

Elected Member Annual Report and Review 2015



All activity is from May 2015, when the Member was elected

Name of Member: Councillor Sarah Hamilton

Ward: Paddock Wood (East)

Section 1: Attendance at Council/ Committee and Sub-Committee meetings

This section has been completed by Democratic Services and lists all Council and Committee meetings, including how many meetings of each, you attended for the period from May to December 2015.

Name of Committee	No. of meetings attended	No. of meetings held during the year
Full Council	4	4
Audit and Governance Committee	3	3
Planning Committee	10	10
Planning and Transportation Cabinet Advisory Board	4	5

Please list how many County Council, Parish/Town Council and Town Forum meetings you have attended.

County Council	Parish/Town Council	Town Forum
KCC Flood Conference	All (Chairman of Paddock Wood Town Council)	Annual Town Meeting (Town Council Chairman)

Section 2: Community Involvement

Please list details of organisations within the community with which you are involved, including any outside bodies that you have been appointed to by the Council in order to promote joint working and improved service delivery to the public.

Organisation	Brief description of your role
Paddock Wood Primary school	Governor
Paddock Wood Business Association	Committee member
U3A	Member and Local History Group Leader
Paddock Wood Town Council	Chairman of Council & member of Council Cttees. Policy, Estates, Personel
Paddock Wood Neighbourhood Plan Steering Group	Current Leader
Heritage Paddock Wood	Organiser Heritage Open Days events
COPD singing / breathing support group (involves Health Centre & initiated by a patient)	Chairman (invited) of organising/steering group

Section 3: Assisting Constituents

Please give an illustration of the ways in which you have assisted or liaised with your constituents, or other residents of the Borough (i.e. resolving problems), including details of any surgeries you have held.

I am Chairman of the Town Council and don't yet hold regular surgeries as a Borough Cllr because I already meet and speak to a lot of local people and prefer to make the effort to be involved with them. For example, I recently spoke to a group in a local cafe and regularly speak to others while shopping in the local supermarket and other shops. I am also available via email and phone, and deal with questions, but this is sometimes overlapping with the Town Council role.

(I hope to explore the possibility of surgeries in the future with other PW Borough Cllrs)

I keep regular contact with KCC via Alex King.

I have raised flooding, lighting and car parking issues with both BC and KCC.

Regular attendance at Paddock Wood Business Association events.

Have attended and initiated meetings with relevant Cabinet Members (TWBC) and officers re designated parking. Negotiated a reluctant compromise (with support of the other BCs) to losing 2 hours free in the town centre car-parks so that one hour remains free. I believe this to be a very important issue relating to town centre business and viability and will continue to work on this.

I have regular contact with the town's PCSOs Police and CSU.

Contacted KCC on behalf of residents complaining about flooding and highways issues...but again this overlaps with my Town Council role.

I have also liaised with both KCC and TWBC Officers and members about planning matters in the town and outcome of large scale developments to address residents concerns including provision of schools.

I am aware of the confidential nature of some of the comments and enquiries of residents and whilst valuing the benefits of online information and social media recognise the need to be aware about some of the personal data /security issues.

I have had discussions with residents and Housing association managers, received advice from officers but again this overlaps with the Town Council role.

I recognise the importance of sharing information and explaining processes to residents. For example, I explain the roles of Borough and Town Councillors and try to anticipate what they might not understand i.e. review situations 'through their eyes'.

Section 4: Special Responsibilities

Please list any other positions of responsibility that you may hold within this Council (for example: Portfolio Holder, Chairman, Vice-Chairman, Lead Member, or Mayoral duties).

Responsibility	Nature of your duties
Community Champion	I have not yet been able to develop this role outside of Paddock Wood but intend to do that during the next year

Section 5: Learning and Development

This section has been completed by Democratic Services and lists dates and details of attendance at training sessions, conferences, seminars etc. during the period January to December 2015 which have supported you in your duties as a councillor. Please check this with your own records and contact Emily Metcalf if you have any queries.

Details of event	Date attended
Chairman Training	18 June 2015
Planning Short Bite: Material/Non Material Planning Considerations	03 June 2015
Planning Short Bite: Scaling Plans on the Planning Pages of the Website	17 June 2015
Behind the Scenes at the Museum	25 June 2015
Hidden in clear view	25 June 2015
Counting the Cost of Difficult Planning Decisions	22 July 2015
Planning Short Bite: "Applications for works to protected trees"	29 July 2015
Understanding communities through Participatory Appraisal (LGiU)	13 August 2015
Planning Short Bite	19 August 2015
Planning Short Bite: 5 Year Housing Land Supply, the NPPF and Wider Implications	09 September 2015
Health Matters	17 September 2015
Planning Short Bite: 5 Year Housing Land Supply, the NPPF and Wider Implications	30 September 2015
Community Safety	13 October 2015
Universal Credit	14 October 2015

Planning Short Bite: Kent Air Ambulance	21 October 2015
Re-development at RVP	27 October 2015
Planning Short Bite: Overview of Highgate Hill appeal decision and implications	11 November 2015
Update of Review of Care Quality	19 November 2015
Planning Short Bite: Site Inspections and Call-Ins	2 December 2015
Transformation Challenge Award	3 December 2015

Do you have any other learning and development needs that have not been identified or met by the Council? If so, please set out below.

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Section 6: Internal Meetings Attended

Please give details of role and attendance at internal meetings, including Working Parties/Groups and Political Group meetings.

Details of event	Role and purpose
Constitution Review Working Party	Member – to ensure the constitution is up to date

Section 7: Supplementary Information

Please feel free to add any information you consider may assist in defining your role as an elected Member, any outside obligations that may impact on your role or any additional information you wish to add.

In my first year as a Councillor I have been keen to attend every meeting at which attendance is required, and all briefings and training sessions, which have been very valuable.

Having a dual role as Town Council Chairman provides valuable insight and opportunities. Time management and clarity of boundaries in terms of the roles is important and I recognise that.

I very much enjoy serving on the TWBC Committees, particularly Planning where we enjoy close contact and collaborative working with Officers.

I have made determined efforts to attend as many town events as possible as well as chairing the Town Council, working with fellow Councillors, County Councillor and local MP.

I love what I do and one particular interest is in maintaining and improving links with, and support for, Parish and Town Councillors to promote collaborative and understanding relationships.

Dated: 18 January 2016