busy with eleven young people attending for general work experience and two for careers-based work experience. They are currently trying to increase the number of young people attending for D of E based Volunteering as they currently provide mentors who have been DBS checked to support these individuals.

It was noted that in the summer holidays, Knole will be holding *Summer of Play* during which they provide several different game items Like Cricket and Kite flying. It is free for young people and families to use on their visit.

79. Grant for Skateboarding Equipment

The working group discussed the proposal to allocate funds for purchasing skateboarding equipment. This equipment will be available for individuals who might otherwise be unable to afford it, allowing them to borrow it and participate in skateboarding activities. The initiative aims to promote inclusivity and provide opportunities for all members of the community to engage in this sport.

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The Working group agreed to allocate £500 to the funding for the skateboarding equipment.

80. Skate Park event at Greatness Recreation Ground

The Working group heard that Sevenoaks Town Council have been approached about providing a skateboarding event over either the summer holidays or the October half term. It was noted that in the past these events have been very well attended. The Working Group flagged that the requested amount to fund this event would not leave much for any future events or grants.

RESOLVED: Sevenoaks Town Council to look for sponsors for this event and work with West Kent and Sevenoaks District Council to fund the event. Sevenoaks Town Council to allocate £500 each to the funding of the event.

An update sheet was circulated to the working group. The report outlined that STC had been approached about the use of the skate park for private lessons. It was noted that this would involve the sectioning off areas of the Skate Park and limiting public use of a space that has previously been free for the public to use at any point.

The Working Group suggested that if the Council wanted to go ahead with this it would be best to see if there are certain days of the week where fewer people use the site that could be offered at a charged rate for lesson provider. It was noted that timetables similar to the ones used for the MUGA at the Bat & Ball Centre would need to be created to help identify what's going on and when.

RESOLVED: To liaise with the Skateboard Coach to agree the following:

- Small charge for use which would be reinvested into skateboarding activities.
- Agreed regular day and time that is least disruptive to other users.
- Information to be provided to skate park users (as per MUGA sign)
- Ensure the skateboarding coach has all of the following in place: Public Liability Insurance, Risk Assessments, and Safeguarding Measures.

81. Press Release

No press release was issued.

There being no further business the Chair closed the meeting.

Signed
 Chair

Dated

Sevenoaks Town Council
Minutes of the Meeting of the Greatness Recreation Ground Working Group
Held on 26th June 2024 at the Town Council Offices

Meeting Commenced: 2.00 p.m.

Meeting Concluded: 3:00p.m.

Present:

Cllr Claire Shea (Chair)	Present	Cllr Dr Marilyn Canet	Present
Cllr Victoria Granville	Present		
External Stakeholders			
SDC- Animal welfare Officer- Ann-Marie Milton	Apologies	Sevenoaks Football Club- Paul Lansdale (Chair)	
Greatness Residents Association			

Also in Attendance:

Town Clerk, Youth Committee Clerk

51. Apologies for Absence

Received as noted above.

52. Requests for Dispensations

There were no requests for dispensations.

53. Declarations of Interest

There were no declarations of interest.

54. Minutes of the Greatness Recreational Ground Working Group held on 25th April 2024

RESOLVED: To receive and note the minutes of the Greatness Recreational Working Group held on the 25th of April 2024 as a true record.

55. Greatness Park New Community Pavilion – Update

The Councillors heard that the Pavilion was now out to tender. The football club's consultant was in the process of preparing the funding application to the Football Foundation.

56. Infinity Project Art Installation- Formal Launch

It was noted that the Launch of the Infinity project on Saturday 15th of June had gone well despite rainy weather and is an asset to the open space as it is visible from the entrance encouraging people to walk to it.

57. Play area

The Working group noted that during the last meeting it was suggested that the play area be moved from its current location to a location closer to the new pavilion building. This would allow for a larger carpark as well as providing a play area that is not accessed across a carpark. It was noted that there would still be some visibility of the play area from the road.

The councillors noted that it would be beneficial to get suggestions from residents regarding the moving of the play area.

Sevenoaks Town Council
Minutes of the Meeting of the Greatness Recreational Ground Working Group
Held on 26th June 2024 at the Town Council Offices

RESOLVED: To design a survey to residents regarding the suggestion to move the current play area.

58. Recreation Ground & Dog Use

RESOLVED: To invite Sevenoaks District Council's Animal Welfare Officer to the next meeting of the Greatness Recreational Ground Working Group on Monday 19th of August.

