

# MANSTON PARISH COUNCIL

## PAYMENTS – November 2025 Meeting

### October Payments

Payee	Invoice No.	Invoice Date	Description	Payment Type	Amount	VAT	Total
HMRC		25-Sep	Employers PAYE	DD	£ 478.07	£ -	£ 478.07
Elizabeth Carr			September Wages	BACS	£ 484.43	£ -	£ 484.43
Elizabeth Carr			Expenses (WFH Allowance)	BACS	£ 25.00	£ -	£ 25.00
Hugo Fox		07-Oct	Monthly website fees (July)	DD	£ 19.99	£ 4.00	£ 23.99
Hugo Fox	INV - 18951	01-Oct	Email Account charges	DD	£ 17.49	£ 3.50	£ 20.99
Manston Village Hall	MPC 09/25	30-Sep	Village Hall Hire	BACS	£ 120.00	£ -	£ 120.00
Starboard Systems	INV - 10917	01-Oct	Scribe Subscription	DD	£ 32.00	£ 6.40	£ 38.40
Elizabeth Carr	Expense Claim	10-Oct	refund for Microsoft Office renewal	BACS	£ 84.99		£ 84.99
Paul Hughes	1102	09-Sep	Grass Cutting August	BACS	£ 600.00	£ -	£ 600.00
Paul Hughes	1134	10-Oct	Grass Cutting September	BACS	£ 600.00	£ -	£ 600.00
Unity Bank			Bank Charges	DD	£ 6.00	£ -	£ 6.00
<b>TOTAL</b>					<b>£ 2,467.97</b>	<b>£ 13.90</b>	<b>£ 2,481.87</b>
<b>TOTAL VAT PAID</b>						<b>£ 13.90</b>	
<b>Receipt</b>							
TDC			Precept 2nd Instalment		£ 18,076.50	0.00	£ 18,076.50

Authorised signatory 1:

Authorised signatory 2:

	Budget 25/26		26/27	
Payments				
Staff Costs	£	8,000.00	£	9,500.00 assumes pay increase 2% & inc HMRC costs
Staff Expenses & Training	£	1,000.00	£	1,000.00 inc Cilca Training costs £800 + VAT
Subscriptions & Memberships (KALC, Scribe accounts & Microsoft)				
	£	1,020.00	£	1,900.00 Increased SLCC & Scribe
Insurance	£	2,000.00	£	1,500.00 Zurich Insurance year 3
Rent of Hall (Utilities in Scribe)	£	300.00	£	300.00
Communications (Phone, website, BB)				
	£	300.00	£	500.00 Increased .gov emails
Admin (Printing, Copying & Stationery)				
	£	150.00	£	400.00 realistic cost covers paper and toner cartridges
Professional Fees (Audit Fees, Payroll)				
	£	820.00	£	900.00 Internal & External Audit & Atlas Payroll
S137	£	500.00	£	250.00
Open Spaces	£	13,680.00	£	10,000.00 Price increase due to VAT reg of company + increase in park repairs due to ageing equipment
Repairs and Maintenance	£	-	£	2,800.00
Miscellaneous	£	720.00	£	930.00 Inc. WFH allowance, Chairmans Allowance, Bank charges, christmas expense and defib pads
Budget Total	£	28,490.00	£	29,980.00 Precept figure calculated after Tax Base calculation provided by TDC
Precept	£	30,325.00	TBC by precept	
Highways (speed test) (EMR)	£	5,000.00	£	5,000.00
Lampost Flete Road	£	5,614.91	£	- remaining speed hump to be funded by S106 (confirmed by Lezanne Cesar)
Highway Improvement plan	£	7,150.00	£	5,000.00
Contingency	£	1,000.00	£	1,000.00
Manston Park (New EMR)	£	-	£	10,000.00
Elections (New EMR)	£		£	3,000.00
Total	£	18,764.91	£	24,000.00
Proposed Budget for 2026-27	£	30,320.00	£	34,030.00

**Authorised signatory 1:**

**Authorised signatory 2:**

## PLANNING APPLICATIONS TEAM

Our Ref: F/TH/25/1026  
Please Ask For: Planning Applications Team  
Direct Line Number: 01843 577150  
Email: [planning.services@thanet.gov.uk](mailto:planning.services@thanet.gov.uk)  
Date: 21 October 2025



Manston Parish Council  
C/o Elizabeth Carr  
14 Derwent Avenue  
Ramsgate  
Kent  
CT11 0QA

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)  
(ENGLAND) ORDER 2015**

**PROPOSAL:** Variation of condition 1 of planning permission F/TH/25/0136 for the "Erection of 115no. dwellings comprising a mix of 2, 3 and 4-bed houses, and 1 and 2 bed-apartments, with vehicular access from Haine Road, together with associated highway infrastructure works, parking, and landscaping" to allow for alterations to the design of Plot 42

**LOCATION:** St Stephens, Haine Road, Ramsgate, Kent

I am writing to advise you of an application for planning permission (or associated consent) that has recently been submitted relating to the above site in respect of which I would be obliged to receive your observations.

Details of the proposal, including all submitted plans can be viewed on the web site by accessing <https://planning.thanet.gov.uk/online-applications/>

I look forward to the receipt of your formal comment upon this proposal within 21 days ( 11 November 2025 ) from the date of this letter.

If you are minded to raise no objection to the application subject to any conditions, please be aware that under the Town and Country Planning (Pre-commencement Conditions) Regulations 2018 Thanet District Council will have to seek the applicant's written agreement to any pre-commencement condition(s) it intends to impose if granting planning permission. Therefore please provide full justification for any condition you consider must be a pre-commencement condition.

Should you require any further information regarding this development please do not hesitate to contact this office.

