

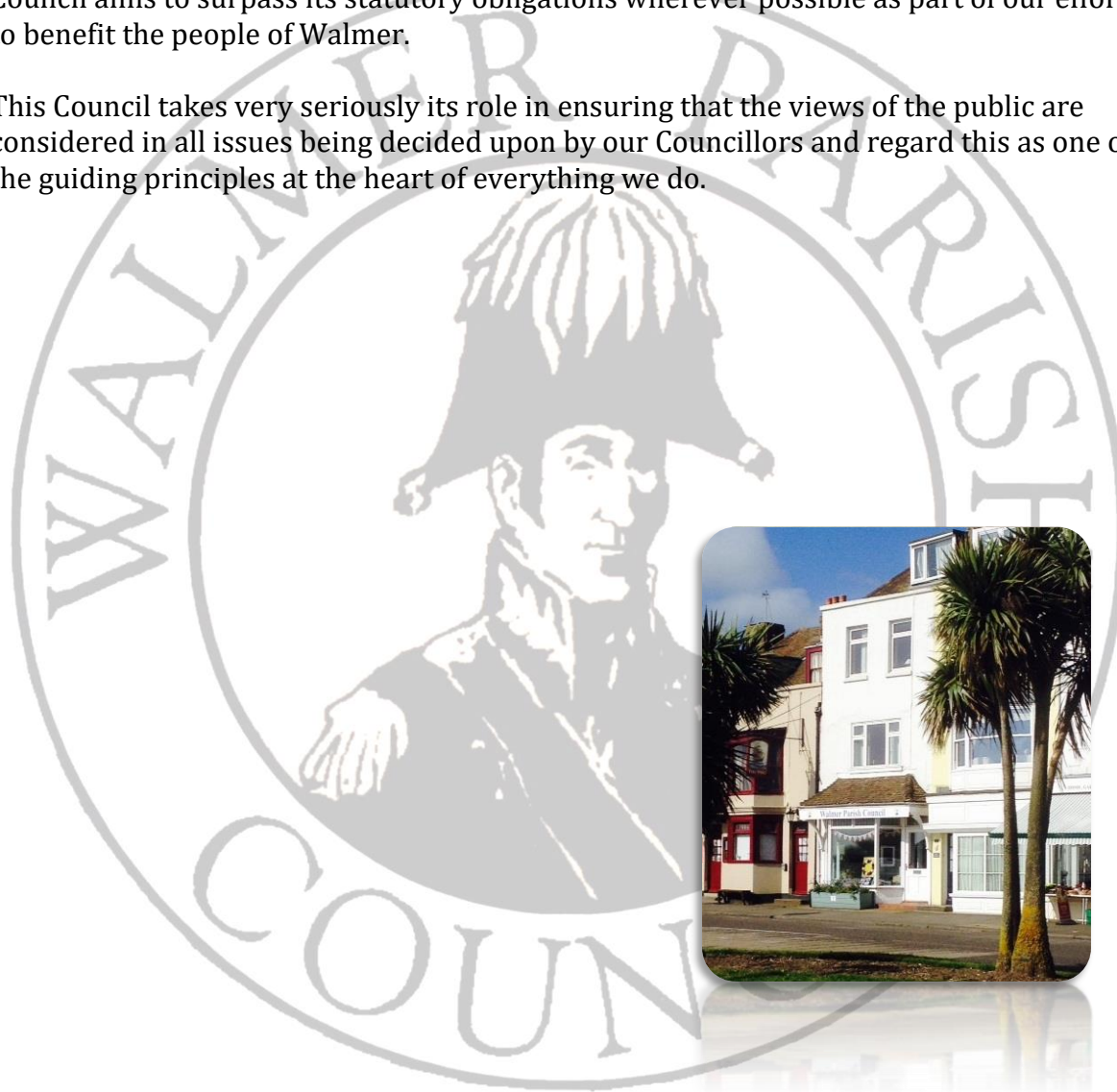
Walmer Parish Council – Operating Manuel – 2016 – 2019

STATEMENT FROM THE CHAIR

This operating manual is designed to enhance our ongoing efforts in ensuring that all Walmer residents receive a positive experience of our services.

While our key responsibilities are clearly set out in Government legislation, this Parish Council aims to surpass its statutory obligations wherever possible as part of our efforts to benefit the people of Walmer.

This Council takes very seriously its role in ensuring that the views of the public are considered in all issues being decided upon by our Councillors and regard this as one of the guiding principles at the heart of everything we do.



Councillor Pat Heath
Chairman of Walmer Parish Council

MISSION

To represent the interests of the people of Walmer by aiming to be among the best managed Parish Councils in England.

VISION

To provide the best possible sustainable environmental, conservation, planning and amenity services with and for the people of Walmer and to promote the widest possible use of our services by the people of Walmer.

VALUES

Walmer Parish Council will use the Nolan Principles of Good Government as guidelines for the way in which it operates.

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

[See Appendix 1]

PURPOSE OF THE DOCUMENT

This document sets out clearly for the guidance of councillors and the information of residents and others what work is being done, what we intend to do and how it will be achieved between 2016 and 2019.

All Walmer Parish Council policies are, and will continue to be, carried out under the appropriate national legislation and guidance.

COMMUNICATIONS

We take seriously our responsibility as a Parish Council to consult and engage with our residents to ensure that they have an influence on the important decisions that we make about our services.

To ensure communication is two-way we seek to further involve the public and more importantly ensure that their feedback is used in evaluating and improving the quality of our services.

Walmer Parish Council is already active in giving out information and receiving feedback through its monthly surgeries, website, newsletters, surveys, parish office and press releases and will continue to do so while seeking new ways to engage.

