

# 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.

<b>S1:Population</b>				
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>		
<b>Source</b>	<b>Question</b>	<b>Answer</b>		
	<b>Q 1</b>			
Census of Population	<b>Local populations:</b>			
	a. What is the total population of both town and surrounding countryside?	Q1a	<b>C</b>	D
	b. What proportion of the total population live in the town as compared to the surrounding countryside (hinterland)?	Q1b	<b>C</b>	D
	c. Whereabouts do they live?	Q1c	<b>C</b>	D

PROVIDE MAP OR LIST TO SHOW HINTERLAND POPULATION DISTRIBUTION				
Census of Population	<b>Q 2</b>			
	<b>Retired population:</b>			
	a. How many of the population are of retirement age (that is, 65/60 or over)?	Q2a	<b>C</b>	D
	b. What is this as a proportion of the total population?	Q2b	<b>C</b>	D
	c. Is this higher or lower than the regional and national averages?	Q2c	<b>C</b>	D
Census of Population	<b>Q 3</b>			
	<b>Younger population:</b>			
	a. How many of the population are under 16?	Q3a	<b>C</b>	D
	b. What is this as a proportion of the total population?	Q3b	<b>C</b>	D
	c. Is this higher or lower than the regional and national averages?	Q3c	<b>C</b>	D
Census of Population	<b>Q 4</b>			
	<b>Employed population:</b>			
	a. How many people are employed?	Q4a	<b>C</b>	D

	b. How many of this population have professional and managerial jobs?	Q4b	C	D
	c. How many of these have semi-skilled manual and unskilled jobs?	Q4c	C	D
	d. What are these figures as proportions of the total number employed?	Q4d	C	D
	e. Are these figures higher or lower than the regional and national averages?	Q4e	C	D
	Q5 removed			
Census of Population	<b>Q 6</b>			
	<b>Household population:</b>			
	a. How many households are there	Q6a	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	<b>Q 7</b>			
	<b>Population trend:</b>			
(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	C	D
	b. By how much?	Q7b	C	D



**SWOT S1**

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

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
How does the population profile of the town and surrounding countryside compare with regional and national profiles?							
Is there a growth or decline in numbers or the location of population categories, and what are they?							

## **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*

<b>S2:Housing</b>				
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>		
<b>Source</b>	<b>Question</b>	<b>Answer</b>		
Local estate agents (for general information on housing market)	<b>Q1</b>			
District Council & Local Housing Associations (for information on their housing stock)	<b>Currently available housing:</b>			
	a. What types of properties are there? Look at type, size and tenure (freehold, leasehold, rented).	Q1a	<b>C</b>	D
	b. Where are they located? For example, are they clustered in the town centre, town edge or hinterland settlements?	Q1b	O	L
	c. Is there an under- or over-supply of housing of different types?	Q1c	<b>C</b>	L



District Council Planning Dept	<b>Q 2</b>			
Local Plan	<b>New housing:</b>			
	a. How much new housing is being planned in the area?	Q2a	<b>C</b>	D
	b. What type is it?	Q2b	<b>C</b>	D
	c. Where is it?	Q2c	<b>C</b>	D
Local estate agents	<b>Q 3</b>			
County council	<b>Housing costs:</b>			
	a. What is the cost of buying or renting property?	Q3a	<b>C</b>	L
	b. Can local people afford to buy houses in the area?	Q3b	<b>C</b>	L
	c. Is there a supply of affordable (social) housing at below-market prices?	Q3c	<b>C</b>	L
	d. Is there a supply of starter homes?	Q3d	<b>C</b>	L
	e. Does supply meet local needs based on current statistics?	Q3e	<b>C</b>	L
District Council figures for Housing Investment Programme	<b>Q 4</b>			
	<b>Homeless people:</b>			
Local charities	a. How many people are homeless in the area?	Q4a	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	O	D
	c. How does this compare with regional and national averages?	Q4c	O	D
District Council (ask for waiting list allocation rules)	Q 5			
Nomination Agreement between Council & Housing Associations	<b>Housing priorities:</b>			
	a. Does the local council give local people priority in accessing affordable housing?	Q5a	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	O	L
District Council and Housing Association	Q 6			