Thanet District Council  
PO Box 9  
Cecil Street  
Margate  
Kent CT9 1XZ

01843 577000  
[www.thanet.gov.uk](http://www.thanet.gov.uk)

Yours faithfully

**Planning Applications Team**

## PLANNING APPLICATIONS TEAM



Our Ref: FH/TH/25/1015  
Please Ask For: Planning Applications Team  
Direct Line Number: 01843 577150  
Email: [planning.services@thanet.gov.uk](mailto:planning.services@thanet.gov.uk)  
Date: 21 October 2025

Manston Parish Council  
C/o Elizabeth Carr  
14 Derwent Avenue  
Ramsgate  
Kent  
CT11 0QA

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)  
(ENGLAND) ORDER 2015**

**PROPOSAL:** Erection of first floor side extensions, two storey rear extension, and single storey side extension including roof terrace, together with roof alterations including increase in ridge height, following demolition of existing garage, porch and conservatory  
**LOCATION:** 40 High Street, Manston, Kent, CT12 5BQ

I am writing to advise you of an application for planning permission (or associated consent) that has recently been submitted relating to the above site in respect of which I would be obliged to receive your observations.

Details of the proposal, including all submitted plans can be viewed on the web site by accessing <https://planning.thanet.gov.uk/online-applications/>

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Yours faithfully

**Planning Applications Team**

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Kent CT9 1XZ

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## PLANNING APPLICATIONS TEAM

Our Ref: F/TH/25/0941  
Please Ask For: Planning Applications Team  
Direct Line Number: 01843 577150  
Email: [planning.services@thanet.gov.uk](mailto:planning.services@thanet.gov.uk)  
Date: 21 October 2025



Manston Parish Council  
C/o Elizabeth Carr  
14 Derwent Avenue  
Ramsgate  
Kent  
CT11 0QA

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)  
(ENGLAND) ORDER 2015**

**PROPOSAL:** Change of use of land from agricultural to commercial storage, comprising four compounds with metal storage containers, relocation of existing metal storage container for Unit 1, including erection of 2.4m high palisade fencing, together with two security gates (Partly retrospective)  
**LOCATION:** Vincent Yard, Vincent Road, Margate, Kent

I am writing to advise you of an application for planning permission (or associated consent) that has recently been submitted relating to the above site in respect of which I would be obliged to receive your observations.

Details of the proposal, including all submitted plans can be viewed on the web site by accessing <https://planning.thanet.gov.uk/online-applications/>

I look forward to the receipt of your formal comment upon this proposal within 21 days ( 11 November 2025 ) from the date of this letter.

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Should you require any further information regarding this development please do not hesitate to contact this office.

Yours faithfully

**Planning Applications Team**

Thanet District Council  
PO Box 9  
Cecil Street  
Margate  
Kent CT9 1XZ

01843 577000  
[www.thanet.gov.uk](http://www.thanet.gov.uk)







Home Office  
2 Marsham Street  
London  
SW1P 4DF  
United Kingdom  
Tel: 020 7035 4848

Web Site: [www.gov.uk/home-office](http://www.gov.uk/home-office)

Manston Parish Councillor

23 October 2025

Dear Councillor,

We are writing to update you on the planning proposal for the Home Office facilities at Manston.

As you're aware, since February 2022, the Home Office has been using the Manston site for the initial processing of people arriving by small boats. The current infrastructure needs to be updated to ensure a more efficient processing centre. The planning application seeks approval for that work and will ensure that Manston remains a fully secure facility, with the protection of the local community's safety given the same paramount importance as now.

In line with the options legislated for by the previous government in the Levelling-Up and Regeneration Act 2023 and activated by the current government in February this year<sup>1</sup>, the Home Office will be using the Urgent Crown Development process to progress our planning proposal, in common with applications for other nationally important development. Applications are submitted to, and dealt with directly by, the Secretary of State for Housing, Communities and Local Government.

We have now submitted our application and hope to receive a decision later this year. As part of that process, the Ministry of Housing, Communities and Local Government have published details of the application on GOV.UK.

In September 2024 we invited feedback from local residents on the planning proposal, as well as business and property owners in the immediate vicinity of the site, and other interested parties.

We will be writing to the same residents and property owners to advise them that we have updated the information about the planning proposal at <https://homeoffice.citizenspace.com/mtp/8ea74d37>. This webpage provides an

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<sup>1</sup> [Written statements - Written questions, answers and statements - UK Parliament](#)

update on the planning proposal, as well as responses to the feedback raised by the community and details of what will happen next.

We will continue to provide further updates as plans for the site progress.

Yours sincerely

Manston Transformation Programme | Home Office

Westgate Security & Electrical Ltd  
Unit 12 Merlin Business Park  
Manston Kent  
CT12 5HW  
VAT Reg No: 180 5991 82



Manston Parish Council  
Manston Village Hall, Manston CT12 5BA

Reference	10551
Date	14/10/2025
Account Reference	PARISH COUNCIL

#### Extra Batteries

Qty	Description	Net Amount	VAT	Gross Amount
1	Cost for Extra Battery Storage	£0.00	£0.00	£0.00
2	Yuasa REC22-12l Industrial REC Series, 12V 22Ah Cyclic Valve Regulated Lead Acid Battery, 20-Hr Rate Capacity	£66.30	£26.52	£159.12
0.5	ONSITE LABOR Commercial 1 hour 1 man 8am-6pm Monday-Friday	£65.70	£6.57	£39.42
1		£0.00	£0.00	£0.00
1		£0.00	£0.00	£0.00

Please see above cost to supply and install 2x additional 22ah Batteries.

Adding the extra batteries will increase the capacity to 88ah.

Please Note : Only the works outline above are include within the cost quoted any additional works will wither be charged as extras or quoted separately.

