

# Agenda

## Community Committee Meeting

Date: Tuesday, 27 June 2023

Time 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT\*

Membership:

Councillors Lloyd Chapman, Shelley Cheesman, Elliott Jayes (Vice-Chair), Mark Last, Claire Martin, Lee-Anne Moore, Pete Neal, Tara Noe, Tom Nundy, Richard Palmer (Chair), Hannah Perkin, Ashley Shiel, Terry Thompson, Mark Tucker and Tony Winckless.

Quorum = 5

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Pages

### Information about this meeting

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- (d) Anyone unable to use the stairs should make themselves known during this agenda item.

## 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, their families or friends.

The Chair will ask Members if they have any disclosable pecuniary interests (DPIs) or disclosable non-pecuniary interests (DNPIs) to declare in respect of items on the agenda. Members with a DPI in an item must leave the room for that item and may not participate in the debate or vote.

Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

## 4. Minutes

To approve the [Minutes](#) of the Meeting held on 1 March 2023 (Minute Nos. 744 – 751) and the [Minutes](#) of the Meeting held on 17 May (Minute Nos. 19 - 20) as correct records.

## **Part B Reports for the Community Committee to decide**

- |    |   |         |
|----|---|---------|
| 5. | Update on Closed Churchyard and War Memorials             | 5 - 16  |
| 6. | Member Appointments to Swale Community Safety Partnership | 17 - 20 |

- |    |  |         |
|----|--|---------|
| 7. | Member appointment - Swale Community Leisure Board | 21 - 24 |
| 8. | Forward Decisions Plan                             | 25 - 26 |

**Issued on Friday, 16 June 2023**

The reports included in Part I of this agenda can be made available in alternative formats. For further information about this service, or to arrange for special facilities to be provided at the meeting, please contact **DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Committee, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

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

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<b>Community Committee Meeting</b>	
<b>Meeting Date</b>	27 June 2023
<b>Report Title</b>	Closed Churchyards and War Memorials
<b>EMT Lead</b>	Emma Wiggins, Director and Regeneration and Neighbourhoods
<b>Head of Service</b>	Martyn Cassell, Head of Environment & Leisure
<b>Lead Officer</b>	Jay Jenkins, Leisure & Technical Services Manager Trevor Wentworth, Special Projects Officer
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. To continue to prioritise works based on risk rating utilising remaining agreed budgets.</li> <li>2. All major works outside of remaining agreed budgets to be presented to the appropriate committee for consideration.</li> </ol>

## 1. Purpose of Report and Executive Summary

- 1.1 This report highlights the progress of works to the closed churchyards and war memorials in the borough and the ongoing risk.

## 2. Background

- 2.1 Where a Church of England churchyard is closed to further burials in accordance with an Order in Council under the Burial Act 1853, responsibility for maintenance may, at the request of the Church, be transferred to the relevant local authority (Parish Council first and then Borough Council). The transfer is compulsory, not dependent on the condition of the churchyard in question, and not dependent on the local authority's ability to meet the additional maintenance costs.
- 2.2 The legislation requires a short time of statutory notice (3 months) although our policy is always to request an informal 12-month period to allow for suitable budgeting decisions. Quinquennial inspection reports are given to us by the Diocese but often provide limited detail or show that defects have not been dealt with over the years.
- 2.3 Whilst the land remains in the ownership of the Diocese, the maintenance and health and safety of the site transfers to SBC. We have risk assessments in place for each site which are reviewed annually or after any reported issue/accident.
- 2.4 Following a previous increase in reports of defects, comments from residents and feedback from a few Parish Councils, a full survey of Closed Churchyards and war memorials was commissioned by Property Services via Gen2 consultants in August 2019. Gen2 were a property and project management consultancy with a focus on public sector clients in the Southeast of England and have undertaken several projects for property services. The KCC-owned consultancy has now been adopted in-house.

