

## **West Kent Partnership**

### **AGENDA – 10am, 22 October 2004 – Holiday Inn, Wrotham**

1. Minutes/Matters Arising
  - New members
  - Faith representation
  - Update on Volunteering England Outlet Project – Merle Bigden
2. Project Funding – New Bids
  - Education Business Partnership – Safety in Action **Paper A**
  - Volunteering England **Paper B**
3. Sub Groups Feedback
  - Transport **Paper C**
  - Housing **Paper D**
  - Business Development **Paper E**
  - Regeneration **Paper F**
  - Learning and Skills **verbal report**
  - Health **verbal report**
4. Conference – draft proposals **Paper G**
5. Themed Education Presentation – LPSA Education Targets  
Chris Lay, Area Education Officer, KCC and Richard Spoerry, Central Policy Team, KCC
6. Presentation of Shaping Your Local Health Services – Service Reconfiguration –  
Nigel Howells, Maidstone Weald PCT
7. Community Safety Annual Reports **verbal reports**
8. AOB
9. Dates of next meetings
  - 21 January
  - 27 May (conference)
  - 15 July
  - 21 October

## **Project Funding Application**

### **Project – West Kent Safety in Action**

West Kent Safety in Action is a long established multi agency initiative for year 6 students which delivers an exciting hands on approach to learning.

With the involvement of agencies including, Kent Fire and Rescue, Kent Police, Kent Ambulance NHS Trust, The Health & Safety Executive, EDF Energy, Royal Life Saving Society, Connex, KCC Road & Coach Safety departments and the Local Authorities. The students are given the opportunity to put into practice the skills taught in the classroom through a number of role play scenarios. This work is followed up in the classroom with the workbook and teachers lesson plans provided.

This project now in its 15<sup>th</sup> year, is always over subscribed and has involved upwards of 9000 students, having had the support of such companies as Lombard Insurance and Fidelity Investments, it delivers the following community outcomes benefiting the West Kent area by:

- a) Tackling the key issues of crime prevention and Fire safety
- b) Improving awareness of health and healthy eating
- c) Creating an awareness of the issues of road safety and coach transport.
- d) Developing students' key skills, including communication and teamwork.
- e) Improving students understanding of science and basic Health & Safety issues

**Safety in Action covers the National Curriculum PSHE and Citizenship, Key Stage 2 criteria:**

- 3e to recognise risks in different situations and then decide to behave responsibly**
- 3g rules about health and safety**

Over the recent years the project has been and will continue to be fully evaluated:

During Safety in Action 2004, 57 teachers or Learning Support Assistants completed the evaluation forms for the event.

Asked whether the above objectives were met the response was as follows:

Yes	No	Could only be tested at a later date
88%	0%	12%

Asked whether they felt the event was useful in terms of meeting the above objectives and in terms of delivering safety education in general they responded as follows:

Not At all	Fairly	Satisfactory	Very	Extremely
0%	0%	0%	23%	77%

### Teacher comments

- A very valuable activity..... this course is stimulating and exciting & reinforces vital information.
- It was a super set up and well worth doing.
- Much more useful for students to experience “hands-on” practical activities. Excellent organisation.
- Extremely well organised.
- The children really enjoyed themselves. It was a fantastic morning.
- Trainers were very good at making sure that children stayed focussed on the issues. An excellent opportunity for children to experience very important training in many safety scenarios.
- A very worthwhile afternoon. The children learnt a good deal. Can this be arranged every year for our children?
- This is a superbly well organised event. It is interesting to see that the children who are not so academic have the opportunity to do well.
- A brilliant morning. Interesting, relevant.
- Thank you very much for a very interesting afternoon
- Another well organised and well executed event. The children thoroughly enjoyed it and learned a lot. A valuable experience for them.
- Very organised.
- Thoroughly enjoyable morning with some super patient staff. Well done. We will be back!
- A brilliant am.
- Thoroughly enjoyable for the children and an excellent learning opportunity.