(ask for comparisons of demand for specialist housing with current and planned)	<b>Supported housing:</b>			
	a. What supported housing is available to those who need it through special units (for example, for the elderly or disabled)?	Q6a	C	L
	b. Does this meet current or projected demands?	Q6b	C	L
District Council	<b>Q 8</b>			
Social Services	<b>Housing for elderly/disabled people:</b>			
	a. What support is provided for people such as the elderly or disabled in their own homes?	Q8a	C	L
	b. Does this meet current or projected demand?	Q8b	C	L
Census of Population	<b>Q 9</b>			
Council Tax records (compare number of 2nd/holiday homes with total number of households)	<b>Availability of homes:</b>			
	b. Is there a high level of second home ownership or holiday lets locally?	Q9b	C	D
	c. Are these confined to particular parts of the area? (for example, those attractive to tourists or near business	Q9c	O	L

	centres, etc)?			
District Council Housing Investment Programme or Housing Needs Surveys	<b>Q 10</b>			
Local survey of premises	<b>Empty houses:</b>			
	a. Is there a high level of vacancy or empty houses?	Q10a	<b>C</b>	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	O	L
	d. What opportunities are there to bring housing into the town centre (for example, flats over shops) back into use?	Q10d	O	L
District Council Housing condition survey	<b>Q 11</b>			
	<b>Housing conditions:</b>			
	a. What is the condition of existing local housing?	Q11a	<b>C</b>	L

	b. How many properties suffer from damp, lack of central heating, external and structural problems, or disrepair?	Q11b	O	L
	c. Where are they located?	Q11c	O	L
District Council	<b>Q 12</b>			
	Where there is poor quality housing, how is this being addressed through improvement/investment programmes?	Q12	O	L

**SWOT Housing S2:**

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

<p><b>You need to consider what the information you have gathered tells you in the light of these questions:</b></p>	<p><b>Write your answers here. Base them on the information you have gathered:</b></p>	Conclusion					
		It's a Fact	Strength	Weakness	Opportunity	Threat	Need more
<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>		
<b>Source</b>	<b>Question</b>	<b>Answer</b>		
Local Health Authority Register of Doctors & Dentists	<b>Q 1</b>			
LHA target levels	<b>Doctor and dentist provision:</b>			
Local Authority for transport information	a. How many doctors and dentists surgeries are there?	Q1a Winterton Practice -- has 3 full time, 2 part time and a retained GP and together with the Sundridge Surgery, services an area stretching north to Biggin Hill and Halstead, south to Marlpit Hill and Four Elms ,west to Limpsfield and east to Riverhead. There is a dental practice in town which is private There is also a private physiotherapy service and alternative medicine practice(hypnotherapy, psychotherapy, acupuncture etc)	C	D
	b. How do these figures compare with Local Health Authority target levels and	Q1bCant find target levels	C	D



	local needs?			
	c. Where are they located?	Q1cAll the above are in the centre of town.	C	L
	d. Will any future planned changes to service provision increase or decrease access to doctors and dentists?	Q1d Service provision by the Winterton Surgery practice has increased to include one late evening per week.	C	D
	e. What transport is there (either public, a suitable community transport scheme, or both) to surgeries from outlying areas?	Q1ePublic transport services to outlying areas are poor. Buses run hourly along the A 25, half hourly along the A233.and only twice a day to Edenbridge. Most people not within walking distance will use a private car, taxi. or in some cases a volunteer driver.	C	L
	f. How many NHS dentists are there?	Q1f There are none in Westerham but 3 in Biggin Hill, 3 in Oxted,1 in Edenbridge, and 1 in Riverhead.	C	L
Local Health Authority	<b>Q 2</b>			
Local voluntary & charity groups	<b>Clinics:</b>			
	a. What specialist clinics and out patient clinics are available locally (for example, family planning, drugs and drink advice)?	Q2a Winterton surgery has cervical screening, family planning, diabetic, weight and asthma clinics.	C	D
MAP	b. Where are they?	Q2bAt the surgery in town.	C	L
Local Health Authority	<b>Q 3</b>			
	<b>Mobile units:</b>			

