

WORKSHEET S1: POPULATION

Task: to identify the population profile of the town and surrounding countryside

1: Introduction to the task

The basic data collected will be important for many of the other assessments required in other worksheets. Much of the data can be obtained from the Census of Population 2001 and is very easy to get from National Statistics On-line.

<http://www.statistics.gov.uk/census2001/default.asp> provides information at national, regional and Local Authority level.

S1:Population				
Getting the following information will help you establish how the population of your town and surrounding countryside compares with the national picture		KEY		
		C = CORE O = OPTIONAL L = Local knowledge D = data		
<i>Starting points for information</i>	<i>Information you will need</i>	<i>NB Question numbers are not necessarily consecutive, because some have been removed. Please do not renumber.</i>		
<i>Starting points for information</i>	<i>Information you will need</i>	<i>Answers and notes</i>		
Source	Question	Answer		
	Q 1			
Census of Population	Local populations:			
Source: ONS 19 th November 1998	a. What is the total population of both town and surrounding countryside?	Q1a 4,388 including CH.	C	D
	b. What proportion of the total population live in the town as compared to the surrounding countryside (hinterland)?	Q1b Nos not easily available but would estimate more than 75% live in Westerham and CH town/village	C	D
	c. Whereabouts do they live?	Q1c In Westerham the main housing and so people are centred along the A25, A 233 and B2024 focusing on where these roads intersect and then radiate out along those roads from where they intersect and in fill	C	D

inbetween them.

PROVIDE MAP OR LIST TO SHOW HINTERLAND POPULATION DISTRIBUTION

HOPE YOU HAVE MAP!

Census of Population	Q 2			
	Retired population:			
These figures are for Westerham and CH combined	a. How many of the population are of retirement age (that is, 65/60 or over)?	Q2a 897 (65 male, 60 female)	C	D
	b. What is this as a proportion of the total population?	Q2b 20%	C	D
	c. Is this higher or lower than the regional and national averages?	Q2c Higher. (England is 18.9%, SE is 19.6%)	C	D
Census of Population	Q 3			
	Younger population:			
	a. How many of the population are under 16?	Q3a Aged 0 – 15 888	C	D
	b. What is this as a proportion of the total population?	Q3b 21%	C	D
	c. Is this higher or lower than the regional and national averages?	Q3c Higher (England 18.9 %, SE 19.1%)	C	D

Census of Population	Q 4			
	Employed population:			
Source (UV80) Period Apr 01.	a. How many people are employed?	Q4a 2,310 Note the ONS stats for April 2005 (UV80) say that the total number of people living in W. and CH who are in employment is 2,310. HOWEVER, ONS (KS14A) Period Apr01 give 2,971 as the total of all aged between 16 and 74. The numbers below are simple estimates generated by taking the proportion of people of the 2971 in the given sub group as defined ion the question b,c and d below and applying that percentage to 2,310.	C	D
Source ONS (KS14A) Period Apr01	b. How many of this population have professional and managerial jobs?	Q4b 851# (assuming distribution amongst each group of unemployment is proportionally equal.)	C	D
	c. How many of these have semi-skilled manual and unskilled jobs?	Q4c 982#	C	D
	d. What are these figures as proportions of the total number employed?	Q4d a/ 37%, b/ 43 %	C	D
	e. Are these figures higher or lower than the regional and national averages?	Q4e Westerham and CH have a higher proportion of people in professional and managerial groups than the SE or	C	D

		England. In the semi skilled manual and unskilled group W and CH is about the same as the SE and very slightly below England.		
	Q5 removed			
Census of Population	Q 6			
	Household population:			
	a. How many households are there	Q6a HAVE NOT GOT THESE NUMBERS YET.	C	D
	b. What proportion of households are there elderly people living alone?	Q6b	C	D
	c. Is this higher or lower than the national average?	Q6c	C	D
Census of Population	Q 7			
	Population trend:			
(Compare population levels from the 1991 and 2001 Censuses)	a. Has the population of the town and hinterland grown or declined in the last ten years?	Q7a Have not got these numbers yet.	C	D
	b. By how much?	Q7b	C	D

SWOT S1

You may need to tick more than one column for each question.

