

AGENDA ITEM 6
ASB 2/7/14



Kent Community Alcohol Partnership Toolkit

KCAP

Kent Community Alcohol Partnership

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Contents

Introduction	04
Initial process for launch of a KCAP area	06
Appendix A – University of Kent Executive Summary	10
Appendix B – KCAP Vision Document	12
Appendix C – Countywide Steering Group Attendees	14
Appendix D – Example of Local Operational Group	15
Appendix E – Action Plan Template	16
Appendix F – Example Local Aims and Objectives	19
Appendix G – Retailers Template Letter	21
Appendix H – Challenge 25 Materials	22
Appendix I – KCAP Accreditation Criteria	25

Part 1:- Background to the Kent Community Alcohol Partnership

Introduction

Kent Community Alcohol Partnership (KCAP), is a partnership between Kent County Council, Kent Police, Community Alcohol Partnerships (CIC) and the Retail of Alcohol Standards Group (RASG) who represent alcohol retailers, local retailers, the on licence trade, local publicans, the local District Councils and Health Authorities. It is the largest Community Alcohol Partnership in the UK and is unique as it incorporates all alcohol retailers including the on license trade.

Activity under the KCAP banner is intended to complement the existing work of retailers, enforcement agencies and other partners, without increasing resources in the long term. The partnership approach recognises that enforcement can only partly achieve the vision (see below) and that in order to shift a culture there is a need for all the organisations and agencies to work together, alongside local communities.

Successes have already been achieved in the original pilot schemes as demonstrated in third party evaluation done by University of Kent. See Appendix A for an Executive Summary.

This document is intended to guide local community groups in taking the lead in the launch and operation of a KCAP area.

KCAP Vision

A culture where young people drink responsibly, minors are only able to access alcohol under responsible and informed supervision, and safe consumption limits are understood.

The partnership aims to change attitudes to drinking by:

- Helping local communities to tackle alcohol-related issues
- Informing and advising young people on sensible drinking
- Supporting retailers to reduce sales and supply of alcohol to young people
- Promoting responsible socialising

See Appendix B for the vision document agreed by all partners.

Main Principles of KCAP

KCAP is based upon three main principles.

- Education
- Enforcement
- Public perceptions

KCAP focuses on these three principles to maximise opportunities for dealing with local concerns on alcohol related issues that need to be addressed.

Education – Work is undertaken with retailers to inform and support them in meeting their responsibilities. Young people are engaged by youth workers trained in delivering brief interventions to raise their understanding of the implications of excessive alcohol consumption and to ensure that they receive help & guidance from other support services as appropriate. Raising awareness of proxy sales with the parents of youngsters and the general public is also an important element of the education process.

Public Perception – The public must be engaged and consulted in order to get a clear picture of how alcohol related issues are perceived. Resources can then be focussed on the problems identified.

Enforcement – Licensed premises must be visited regularly along with frequent community based enforcement evenings. Visible high profile enforcement activities take place when appropriate.

Management of the scheme

There is a countywide management structure in place to allow the main key partners to steer the aims and objectives of the scheme and ensure consistency across the areas. See Appendix C for list of Countywide Steering Group Attendees.

Tactical groups are required in each area in order to manage the local implementation. Representatives from all key partners at a local level will attend these meetings. See Appendix D for example list of Tactical Group Attendees.

Part 2:- Initial Process for the launch of a KCAP area

Where to start?

A KCAP scheme can only be successful if time is taken to clearly identify and understand the problem to be tackled first of all.

KCAP is designed to tackle under age drinking and associated problems in partnership with local stakeholders. The KCAP toolkit cannot solve non alcohol related anti social behaviour and drug related problems.

The primary headings under which a KCAP will operate are:

- Underage drinking
- 18-24 drinking by association with under age persons
- Street drinking
- Proxy purchasing

What area are you focusing on?

For KCAP to work well there needs to be an identifiable community which is small or compact enough for the partnership to gain knowledge and experience. KCAPs are therefore best managed in areas of no more than 25 to 30 licensed premises, be that on or off trade.

The principle considerations when defining an area will be;

- Manageable (licensed premises v resources available)
- RASG members and on trade premises included
- All key partners represented

Mapping

A crucial element of launching a KCAP is to map the licensed premises along with problem hot spots and other locations where young people gather at certain times. This will help identify vulnerable shops or outside influences. For example the main bus or train arrival point from area outside of KCAP. Once complete the map will help identify; potential partners patterns and clusters and assist in targeting resources.

An ideal map will show:

- The KCAP area defined by line or natural boundary
- Licensed premises
- Parks and hotspot incident areas
- Schools, youth clubs etc
- External influences e.g. bus or train stations

Partners meeting

An early part of the planning process is to hold an initial meeting with the key partners to explain the project and their role. The KCAP lead for Trading Standards will attend to provide information on how the scheme works in Kent. The Community Alcohol Partnership Officer should also be given the opportunity to attend in support and can present results of other schemes around the country.

The outcome of this meeting will be to agree whether a KCAP should be formed and who should be represented on the tactical group. An action plan should also be compiled at this point, to plot the way forward, focussing on the three main principles of KCAP, Education, Enforcement and Public Perception. An action plan will enable the group to manage the progress of each work stream and can be updated at the regular progress meetings. See Action Plan Template in Appendix E.