- Very valuable experience for the students. They were encouraged to participate.
- Very well organised. Helpful staff. Good scenarios.
- Excellent first hand learning opportunities for all with follow up material for staff. Very organised. Formed a crucial unit for our Yr6/7 transition programme.
- Mixed ability groups were ideal. Good for developing team work.
- Good learning in good surroundings.
- A great learning opportunity for Year 6.
- The activities looked well planned and resourced. The staff were friendly, well trained and related well to the children.
- An extremely worthwhile morning. The children most certainly enjoyed all activities and learnt a great deal. Active involvement in real life scenarios proved extremely beneficial.
- Our special needs children joined in enthusiastically and were able to understand the majority of the information due to the visual presentation.

## Pupil Evaluations

319 pupils completed an evaluation form after the event. Their responses were as follows:

### How much did you learn from the event?

*Tick the box that best describes how much you learnt .*



I learned a lot

88%



I learned something

11.5%



I did not learn much

0.5%

### How much did you enjoy the event?

*Tick the box that best describes how much fun you had .*



I had great fun

96%



I had some fun

4%



I did not enjoy it

0%

## **West Kent Safety in Action 2005**

### **Funding Bid from Education Business Partnership**

West Kent Safety in Action is now entering its 15<sup>th</sup> year

This year the event will be held between 28<sup>th</sup> February & 11<sup>th</sup> March at Dorton House School, Seal and will involve approximately 900 students from the West Kent area, (Tonbridge, Tunbridge Wells & Sevenoaks) Students will work in teams of 5.

Last year 908 students from 33 Primary schools attended.

KM FM, The Courier and The Kent Messenger covered the event.

The event was attended by Civic dignitaries from all the three local authorities as well as representatives from all the participating agencies.

#### Budget Proposals

1000 work books	£4,500
150 winners prizes and certificates	£1250
Management & Administration costs	£2000
Transport Costs (20 coaches @ £135) *	£2700
Staff refreshments, lunches	£700
Teachers Workshop	£1000

\* Schools using organised transport are required to make a contribution towards the cost (£2.75 per student)

Total Budget	£12,150
Income from schools (assuming 950 attendees)	£2,612
Amount of funding requested	<b>£9,538</b>

The funding and budget assumes the availability of one member of staff from all participating agencies

To run the event involves

Coordinator (10 days)

Administrator (10 days)

10-20 staff to run scenarios

20 students from WKC

## Volunteering England's Rural Volunteering Project

Pilot: West Kent Volunteers  
Herefordshire Volunteers

Aim: To improve the quality and quantity of volunteering in rural areas using improved and better ICT

Launch: Monday 6<sup>th</sup> December 2004

Timescale: Two Years – 2005 - 2007

\*\*\*\*\*

West Kent has been chosen as one of two pilot projects to improve the quality and quantity of volunteering in rural areas across the Sevenoaks, Tonbridge & Malling and Tunbridge Wells districts.

Over the next two years, £250,000 worth of equipment, support and marketing will be brought into West Kent by Volunteering England (via ACU Home Office funding). The five Volunteer Centres in Swanley, Sevenoaks, Tonbridge, Malling and Tunbridge Wells will be working together to deliver this project across the three local authority areas.

- 25 Outreach outlets to be identified initially in rural areas
- On-going evaluation so that improvements in delivery can be made on a rolling basis
- More outlets to be added – possibly up to 50 over the two year programme to maximise benefit to the community
- This flagship pilot will be written up, publicised and rolled out into two further areas across the country

### The project will:

- Provide access and support to new groups in rural areas which will address rural issues in equalities of access
- Develop volunteering opportunities in rural areas which will contribute to promoting vibrant communities
- Make volunteering more accessible to those excluded because of rural location which will improve life chances
- Recruit and place more volunteers living in a rural setting which will benefit individual volunteers and those receiving their services
- Identify and implement electronic links with statutory partners which will contribute to the e.government agenda

### Funding

A consortium comprising the five Volunteer Centres is seeking match funding from the LSP to:

- Provide resources to assist with the setting up of the rural volunteering project to provide outreach into selected points across the three local authority areas. Locations will need to be identified together with the necessary preliminary work with local people to ensure success.