	a. Which local health clinics, doctors and dentists operate mobile service units?	Q3a Mobile breast screening in Sevenoaks. Paula Carr Diabetes Trust offers eye screening service in Westerham for all practice area. Mobile breast screening unit in Sevenoaks. Some specialist consultants from other hospitals will see patients at Sevenoaks hospital.	C	L
	b. What areas do they cover?	Q3b	O	L
	c. Are there any plans to increase the coverage by mobile units?	Q3	O	L
Local Health Authority	<b>Q 4</b>			
Local transport survey	<b>Non-emergency hospital services:</b>			
NHS Choice CHI Winterton surgery ( M. Hickmott Stapley)	a. How easy is it for residents to get access to non-emergency hospital services as a user or visitor?	Westerham is surrounded by ,but not close to, several major hospitals  <u>The main hospitals are</u> :- <b>Princess Royal Farnborough</b> A good range of treatments but not classified by NHS Choice as a major hospital. It is a teaching hospital with A&E. and Maternity unit. and good links to London teaching hospitals. 7miles- 35 minutes by car/taxi/possibly voluntary taxi. For those on A233, a bus journey is possible but takes more than an hour and. involves a change According to the Commission for Health Improvement 2002/3 Bromley NHS Hospital trust met all key patient health targets. <b>East Surrey Redhill</b>	C	L

A major hospital with extensive range of treatments inc A&E & maternity

11 miles- For those on the A25 there is an hourly bus to Redhill with a change in Redhill taking more than 1 1/4 hours. Takes about 45 minutes by car/taxi etc According to CMI 2002/3 Survey ,Surrey& Sussex Healthcare NHS Trust

met all key patient health targets except underachieved on “cancelled operations not admitted within 28 days” and “total time in A&E” and significantly underachieved in “A&E waiting time(12 hours)target.

#### **Kent & Sussex Tunbridge Wells**

A major hospital with extensive range of treatments inc A&E & maternity

12 miles. Takes half hour to one hour by car etc depending on the very variable traffic conditions. Public transport is not straightforward:-if you are close to the A25,it would take about 1 1/4 hours using the hourly 401 route and changing at Sevenoaks for the 402 bus service..The bus/train/walk alternative would take about the same time.

According to CHIs 2002/3 survey Maidstone & Tunbridge Wells NHS Trust judged this trust as poorly performing-It found it significantly underachieving in “A&E admission waits (12 hr) “ and “outpatient waiting times” targets and underachieving in “inpatient waiting time targets”. NHS Choices website reports 66% of patients are treated within 18 weeks.

		<p><b>Edenbridge Hospital</b> Offers nurse led part time minor injuries clinic, family planning, occupational therapy, podiatry and limited x ray services. 5 miles 15 minutes by car.</p> <p><b>Sevenoaks Hospital</b> Offers the same as Edenbridge plus Health Visiting. 6 miles. 15/20minutes by car. An hourly bus service (taking 20/25 mins )for those on the A25 plus a 15 minute walk.</p>		
	b. What services are available?	Q4b see above	C	L
	c. How far away are they?	Q4c see above	C	L
	d. Are they accessible by public transport?	Q4d.....see above	C	L
	e. Can patients pre-book appointments?	Q4e Usually- except minor injuries.	O	L
	f. What are the waiting times for getting appointments?	Q4f see above. Variable depending on consultant and hospital.	O	L
	g. How long are people on waiting lists?	Q4g Variable , depending on consultant and hospital..Latest report by East Surrey 67% patients treated within 18 weeks. Kent & Sussex 66% treated within 18 weeks variable. Kent & Surrey Strategic Health Authority 2003 did not meet key targets for waiting times according to CHI. (108 patients waited more than 26weeks) Both Bromley and Surrey & Sussex did meet their waiting list targets for the same period..	O	L