It may be useful to ensure terms of reference and local aims and objectives are also agreed during this meeting to ensure relevant relationships are maintained and expectations are clear. See Example Aims and Objectives in Appendix F.

Once the KCAP program has been agreed RASG and Trading standards will write a joint letter to all alcohol traders in the KCAP area. See Appendix G for template.

Retailers can then be encouraged to operate a Challenge 25 policy when asking for proof of age. Publicity materials for this can be found in Appendix H.

Project length

The length of the project must be decided at the partners meeting. Most KCAP work has usually taken place over the April to September period to coincide with school holidays and the fine weather which can result in an increase in anti social behaviour and outside drinking.

Identifying success and outcomes

The KCAP pilot in 2009 was independently evaluated by the University of Kent. In order to ensure results can be identified, clear measures should be outlined right from the start.

The pilot measured anti social behaviours and used police figures to determine any change to these. These included the public perception of:

- Teenagers hanging around
- People drunk or rowdy in public places
- Vandalism and graffiti
- Rubbish and litter
- People using or dealing drugs
- Noisy neighbours / parties
- Perception that ASB a large problem

Retailers meeting

Buy in from retailers and publicans should be obtained by inviting them to a meeting. Feedback from these two groups is essential and allows local issues that are important to traders to be reflected in the plan thus creating better ownership.

Hold launch event

- Decide on a date, format and venue for launch.
- Invite project partners (including all retailers and publicans).
- Invite local politicians such as Councillors and MPs, if they are not available ask if they would like to send a member of staff or offer a quote for the press release.
- Draft press release for the launch and agree with main partners. Include benefits of the scheme for local area and any supporting quote from MP, Councillor or police.

Rollout and maintenance of the scheme

After the initial pilot period an evaluation should be undertaken to ascertain successes and areas for improvement. At this stage it may be timely to work towards the accreditation scheme in which retailers and publicans can demonstrate their support of the scheme by being audited against the accreditation criteria and complying with the KCAP principles.

The Accreditation Criteria and publicity materials can be found in Appendix I.

Interested in launching a scheme after reading this? Contact Kent County Council's Lead Officer for KCAP, Charlotte Edwards, on 01732 525291 for more help and guidance.

Appendices



Evaluation of the KCAP April-September 2009 Summary of Findings

1. The Kent Community Alcohol Partnership pilots ran in three areas of Kent between March and September 2009. This paper summarises the findings of the University of Kent's Evaluation Team.
2. Overall, the researchers remark that KCAP was a well managed project with good communication between partners.
3. The key findings relate to residents' worries about antisocial behaviour and concerns about personal safety in the area where they live.
4. At the end of the pilot period, residents in the three pilot areas said they felt safer in the areas where they lived and the proportion who thought a number of anti-social behaviours were a problem in their area had declined.
5. Criminal damage in the pilot areas fell during the pilots by 28% overall – 6% higher than in the non-pilot areas of Kent. In Edenbridge, criminal damage had fallen by 43%, in Thanet by 36% and in Canterbury by 16%.
6. The researchers believe that differences in the results in the three areas are due to a combination of factors including local circumstances and issues and the different size of the areas.

Public Perceptions of Anti-Social Behaviour

7. The researchers examined changes in responses to the Kent Police surveys of local views of ASB. They used 7 measures of such behaviour. At the end of the pilot period, the KCAP areas had falls in the proportion of people concerned across 6 measures of ASB compared with 3 in the non-pilot areas.
8. The anti-social behaviours measured were:

• Teenagers hanging around	- fell 4%
• People drunk or rowdy in public places	- fell 3%
• Vandalism and graffiti	- fell 1%
• Rubbish and Litter	- fell 1%
• People using or dealing drugs	- fell 2%
• Noisy neighbours/parties	- no change
• Perception that ASB a large problem	- 1%

9. Public Perceptions of Safety

Overall safety

The proportion of people who said they felt safe overall in their area increased by 4% in the pilot areas – twice that of the non-pilot areas.

Walking alone in daytime

The portion feeling safe when walking alone in the day increased by 1% in the pilot areas

Walking alone at night

The proportion who felt safe at night when walking alone increased by 4% in the pilots – twice the change in the non-pilots. In Thanet, the proportion increased by 10%.

The researchers suggest that in the future, CAPs should draw in partners from Education, Youth Work, Health and also the alcohol industry itself.

Kent Community Alcohol Partnership

Vision

A culture where young people drink responsibly, minors are only able to access alcohol under responsible and informed supervision, and safe consumption limits are understood.

The purpose of the partnership is therefore to:

- reduce the incidence of alcohol sales to young people under the age of 18 (minors)
- reduce proxy purchasing and general supply of alcohol to minors
- reduce anti-social behaviour associated with alcohol consumption
- improve the health of young people by reducing alcohol consumption to safer levels
- improve the general understanding of alcohol strengths and the number of units safe to consume in accordance with the Government's sensible drinking message

Strategy

This is a partnership between the Retail of Alcohol Standards Group (RASG) representing the major off sales retailers of alcohol, local authorities (Kent County Council and District Councils), Kent Police and Health Authorities, who have come together on the understanding that they share a common goal as described in the Vision and Purpose of KCAP described above. It is the intention to extend the partnership, in particular to include the on sales sector such as public houses, clubs etc

Activity under the KCAP banner is intended to complement the existing work of retailers and enforcement agencies, without increasing resources in the long term. The partnership approach recognises that enforcement can only partly achieve the vision and that in order to shift a culture there is a need for all the organisations and agencies to work together, alongside local communities. Partnership activity will initially be concentrated in targeted areas before being rolled out throughout the county.