STRATEGIC OBJECTIVES: LINK BETWEEN OPERATIONS AND COMMITTEE OBJECTIVES

This operating manual covers the current period of the elected council (2015 – 2019) and is designed:

- To help the Parish Council to organise its affairs in an effective, timely manner.
- To explain how we propose to provide accurate, up to date, open and inclusive information about our work to residents.
- To invite, where appropriate, views and comments from residents.
- To emphasise the importance of improving the monitoring and evaluation of embedded services.
- To set out clear targets against which to measure progress.

More detailed information about how this is being done is available in individual committee plans which are attached.

PARTNERSHIP WORKING

In addition, the Council will regularly engage with and obtain feedback from its network of local organisations and public bodies, including District and County Councils, the Kent Association of Local Councils, community organisations and charities and other local Parish Councils.

FINANCIAL CONTROL

The Council is responsible for evaluating, recommending and monitoring annual budgets for each committee.

The Council's Finance and General Purposes committee will be available to support individual committees with financial information when required.

Once approved by the full council, individual committees along with the Responsible Financial Officer will be responsible for managing their own budgets both for the committee's ongoing work and any new project which has been approved.

CURRENT STRUCTURES AND PROCESSES

Normal operating practice is in two parts:

1. Existing projects and responsibilities will be the responsibility of the appropriate committee.
2. Proposals for new projects will be channelled through the appropriate committee for evaluation, a cost benefit survey where appropriate, full investigation and discussion of the project.

If the committee approves the project it will be recommended to full Council which will make the final decision on whether it goes ahead or not.

APPENDICES

- 1: Nolan Principles of Good Government
- 2: Walmer Parish Council Structure
- 3: Mechanics of information flow
- 4: Walmer Parish Council's place with our local partners
- 5: Committee implementation plans 2015-2019
 - a. Finance and General Purposes Committee
 - b. Planning Committee
 - c. Events Working Group
 - d. Hawkshill Freedown Working Group
 - e. Human Resources Committee
 - f. Amenities and Environment Committee
 - g. Walmer in Bloom Committee
 - h. Drill Field Working Group
 - i. WWI Event Committee



NOLAN PRINCIPLES OF GOOD GOVERNMENT: THE 7 PRINCIPLES OF PUBLIC LIFE

An overview of the 'Nolan principles', which are the basis of the ethical standards expected of public office holders.

Appendix 1

From: [Committee on Standards in Public Life](#)

First published: 31 May 1995a

Part of: [Government transparency and accountability](#)

1. SELFLESSNESS

Holders of public office should act solely in terms of the public interest.

2. INTEGRITY

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. OBJECTIVITY

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. ACCOUNTABILITY

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. OPENNESS

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

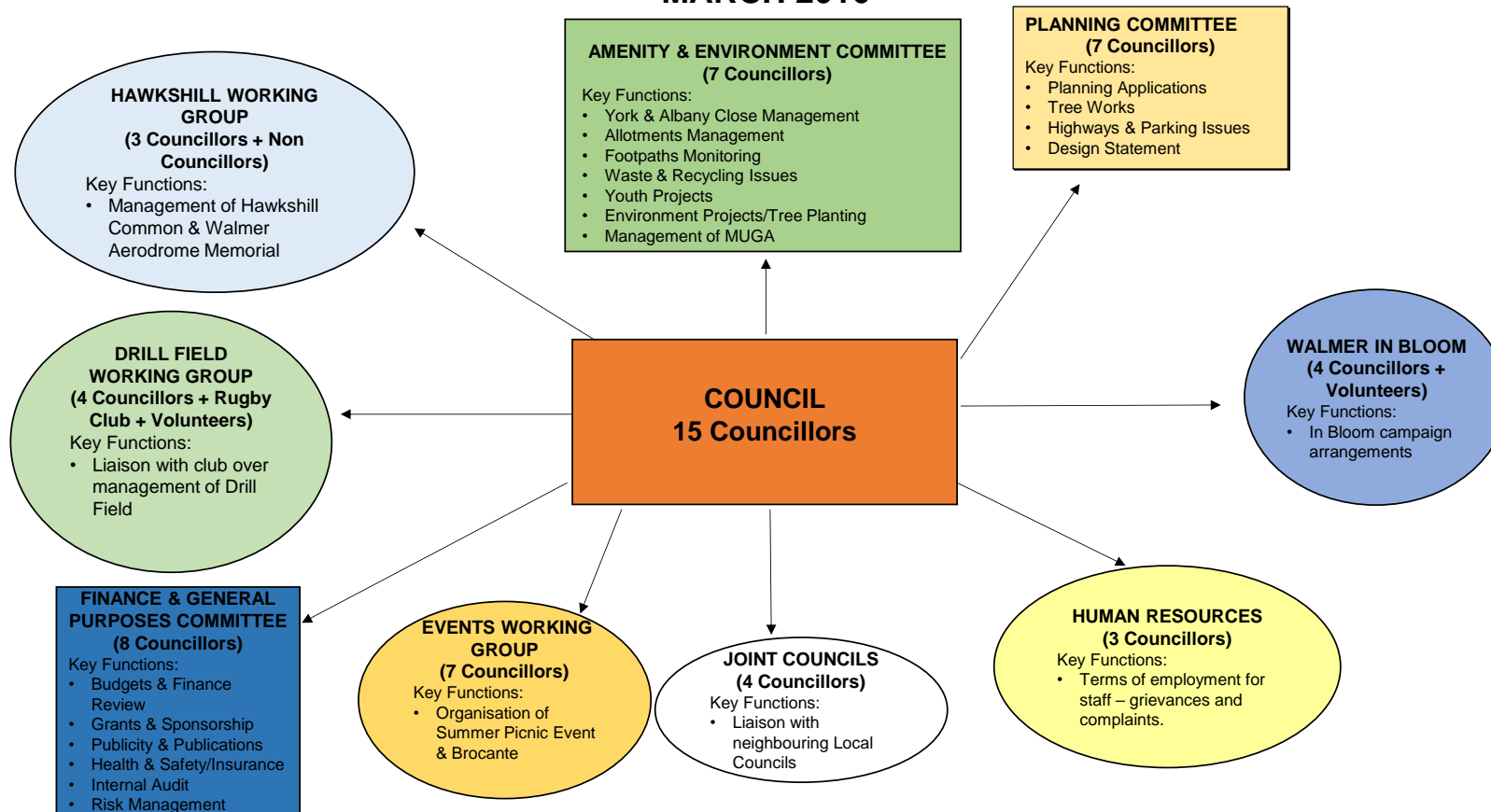
6. HONESTY

Holders of public office should be truthful.