Total ex VAT	£165.45
Total Tax	£33.09
Total Due	£198.54

To accept and proceed with this quote please click [here](#)

Your Quotation is valid until 12/01/2026 06:29

Quotation



## **Manston Parish Council**

c/o Manston Village Hall, Preston Road, Ramsgate CT12 5BA

Telephone +44 (0)7414 515253

E-mail: [clerk@manstonparishcouncil.gov.uk](mailto:clerk@manstonparishcouncil.gov.uk)

**Wednesday 29<sup>th</sup> October 2025**

Dear Sir

### **Unauthorised Use of Manston Park for Dog Training Activities**

I am writing on behalf of the Parish Council to formally request that you cease using Manston Park for dog training sessions. The Parish Council is the legal owner of this land and has not granted permission for any commercial or organised training activities to take place on the premises.

While we appreciate the value of professional dog training, the use of Manston Park for such purposes raises concerns regarding liability, public access, and the appropriate use of community-owned spaces. The Council has a duty to ensure that all activities conducted on its land are authorised and compliant with relevant policies and regulations.

We kindly ask that you discontinue any training sessions at Manston Park with immediate effect. Should you wish to discuss alternative arrangements or seek formal permission for future use, please contact the Parish Council directly.

Thank you for your understanding and cooperation in this matter.

Yours sincerely,

**Elizabeth Carr**

Clerk to the Parish Council



# TEXTILE COLLECTION SERVICES AGREEMENT

**This Agreement** is made on [ *Insert Date* ] between:

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## 1. Parties

**Client (the "Client")**

**Company Name:** [Insert Client Name]

**Registered Address:** [Insert Client Address]

**Company Number (if applicable):** [Insert Number]

**Contact:** [Insert Name / Title]

**Merchant (the "Merchant")**

**Company Name:** All Recycle Ltd

**Company Number:** 12400618

**Registered Office:** Unit 3, Lodge Farm, Lodge Lane, Cobham, Kent, DA12 3BS

**VAT Number:** 355733287 / **Waste Carrier Licence No.:** CBDU353606

All Recycle Ltd, Unit 3, Lodge Farm, Lodge Lane, Cobham, Kent, DA12 3BS, Company number 12400618, VAT Number 355733287,  
Waste Carrier Licence number CBDU353606



## **2. Definitions**

In this Agreement:

- **“Textile Bank”** means designated container(s) at Client premises used for depositing materials.
- **“Materials”** means reusable clothing, paired shoes, bags, and belts (unless otherwise agreed).
- **“Services”** means the collection and recycling of Materials as outlined in Clause 3.

## **3. Services**

3.1 The Merchant will collect Materials from Textile Banks located at the Client’s premises.

3.2 The list of accepted Materials may change due to market or quality conditions. Notice will be given in writing prior to any such changes.

3.3 The Merchant agrees to protect the Client’s name and reputation, and shall refrain from any action that may damage the Client's image.

3.4 The Client appoints the Merchant as its sole partner for collection of the Materials from the agreed sites. No third parties shall collect or purchase these Materials prior to Merchant collection.

3.5 Collections shall occur on a regular schedule, with ad-hoc collections available upon request by the Client.



#### **4. Term & Renewal**

4.1 This Agreement is valid for an initial period of **6 months**, starting from the date above.

4.2 Thereafter, it will automatically renew on a rolling **6-month basis**, unless either party provides at least **1 month's written notice** before the end of the current term.

#### **5. Termination**

5.1 Either party may terminate the Agreement with immediate effect if the other:

- Becomes insolvent or subject to administration or liquidation (Insolvency Act 1986).
- Commits a material breach and fails to remedy it within **28 days** of written notice.

5.2 If a significant change occurs in:

- Market quality standards
- The quality of Materials collected
- Relevant laws or guidelines

...that affects the viability of collection, both parties shall attempt to resolve the issue within 28 days. Failing resolution, this Agreement shall terminate automatically.

#### **6. Confidentiality**

Both parties shall keep all information relating to this Agreement confidential, unless required by law. This obligation shall survive for **2 years** after termination.

#### **7. Force Majeure**

Neither party shall be liable for any failure or delay in performance caused by events beyond their reasonable control (e.g., natural disasters, war, labour strikes, supply chain disruption). If the disruption continues for **3 months**, either party may terminate the Agreement with **30 days' written notice**.





## **8. Dispute Resolution**

In the event of a dispute, both parties agree to:

- First attempt informal resolution within **14 days**
  - If unresolved, engage in **mediation** before initiating legal proceedings
- This clause does not prevent either party from seeking urgent injunctive relief.

## **9. Liability & Insurance**

Each party shall maintain appropriate **public liability and employer's liability insurance** for the duration of this Agreement.

Neither party shall be liable for indirect or consequential losses. Total liability under this Agreement shall be limited to the value of the last **3 months of payments**.

## **10. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of **England and Wales**. The courts of **England** shall have exclusive jurisdiction over any disputes.



## 12. Signatures

### **For and on behalf of the Client**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **For and on behalf of All Recycle Ltd**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**From:** Robert Ibel <robert@rcch.org.uk>  
**Sent:** 16 October 2025 10:52  
**To:** undisclosed-recipients:  
**Subject:** Place a clothing bank at your location – we pay you for donations  
**Attachments:** ALL RECYCLE CLOTHING BANK.jpeg

Hello,

We're **All Recycle Ltd**, a local recycling company working with hundreds of halls, schools, and community spaces across the South East. Our mission is simple: **make recycling easy, rewarding, and fun.**

We'd love to place a **FREE clothing bank** at your centre:

- **No cost, no hassle** — we deliver, install, and look after everything.
- **Regular collections** by our friendly drivers (no overflowing banks, ever!).
- **A thank-you payment for you** — either **25p per kilo** of donations or a **fixed monthly rent**.

