Kent Association of Local Councils

KALC NEWS

MARCH 2021

Your Remote Meetings...

Government announces remote meeting powers not being extended

The secretary of state for Housing, Communities and Local Government, Robert Jenrick MP, has written to council leaders about remote meetings to confirm the government has considered the case for extending legislation very carefully and has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

The chairman of the National Association of Local Councils, Cllr Sue Baxter, has <u>responded</u> to express her disappointment, as has the Local Government Association (LGA) in their <u>statement</u>.

KALC Chairman, Cllr Sarah Barker, said "This is very disappointing. There have been many benefits of holding virtual meetings, including an increase in public attendance. Many Parish Councillors and residents are still isolating and the rooms available to some Parish Councils for meetings will be too small to permit social distancing if all councillors are present, which would mean it could be very difficult to admit the public. We would urge the Government to reconsider. We would encourage all member councils to lobby their MP as a matter of urgency and to respond to the Government's Call for Evidence."

Following this confirmation, the government has also <u>updated the</u> <u>quidance on the safe use of</u> <u>council buildings</u> which aims to help councils operate safely and securely, including using existing powers to reduce the number of faceto-face meetings deemed necessary. NALC has not been involved or consulted on the update to this guidance and will be working with county officers to assess the new advice and provide feedback to the government.

The government has also published a 12-week <u>call for evidence</u> about how remote meetings have been used, this is to inform any potential future legislation regarding their use beyond the coronavirus pandemic. Local councils are strongly urged to respond to the call for evidence. NALC will also be responding as part of ongoing engagement with the government and other key stakeholders such as the LGA.

As part of its lobbying on remote meetings, NALC is also supporting the application by Hertfordshire County Council, Lawyers in Local Government and Association of Democratic Services Officers to the court for a declaration. This will continue despite the government's decision and is expected to be determined before the end of April.

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All About the AGAR...





You should all have received an e-mail from PKF Littlejohn with the 2020/2021 AGAR forms. If you have not received an e-mail from PKF, we would urge you to contact them as soon as possible at sba@pkf-l.com.

As set out on the PKF Littlejohn website (https://www.pkf-l.com/services/limited-assurance-regime/timings-and-deadline/), all statutory timings and deadlines for the 2020/21 reporting season therefore revert to those in place

prior to COVID-19 as follows:

- **30 June 2021** the date by which smaller authorities must approve Sections 1 and 2 of the 2020/21 AGAR.
- 30 September 2021 the statutory deadline for publishing the approved Sections 1 and 2 of the 2020/21 AGAR and, for authorities not claiming exemption, Section 3 (the external auditor's certificate).

All smaller authorities must include the first 10 working days of July within the 30 working day period they set for the exercise of public rights for 2020/21. This requirement was removed for 2019/20.

NALC is lobbying Government to extend the deadlines and we will notify you if there is any change. In the meantime, you should continue to work to the above deadlines.

KALC Membership Subscriptions



We are now coming to the end of our financial year. April 2021 also heralds a

new year for KALC and NALC membership. You will all shortly receive your subscription invoices by e-mail, together with a covering letter and Membership leaflet. As usual, we remind you that subscriptions should be paid by 30 June at the latest.

6 May 2021 - Elections Are Full Steam Ahead...



Local elections, as we know, are still going ahead this year. Whilst some of our councils will be holding elections, the majority of you will not. However, this is a good opportunity for those member councils that do have elections to make use of any of the Election Material that you may need as some of you approach Purdah regulations. The KALC and NALC websites have a plethora of relevant material that you can use as

resources and these can be found by logging into the "Members Area" of the KALC website and clicking on the "Election Material" tab or by going to the NALC website (see https://www.nalc.gov.uk/our-work/local-elections) for their national campaign "Make a Change – Become a Councillor". We hope this will be of use to you in the coming weeks and that if you do have elections that they will run smoothly and efficiently as usual, given that this year is definitely not a "normal" election year!