<p>You need to consider what the information you have gathered tells you in the light of these questions:</p>	<p>Write your answers here. Base them on the information you have gathered:</p>	<p>Conclusion</p>					
		<p>It's a Fact</p>	<p>Strength</p>	<p>Weakness</p>	<p>Opportunity</p>	<p>Threat</p>	<p>Need more info</p>
<p>How does the population profile of the town and surrounding countryside compare with regional and national profiles?</p>							
<p>Is there a growth or decline in numbers or the location of population categories, and what are they?</p>							

WORKSHEET S2: HOUSING

Task: to find out the basic information needed to assess the housing situation in the town and surrounding countryside

1: Introduction to the task

If there is not enough information available to answer the questions, it may be possible to work with the district council to do an up to date housing needs assessment

Guidance on housing needs assessment is given in Data Sources and Survey Methods and on the Market Towns' Learning Network

Cross reference this to Worksheet S1: Population

S2:Housing		SDC Strategic Housing Market Assessment is attached to document.		
Getting the following information will help you establish how the population of your town and surrounding countryside compares with the national picture		KEY		
		C = CORE O = OPTIONAL L = Local knowledge D = data		
<i>Starting points for information</i>	<i>Information you will need</i>	<i>Answers and notes</i>		
Source	Question	Answer		
Local estate agents (for general information on housing market)	Q1 Source local estate agent.			

<p>District Council & Local Housing Associations (for information on their housing stock)</p>	<p>Currently available housing:</p> <p>a. What types of properties are there? Look at type, size and tenure (freehold, leasehold, rented).</p>	<p>Q1a</p> <p>Westerham has a broad range of housing available including private and social housing and a rental sector. These range from flats and small houses to very substantial detached houses. It is worthy of note that area has an outstanding stock of old and listed buildings as well as modern developments and all between.</p> <p>Re social housing: Majority is traditionally built housing stock varying in age from 1930's to early 2000</p> <table border="1" data-bbox="1041 770 1491 1129"> <thead> <tr> <th>Loc Type</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>General Needs Bungalow</td> <td>12</td> </tr> <tr> <td>General Needs Flat</td> <td>61</td> </tr> <tr> <td>General Needs House</td> <td>126</td> </tr> <tr> <td>Leasehold Flat</td> <td>13</td> </tr> <tr> <td>Leasehold House</td> <td>1</td> </tr> <tr> <td>Shared Ownership House</td> <td>4</td> </tr> <tr> <td>Grand Total</td> <td>217</td> </tr> </tbody> </table>	Loc Type	Total	General Needs Bungalow	12	General Needs Flat	61	General Needs House	126	Leasehold Flat	13	Leasehold House	1	Shared Ownership House	4	Grand Total	217	<p>C</p>	<p>D</p>
Loc Type	Total																			
General Needs Bungalow	12																			
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Shared Ownership House	4																			
Grand Total	217																			
	<p>b. Where are they located? For example, are they clustered in the town centre, town edge or hinterland settlements?</p>	<p>Q1b</p> <p>Most houses are within the town boundary, an area which has been heavily infilled since the war. Development in the Parish outside the town boundary is very constrained due to the Green Belt and the Area of Outstanding Beauty which surround it. Social housing is mainly north of the</p>	<p>O</p>	<p>L</p>																

A25.

Street (Location)	Total
Ash Road (Westerham)	25
Buckham Thorns Road (Westerham)	2
Darenth Gardens (Westerham)	4
Delagarde Road (Westerham)	16
Elm Road (Westerham)	3
Farley Nursery (Westerham)	5
Granville Road (Westerham)	13
Hartley Road (Westerham)	24
London Road (Westerham)	4
Madan Close (Westerham)	12
Madan Road (Westerham)	29
Market Way (Westerham)	1
Oak Road (Westerham)	17
Quebec Avenue (Westerham)	1
Railway Terrace (Westerham)	1
Rosslare Close (London Road, Westerham)	13
Rysted Lane (Westerham)	12
Sandy Lane (Westerham)	4
Streatfield House (Granville Road, Westerham)	8
The Paddock (Westerham)	19
Vicarage Hill Flats (Westerham)	4
Grand Total 217	217

c. Is there an under- or over-supply of housing of different

Q1c In the private sector there is a shortage of 4 bedroom detached houses for families. People buy