Local Health Authority	<b>Q 5</b>			
County Council	<b>Home services:</b>			
Sevenoaks Social Services( TraceyGravestock/Pa t) 01732 585320	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 District nurse team from Winterton surgery would arrange home medical care. The Social Services home care services are GP aligned and aimed at promoting independence. Free assessments for non -medical need and qualification(means tests) will determine the help provided.eg meals on wheels, daily carer visits, occupational therapy equipment etc Sevenoaks Senior Practitioner felt the level/quality of service in the Westerham area was no different from other areas around Sevenoaks	C	D
Local voluntary groups & charities for informal support	b. What informal support is available for those not using statutory services?	Q5b Hospice on the Weald National Childbirth Trust, Church groups. Mother & Toddler support group(Springtime Family Services)	C	L
Local Health Authority (ask for local & national statistics)	<b>Q 6</b>			
	<b>Health:</b>			
Data source? May not be available below district/ Local Health Authority level APHO	a. How do mortality rates for heart disease, stroke, cancer, suicide and accidents compare with regional and national averages?	Q6a Apart from Sevenoaks road accident rates (2006), Tandridge & Sevenoaks compare favorably on health statistics according to APHO health profiles. According to Kent highways recent report, pedestrians account for 15% of casualties on the A25 compared to the 8% national average.	C	D

	b. If they are high, what health service provision is being targeted in these areas?	Q6 The main health service for accidents would be the emergency services .The response times for ambulances are below the national average. <b>Is this being targeted.?</b>	O	L
District Council Environmental Health Dept	<b>Q 7</b>			
Environment Agency (ask for statistics on background pollution levels)	<b>Pollution levels:</b>	<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?	<p>Q7a Westerham experiences significant traffic noise and air pollution from the A25 and M25.Two pinch points in town increase congestion and when the frequent problems on the M25 bring diverted traffic with additional HGVs Westerham suffers from serious congestion and pollution. Even rush hour unloading of vehicles in Westerham, Brasted or Sundridge can cause serious tailback problems.</p> <p>Some Gatwick, Biggin Hill, and private low flying helicopters traffic contribute to background pollution. Thames Water supplies much of the area and reports excellent water quality with no infringements for 2007.</p>	C	D
Some Gov data	b. Are there any blackspots where national levels are exceeded?	Q7b. <b>Yes</b> .The town centre (High St ,Vicarage Hill,& London Rd is a designated Air Quality Management Area(AQMA 11). As is the M25 corridor north of the town(AQMA 6)	O	D

Local Health and Police authorities	<b>Q 8</b>		
Internet	<b>Response time targets:</b>		
Local council surveys CHI  W&C Hill Gazette March	a. How well are ambulance, police and fire services response time targets being met?	<p>Q Cannot find data on response times .from Kent Police /</p> <p>Kent Ambulance Service was rated one star by The Commission for Health Improvements (2002/3 Survey) showing concern for particular key targets. Fewer than 75% of Category A call patients were reached within 8 minutes. and clinical negligence target was below average.</p> <p>SE Coast Ambulance Service is aiming to set up a Community Responder Group in Westerham to offer quicker first aid.</p> <p>Westerham does have a retained Fire Station in town. Subject to the volunteers being available, therefore, response times should be good.</p>	C D
Local Police Authority (ask for local, regional & national crime statistics & policy)	<b>Q 9</b>		
	<b>Crime:</b>		
Kent Police –W& Chill ward	a. What are the crime rates for the locality?	Q9a Kent Police recorded 284 crimes in the Westerham & Crockham Hill ward (66.5 crimes per 1000 population) in the last 12 months.	C D
	b. How do incidences of crime compare with regional and national rates?	Q9bThis is lower than the County average of 74 crimes per 1000..	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 Anti social behavior accounted for 118 crimes (27.6 per 1000 population which is much lower than the 46.2 county average). Violence accounted for 32 crimes(7.4 per 1000 comparing favorably with the county's 14.7per 1000) <b>Burglary/Vehicle crime accounted for 79(At 18.4 per 1000 this is a little higher than the county's 17.6 per 1000.</b>	C	D
	d. Does geographical location play a part in this?	Q9d It is often suggested that smaller communities suffer less crime. If so, this effect may be offset in the case of burglary and vehicle crime by the proximity of motorways and the Channel.	O	L
	e. How will future policing strategies address these problems?	Q9e???	O	L
Local Police Authority for local crime statistics	<b>Q 10</b>			
Fear of crime survey for comparison with actual statistics	<b>Fear of crime:</b>			
	Q10 Is the fear of crime significantly worse than actual crime rates?	Q10 Possibly – particularly amongst older residents fearful of groups of youths.	C	L
Local survey	<b>Q11</b>			
	<b>Vandalism</b>			
	Which areas show visible evidence of vandalism, unlit	Q11Graffiti appears regularly on housing estate fences, playing field equipment & road side walls..	C	L