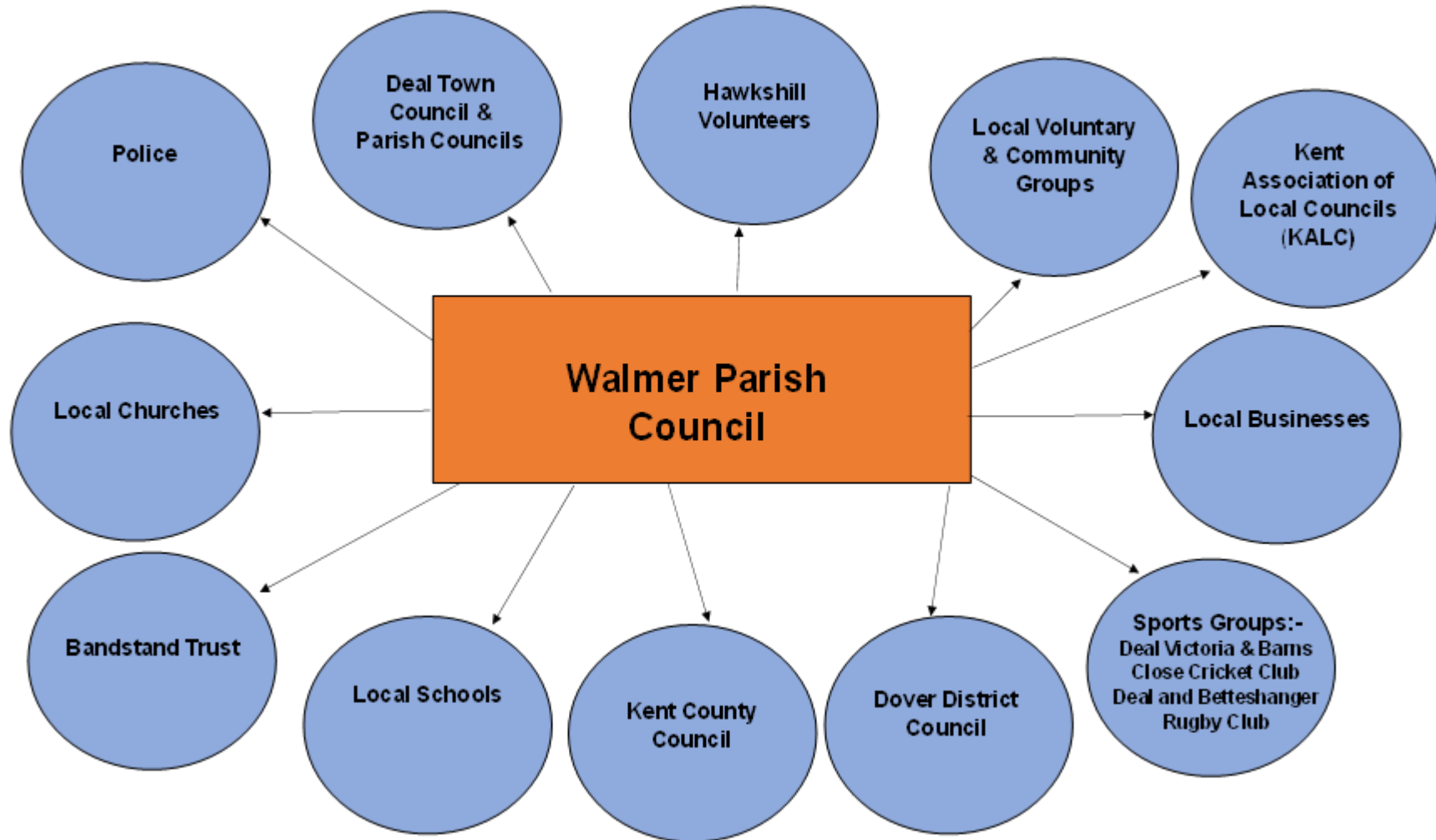
7. LEADERSHIP

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

WALMER PARISH COUNCIL STRUCTURE MARCH 2016



WALMER PARISH COUNCIL'S PLACE WITH OUR LOCAL PARTNERS





FINANCE & GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

- The Finance & General Purposes Committee *should* consist of six councillors (plus the Chairman and Vice Chairman of the Parish Council, unless they signify that they do not wish to serve) who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- All Councillors *can* receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items unless co-opted.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall appoint two Councillors to act as Council Auditors for the forthcoming year from amongst the Committee membership, unless previously appointed by Council. Council auditors may be re-appointed but the same two auditors *cannot* run concurrently for more than three years.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee will normally meet during June, October, February and April of each year but may meet at other times if required.

COMMITTEE FUNCTIONS

The Committee shall:-

- Monitor the Council's expenditure and draw the attention of the Council to any matters of concern.
- Prepare precept estimates for consideration by the Council.
- Consider all applications for financial assistance and make recommendations to Council on grants to be awarded.