C

L

	types?	smaller properties and then start a family and when it grows they cannot find such properties in the town and have to move elsewhere. There is a waiting list for social housing and a need for more affordable housing.		
District Council Planning Dept	Q 2			
Local Plan	New housing:			
	a. How much new housing is being planned in the area?	Q2a Other than infill within the town boundary very little.	C	D
	b. What type is it?	Q2b Mainly small developments of private houses. There is one major site North of the A 25 in the town currently being sold by KCC which was formerly the secondary school. Plans are not yet known and will be affected by the new strategic plan currently under consultation.	C	D
	c. Where is it?	Q2c See above.	C	D
Local estate agents	Q 3			
County council	Housing costs:			
	a. What is the cost of buying or renting property?	Q3a This is an enormously open ended question. However, it is safe to say that Westerham is an expensive place to buy or rent a house in even compared to other towns within the prosperous SDC area.	C	L

		A mid –point house would cost around £500,000 according to local estate agents. Rents would reflect the cost of housing and the proximity to London.		
	b. Can local people afford to buy houses in the area?	Q3b Broadly, yes save for first time buyers who might find it financially challenging.	C	L
	c. Is there a supply of affordable (social) housing at below-market prices?	Q3c Yes, but not sufficient to meet demand.	C	L
	d. Is there a supply of starter homes?	Q3d Limited	C	L
	e. Does supply meet local needs based on current statistics?	Q3e ????? Don't know.	C	L
District Council figures for Housing Investment Programme	Q 4 Main source WKHA.			
	Homeless people:			
Local charities	a. How many people are homeless in the area?	Q4a In the SDC area , according to the housing register as at 22/4/2009, there are 1035 homeless people.	O	D
Local survey	b. How many of these are formally counted as homeless by local authorities compared with those that may be staying with friends and are without a home of their own?	Q4b SDC homeless with duty to re-house - 60 SDC threatened with homeless - 5 (end of Assured shorthold Tenancy, parental eviction, children leaving care) SDC homeless no duty - 3 (rough sleepers, no fix abode, leaving prison in next 28 days) SDC Notice To Quit (NTQ) in private rented – 50	O	D

	c. How does this compare with regional and national averages?	Q4c I fear we will need to go to someone like Shelter for this!!!	O	D
District Council (ask for waiting list allocation rules)	Q 5 Ask for waiting list allocation (! Its a quote.) The Housing Allocations policy is on our website: http://www.westkent.org/article.asp?id=93&realcat=286 Do we need to print this off?			
Nomination Agreement between Council & Housing Associations	Housing priorities:			
	a. Does the local council give local people priority in accessing affordable housing?	Q5a Yes – the Housing Allocation Policy allows increased points for people with a local connection.	O	L
	b. What provision is there for people who may want to move back to their local area following time away to train or study?	Q5b As above.	O	L
District Council and Housing Association	Q 6			
(ask for comparisons of demand for specialist housing with current and planned)	Supported housing:			
	a. What supported housing is available to those who need it through special units (for example, for the elderly or disabled)?	Q6a I am trying to contact John and Jane Edwards whom I believe are involved in local charity alms houses. They might be able to help. WKHA does on occasion provide Floating Support to some of their tenants living in area.	C	L
	b. Does this meet current or	Q6b WKHA predict as the population increases in age,	C	L

	projected demands?	there will be more need to provide person centred support either in their own homes or in places of care. We have a formulated a 5 – 10 year strategy dealing with the needs of an ageing population.		
District Council	Q 8			
Social Services	Housing for elderly/disabled people:			
	a. What support is provided for people such as the elderly or disabled in their own homes?	Q8a Disabled and vulnerable people may be supported through a variety of mechanisms including: Social Services, Floating support, Charitable support, Occupational Therapy, Disabled adaptations service will provide physical adaptations. Relatives are a massive provider of care services in this country which are 'uncounted' in the main for statistical analysis.	C	L
	b. Does this meet current or projected demand?	Q8b Still trying to find a source.	C	L
Census of Population	Q 9			
Council Tax records (compare number of 2nd/holiday homes with total number of households)	Availability of homes:			
	b. Is there a high level of second home ownership or holiday lets locally?	Q9b According to local estate agents there are not many 'buy to let' or second homes in Westerham. There are some holiday homes in the hinterland e.g from the National Trust.	C	D
	c. Are these confined to particular parts of the area? (for example, those attractive to tourists or near business centres, etc)?	Q9c	O	L