Kent County Council Elections

Kent County Council will be holding elections this year: 81 seats are available for County Councillors, and the poll will be a combined one with the election of the Police and Crime Commissioner role. Further information can be found here: https://www.kent.gov.uk/about-the-council-works/kent-county-council-elections

Police and Crime Commissioner Election



Along with the County Council Elections, the role of Police and Crime Commissioner in Kent is also up for election. Candidates for this election must apply by 8 April. Therefore, from 15 April, you will be able to find out information on the candidates standing for election in your police area on this site and also be download a PDF booklet of the candidate details through the following link: https://

www.choosemupcc.org.uk/

Further information on elections can be found at the website of the Electoral Commission here:

Home Page | Electoral Commission

COVID 19: Updates

The Latest On Leaving Lockdown

On 22 March, the Government updated the national lockdown guidance to include a summary of changes to the rules in England from 29 March.

From 29 March:



- people will be able to meet outdoors either in a group of six (from any number of households), or in a group of any size from up to two households (each household can include existing support bubbles, if eligible)
- people will be able to take part in formally organised outdoor sports with any number of people (outdoor sports venues and facilities will be able to reopen)
- childcare and supervised activities will be allowed outdoors for all children
- formally organised parent and child groups will be able to take place outdoors for up to fifteen attendees. Children under five will not be not counted in this number



• From 1 April, those identified as clinically extremely vulnerable will no longer be advised to shield. However, they should continue to take extra precautions to protect themselves. It is important that they continue to keep the number of social interactions they have low and try to limit the amount of time they spend in settings where they are unable to maintain social distancing.

The link below to the 'COVID-19 Response – Spring 2021' contains further information on the roadmap out of lockdown in England.

Guidance: https://www.gov.uk/guidance/national-lockdown-stay-at-home

Roadmap: https://www.gov.uk/government/publications/covid-19-response-spring-2021

COVID 19: Updates

Make sure you keep up to date both nationally and locally by looking at the

- NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/
- NALC website https://www.nalc.gov.uk/
- KALC website https://www.kentalc.gov.uk/
- Medway Council: Coronavirus (COVID-19) | Medway Council

Kent County Council: www.kent.gov.uk/KentTogether or by calling on 03000 41 92 92.



The helpline – called **Kent Together** – provides a single, convenient point of contact for anyone in the county who is in urgent need of help during the Coronavirus outbreak. It is a collaboration between KCC, central Government, District, Borough and local councils, the voluntary and community sector, the NHS, emergency services and other partners to ensure help is at hand for vulnerable people.

It is also the place to report your concerns about the welfare of someone else.



Everyone without symptoms should get tested every 2 weeks, especially if you're leaving the house for a necessary reason, such as going to work or shopping for essentials. Around 1 in 3 people with COVID-19 have no symptoms, so get tested regularly to make sure you are not unknowingly spreading the virus.

You can book an appointment at any of the 22 sites across Kent.

These sites are in addition to the regional and local testing sites for people who have symptoms.

Symptom-free testing sites are being set up using funding from central government to support local councils and help reduce rates of COVID-19

Further details regarding the Symptom Free COVID tests that are available by following this link:

Symptom-free testing - Kent County Council

Make sure your community knows all about them!

OUR LEARNING AND DEVELOPMENT PROGRAMME

Our Learning and Development
Programme has been extremely busy
over the last few weeks and we have
had many events rolled out over
March. We have workshops planned
until mid May at the present time and
we are currently organizing our
summer events. We are rolling out

another "Planning Conference" as the last one proved so popular, so if you missed out on the original, the further one will take place on 12 May. We will have our Councillors' Conference to look forward to in the Summer of course which will be online again this year.

Our Bitesize Learning Programme continues, and we hope that you will take advantage of those courses. You can book them here: <u>Bitesize Training - KALC</u> (kentalc.gov.uk)

WHAT'S ON...

- 8 April Develop an effective communications strategy and policy for your Council
- 8 April The Dynamic Councillor
- 14 April Understanding Risk and Insurance During Covid19
- 14 April All about the AGAR
- 21 April Getting Started with Press and Media
- 12 May Our Second Planning Conference
- 12 May Strategies to Identify and Recruit New Councillors
- 20 May Engaging With Young People in Your Community

STILL TO COME

- June Chairmanship Networking:
 Date to be confirmed
- 17 June Writing effective press releases to get local coverage
- July Councillor Networking
 Event: Date to be confirmed
- September Clerks' Conference:
 Date to be confirmed
- October Annual Finance
 Conference: Date to be confirmed
- November: Annual General Meeting: Date to be confirmed

NEW

EVENTS

LAUNCHING

AFTER

EASTER

BREAK



Spring cleaning and litter-picks



If your council or organisation is considering a clean-up, we would ask you to consider the following.