It's a win-win: your community gets a simple way to recycle their clothes and shoes, your hall earns extra funds, and together we keep thousands of kilos of textiles out of landfill every year 🌍.

People today want to recycle and support their local area — and this is a fun, visible way to make that happen. Imagine families popping down to drop a bag, kids learning about recycling, and your hall being part of something that makes a real difference.

If you'd like to know more (or even see one of our banks in action), just let us know — we'd love to work with you.

Thanks for helping us keep Kent, Essex, Surrey, and Sussex cleaner and greener ❤️.

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**Warm Regards,**  
**Robert Ibel**

**All Recycle Ltd**

📞 **Mobile:** 07947 754 346

☎️ **Office:** 0800 007 6009

✉️ **Email:** robert@rcch.org.uk

🌐 **Website:** [www.rcch.org.uk](http://www.rcch.org.uk)

♻️ *Working Together for a Better Planet* ♻️



# Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

## 1. Introduction

Manston Parish Council, located in Ramsgate, Kent, recognises that robust and carefully governed information technology (IT) systems are critical to the effective delivery of its duties, communications, records management, and public accountability. To this end, this Information Technology Policy (IT Policy) sets out the Council's procedures, standards, and responsibilities in the use of its IT resources, including council-owned computers, mobile devices, software platforms, internet, and email facilities. The policy is designed to comply with all legal, regulatory, and best practice obligations for local government as required in 2025, particularly in light of updated guidance from the Smaller Authorities' Proper Practices Panel (SAPPP), Government Digital Service, the National Cyber Security Centre (NCSC), and relevant data protection law including UK GDPR and the Data Protection Act 2018<sup>1</sup>.

This policy applies to all Manston Parish Council councillors, staff, contractors, and authorised third parties using IT systems for council business on any device. The policy is structured into clear sections: acceptable use, data protection, cybersecurity, hardware/software management, email and internet usage, business continuity, website management and accessibility, governance, and policy review. It draws from leading practice among UK parish councils and guidance issued in 2025, ensuring that Manston is both compliant and suitably protected against the rapidly evolving landscape of digital risk<sup>2</sup>.

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## 2. Purpose and Scope

The primary objectives of this IT Policy are to:

- Establish clear, practical rules for the use of all IT equipment, email, software, and online systems to ensure efficient, secure, and legal conduct of council business.
- Prevent inappropriate or unlawful use of council IT facilities and data, including personal misuse, copyright violation, loss of data, and exposure to cyber threats.
- Protect the integrity, confidentiality, and availability of council data, including personal and commercially sensitive information, as required under UK GDPR.
- Ensure effective management of council hardware and software assets, and secure use of personal devices for council work known as Bring Your Own Device (BYOD).
- Promote transparency, accountability, and accessibility in council operations, particularly regarding website management and the publication of council documents<sup>34</sup>.

The scope of this policy covers:

- All IT systems and resources owned, leased, or managed by Manston Parish Council.
- The Council's official emails, online storage, and websites.



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

- Use of personal devices to access or process council information (BYOD).
- All persons who handle council data, including councillors, officers, contractors, and volunteers<sup>5</sup>.

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### 3. Governance, Roles, and Responsibilities

#### 3.1 Council and Clerk Responsibilities

The overall accountability for IT governance, compliance, and security rests with the Parish Council. Day-to-day administration of IT resources and data protection compliance is delegated to the Parish Clerk—currently [clerk@manstonparishcouncil.gov.uk](mailto:clerk@manstonparishcouncil.gov.uk)<sup>6</sup>.

The Clerk's core IT responsibilities include:

- Maintaining an up-to-date asset register for council-owned hardware and software.
- Acting as the council's Data Protection Compliance Officer and the point of contact for all IT-related incidents or queries.
- Managing access to council data and systems, including setting up, modifying, and closing email/user accounts as roles change.
- Ensuring training and awareness on IT policy provisions for all councillors and staff as required.
- Overseeing the implementation, monitoring, and annual review of this IT Policy.

Councillors are responsible for reading, understanding, and adhering to this policy at all times. Non-compliance will be subject to disciplinary or remedial procedures.

#### 3.2 Delegation and Escalation

Where practical, certain IT management tasks (such as procurement, technical support, or cybersecurity risk assessment) may be delegated to qualified contractors or service providers, under appropriate contractual controls. Any suspected breach of policy, security incident, or data protection concern must be reported immediately to the Clerk, who will escalate as necessary to the Council Chairman or external bodies (such as the Information Commissioners Office (ICO)).

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### 4. Acceptable Use Policy

#### 4.1 General Principles

Council IT resources (including computers, mobile devices, storage, email accounts, and cloud services) must be used solely for authorised council business or functions. Usage by councillors, staff, or authorised third parties for private purposes is permitted only to a minimal and



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

incidental extent, provided it does not interfere with council operations, security, or contravene this or any related policy<sup>10</sup>.

Usage is expressly prohibited for:

- Illegal or unlawful activities of any kind.
- Personal, political, commercial, or income-generating activity.
- Accessing, storing, or transmitting offensive, abusive, defamatory, racist, sexist, or harassing material.
- Sharing confidential council or personal data with unauthorised parties.
- Downloading, copying, or installing unlicensed or unauthorised software or multimedia content.
- Circumventing or attempting to disable IT security controls.

All users shall exercise caution, respect copyright and intellectual property rights, and avoid the use of council IT resources in any manner that could cause reputational harm to the council, its partners, or residents.

### 4.2 Device and Network Usage

- Only council-issued hardware and authorised devices may be used to access confidential council systems. The use of private devices is governed by the BYOD policy in this document.
- Unauthorised installation of software (including freeware and apps) on council devices is strictly prohibited. Applications must be approved and installed by, or under the supervision of, the Clerk.
- Users must not attempt to connect hardware, peripherals, or media (e.g., USB drives) to council computers without prior consent.
- All use of the Internet and council network must be professional, relevant to council duties, and conducted with care to avoid exposure to online threats (see Cybersecurity).
- Personal use of internet access should be minimal, outside core working time, and must not include the downloading of software or accessing inappropriate material<sup>311</sup>.