	streets, litter or graffiti?	The main high street could benefit from litter bins at bus stops to avoid 'passive littering'.		
Local Police Authority	<b>Q 12</b>			
District Council	<b>Crime prevention measures:</b>			
	a. What crime prevention measures are in place?	Q12a There are some council and private CCTV cameras in the town/car parks. <b>Could not establish how many.</b> There are a number of neighbourhood watch schemes KCC support Handyvan and Homesafe vans which, in partnership with Help the Aged, supply and fit security locks etc to low income elderly.	C	L
	b. Which other areas would benefit from the introduction of crime prevention measures?	Q12b <b>Playing fields CCTV?</b> Partly in response to anti social behavior problems amongst some youths a few years ago, more youth clubs were encouraged. We now have Sea Scouts, Church Youth Group, WPC as well as Brownies, Scouts, Girl Guides ,a junior football club and an amateur dramatics society.	O	L
Local Police Authority	<b>Q 13</b>			
	What is the level of local police presence (for example, police stations/mobile stations/local or community police officers/community support)?	Q13 Westerham has the benefit of a PC and a PCSO from the Kent Police( Edenbridge team)	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.

<b>S4:Local government &amp; Community Organisations</b>				
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>		
<b>Source</b>	<b>Question</b>	<b>Answer</b>		
County Council	<b>Q 1</b>			
	<b>Councils:</b>			
	a. What councils are there in the area?	Q1a	<b>C</b>	<b>D</b>
	b. What services do they cover (for example, planning, payments, environmental health, social services, youth, school)?	Q1b	<b>C</b>	<b>D</b>
Town, Parish, District/Borough and County Councils	<b>Q 2</b>			
Individual councillors	<b>Council access:</b>			
	a. How can local residents access these Councils?	Q2a	<b>C</b>	<b>L</b>
	b. Where are the Councils'	Q2b	<b>C</b>	<b>L</b>

	offices?			
	c. Where are Council information points located (for example, the library or town hall)?	Q3c	<b>C</b>	L
	d. Where and when do councillors hold local surgeries?	Q3d	<b>C</b>	L
District Council	<b>Q 3</b>			
	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	<b>C</b>	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	<b>C</b>	L
Community Strategy	<b>Q 4</b>			
	<b>Community Strategy:</b>			

	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	<b>Q 5</b>			
LSP	<b>Future action plans:</b>			
	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	<b>Q 6</b>			
	<b>Thriving democracy:</b>			
	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%? <sup>1</sup>	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%? <sup>2</sup>	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			
	<b>Local community representation:</b>			
	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	<b>Community influence:</b>			
	a. How can community groups and individuals influence developing policies or strategies?	Q8a	C	L
	b. How often does this	Q8b	C	L

	happen?			
	<b>Q9</b>			
District Council	Q9. Are there any active neighbourhood forums, residents' or tenants' associations?	Q9	C	L
	<b>Q10.</b>			
	<b>Involvement in community development:</b>		C	L
	b. What community consultation programmes have been run in the last year?	Q10b	C	L
District Council	<b>Q 11</b>			
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.

<b>S5: Sport, Leisure and Open Space</b>				
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>		
<b>Source</b>	<b>Question</b>	<b>Answer</b>		
Local sports groups	<b>Q 1</b>			
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	<b>Q 2</b>			
Library	<b>Shared facilities:</b>			
	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	<b>Q 3</b>			

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	<b>Q 4</b>			
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	<b>Q 5</b>			
Local survey	<b>Unmet needs:</b>			
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	<b>Q 6</b>			
Local plan	<b>Open space:</b>			

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)	<b>Q 7</b>			
	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	<b>Q 8</b>			
	Which, if any, residential areas are over 400 metres away from an area of open space?	Q8	O	L
Town or Parish Council	<b>Q 9</b>			
National Association of Allotments and Leisure Gardeners	<b>Allotments and settlements:</b>			
	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)	<b>Q 10</b>			
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.