59. Greatness Recreational Ground – Future Topics Update

- **CCTV-** it was noted that Sevenoaks Town Council had CCTV at the site. However, it was now too old to be effective. New CCTV in collaboration with the Football Club to be installed on the existing poles at the site as a deterrent for Anti-social behaviour at the site.
- **Flooding-** it was noted that Sevenoaks District Council have held a meeting with Thames Water regarding flooding in the Northern Ward, the councillors mentioned that storm water runoff from buildings has been going into the sewage system. It was noted that they are looking into ways to prevent this at the planning stages moving forward.
It was noted that Thames Water 'Flood Bus' had also attended the site on the 30th of April and provided information to local residents.
- **Events at park-** it was noted that a discussion would be need moving forward on the status of the recreational ground and whether it should be moved to a park status where events could be held in the future. The councillors noted that if events where to be held at the location, then a Premises License would need to be applied for to cover the site, similar to the Vine.
- **Artwork-** it was noted that more future art installations with cultural ties similar to the infinity project would be of interest to the area. The Councillors noted that an art installation trail could encourage more people to explore the area.
- **Railings at the Cemetery-** It was noted that in the railings between Greatness Cemetery and Greatness Recreational Ground there are gates that are used to allow machinery from the Cemetery on to the Recreational Ground to pass through to allow essential maintenance work to be conducted. It was noted that there have been some complaints that these gates are been locked.
RESOLVED: To arrange for signs to be created, explaining that the gates are designated for maintenance access.

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Held on 26th June 2024 at the Town Council Offices

- **Friends of Greatness Recreational Ground-**

RESOLVED: To promote and try to establish this Friends Group.

60. Dates of Future Meetings

Monday 19th of August 2024- 2pm

Wednesday 16th of October 2024- 2pm

Wednesday 18th December 2024- 2pm

Wednesday 26th February 2025- 2pm

Monday 28th April 2025- 2pm

61. Press Release: To engage people in the creation of a Friends of Group for the Greatness Recreational Ground.

There being no further business the Chair closed the meeting.

Signed
 Chair

Dated

Sevenoaks Town Council
Minutes of the Meeting of the Greatness Recreation Ground Working Group
Held on 19th August 2024 at the Town Council Offices

Meeting Commenced: 2.00 p.m.

Meeting Concluded: 3:04p.m.

Present: (Quorum minimum of 3 members)

Cllr Claire Shea (Chair)	Present	Cllr Dr Merilyn Canet (Member)	Present
Cllr Victoria Granville (Member)	Present	Cllr Chloe Gustard	Present

Also in Attendance:

Responsible Finance Officer / Deputy Town Clerk, Open Spaces and Cemetery Manager,
 Planning Committee Clerk

129. Apologies for Absence

None.

130. Requests for Dispensations

There were no requests for dispensations.

131. Declarations of Interest

There were no declarations of interest.

132. Minutes of the Greatness Recreation Ground Working Group held on 26th June 2024

RESOLVED: To receive and agree the minutes of the Greatness Recreational Working Group held on the 26th June 2024 as a true record.

133. Friends of Greatness Recreation Ground Promotion

a) The promotional poster for the Friends of Greatness Recreation Ground was received and noted, with minor spelling amendment to correct “neighbors”. The poster to be advertised in Town Council noticeboards, and request to be made to the Communications Engagement Manager for it to be included in the upcoming Town Crier, if possible.

b) Cllr Shea summarised that the new Group’s purpose will be to engage the local community in any future plans affecting existing or new assets at Greatness Recreation Ground, in order to enhance the space.

c) It was **agreed** that the Group be set up at the next Greatness Recreation Ground Working Group meeting on **16th October 2024**, with potential for it to be incorporated into the Group’s meeting structure moving forwards. It was noted that this would be subject to prospective Members’ feedback however, as they may prefer evening meeting times.

d) In addition to the Town Council’s usual methods of advertisement, it was agreed that local residents, Youth Council members, and Football Club contacts should

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Minutes of the Meeting of the Greatness Recreation Ground Working Group
Held on 19th August 2024 at the Town Council Offices

receive notification, as well as for Councillor members to reach out to any other relevant contacts with invitation.

134. Potential relocation of Play Area

- a) The Group received and noted a draft survey seeking views on the proposed relocation of the Play Area.
- b) The Responsible Finance Officer / Deputy Town Clerk reported that a funding application to aid in delivering the proposals had been made to the Community Ownership Fund for £240,000, however the process had been delayed due to local elections.
- c) Members considered that publication of the survey should be delayed until after outcome of the funding application had been received, and budget secured to deliver the project.
- d) It was agreed that consideration of the draft survey be deferred to the next Greatness Recreation Ground Working Group meeting on 16th October, in order to include update on potential funding, as well as to allow time for the emerging Friends of Greatness Recreation Ground to review and input on the proposals.