### 4.3 Monitoring and Audit

The Council reserves the right to monitor, inspect, and audit any use of its IT facilities, including email, internet usage, and device logs—within legal parameters and where required to ensure compliance, investigate breaches, or support legal proceedings. Outsourced or third-party audits may be used when needed, but individual data privacy rights must be maintained unless required by law.



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

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### 5. Data Protection and GDPR Compliance

#### 5.1 Data Controller Responsibilities

Manston Parish Council is both Data Controller and Data Processor for information it holds on residents, staff, elected officials, contractors, and service users. This includes all personal data (as defined by UK GDPR), including names, contact details, correspondence, application forms, and minutes.

#### 5.2 Data Protection Principles

Council personnel and contractors must ensure that personal data is:

- Processed fairly, lawfully, and transparently.
- Collected only for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary for those purposes.
- Accurate and (where applicable) kept up to date.
- Kept for no longer than is necessary and securely destroyed when retention ends.
- Protected by appropriate technical and organisational measures against unlawful access, loss, damage, or destruction<sup>1214</sup>.

Details of data storage, access control, backup, retention and destruction must adhere to the council's Data Protection Policy, which is read alongside this IT Policy.

#### 5.3 Data Breach, Subject Access, and Rights

All suspected or confirmed data breaches, including device loss, unauthorised access, or accidental disclosure, should be reported to the Clerk as soon as possible. The breach will be assessed, contained, and, if necessary, reported to the ICO within 72 hours as per statutory guidelines.

Data subjects have rights of access, rectification, erasure, restriction, portability, and objection to processing. Requests must be acknowledged and responded to in line with statutory timescales, utilising secure communications and identity checks.



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

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### 6. Cybersecurity Policy

#### 6.1 Core Cybersecurity Principles

Manston Parish Council adopts a layered cybersecurity approach, following the NCSC's 10 Steps to Cyber Security Framework and the latest Government guidance for public sector entities. The main principles include:

- Maintaining up-to-date asset and risk registers for all critical IT, data, and supplier dependencies.
- Implement robust authentication protocols for all users, such as requiring complex passwords and enabling two-factor authentication when possible.
- Restricting system access to the principle of least privilege and promptly removing access for leavers.
- Preventing, detecting, and responding to malware, phishing, and cyber-attacks using up-to-date antivirus software and threat monitoring.
- Ensuring systematic, verifiable data backup, recovery, and business continuity planning.
- Embedding cybersecurity awareness among all staff/councillors.

#### 6.2 Incident Response Plan

The Clerk is responsible for the Council's incident response coordination. The Council will maintain an incident response plan (IRP) specifying:

Incident Type	Action Steps	Escalation
Suspected Breach	Isolate affected systems, preserve evidence, inform Clerk	Escalate to Chair, assess regulatory notification
Lost Device	Attempt remote lock/wipe, change passwords, report to Clerk & police	Notify data subjects/ICO if personal data at risk
Phishing Attack	Warn users, investigate scope, reset credentials, run malware scan	Review controls, re-train staff as necessary
Ransomware Attack	Invoke business continuity, seek external IT support, preserve logs	Brief council, liaise with insurers, inform ICO if data affected

**All incidents must be logged and reviewed post-event to update procedures and train personnel accordingly.**





## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

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### Hardware and Software Asset Management

#### 6.3 Asset Inventory and Registration

All council-owned IT hardware (laptops, desktops, tablets, mobile devices, printers, storage media) must be entered into an asset register maintained by the Clerk. The register records:

- Device model, unique asset ID, serial number.
- Date/location of purchase/issuance.
- Owner or user assignment.
- Warranties/support status, maintenance records.
- Current software and licensing state.

Regular audits will verify the location, condition, and use of all registered asset.

Not particularly relevant as we only have one physical asset

#### 6.4 Device Protection and Controls

- All devices must be protected through appropriate physical and electronic security:
  - Password-protected screensavers with short auto-lock intervals.
  - Encryption enabled (particularly for portable devices).
  - Device locks/cable attachments for public/communal settings.
- Lost, stolen, or end-of-life devices must be reported immediately, with the Clerk ensuring that any data-bearing device is securely wiped or physically destroyed, with written evidence retained for audit purposes.
- Only authorised staff may install, configure, or move council hardware.

#### 6.5 Software Licensing and Security

- Only council-authorised and appropriately licensed software can be used on council devices.
- Copies, downloads, or installations of unlicensed or unauthorised software are strictly prohibited and a criminal offence under the Copyright, Designs and Patents Act 1988.



## Information Technology Policy for Manston Parish Council

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- Software patching and updates (including urgent security patches) shall be scheduled and centrally managed.
- All software in active use must be supplier-supported and reviewed periodically for obsolescence or vulnerabilities.
- Where business applications are replaced or retired, all associated software and data must be archived, migrated, or securely deleted through verifiable procedures.

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### 7. Bring Your Own Device (BYOD) Policy

#### 7.1 Scope and Use

Where permitted and with explicit authorisation from the Clerk, councillors may use their own personal laptops, mobile phones, or tablets (BYOD) for council business. This practice recognises practical realities for small councils but carries intrinsic risks that must be managed via the following rules.

#### 7.2 Minimum Requirements

Personal devices used for council business must:

- Be protected with a secure password/PIN/biometric authentication.
- Have up-to-date operating system security patches and antivirus software.
- Use device encryption, particularly for any storage of council data.
- Not be used to download, store, or transmit council data using non-approved applications or cloud storage.
- Ensure prompt deletion of council data/emails when no longer required, or on termination of office.
- Not be backed up to personal or third-party cloud accounts not approved by the council.
- Prohibit removable, unencrypted storage of council data (no council data on USB sticks or SD cards except with explicit approval and secure encryption).

