



AGENDA

EASTERN AREA COMMITTEE MEETING

Date: Thursday, 3 February 2022

Time: 7.00 pm

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

Membership:

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

Quorum = 4.

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Information for the Public

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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 21 September 2021 (Minute Nos. 290 – 302) as a correct record.

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|---|--------|
| 5. Matters Arising | 5 - 8 |
| 6. Public Forum | |
| 7. Local issues to be raised | |
| 8. Update on work plan - to include funding allocations for 2021-22 | 9 - 24 |
| 9. Matters referred to Committee by Cabinet | |
| 10. Matters referred to Cabinet by Committee | |

Issued on Wednesday, 26 January 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: February 2022 – Matters arising

No.	Item	Background	Progress on actions
1.	Flooding in the Whitstable Road area.	<p>The MP Helen Whately along with Members of the public who were affected by flooding were in attendance at the September 2021 meeting along with the KCC Asset Manager Drainage and Structures.</p> <p>The Area Committee and invited guests listened to how the residents are being affected by the increasing problems of surface flooding and the lack of action by Southern Water.</p> <p>It was agreed that Helen Whately MP would lead on setting up a meeting with all the relevant agencies and residents who had brought the matter to the attention of the Area Committee.</p>	An update to be given following the meeting with Southern Water (Appendix 1).
2.	Holding hybrid meetings in community halls.	<p>The Area Committee considered where the December meeting should take place. The preference was that it should be a hybrid meeting held in a community hall but the Area Committees Coordinator explained that this was not possible due to the Council not having the necessary equipment. Comments were also made on the limitations of the equipment in the Council Chamber.</p>	On taking this issue to Cabinet, the Chair was advised that SBC do not have the equipment for hybrid meetings to be conducted in community halls and to purchase it would be very costly. In response to a question about the legality of decisions being made at hybrid meetings in the Council Chamber, it was confirmed that providing the Committee Members were in attendance physically, any decisions made would be legal. However, any Committee

No.	Item	Background	Progress on actions
		<p>A Committee Member proposed a recommendation to Cabinet that consideration should be given for Area Committees to enact their business in an appropriate hybrid way of working.</p>	<p>members attending virtually would not be eligible to vote.</p>
3.	<p>Bus services between Faversham, villages and rural areas</p>	<p>At the September 2020 Eastern Area Committee meeting a motion was passed which included the following proposal: That an investigation/report be made into reviewing existing community transport models to see what might be suitable for the Eastern area.</p> <p>Phil Lightowler, the Head of Public Transport at Kent County Council attended the September meeting for a discussion on bus services between Faversham, villages and rural areas. When asked if the Area Committee could practically improve bus services in the area, Phil Lightowler suggested consulting with the public to see what they wanted from the services.</p>	<p>Members proposed to bring back a funding proposal to the December 2021 meeting for a public consultation to find out what residents wanted from local bus services.</p>

Item 5 - Matters Arising

Update on Flooding in the Whitstable Road area:

Helen Whately MP along with members of the public who are affected by flooding were in attendance at the September 2021 Eastern Area Committee meeting along with Earl Bournier, the Kent County Council Asset Manager (Drainage and Structures) .

The Area Committee and invited guests listened to how the residents are being affected by the increasing problems of surface flooding and the lack of action by Southern Water.

It was agreed that Helen Whately MP would lead on setting up a meeting with all the relevant agencies and residents who had brought the matter to the attention of the Area Committee. Swale Borough Council (SBC) requested that a number of councillors and officers attend this meeting including the Chair of the Area Committee, the Cabinet Member for the Environment and the Head of Environment and Leisure.

On Friday 12 November 2021, Helen Whately MP chaired a meeting at the Alexander Centre, Faversham with the Chief Executive of Southern Water and representatives from Southern Water, Kent County Council (KCC), Swale Borough Council and Faversham Town Council. SBC were told that they could only send one representative to this meeting and the Leader asked me as the Cabinet Member for the Environment to attend.

