



AGENDA

EASTERN AREA COMMITTEE MEETING

Date: Thursday, 16 June 2022

Time: 7.00 pm

Venue: Faversham Baptist Church, The Meeting Place, St Mary's Road, Faversham, Kent ME13 8EH*

Membership:

Councillors Lloyd Bowen, Alastair Gould, Mike Henderson, Carole Jackson, Denise Knights (Chair), Ben J Martin, Hannah Perkin, Julian Saunders (Vice-Chair), David Simmons, Eddie Thomas, Tim Valentine and Mike Whiting.

Quorum = 4.

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Link to meeting: TO BE ADDED

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2. Apologies for absence

3. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships. The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non-Pecuniary Interests (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that

the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the meeting while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the meeting.

4. Minutes

To approve the [Minutes](#) of the Meeting held on 22 March 2022 (Minute Nos. 702 - 712) and the Minutes of the meeting held on 18 May 2022 (to follow) as a correct records.

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| 5. Matters arising from previous meetings | 5 - 14 |
| 6. Swale Local Cycling & Walking Infrastructure Plan (LCWIP) | |
| 7. Public Forum | |
| 8. Local issues to be raised | |
| 9. Update on work plan | 15 - 20 |
| 10. Matters referred to Area Committee by Service Committees | |
| 11. Matters referred to Service Committees by Area Committee | |

Issued on Wednesday, 8 June 2022

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**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Eastern Area Committee meeting: June 2022 – Matters arising

No.	Item	Background	Progress on actions
1.	Bus consultation project	<p>At the December 2021 meeting, Eastern Area Committee Members agreed to award £10,000.00 to undertake a public consultation on local bus services. Due to SBC resource issues there was a recommendation by the Head of Regeneration and Economic Development to explore an alternative delivery option such as project management by a town or parish council.</p> <p>At the Area Committee meeting on 22 March 2022, Members questioned if a parish or town council would have the resources to carry out this consultation and felt that it would be better for SBC to run this project, which was of huge importance to the residents of the Eastern Area.</p> <p>The Area Committee agreed that that the matter should be referred back to Cabinet to request that SBC carry out the public consultation on local bus services.</p>	<p>Options were taken to Informal Cabinet on 4 April 2022. Cabinet Members favoured the following options:</p> <p><i>Option 2: Seek a suitably qualified temp or student placement to undertake the work under the direction of either the Capital Projects Manager or the Economy and Community Services Manager.</i></p> <p><i>Option 4: Contract the work out to a third party with the contract managed by either the Capital Projects Manager or the Economy and Community Services Manager.</i></p> <p>Officers are assessing the resource implications and can update that they are making contact with the University of Kent Careers and Employability Service to determine what particular scheme this might best sit within, and when a student might be available.</p> <p>A current contract has been identified which could potentially be extended to accommodate the consultation. The consultants have indicated they would be willing and able to take this on.</p> <p>There is no longer of the option of the work being managed by the Capital Projects Manager as this post holder will be leaving SBC at the end of June. Therefore, in-house management of the work would</p>

			be by the Economy and Community Services Manager.
2.	Defibrillators in the Eastern Area	<p>An action that came out of the Eastern Area Committee meeting on 3 February 2022 to collate information on defibrillators in the Eastern Area with a view to producing a map to show where there were gaps. On checking with officers, the Ambulance Service were recently contacted by SBC for a similar exercise across the borough but even after submitting an FOI, they would not release the information.</p> <p>It was agreed by the Area Committee to write to Parish and Town Councils in the Eastern area to encourage them to check the National Defibrillator Database is kept up-to-date with information about defibrillators in their areas. Also, to stress the importance of maintaining the defibrillators so they are kept in working order. It was suggested also writing to Shepherd Neame. Maps can be pulled down from the National Defibrillator Database for the Area Committee to review at a later meeting.</p>	<p>A letter has been sent to the Parish/Town Council clerks and nominated representatives (Appendix 1).</p> <p>A similar letter has been sent to Shepherd Neame.</p> <p>Some Parish Councils have responded to advise that the South-East Coast Ambulance Service asks for defibrillators to be registered with a database called the Circuit which is for their use only. The National Defibrillator Database allows the public to see the locations of equipment in their area so the Chair would like to encourage those responsible to register with both databases.</p> <p>Selling Parish Council have a defibrillator policy and procedures document which they are happy to share should anyone find it useful to view. Please email areacommittees@swale.gov.uk if you would like to receive a copy.</p>