- Monitor the existing grants policies and procedures and make recommendations to Council on any changes required.
- Undertake an annual review of the financial management procedures and financial regulations of the Council and make recommendations on any changes required.
- Discuss and make recommendations to the Council on other matters delegated to the committee currently : -
 - a) Publicity & Publications
 - b) Health & Safety Policy
- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee unless previously appointed by the Council.
- To undertake any other functions as may be required by Council.
- Under delegated powers, to check and advise Council on matters of internal audit with regard to assertion 6 on the annual return: “We maintained throughout the year an adequate and effective system of internal audit of the Council accounting records and control systems”



FINANCE & GENERAL PURPOSES COMMITTEE

STRATEGY

SHORT TERM

- Continue to work as outlined in the Terms of Reference for the Finance & General Purposes Committee
- Progress Staff Pension Scheme.
- Encourage and support groups wanting to provide and run events for the benefit of community.
- Review the funds allocated for grants and if demand increases, consider increasing the amounts available.
- Produce Walmer Parish Council Newsletters for the residents necessary to fulfil legal responsibilities.
- Co-operate in the production of the *Rural Roundup*.
- Publicise the activities of the parish council other suitable local publications.
- Encourage maximum use by all committees of notice boards and the office window to publicise the opportunities offered by the Council and the work it does.
- Assist other committees in preparing financial submissions to the Full Council.
- Scrutinize financial requests needed to support projects submitted by other committees
- Consider joining the KALC Local Council Award Scheme.

MEDIUM TERM

- Review the above and continue if they are still relevant.
- Identify and update any procedures that fail to meet current needs.
- Look for new ways of publicising WPC's activities and opportunities
- Consider that this committee works with the Planning Committee to obtain money from Section 106 and CIL agreements
- Seek to identify areas in Walmer that can be improved for the benefit of residents.

LONG TERM

- Assess if the Parish Office remains adequate for the needs of the council.
- Review the above and continue if they are still relevant. Identify and update any procedures that fail to meet current needs.



HR COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

- The Human Resources Committee shall consist of *a minimum* of **THREE Councillors**, the Chairman and Vice Chairman plus *at least* one other member of the Parish Council who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- The member acting as councillor/staff liaison should not serve for more than *three consecutive* years in that post.

PROCEDURES

- The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders except that meetings be held in private due to the sensitive nature of the issues under discussion.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee will normally meet once a year but may meet as many times as required to resolve any outstanding issues.

COMMITTEE FUNCTIONS

The Committee shall:-

- Undertake an annual review of the terms of employment of staff employed by the Council and make recommendations on any changes required in order to comply with legislation and guidance issued by the National Association of Local Councils (NALC) and/or the Society of Local Council Clerks (SLCC).
- Specifically look at options for provision of pensions and other employment benefits such as medical cover and determine the financial implications of any benefits.
- Bring to the attention of the Clerk any internal complaints or concerns made by members relating to the functioning of the office or the work of any individual members of staff.
- Discuss any complaints or concerns staff may have with members conduct or actions.
- Periodically review the Council's Complaints Procedure
- In conjunction with the Clerk to review and monitor the work load and responsibilities of staff and consider if any changes in hours, job descriptions, leave entitlement and/or salaries are required or desirable and determine the financial implications of any changes.
- Undertake any other functions as may be required by Council.
- Ensure staff members are aware of grievance procedures and periodically review these procedures.

HR COMMITTEE STRATEGY

SHORT TERM

- Continue to work to ensure staff and councillor's work together harmoniously for the benefit of Walmer.

MEDIUM TERM

- Implement a training plan for councillors.
- Research and draft a Code of Conduct for staff.

LONG TERM

- Ensure training opportunities are available for staff and councillors.
- Encourage more members of the public to take an interest in the work of councillors.

AMENITY AND ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

- The Amenity & Environment Committee shall consist of up to SIX Councillors (plus the Chairman and Vice Chairman of the Council ex officio unless they signify at the annual meeting that they do not wish to serve) who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- All Councillors will receive papers for committee meetings or notification by email of their availability on the website and have the right to attend meetings and speak but not vote on Agenda Items.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee shall normally meet every 2 months in January, March, May, July, September and November unless varied by the agreement of the Committee

COMMITTEE FUNCTIONS

- To consider any issues relating to the management of land and facilities within the Parish not already covered by specific working groups or referred to it by the Council.
{Note: A specific Working Group currently exists for the Drill Field (*not including issues surrounding the MUGA*) and for Hawkshill Freedown and minutes and recommendations from these committees should go directly to the next appropriate Council Meeting for consideration.}
- To discuss and make recommendations to the Council on other matters delegated to the committee, currently:-
 - a) Allotments Management
 - b) To recommend levels of fees & charges for the letting of the allotments at Campbell Road and any other facilities owned by the Parish Council.
 - c) York & Albany Close Land
 - d) Footpaths & Public Rights of Way
 - e) Environmental Projects (Historic Information, Notice Boards, salt bins)
 - f) Dog Fouling, Waste & Recycling including provision of rubbish bins and dog bins

- g) Tree Planting (liaison with Tree Warden) in particular the Dover Road Tree Project
- h) Cycling Provision
- i) Support of Youth facilities and provision.
- j) Multi Use Games Area at The Drill Field.
- To identify any additional areas of open space or facilities, which may require consideration or attention by the Parish Council.
- To appoint appropriate liaison officers, representatives or sub-committee members to facilitate the work of the committee unless previously appointed by the Council.
- To undertake any other functions as may be required by Council.



AMENITY AND ENVIRONMENT COMMITTEE

STRATEGY

SHORT TERM

Allotments

- Maintain stock of Allotments (Campbell Road)
- Monitor their use by Allotment Holders with annual Inspections.
- Maintain waiting list for Allotments and ensure that Walmer Parish residency requirements are met by all applicants.
- Monitor all Tenancy agreements.
- Carry out an Annual review of Allotment rents
- Formulate an equitable deposit scheme from all Tenants.
- Take appropriate action when tenants are non-compliant with any agreement.
- Monitor new opportunities for increasing Allotment stock. (Stoney Path)
- Investigate Stoney Path acquisition with a view managing this area to decrease fox problems on allotments and possibly increase allotment stock.