During the meeting I understood Southern Water to have committed to working with KCC officers and local community representatives including councillors to develop discrete plans to improve the situation in locations in Faversham where there are sewage discharges during flash floods.

They reported progress on this on the 18th January as follows:

“A first meeting was held on January 13 between Southern Water and Kent County Council to look at the issues in East Street, Whitstable Road, Tanners Street and Church Road (The Brents)”.

“Attending this meeting from Southern Water were Scott Pring, Regional Operational Manager for Kent, County Engineer Mark Macey, Field Investigations Technician Lionel Hutchins and Sewer Network Manager Michael Cook. Earl Bournier, Asset Manager for Drainage and Structures, and Alex Brauninger, Drainage Asset Team Leader attended from Kent County Council”.

“Each area was discussed in detail in a productive meeting”.

“The next step will be a second meeting between SW and KCC within the catchment to carry out inspections on the outfalls, cover lifting and a walk round in the known problem areas to create a plan to reduce the risk of flooding”

The Swale Cabinet has also met with the Chief Executive and Environment Director of Southern Water recently and information from that meeting is likely to be communicated soon.

Cllr Julian Saunders
Cabinet Member for the Environment and Vice Chair Eastern Area Committee



Cover Report for Eastern Area Committee Funding Scheme

Introduction

The Eastern Area Committee has been allocated a total of £48,000.00 for the financial year 2021/22.

The process proposed by the Area Committee Review Working Group, and agreed by Area Committee Chairs, was to carry out a scoring process on applications received for Area Committee Funding. The deadline for applications was Friday 12 November and £33,246.00 of bids were received for consideration by the Area Committee. Since then all applications have been assessed for eligibility by officers and a scoring process carried out.

Three impartial officers have independently considered each application and given them a score against the criteria set out in the Applicant Guidance Notes. Each criteria were scored as follows High – 3, Adequate – 2, Limited – 1, None – 0. All three officers scores were added together and presented to Committee Members in Appendix 1. Also attached to this paper is the summary report on applications received which contain the full text provided by applicants describing projects/activities (Appendix 2).

Three challenges were received from a Committee Member for EAC014 and reviewed by officers Appendix 1 shows challenges and the amended scores following the review.

As the total value of bids is less than the annual allocation of funds, there is a balance of £14,754.00 remaining funds available.

Proposal

Having considered the summary report and supporting papers, along with the scoring and background information, officers can confirm that all applications are eligible to receive funding through the Eastern Area Committee Funding Scheme and propose they all receive the full funding they have requested as per table 1 below.

The Eastern Area Committee may wish this evening to consider how they would like the remaining £14,754.00 to be allocated. Any proposals agreed this evening will be taken away by officers to go through the assessment procedure described above and brought back to the March 2022 meeting for approval. Committee Members are reminded that any unspent allocation cannot be rolled over to 2022/23.

Table 1

Applicant	Score	Funding request	Proposed allocation
Green Cube CIC (EAC012)	31	£2,870.00	£2,870.00
Member bid Cllrs Gould, Saunders & Whiting (EAC013)	33	£10,000.00	£10,000.00
Doddington Parish Council (EAC014)	36	£5,000.00	£5,000.00
Faversham Town Council (EAC015)	39	£7,796.00	£7,796.00
Faversham Town Council (EAC016)	37	£7,580.00	£7,580.00
Total			£33,246.00

Eastern Area Committee Members are invited to vote on the above proposal.