3.	Flooding in the Whitstable Road area.	<p>Further to a number of meetings with relevant agencies including site meetings, actions have been agreed by Southern Water and KCC. These include clearing the drains around the flooding areas, unblocking the ditch outfall and flood testing the system.</p> <p>Measures are also being looked at to slow the flow of water at Faversham Recreation Ground during peak storms.</p> <p>The Area Committee asked the Cabinet Member for Environment to write to Southern Water to request a full update and action plan.</p>	See Appendix 2 for an update.
4.	KCC Education matters	<p>KCC changed their travel provider for pupils with Special Education Needs (SEN) who needed access to special schools. Subsequently, a lot of those children were left for about a week without any transport to school.</p> <p>Families with children awaiting diagnosis for Attention Deficit Hyperactivity Disorder (ADHD) and autism faced a waiting list of up to five years in Kent. That meant a lot of children would not be able to access the provision they required. The</p>	The Cabinet Member for Health and Wellbeing wrote to KCC about these matters. The responses received are set out in Appendix 3 which also includes an update by Cllr Hannah Perkin.

		<p>waiting list for private assessments was currently 12 to 16 weeks but cost up to about £3,000.00.</p> <p>The Area Committee asked to refer these matters to the relevant Cabinet Member and ask for a letter to be written to KCC to highlight these issues.</p>	
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To Parish and Town Councils
Eastern Area of Swale

Please ask for:

Email: janetdart@swale.gov.uk
Telephone: 01795 417438

20 May 2022

Dear Parish and Town Councillors

Defibrillators - locations and maintenance

At a recent Eastern Area Committee meeting, Members discussed the importance of maintaining defibrillators that are available for the public to use at various locations in towns and villages. They have been made aware of instances of where there have been attempts to use this life-saving equipment in an emergency and they have been found to not be working due to lack of maintenance. This could have tragic consequences and Members would like to ask Parish and Town Councils to assist with relaying this message to those who are responsible for the defibrillators in their parishes.

With your local knowledge of where the defibrillators are located, could you please get in touch with the person responsible for the equipment and ask them to carry out the following tasks:

- Could they please check when they were last serviced and arrange for maintenance to be carried out if it is due. Could they also set up a programme to ensure they are serviced regularly; and
- Could they please register the details of the defibrillator on The National Defibrillator Database so that an accurate central record is kept of all the equipment in the area, the database can be accessed online via www.nddb.uk and the Community Heartbeat Trust who maintain the database can be emailed direct at nddb@communityheartbeat.org.uk.

Thank you very much for your assistance with this very important exercise which could potentially save residents lives.

Yours sincerely



Cllr Denise Knights
Chair Eastern Area Committee, Swale Borough Council

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Appendix 2 – Matters Arising update – Flooding in the Whitstable Road area

The Chair of Eastern Area Committee has provided the following progress report dated 25 May 2022:

I have been dealing with Kent County Council (KCC) Earl Bourner and Swale Borough Council (SBC) Martyn Cassell. Cllr Saunders has been dealing with Southern Water (SW) Sue Cobb. We have both worked very hard on this.

For over 6 years the residents have been lobbying Councillors to sort out the flooding of Whitstable Road in heavy down pours.

On 4 March 2022 Helen Whately MP called a virtual meeting and in attendance was

Helen Whately MP

James Somerville-Meikle

Cllr Denise Knights SBC

Cllr Julian Saunders SBC

Cllr Antony Hook KCC

Earl Bourner - Asset Manager Drainage and Structure KCC

Sub Cobb - Stakeholder Management Team SW

Michael Cook - Network Manager SW

Lionel Hutchins - Investigation Technician SW

John Penicud - Head of Waste Water SW

Scott Pring - Operational Manager East SW

During that meeting I asked for a site meeting with KCC, SW, Lesley Seager Cooksditch clearance volunteer team leader and myself.

This happened on 9th March 2022 where I showed them where all the problems were.

Earl Bourner KCC asked Lesley Seager and her volunteers to clear the culvert at Cooksditch, so that he could get the CCTV machine into the drain for a full survey.

This was completed and on 6 May 2022 myself, LesleySeager, Earl Bourner and KCC contractors attended and found that the pipe was half filled with silt and debris but clear enough to put the robotic camera in. They found no blockage and the camera went into the drain for approximately 31 metres from the St Mary's School end. They then put the camera into the Whitstable Road end and found it completely blocked with leaves, silt and sticks 3 metres in. Obviously, a build-up of many years debris from the road. Bigger machinery was needed.