Tree Project

- Research capital funded Tree Project start-up costs and initiate phase one of the project subject to consultation.
- Seek partner funding sources for Walmer Tree project in addition to WPC start-up funding.
- Set up Memorial Tree project on Website and Brochure
- Organise tree inspections on Parish Owned land – achieved January 2016

Parish Land

- Monitor, complete annual Risk Assessments and maintain any Parish Land which is in this Committee's remit.
- Maintain and monitor use of MUGA (Multi use Games Area) on Drill Field
- Maintain and monitor Parish owned land at York and Albany
- Evaluate condition of fencing on all sites including MUGA, Allotments and need for replacement – repairs carried out Spring 2016 on both.
- Take appropriate action where necessary

Parish amenities

- Monitor footpaths in Parish
- Monitor rubbish bins and dog bins in Parish and advise replacements, additions and emptying schedules.
- Support disabled toilet access at Paddling Pool – build achieved Spring 2016
- Encourage Environmental projects by third parties within the Parish
- Encourage Parish Environmental projects
- Explore viability of employing a Parish Caretaker
- Monitor condition and use of boat sheds and beach huts and report problems to DDC

Walmer Parish Council Operating Manual

- Continue to monitor Marke Wood recreation ground and liaise with DDC on all matters pertaining to this. (DDC owned and managed)

Administration

- Maintain financial prudence
- Ongoing reviews of Committee plans and consideration of adjustments to future year's management of commitments.

MEDIUM TERM

Allotments

- Maintain stock of Allotments (Campbell Road) and Monitor use by Allotment Holders with Annual Inspections.
- Maintain waiting list for Allotments and ensure that Walmer Parish residency requirements are met.
- Tenancy agreement to be annually checked and amended with consideration of any 'management difficulties' encountered during the previous twelve months.
- Annual review of Allotment rents and deposits.
- Monitor new opportunities for increasing Allotment stock.

Parish Land

- Manage Capital funded projects: Stoney Path, Tree project including funding options
- Monitor, complete Risk Assessments and maintain any Parish Land which is in this Committee's remit.
- Review use of MUGA (Multi use Games Area) on Drill Field and it's long term maintenance
- Review use of Parish owned land at York and Albany
- Evaluate annually condition of fencing on all sites including MUGA, Allotments and need for replacement.

Parish amenities

- Monitor footpaths in Parish
- Monitor rubbish bins and dog bins in Parish and advise replacements, additions and emptying schedules.
- Support disabled toilet access at Paddling Pool – completed 2016

Tree projects

- Tree inspections on Parish Owned land – carried out January 2016. Next due 2019
- Continue tree planting along Dover Road
- Seek partner funding sources to continue Walmer Tree project.
- Continue with Memorial Tree project on Website.
- Encourage Environmental projects by third parties within the Parish
- Encourage Parish Environmental projects
- Investigate possibility of restoring Captain's garden to community use
- Monitor condition and use of boat sheds and beach huts and report problems to DDC
- Continue to monitor Marke Wood recreation ground and liaise with DDC on all matters pertaining to this. (DDC owned and managed)

Management

- Ongoing reviews of Committee plans and consideration of adjustments to long term strategy for Committee
- Maintain financial prudence
- Manage Capital funded project: Stoney Path acquisition

LONG TERM Years 4-5

Continue with Medium term (years 2-4) plans, but recognising that this Committee manages Environmental projects within the Parish and by the nature of this remit, any plans have to be dynamic and adaptable.

Walmer Tree Project: With the short and medium term plans completed, further road side planting plans would need to be considered with an emphasis on replacing any damaged or diseased trees.



Campbell Road Allotments



DOVER ROAD



PLANNING COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

- The Planning Committee shall consist of at least SIX Councillors (plus the Chairman and Vice Chairman of the Parish Council, unless they signify that they do not wish to serve) who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- All Councillors may receive papers for committee meetings and have the right to attend meetings and speak
- The Planning Committee shall consist of at least 3 committee members to achieve quorum.
- Only Planning Committee members are able to vote on an agenda item

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall nominate two members of the committee to receive details of planning applications in each of the three areas within the Parish namely: - Area 1; Lower Walmer, Area 2: Central Walmer, Area 3 Upper Walmer including Wellington Parade & Kingsdown Road [The areas will be based on ward boundaries but may be varied for practical purposes]. These representatives will be responsible for distributing notification letters produced by the Parish Office. [See below]
- The Committee will submit minutes of meetings for ratification to the next meeting of the Parish Council.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
- Decisions will be based on a simple majority vote of members present at the table. This decision will be binding on all members who have not declared a prior interest and absented themselves from the decision-making process. Any member at the table may request that their disagreement with the decision be recorded in the minutes.

FREQUENCY OF MEETINGS

- The Committee shall, normally, meet fortnightly on Tuesdays at 7.00pm unless varied by agreement of the Committee.

COMMITTEE FUNCTIONS

- To determine the Council's response to consultations on planning applications from Dover District Council and Kent County Council.

Walmer Parish Council Operating Manual

- To distribute letters of notification to applicants and neighbouring properties informing them of planning committee meeting discussions
- To determine the Council's response to statutory and non-statutory planning policy documents.
- To select from its membership a person or persons to represent the Council's previously agreed views at site meetings, public enquiries etc.
- To issue publicity notices concerning the committee's meetings and activities
- To monitor applications and determine the Council's response to tree works in the Parish

- To highlight the relevant Design Principles contained within the Walmer Design Statement when returning responses to applications within the Parish)
- To discuss and make recommendations to the Council on other matters delegated to the committee currently:-
 - a) Highways & Transport Issues
 - b) Road Safety
- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee
- To undertake any other functions as may be required by Council.

NOTIFICATION PROCEDURES

- For all small scale planning applications members of the Committee will notify through the distribution of a standard letter at least one property on each side of the applicant where a common boundary is shared. Notification of additional properties will be at the discretion of the area representative depending on circumstances and the scale of the development. Standard letters will also be distributed to applicants by post from the Parish Office.
- Large developments such as the Former Royal Marines School of Music will be dealt with by the committee as a whole, and if necessary be referred to full Council.