District Council Housing Investment Programme or Housing Needs Surveys	Q 10			
Local survey of premises	Empty houses:			
	a. Is there a high level of vacancy or empty houses?	Q10a According to SDC figures only 0.88% of homes have been empty for more than 6 months. We would expect Westerham to outperform that percentage. Westerham is an expensive and desirable area and private homes usually to valuable to leave empty.	C	L
	b. Where are these located?	Q10b	O	L
	c. Are there opportunities to make redundant housing and additional homes available to local people?	Q10c Not aware of any in Westerham	O	L
	d. What opportunities are there to bring housing into the town centre (for example, flats over shops) back into use?	Q10d None..they are already in use.	O	L
District Council Housing condition survey	Q 11			
	Housing conditions:			
	a. What is the condition of	Q11a	C	L

	existing local housing?	Re WKHA properties: 96% of all our stock meets the Decent Homes Standard: http://www.communities.gov.uk/housing/decenthomes/watis/		
	b. How many properties suffer from damp, lack of central heating, external and structural problems, or disrepair?	Q11b No firm figures but local estate agencies suggest the housing stock is good condition reflecting the prosperous nature of the town. The large stock of old and listed buildings (many medieval) do require extensive upkeep.	O	L
	c. Where are they located?	Q11c	O	L
District Council	Q 12			
	Where there is poor quality housing, how is this being addressed through improvement/investment programmes?	Q12 N/A	O	L

SWOT Housing S2:

You may need to tick more than one column for each question.

<p>You need to consider what the information you have gathered tells you in the light of these questions:</p>	<p>Write your answers here. Base them on the information you have gathered:</p>	Conclusion				
		It's a Fact	Strength	Weakness	Opportunity	Threat
<p>Is there sufficient housing available to meet the needs of all sectors of the population? If there are shortfalls, where are they? Do current housing strategies and plans take these areas into account?</p>						
<p>Is the available housing stock in good condition? Where is the poor housing stock? What is being done to improve it?</p>						

WORKSHEET S3: HEALTH AND PUBLIC SAFETY

Task: to assess public health and community safety in the town and surrounding countryside

1: Introduction to the task

Residents of market towns and their surrounding countryside need access to adequate healthcare and emergency services including ambulances, police and fire services. Community safety is also an important consideration. Local authorities are required under the Crime and Disorder Act 1999 to produce a strategy for fighting crime. Audits of community safety issues including crime and the fear of crime may have been undertaken to inform these strategies.

Candidate for external provision

Guidance on carrying out a fear of crime survey is given in Data Sources and Survey Methods Directory on the Market Towns Learning Network.

S3:Health & Public Safety

Getting the following information will help you establish how the population of your town and surrounding countryside compares with the national picture

KEY

C = CORE O = OPTIONAL L = Local knowledge D = data

<i>Starting points for information</i>	<i>Information you will need</i>	<i>Answers and notes</i>		
Source	Question	Answer		
Local Health Authority Register of Doctors & Dentists	Q 1			
LHA target levels	Doctor and dentist provision:			
Local Authority for transport information	a. How many doctors and dentists surgeries are there?	Q1a	C	D
	b. How do these figures compare with Local Health Authority target levels and local needs?	Q1b	C	D
	c. Where are they located?	Q1c	C	L
	d. Will any future planned changes to service provision increase or decrease access to doctors and dentists?	Q1d	C	D

	e. What transport is there (either public, a suitable community transport scheme, or both) to surgeries from outlying areas?	Q1e	C	L
	f. How many NHS dentists are there?	Q1f	C	L
Local Health Authority	Q 2			
Local voluntary & charity groups	Clinics:			
	a. What specialist clinics and out patient clinics are available locally (for example, family planning, drugs and drink advice)?	Q2a	C	D
MAP	b. Where are they?	Q2b	C	L
Local Health Authority	Q 3			
	Mobile units:			
	a. Which local health clinics, doctors and dentists operate mobile service units?	Q3a	C	L
	b. What areas do they cover?	Q3b	O	L
	c. Are there any plans to increase the coverage by mobile units?	Q3c	O	L
Local Health Authority	Q 4			