Central to this partnership is the belief that the partners need to work closely with local communities to create energy, enthusiasm and commitment to the vision, with sustainability of this initiative requiring a measure of cultural change that can only be achieved through such close working.

What we will deliver by working together

The examples below give a flavour of the partnership activities, but as KCAP develop, other strategies will emerge to assist in the cultural change to which we all aspire.

A key achievement would be to improve the working relationship between all the different stakeholders and encourage more effective partnership working. This should help to develop the perception that retailers and in particular their front line staff are part of the solution rather than part of the problem.

In addition this partnership working will mean better information sharing, so that KCAP retailers (stores, shops, pubs, clubs etc) who become aware of alcohol related problems will immediately share this information with the Kent enforcement agencies (Police, Trading Standards, District Council licensing officers etc as appropriate). Joint working will then follow to attempt to tackle the identified issues. Similarly if the enforcement agencies have any concerns these will be shared with the retailers and again joint working will follow. If having worked with retailers the enforcement agencies still feel that test purchase operations are necessary this information will be shared with the retailers.

KCAP will focus on raising the profile of the legal implications of underage drinkers who attempt to buy alcohol illegally. This could include a number of trial actions such as young people under 18 who are found with alcohol being taken home and their parents informed, or the use of PNDs in relation to these young people. Where proxy purchasing for a minor is known to take place then we will consider joint action to tackle this problem.

Education of young people is critical to the success of KCAP and partners will engage in informing, advising (and where appropriate supporting) young people and parents, using schools and any other means to get messages across

Partners to this agreement are:

- The Retail of Alcohol Standards Group (representing Tesco, Sainsbury, Morrison, Waitrose, Aldi etc)
- Kent Police
- Kent County Council (including)
 - Trading Standards
 - Kent Drug and Alcohol Action Team
 - Community Wardens
 - Youth Service
 - Public Health Department (also representing the Health Authorities)
- Canterbury City Council
- Sevenoaks District Council
- Thanet District Council

September 08

Appendix C – Countywide Steering Group Attendees

Job Title	Authority
Representatives from Trading Standards Management	Kent County Council
KCAP Lead Officer – Trading Standards	Kent County Council
Community Safety – Business & Partnership Development Manager	Kent County Council
Partnerships and Communities Command – Chief Inspector	Kent Police
Licensing Managers	Relevant District Councils
Media Relations Officer	Kent County Council
KDAAT – Young Persons Commissioning Manager	Kent County Council
Community Safety Co-ordinators	Relevant District Council
Health Commissioner Responsible for Alcohol	West Kent PCT
Property Director	Shepherd Neame Breweries
National CAP Officer	Wine and Spirit Trade Association
Chief Inspectors for relevant KCAP areas	Kent Police
Assistant Head of Youth Service	Kent County Council
Schools Drug Education Adviser	Kent County Council
Drug and Alcohol Inspector	Kent Police
Representatives from the retailer sector	Co-Op and others as appropriate
Specialist in Public Health	NHS Eastern and Coastal Kent

Appendix D – Example of Local Tactical Group

Job Title	Authority
Trading Standards Representative (usually a locally based officer)	Kent County Council
Chief Inspector for area (Later this may be delegated to local Inspector, Sgt, PC or PCSO as appropriate)	Kent Police
Licensing Manager / Officer	Relevant District Council
Local RASG retailer representative	Various
Community Safety Co-ordinator / Officer	Relevant District Council
On trade representative	Various
Local youth workers	Kent County Council / Other Groups
Local health representative	Various
Other local representatives as they become needed	Various

Appendix E – Action Plan Template

Education

Activity	Responsibility	Timetable / Status / Update
<ol style="list-style-type: none"> 1. Retailers and On Licences to receive Challenge 25 POS 2. RASG training sessions for independent retailers 3. Distribution of C25 and CAP posters to other parties 4. Mentoring of smaller retailers by larger RASG 5. Sharing of best practice between traders 6. Train new licences and door staff 		
<ol style="list-style-type: none"> 1. Work with schools to increase awareness of issues surrounding consumption of alcohol. 2. Encourage adoption of Alcohol education in PHSE programmes 3. Arrange meeting with Education / Schools to discuss PHSE Education 4. Schools adopt and provide timetable for alcohol education 5. Engage with school open evenings or other parent contact opportunities 6. Arrange supply of booklets and alcohol awareness tools 7. Data gathering via questionnaire to seek change in attitude of students 8. Contribute to any input with the schools, such as attending alcohol awareness sessions run by the school or external groups 		
<ol style="list-style-type: none"> 1. Work with established youth providers to deliver the alcohol education message 2. Identify groups / clubs / organisations in town to find out what they do in relation to this project and establish links 3. Ensure partners that deliver the youth services are coordinated and effective in delivery 		
<ol style="list-style-type: none"> 1. Establish links with young people excluded from schools / colleges (Pupil Referral Board) 2. Report investigating how excluded young people can be engaged with 3. Youth Council attend meetings 		
<ol style="list-style-type: none"> 1. CAP awareness within the partner group 2. Develop partner training package for front line service deliverers i.e. Response Officers / NHPT / NH Wardens / Street Cleaning Staff / Community activists 3. Ensure the sharing of best practice between traders and agencies 		