West Kent was chosen for this pilot project because the five Centres had begun working collaboratively together to create a sustainable and robust model to deliver a seamless service for volunteering infrastructure across West Kent. The Centres will continue working together as they deliver the rural volunteering project exploring ways in which a better service can be delivered.

## Budget Costings

This bid is for essential prime pump funding November 2004 – January 2005 to enable these projects to go ahead.

The organisations will need to buy-in or extend existing staff hours to free up the managers to implement the rural project and prepare for the West Kent high profile launch on 6 December 2004.

12 weeks x 5 x 15 hrs @ £9 (incs on costs) =	£8,100
Admin costs relating to launch (travel, postage, telephone, evaluation etc)	£1,500
	£9,600

## Post-LSP Pilot

Volunteering England will be working with the five Centres throughout the duration of the 2-year project and have identified a small budget to provide support locally to assist with delivery. It is envisaged that one of the Centres will take the lead on this project to ensure consistency.

It is anticipated that a consortium comprising the 5 Volunteer Centres working as the West Kent Volunteer Development Agency will collectively prepare and submit a bid to the Home Office under the “Change-Up” modernisation infrastructure programme to assist with the rationalisation programme. If successful, the bid could lever additional funding into the West Kent area in the region of £200,000. This may involve other infrastructure organisations in a partnership bid.

## Evaluation

A report will be submitted to the LSP at the end of the project (February 2005)

**WEST KENT STRATEGIC PARTNERSHIP  
TRANSPORT SUB-GROUP REPORT**

**Scheme Progress**

A21 – Lamberhurst bypass to complete in November.

M26/M25/A21 Chevening slips. Regional Transport Strategy confirms provision on the back of M25 widening between junctions 5-7. Early consultations expected within one year with implementation expected 2006-2010.

**Initiatives**

Local Transport Plan for Kent 2005/06-2010/11

KCC have confirmed that KCC will assess funding bids for capital schemes based on sub-areas of the County, of which West Kent is one.

KCC outlined the principal themes for West Kent as:

- accessibility
- integration
- protection of environment
- keeping Kent moving

The following West Kent Partnership sub-groups input their priorities:

- Education & Skills
- Regeneration
- Health
- Housing

After discussion, the attached themes were proposed as the West Kent Partnership strategic response.

Access to Health Facilities

TF has attended an exploratory meeting with the Maidstone/Weald PCT on behalf of the sub-group to explore transport needs of the new District General Hospital at Pembury and the links needed to Maidstone. A combined meeting with the PFI sub-group is likely to be necessary to clarify transport needs and further research which the PCT needs to undertake.

**Sharing Good Practice**

Tunbridge Wells Borough Council's approach to school travel plans and company travel plans (including the Borough Council's Town Hall Travel Plan) was outlined. This had resulted in modal shift during the first year, and included car parking spaces devoted to car sharers; cycle parking bays and a pool cycle for site visits. Arriva was offering 10% off weekly and four-weekly tickets and the KCC car sharing scheme had been promoted.

**WEST KENT STRATEGIC PARTNERSHIP**  
**PROPOSED SCHEMES FOR INCLUSION IN 2006/11 LOCAL TRANSPORT PLAN BID**

Strategic Level

The LTP to strongly support:

- A21 improvements
- M25 widening, Junctions 5-7 (to include east-facing slip roads) and Junctions 3-5
- M20, Junctions 3-5
- A228 Colts Hill link
- Hastings-Ashford rail improvements (to divert Hastings to London trips and allow more train paths, particularly at peak times to link the urban centres of Sevenoaks, Tonbridge and Tunbridge Wells)
- Transference of freight from road to rail

Inter-Urban Schemes

- A26: Providing a multi-modal corridor: Tunbridge Wells/Southborough/Tonbridge (based on the most congested urban route in Kent; air quality issues; school distribution; and the continued health of town centre economies)
- A20: bus priority corridor: A228 – Maidstone