Please note all events must be organised in accordance with COVID-19 secure guidance and Government advice applicable at the time of the event. For further information please refer to the Government website www.gov.uk.

- Once the date of the clean-up has been decided, a risk assessment should be carried out and a written copy of it kept on council files.
- Clear instructions should be given regarding what is being cleaned, where the work is being carried out and which individual is responsible.
- Ensure that there are sufficient gloves, litter pickers, bags, hi-vis jackets (if working near roads) available and ensure that all volunteers are wearing suitable clothing.
- A qualified first aider should always be present.

- If mobile phones are being relied upon for communication, please make sure that good reception is available in the area.
- Ensure that everyone is awars of where the rubbish should be left, and that it is disposed of as quickly as possible.
- If you are lighting a bonfire, you should follow local authority guidelines.
- A list of who volunteered on the day should be kept on council files.

Find out more

For more information about how we can help you with your insurance requirements, for a no-obligation quotation, or to find out more about the services we offer, please get in touch. Telephone us on 01483 462860, small local councils@cameandcompany.co.uk or visit www.parishinsurance.co.uk.



@CameandCo

Policy limits and exclusions may apply, please see policy wording for full terms and conditions.

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At Came & Company Local Council Insurance, service and advice are at the core of everything we do. We take care to get to know our clients and build relationships on a personal level. With Came & Company Local Council Insurance, you benefit from personal visits and tailored advice on insurance – from industry specialists who are passionate about supporting the sector.



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www.parishinsurance.co.uk



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News From Our National Association





NALC's Star Council Awards are the only awards in England that recognise the local (parish and town) council sector's positive contribution to its communities, rewarding local councils, councillors, young councillors, county associations and clerks.

It has not been an easy 12 months. However, those in the sector have gone above and beyond their regular duties during the COVID-19 pandemic. As a result, the theme of this year's awards will focus on projects that have positively impacted communities in the context of the pandemic. So please provide examples of your work concerning your response to COVID-19.

Winning a Star Council Award not only allows you to gain national recognition for the services you have provided to your community in challenging times but also to share your expertise with your peers and learn about best practice and successful initiatives in the sector. An award will also provide your community with evidence of your successful projects.

This year, NALC will also transform the winners' ceremony into an online event, which will take place in September.

Good luck with your submissions!

Further information can be found here: <u>Star Council Awards 2021</u> (nalc.gov.uk)

The deadline for nominations is 25 May 2021.



News From Our National Association



The National Association of Local Councils (NALC) has launched The Good Councillor's Guide to Cyber Security in partnership with Microshade VSM.

The guide aims to help local (parish and town) councils understand the importance of cyber security better and provide practical advice on minimising risks to the council. The guide features information on understanding the most common threats such as phishing, viruses, loss of data and how some simple steps can help protect the council's data and equipment.

The guide pays particular attention to smaller councils, which may have just one device that holds all current and historical information on the council's activities. If that device is lost or broken, a few simple, pre-emptive steps to minimise risks and back up data could transform a crisis into a manageable situation.

The COVID-19 pandemic has seen an unprecedented transformation of local councils as they have moved to remote meetings and home working. These changes have allowed local councils to continue supporting communities through

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these challenging times. However, with these benefits, there are many challenges. One of these is cyber security, and the local council sector must understand it to safeguard the council's good work for its communities.

You don't need to be a technical expert to safeguard your council. With this guide, along with a small investment of time and resource, your council can reduce these risks.

You can find the guide by clicking on this link:

NALC launches a new guide on cyber security - News



News From Our National Association

NALC Launches Survey On Young People



The National Association of Local Councils (NALC) is calling on local (parish and town) councils to complete its new survey on young people. The survey will explore what local councils are currently doing to support young people in our communities.

Collecting case study examples allow NALC to demonstrate the high calibre of work to stakeholders and government while also acting as a source of inspiration to other councils with similar interests.

The survey will help paint an accurate picture of what is truly happening in the local council sector and will help NALC support local councils to help create thriving communities.

NALC chairman, Cllr Sue Baxter, said: "Young people are the future of our communities and supporting their development and livelihood is paramount to the growth of local councils. From providing play areas, skate parks, activities, resources, youth councils and services, local councils have a plethora of ways to reinforce young people as valued members of the community."