Enforcement

Activity	Responsibility	Timetable / Status / Update
<ol style="list-style-type: none"> 1. Map 'On' and 'Off' Licensed premises, schools, anti-social behaviour and underage drinking hotspots in and around the identified areas 2. Produce a baseline for the identified areas using current statistics and anecdotal evidence 3. Monitor numbers of complaints received in respect of licensed premises 4. Gather data re letters sent out to Parent(s) / Guardian(s) of Persistent Alcohol Offenders. 		
<ol style="list-style-type: none"> 1. Reducing alcohol litter 2. Monitor level and type of litter collected during the life of the project 3. Identify problem products and advise retail group. 		
<ol style="list-style-type: none"> 1. Reducing underage sales 2. Conduct non punitive test purchases in licensed premises to ascertain existing levels of "No ID No Sale" effectiveness and ongoing training 3. Retailers to be provided with point of contact number and email for the KCAP project for reporting alcohol related issues. 		
<ol style="list-style-type: none"> 1. Reducing underage drinking 2. Joint KCAP patrols with TS / Police / youth engagement team 3. Supply retailers with intelligence of where young people are drinking and obtaining alcohol 4. Take follow up action with parent(s) / guardian(s) of young people found with alcohol 5. Proxy purchasing to be monitored and retailers encouraged not to sell alcohol where they are suspicious. 		
<ol style="list-style-type: none"> 1. PASS ID Cards 2. Acceptance of PASS approved ID in all outlets 		

Public Perception / Communication

Activity	Responsibility	Timetable / Status / Update
<ol style="list-style-type: none"> 1. Work with Corporate Communications to establish positive messages transmitted to the media 2. Launch event press release 3. Report on KCAP activities and progress in local newspaper, including any evaluation and actions to be done 		
<ol style="list-style-type: none"> 1. Launch event 2. Identify photographic opportunities and key speakers 3. Prepare 'key messages' briefing document for press launch and key speakers 		
<ol style="list-style-type: none"> 1. Publicity campaign 2. Media campaign to promote KCAP to schools, traders, young people and the community 3. Publicise KCAP in public areas i.e. library, community buildings etc 4. Conduct survey of retailers before launch and end of pilot period 5. During Alcohol Awareness and Not In My Neighbourhood Week (and any others) arrange stands in various areas for interaction with the public 		
<ol style="list-style-type: none"> 1. Partners Meeting 2. Inform Community Stakeholders of the structure and aims of KCAP 		
<ol style="list-style-type: none"> 1. Retailer Meeting 2. Hold retailer meeting to gain support and feedback 		

Appendix F –Example Local Aims and Objectives

Objective	Outcome	Measure
Reduce Incidents of alcohol sales to young people under the age of 18	<ol style="list-style-type: none"> 1. Improving health, anti-social behaviour levels and reduced risk associated with alcohol 2. Young people no longer consume or have reduced intake of alcohol 	<ol style="list-style-type: none"> 1. YP Surveys show a reduction on previous year 2. Reduction in anti-social behaviour by X% related to alcohol in YP 3. Police Stats
Reduce proxy purchasing and general supply of alcohol to under 18s	<ol style="list-style-type: none"> 1. The message of proxy purchasing is understood by the community and no reports recorded. 2. Parents understand the consequences of YP drinking alcohol and no longer supply alcohol to their under age children for consumption outside of the home 3. Reduced alcohol related litter in hot spot areas 	<ol style="list-style-type: none"> 1. Reports should initially increase about YP drinking alcohol then as the project comes to end there should be a decrease 2. Behavioural survey 3. Number of parent group sessions delivered 4. Questionnaires, surveys and feedback that parents understand more about YP drinking alcohol 5. Reduction in reports of alcohol related litter
Reduce anti-social behaviour associated with alcohol consumption	<ol style="list-style-type: none"> 1. Underage drinking is not tolerated in the KCAP area 2. Young People have plenty of diversionary activities 	<ol style="list-style-type: none"> 1. No reports recorded by the community 2. Reports should initially increase then as the project comes to end there should be a decrease 3. Increase in the number of young people engaging in youth activities with youth providers 4. Feedback from partner agencies
Improve the health of young people so they are aware of the consequences and risks associated with drinking alcohol	<ol style="list-style-type: none"> 1. Able to engage young people through education in schools and other youth opportunities 2. Young people are aware of the consequences of drinking alcohol and associated risks and no longer see it as socially acceptable 3. The marketing message is taken seriously enough to bring about a change in attitude and behaviour and reduction in consumption 	<ol style="list-style-type: none"> 1. ?X % of YP questioned can name the risks associated to drinking alcohol (risks highlighted during project delivery) 2. Behavioural survey 3. Number of sessions delivered in schools 4. Evaluation of schools sessions