135. Greatness Pavilion Update

- a) The Responsible Finance Officer / Deputy Town Clerk reported that the tenders received for the new Greatness Pavilion were significantly over-budget, however on review of the tenders, it was noted that contractors had not tendered exclusively for Phase 1 of the project. This was being reviewed by the Football Club.
- b) Members were disappointed that the tender process had been delayed and queried what had been tendered for. It was agreed that Paul Lansdale be invited to the next meeting to provide an update on the project.
- c) Cllr Gustard requested that Sevenoaks District Council's Animal Welfare Officer be invited to the next meeting of the Working Group, as agreed in previous Minutes.

136. Past and Forthcoming Events

- a) It was noted that previous events had been very well attended and publicised.
- b) Cllr Dr Canet volunteered to bring copies of the Friends of Greatness Recreation Ground advertisement poster to the 22nd August *Wind in the Willows* performance.

137. Greatness Recreation Ground Management Plan – Draft Review

- a) The Open Spaces and Cemetery Manager reported that improved access to the gym equipment is often enquired about, however that erecting a path adjacent to the Football pitch would be difficult. He further advised that grass maintenance has

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been delayed, due to only two Open Spaces team members being able to operate the tractor. Recruitment for ground staff had so far been unsuccessful, with the two qualified team members doing the best they can to maintain all Town Council Open Spaces.

b) Members agreed that the Management Plan's Aims as per Section 5 could be reviewed once clarity is received on funding of the new Football Pavilion. Councillors discussed aspirations for more art installations, including a hand carved totem pole.

c) The Planning Committee Clerk proposed a number of minor amendments to grammar throughout the document, as well as recommending that data figures cited in Section 2 be updated if there is newer information. She also advised that the Woodland Trust offer free tree packs of up to 420 trees twice a year and suggested that this information could be added to Aim iii.

d) It was **agreed** that the updated management plan be noted, with the above amendments to be made.

e) Members proposed that potential projects of the emerging Friends of Greatness Recreation Ground be extracted from the Management Plan to create the scope of the Group – in particular from the Aims section, as well as review of proposals for the Play Area. It was **agreed** that the scope form part of the agenda papers for the next meeting on 16th October 2024.

138. Dates of Future Meetings

The following future meeting dates were noted:

Wednesday 16th of October 2024: 2pm

Wednesday 18th December 2024: 2pm

Wednesday 26th February 2025: 2pm

Monday 28th April 2025: 2pm

139. Press Release:

None.

There being no further business the Chair closed the meeting.

Sevenoaks Town Council
Minutes of the Meeting of the Sevenoaks Town Sports Strategy (STSS) Working Group
Held on 7th August 2024 at the Town Council Offices

Meeting Commenced: 18:00

Meeting Concluded: 18:50

In attendance:

Sevenoaks Town Council	Cllr Dr Peter Dixon (Vice Chair)
Sevenoaks Town Council	Cllr Nigel Wightman (substituting for Cllr Victoria Granville)
Sevenoaks Town Council	Cllr Lionel O'Hara (substituting for Cllr Catherine Daniell)
Sevenoaks Town Council	Georgina Jackson – Responsible Finance Officer
Sevenoaks Town Council	Nicholas Cave – Open Spaces Manager
Sevenoaks Town Council	Anna Rosinska – Open Spaces & Leisure Committee Clerk
Samsara Bike & Skateboarding	Oliver Ireland
Sevenoaks Football Club	Paul Lansdale
7OAKSTRICLUB	Simon Mann
Sevenoaks Sports Council	Edward Oatley
West Kent Sport & Wellbeing	Steve Rowley

The quorum of 3 elected members was met.

111. Apologies for Absence:

Apologies were received from Cllr Gareth Willis (Chair of STSS Group), Cllr Dr Marilyn Canet, Cllr Catherine Daniell and Cllr Victoria Granville.

112. Requests for Dispensations:

There were no requests for dispensations.

113. Declarations of Interest:

There were no declarations of interest.

114. Minutes of the Sevenoaks Town Sports Strategy Working Group held on 29th May 2024

It was agreed to receive and accept the minutes as a true record.

115. SDC & S.106 Agreement for Indoor Cricket Facilities in Sevenoaks Parish

The Working Group had received and noted correspondence from SDC to STC regarding the s.106 Agreement for indoor cricket facilities. It was noted that a Freedom of Information request had been submitted to obtain clarification on how the funds were being invested within Sevenoaks.

116. Update Report from SDC Senior Planning Officer Regarding SDC Sports Strategy

The update regarding the SDC Sports Strategy was received. The Working Group noted concerns over delays in the publishing of the Sports Strategy by SDC as well as the lack of detailed information in current updates. It was noted that the Sevenoaks Town Sports Strategy would be released after the publishing of SDC consultations and strategy and that it would hopefully contain more detail than the SDC Sports Strategy.