On 16 May 2022 KCC contractors returned and I attended the site again, they cleared out the culvert in Cooksditch so that it was free flowing .

The Whitstable Road end was cleared but it was believed there may have been a buried chamber, so further investigation was needed. The photographic evidence

showed that the drain in Whitstable Road was now clear and free flowing with no other issues.

There have been two recent heavy rainfall periods where the drain cleared away the water. But there is still danger that the water and debris from the Recreation Ground may cause issues until dealt with.

I cannot thank Earl Bourner and his team enough for being so quick to deal with this issue and listen to residents' concerns. He and his team have been brilliant.

Sue Cobb SW has been keeping Cllr Saunders and myself updated. SW completed main works at Cypress Road WPS for repairs and planted 2 trees in Cooksditch to replace the ones they had to remove. The flap valves have been replaced CSO has been inspected and a CCTV is to be installed to see what happens during heavy rainfall.

A blockage upstream of the CSO was found and cleared and a maintenance schedule is in place. Recently Whitstable Road scheduled cleaning took place to remove the build-up of fat in the drains. The man-hole lifting eyes were broken so a request has been put in to replace them. I have been informed that it was a successful clean but works are continuing.

The Head of Environment and Leisure provided the update below:

- The runoff from Faversham Recreation Ground is nothing new, the whole site runs downhill from the top to the bottom right corner at Whitstable Rd and that over many years rain has left the site onto the road.
- Our understanding is that both KCC and SW understand that the Recreation Ground issue is not the major contributor to the flooding.
- Officers took the opportunity to show the Chair additional drainage measures that we have installed in the last 3 years as part of the HLF bid, which means we have already taken action to reduce the flow.
- That said, we acknowledged that, should suitable budget and resource be available, then we could look at some additional measures to try and slow down the flow of water from the pathway running parallel with Park Road.
- Unfortunately, we do not have resource in the team ahead of the next Area committee to work up the schemes fully due to a vacancy in the team and focus on the other priorities.
- The measures we have endeavoured to look at include;
 1. Regular clearance of debris from the drains next to the gate on the corner or Park Road and Whitstable Road (already happening)
 2. A type of speed bump across the gate area to slow run off down.
 3. Along the pathway there were some natural areas of pooling. We will look at the possibility of digging these out further to create small flooding catchment areas.
 4. Potentially using some channelling where each of the benches are to create a barrier.

Further updates to follow.

Appendix 3 - Matters arising update - Kent County Council education matters

Responses received following letters sent by the Cabinet Member for Health & Wellbeing:

Kent County Council – on behalf of Shellina Prendergast, Cabinet Member for Education and Skills and Sue Chandler, Cabinet Member for Integrated Children’s Services.

“The SEN Home to School Transport re-tendering is one which is subject to an internal and external audit, so Shellina, and Sue Chandler, Cabinet Member for Integrated Children’s Services, have confirmed that they would not like to set the narrative before the outcomes of the audits are made; however, they have noted there will be lessons to be learnt.”

The response from NHS NELFT:

“Unfortunately, there continues to be a high demand for ASC and ADHD assessments in the Neurodevelopment and Learning Disabilities Service (NLDS). The impact of COVID-19 has resulted in increased waiting times for an assessment. We apologise for any distress caused to families due to this delay.

The NLDS are still working closely alongside the Kent and Medway Clinical Commissioning Group (CCG) to reduce waiting times and therefore we are now running additional assessment clinics for the longest waiters.

We do not state a timeframe to families, just that families are kept up to date, offered support while waiting and escalated according to need.”

Updates by Cllr Hannah Perkin:

Travel provider for pupils with Special Educational Needs

A Special educational needs and disabilities (SEND) transport update was called into Scrutiny at Kent County Council (KCC) on 20 April 2022 where “SEND Transport lessons learnt review” terms of reference were presented. This was an internal review commissioned by the Head of Paid Service and Section 151 Officer following what KCC deemed to be “significant and well publicised service failures in the redesign of Special Educational Needs and Disabilities (SEND) transport services and the adverse reputational impact upon and loss of confidence in Kent County Council.”