- 2.5 Gen2 undertook a comprehensive survey of the 21 Closed Churchyards and 10 War Memorials, and a detailed report was produced for each. The condition surveys provided a 'snapshot' position of the issues within each of the Churchyards
- 2.6 Each Churchyard was surveyed in line with 8 key areas: - Boundary, Walls, Hard Standings, Metalwork, Electrical, Fixtures and Fittings, Seating and Pathways/Access. The condition of each area was assessed and allocated a Grade (A-D) and a priority rating (1-4).
- 2.7 The initial report identified 12 of the church yards with Priority 1 works which were the initial focus. We have also experienced 3 unscheduled incidents (Minster Abbey, Lynsted Church & Hartlip Church) since the surveys were undertaken.
- 2.8 The condition surveys were reviewed by the SBC's Special Projects Officer and Conservation & Design Manager. As a result, sites were assessed and specifications were drawn up for the priority locations. The specifications were submitted with an application to the Diocese for approval. Works cannot proceed without the appropriate faculty in place. This has proved to be a protracted process.
- 2.9 The Closed Churchyard and war memorial maintenance budget is £32,000 per annum. In addition to the revenue budget, a reserve of £65,900 for Closed Churchyards and war memorials. A further £63,000 is held for tree works (trees were not included in the condition surveys).
- 2.10 In addition to the above an additional £80,000 was funded via the Improvement & Resilience Fund and a further £9,516 via the Western Area Committee.

Note: St Michaels Boundary wall is currently being repaired via the High Street Improvements team and is not included in the above.

### 3. Update June 2023

- 3.1 Following a review meeting with the Cabinet Member for Planning, a number of Closed Churchyards were identified as a priority and works were undertaken. £58,119 was spent in 2021/22 and a further £42,569 in 2022/23. (Total of £100,688). All priority 1 works are now completed.
- 3.2 The following priority churchyard works have been completed as at the date of this report: -

Location	Works	Actual Value
Newnham	Capping on boundary wall	£545
	Disconnected railings	£435
St Catherine's, Faversham	Decorate iron railings	£2,688
Holy Trinity, Kemsley	Missing bricks below capping	£873

	Clear grave, hazard	£1,363
	Rebuild pier	£1,520
Holy Trinity, Queenborough	Glass at top of boundary wall & masonry repairs	£3,200
Lynsted	Collapsed boundary retaining wall; works to date	£15,225
St Mary of Faversham	Boundary retaining wall	£25,370
Borden	Path repairs and steps	£1,783
Ospringe	Path and gate repairs	£11,604
Hartlip	Rebuild wall	£6,025
Unscheduled works at Minster Abbey	Trip Hazard and barriers to sink hole	£3,532
<b>Total</b>		<b>£74,163</b>

3.3 Works have also been completed to the following War Memorials: -

<b>Location</b>	<b>Works</b>	<b>Value</b>
Ospringe War Memorial	Clean metal monument lettering and stonework	£2,703
Eastchurch Aviation Memorial	Cleaning memorial, repair benching, remove paint from rear wall and repair brickwork	£23,822
<b>Total</b>		<b>£26,525</b>

3.4 The war memorials below are also due to have works undertaken, starting in May 2023. Which takes the overall spend on the project to a total cost of £115,183.

<b>Location</b>	<b>Works</b>	<b>Value</b>
Central Avenue, Sittingbourne	Repointing, replacing grates, clean plaques, replace damaged seats	<b>£14,495</b>
Queenborough	Concrete repairs to podium	
	Copings, repointing, damaged slabs, marble repairs	
Stone Street, Faversham	Cleaning and repairs	
Love Lane, Faversham	Cleaning, pointing and repairs	

## 4. Proposals

4.1 To continue to prioritise works based on risk rating utilising remaining agreed budgets.

4.2 All major works outside of remaining agreed budgets to be presented to the appropriate committee for consideration.

## 5. Alternative Options Considered and Rejected

5.1 In November 2022, the Chair of the Community Committee wrote to Gordon Henderson, and Helen Whately MP explaining the issue with ongoing liabilities falling to local authorities. Gordon Henderson wrote to Lee Rowley, MP Parliamentary Under-Secretary of State for Local Government and Building Safety and received a response in April 2023 confirming that there are no proposed changes to the policy that requires local authorities to take on responsibility for closed churchyards. A copy of the letter sent and the response from Gordon is at appendix I and II.

## 6. Consultation Undertaken or Proposed

6.1 Consultation has taken place with several lead members over the last 4 years and Closed Churchyards has been discussed in detail at the Community Committee.

6.2 Members have previously seen a briefing note on closed churchyards at each area committee. Appendix III is an example of the briefing note.