Loss, theft, or suspected compromise of a BYOD device containing council data must be reported to the Clerk immediately, to enable rapid risk assessment, any remote wipe, and regulatory notification where necessary.



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

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### 8. Email and Internet Usage Policies

#### 8.1 Council Email Protocol

- All official council communications must be conducted through a council-provided and council-owned email address (e.g., clerk@manstonparishcouncil.gov.uk).
- Generic, permanent role-based email accounts shall be established (e.g., clerk@...; ) not personal accounts (e.g., joebloggs@gmail.com). Private email accounts must not be used for council business under any circumstances from 2025, as explicitly required under SAPPP Assertion 10.
- Email forwarding to personal or other non-council addresses is strictly prohibited.
- Email accounts and data must be strictly controlled when councillors/staff leave office, with prompt revocation of access and secure deletion of all council data from personal devices.

#### 8.2 Security and Conduct

- All users must exercise caution with emails, particularly those containing attachments, links, or unexpected content—even if apparently sent from a known source. Phishing and malware are major risks and must be reported immediately if suspected.
- Use professional language in all email correspondence. Do not transmit, create, or forward material that could bring the Council into disrepute or infringe copyright, defamation, privacy, or discrimination laws.
- Council email will be monitored for compliance and to support security investigations, with due respect for data privacy except as overridden by law, audit, or incident response needs.

#### 8.3 Internet Usage

- Internet access is provided to support council functions. Personal use may be permitted if minimal, not at the expense of council business, and never for accessing, downloading, or sharing inappropriate or illegal content.
- Downloading any software or files from the internet (outside official platforms) to council devices is strictly prohibited unless verified by the Clerk. All downloads must be scanned for viruses/malware before use.
- Social media and online forum activity on behalf of the Council is restricted to official accounts managed by the Clerk or as delegated, with clear distinction between personal views and official council communications<sup>3</sup>.



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

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### 9. Website Management and Accessibility

#### 9.1 Website Operation

The Council's website ([www.manstonparishcouncil.gov.uk](http://www.manstonparishcouncil.gov.uk)) is a central means of communication, public transparency, and document sharing. The Clerk (or a nominated web officer) is responsible for publishing updates, maintaining records, and monitoring security and accessibility compliance.

All required documents—including meeting agendas and minutes, statutory notices, annual returns, declarations of members' interests, and transparency code data—must be published promptly and archived for required periods.

#### 9.2 Accessibility

From October 2024, the Council website and all published online materials must conform to Web Content Accessibility Guidelines (WCAG) 2.2 AA standards, as mandated by the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (as amended). This ensures all users, including those with disabilities, can access information and services with equal effectiveness<sup>252627</sup>.

The website must:

- Be compatible with screen readers, assistive technologies, and diverse browsers/devices.
- Carry an up-to-date Accessibility Statement detailing the council's compliance position, accommodation for non-accessible content, and channels for requesting alternative formats.
- Undergo regular audits to validate accessibility and correct identified issues.

#### 9.3 Website Security and Data

- The website must employ SSL encryption and ensure secure management of administrator accounts, with strong, unique passwords and two-factor (or multi-factor) authentication.
- Admin access must be removed for departing staff/councillors promptly.
- No unnecessary retention of user data: contact forms and submission data must be purged regularly and processed only for their legitimate purpose<sup>1725</sup>.



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

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### 10. Training and Awareness

#### 10.1 General Training

All councillors, staff, and authorised users of council IT facilities should complete induction training covering:

- Acceptable use of IT resources.
- Cybersecurity essentials, including phishing and social engineering threats.
- Data protection/GDPR responsibilities and privacy procedures.
- Secure password and device management.
- Website and accessibility obligations.
- How to report IT security incidents and data breaches<sup>153</sup>.

Training should be updated at least annually, and after any significant policy change or major IT incident.

#### 10.2 Policy Review and Maintenance

This policy shall be reviewed at least annually by the Clerk (or nominated IT officer), with any changes approved by full Council and formally minuted. Reviews shall take into account:

- Technology and threat landscape changes.
- Changes to data protection, accessibility, or digital compliance law (including any updates to Smaller Authorities Proper Practices Panel) SAPPP Guidance, Government Digital Service standards, National Cyber Security Centre (NCSC) frameworks).
- Practical feedback from users and audit/incident reports.
- Amendments to council operations or service providers.

Adoption, version control, and the minutes of approval and review dates must be maintained for audit purposes.

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### 11. Policy Breach, Enforcement, and Sanctions

Policy breaches—whether intentional, reckless or through negligence—may result in withdrawal of IT privileges, disciplinary action (up to and including removal from office or dismissal), and, where relevant, referral to law enforcement, the Information Commissioner's Office, or external auditors. Users have a duty to report actual or suspected breaches promptly to the Clerk.



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

Mechanisms must be in place to investigate alleged breaches, take appropriate sanctions, and pursue lessons-learned for procedural improvements and future risk mitigation<sup>3710</sup>.

