

| Service Category            | Current Provisions                                                                                                                                                                                                                                                  | Frequency                                    | How is it funded                                      | Is it a statutory requirement | Staffing levels | Performance Measures (for examples)                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------|-------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Economic Development        | Business Grant Schemes including Rural business Grant Scheme                                                                                                                                                                                                        | Funding dependent                            | External funding                                      | No                            | 4.4fte          | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Business support                                                                                                                                                                                                                                                    | Funding dependent                            | External Funding/ SDC funding                         | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Business events                                                                                                                                                                                                                                                     | Funding dependent                            | External funding / SDC funding                        | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | UK Shared Prosperity Funding and Rural England prosperity funding covering community and place, supporting Local business and people and skills against agreed activity programme. This includes business support activities, Town Centre support and improvements. | Current programme in place until April 2026  | External Government funding                           | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | West Kent Business Support programme, Mentoring, business advice and events including start up support including regional business expo event                                                                                                                       | Current contract until April 2026            | External funding                                      | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Tourism Leaflet Distribution and display                                                                                                                                                                                                                            | Once a month                                 | External funding / SDC funding                        | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Place Promotional activity - Local regional and intenational publicity opportunities                                                                                                                                                                                | Demand dependent                             | SDC funding / External funding / partnership activity | No                            |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | Facilitating publicity opportunities for local businesses and venues including international group visits and delegations                                                                                                                                           | Demand dependent                             | SDC funding                                           | No                            |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | Business Directory (More Sevenoaks)                                                                                                                                                                                                                                 | Demand dependent                             | SDC funding                                           | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Visit Sevenoaks /More Sevenoaks Website including events and promotions                                                                                                                                                                                             | Demand dependent                             | SDC funding                                           | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | DVCRP (Improvement to stations, promotion of Darent Valley, engaging communities, promotion of rail travel/active travel), Carbon Reduction strategies                                                                                                              | annual project list                          | Public/private partnership funding                    | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Visitor Economy partnership work                                                                                                                                                                                                                                    | Demand dependent                             | SDC funding                                           | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Economic development strategy and action plan - includes Business and Enterprise, Visitor Economy, Town Centres, Skills and Employment                                                                                                                              | Strategy and Action plan in place until 2027 | SDC funding                                           | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Invest West Kent Partnership (business support, skills and employment and inward investment)                                                                                                                                                                        | Partnership in place, activity ongoing       | SDC and external funding                              | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                             | Online training resource for businesses                                                                                                                                                                                                                             | In place until May 2026                      |                                                       |                               |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | Town Centre Support Officer providing business advice across town centres and delivering externally funded activity programmes as well as monitoring town centre changes                                                                                            | In place until April 2026                    | External funding                                      | No                            |                 | Monitoring of spend/outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Electoral Services          | Electoral Services does not do any activities in the Town area                                                                                                                                                                                                      | N/A                                          | N/A                                                   | N/A                           | N/A             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Planning Policy             | Town centre strategy 2022                                                                                                                                                                                                                                           | N/A                                          | PP budget                                             | no                            | N/A             | Monitoring of planning decisions and economic growth                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | Economic Needs Study 2022                                                                                                                                                                                                                                           | N/A                                          | PP budget                                             | no                            | N/A             | Monitoring of planning decisions and economic growth                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | Town centre health check report 2022                                                                                                                                                                                                                                | N/A                                          | PP budget                                             | no                            | N/A             | Monitoring of planning decisions and economic growth                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             | Sevenoaks urban area economic study 2019                                                                                                                                                                                                                            | N/A                                          | PP budget                                             | no                            | N/A             | Monitoring of planning decisions and economic growth                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                             |                                                                                                                                                                                                                                                                     |                                              |                                                       |                               |                 | These are all documents which set strategies to support the economy, particularly from a planning perspective. Any new activities may need to take these into account, particularly for anything which requires planning permission. All available on our website at:<br><a href="https://www.sevenoaks.gov.uk/info/20069131/plan_2040/691/plan_2040_%E2%80%93_evidence_base_documents">https://www.sevenoaks.gov.uk/info/20069131/plan_2040/691/plan_2040_%E2%80%93_evidence_base_documents</a> |