Objective	Outcome	Measure
<p>Improve the general understanding of alcohol strengths and the number of units safe to consume in accordance with the Government's safe drinking message.</p>	<ol style="list-style-type: none"> 1. Parents are able to make informed choices about alcohol relating to young people 2. Parents no longer allow or have significantly reduced underage drinking within their family 3. More families seek support from partner agencies 4. Reduced alcohol misuse in families 	<ol style="list-style-type: none"> 1. Questionnaires, feedback from YP that can no longer purchase alcohol without ID 2. Reduced reports from retailers of attempted purchase 3. ?XX Parents sessions in schools and / or community 4. ?? % of parents questioned can name the risks associated to YP drinking alcohol (risks highlighted during project delivery) 5. Behavioural survey
<p>Develop a responsible retailing partner ethos in the CAP area.</p>	<ol style="list-style-type: none"> 1. On and Off Trade retailers are seen as partners and an integral part of the solution rather than part of the problem 2. Retailers supporting KCAP with a high level of compliance, well trained staff and secure "No ID No Sale" systems 3. Under 18s are unable to purchase alcohol from local on / off retailers 	<ol style="list-style-type: none"> 1. ?XX retailers trained via support from RASG partner 2. Pub Watch and Off Watch meetings fully supported 3. Retailer buddy / mentor system in place 4. Retailers report few incidents of YP trying to purchase alcohol or proxy purchasing 5. Good two way relationship and transfer of intelligence between trade and enforcement agencies 6. Feedback from traders survey, Police and Trading Standards
<p>Project evaluation</p>	<ol style="list-style-type: none"> 1. Positive improvement through reduced crime and anti-social behaviour 2. A broad cross representation of the community seeing KCAP as having delivered on its objectives 3. Sustainability program and further roll out planned 	<ol style="list-style-type: none"> 1. Residents questionnaire 2. YP questionnaire 3. Police intelligence reflects anti-social behaviour related to alcohol misuse in YP has reduced 4. Police reports of anti-social behaviour hot spots 5. Crime reports 6. Plans to roll model out into other areas

Appendix G – Retailers Template Letter



Address

TRADING STANDARDS

Invicta House
County Hall
Maidstone
Kent
ME14 1XX
Tel: 01622 671411
Fax: 01622 221013

Dear Sirs

Kent Community Alcohol Partnership

KCAP is a partnership of Kent Police, Kent County Council, District Councils, Health Authorities and the Retail of Alcohol Standards Group (RASG) which represents alcohol retailers, the pub trade, the local District Councils and Health Authorities. As an alcohol licensee we consider you to be a key partner in this much-needed programme. The partnership is aimed at helping local communities to tackle alcohol related problems.

Assistance and support from you and your staff is essential to making this initiative a success and will help develop the perception that you and your staff are part of the solution rather than part of the problem.

The project activities will focus around two main themes:

- Sharing information - As a retailer, if you are aware of an alcohol related problem then you should share this information with the Partnership by emailing the details to KCAP@kent.gov.uk or calling 08458 247 247. Likewise, if other partners have concerns relating to your premises they will share this with you. Joint working will then follow to attempt to tackle the issues identified.
- Dealing with young people - The Partnership will focus on raising the profile of the legal implications of underage young people attempting to buy alcohol and proxy purchasing.

An officer from one of the partners will be visiting your premises in the next few weeks to ensure that you have received this letter and to answer any questions you may have. They will also be able to explain the next step in implementing this programme.

Yours faithfully

Insert Partner Agreed Contact

It is a criminal
offence to buy
alcohol on
behalf of a child.

You could face a
£5000 fine.



drinkaware.co.uk



It is an offence for
persons under 18
years to
purchase
or attempt to
purchase alcohol.
You could receive
a fine of £1000.



drinkaware.co.uk

RASG

Retail of Alcohol
Standards
Group

UNDER 25?

Please be
prepared to show
proof of age when
buying alcohol



drinkaware.co.uk



Kent Community Alcohol Partnership Accredited Retailer and Publican Agreement

KCAP is a partnership between Kent County Council, Kent Police, the Retail of Alcohol Standards Group (RASG), local retailers, local publicans, the local District Councils and Health Authorities. The partnership aims to change attitudes to drinking by:

- **Informing** and advising young people on sensible drinking
- **Supporting** retailers to reduce sales of alcohol to underage drinkers
- **Promoting** responsible socialising
- **Empowering** local communities to tackle alcohol related issues

By becoming an accredited retailer or publican your business is demonstrating support and a commitment to the principals of KCAP.

Criteria for membership:-

All licensed premises:

- Businesses adopt an effective system to prevent underage sales. Examples of this include:
 - All staff are trained in the law relating to age restricted goods and how to have confidence in challenging young people
 - Appropriate records of this training are kept proportionate to the scale of the business
 - Appropriate management information systems in place to monitor compliance with age restricted products legislation with regular monitoring and reviews
 - Appropriate point of sale material relating to underage sales is displayed proportionate to the size and scale of the business
 - The DPS is regularly on the premises and is exercising good oversight
- Businesses adopt as a minimum "Challenge 21" but preferably "Challenge 25".
- Businesses actively and positively promote KCAP and its principles in the wider community.
- Businesses share their own intelligence including the results of any "mystery shopper" exercises they carry out with public authority partners.
- Businesses will welcome local authority partners carrying out "Challenge 21" / "Challenge 25" test purchasing. Such test purchasing is to be carried out with a view to helping and supporting businesses and is not intended to be punitive in any way.