6.3 Ongoing discussions are underway with the Diocese regarding additional sites that are due to transfer to SBC.

## 7. Implications

Issue	Implications
Corporate Plan	The works sit within Priority 2 of our Corporate Plan - Investing in our environment and responding positively to global challenges
Financial, Resource and Property	<p>Works to date total £100,688 with a further £14,495 committed. Total of £115,183. The annual revenue budget for 2023/24 is £32,000. Reserves and allocated funds from the I&amp;R fund have a remaining balance of £30,717</p> <p>Additional priority 2 works have yet to be fully costed but are estimated at £217,330</p> <p>Additional priority 3 works are estimated at a further £126,655</p> <p>The role of Special Projects Officer is no longer available from 1 July 2023 which will impact the resources available to undertake the Closed Church Yard and War Memorial works programme</p>
Legal, Statutory and Procurement	Responsibility to undertake these works clearly sits with SBC. A recent challenge of this has been unsuccessful



Crime and Disorder	Allowing areas of the Churchyards to remain in a state of disrepair could lead to enhanced ASB in the surrounding area
Environment and Climate/Ecological Emergency	Works are undertaken in line with recommended best practice which reduces the impact on the environment
Health and Wellbeing	None identified at this stage
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage
Risk Management and Health and Safety	If works are not undertaken, several areas could present a health & safety risk to the public. The risks are mitigated by regular inspections and Risk Assessments. Any emergency items will be reviewed by a structural engineer.
Equality and Diversity	None identified at this stage
Privacy and Data Protection	None identified at this stage

## 8. Appendices

Appendix I Letter to Gordon Henderson and Helen Whately MP, 3 November 2022

Appendix II Letter from Gordon Henderson MP & Lee Rowley MP, 12 April 2023

Appendix III Members Briefing Note

## 9. Background Papers

9.1 None

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Mr G Henderson MP  
1st Floor Unit 10  
Periwinkle Court Business Centre  
Church Street  
Milton Regis, Sittingbourne  
ME10 2JZ

3 November 2022

Dear Mr Henderson

I write in my capacity as Chair of the Communities Committee at Swale Borough Council to inform you as to the current financial challenges the council face with regard to its Closed Church yard maintenance responsibilities.

As you are no doubt aware under the terms of section 215 of the Local Government Act 1972 'Closed' church yards became the responsibility of the Local Authority with regard to the upkeep and maintenance of the church yard. Section 215 of the 1972 Act applies specifically to churchyards closed by an Order in Council. The procedure for making such Orders is contained in Section 1 of the Burial Act 1853.

Swale Borough Council currently has 17 Churchyards that have been closed by the Diocese and passed to the Borough Council for repairs and maintenance. A recent condition survey has identified a number of works that are required. The estimated total of all the 17 churchyards is well in excess of £1m and this is on top of the on-going annual costs of the grounds maintenance contract for cutting grass and tending to planting. Works have been prioritised into 3 categories and Priority 1 works have been recently completed at a cost of nearly £120,000. These works have been funded via Council reserves, but the remaining costs have not been budgeted for.

Swale Borough Council, like a number of Local Authorities, is under extreme financial pressures as a result of its post Covid recovery position and increasing service costs and therefore is not in a position to fund the remaining works at the current time. The Communities Committee resolved for me to write and ask if it is time for a review of the legislation?

Councillor Richard Palmer

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Chair of Communities Committee





# GORDON HENDERSON MP

Member of Parliament for Sittingbourne and Sheppey

HOUSE OF COMMONS  
LONDON SW1A 0AA

Cllr Richard Palmer  
Swale House  
East Street  
Sittingbourne  
Kent  
ME10 3HT

12 APR 2023

Our Ref: GH9992/AM


Dear Richard

**Maintenance of closed church yards**

Please find enclosed for your information a copy of a letter I have received from Lee Rowley MP, Parliamentary Under-Secretary of State for Local Government and Building Safety, in response to my enquiries on your behalf. I apologise for the length of time it has taken to respond, however, I have only just received the Department's response, despite repeated chasing.

Whilst I appreciate you will find Mr Rowley's letter disappointing, I hope it at least clarifies the Government's position.

Meanwhile, please do not hesitate to contact me again if I can be of further assistance in this or any other matter.