Urban Schemes

- integrated rail/bus connections at Tunbridge Wells, Paddock Wood, Tonbridge and Sevenoaks stations
- schemes which relieve urban congestion
- focus on the 'school run' to include:
  - a joined up approach within KCC with the LTP bid from the Highways Authority referring to assisting the transport element of the education budget (free school bus provision). Could the latter be extended?
  - reference to a pilot 'yellow bus' style school bus project in West Kent (following Surrey model)
  - school travel plans
- reference to the appropriateness of urban challenge funding to achieve a step-change in public transport use to encourage long-term profitability (e.g. Tunbridge Wells)

Rural Schemes

- schemes to increase safety and reduce the harmful effects of traffic on the environment within villages and rural lanes
- recognition of the importance of rural public transport and reference to a pilot community-led demand – responsive transport project in West Kent

## **Paper D**

### **Report from WKLSP Housing sub-group**

The Housing sub-group has been meeting monthly and has completed a major part of the research project into 'Getting Employers involved in essential worker housing'. Two reports – one on 'Employer Engagement' the other on 'Developing new affordable Housing for Essential workers without Government Grant' are now ready to go to the printers. It would be useful to know if the Partnership would like a launch event to publicise these pieces of work.

It is planned to use the new Partnership website to assist employers and employees with information on what is available in terms of housing for essential workers in west Kent. The sub-group has also identified two possible pilot schemes in which, once developed, essential workers will be housed. Issues about other sites in KCC ownership that might be good for further pilots are to be taken up with the County.

The Housing sub-group also commented on the Local Transport Plan and sent these comments through to the Transport sub-group.

**Barbara Thorndick**  
**Chief Executive West Kent Housing**  
**Chair of Housing sub-group**

## Paper E

### **Business Development sub-group Report to West Kent Partnership – 22 October 2004**

Our on-going engagement with SEEDA over implementation of the West Kent AIF has resulted in the offer of some positive support for the West Kent area. SEEDA has indicated that a sum of £50K capital funding is available to support AIF related projects provided that this funding can be utilised by the end of current financial year. Any project must also meet SEEDA's 'Tier 3' Outputs which are related to economic development, investment, skills, business support and incubation, training and broadband access.

The recent work of the sub group has therefore focused on the identification of potential projects that might draw down such funding. Given that the funding available is limited to capital expenditure and projects need to be completed to a tight deadline, it is likely that the production of supporting studies on AIF related matters will be the primary means to make use of this funding. The Regeneration Sub Group has also been involved in the process.

The projects under consideration by the Business Sub Group are as follows.

#### **Analysis of supply and demand for business premises**

The need for an in depth analysis of supply and demand for business premises in West Kent has been identified and work started on collecting and analysing some of the data.

The key aim of the study will be to identify any mismatches between demand for industrial and business space in West Kent and the property and sites that are currently available. The intention is to assemble clear and robust information on development needs that can be used to assist landowners and developers with the formulation of development proposals.

In addition, such information can assist local planning authorities in formulating new planning policies for the area and can better inform negotiations with landowners and developers over schemes for individual sites. The study will therefore provide the basis by which the property market can be more responsive to the needs of business and can provide the types of units in terms of size, type and location that are most in need.

SEEDA has indicated that the project is one that they would be willing to support in principle.

#### **Supporting West Kent's Homeworkers - Feasibility Study**

The West Kent AIF recognises the need to provide support for start-up businesses and those with growth potential including 'lifestyle' businesses. The needs of 'homeworkers' has been recognised as one particular sector that require assistance, particularly with IT development needs. A Feasibility Study is proposed to explore the needs of this group of lone workers in more detail and to inform the development of a tailor-made programme of support. This might include the provision of hands-on practical IT support to microbusinesses within established IT suites across West Kent.. The Study will seek to engage potential partners and it is anticipated that an analysis of the types and needs of

micro-businesses in West Kent will also be commissioned to underpin the development of the project.