PLANNING COMMITTEE

STRATEGY

SHORT TERM

- Continue with planning application notification form distribution to affected neighbours at time of inspection
- Introduce a system whereby an advice note is left to advise applicant of councillors' visit
- Introduce a check sheet system to promote uniformity of decision making when carrying out planning inspections
- Liaise with Assistant Clerk on relevant matters relating to inspection
I.e. listed building, TPO's
- Production of first planning committee contribution to the Parish newsletter
- Review of overall progress

MEDIUM TERM

- Continue with planning application notification form distribution at time of inspection as per point 1 in year 1
- Continue with advice note system ref 2nd point in year 1.
- Yearly review of WPC Procedures ' Handling planning applications'
- Liaise with Assistant Clerk on relevant matters...as 4th point in year 1
- Reintroduce the annual road and pavement survey and feed results to Highways Dept.
- Production of further contributions to the Parish newsletter
- Introduce a training needs review process*
- Review of overall progress

LONG TERM

- Continue with planning notification etc.
- Continue with advice note system etc.
- Continue with yearly review of WPC's procedures 3rd point in year 2
- Continue to liaise with Assistant Clerk on relevant matters ...4th point in year 2
- Continue with annual road and pavement survey
- Continue with further contributions to Parish newsletter
- Continue with training needs review process

What would we like to achieve if money were no object

- Liaise with DDC to produce a recording system of all trees subject to a TPO.
- *To include meeting with DDC planners to clarify planning policies.



EVENTS WORKING GROUP

STRATEGY

SHORT TERM

- Continue with organising Bank Holiday Brocante with the aim of making this committee self sufficient
- Continue with organising Picnic on the Green
- Consider a new event to replace Green Gang events
- Review current facilities and events
- Review of overall progress

MEDIUM TERM

- Continue with organising Bank Holiday Brocante with the aim of making this committee self-sufficient
- Continue with organising Picnic on the Green
- Introduce a family event (Kite Festival?)
- Review of overall progress

LONG TERM (4- YEARS)

- Continue with organising Bank Holiday Brocante
- Establish this committee as financially self-sufficient
- Continue with organising Picnic on the Green
- Continue with a third event (Kite Festival?)

Review overall progress

What would we like to achieve if money were no object

- Development of Paddling pool area with facilities for older children
- Development of former crazy golf area
- Fund Teddy Bears' Picnic
- Sponsor Bandstand





HAWKSHILL FREEDOWN

TERMS OF REFERENCE

MEMBERSHIP

- The Hawkshill Working Group shall consist of a minimum of three Councillors plus representatives from the local community and environmental experts who are interested in the management of the common.
- Councillor members shall have full voting rights on the committee on matters relating to the management of the Common.
- Non-councillor members shall have no voting rights unless they elect to sign the Disclosure of Pecuniary Interests document required by law.
- All members of the Council who request them will receive papers for working group meetings and all Councillors have the right to attend meetings and speak but not vote on Agenda Items.
- Any representative who does not attend a meeting for 6 months and does not supply apologies will be automatically removed from the working group.

PROCEDURES

- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Working Group shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Working Group will submit minutes of their meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Working Group will submit a budget to the Finance and General Purposes Committee for the forthcoming financial year (if appropriate) at or before the November meeting.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

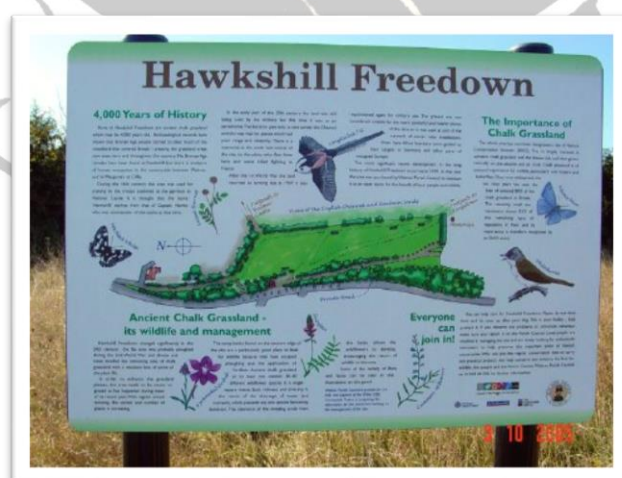
FREQUENCY OF MEETINGS

The Committee will normally meet bi-monthly throughout the year unless varied by the agreement of the Working Group, normally January, March, May, July, September and November.

COMMITTEE FUNCTIONS

The Working Group shall: -

- Determine and regularly review the overall management plan for the site bearing in mind the conflicting demands of providing an amenity for residents and the environmental needs of the site.
- Make recommendations to the Parish Council on specific works to be undertaken:-
 - Grass/hedge/scrub cutting (frequency/timing)
 - General maintenance ground clearance
 - Tree maintenance
 - Surveying/ecology issues
 - Access – Vehicles & pedestrians
 - Parking on site
 - Litter/Dog fouling measures
 - Seating & signage
 - Development of additional on site facilities
 - Health & safety matters
- Determine contract specifications and oversee works in line with the agreed management plan and agreed budgets.(Councillors only)
- Organise voluntary work in line with the agreed management plan and agreed budgets.
- Encourage the development of the skills of volunteers through the provision of appropriate training and purchase of appropriate equipment.
- Promote the use of the common to residents and visitors through the production of publicity material and organisation of appropriate events.
- Refer any issues of a controversial nature to the Council for decision and thereafter act in line with agreed policies.