Janet Dart
 Interim Area Committees Coordinator
 November 2021

Applicant	Funds requested	Improve the appearance of the area	Improve the environment of the area	Improve the facilities of the area	Area of impact	Will have a positive impact on transport in the area	Contributes to achieving Swale's Strategic Priority 2	Contributes to achieving Swale's Strategic Priority 3	Comments	Total Score
		<i>Three officers independently scored the bids against the categories set out in the applicants' guidance notes. They were added together and a single total score shown on this sheet. The highest score available for individual categories is 9. The highest overall achievable score is 63.</i>								
Green Cube CIC EAC012	£ 2,870.00	8	6	4	4	0	4	5	Received Members Grant 2020/21 £775	31
Member bid Cllrs Gould, Saunders & Whiting EAC013	£10,000.00	0	5	6	8	7	4	3		33
Doddington Parish Council EAC014	£5,000.00	6	4	8	6	0	6	6		36
Faversham Town Council EAC015	£7,796.00	0	6	6	7	7	7	6	Received Area Committee funding 2020/21 £12,500.00	39
Faversham Town Council EAC016	£7,580.00	1	4	6	6	7	7	6		37
TOTAL BIDS	£33,246.00									
Allocation	£48,000.00									
Remaining funding available	£14,754.00									

Please note that following a challenge and review of EAC014, the score for for the category of Area of impact was increased from 3 to 6, the category of Strategic Priority 2 was increased from 3 to 6 and the category of Strategic Priority 3 was increased from 4 to 6 giving a new total score of 36.

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Eastern Area Committee Funding Scheme

Summary of applications received for the February 2022 meeting

Area Committee's allocation for 2021-22 - £48,000.00

There have been no previously agreed allocations by Eastern Area Committee

Available to allocate at the February 2022 meeting - £48,000.00

(Applications arranged in the order they were received)

Reference:	EAC012
Organisation:	Green Cube CIC @ Polka Dot Arts
Applicant Name:	Sioux Peto - Director
Status of organisation:	Community Interest Company (CIC)
Details of project/activity:	<p>Green Cube is a Community Interest Company and is based at Polka Dot Arts in Teynham. It is an independently run Arts organisation led by Sioux Peto and Colin Barnard. Our aim is to use Art, Artists and Art related projects to deliver creative spaces, programmes and events that are linked to environmental issues. Working in collaborative partnership with local non arts groups and organisations for the benefit of the local community. Leading to a higher engagement within the arts, heritage and environmental sectors to raise awareness of where and how we live in Swale.</p> <p>This is an ongoing project – All monies will be spent over the next 2years. As a community organisation we are always very conscious of keeping our costs to a minimum and making it go along way and are used to working within very tight budgets and timescales. Green Cube will control the budget on this project and donate time and additional equipment as required. We organise all admin and events ensuring the projects run properly. We have also have our own insurance, risk assessments and policies in place.</p> <p>Activities - Green Cube CIC and Polka Dot Arts has been partnering Teynham in Bloom an independent volunteer led group to Flower up Teynham Village to keep it Bright, Clean and Green since 2020. Green Cube set the group up, creating a constitution, organising events and task days, insurance and risk assessments. We have also assisted with funding. Writing bids and financially backing them to buy equipment, and plants etc and also lends additional services and equipment when necessary.</p> <p>This is a joint proposal in partnership with Teynham in Bloom.</p>

	<p>This project is about flowering up Teynham Village. Creating a brighter, cleaner and greener environment for all of our local community. We have had great feedback and assistance from within the village during the past year and have been financially supported by both our Local Borough Councillors from their members grants for which we are grateful. It is now time to expand this ongoing project.</p> <p>Positive benefits for our project include:</p> <ul style="list-style-type: none"> ● Greener and cleaner surroundings ● Creating a greater sense of community through improvements to public spaces ● A safer environment ● Positive effect on well-being and health <p>For 2022 we are again raising awareness and funds. We need more volunteers. The group wish to purchase additional planters, buy bulbs, plants and wildflower/meadow seeds for areas we are working on which include Teynham Train Station, the Ash Path, Station Road and Crispin's and other areas that we can get permissions for may include the pond area at end of Frogna Lane. We would also like to plant 2 memorial Cherry Trees, KCC permissions allowing, plus the continuing upkeep of our existing 4 planters. All volunteers help litterpick and we need extra litter picking equipment. We also hope to get more local businesses involved. Ideas include encouraging hanging baskets and planters on the main roads with insect friendly planting schemes that are visually pleasing and can help reduce traffic pollution.</p> <p>2022 sees the Queens Diamond Jubilee Celebrations and we would like our village to look amazing. Our planting schemes will be a reflection of this and add to the village for the coming years.</p> <p>Additionally, Green Cube will run free community led art projects including creating a Fairy Door Trail, working with community groups organising tasks dates for planting scheme, creating a community mural, making decorations and special creative projects for the Queens Diamond Jubilee celebrations in June and the In Bloom competition in July. We would also be contributing towards the Teynham Christmas Tree project 2022. Green Cube is also applying for further funding from the Co-op for Artists fees and material costs to deliver more workshops within the community.</p> <p>Thank you for this opportunity to help flower up Teynham</p>
Supporting papers	No.
Quote provided	No. Figures are estimates
Total project expenditure:	Teynham in Bloom Planters self-watering x2- Amberol - £525

