

Agenda

For enquiries on this agenda, please contact:
Gary Marson, Democratic Services Team Leader
Tel: 0208 547 5021/email: gary.marson@kingston.gov.uk
Published on 18 March 2019



THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES

Community Engagement Committee

Date: Tuesday 26 March 2019
Time: 7:30 pm
Place: Guildhall, Kingston-upon-Thames

Members of the Committee

Councillor Jon Tolley (Chair), Councillor Liz Green (Vice Chair), Councillor Olivia Boulton, Councillor Kevin Davis, Councillor Lorraine Dunstone, Councillor Mark Durrant, Councillor Ian George, Councillor Dennis Goodship, Councillor Caroline Kerr, Councillor Katrina Lidbetter and Councillor John Sweeney

Everyone is welcome to attend the meeting

This agenda is available to view on: www.kingston.gov.uk
You can also access this agenda through the Modern.gov app or by scanning the QR code with your smartphone.



AGENDA

1. **Public Questions**
A period of up to 30 minutes for public questions on matters relevant to the Committee's remit which are not related to items featuring on the agenda. Advance notice of questions is preferred but not essential.
2. **Apologies for Absence and Attendance of Substitute Members**
3. **Declarations of Interest**
Members are invited to declare any disclosable pecuniary interests and any other non pecuniary interests (personal interests) relevant to items on the agenda
4. **Minutes**
To confirm the Minutes of the meeting of the Committee held on 5 February 2019.
5. **Customer Service Improvement Plan and Customer Access Strategy** **Appendix A**
To provide an update to the Committee on progress with implementing the Customer Access Strategy.
6. **Statement of Community Involvement** **Appendix B**
To authorise consultation on the revised draft Statement of Community Involvement which explains how the Council will involve residents and other interested parties in producing planning policy and guidance documents and determining planning applications.
7. **Kingston BID 4 - Ballot** **Appendix C**
To approve the commencement of the ballot process for Kingston First (Business Improvement District 4).
8. **Urgent Items Authorised by the Chair**
To consider any items which, in the view of the Chair, should be dealt with as a matter of urgency because of special circumstances in accordance with S100B(4) of the Local Government Act 1972.
9. **Exclusion of Press & Public**
The following resolution is included if any exempt matter is to be considered at the meeting for which the Committee wish to resolve to exclude the press and public:

To exclude the public from the meeting under Section 100(A)(4) of the Local Government Act 1972 on the grounds that it is likely that exempt information, as defined in paragraph *...of Part I of Schedule 12A to the Act, would be disclosed and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(*relevant regulatory paragraph to be indicated)

Welcome to this meeting.

Notice of Webcast

This meeting is being filmed for live and subsequent recorded broadcast via the Council's website. The images and sound recording may also be used for training purposes within the Council. Generally the public seating areas are not filmed. However, the layout of the room means that the Council is unable to guarantee a seat/location that is not within the coverage area (images and sound) of the webcasting equipment.

By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

Information about the Committee

The Committee is made up of your local elected Councillors. As one of five strategic committees of the Council, it helps to set the overall direction of the Council.

Public participation during the meeting

Do you want to ask a question?

There is a Question Time of up to 30 minutes from 7.30pm – 8pm. Questions may be submitted in writing before the meeting or handed in at the start of the meeting on the green forms provided. (There are some green slips on the chairs and there are more copies.) Please fill in the relevant part and hand this in to the Committee Officer at the top table.

Where a full reply cannot be given at the meeting, a written reply will be sent to the questioner, members of the Committee and the local press. The Chair may disallow any question which, in his/her opinion, is scurrilous, capricious, irrelevant or otherwise objectionable.

Running order

Are you here for a particular item? Items may be taken in a different order depending on the interests of the members of the public present at the meeting. Please fill out a green form at the start of the meeting and hand this to the Committee Officer if you would like to request that a particular item is heard earlier in the meeting.

Taking part in the meeting

During the course of the meeting, the Chair, at his/her discretion, may allow contributions, on items listed on the agenda. To attract the Chair's attention, please raise your hand.

Speaking at meetings

Speaking at a meeting can be a daunting prospect and every effort is made to make this as easy as possible. Speech friendly arrangements will take account of people who may have a speech impairment, e.g. they may have a stammer. If you have any individual requirements or feel that standing or addressing the meeting may present a difficulty, please let us know beforehand. Arrangements will be made to help you as far as reasonably possible.

More meeting information

Accessibility

- All meetings have access for people who may have mobility difficulties. If there are stairs, a lift or stairlift is available. Disabled parking spaces are available on site.
- Toilet facilities will be easily accessible from the meeting room.
- For people who are deaf or have hearing impairments, there is an induction loop (depending on the building, this may only be available in the first 2 or 3 rows).
- **A large print copy of the agenda can be requested in advance.**

Emergency evacuation arrangements

If the fire alarm sounds, please leave the building by the nearest exit. If you require assistance, please remain seated and an Officer will assist you from the building.

Filming

Residents and journalists/media wishing to film meetings are permitted to do so but are asked to give advance notice of this and respect any concerns expressed by people on being filmed.

Interests

Councillors must say if they have an interest in any of the items on the agenda. Interests may be personal or pecuniary. Depending on the interests declared, it might be necessary for the Councillor to leave the meeting. The detail on interests is in Part 5A of the Constitution - Members' Code of Conduct.

Call In

Most of the decisions made at the Committee, except on decisions on planning applications/ planning enforcement/tree preservation orders and any licensing applications, can be called in for review by a minimum of 100 people who live, work or study in the Borough or 9 Councillors. A Decision Notice will be published on the Council's website soon after the meeting with details of the decisions and the call in period expires 10 working days after the meeting. Decisions are not, therefore, acted upon until it is clear that they are not going to be called in.

The call in means the decision will be reviewed by a meeting of the Council's Scrutiny Panel. The Panel at this meeting cannot change the original decision. It may decide that no further action is necessary, in which case the decision will be implemented or will refer the issue back to the decision making Committee (or, exceptionally, to a meeting of the Full Council) with its views and a request that the decision is reconsidered taking account of these views.

Minutes

The minutes briefly summarise the item and record the decision. They do not record who said what during the debate.