### 12. Policy Table: Summary of Core Areas and Controls

Policy Area	Key Controls and Expectations	Responsible Party	Review Frequency
Acceptable Use	Council business only; no personal gain/illegal use; professional conduct	All users	Annual
Data Protection & GDPR	Lawful, fair, minimal, secure processing; prompt breach reporting	Clerk/Data Officer, all users	Annual/re: GDPR
Cybersecurity	Password hygiene; antivirus; backups; incident response; risk review	Clerk (with external support if needed)	Annual/After event
Asset Management	Asset register; secure handling; approved purchasing/disposal	Clerk	Annual
Software Licensing	Only licensed/approved software; central installation; patch management	Clerk/approved IT provider	Annual
BYOD	Secure BYOD permitted; encryption; no unauthorised access	All users; Clerk oversight	Annual
Email & Internet Use	Role-based council accounts only; monitoring; professional language	All users	Annual
Website & Accessibility	WCAG 2.2AA standard; Accessibility Statement; SSL; admin access control	Clerk/Web Editor	Annual/Quarterly
Training & Policy Review	Induction and annual refresher training; formal review/minutes	Clerk/Training Officer	Annual
Enforcement	Investigation and sanctions for breach; lessons-learned for the future	Clerk; Full Council	As necessary



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

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### 13. Legal and Statutory Compliance

This policy is drafted to comply fully with:

- The Local Government Act 2000 and subsequent relevant local government legislation.
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Freedom of Information Act 2000 and Transparency Code for Smaller Authorities.
- SAPPP 2025 Practitioners' Guide, including Assertion 10: Digital and Data Compliance.
- The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and WCAG 2.2 AA Standard<sup>2725</sup>.
- NCSC and Government Digital Service technology, cybersecurity and incident management guidance.

Updates to this document will reference changes to the above standards and best practice recommendations by sector bodies such as NALC and SLCC<sup>4</sup>.

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### 14. Additional Provisions & Appendices

#### 14.1 Appendix—Data Breach Response Checklist

- Contain: Remove device from network, secure premises/data, preserve evidence.
- Assess: Risk to data subjects, type and quantity of data involved.
- Notify: Inform Clerk, assess ICO and data subject notification requirements.
- Remediate: Change credentials, deploy technical fixes, review incident.
- Review: Update relevant policy/practice, provide feedback/training to users involved.

#### 14.2 Appendix—Change Control & Joiners/Leavers Process

- New user: Training, provision of secure IT, allocation of email and system accounts.
- Leaver: Recovery of all devices, immediate revocation of accounts, secure deletion of held council data on BYOD.



## Information Technology Policy for Manston Parish Council

*Adopted: 10 November 2025 [TBC] — Next Review date: 10 November 2026 [TBC]*

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### 15. Adoption, Review Cycle, and Public Availability

- **Adopted by Manston Parish Council:** 10 November 2025 [TBC]
  - **Review Date:** 10 November 2026 [TBC]
  - **Responsible:** Parish Clerk, with oversight by Council Chairman
  - **Contact Address:** Manston Parish Council, [www.manstonparishcouncil.gov.uk](http://www.manstonparishcouncil.gov.uk) | [clerk@manstonparishcouncil.gov.uk](mailto:clerk@manstonparishcouncil.gov.uk)
- 

**This policy shall be published on the council website for public review, with full compliance statements and linked accessibility and data protection policies as appropriate.**

### 16. Closing Statement

The adoption, implementation, and regular review of this Information Technology Policy are both a statutory and operational necessity for Manston Parish Council in 2025 and beyond. Compliance with SAPPP's digital and data standards, the statutory data protection, transparency, and accessibility obligations, and ongoing vigilance in the face of cyber threats are critical to upholding public trust, legal obligations, and operational resilience.

All users of council IT resources must read and adhere to this Policy. A digital copy is available from the council website, and copies are issued as part of the induction of any new staff member, Councillor, or contractor.

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# Manston Park Open Spaces and Dog Control Policy

Manston Parish Council, Ramsgate, England

Adopted: October 2025

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## Policy Introduction

Manston Park stands as a cherished community asset within Ramsgate, overseen by Manston Parish Council. The Park's value lies not just in its green landscape but in its capacity to balance diverse recreational needs—from children's active play to responsible dog ownership. This policy defines clear, robust, and legally-sound open space management rules, focusing particularly on the control of dogs within Manston Park. It is grounded in relevant UK national legislation, recent case law, government guidance, the National Planning Policy Framework (NPPF), and sector best practices, and reflects extensive consultation and benchmarking against similar UK council policies. The Park currently includes:

- Open space generally accessible to the public
- A separately fenced dog exercise area
- A fenced children's play area

This policy ensures the enjoyment, health, and safety of all park users, the protection of children, and the promotion of responsible dog ownership.

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## 1. Policy Objectives

The objectives of this Open Spaces and Dog Control Policy are:

- **To promote the safe and inclusive enjoyment of Manston Park by all members of the community.**
- **To prevent unauthorised business activities such as Dog Training.**
- **To protect children and vulnerable park users from health and safety risks associated with uncontrolled dogs and dog fouling.**
- **To create clear, easily enforceable, and legally robust rules for dog access aligned with national law and local needs.**
- **To ensure animal welfare and provision of appropriate exercise for dogs.**



- **To maintain and promote Manston Park's value as a local green space consistent with the National Planning Policy Framework (NPPF) and as part of Kent's open space strategy.**
- **To communicate rights and responsibilities unambiguously to all visitors.**

This policy integrates lessons drawn from other UK local authorities—including Royal Parks, Liverpool City Council, Manchester City Council, West Parley Parish Council, and others—and aligns with statutory guidance, sector standards (RoSPA, Defra, Kennel Club), and recent public consultations.

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## 2. UK Legal and Legislative Framework

### 2.1 Statutory Basis for Dog Control

Legislation covering dog control in public spaces in England includes:

- **The Anti-social Behaviour, Crime and Policing Act 2014:** Introduced Public Spaces Protection Orders (PSPOs) enabling local authorities to impose restrictions regarding the presence and control of dogs in public spaces to address issues impacting the local quality of life.
- **The Clean Neighbourhoods and Environment Act 2005:** Provided previous provision for Dog Control Orders, now replaced by PSPOs.
- **The Dangerous Dogs Act 1991:** Places duties on owners to keep dogs under control, with enhanced penalties for dogs dangerously out of control.
- **National Planning Policy Framework (NPPF):** Recognizes local green space as a vital community asset and calls for appropriate management balancing public health, recreation, and nature conservation<sup>7</sup>.
- **Local Byelaws/PSPOs:** Manston Parish Council, as a parish authority, may introduce or request PSPO provisions via Thanet District Council as needed (Parish Councils post-2014 act as consultees; District Council is PSPO-making authority).