Local transport survey	Non-emergency hospital services:			
	a. How easy is it for residents to get access to non-emergency hospital services as a user or visitor?	Q4a	C	L
	b. What services are available?	Q4b	C	L
	c. How far away are they?	Q4c	C	L
	d. Are they accessible by public transport?	Q4d	C	L
	e. Can patients pre-book appointments?	Q4e	O	L
	f. What are the waiting times for getting appointments?	Q4f	O	L
	g. How long are people on waiting lists?	Q4g	O	L
Local Health Authority	Q 5			
County Council	Home services:			
Social Services	a. What social and health care services are available in the home for those needing them (for example, community nurses, health visitors, home help, etc)?	Q5a	C	D
Local voluntary groups & charities for informal support	b. What informal support is available for those not using statutory services?	Q5b	C	L

Local Health Authority (ask for local & national statistics)	Q 6		
	Health:		
Data source? May not be available below district/ Local Health Authority level	a. How do mortality rates for heart disease, stroke, cancer, suicide and accidents compare with regional and national averages?	Q6a	C D
	b. If they are high, what health service provision is being targeted in these areas?	Q6b	O L
District Council Environmental Health Dept	Q 7		
Environment Agency (ask for statistics on background pollution levels)	Pollution levels:	<i>See Environment Sheets – some duplication – agree how to tackle these</i>	C
Some Gov data	a. Do background levels of noise, air quality and water quality meet or exceed national standards?	Q7a	C D
Some Gov data	b. Are there any blackspots where national levels are exceeded?	Q7b	O D
Local Health and Police authorities	Q 8		
Internet	Response time targets:		

Local council surveys	a. How well are ambulance, police and fire services response time targets being met?	Q8a		
			C	D
Local Police Authority (ask for local, regional & national crime statistics & policy)	Q 9			
	Crime:			
	a. What are the crime rates for the locality?	Q9a		
			C	D
	b. How do incidences of crime compare with regional and national rates?	Q9b		
			C	D
	c. Are incidences higher for specific types of crime (for example, shop theft, burglaries, personal assault, criminal damage, car theft, and theft from vehicles)?	Q9c		
			C	D
	d. Does geographical location play a part in this?	Q9d		
			O	L
	e. How will future policing strategies address these problems?	Q9e		
			O	L
Local Police Authority for local crime statistics	Q 10			
Fear of crime survey for comparison with	Fear of crime:			

actual statistics				
	Q10 Is the fear of crime significantly worse than actual crime rates?	Q10	C	L
Local survey	Q11			
	Vandalism			
	Which areas show visible evidence of vandalism, unlit streets, litter or graffiti?	Q11	C	L
Local Police Authority	Q 12			
District Council	Crime prevention measures:			
	a. What crime prevention measures are in place?	Q12a	C	L
	b. Which other areas would benefit from the introduction of crime prevention measures?	Q12b	O	L
Local Police Authority	Q 13			
	What is the level of local police presence (for example, police stations/mobile stations/local or community police officers/community support)?	Q13	C	L

SWOT S3

You need to consider what the information you have gathered tells you in the light of these questions:	Write your answers here. Base them on the information you have gathered:	Conclusion					
		It's a Fact	Strength	Weakness	Opportunity	Threat	Need more info
Is there adequate access to a range of healthcare and social care services? Where could access to, or the quality of provision, be improved?							
Do all areas provide a safe and healthy environment to live in?							
Is a good standard provided by the emergency services?							
Is there a good strategy to fight crime and is the community protected? What opportunities are there to improve provision?							

WORKSHEET S4: LOCAL GOVERNMENT AND COMMUNITY ORGANISATIONS

Task: to find out about the level of community involvement in local decision-making and activity in both the town and surrounding countryside

1: Introduction to the task

It is important to assess the level of involvement of the local community when researching the well-being of a market town and when planning for the future. Effective local government is important to the well being of a town, and the numbers of people people voting in national and local elections is one measure of community involvement.

In a healthy democracy every seat should have more than one candidate. An effective Parish/Town Council is crucial to the success of the Healthcheck and Action Plan. However, there is often much less democratic involvement at this tier of local government, and many Parish Councils attract only just enough candidates to fill the seats; some even have vacant seats after an election. In such cases the election is 'uncontested', and no poll is required. Organising a poll is expensive, so it is arguably better value for money to avoid a poll, especially in small parishes. If, however, your Parish/Town Council was uncontested or has vacancies, there is clearly scope for improving residents' involvement in local affairs and there may be things that could be done to increase participation in local democracy.