<b>S6: Culture &amp; Heritage</b>				
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.		<b>DRAFT 2</b>		
		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>		
<b>Source</b>	<b>Question</b>	<b>Answer</b>		
Local sports groups	<b>Q 1</b>			
Tourist Information	What range of cultural facilities is available in the town and hinterland?	<p>Q1Westerham is an historic market town surrounded by beautiful countryside and within easy reach of many <b>sites of cultural and historic interest</b>. the closest being:-</p> <p><b>Chartwell</b>- Family home of Sir Winston Churchill, outside Westerham  <b>Squerryes Court</b> ,Westerham–Home of the Warde family since 1731  <b>Quebec House</b> ,Westerham– Home of General Wolfe, conqueror of Quebec in 1759.  <b>Biggin Hill aerodrome</b>- WW2 historic site and host to annual international Air Fair  <b>Down House</b> ,Downe– Home of Charles Darwin  <b>St Marys Church</b> -parts of which date back to the 12<sup>th</sup> century .John Frith,son of a Westerham inn keeper, martyr and Protestant reformer, who helped Tyndale translate the New Testament, was</p>	C	L

christened here.

**Knole House** with its 1000 acre deer park (site of SSI) Sevenoaks.

**Hever castle** childhood home of Anne Boleyn

**Penshurst Place-** one of England's oldest family homes

**Chiddingstone and Lullingstone castles**

.....

Currently the town enjoys a good range of **art, drama, historic, social and nature societies.** with healthy memberships. This reflects the talent and dedication of a number of key individuals. Local societies(excluding sport ,which is covered in another section) include:-

**At the Westerham Hall**

Westerham Society

Westerham Amateur Dramatic Society-

Westerham Fine Arts Society

Horticultural Society

Fleapit Cinema Club

Westerham Beekeepers

WI

The Inner Wheel Club of Westerham

Stragglers Social Club

**At Other Venues :**

Crockham Village Society

Westerham Art Group

Royal British Legion Club

Westerham Scout Hut

Beavers, Cubs, Scouts ,Explorers-

Westerham Brownies and Guides

		<p>Westerham Sea Cadets          Brasted &amp; Toys Hill CC          Westerham Chess Club          Westerham Ramblers          Westerham Baby &amp; Toddlers @ Churchill School          The Rotary Club @ The Kings Arms          Biggin Hill &amp; Westerham Lions Club          Kent Wildlife          Westerham Mens Club @Fullers Hill          Westerham Youth Club @ King Georges Field Pavilion.          St Mary's Youth Group          Bat Conservation Group- Hosey Hill bat caves          Westerham Business Forum.</p>		
Tourist Information	<b>Q2</b>			
	<b>Local events:</b>			
	a. What local events draw the whole community together?	<ul style="list-style-type: none"> <li>• Q1a</li> <li>• Apart from events organized by the above societies for their members, there is currently annual events like the summer charity fair organized by the local Rotary club , the Remembrance Day parade, Christmas carols on the Green and Day of Music organized by St Marys. .Churchill school usually has a public summer fete.</li> <li>•</li> <li>• The Westerham Amateur Dramatic Society put on 2 productions a year.- with performances <b>routinely played to full houses.</b></li> </ul>	C	L

		<ul style="list-style-type: none"> <li>• The Fleapit cinema offers about 18 film evenings a season , and seats up to 200..</li> <li>• There is also collections of volunteers who sometimes meet to improve our environment eg Long Pond. clearance organized by the Westerham Society.</li> <li>• The Business forum raise money for Christmas lights .and there is sometimes a late Christmas shopping night.</li> </ul>		
	c. How regular are they?	Q1c See above	O	L
	d. How well attended are they?	Q1d See above	C	L
	e. What opportunities are there to develop such events?	Q1e see above	O	L
Town and Parish Councils	<b>Q3</b>			
	<b>Community venues:</b>			
Car park charges same at Hall and Darenth.	a. What community venues are there in the area?	Q3am <b>Westerham Village Hall</b> —capacity c 300-7 days a week--A popular venue with more than 70% occupancy-excellent facilities with hall + stage and 2 extra rooms, large kitchen .However parking is often found to be inadequate .The 35 space car park there is council owned and largely used by non hall guests . <b>Maybe all day parkers could be encouraged to use the Darenth car park by increasing the current £1.50 day charge at the hall car park.</b>	C	D