It is anticipated that the Study will lead to further direct investment, potentially with SEEDA's support, in 2005. SEEDA's support for the funding of this Study is being sought.

### **Business incubator space in schools**

KCC are commissioning a Kentwide study to inform the development of a culture of entrepreneurship within school and college premises. This will be a valuable resource to the business development sub group in progressing AIF objective 2.4 *develop further schools based entrepreneurship activities*. There is the potential for extending this work as a specific project into 2005, potentially with the support of SEEDA.

**West Kent Local Strategic Partnership**  
**Regeneration Sub-Group**

**Progress up-date since July 2004.**

Deprivations in Areas of Affluence/Priority Communities

Following agreement by WKLSP. consultant commissioned to undertake project. Work to be in two phases

2. Index of Multiple Deprivation
2. Other sources (census, income support data, etc)

Phase 1. completed at end of September.

Phase 2. now underway.

Initial work has highlighted child poverty, educational attainment and skills, and barriers to accessing services as issues for certain communities in West Kent. Employment/unemployment is less of a factor. Rural accessibility issues will be developed using other data sources in Phase 2. along with employment by sector, disability and illness, income support take-up, qualifications, self-employment levels and lone parent family numbers.

This should enable priority communities to be identified/confirmed.

The paper will be presented to the next meeting of the WKLSP in January.

It was agreed not to attend the Dynamo Regions founding event in Brussels in September as the work was still in its early stages, but rather to promote the work at a subsequent event planned to be held in Guildford (date to be confirmed).

Strategic Policy & Investment framework for Rural Kent (SPIF)

This important piece of work, commissioned by KCC, identified 50 key themes/actions and notes for 2004/6 re Kent's rural economy, rural communities and the rural environment. At the next meeting of the Sub-group these will be sifted and prioritised on the basis of relevance to West Kent and the LSP.

SEEDA Market Towns Initiative

SEEDA are now establishing a framework for implementation. A Co-ordinator, Sue Beer, is now in post. The ongoing role of the regeneration sub group in this initiative and the role the WKP will play as the AIF Board who are required to engage with the County Network to decide which towns should be supported by SEEDA, is to be identified.

Wendy Wood attended the SEEDA tour of Faringdon, a Beacon town in Oxfordshire. The Faringdon experience was that a strong town partnership was essential, the health check process was straightforward and moved the town in 9 months from identifying the issues to adopting an action plan and starting to implement projects. The enormous contribution of volunteer hours was essential and funding could often be found once a particular project was underway. Faringdon benefit from a SEEDA Enterprise Gateway which has been open since June.

Further details:

The Priority Communities consultants brief and SPIF for Rural Kent are available in electronic format from Wendy Wood. ([wendy.wood@sevenoaks.gov.uk](mailto:wendy.wood@sevenoaks.gov.uk))