The deadline to complete the survey is 30 April 2021.

You can complete the survey by following this link:

How do local (parish and town) councils support young people in their community? Survey (surveymonkey.co.uk)

News from Kent County Council



KCC Announces Countywide £11 Million Road Improvement Programme

An £11 million programme to extend the life of Kent's roads and prevent potholes starts on 22 March and will continue until September. The road surface preservation programme starts on March 22 and will improve over 125 miles of highway equivalent to 1.1 million square metres. These specialist treatments preserve roads for eight to 10 years and extends the time before more disruptive and expensive renewal works are required.

Kent Highways is responsible for the inspection and maintenance of 5,400 miles of roads, one of the largest road networks in England. Our highways are one of Kent's biggest assets and critical to the economic health of the county and vital to our daily lives.

"he recent wet and wintry weather we have experienced in Kent has caused significant damage to our roads as water gets into the road surface and expands when it freezes causing cracks and subsequently potholes. With temperatures warming up, we are implementing a three-pronged attack on potholes. In addition to this £11 million programme to seal road surfaces and prevent potholes, we have also launched a £10 million innovative pothole blitz campaign which focusses on permanent

and larger pothole repairs. Additionally we have just announced the first phase of a road resurfacing programme, worth £5 million and covering 26 locations, to replace areas that have reached the end of their serviceable life. A considerably larger resurfacing programme will then follow over the spring, summer and autumn months.



The Independent Chair's Adult Safeguarding Briefings for the Voluntary Sector



Andy Rabey, the Independent Chair of the Kent and Medway Safeguarding Adults Board (KMSAB), is holding two adult safeguarding awareness briefings on Tuesday 13th April 2021. These sessions are free of charge and are being held for the Voluntary and Charitable sectors across Kent and Medway.

These informative and interactive session will provide voluntary staff with the confidence to confidently recognise and report abuse, neglect and self-neglect and how you can become involved with the work of the Kent and Medway Safeguarding Adults Board.

To register your interest in this event, please complete the <u>booking form</u> and provide your details.

- Tuesday 13th April 2021
- 10am 12:30pm

8

1:30pm - 4pm

Virtual Via Microsoft

Teams

- Free to attend
- Booking form

<u>Please note</u> places will be offered on a first come first served basis. When registering your interest, please state clearly which session you are applying for.

^{*} In supplying your details to us you consent to KMSAB storing your information for the purposes of this event. KMSAB will only require the minimum amount of personal information necessary to fulfil the purposes of your interaction with us.



- for their Waste Carrier Licence
- where they dispose of their waste
- for a receipt or invoice

Kent Councils Working Together



News from Kent County Council

KCC Publishes Five Year Highway Maintenance Plan



Kent County Council has recently published its forward works programme outlining plans for highway maintenance right across the county for the next five years. This investment plan includes renewal and maintenance work not just for roads and pavements but also streetlights, drainage systems, traffic lights, bridges, tunnels, and trees.

It includes around 7.5 million square metres of road resurfacing and preservation, equivalent to around

1,250 miles or nearly a quarter of the road network. It also includes around 275,000 square metres (around 85 miles) of pavement improvements, 95 drainage improvements, work on 50 structures and 62 traffic light improvement projects.

Our highway network is one of Kent's most important assets and supports social wellbeing and economic prosperity by enabling safe and reliable journeys to be made around and through the county. This is particularly important as Kent seeks to emerge safely from the coronavirus pandemic and rebuild its economy. It is also essential for emergency services to execute their work, as the police, healthcare, fire, and emergency responses all require an effective highway network.

The programme can be found here: Highways-planned-works-programme.pdf (kent.gov.uk)

Kent Sustainable Tourism



Calling Kent Residents. Have your say about winter tourism and enter our prize draw to win a £40 Shepherd Neame Voucher. We're working with Visit Kent and Kent Downs AONB to understand more about views on tourism across Kent. Please complete this survey, it will only take 12 minutes and you can add your details at the end to enter the prize draw too

You can access the survey by following this link: Online Survey Software | Qualtrics Survey Solutions



Human trafficking and modern slavery

Modern slavery is a term which explains all forms of exploitation and human trafficking. It can include domestic servitude, forced or compulsory labour and sexual exploitation.