		<p><b>The Frith room at St Marys</b>-conveniently situated in town but modest size ( capacity x )and facilities. Parking in the Darenth car park</p> <p><b>Crockham Hill Village Hall</b> -(capacity 130)- A popular venue with very high occupancy, excellent facilities and parking.</p> <p>More restricted facilities at:  Westerham Council Chambers (capacity 60,limited parking)-  Brasted Village Hall- limited parking  Aperfield WI Hall, Biggin Hill  The Drill Hall  The Scout Club, Hortons Way  Royal British Legion Club  Fullers Hill Working Mens Club</p>		
	b. Where are they?	Q3bsee above	C	L
rita	c. Are there sufficient venues for the needs of the community?	Q3c The Village Hall has proved a very popular venue and indeed it can appear booked out by regular hirers at peak times but there is often flexibility to accommodate..	O	L

	d. What is the quality of these community venues and their facilities?	Q3dsee above	C	L
	<b>Q4</b>			
Library (see local directory)	<b>Arts-based community groups:</b>			
Myra Gibson	List the arts based community groups	Westerham Fine Arts Society Westerham Art Group		
	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	<b>Q5</b>			
	<b>Associations and links:</b>			
Tourist Information	a. What strong <b>associations or links</b> does the area have?	Q5 Westerham celebrates local historic figures like Churchill and Wolfe . eg In May the National Youth Ballet held a series of dance workshops at Westerhams Churchill Primary school supported by the Parish Council and the National Trust.-the theme was General Wolfe and his experiences with native Americans and Canadians. The NYB has also commissioned a ballet based on James Wolfe's young life which will be performed at a gala dinner at Squerres Court.	C	L

		<p>Other famous local figures include:- Darwin , Pitt the Younger, John Frith, Hansard, Nissen, Octavia Hill, Gladys Aylward.....</p> <p>World War 2 associations- Biggin Hill RAF Guinea Pig Club (Brasted, East Grinstead etc)</p> <p>Town twinning association with-Bonneval,France Links also with Westerham in Germany</p>		
Internet	c. How well are these associations promoted?	<p>Q5c</p> <p>The Westerham Society promotes and celebrates local sites and characters, whether cultural, historic, artistic or natural. through their membership, influence ,internet site etc</p> <p>The Westerham Parish Council also distributes information through their internet site and offices. The local papers cover events in and around Westerham and run many articles on local associations.</p> <p>Published books cover Westerham's famous sons, its archaeological history , its wartime significance , walking guides.etc</p>	O	L
Tourist Information	Q6			
Library	<b>Religious establishments:</b>			

	a. What religious establishments are active in the community?	Q6aParish Church of St Mary's on the Green(C of E) Congregational Church,Fullers Hill(Evangelical) St John the Baptist Catholic Church ,Hosey Hill	C	D
	b. Which denominations are served?	Q6b See above	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 Community services offered by St Marys include marriage courses youth work, choirs and charitable fund raising. There are strong links with the local Churchill   Primary School. St Mary's host weekly public coffee mornings, regular Art Exhibitions, Music and Ballet concerts etc in The Frith room or the Church itself.and an annual day of music with Morris dancers on the Green and Gospel choirs.	C	L
	<b>Q7</b>			
Local knowledge	<b>Local reportage:</b>			
	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 Westerham Chronicle-weekly ,charged. Westerham County Border News- weekly, free Sevenoaks Chronicle- weekly charged Westerham & Brasted Gazette(inc Westerham & Crockham Hill News and Westerham Parish Council)-monthly issue- claims to cover 2300 homes and businesses in the area.- advertising,	C	L



		community information, and articles. Westerham & Biggin Hill Residents' Guide- published every 2 years. St Mary's Church news letter- x copies distributed monthly The Westerham Society Website <b>Other church mags</b>		
	b. Where are they based?	Q7b See above	O	L
	c. Who contributes to them?	Q7c See above	O	L
	d. How effective are they in reaching their intended audiences?	See above	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?							