117. Sevenoaks Town Sports Strategy – Recent Results

The Working Group received and noted the responses to the Sevenoaks Town Sports Strategy survey since the last meeting held on 29th May 2024. The importance of assigning space for pitches and sports fields in the expansion of the Greatness neighborhood on the site currently owned by Tarmac Ltd was mentioned.

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Minutes of the Meeting of the Sevenoaks Town Sports Strategy (STSS) Working Group
Held on 7th August 2024 at the Town Council Offices

It was noted that three tenders for the new pavilion for Sevenoaks Town Football Club had been received with great variability in quotes provided. It was advised that the Football Club was awaiting a meeting with surveyors to progress the project further.

The chair of the 7OAKSTRICLUB noted the increase in Sunday parking fees by SDC which would affect next year's triathlon event.

118. Dates of Future Meetings

The future Working Group meeting dates were noted:

Wednesday 16th October 2024

Wednesday 18th December 2024

Wednesday 26th February 2024

Monday 28th April 2025

119. Press Release: None

DRAFT

Sevenoaks Town Council
Minutes of the Meeting of the Arts & Culture Working Group
Held on 14th August 2024 at the Town Council Offices

Meeting Commenced: 2.02 p.m.

Meeting Concluded: 3:34 p.m.

Present:

Cllr Victoria Granville (Chair)	Apologies	Cllr Lise Michaelides (Vice-Chair)	Present
Cllr Libby Ancrum (Mayor, Ex-Officio)	Apologies	Cllr Dr Marilyn Canet	Apologies
Cllr Sally Layne	Apologies	Cllr Claire Shea	Present

Substitute		For
Cllr Lionel O'Hara	Present	Cllr Sally Layne

The quorum of 3 elected members was met.

In attendance: Deputy Town Clerk, Senior Committee Clerk and Youth Committee Clerk.

120 Apologies for Absence: Received and accepted as noted above.

121 Requests for Dispensations: There were no requests for dispensations.

122 Declarations of Interest: There were no declarations of interest.

123 Minutes of Arts and Culture Working Group held on 19th June 2024
 It was agreed to receive and accept the minutes as a true record.

124 Review of Vision for Sevenoaks A Thriving Cultural Town (STNP)
 Cllr Shea advised that at the last meeting it was agreed that a draft working document be created using the categories in the cultural vision, setting out the ambitions of the Working Group in the medium and long term, including achievements so far, and to monitor progress.

The Working Group considered a review report of the cultural vision, Sevenoaks A Thriving Cultural Town, included in the Sevenoaks Town Neighbourhood Plan (STNP) and commented as shown on Appendix A.

Purelake Development (136 High Street)

It was noted that Purelake had submitted public realm details (required under Condition 20 of their planning permission) to SDC, application to be decided by 9th September:

[24/01430/DETAIL | Details pursuant to condition 20 \(public realm\) of 22/03519/MMA | Site Of 136 High Street Sevenoaks Kent TN13 1XA](#)

Comments could be submitted but deadline was today, 14th August. It was suggested that the developers be asked to consider using blue rather than black bollards etc, to tie in with the town theme.

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Minutes of the Meeting of the Arts & Culture Working Group
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The Hub in Bromley

During discussion, Councillors mentioned The Hub in Bromley, a collective community space promoting sustainability and providing a range of activities, workshops and information: [The Hub from Greener and Cleaner - Greener and Cleaner](#)

It was suggested that it would be interesting for a group of councillors and officers to visit.

125 Planning Applications – Sevenoaks Cultural Quarter

RESOLVED: to RECOMMEND to the Planning & Environment Committee that any future planning recommendations for development in the Sevenoaks Cultural Quarter consider, where relevant:

“How will the planning proposal enhance the Sevenoaks Cultural Quarter, as defined in the Sevenoaks Town Neighbourhood Plan?”

126 Grant Applications

RESOLVED: to note that Sevenoaks Three Arts Festival, Young Musician of the Year, had submitted a grant application seeking funds for the hire of a local school hall with a piano of competition standard, that would be considered by the Youth Services Working Group on the 11th of September 2024.

127 Current Matters

Updates on current matters were noted.