It will review various aspects of the tendering of the contract including:

- Impact upon Families and Children;
- consultation process with parents, carers and Kent PACT;
- decision making;
- re-tendering and contract award processes;
- project planning and change management arrangements;
- review of risk management and assurances prior to implementation;
- communication process with parents , carers and Kent PACT Dec 21-March 22;
- Growth, Environment and Transport (GET) Directorate governance arrangements;

- Children, Young Persons and Education (CYPE) Directorate governance arrangements;
- cross- directorate governance and communication between GET Directorate and CYPE Directorate; and
- review effectiveness of short-term remedial actions from February 2022.

I haven't heard that this review has been published yet but it will be interesting to read it when it has and can update the Eastern Area Committee when it is published for their interest. Anecdotally, I have heard from parents that a lot of the problems have now been solved and that there is some obvious relief. However, there are a number of parents that are going through the complaints system.

Attention Deficit Hyperactivity Disorder and Autism assessments

In terms of waiting list times for assessment, the Health and Wellbeing Officer is asking his equivalents at other councils as to whether this is a countywide issue (I suspect the answer is yes as it is a problem nationally). Some positive news, KCC have awarded Autism Apprentice the contract to supply autism support and advocacy in Swale. They will be offering support in school meetings, for children who are attending school but at risk of exclusion, day-time family support and out of hours family support too. The Eastern Area Committee members may wish to know about this so they can signpost families that they might encounter in their casework load.

Eastern Area Committee Meeting	
Meeting Date	16 June 2022
Report Title	Eastern Area Committee Work Plan proposal for 2022/23
EMT Lead	David Clifford, Head of Policy, Governance & Customer Service
Chair of Area Committee	Councillor Denise Knights
Lead Officer	Janet Dart, Interim Area Committees Coordinator
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. The Eastern Area Committee to discuss and agree their priorities and ambitions for 2022/23. 2. The Eastern Area Committee to discuss and agree the criteria which any bids for funding will need to meet. 3. The Eastern Area Committee to discuss and agree what publicity should take place to promote the funding scheme.

1 Purpose of Report and Executive Summary

The Chair and Vice-Chair of the Eastern Area Committee (AC) have worked with officers to put a proposal together for the Eastern AC to consider which will set the Work Plan and criteria for funding bids for the year 2022/23. Once a final list of priorities and criteria have been agreed, the funding application form and guidance notes will be updated ready to launch the bid application process on Friday 1 July 2022. The deadline for bids will be Monday 1 August 2022 after which a thorough assessment process will take place by officers before being taken to the September 2022 round of AC meetings for consideration.

2 Background

- 2.1 In June 2021 the AC Review Working Group and Committee Chairs agreed a process for operating ACs and part of that was for each AC to agree a Work Plan at the June meeting each year. This would set out each Committee's priorities and ambitions for that year and would link in with how the funding should be allocated. Once the priorities/ambitions have been agreed, the Committee will need to set criteria which any bids for funding would need to meet.
- 2.2 The Committee can decide to use the funding exclusively for a proactive theme/ambition or open the scheme up for external organisations to make bids or a combination of the two.

3 Proposals

3.1 **Priorities/ambitions for 2022/23** - the AC Review Working Group met in April 2022 to reflect on how the AC's processes worked during the year 2021/22 and to consider what changes would be beneficial going forward.

3.2 One of their recommendations was that Heads of Service be consulted to see if there are any existing projects that each AC could use part of their funding to accelerate without requiring much more than minimal officer involvement. This would help to achieve completion of projects earlier as well as benefit the area. Below is a list briefly outlining some potential projects that Committee Members may wish to consider prioritising for 2022/23.

- Active Travel – consultation events (necessary to support the development and adoption of the borough-wide and area-based Local Cycling and Walking Infrastructure Plans). The expected costs will be for refreshments, venue hire and publicity. An anticipated budget of £500 could potentially be allocated to this work;
- Active Travel – infrastructure improvements. This could be for things like new or improved cycle storage on SBC land, or following engagement with partners such as Network Rail. Potentially this could be open for parishes to apply to as they will be best able to identify where cycle racks and other interventions would be useful;
- Business Crime Reduction Partnership – The Council is looking to fund the set-up of the radio scheme, which traders can then join, following the end of Swale Safe;
- funding for remedial flooding works at Faversham Recreation Ground;
- tree planting above the current plans;
- support for interventions around the cost of living crisis – food banks and VCS support such as debt advice etc.