Yours Sincerely  


GORDON HENDERSON MP

Constituency Office  
Top Floor, Unit 10  
Periwinkle Court Business Centre  
Church Street  
Milton Regis  
Sittingbourne  
Kent, ME10 2JZ



**Department for Levelling Up,  
Housing & Communities**

Gordon Henderson MP  
House of Commons  
London  
SW1A 0AA

**Lee Rowley MP**  
*Parliamentary Under-Secretary of State for Local  
Government and Building Safety*

**Department for Levelling Up, Housing and  
Communities**

Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Our Reference:22537458

12 April 2023

Dear Gordon,

Thank you for your letter of 7 November to the Rt Hon Michael Gove MP on behalf of Councillor Richard Palmer at Swale Borough Council, regarding the maintenance of closed churchyards. I am replying as this matter falls within my ministerial responsibilities. Please accept my apologies for the delay in responding to you.

I am grateful for you getting in touch and please thank Councillor Palmer for sharing his concerns and for highlighting his feedback based on the experience of Swale in this area of policy. As Cllr Palmer will know and as he indicates, when a Church of England churchyard is closed to further burials in accordance with an Order in Council under the Burial Act 1853, responsibility for maintenance may at the request of the Church be transferred to the relevant local authority. The transfer is compulsory, not dependent on the condition of the churchyard in question, and not dependent on the local authority's ability to meet the additional maintenance costs.

This is in recognition that the Church of England and parochial church councils, are not generally in a position to meet the costs of maintenance indefinitely and seeks to return the maintenance cost to the community as a whole. However, unwelcome such a cost may be for local authorities, they offer the only realistic source of funding that we think is feasible, if the churchyard is not to become overgrown and fall into decay. As a result, I am afraid that we are not proposing changes to that approach at the current time and it is for local councils to take decisions around prioritisation of funding and to ensure they maintain a balanced budget position. We hope that the additional funds that have been made available as part of the 2023 / 2024 budgeting process will be welcome in allowing Councils to prioritise their funding for the upcoming 12 months.

Whilst I realise that this does not provide the response that Swale may be looking for, I hope it is helpful, nonetheless, in explaining the current position. Thank you for writing in on this important matter.

Yours ever,

**LEE ROWLEY MP**

## **Closed Churchyard Report**

Where a Church of England churchyard is closed to further burials in accordance with an Order in Council under the Burial Act 1853, responsibility for maintenance may, at the request of the Church, be transferred to the relevant local authority (Parish Council first and then Borough Council). The transfer is compulsory, not dependent on the condition of the churchyard in question, and not dependent on the local authority's ability to meet the additional maintenance costs.

The legislation requires a short time of statutory notice (3 months) although our policy is always to request an informal 12-month period to allow for suitable budgeting decisions. Quinquennial inspection reports are given to us by the Diocese.

Swale currently has 21 Closed Churchyards which are listed below. We also have 10 War Memorials that the Council is responsible for maintaining.

Urgent health and safety related works are covered under the Council's ongoing revenue budget; however, inspections often reveal works that could be undertaken to prevent future serious issues or to ensure heritage and conservation considerations are protected. These latter works often require specialists and are expensive. Recent inspections have shown possible works totalling over £1m.

We are aware that there is a growing interest of volunteers to support their local community areas. Therefore, we are looking at opportunities to have 'Days of Action'. You may already have links to groups that are interested or use your engagement to promote opportunities

If you are interested in supporting this programme of works, please contact [parks@swale.go.uk](mailto:parks@swale.go.uk) stating the churchyard you are interested in.

### **Churchyards**

- St Mary of Charity, Faversham
- St Peter's & St Paul's, Newnham
- St Peter's and St Paul's, Ospringe
- St Peter & St Paul, Lynsted
- Lynsted Burial Grounds
- Holy Trinity Burial Grounds, Sheerness
- St Catherine's Faversham
- All Saints, Graveney
- St Peter & St Paul, Boughton-under-Blean
- Murston Churchyard
- St Peter & St Paul, Borden
- St Michael & All Angels, Hartlip
- Holy Trinity, Milton
- All Saints, Iwade
- St Michael's, Sittingbourne
- Holy Trinity, Queenborough
- Holy Trinity, Sheerness
- Minster Abbey
- North Road, Queenborough
- Union Road, Minster-on-Sea