	<p>Plants, including bulbs and seeds - Various suppliers - £750 Trees £40 guards etc £20 x 2 - Edible Culture - £120 Litterpicking equipment - Keep Britain Tidy - £190 Incidental costs eg gloves, small tools etc - Various suppliers - £50 Promotional materials flyers, certificates, signage - Various suppliers - £250</p> <p>Insurances and in Bloom Entry Fees South South East In Bloom Entry 2022 - £60 RHS Insurance for 2022 - £75</p> <p>Green Cube CIC Community Mural project – Green Cube CIC - £250 Art workshops including artists fee and materials – Green Cube CIC - £350 Additional Cutting/strimming cost of Pathways/Trees - Helping Handz (local) - £250</p> <p>TOTAL project costs approx £2,870.00</p>
<p>Total project income (addition sources of income including cash/in kind):</p>	<p>None.</p>
<p>Funding request:</p>	<p>£2,870.00</p>

Reference:	EAC013
Organisation:	Swale Member bid
Applicant Name:	Cllrs Gould, Saunders and Whiting Lead officer – Emma Wiggins Cabinet Member – Cllr Monique Bonney
Status of organisation:	Borough Council
Details of project/activity:	<p>Area Committee members had a presentation on local bus services at their September meeting and a resolution was passed proposing a consultation on what local residents want from bus services. It is hoped that the results of the consultation can be used to influence KCC and local bus companies when they are reviewing and developing local bus services</p> <p>What we want to find out: What use do residents make of buses currently How can we improve services What would persuade residents to use the bus rather than other forms of travel Characteristics of respondents in terms of age, location and reasons for travelling</p> <p>Audience for research: The consultation report will be shared with the Area Committee, the Quality Bus Partnership and potentially taken to the JTB and Bus providers as a proposal.</p> <p>Methodology and Timescales: Online and paper version questionnaires to be made available. Consultation to be promoted through SBC media, local parish and town councils using their social media and newsletters and local schools. Councils to be encouraged to run stalls and events to gather feedback. Results to be tabulated and summary report with recommendations for improvements to be made available.</p> <p>A motion was passed at the September Area Committee meeting proposing that funding is set aside for a consultation on bus services in the Eastern area. The Eastern Area criteria specifically reference projects that will have a positive impact on travel in the area.</p> <p>We expect the project to require the following resources, which can either be provided in house or purchased in.</p> <ul style="list-style-type: none"> • Market research skills in designing a questionnaire, analysing results and preparing a short report (could be in house if available or external). • Communications input to liaise with parish and town councils, publicise and promote consultation (some of this could probably be done externally).

	<ul style="list-style-type: none"> • Related administration and print/IT costs. <p>Discussions with SBC officers suggest that there are resource challenges for the project to be supported in the short term, even if project delivery is contracted out, but that there could be the possibility of the project being supported through the new Active Travel Coordinator post or alternatively project managed by a town or parish council in the area and that these options should be explored further.</p>
Supporting papers	No
Quote provided	No - The Eastern Area Committee proposed that £10,000 be set aside for the project at its September meeting. Initial soundings suggest that if the project activity is very clearly scoped it could be possible to deliver it within this budget.
Total project expenditure:	£10,000.00
Total project income (addition sources of income including cash/in kind):	None.
Funding request:	£10,000.00