When considering election data you should bear in mind that:

In general elections the number of voters in market towns may be higher than the national average

In district or borough elections you should make sure that any turnout figures you request are for a poll which was not combined with other elections. This is because combined polls may show a slightly greater turnout.

There are also many other ways in which the community can have a voice in local planning and decision-making. Support and encouragement for community involvement should ensure that there is a representative sample of local people covering all interests and abilities.

S4:Local government & Community Organisations				
Getting the following information will help to assess the extent of community involvement in local decision-making.		KEY		
		C = CORE O = OPTIONAL L = Local knowledge D = data		
<i>Starting points for information</i>	<i>Information you will need</i>	<i>Answers and notes</i>		
Source	Question	Answer		
County Council	Q 1			
	Councils:			
	a. What councils are there in the area?	Q1a	C	D
	b. What services do they cover (for example, planning, payments, environmental health, social services, youth, school)?	Q1b	C	D
Town, Parish, District/Borough and County Councils	Q 2			
Individual councillors	Council access:			
	a. How can local residents access these Councils?	Q2a	C	L
	b. Where are the Councils'	Q2b	C	L

	offices?			
	c. Where are Council information points located (for example, the library or town hall)?	Q3c	C	L
	d. Where and when do councillors hold local surgeries?	Q3d	C	L
District Council	Q 3			
	LSP			
LSP Officer	Is there a Local Strategic Partnership (LSP) for the County and/or District (or for the unitary authority area)? If so:	Q3	C	D
	a. Who are the co-coordinators of the LSP(s)?	Q3a	O	L
	b. What agencies are involved?	Q3b	O	L
	c. Which of these agencies have a presence locally?	Q3c	O	L
	d. What thematic or local sub-groups do the LSP(s) have, and who chairs and administers them?	Q3d	O	L
	e. What local issues are being addressed by the LSP(s)?	Q3e	C	L
Community Strategy	Q 4			
	Community Strategy:			

	a. What does the Community Strategy specifically say about the town or village and hinterland?	Q4a	C	L
	e. What commitments in the Community Strategy of both the District and County Councils, or unitary authority, may have an impact on your town and surrounding countryside?	Q4e	C	L
	f. When they are planned to take effect?	Q4f	C	L
District and County Councils	Q 5			
LSP	Future action plans:			
	c. How would the local authority or LSP like you to liaise with them during preparation of your action plan and afterwards?	Q5c	C	L
District/Borough Council's Electoral Services Unit	Q 6			
	Thriving democracy:			
	a. What was the turnout in the last General Election?	Q6a	O	D
	b. How does this compare with the 2001 national average of 59%? ¹	Q6b	O	D
	c. What was the turnout at the last District/Borough	Q6c	O	D

	election?			
	d. How does this compare with the 2003 national average for Shire Districts of 35%? ²	Q6d	O	D
	e. How many seats were contested at the last Parish/Town Council election?	Q6e	C	L
	f. Has the local Town or Parish council been awarded Quality Parish status?	Q6f	C	L
County, District, Town & Parish Councils	Q 7			
	Local community representation:			
	a. What representation does the local community have on strategic partnership and council committees or sub-committees?	Q7a	C	
	b. How many representatives are there?	Q7b	O	
	e. Which groups of the community do they represent?	Q7e	O	
District Council	Q 8			
Local Community groups	Community influence:			
	a. How can community groups and individuals influence developing policies or strategies?	Q8a	C	L
	b. How often does this	Q8b	C	L

	happen?			
	Q9			
District Council	Q9. Are there any active neighbourhood forums, residents' or tenants' associations?	Q9	C	L
	Q10.			
	Involvement in community development:		C	L
	b. What community consultation programmes have been run in the last year?	Q10b	C	L
District Council	Q 11			
Rural Community Council	a) What support is there to help develop community involvement or co-ordinate building capacity in the community?	Q11a	O	L
	b)Are they widely known and involved?	Q11b	O	L

SWOT S4:

You need to consider what the information you have gathered tells you in the light of these questions:	Write your answers here. Base them on the information you have gathered.	Conclusion					
		It's a Fact	Strength	Weakness	Opportunity	Threat	infoNeed more
How easily can local people gain access to local government officials or members?							