3.3 **Criteria for funding applications** - The Chair and Vice-Chair propose that the criteria set by Eastern Area Committee for the year 2021/22 should be carried forward to 2022/23 as they are still relevant for the area, although “*a positive impact on Transport in the Eastern Area*” should be removed as this did create confusion for some bidders last year. Therefore, bids for funding submitted to the September 2022 meeting should demonstrate they will have a positive impact on the appearance, environment and facilities in the Eastern Area.

3.4 Bids will also be considered that can demonstrate how the initiative or project will contribute to Swale's strategic priorities 2 and 3 as set out in the Corporate Plan as listed below:

3.5 **Priority 2: Investing in our environment and responding positively to global challenges;**

2.1 Develop a coherent strategy to address the climate and ecological emergencies, aiming for carbon neutrality in the council's own operations by 2025 and in the whole borough by 2030, and pursue all opportunities to enhance biodiversity across the borough.

2.2 Encourage active travel and reduced car use, including through the permeability of new developments, and work with partners to address air quality issues.

2.3 Establish a special projects fund to provide much-needed investment in the borough's public realm and open spaces.

2.4 Recognise and support our local heritage to give people pride in the place they live and boost the local tourism industry.

2.5 Work towards a cleaner borough where recycling remains a focus, and ensure that the council acts as an exemplar environmental steward, making space for nature wherever possible.

Priority 3: Tackling deprivation and creating equal opportunities for everyone:

3.1 Undertake targeted interventions to identify our most disadvantaged families and communities, improve our understanding of the issues they face, and develop new ways of working to reduce social exclusion and enhance opportunities and quality of life.

3.2 Reduce health inequality by developing more productive relationships with local health partners and making health and wellbeing a central consideration in all relevant council decision-making, recognising especially the link between housing and health.

3.3 Develop a communitarian approach to partnership working based on shared objectives with like-minded agencies in the voluntary and community sectors.

3.4 Ensure that the council plays a proactive role in reducing crime and antisocial behaviour, including through the modernisation of CCTV provision.

3.5 Promote wellbeing and enjoyment of life by signposting and encouraging a wide range of sporting, cultural and other leisure activities appropriate and accessible to each age group.

3.6 **Publicity of funding scheme** – The AC Review Working Group recommended that each AC agree how widely their funding scheme should be publicised. This decision will directly relate to the Work Plan and priorities that are agreed at the June 2022 meeting. The options for the AC to consider are:

- Publicise widely, putting out press releases, social media posts and email local organisations including parish/town councils;
- Limited publicity, email the parish/town councils within the area and any local organisations that may have schemes which Members believe would assist with achieving the AC's ambitions; or
- No publicity, AC Members to advise organisations/parish/town councils themselves if they feel they may have a scheme that would assist with achieving the AC's ambitions.

4 Alternative Options

4.1 Eastern Area Committee Members could agree not to have a Work Plan with set priorities and criteria for funding. However, officers would advise against this as it will be difficult to adhere to the three-step process recommended by the AC Review Working Group and the AC may find themselves in a position where members will need to vote on individual bids, and any member with an interest which could give them an apparent bias, would have to recuse themselves from all such votes. In addition to unnecessarily disenfranchising members, this also runs the risk that meetings becoming inquorate for these agenda items.

5 Consultation Undertaken or Proposed

5.1 The Chair and Vice-Chair have been consulted to gain a steer on what they recommend the Work Plan and criteria should be for 2022/23. Officers have also been consulted to seek advice on potential projects Area Committees may wish to prioritise in their Work Plan and to ensure there are no resource implications. No external consultation has been undertaken or is proposed. However, Eastern AC will be consulted at the June 2022 meeting when a final proposal will be agreed and voted on.

6 Implications

Issue	Implications
Corporate Plan	The proposals report provides senior officers the opportunity to check the Work Plan does not conflict with the Corporate Plan priorities.
Financial, Resource and Property	The proposals report provides senior officers the opportunity to check the Work Plan has no Swale Borough Council financial /officer resource implications.
Legal, Statutory and Procurement	No specific implications identified at this stage.
Crime and Disorder	No specific implications identified at this stage.
Environment and Climate/Ecological Emergency	No specific implications identified at this stage.
Health and Wellbeing	No specific implications identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	No specific implications identified at this stage.
Risk Management and Health and Safety	No specific implications identified at this stage.
Equality and Diversity	No specific implications identified at this stage.
Privacy and Data Protection	No specific implications identified at this stage.

7 Appendices

7.1 There are no appendices.

8 Background Papers

8.1 There are no background papers.

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