HAWKSHILL FREEDOWN

STRATEGY

SHORT TERM

- Continue with monthly Sunday morning working parties guided by recommendations in the 2010 Martin Newcombe report
- Continue with bi-monthly meetings for Councillors and volunteers
- Continue with wildlife monitoring of wild flowers, butterflies and photography of habitat
- Continue with existing publicity regime and investigate other avenues to promote use of the Freedown and attempt to secure new volunteers.
- Continue with 3 monthly inspections and health and safety checks to ensure the Freedown is a safe place for the public to enjoy.
- Undertake year 1 works of the North Freedown conservation project
- Production of first contribution to the Parish newsletter
- Continue to maintain WW1 memorial
- Review of overall progress

MEDIUM TERM

- Continue with monthly Sunday morning working parties guided by recommendations in the 2010 Martin Newcombe report
- Continue with bi-monthly meetings for Councillors and volunteers
- Continue with wildlife monitoring of wild flowers, butterflies and photography of habitat
- Continue with existing publicity regime and investigate other avenues to promote use of the Freedown and attempt to secure more volunteers
- Monitor and report back on effects on Year 1 of the North Freedown conservation project
- Continue with 3 monthly inspections and health and safety checks to ensure Freedown is a safe place for the public to enjoy
- Maintain the Freedown in accordance with the principles of a registered common
- Consider long term maintenance of WW1 memorial
- Undertake a bi annual review of training needs
- Undertake a bi annual review of equipment and storage of equipment needs
- Review of overall progress

LONG TERM

- Continue with 11 point plan as above in year two
- Complete year 3 works of the North Freedown conservation project and monitor results

What would we like to achieve if money were no object

- Undertake all outstanding recommendations contained in the 10 year plan within a 5 year timetable



WALMER IN BLOOM COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

- The Walmer in Bloom Committee shall consist of **FOUR** Councillors (plus the Chairman and Vice Chairman of the Parish Council, unless they signify that they do not wish to serve) who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- Up to 8 additional members of the electorate or from the local area may be co-opted on to the committee and their co-option will be confirmed at the first committee meeting after the Annual Meeting.
- All members (councillors & co-opted) shall have full voting rights on the committee on matters relating to the management of the “in bloom” campaign.
- All Councillors will receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
- Members and their partners/spouses, including family members living at the same address as a Committee Member, are precluded from taking part in any Walmer in Bloom competition, with the exception of the School Poster Competition, which is judged anonymously.

FREQUENCY OF MEETINGS

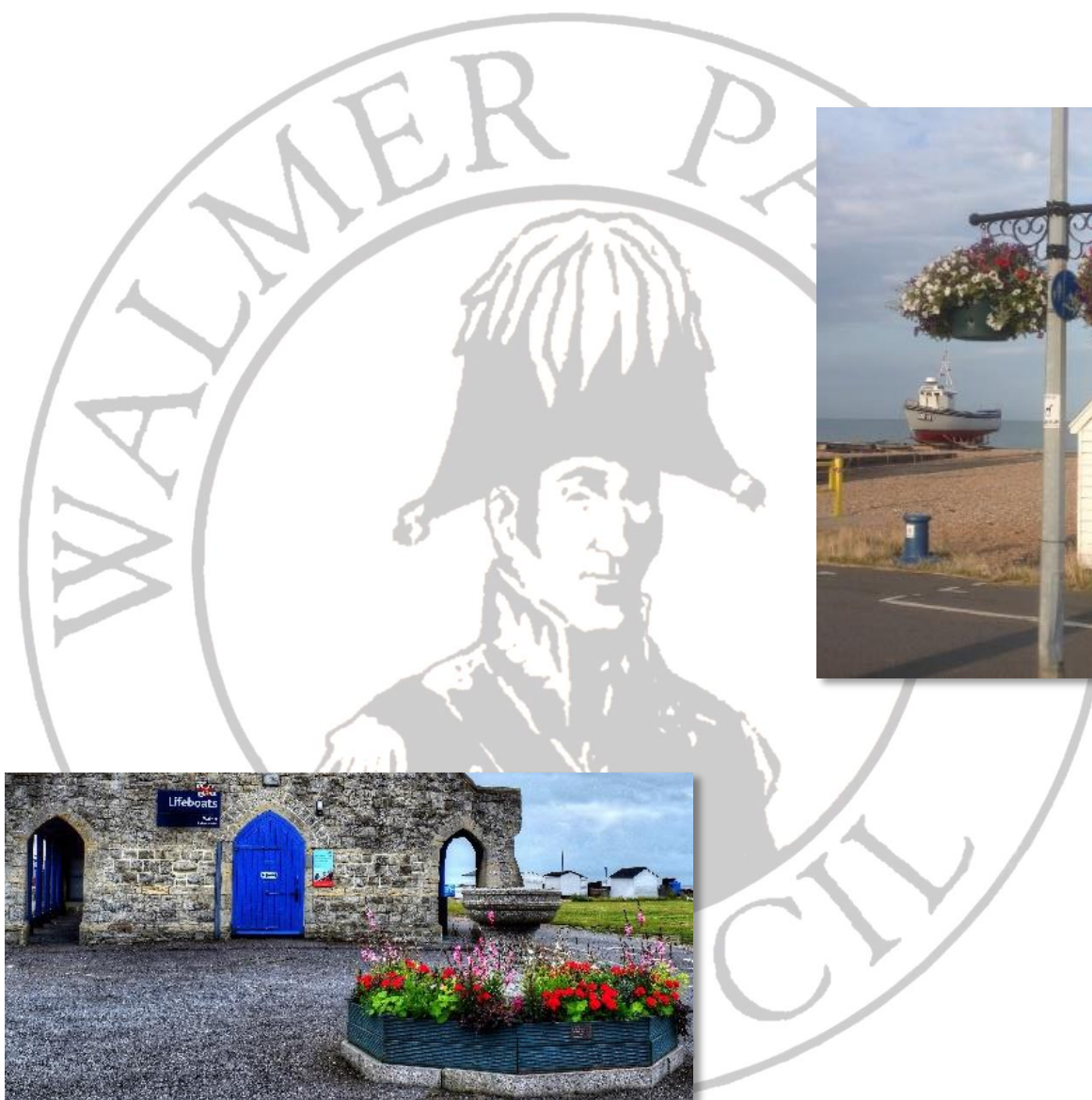
- The Committee shall normally meet monthly between January and October each year unless varied by the agreement of the Committee.