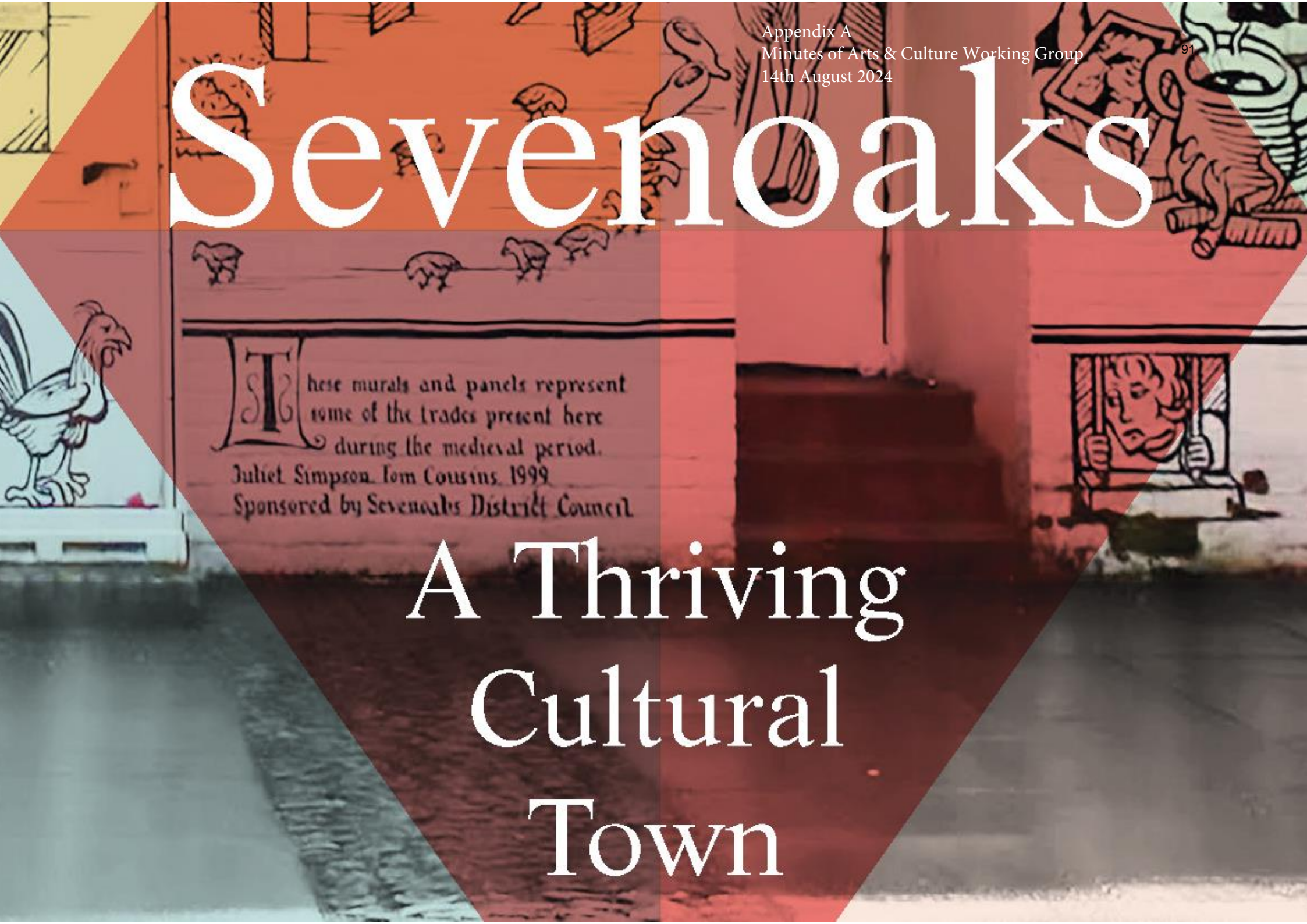
RESOLVED: the Working Group received and noted the current matters report.

128 Press Release – No press release was issued.

There being no further business the Chair closed the meeting.

Signed Dated
 Chair

Sevenoaks



These murals and panels represent
some of the trades present here
during the medieval period.
Juliet Simpson, Tom Cousins, 1999
Sponsored by Sevenoaks District Council

A Thriving Cultural Town

Sevenoaks – Review of Vision for a Thriving Cultural Town (STNP)

Background to the Vision for a Thriving Cultural Town (see STNP document for full details)