How well is the community represented in, or consulted by, local government?							
How well are local issues fully considered in local strategies and community planning?							
How active and influential is the community in local decision-making?							
How well is the community encouraged and supported to become involved in decision-making/development issues?							

WORKSHEET S5: SPORT, LEISURE AND OPEN SPACE

Task: to find out basic information about the use and quality of sport and leisure facilities in both the town and the surrounding countryside

1: Introduction to the task

Access to sport, leisure and open space facilities contributes to a healthy community. In order to assess what is already available and what residents would like to see you can:

- Undertake a survey of people who use existing facilities

- Carry out an open space character assessment

- Ask local people what they think about the range and quality of existing provision through an attitude survey

Sport and leisure clubs will be an important source of information. Local schools, youth groups or the Groundwork Trust, for example, might be interested in helping with surveys of what people like/dislike about an area of open space. . Guidance on undertaking an open space character assessment is given in the Data Sources and Survey Methods Directory.

S5: Sport, Leisure and Open Space				
Getting the following information will help you to assess the quality and use of sport and leisure facilities in your area.		KEY		
		C = CORE O = OPTIONAL L = Local knowledge D = data		
<i>Starting points for information</i>	<i>Information you will need</i>	<i>Answers and notes</i>		
Source	Question	Answer		
Local sports groups	Q 1			
User attitude surveys	a. Where are local sports and leisure facilities located?	Q1a	C	L
	b. Are they in good condition?	Q1b	C	L
	c. How well used are these facilities?	Q1c	C	L
	d. How affordable are these facilities for local residents?	Q1d	C	L
Local sports groups	Q 2			
Library	Shared facilities:			
	a. Which local school/college facilities are open for public use?	Q2a	C	
	b. Which are available inside or outside school hours/term time?	Q2b	C	
Local sports and leisure facilities	Q 3			

Clubs and groups	Use of facilities:			
	a. Is participation in sport or leisure evenly spread across age groups?	Q3a	C	L
	b. How do membership numbers of sports groups compare with the area's total population	Q3b	C	L
Survey local knowledge	Q 4			
Local Tourist Board	Where can residents pursue outdoor sporting activities (for example, walking, horse riding, hire bikes, and rock climbing) or use outdoor activity centres?	Q 4	C	L
Local sports groups	Q 5			
Local survey	Unmet needs:			
ADD District sports strategy	a. In which locations are demands for specific sports or leisure facilities not met?	Q5a	C	D
	b. Why are these needs not met?	Q5b	o	L
	c. How many people have to travel outside the town to take part in certain sports	Q5c	O	L
	d. Which sports are they?	Q5d	O	L
Local user surveys	Q 6			
Local plan	Open space:			

proposal maps				
Parish, District & County Councils	a. Where are there areas of public open space?	Q6a	C	D
Tourist Information	b. What facilities do they contain? For example, do they have safe play areas and toilets?	Q6b	C	L
	c. What activities do they allow? For example, do they allow specific sports only, leisure only, or a mixture?	Q6c	O	L
	d. How well are these open areas/facilities used?	Q6d	C	L
	e. Which areas or facilities are the most popular?	Q6e	O	
	f. What do people find most attractive about these areas?	Q6f	O	L
	g. Which areas of open space need, and get, continued maintenance or protection?	Q6g	O	L
	h. Which areas of open space suffer from poor maintenance, litter, graffiti or vandalism?	Q6h	C	L
District Council (ask about formally designated open space)	Q 7			
	How well does the provision of open space meet the National Playing Fields Association Standard of 2.4 hectares per 1000 population?	Q7	C	D

Local plan proposal maps	Q 8			
	Which, if any, residential areas are over 400 metres away from an area of open space?	Q8	O	L
Town or Parish Council	Q 9			
National Association of Allotments and Leisure Gardeners	Allotments and settlements:			
	a. Are there allotments in the town?	Q8a	C	D
	b. What is the take up/length of waiting list for them?	Q8b	C	L
	d. Is there a local allotment forum or similar body?	Q8d	O	L
District Council (ask for Local Plan development proposals)	Q 10			
Current planning applications	What are the known threats of loss of open space, parks and allotments, or closure of facilities, due to either development proposals or reduction in budgets?	Q10	C	D

SWOT S5:

You need to consider what the information you have gathered tells you in the light of these questions:	Write your answers here. Base them on the information you have gathered.	Conclusion					
		It's a Fact	Strength	Weakness	Opportunity	Threat	infoNeed more
Are there sufficient sports, leisure and open space facilities to meet the needs of residents? Where are there any gaps or shortfalls?							
How well maintained are these areas and facilities? Where is additional management or maintenance needed?							
Are the facilities accessible and affordable for residents?							
Are any of these facilities or spaces under threat? What plans are there to ensure that provision is sufficient to meet future demand?							