- Love Lane, Minster

### **War Memorials**

- Sittingbourne War Memorial, Central Avenue
- High Street Queenborough War Memorial
- Stone Street, Faversham
- Sheerness, Bridge Road
- Murston Memorial, Church Road
- St Peter's & St Paul's Ospringe War Memorial
- Milton Memorial Holy Trinity Church
- Borden memorial, St Peters and St Pauls Church

### **Other significant memorials**

- Eastchurch Aviation War Memorial
- Gunpowder Memorial, Love Lane, Faversham



<b>Communities Committee Meeting</b>	
<b>Meeting Date</b>	27 <sup>th</sup> June 2023
<b>Report Title</b>	Member appointments to Swale Community Safety Partnership (CSP)
<b>EMT Lead</b>	Emma Wiggins, Director of Regeneration and Neighbours
<b>Head of Service</b>	Charlotte Hudson, Head of Housing and Communities
<b>Lead Officer</b>	Stephanie Curtis, Community Services Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	<p>The committee is recommended to:</p> <ol style="list-style-type: none"> <li>1. Determine which two members should be appointed to the Swale Community Safety Partnership</li> <li>2. Appoint the member(s) to the Swale Community Safety Partnership</li> </ol>

## 1 Purpose of Report and Executive Summary

- 1.1 This report asks the Communities committee to agree the council's member representation for the municipal year 2023/24 on Swale Community Safety Partnership (CSP)

## 2 Background

- 2.1 Swale CSP is a statutory body bringing together a number of public sector agencies to tackle crime, disorder, anti-social behaviour, substance misuse and reduce re-offending. These agencies include Swale Borough Council, Kent County Council, Kent Police, Kent Fire and Rescue Service, Probation services, and Health services, working closely with the local housing associations such as Optivo, voluntary and community sector organisations and HM Prison Service.
- 2.2 As the Council is a statutory partner of the CSP, Members and Officers have sat on the CSP Executive Board. In the Cabinet arrangements this duty was fulfilled by the Cabinet and Deputy Cabinet Member. The CSP is a strategic group and the Member appointed will be able to relay concerns of this nature affecting Swale residents. It is not a forum where operational ward based concerns can be discussed.
- 2.3 In 2009, councils were given powers to scrutinise CSPs through provision made in the Police and Justice Act 2006. Within the Cabinet system this function sat with the Overview and Scrutiny Committee. This function now sits with the Communities Committee. Therefore, when appointing the member, it should be

noted that this will form part of the representatives being scrutinised rather than being part of the committee for this function.

- 2.4 For 2022/23, the two Members appointed to the committee were Cllr Steve Davey and Cllr James Hall.

### **3 Proposals**

- 3.1 Determine which two members should be appointed to the Swale Community Safety Partnership
- 3.2 Appoint the member(s) to the Swale Community Safety Partnership

### **4 Alternative Options**

- 4.1 To not appoint any members to the CSP and for the Committee to just be involved in the Overview and Scrutiny function. Officers sit on the CSP as well and therefore the statutory duties would be covered

### **5 Consultation Undertaken or Proposed**

- 5.1 These are routine appointments to existing arrangements, so no consultation has been undertaken or is proposed beyond asking committee for their nominations.

### **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	This supports objective 3.1 - Ensure that the council plays a proactive role in reducing crime and antisocial behaviour, including through the modernisation of CCTV provision
Financial, Resource and Property	No implications identified at this stage
Legal, Statutory and Procurement	No implications identified at this stage
Crime and Disorder	The CSP is a strategic body which sets priorities for tackling crime and disorder within the borough.
Environment and Climate/Ecological Emergency	No implications identified at this stage
Health and Wellbeing	The CSP links with health and wellbeing activities

Safeguarding of Children, Young People and Vulnerable Adults	The CSP focuses and delivers services and projects that support vulnerable individuals.
Risk Management and Health and Safety	No implications identified at this stage
Equality and Diversity	No implications identified at this stage
Privacy and Data Protection	No implications identified at this stage

## 7 Appendices

None.

## 8 Background Papers

Swale Community Safety Plan 2023/24 can be found at <https://swale.gov.uk/news-and-your-council/strategies-and-policies/community-safety-plan>

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<b>Community Committee</b>	
<b>Meeting Date</b>	27 June 2023
<b>Report Title</b>	<b>Member appointment – Council Leisure Service</b>
<b>EMT Lead</b>	Emma Wiggins, Director and Regeneration and Neighbourhoods
<b>Head of Service</b>	Martyn Cassell, Head of Environment & Leisure
<b>Lead Officer</b>	Jay Jenkins, Leisure & Technical Services Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	The committee is recommended to: 1. <b>Determine</b> which one member should be appointed to attend Swale Community Leisure Board meetings.