It is one of the fastest growing international crimes and it is present within our county.

It is important you are aware of the signs of exploitation. You might live next door to a victim, use the same shop or work within the same business as someone who is experiencing modern slavery.

People can be exploited within many industries and in a number of ways and may be unaware they are even affected by this crime. They can also be forced into providing sexual services in a variety of locations including brothels, pop-up brothels, B&Bs and short-term residential tenancies or holiday lets.

Victims need our help. They may be too scared to come forward or report their experiences to us. This might be because they are controlled by someone through mental or physical abuse or face the threat of violence against them and their families.

We are all responsible for tackling modern slavery at the earliest opportunity and supporting victims.

Signs of modern slavery

If you are a member of the public, these are the signs that someone might be a victim of modern slavery:

- showing signs of injury, abuse and malnourishment
- will often be in the same clothing and have poor hygiene
- appearing to be under the control and influence of others
- living in cramped, dirty, overcrowded accommodation
- having no access to or control of their passport or identity documents
- appearing scared, avoiding eye contact, and being untrusting
- allowing others to speak for them when addressed directly, rather than speaking for themselves
- being collected very early/returned late at night on a regular basis and work long hours
- having inappropriate clothing for the work they are performing/lack safety equipment
- being isolated from the local community and their family travelling only with other workers

Signs of a potential pop-up brothel

- brothels are often found in privately rented flats or houses
- budget hotels or holiday properties are also sometimes used
- you may not see the usual activities associated with a house move, for example there may not be any removal vehicles
- people coming and going at all/odd times of the day and night



- different women and girls coming and going frequently with small suitcases
- men lingering outside the building for no reason
- strangers often trying to gain access into the building
- men may attend day and night and only stay for a short period
- curtains closed most of the time
- an increase in visitors and cars to a house or flat at odd hours
- individuals may be closely guarded women may appear scared, intimidated or withdrawn

Advice for businesses

Modern slavery is a complex crime; it cannot be solved by policing alone. It requires all law enforcement, public services and non-governmental organisations to have a joint, consistent approach.

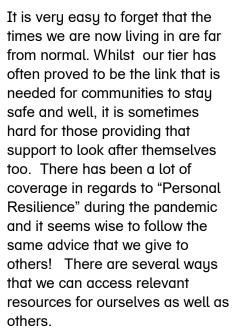
It also requires businesses and other county-wide partners to work together. Forced labour and exploitation can be found in supply chain management and other business operations.

It is essential that businesses can identify exploitation within their supply chains, and ensure the support, ethical recruitment and treatment of all those who work directly or indirectly for their organisation.

Further information regarding this subject can be found via these links:

MSHT-Corporate-Statement-March-2017.pdf (pfcc.police.uk)
File a report (modernslaveryhelpline.org)





You may wish to take a look at

the following webpages:

Developing resilience - tips | Mind

Every Mind Matters | One You (www.nhs.uk)

Both websites offer general advice regarding support. They also provide signposting and navigation for more specific help to those who may wish to engage further.

The Network of Wellbeing...a valuable resource for

our communities



integral part of our council work over the pandemic. Social isolation has been identified as a real issue, and the work of volunteers as well as those employed by our tier has been of real help and hope to our

Sometimes, we need to follow the example of others who have done something that makes a difference in the wellbeing of others. Likewise, we may glean ideas from what others have achieved and are willing to share.

residents who may need support.

The Network of Wellbeing is a web based community of those committed to the promotion of community wellbeing. Originally begun as a resource for Devon, it has now grown and has a mailing list that sends a newsletter nationally.

It encourages ideas and projects from all over and wants different organisations to contribute their best practice as well as successful projects so that others may use them in their own individual response. For further information, visit their website here:

Home - Network of Wellbeing

News from Our Parishes and Towns - Your Stories Of Support Continue...



Staplehurst: Our Lockdown Story

When the country experienced its first

lockdown in March 2020, we were all stepping into unknown territory. All of our parishes and towns knew they had to give support to their residents, and as we know, they did so with lightening pace. Staplehurst Parish Council was no exception, and rose to the challenge with gusto.

Staplehurst is a large civil parish that encompasses urban areas but also rural ones. It was important that their support covered all of those diverse places, and the council set up its own plan of resilience and help.