| Environmental Health        | Programmed food hygiene inspections/audits/advice.                                                                                                                                                                                                                  | per risk rated                               | SDC                                                   | yes                           | 3.37 FTE        | Biannual statutory returns & KPIs monthly                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                             | Nuisance/complaint investigations/response. Community Safety events (dog fouling and behaviour).                                                                                                                                                                    | as necessary                                 | SDC                                                   | yes (excl community events)   | 5.61FTE         | KPI's                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             | Monitor air pollution using diffusion tubes                                                                                                                                                                                                                         | monthly                                      | SDC                                                   | yes                           | 5.61FTE         | Annual Air Status Report submitted to DEFRA                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                             | Health and Safety compliance visits and advisory visits                                                                                                                                                                                                             | as necessary                                 | SDC                                                   | yes                           | 3.37FTE         | KPIs & HSE annual statutory returns                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Property - Asset Management | Landlord and Tenant matters                                                                                                                                                                                                                                         | Ongoing                                      | n/a                                                   | n/a                           | 2 FTE           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | Property data inputting, reviewing and updating                                                                                                                                                                                                                     | Ongoing                                      | n/a                                                   | n/a                           |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | Disposal of land and property interests                                                                                                                                                                                                                             | Ongoing                                      | n/a                                                   | n/a                           |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | Consultancy advice                                                                                                                                                                                                                                                  | Ongoing                                      | n/a                                                   | n/a                           |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | Inspection of Council properties and land                                                                                                                                                                                                                           | Ongoing                                      | n/a                                                   | n/a                           |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             | MOP engagement on property and land enquiries                                                                                                                                                                                                                       | Ongoing                                      | n/a                                                   | n/a                           |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                             |                                                                                                                                                                                                                                                                     |                                              |                                                       |                               |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|---------------------------------------------------------------|--------------------------------------------------------------------|----------------------------|-----------------------------------------|-----|------------------------------|------------------------------------|
| CCTV - Public Space<br>CCTV/Emergency Out of Hours<br>Service | Community Safety                                                   | Daily patrols              | Funded by Sevenaoks District<br>Council | No  | 6 x FTE                      | Monitoring of crime and disorder   |
|                                                               | Anti-Social Behaviour Response                                     | 365 days a years           |                                         |     |                              |                                    |
|                                                               | Public safety and crime prevention and detection                   | Recorded evidence          |                                         |     |                              |                                    |
|                                                               | Safety Advisory on local Events and CCTV Monitoring if available   |                            |                                         |     |                              |                                    |
|                                                               | Prevention and detection against violence against women and girls  |                            |                                         |     |                              |                                    |
|                                                               | Shopsafe and Pubwatch schemes help with shopliftings and NTE       |                            |                                         |     |                              |                                    |
|                                                               | Direct police access and image sharing for crime related incidents |                            |                                         |     |                              |                                    |
|                                                               |                                                                    |                            |                                         |     |                              |                                    |
| Communities                                                   | Community Events                                                   | Ongoing                    | SDC                                     |     |                              | Council key performance indicators |
|                                                               | Grants                                                             | Ongoing                    | External funding                        |     |                              |                                    |
|                                                               | Community Safety partnership (CSU)                                 | Ongoing                    | SDC                                     | Yes | 2 x fte                      |                                    |
|                                                               | Community mobilisation                                             | Ongoing                    | External funding                        | No  | 1 fte                        |                                    |
|                                                               | Local Strategic Partnership/Community Place                        | Ongoing                    | External funding                        | No  |                              |                                    |