Reference:	EAC014
Organisation:	Doddington Parish Council
Applicant Name:	Mrs Wendy Licence – Clerk to the Council
Status of organisation:	Parish Council
Details of project/activity:	<p>The Council has received a number of requests from young mothers in the village to update its play facilities at the Playing Field including the addition of equipment for toddlers. This demonstrated something that the Council had already noticed and that is the welcome changes in the age demographic of the village and indeed our surrounding catchment area. The village now has many young families. The playing field and facilities attract young families from the village and also from miles around which is very pleasing.</p> <p>Three picnic benches, one with wheelchair/ buggy access, have recently been installed and these are already attracting parents and carers with young children to go to the Playing Field. However, there is nothing for the toddlers to play on.</p> <p>The respondents of the 2011 Census were asked to rate their health. The percentage of residents in Doddington rating their health as 'very good' is less than the national average. Also, the percentage of residents in Doddington rating their health as 'very bad' is more than the national average, suggesting that the health of the residents of Doddington is generally worse than in the average person in England. The pandemic has affected people's mental health and the provision of toddler equipment would be extremely beneficial to parents and carers in the local community as this will encourage them to take their children out as there will be somewhere for them to go in the village.</p> <p>The project to add toddler equipment to the play area will improve the facilities of the area. It will encourage parents and carers to go to the playing field, which is a central open space in the village. This will enable parents and carers to interact with others, thus improving their mental health, as well as encouraging exercise making the project very beneficial for their general well-being. It will also help small children grow their social skills as they play with other children.</p> <p>This is a much needed investment in the open space. The Council will be responsible for the ongoing maintenance of the play equipment.</p>
Supporting papers	No
Quote provided	Yes

Total project expenditure:	Wicksteed Simba , toddler multiplay - £13,061.15 VAT - £2,612.23 Total project expenditure - £15,673.38
Total project income (addition sources of income including cash/in kind):	Bensted Charity Grant - £1,000.00
Funding request:	£5,000.00

Reference:	EAC015
Organisation:	Faversham Town Council
Applicant Name:	Louise Bareham – Town Clerk
Status of organisation:	Town Council
Details of project/activity:	<p>The Park and Pedal Scheme will seek to evidence the need and practicalities of operating an e-bike hire scheme within the Swale Eastern Area during a 12 month operational period.</p> <p>Two pairs of e-bikes will be available to hire through an online booking system. Simplybookme has successfully been used previously by the Town Council as a booking system.</p> <p>Each pair will be sited at various locations during the period, with records kept of their hire and follow up surveys sent to hirers.</p> <p>The Town Hall in Faversham will be the first hire site and we have already had interest from tourism destinations located within the Eastern Area. We anticipate other locations could include accommodation providers, public houses, cafes and railway stations. These will be pursued if the trial is given the go ahead to proceed.</p> <p>There will be an option for e-bikes to be stored in a secure locker which can be accessed via an app once payment has been received. This will enable e-bike hire in locations where there is no manned facility, such as areas of new development, which would help to increase permeability.</p> <p>The Town Council's Facilities Manager, assisted by the Facilities Apprentice, will be responsible for maintenance of the bikes and replacing re-charged batteries.</p> <p>The Park and Pedal Scheme will encourage active travel and reduce car use. It will provide residents with an opportunity to 'try out' an e-bike before purchasing, as well as encouraging visitors to the area.</p> <p>We will work in partnership with local businesses and parish councils to promote the scheme in as many different areas as possible to help boost the local economy.</p> <p>We will work with local health care providers and social prescribers to offer free e-bike hire to disadvantaged individuals to help in the reduction of health inequality and mental wellbeing.</p>