Obviously, the assistance given at the beginning of the first lockdown was intense. Many communities faced acute issues in those first few weeks, and relied on good volunteers: Staplehurst managed to harness those willing to do a little extra. This meant that:

- Prescriptions could be picked up without waiting at a specified time
- Contactless payments could be made in order to pick up essential shopping for those who needed it
- A "Community Hub" was set up and delivered much needed food parcels to residents in need.
- Links were made with the local

- grocery store to provide goods that were perhaps in shortage elsewhere and...
- Vulnerable residents were identified quickly by community groups.

All of these initiatives meant that the Council could operate quickly and smoothly.

Staplehurst Parish Council did a comprehensive review of the services offered after ten weeks into the first lockdown. This identified a big "learning curve" and so the community was able to tweak, change and alter a few things that made their response even better. The reaction from the residents was very positive, with cards and emails sent by thankful neighbours. By the summer, the response plan was such that it was working extremely well. On top of the practical help offered, the Council was able to signpost residents to appropriate counselling and welfare services that may have been sought. In all, its estimated that the Staplehurst Parish Council Emergency Help Team has reached over 400 residents in some way - this is largely down to an enthusiastic response from people willing to help, even in a small way.

At the present time, the support continues due to our third lockdown. Whilst the restrictions are set to be eased over the next couple of months, it is clear that there will be an ongoing necessity for this help for quite a while. Staplehurst has rallied marvelously, and will without doubt maintain that much needed aid in its community.

(with thanks to Cllr Jose Castro from Staplehurst Parish Council, who kindly sent the information required for this article)

Eco Green Communities: Helping to Keep Kent Clean

2 CASES OF WASTE BAGS = 1 FREE ECO GREEN STATION!*



Large council projects can be funded in a variety of ways.

Contact us for more information: 0161 416 6614



* 100% Compostable Dog Waste Bags: £65 + VAT for 2500 bags 100% Recycled Litter Bags: £65+ VAT for 1500 bags Stations typically use 1-2 cases per year depending on footfall Find out more:

ecogreencommunities.com



















0161 416 6614

Eco Green Communities offering environmental stations to tackle dog fouling and littering

Eco Green Communities is an environmental business with the aims of reducing single-use plastics and keeping our green spaces and the environment clean.



Green spaces have become even more important to us in the COVID-19 world, they help to improve our mental health and provide us with places to get fresh air and exercise. Through partnerships with councils, community groups and businesses of both a local and national scale, we support communities in keeping their open spaces clean.

We are currently working with 30 UK Councils. Each year, we distribute approx. 100,000 100% compostable bags per council. This equates to 100,000 station uses, meaning that approximately 100,000 items of dog waste have been picked up. This year we have expanded our product line to include a new litter station, to encourage people to pick up their litter when they have forgotten a bag to collect it.

Both stations are intended to give people a nudge to do the right thing. By providing 100% compostable bags in our dog waste stations and recycled bags in our litter stations, it couldn't be easier for people to keep the community clean.

Recognising the need to do more to tackle the climate crisis, we are doing our bit to reduce our collective carbon footprint. As part of the project, we work with a Carbon Off-Set to provide trees for every station we install. Trees that can be planted in a registered forest or within local communities as part of the projects we deliver. Gifting directly back to the community and helping promote biodiversity.

Our stations also provide the opportunity to actively communicate with people directly in the community. A unique opportunity and an important one, given the surge in the use of local parks and the incredible increase in dog ownership during the pandemic.

One of our major sponsors is Petplan, head of marketing Isabella Von Mesterhazy commented "We're really happy to be sponsoring these stations as not only do they encourage responsible pet ownership

encouraging more people to take responsibility for cleaning up after their pets, but they are good for the local community and environment too."



It also helps to reduce the amount of single -use plastic associated with dog bags. Our stations are fully stocked and refilled with 100% certified compostable bags. By providing free compostable bags to the public there is no excuse for allowing a pet to foul in a public space. A clean public space also helps improve the people in the community's mental health and wellbeing. These are two hot topics (mental health and the environment) being targeted with one advertising opportunity. It is a win-win for everyone involved.

For more information please contact:

Matt Roberts

Local Authority Account Manager

matt@ecogreencommunities.com

0161 416 6643





Kent Association of Local Councils

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Learning & Development Support Officer – Charmaine Keatley: sup-port@kentalc.gov.uk or phone 07378 175948