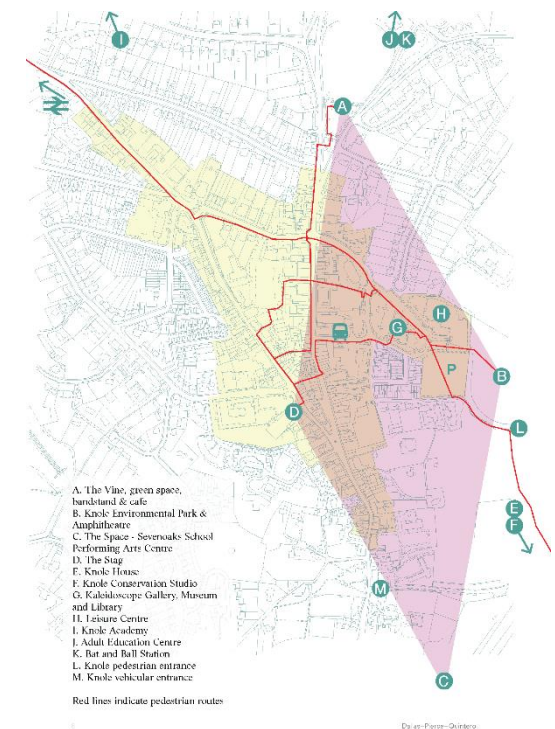
The Sevenoaks Town Neighbourhood Plan (STNP) covers many important topics. During the creation of the STNP it was believed that a cultural strategy was needed within the STNP to create a Vision for a thriving cultural town for the future. The STNP and its appendices including the Cultural Vision was successful at a public referendum in May 2023 and is now a statutory planning document providing recommendations and guidelines for the development of Sevenoaks.

Arts, culture and creativity can help a town to feel welcoming, enhance the public realm and support the growth of a creative community. In Sevenoaks Town we are prioritising the following focus areas:

Distinctiveness
Animation
Growth
Community

The Cultural Quarter Vision focuses on a diamond shape geographical area and incorporates the current cultural facilities – The Vine event space and bandstand, Environmental Park and Amphitheatre, The Space at Sevenoaks School Performing Arts Centre, The Stag, Knole House, Knole Conservation Studio, Kaleidoscope Gallery – Museum, Library and Art Space, Leisure Centre, Knole Academy School, Adult Education Centre, Bat & Ball Station (restored heritage building and event space).

The Cultural Quarter Vision was created in consultation with various cultural groups within the town.



Policy Principles

The ambition to strengthen culture focused around a cultural quarter hub in Sevenoaks Town is consistent with local policy within the (SDC) Sevenoaks Local Plan, (STC) STNP and (KCC) The Kent Cultural Strategy Inspirational Creativity Transforming Lives Everyday 2017 - 2027.

STNP Themes

There is exciting potential for culture to support delivery of all seven themes in the STNP, with a particular focus on promoting the following objectives within a Cultural Quarter:

- Welcoming Gateways
- Sustainability & Green Environment
- Creative Enterprise
- Character, Heritage & Identity
- Improved Public Realm
- Health & Wellbeing
- Creative Skills
- Enhanced Community Assets

Review

This review follows the themes and headings provided within the Vision for a Thriving Cultural Town for a Cultural Quarter within the STNP.

Development Aspiration				
	Location	Aspirations	Updates	Working Group Comments
1.1	South Park Area	<p>Development of Post Office site to sit alongside the Stag to include</p> <ul style="list-style-type: none"> • Creative workspace with public facing exhibition space • Creative retail on ground floor facing onto the street • Modest outdoor space • Expand on rear and side of Stag to create walkway (potential art gallery) 	<p>The Post Office site has not come forward for development to date, although owners are aware of STC's aspirations.</p>	<p>Noted site had been submitted for consideration as part of SDC's Local Plan process.</p> <p>Noted that Stag had been registered as an Asset of Community Value.</p> <p>Suggested improvements to footpath from London Road to Stag Car Park:</p> <ul style="list-style-type: none"> • mural on wall • additional lighting • use noticeboard at entrance from car park, to mark entry point to town & Sevenoaks Cultural Quarter <p><u>Action</u> Investigate ownership of footpath and buildings backing onto it (Post Office & Telecommunications site).</p> <p>It was felt that the area in front of the Post Office was looking tired. Whilst it had a modern</p>

Development Aspiration				
				<p>planter and a new bench – they were visually different styles. It was felt the area needed to be looked at as whole.</p> <p><u>Action</u> Investigate with SDC whether open space in front of Post Office could include designated space for buskers.</p>
1.2	Bus Station	<p>Location scope for regeneration – incorporating culture.</p> <p>Open up access routes to improve permeability and improve access around the town centre.</p>	<p>This development is within SDC's proposals for 'Land East of High Street'.</p>	<p>Noted SDC had approved £435k to progress the project.</p>
1.3	Connecting Routes	<p>Improved signposting to help people navigate the town and locate cultural facilities and a welcoming environment.</p> <p>Key routes to be identified and promoted.</p>	<p>'Tesco' walkway to be enhanced in size in new development and enable cross highway art installations (see attachment).</p> <p>Wayfinding project has identified walking routes to be promoted, awaiting funding opportunity.</p>	<p>Noted that developers, had submitted public realm details to SDC for approval.</p>