Off Trade

- Age restricted products should be displayed in such a manner as to minimise the risk of theft. Ideally this would mean that the goods are under constant supervision or that any person picking them up will have to pass a till before leaving the premises.
- Positive authorisation is required where sales of alcohol pass through self service tills or tills staffed by operators who are under 18 years of age.

On Trade

- Wine will be available in 125 ml measures as well as the larger sizes.
- Spirits will be offered in 25 ml single measures as a preference, but measures not to exceed 35ml for a "regular" serving.
- Some marketing prominence given to soft drinks and alcohol free (or reduced) drinks.
- Premises to encourage responsible socialising by having dispersal policies in place where relevant and avoiding drinks promotions that encourage binge drinking.

Criteria for maintaining the integrity of the accreditation scheme:-

You, as an accredited member to the scheme, will show commitment to KCAP by complying with the criteria outlined above. In the interest of maintaining the integrity of the scheme for all members, it is important to consider appropriate actions where the conduct of a member falls below the standard expected. It is important to note that you will be given every opportunity to engage with the partnership.

Actions considered to demonstrate disregard for the partnership will include:

- Failure to meet the criteria of the accreditation scheme
- Lack of training for staff
- No "Challenge 25 / 21" policy in place
- Failure to attend planned training sessions offered by the partnership
- Selling alcohol to underage youngsters
- Failure to share information with the partnership
- General lack of engagement with the partnership by failing to display KCAP posters, attend events and promote the principals

The recommended remedial steps are therefore as follows:

- If the Premises License Holder is a RASG member or a tenant of a brewery such as Shepherd Neame, a suitable contact for these organisations will be made aware of any issues
- The Premises License Holder will be invited for a meeting with the key partners to plan the best route forward
- If this is not fruitful and the Premises License Holder is unwilling to cooperate then it may be necessary to issue a notice of intention to withdraw accreditation. This would be decided by the KCAP Operational Group to ensure consistency
- Appeals against this can be submitted to the KCAP Strategic Group

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Charlotte Edwards
Kent Community Alcohol Partnership Lead Officer
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🌐 www.kent.gov.uk/kcap

AGENDA ITEM

ASB 2/7/14.

7.

DATE & TIME	INCIDENT / PROBLEM / CRIME	CRIME NO / LOG NO	REPORTED BY	UPDATE
INCIDENT LOG: April 2014				
16/04/2014	St Pauls Close Swanscombe - A Burglarly dwelling between the hours of 8.30am and 8.40am on Tuesday 15 April 2014. Entry gained and a purse and some cash stolen.	Crime Reference XY/13339/14	Reported by Kent Community Messaging	
17/04/2014	Moore Road - Swanscombe. An attempt was made to gain access to garage between 9pm and 10.20pm on Tuesday 15 April. Theft from a motor vehicle also occurred. Tools were stolen from a white Vauxhall Astra Van.	Crime Reference XY/13379/14	Reported by Kent Community Messaging	
22/04/2014	Moore Road - Swanscombe - A burglary of a domestic garage between 9am on Friday 11 April and 3pm on Friday 18 April. Entry gained a hitachi drill and a dewalt drill stolen.	Crime Reference XY/13868/14	Reported by Kent Community Messaging	
25/04/2014	Heritage Park - Lady Bitten by dog the lady had treatment in hospital.		Reported by Councillor Mrs C Openshaw.	
27/04/2014	Irving Walk, Swanscombe - Burglarly food stolen from freezer and cupboards and mans wallet stolen.		Reported by Councillor Mrs C Openshaw.	
30/04/2014	Leonard Avenue, Swanscombe - Attempt to gain access to a shed between 21.55 - 22.05 damage done but access not gained.	Crime ref: XY/15239/14	Reported by Kent Community Messaging	

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DATE & TIME	INCIDENT / PROBLEM / CRIME	CRIME NO / LOG NO	REPORTED BY	UPDATE
INCIDENT LOG: May 2014 02/05/2014	Attempted break-ins at Swanscombe Park - no entry gained. Downs Garage - taken padlock didn't get in. Old Istead Rise Shed - Broken the bottom of the door, didn't get the padlock off. Old container - has 2 padlocks on, they got the smallest one off but didn't get in	02-261 Crime ref: XRY/15374/14	Parks Staff 09:00am	Police will attend within the next 4 hours.
02/05/2014	House door forced open early hours this morning, few things taken from house and spare car keys found also and car taken . If anyone sees a white peugeot RCZ parked up in a strange place this morning can you please let me know. Reg ends VOP		Seen on facebook, reported to the Police.	
02/05/2014	Anyone had their car vandalised in the area recently? Our car had 4 nails put in 2 tyres last night, which has resulted in paying for one new tyre and mending the other! I see 2 young lads on bikes hanging around the bottom of Mounts Road, near Valley Gardens, but thought nothing of it, might not be connected but wish I paid more attention to them now. I would definitely recognise one of them again! Things like this make me mad!!!		Seen on facebook, reported to the Police.	