	<p>Hirers will be provided with a leaflet providing routes of varying distances. These will take in local heritage and other areas of interest to boost the local tourism industry wherever possible. In the future, we would look to have these sponsored by local businesses.</p> <p>Anecdotal evidence provided to us from the local cycle shop indicates there is a need for bike hire within Faversham the surrounding area. The nearest other bike hire schemes are in Whitstable and Canterbury.</p> <p>Similar e-bike hire schemes within Kent charge £25-£35 for half a day's hire and £45-£54 for a full day's hire. Therefore, if all 4 e-bikes were hired every day for a week at a rate of £45, this would provide an income of £1,260 including VAT, or all 4 hired every weekend for a year, £18,720.</p> <p>Any money raised from e-bike hire would be set aside to pay for maintenance, ongoing costs, operatives, administration and providing free sessions for disadvantaged individuals or families. As well as the option for additional bikes to extend the scheme within Swale.</p> <p>If the scheme was deemed unsuccessful the e-bikes would be sold at the end of the trial and funds returned to Swale Borough Council.</p>
Supporting papers	No
Quote provided	Yes
Total project expenditure:	<p>4x E bikes and batteries - £5468.00 Insurance – £428.00 Secure locker & app - £1,200.00 Online booking system - £200.00 5000 leaflets - £500.00 VAT - £1533.00 Total Expenditure – £9,329.00</p>
Total project income (addition sources of income including cash/in kind):	4 helmets & locks from Faversham Bike Warehouse - £200.00
Funding request:	£7,796.00

Reference:	EAC016
Organisation:	Faversham Town Council
Applicant Name:	Louise Bareham – Town Clerk
Status of organisation:	Town Council
Details of project/activity:	<p>This project seeks to provide a trial for secure cycle storage and is initially aimed at individuals who live or work in the town centre with no space to securely store a bike within their building.</p> <p>Designed and manufactured by Cyclehoop, the bike hangar offers a secure solution to long-term cycle parking and an effective way to protect bikes from tough weather conditions, vandalism and theft. This award-winning product stores six bikes within half the space of a car parking bay. However, it should be noted that bikes still need be secured with a D lock.</p> <p>Other cycle storage systems were researched, but the bike hangar's size enables it to be installed within a street setting where storing bikes with limited outside space can be a challenge.</p> <p>We are seeking funding for two bike hangars to be located in Central and Institute Road Car Parks. Locations have been identified, which do not impact on SBC car parking revenue.</p> <p>FTC officers would administer the trial and oversee the hiring of space within the hangars. While on trial these will be let on a weekly or monthly basis, but long term we would expect rental to be on an annual basis.</p> <p>Residents will be consulted during the trial, targeting those who live on streets with difficult or no outside access, such as terraces and flats. Where sufficient interest is shown, a bike hangar can be relocated and its use monitored. We will work with SBC Ward Councillors to ensure that parking orders are obtained if needed.</p> <p>The Town Council is seeking to promote active travel by encouraging cycling as a sustainable form of transport. Anecdotal evidence shows owners of high value bikes are less likely to leave them on a cycle hoop all day, while at work.</p> <p>We will proactively work with town centre businesses and those on outlying trading estates to promote cycling as an alternative form of transport, whilst consulting on the need for further secure bike storage.</p> <p>We will proactively work in residential areas where we already know that parking permits exceed the number of parking spaces available, to encourage sustainable and active methods of transport.</p>

	<p>Cyclehoop work with a number of councils and bike hangars have been used in high volume in London Boroughs for several years, and more recently in Edinburgh and Glasgow. Some London Boroughs are subsidising the cost of the bike hangar to encourage its use. We have seen evidence that hire charges range from £35pa to £125pa per bike space.</p> <p>It is anticipated that this trial scheme could raise approximately £720.</p>
Supporting papers	No
Quote provided	Yes
Total project expenditure:	2 x bike hangers delivered & installed - £6,850.00 Advertising & Marketing plus officer time - £1,450.00 VAT - £1,370.00 Total project expenditure - £9,670.00
Total project income (addition sources of income including cash/in kind):	Income accrued from rentals - £720
Funding request:	£7,580.00

Compiled by Janet Dart, Interim Area Committees Coordinator

Date: November 2021

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