COMMITTEE FUNCTIONS

- To make plans to promote the visual enhancement of Walmer as part of its “In Bloom” Campaign
- To determine contracts and oversee specific works required in line with agreed budgets in the following areas
 - a) Provision, planting, erection and maintenance of floral displays
 - b) Staging and promotion of appropriate competitions and activities
- To liaise with all appropriate organisations and individuals to encourage

Walmer Parish Council Operating Manual

- a) The development of permanent landscaping schemes in appropriate areas
- b) The promotion of sustainable development initiatives
- c) The improvement of areas of the Parish which have become untidy or derelict
- To make recommendations to the Council regarding participation in appropriate external competitions e.g. South East in Bloom, Britain in Bloom
- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee unless previously appointed by the Council
- Undertake any other functions as may be required by Council.



WALMER IN BLOOM COMMITTEE

STRATEGY

SHORT TERM

- To Purchase new Carabiners
- Continue with School Poster Competition
- Installation of Feature Boat
- Contracted with a new Hanging Basket provider
- Explore the idea of hand delivering Commended Certificates
- Review all Baskets and Planters
- Increase awareness of 'Businesses in Bloom' competition

MEDIUM TERM

- Installation of Hanging Baskets on railings adjacent to Paddling Pool
- Consider community competition as well as School Poster Competition
- Hanging Baskets from Walmer Paddling Pool to Deal in Blooms Baskets
- Hanging Baskets to be erected along The Strand from Cheriton Rd to Marine Rd
- New Event at the Picnic on the Green
- Consider other categories for local competition
- Consider Winter in Bloom competition (by nomination only)

LONG TERM

- New Planters within the parish
- Working closer with Sponsors and businesses
- Develop/propose a neighbourhood project

What would we like to achieve if money were no object

- Replacement of all baskets and planters
- Walmer in Bloom Handyman





DRILL FIELD WORKING GROUP

TERMS OF REFERENCE

MEMBERSHIP

- The working group shall consist of a minimum of three Councillors plus three representatives from the Deal, Betteshanger & Walmer Rugby Sports & Social Club.
- Two representatives from the South Barracks Management Committee shall be invited to join the Working Group.
- One representative from Victoria Place will be invited to join the working group (agreed Feb 2013)
- Council Members shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- Rugby Club representatives will be appointed by the Club's Management Committee
- The quorum to enable a meeting to proceed and recommendations to be agreed will be that at least 2 councillors and 2 representatives of Deal, Betteshanger & Walmer Rugby Sports & Social Club are present.

PROCEDURES

- At the first meeting of the working group after the Annual Meeting of the Parish Council the members of the working group shall elect a Chairman and Vice Chairman for the forthcoming year from amongst their membership. The Chairman and Vice Chairman may be re-elected.
- The working group will submit minutes of meetings to the next appropriate meeting of Walmer Parish Council's Amenity & Environment Committee or Full Council and to the meetings of Deal, Betteshanger & Walmer Rugby Sports & Social Club Management Committee to seek approval for recommendations made involving any financial expenditure.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the group.

FREQUENCY OF MEETINGS

The working group shall meet 3 times a year or as and when required

COMMITTEE FUNCTIONS

The working group shall: -

- Discuss the overall management of the area and recommend action on any problems arising.
- Put forward recommendations on specific works required to improve the site.
- Ensure that all necessary health and safety procedures are in place
- Promote communication between the club and local residents

DRILL FIELD WORKING GROUP

STRATEGY

SHORT TERM

In line with its terms of reference the committee will

- Discuss the overall management of the area and recommend action on any problems arising.
- Put forward recommendations on specific works required to improve the site.
- Ensure that all necessary health and safety procedures are in place
- Promote communication between the club and local residents

MEDIUM TERM

- To consider promoting use of the land in the summer months.

LONG TERM

- To keep the site as a recreation ground or sports field for future generations to enjoy



WW1 COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

- The WW1 Event Committee shall consist of up to THREE Councillors who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- All Councillors will receive papers for committee meetings or notification by email of their availability on the website and have the right to attend meetings and speak but not vote on Agenda Items.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee shall normally meet every four months in March, July, and November unless varied by the agreement of the Committee
- Meetings will be open to members of the public and the Press and will be publicised as such

COMMITTEE FUNCTIONS

- To plan and organise an event to be known as The WW1 Memorial Event to be held on 12 August 2017
- To discuss and make recommendations to the Council
- To obtain all permissions from the responsible organisations to allow the event to proceed lawfully and safely
- Determine contract specifications and oversee service providers and works in line with agreed budgets.
- To appoint appropriate liaison officers, representatives or sub-committee members to facilitate the work of the committee unless previously appointed by the Council.
- To undertake any other functions as may be required by Council.

WW1 COMMITTEE

STRATEGY

SHORT TERM

PERIOD ONE (to December 2016)

- Organise event on Freedown (August 12th 2017) to Commemorate the Walmer Aerodrome in WW1 and the Airmen who were stationed there and who lost their lives.
- Work within agreed budget for above assuming current plans outlined to full Council do not change.
- Investigate history of Walmer Aerodrome and Airmen listed on Memorial.
- Meetings every three months
- Investigate and pursue the Acquisition of the current Memorial either on a standalone basis or with the land in order that the Memorial can be put into public ownership.

LONG TERM

PERIOD TWO (to August 2017) Committee will cease to exist after August 2017

- Maintain the organisation of the WW1 Event
- Frequency of meetings to increase to every month to August 2017.
- Investigate and pursue the Acquisition of the current Memorial either on a standalone basis or with the land in order that the Memorial can be put into public ownership.
- Organise exhibition/window space with information regarding the Walmer Aerodrome and RAF Walmer during Event week.