02/05/2014	AB35 Moore Road, Swanscombe. An attempted garage break in between 10.30pm on Tuesday 29th April 2014 and 5.15am on Wednesday 30th April 2014. An attempt to gain entry was made but was unsuccessful and nothing was stolen.	Crime No. XY/015324/14.	Reported by Kent Community Messaging.	
1 or 2 May 2014	Attempted break-in at Swanscombe Park overnight. 3 buildings had locks broken, nothing stolen	Crime No. XRY/15374/14	Reported to Police by Town Council.	
5 or 6 May 2014	Break in to 2 x garages at Swanscombe Park, nothing stolen and van undamaged.	Ref given by Police: 06/0220. Crime Ref: XY/16065/14	Reported to Police by Town Council.	Forensics attending 6 May 14 10am, DU meeting.
August 2013 onwards	ASB directed at resident in Cambria Court, Greenhithe.	Various incident numbers	Reported to Police by Town Council via KCC member	Insp G Woodward to seek sustainable solution
06-May-13	Resident of Whites Close rang to say children climbing trees in Saxon Court and being rude to residents of houses.		Resident advised that Police did attend and speak to parents of children at their house.	Resident was going to ring back with address of "culprits" so a letter could be sent. No return call received.
06/05/2014	Keary Road allotments - Burglaries of 8 allotment sheds between 5pm on Sunday 4 May and 7am on Mon 5 May. Entry gained, various gardening equipment was stolen, damage was done to all doors.	Crime No. XY/15758/14	Reported by Kent Community Messaging.	
06/05/2014	Keary Road allotment - attempted break in on shed.		Reported by Councillor J A Hayes	

08/05/2014	Break in at Swanscombe Park (wooden pavilion), nothing stolen, damage to bowls green (fire extinguisher).	Ref: 026609 / Crime Ref XY/16231/14	Reported by Parks Staff to Town Clerk	PCSO Steve Howard visited S/Park and took details. He will e-mail a crime ref number to the TC. 09.05.14 Cr. Crime Reference received from PCSO Steve Howard. informed this Crime has been filed pending further information coming to light or any forensic result. The police will continue to go into the park of an evening and pay plenty of attention to it. 12.05.14 RR
08/05/2014	Back gate kicked open and shed / workshop broken into		Member of public via Facebook, Town Council emailed Police and Community Wardens	
08/05/2014	Man following a girl in a silver car on Sun Rd, Swanscombe		Member of public via Facebook, Town Council emailed Police and Community Wardens	
09/05/2014	Seymour Walk, Swanscombe - Attempted burglary between 1:04pm-1:07pm on 08/05/14, An attempt to gain entry was made but was unsuccessful and nothing was stolen	Crime ref: XY/016088/14	Reported by Kent Community Messaging.	
16/05/2014	Mounts Road, Greenhithe - A burglary occurred between 23:30 on Wednesday 14/05/14 and 07:00 on Thursday 15/05/14. Entry was gained and the following items were stolen: House and car keys. Grey volkswagon polo, which has now been recovered	Crime ref: XY/16986/14	Reported by Kent Community Messaging.	

16/05/2014	Eglinton Road, Swanscombe - A shed was broken into between 22:45 on Thursday 15/05/14 and 05:35 on Friday 16/05/14. Damage was caused, entry was gained and a black and green motorcycle was stolen.	Crime ref: XY17093/14	Reported by Kent Community Messaging.	
16/05/2014	Outside 10 Broomfield Rd, Swanscombe - Abandoned vehicle with no tax since February 2014. Frontera reg no: W553 UAB		By a Town Councillor to Admin Asst who e-mailed DBC Customer Services, local police and community wardens	

DATE & TIME	INCIDENT / PROBLEM / CRIME	CRIME NO / LOG NO	REPORTED BY	UPDATE
INCIDENT LOG: June 2014				
03/06/2014	Broomfield Road, Swanscombe - Attempted break in to property.	XY/019748/14	Kent Community Messenger	
13/06/2014	Bean Road, Greenhithe - Theft of a BMW 318 Registration No. T97 KPW between 9.30pm on Tuesday 10th June 2014 and 6am on Wednesday 11th June 2014. Vehicle contents include personal papers, bank and credit cards, an iPhone, a toolbox and tools and a suitcase.	XY/020590/14	Kent Community Messenger	
17/06/2014	Southfleet Road, Swanscombe - Communal Car Park - Vandalism, Criminal damage and thefts to car overnight, as well as 2 vehicle fires and a dismantled car.		Reported by KCC Coucillor.	

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1. Crime Survey

ASB 15/7/14
AGENDA ITEM 12

The summary of the online crime survey results can be found here:

The main points highlighted were

- 78% of online respondents said that they have personally been a victim of crime. This is by no means representative, and does not reflect what was found on the doorstep, as obviously an online crime survey will jump out at people who have been victims, and those people are more likely to click the link. It did, however, offer the opportunity to ask about police responses.
- Most people did report crime to the police, although the majority of people did not have a positive experience – although again, those with a negative experience might have been more likely to fill the survey in. Among the most commonly cited reasons for a negative experience were poor response time and poor customer service.
- Most people wanted to see a greater police presence, particularly foot patrols, as well as more CCTV and better streetlighting.