|                                                               | Health and Well being partnership                                  | Ongoing                    | External funding                        | Yes |                              |                                    |
|                                                               | Leisure provider                                                   | Ongoing                    | SDC                                     | Yes |                              |                                    |
|                                                               | Health provision - One You Team                                    | Ongoing                    | SDC                                     | yes | 5                            |                                    |
|                                                               | Safeguarding - Young people                                        | Ongoing                    | SDC                                     | Yes |                              |                                    |
|                                                               | Supporting Ukraine                                                 | Ongoing                    | External funding                        | No  |                              |                                    |
|                                                               | Voluntary sector forum                                             | Ongoing                    | External funding                        | No  | 1 fte (2 half posts)         |                                    |
|                                                               | Community and volunteer groups                                     | Ongoing                    | External funding                        | No  |                              |                                    |
|                                                               | Site visits                                                        | Ongoing                    | SDC and External                        | No  |                              |                                    |
|                                                               | ASB Tackling                                                       | Ongoing                    | SDC and External                        | Yes |                              |                                    |
|                                                               | Community development work                                         | Ongoing                    | External funding                        | No  | 0.5                          |                                    |
|                                                               |                                                                    |                            |                                         |     |                              |                                    |
| Direct Services                                               | Street Cleansing services                                          | Daily                      | Mainstream budgets                      | Yes | Direct Services has 115 FTEs | Council key performance indicators |
|                                                               | Closed Circuit Television (CCTV) monitoring                        |                            |                                         | No  |                              |                                    |
|                                                               | Domestic waste collection                                          |                            |                                         | Yes |                              |                                    |
|                                                               | Commercial trade waste collection                                  |                            |                                         | No  |                              |                                    |
|                                                               | Clinical waste services                                            |                            |                                         | No  |                              |                                    |
|                                                               | Bulky waste services                                               |                            |                                         | No  |                              |                                    |
|                                                               | Garden waste services                                              |                            |                                         | No  |                              |                                    |
|                                                               | Emergency planning and resilience planning                         |                            |                                         | Yes |                              |                                    |
|                                                               | Safety Advisory Group coordination for events                      |                            |                                         | Yes |                              |                                    |
|                                                               | Grounds maintenance inc. grass cutting                             |                            |                                         | Yes |                              |                                    |
|                                                               | Parks                                                              |                            |                                         | Yes |                              |                                    |
|                                                               | Environmental enforcement                                          |                            |                                         | No  |                              |                                    |
|                                                               | Parking, traffic and enforcement                                   |                            |                                         | Yes |                              |                                    |
|                                                               | Litter clearance including street litter bin management            |                            |                                         | Yes |                              |                                    |
|                                                               |                                                                    |                            |                                         |     |                              |                                    |
| Housing                                                       | Private Sector Housing Support                                     | Ongoing                    | SDC                                     | Yes |                              | Council key performance indicators |
|                                                               | homelessness prevention                                            | Ongoing                    | SDC                                     | Yes |                              |                                    |
| Council Tax/Revenues                                          | Collection of domestic tax                                         | ongoing - In yearly cycles | SDC - jointly with Dartford             | Yes | 20                           | On percentage of collections       |
|                                                               |                                                                    |                            |                                         |     |                              |                                    |
| Business Rates                                                | Administration of collection of Commercial Tax                     | ongoing - In yearly cycles | SDC - jointly with Dartford             | Yes | 4                            | On percentage of collections       |
|                                                               |                                                                    |                            |                                         |     |                              |                                    |
| Benefits                                                      | Providing payment of housing benefits/tax reduction                | Ongoing                    | SDC - jointly with Dartford             | Yes | 22                           | Quickness of assessment (Days)     |
|                                                               |                                                                    |                            |                                         |     |                              |                                    |
| Development control                                           | Statutory Planning application process                             | Ongoing                    | SDC funded                              | Yes |                              | Council key performance indicators |
| Building control                                              | Building control services                                          | Ongoing                    | SDC funded                              | Yes |                              | Council key performance indicators |
| Licensing Partnership                                         | Licensing services                                                 | Ongoing                    | SDC funded                              | Yes |                              | Council key performance indicators |