WORKSHEET S6: CULTURE AND HERITAGE

Task: to find out about the breadth of cultural facilities and activities taking place in the town and surrounding countryside

1: Introduction to the task

A rich culture and heritage or distinctive historical and cultural links can add to the attractiveness of a town both for residents and visitors. This task will help you discover how rich and diverse is the cultural life in your town and assist you in determining if more venues, facilities, events, involvement or promotion would be beneficial. Existing local arts and amenity groups will be an important source of information. Where there are gaps in your information you could:

- Carry out an audit of existing cultural and heritage facilities, and the numbers and types of active community groups
- Involve members of the community to undertake an attitude survey to see if current provision and facilities are of good quality and meet the needs of local people

Your town may already have a town trail or other guide to cultural and heritage locations and events. If you haven't, you might want to consider producing a map to record your findings. Some of the information you need on community groups could come from Worksheets S4 and S5. Some of the answers to this worksheet could help you with the Tourism worksheets.

S6: Culture & Heritage				
Getting the following information will help you to identify the range of cultural and heritage facilities, activities and venues that are available to the community and visitors to the area. It will also help you identify any associations that give the area distinction.		KEY		
		C = CORE O = OPTIONAL L = Local knowledge D = data		
<i>Starting points for information</i>	<i>Information you will need</i>	<i>Answers and notes</i>		
Source	Question	Answer		
Local sports groups	Q 1			
Tourist Information	What range of cultural facilities is available in the town and hinterland?	Q1	C	L
Tourist Information	Q2			
	Local events:			
	a. What local events draw the whole community together?	Q1a	C	L
	c. How regular are they?	Q1c	O	L
	d. How well attended are they?	Q1d	C	L
	e. What opportunities are there to develop such events?	Q1e	O	L
Town and Parish Councils	Q3			

	Community venues:			
	a. What community venues are there in the area?	Q3a	C	D
	b. Where are they?	Q3b	C	L
	c. Are there sufficient venues for the needs of the community?	Q3c	O	L
	d. What is the quality of these community venues and their facilities?	Q3d	C	L
	Q4			
Library (see local directory)	Arts-based community groups:			
	List the arts based community groups			
	a. How many people are involved in arts-based community groups?	Q4a	O	L
	b. What is this figure as a proportion of the local population?	Q4b	O	L
	c. What facilities are there to meet the needs of the local arts groups?	Q4c	O	L
Local history groups	Q5			
	Associations and links:			

Tourist Information	a. What strong associations or links does the area have?	Q5a	C	L
Internet	c. How well are these associations promoted?	Q5c	O	L
Tourist Information	Q6			
Library	Religious establishments:			
	a. What religious establishments are active in the community?	Q6a	C	D
	b. Which denominations are served?	Q6b	O	L
	c. How well attended are the religious establishments?	Q6c	O	L
	d. How do religious establishment groups work with other groups and the local authorities on social issues?	Q6d	C	L
	Q7			
Local knowledge	Local reportage:			
	a. What mechanisms does the local community have to report and comment on local events and issues? Is there a local paper, radio station, TV station, web-based forum, or town website?	Q7a	C	L
	b. Where are they based?	Q7b	O	L

	c. Who contributes to them?	Q7c	O	L
	d. How effective are they in reaching their intended audiences?	Q7d	O	L

SWOT S6:

You need to consider what the information you have gathered tells you in the light of these questions:	Write your answers here. Base them on the information you have gathered.	Conclusion					
		It's a Fact	Strength	Weakness	Opportunity	Threat	infoNeed more
Are there sufficient cultural and heritage venues and facilities to meet the community's needs?							
How well do current events and activities reflect the area's culture, heritage and strong historical or cultural associations? Have any distinctive or famous links been ignored?							
Are members of the community actively engaged in the area's culture and heritage?							
Are the local culture and heritage sufficiently promoted?							