Jean Morgan  
12 October 2004

## Paper G

### West Kent Partnership Spring Conference 2005 – Draft Proposals

<b>Date</b>	<b>Friday 27 May</b> <ul style="list-style-type: none"><li>• avoids local elections on 5 May and both May bank holiday weekends.</li><li>• other dates also available at venues if problems with securing keynote speakers for that date.</li></ul>												
<b>Venue 1</b>	<b>The River Centre, Tonbridge</b> <ul style="list-style-type: none"><li>• high profile venue – main auditorium seats up to 750</li><li>• secure car parking at for 92, lift access to first floor</li><li>• full AV set up &amp; technician</li><li>• all sessions in main auditorium with 15 x 8 person round tables along sides and theatre style seating in middle, lunch at rear of auditorium</li></ul> <table><tr><td>• room hire</td><td>420</td></tr><tr><td>• AV equipment and technician</td><td>378</td></tr><tr><td>• 120 delegates @ 15 per head, finger buffet lunch, coffees x 2, soft drinks with lunch</td><td>1800</td></tr><tr><td>• PR company/conference facilitators</td><td>2000</td></tr><tr><td>• Delegate packs and materials</td><td>400</td></tr><tr><td></td><td><b>4998</b></td></tr></table>	• room hire	420	• AV equipment and technician	378	• 120 delegates @ 15 per head, finger buffet lunch, coffees x 2, soft drinks with lunch	1800	• PR company/conference facilitators	2000	• Delegate packs and materials	400		<b>4998</b>
• room hire	420												
• AV equipment and technician	378												
• 120 delegates @ 15 per head, finger buffet lunch, coffees x 2, soft drinks with lunch	1800												
• PR company/conference facilitators	2000												
• Delegate packs and materials	400												
	<b>4998</b>												
<b>Venue 2</b>	<b>East Malling conference centre</b> <ul style="list-style-type: none"><li>• unique location, emphasising rural West Kent</li><li>• main conference room seats 200 theatre style</li><li>• 4 break out rooms, AV set up (no technician)</li><li>• extensive on site car parking</li></ul> <table><tr><td>• room hire (4 breakout rooms)</td><td>400</td></tr><tr><td>• delegate rate including finger buffet lunch, coffees x 2, main conference room, AV package</td><td>3000</td></tr><tr><td>• PR company/conference facilitators</td><td>2000</td></tr><tr><td>• Delegate packs and materials</td><td>400</td></tr><tr><td></td><td><b>5800</b></td></tr></table>	• room hire (4 breakout rooms)	400	• delegate rate including finger buffet lunch, coffees x 2, main conference room, AV package	3000	• PR company/conference facilitators	2000	• Delegate packs and materials	400		<b>5800</b>		
• room hire (4 breakout rooms)	400												
• delegate rate including finger buffet lunch, coffees x 2, main conference room, AV package	3000												
• PR company/conference facilitators	2000												
• Delegate packs and materials	400												
	<b>5800</b>												

Both venues can accommodate larger delegate numbers  
But note associated additional cost.  
Promotion budget until March 06 - £7,000

### Objectives of Conference

- highlight the WKP, our priorities and achievements
- emphasise commitment to making a difference to the quality of life in West Kent
  - main objectives of WKP

- working framework for carrying forward objectives
- strategic long term vision
- attract high profile speakers and delegates
- raise profile of WKP within West Kent, Kent and South East
- focus partners on objectives and direction of WKP and their contribution
- develop ownership and involvement of sub group members

## Structure

- active participation – SEERA, SEEDA, GOSE
- key note speakers – checking availability Chief Mike Fuller and Sir Sandy, health sector speaker
- key issues of transport, housing, business/economy to be addressed
- morning presentations
- seating plan round table sessions, each with facilitator, afternoon session – *The Big Issues*
- feedback on round table sessions
- action plan
- early/mid afternoon finish

## Delegates

- anticipated up to 120
- appropriate representatives from

## Public Sector

3 Districts - Councillors  
 KCC - Departments? Members?  
 GOSE  
 SEERA  
 Local MPs  
 PCTs  
 Police  
 Fire Service  
 Probation Service  
 Youth Offending Team  
 Housing Associations  
 Town and Parish Councillors  
 KAPC

## Transport

Rail franchise operator  
 Arriva  
 Freight Transport Association  
 Strategic Rail Authority

## Business

Locate in Kent  
 BLK  
 FSB  
 Chamber(s)  
 EAWK  
 Key Local Businesses - Fidelity, Aylesford  
 NP, AXA, Kimberley Clark  
 SEEDA  
 KMEB  
 Leisure Trust

## Learning

Kent Learning Partnership  
 West Kent College  
 Hadlow College  
 Head Teachers  
 LSC  
 Young People - School Council reps  
 Youth fora  
 Kent Adult Education

## **Voluntary**

CVS  
VBs  
Kent RCC  
KAPC  
Age Concern  
CABx  
VSU  
Mental Health  
Faith  
Disability

## **Environment**

KWT  
Developers?  
Environment Agency  
MVCP  
Countryside Agency

## **Other**

Lord Lieutenant of Kent  
Kent Ambassadors  
Kent Partnership  
Executives other Kent AIFs