## 1 Purpose of Report and Executive Summary

- 1.1 This report asks the Community committee to agree the council’s member representation for the municipal year 2023/24 at the Swale Community Leisure Board.

## 2 Background

2.1 A joint arrangement is one in which the council collaborates with other local authorities or agencies to provide services in partnership. Member appointments to the boards or committees exercising control over such arrangements are distinct from nominations to outside bodies, in which members are asked to take on the role of directors or trustees of separate organisations, generally with a fiduciary duty to those organisations and not as representatives of the council.

2.2 In respect of joint arrangements, members are appointed to boards or committees with the express intention that they will represent Swale’s interests on those boards or committees. Under the executive model, member appointments to boards, committees or steering groups covering these arrangements were made by cabinet or by the executive leader.

2.3 This was logical inasmuch as joint arrangements generally cover services which were previously executive matters. Moving to the committee system, it is appropriate that these appointments are made by the service committee within whose remit the service in question falls.

2.4 The dates of the next meetings are;

Date	Time	Location
Mon 17 Jul 2023	4.00-6.00pm	Swallows LC
Mon 16 Oct 2023	4.00-6.00pm	Sheppey LC
Mon 22 Jan 2024	4.00-6.00pm	Swallows LC
Mon 22 Apr 2024	4.00-6.00pm	Sheppey LC

### 3 Proposals

#### ***Swale Community Leisure***

- 3.1 The Council’s leisure centre operations in Sittingbourne (Swallows) and Sheppey (Sheppey Leisure Complex) are currently contracted out to Swale Community Leisure (SCL). They hold the leases to the buildings and have a Leisure Management agreement in place that runs until 31 March 2025.
- 3.2 SCL is an independent Trust with Trustees forming the Board. The nominated Member will be a representative for the Council but will not become a Trustee. The role is there to attend Board meetings and provide oversight of the board’s operations and communicate matters relating to SBC’s service. The committee is now **recommended** to determine who should be appointed for the municipal year 2023/24.

### 4 Alternative Options

- 4.1 The governance mechanisms for the joint arrangements require members to be appointed to these roles, so there are no alternative options.

### 5 Consultation Undertaken or Proposed

- 5.1 This is a routine appointment to existing arrangements, so no consultation has been undertaken or is proposed beyond asking group leaders for their nominations.

### 6 Implications

Issue	Implications
Corporate Plan	The joint arrangements contribute to a number of corporate plan objectives, primarily but not exclusively under Priority 4, “renewing local democracy and making the council fit for the future”.
Financial, Resource and Property	There are no specific financial implications in the appointment of members to the governance bodies.
Legal, Statutory and Procurement	No implications identified at this stage.

Crime and Disorder	No implications identified at this stage.
Environment and Climate/Ecological Emergency	No implications identified at this stage.
Health and Wellbeing	No implications identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	No implications identified at this stage.
Risk Management and Health and Safety	No implications identified at this stage.
Equality and Diversity	No implications identified at this stage.
Privacy and Data Protection	No implications identified at this stage.

## **7 Appendices**

7.1 The following documents are to be published with this report and form part of the report:

- n/a

## **8 Background Papers**

8.1 Not used

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**Community Committee Forward Decisions Plan**

<b>Report title, background information and recommendation(s)</b>	<b>Date of meeting</b>	<b>Open or exempt ?</b>	<b>Lead Officer and report author</b>
Parking Services Annual Report	September 2023	Open	Lead officer: Emma Wiggins Report author: Martyn Cassell
Setting up a Good Causes Lottery	September 2023	Open	Lead Officer: Larissa Reed Report author: Larissa Reed
Built Facility Strategy (BFS)	September 2023	Open	Lead officer: Emma Wiggins Report author: Jay Jenkins
Playing Pitch Strategy (PPS)	September 2023	Open	Lead officer: Emma Wiggins Report author: Jay Jenkins
Community Development Contract Award	September 2023	Open	Lead officer: Emma Wiggins Report author: Sarah-Jane Radley

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