Development Aspiration				
1.4.	Animating the Public Realm	<p>Improve public spaces to help animate the town centre, could include:</p> <ul style="list-style-type: none"> • Street Arts • Outdoor Arts • Dance & music • Public Art • Share creativity 	<p>STC has a Premises Licence for Town Centre (except Blighs) which enables public entertainment to take place – the Summer Festival Fair Day is a good example of this. It would be good subject to funding and resources to extend the opportunities for this.</p> <p>Many towns have introduced Public Art, sometimes using outside enablers. Subject to permissions and finances initial walls for public art in keeping with Sevenoaks could be 1) side wall of Stag, 2) side wall of Up & Running, Pembroke Road, 3) new buildings to be developed by SDC ‘Land East of High Street’.</p> <p>Town Trails assist visitors and vibrancy of the town.</p> <p>In addition to Wayfinding Signs, use of different colours, public realm e.g.</p>	<p>Noted that Section 106 attached to Purelake planning permission included a Public Art Contribution of £10,000 for the provision of public art within the development to be installed prior to first occupation.</p> <p><u>Action</u> Officers to investigate whether this was something SDC would be progressing.</p> <p><u>Action</u> Requested numbers of people that had engaged with town trails</p>

Development Aspiration				
			<p>coloured bollards, flags can be introduced to indicate key walking routes between cultural facilities.</p> <p>Sharing creativity – it is hoped that the new STC Arts & Culture Working Group will assist with this. It would also be helpful if other authorities and organisations considering cultural elements in the town could liaise with STC and or Town Team.</p>	
1.5	Young People & Skills	Seek ways to identifying involving young people and their skills.		<p>Suggested:</p> <ul style="list-style-type: none"> • Youth Council and House in the Basement be consulted on ideas and creative projects • Working with youth workers to get young people more engaged with projects •
1.6.	Street Greening	<p>Integrate planting schemes</p> <p>Support pocket parks</p>	Some relevant proposals will be included in the STC Town Centre Masterplan.	<p>Action</p> <p>Suggested discussions take place with shop owners in The Shambles area regarding ways to improve appearance of refuse storage within the area. Noted that seating, similar to Bligh's and outside the Stag, together</p>

Development Aspiration				
				with more planting, would help make the space more inviting.

Inspiration				
2.1	Creative Workspace	<p>Affordable artist and maker studios in the heart of the town centre</p> <p>Studios open to the public couple of times per year.</p> <p>Flexible event space</p>	<p>See. 1.1.</p> <p>Continue to promote High Street Studios facilities.</p>	<p>Noted that art studios currently available above Hospice in the Weald shop in town centre.</p>
2.2	Festivals	<p>Combine local arts and professional culture providers</p> <p>Spaces in town centre to enable performances.</p>	<p>Encourage collaboration.</p> <p>STC has Premises Licence for all of town centre except Blighs.</p>	<p>It was noted that a range of festivals and events are held each year, supported by the Town Council, including this year:</p> <ul style="list-style-type: none"> • Sevenoaks Summer Festival • Sevenoaks Literary Festival • Sevenoaks Street Food Festival • Sevenoaks Bike Festival • Vegan Markets

Inspiration				
				Noted also that National Trust - Knole hosts events such as an open-air cinema event.
2.3	Architecture & Heritage	<p>Telling local stories about places to help solidify unique locations for example via</p> <ul style="list-style-type: none"> • Digital trails • Text on public realm e.g. plaques • Public art • Live walking tours • Performances 	All in place however with more funding and resources could be expanded.	Noted that Town Crier's historical tour is being developed, and that a self-guided tour and a Millennium Trail are available.
2.4.	Creative Promotion	<p>Creative approaches to promoting local cultural and creative activity via</p> <ul style="list-style-type: none"> • Bespoke signage • Maps • Websites <p>Joint marketing increases footfall.</p>	<p>Events programme for activities on the Vine produced for summer 2024.</p> <p>Wayfinding proposals in place subject to funding and planning permission.</p>	See 2.5 below.
2.5	Culture Online	Local website and app linked to cultural events and local businesses.	To be pursued when BID created	It was agreed that an online Town Calendar drawing together information on all events provided within the town would be invaluable. QR

Inspiration				
				code linking to calendar could be placed around town. It was felt that this was something that could be undertaken by the BID.
2.6	Co-Producing Co Commissioning	Sharing resources and projects		Councillors would like to invite Kaleidoscope Gallery/Sevenoaks Visual Arts Forum, Sevenoaks District Arts Council, Sevenoaks Bookshop, Sevenoaks Summer Festival and Sevenoaks Literary Festival to future meetings to talk about their projects/plans.