Questions and comments from the floor

- Not many people had been asked the survey on the doorstep. It was acknowledged that door to door campaigns require a lot of time and man power, but agreed also that as talking to as many people as possible had to be the main communication method. It was agreed that door to door work would still be done as far as resources allow, but attendees were also asked for suggestions of other places to reach people. Suggestions included
 - Talking to people at the school gates
 - Advertising in local pubs
 - Setting up a street stall on the high street
- It was agreed that the internet was fine as an additional advertising tool, but should not be relied upon as it excludes too many people. Use of Facebook groups such as Swanscombe Dwellers was generally considered positive and effective, so long as it didn't replace face to face conversations.
- It was mentioned that many residents were suspicious when they received a paper copy of the survey, as there were not enough details to identify who had sent it or what it was being used for. This was taken on board and it was agreed that future surveys would be clearly labelled.

2. Police

The meeting was attended by Rob Payne, Beat Officer for Stone and Swanscombe, who introduced the new, dedicated police team including PCSO for the area, Stephen Howard, also in attendance.

The following crime statistics were presented at the meeting:

11/03/2014-11/04/2014

CRIME

Burglary other than dwellings x5

Attempt Burglary other than dwellings x3

Attempt burglary dwelling x1

Thefts x4

Criminal Damage x15

Vehicle Crime x2

Theft of motor vehicle x2

Theft from motor vehicle x6

Shoplifting x1

ASB

Nuisance vehicle x14

7x Southfleet Road (4 were same incident)

2x Craylands Lane

2x Broomfield Road

1x Park Road

1x Trebble Road

1x Milton Road

1 x section 59 issued and motorbike seized by PCSO Howard & Dickinson

Nuisance youths x4

Gunn Road

Lewis Road

Wardona Court (youths and parents spoken to)

Ebbsfleet academy

Questions for the floor

- Several attendees asked why the police are powerless to act in circumstances where they know who law breakers are. It was explained that in order to get a warrant, police have to have at least two independent pieces of evidence, and urged people to continue to report everything as this can lead to further action being taken and indeed it is often impossible to take action without it. Several reports can also be used to establish a pattern. People were urged to call 999 in any instance where there is a possible threat to life, and to call 111 with all non urgent police reports. People were also encouraged to feed information back to local representatives as well as the Swanscombe Policing Team.
- It was asked whether most crime happens at night or during the daytime. Police representatives present estimated that around 75% of crime happens at night. They agreed with comments about overnight lighting, saying they too believed that the lack of street lighting was contributing to recent increases in crime.
- It was asked who was responsible for increasing and improving CCTV coverage in Swanscombe. This is an issue best taken up by local council representatives, and Steve Doran has agreed to look into this issue.
- The issue of alleyways was raised, with several residents arguing that closing off certain alleyways would help limit criminal activity and anti-social behaviour. It was explained that some alleyways will be rights of way and therefore they cannot be closed off, but that it might be possible to close off other alleyways if residents can agree on the request and put this to the borough council. Steve Doran has agreed to investigate which of the problem alleyways could potentially be closed off, and to then speak to the residents there about the action they would like to take. Where residents want to see the alleys closed off, Steve Doran has agreed to liaise with the borough council on their behalf.
- Representatives were asked to explain their various roles, responsibilities and powers.
 - Response Units – respond to 999 calls and have full powers.
 - Beat officers – based in the community, with responsibility for liaising with the community, bridging the gap between the community and the wider police force/response units and gathering in-depth knowledge of the criminal activity and causes of crime in the area.

- PSCOs – responsible for intelligence gathering. Do not have the power to arrest people and have no more power than a member of the general public to intervene in an emergency.
- An attendee suggested that the police and local elected representatives consider best practice in other boroughs and the Met Police, mentioning the safer neighbourhood scheme specifically.
- Several attendees mentioned neighbourhood watch schemes. The police said that effective neighbourhood watches could have an impact on crime in the area, and said they were happy to provide information to anyone interested in setting one up.
- Several people mentioned problem parking, particularly with regards to disabled access and drop curbs. The police representatives said they were often powerless to take action against those parking irresponsibly, and that the matter of double yellow lines and enforcement was a Borough council issue. Steve Doran has agreed to take this issue up with the council.

3. North Kent Crime Prevention Panel

A representative of the Crime Prevention Panel discussed a number of items available at low cost to help people avoid being the victims of crime, including money tins that look like food tins, UV pens for marking property and panic alarms. The crime prevention team currently have retail space in Blue water for anyone who would like to buy these items, or discuss crime prevention with the team.

4. Summary of next steps

- The next crime forum will be arranged for about 8 weeks from the date of the first one. This will be advertised primarily by talking to as many people as possible
- Steve Doran will investigate the issues of Alleyways to be closed, CCTV coverage and parking restrictions, and will feedback on progress.
- Attendees agreed to take an active role in the reporting of crime.

5. Contacts and take out information

- Steve Doran, Labour Councillor for Swanscombe, 07949626195, stevejdoran@gmail.com
- Rob Howard, PCSO for Swanscombe, 07528 989357
- Rob Payne, Beat Officer for Swanscombe, 07772 226039
- Police can only act if they have evidence of criminal activity – people are urged to report all crimes by calling 111 or contacting the Swanscombe Police Team.

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