Recommended Actions				
3.1	Planning	Engage with planners and developers to secure long term sustainable opportunities to enhance the cultural offer.	Former Tesco site is a small example of collaboration includes wide open green link to Suffolk Way cultural facilities and opportunity for overhead art.	Noted that stakeholder consultation events being held for Town Centre & St John's Masterplans in November 2024. It was hoped that representatives from arts and cultural organisations could participate.

Recommended Actions				
3.2	Community & Stakeholder Engagement	<p>Facilitate community and stakeholder engagement including with young people</p> <p>Creation of a Cultural Forum engaging key stakeholders for progressing cultural plans.</p>	<p>New STC Arts & Culture Working Group will assist with this.</p>	<p>Once Working Group had clearly defined its goals and set an agenda, it would be beneficial to draw together a forum of local arts and cultural organisations and groups.</p>
3.3	Public Art	<p>Commission public art and procure and programme cultural activity</p> <p>Development of Public Art Commissioning Guide</p>	<p>Subject to funding and resources</p> <p>Subject to funding and resources</p>	<p>Councillors noted this could perhaps be pursued through the BID.</p>
3.4	Marketing and promotion	<p>Oversee marketing and promotion</p> <p>Development of process for joint marketing of the town's cultural offer.</p> <p>Coordinate communications to maximise engagement</p>	<p>To be pursued when BID created</p>	<p>To consider producing a "What's Happening in Sevenoaks" leaflet, available for people to pick up in town centre areas.</p> <p>See also 2.5 above.</p>

STC – Background to involvement in Arts & Culture in Sevenoaks

STC does not normally initiate its own and arts and culture projects unless it is connected to its current project and initiatives.

STC aims to act as an enabler where resources are available to enable those experienced in the arts and culture to provide these community activities.

This can be via

- Events
- Grant Funding
- Bands on the Vine – Thursday evenings & Sunday afternoons during summer
- Promotion of cultural events via road banners, leaflets, Town Crier
- Stag – continued investment
- Literary Festival – sponsor, free double page coverage in Town Crier
- Summer Festival – sponsor, free double page coverage in Town Crier
- Public Art – murals, Infinity project
- Exhibitions – various, sponsored and enabled.
- Children’s art competitions
- Providing venues and licensing e.g. Premises Licence for Vine and Bandstand, Premises Licence for Town Centre for Summer Festival.
- Cultural Strategy – planning for the future.
- Input in planning e.g. walkway in new (Tesco) development to enable provision for similar to attached.

Cross highway art installations and illuminated trees seating examples

Sevenoaks Town Council
Community & Wellbeing Committee – 16th September 2024

Current Matters
NB: Updates shown in red

Item	Minute No	Item	Status	Latest update
1	182 24.06.24	Community Groups	Ongoing	<p>RESOLVED: that a framework be established based on the objectives set out in the Terms of Reference, detailing where possible existing community groups operating in those areas to identify where the greatest need might be.</p> <p>Once the framework was in place the Committee could identify local groups to consult with.</p> <p>To be discussed at Agenda Item 5</p>
2	183 24.06.24	Community Support – Sevenoaks Hospital	Ongoing	<p>RESOLVED: To invite the Chief Executive Officer of Kent Community Health NHS Foundation Trust and a representative of the Sevenoaks Primary Care Network to a future meeting.</p> <p>Mairead McCormick to attend meeting on 28th October 2024.</p> <p>Councillors were asked to send in any suggestions in relation to the promotion of new education provision, faith facilities and other necessary community infrastructure, for inclusion in future agendas.</p>
3	184 24.06.24	Community Grant Applications – Grant Application Guidance Notes	<i>Completed</i>	<p>RESOLVED: that....the Grants Guidance Notes for applicants be updated to expand the environmental impact section in Part 1 of the grant application form to include how organisations have a positive impact on accessibility.</p> <p>Completed – new applications forms & guidance notes uploaded to website in advance of current grants round.</p>
4	186 24.06.24	Notes of Sports Strategy Working Group - Cricket	<i>Ongoing</i>	<p>It was noted that the Sports Strategy Group had agreed to approach Sevenoaks District Council to release £150k Section 106 funds for Indoor Cricket to be used for Outdoor Cricket facilities: this item to be included on the agenda for the next meeting of this Committee.</p> <p>RESOLVED: That the S.106 agreement for indoor cricket be on next agenda.</p>

Sevenoaks Town Council
Community & Wellbeing Committee – 16th September 2024

Item	Minute No	Item	Status	Latest update
				<p>See Agenda item 7</p> <p>It was agreed that Sevenoaks District Council be encouraged to attend the Sports Strategy meeting to facilitate collaboration on sports provision in the town.</p>