### 2.2 Implementation Principles

- **Proportionality:** Restrictions must be necessary and proportionate responses to proven problems, balancing the needs of dog owners and other park users<sup>47</sup>.
- **Consultation:** Stakeholder and public consultation must underpin the introduction of new orders/byelaws to ensure community support and legal defensibility.
- **Signage:** Restrictions must be clearly communicated—by legal requirement, signs stating where and what restrictions apply must be posted at all relevant park entrances and locations.



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### 3. General Dog Access Principles

#### 3.1 Policy Rules for Manston Park

Area/Facility	Dog Access Policy	Rationale
All open areas of park (outside fenced dog and play areas)	Dogs permitted ON LEAD only	Safety for all users; supports responsible access
Fenced Children's Play Area	NO DOGS permitted	Statutory/sectoral guidance; child safety
Fenced Dog Exercise Area	Dogs permitted OFF LEAD if under control	Supports dog welfare; reduces conflict elsewhere

**Exceptions:** Guide dogs and other assistance dogs are exempt from exclusion in accordance with the Equality Act 2010 and Defra guidance.

##### 3.1.1 Dogs Allowed in Park Only On-Lead

In all general areas of Manston Park except the specific off-lead exercise area, dogs must be kept on a short, physical lead no longer than 2m. This ensures that dogs can be managed, do not present nuisance, or unexpected hazards to other users, particularly children, other dogs and wildlife.

##### 3.1.2 Exclusion from Fenced Children's Play Area

No dogs are permitted within the fenced boundaries of the children's play area. This rule reflects widespread UK council implementation, for reasons of hygiene (risk of faecal disease such as toxocariasis, [E.coli](#), hepatitis), and to prevent risk of dog bites or accidental injury. The only exemption is for guide and assistance dogs.

##### 3.1.3 Fenced Dog Exercise Area – Off-Lead Access

Only within the separately fenced dog exercise area may dogs be exercised off-lead, provided they are under effective control (i.e., recall on command, non-aggressive, not causing nuisance). This model, supported by RoSPA, Defra, and the Kennel Club, relieves pressure on other park areas, reducing conflict and supporting animal welfare

**Under no circumstances should individuals use the park for unauthorised activities for personal gain (profit).**

##### 3.1.4 Additional Requirements

- All dogs must be accompanied by a responsible person (aged 16 or over) at all times.
- Dog owners/walkers must carry waste bags and clean up after their dog immediately.
- Anyone failing to comply with on-lead/off-lead or exclusion rules may be asked to leave the park and may be subject to enforcement.



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## 4. Rationale and Best Practice Commentary

### 4.1 Evidence Supporting Each Rule

#### 4.1.1 Dogs on Leads in Main Park

Policies requiring dogs to be on leads in general park spaces are now standard across many UK parks. The rationale includes:

- Reduction in unwanted dog approaches, jumps, or knockdowns, especially for children, elderly, and disabled users.
- Ensuring prompt owner control in emergencies.
- Minimizing dog fouling and easier enforcement.

The Kennel Club and RoSPA both recommend the use of ‘on lead’ restrictions for the general park, especially where there are children’s facilities or narrow paths<sup>4</sup>.

#### 4.1.2 Excluded from Children’s Play Areas

Dog exclusion from children’s play areas is a widespread statutory and safety-driven measure. RoSPA details the public health risks, noting over 7,000 annual UK hospital admissions for dog bites (disproportionally affecting under 10s) and additional hazards of roundworm, [E.coli](#), and hepatitis in faeces. Design solutions—fenced boundaries, gates, prominent ‘No Dogs’ signage—are recommended. This exclusion also complies with PSPO guidance and national playground standards<sup>13111246</sup>.

#### 4.1.3 Fenced Dog Exercise Area Off-Lead

Fenced exercise areas allow dogs to be run safely off-lead without risk to other park users; this is both recommended in sector good practice (RoSPA, The Kennel Club), and now increasingly provided as demand grows<sup>4</sup>. West Parley PC and others have implemented similar arrangements. This facilitates legal compliance for dog exercise (Animal Welfare Act) while protecting vulnerable groups in the wider park. Concerns regarding dog parks (see Liverpool trial) reinforce the need for robust maintenance, management, and monitoring<sup>1</sup>.

#### 4.1.4 On-Lead Enforcement and Council Powers

Recent revisions in PSPO enforcement powers (Manchester City, Bedford, Dover, Durham, Calderdale) confirm that breaches (e.g., dogs off-lead outside designated area, dogs in play area) can be penalized either via Fixed Penalty Notice (£100 is standard) or prosecution up to £1,000<sup>213161114</sup>.

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## 5. Policy Statements

### 5.1 Dogs in the Park (General Areas)



- Dogs are welcome in Manston Park **only when they are kept on a lead** at all times in all general park areas outside the fenced dog exercise area and outside the fenced children's play area.
- The maximum permissible lead length in general areas is 2 metres (including extendable leads, set at or locked to this maximum length).
- Owners must ensure that their dogs are under effective control and do not harass or display nuisance behaviour (e.g., jumping up, chasing, barking) towards people, children, wildlife, or other dogs.
- Authorised officers may require that a dog be put on a lead at any time should control prove inadequate; failure to comply is an offence under the relevant PSPO.

**Rationale:** Balances the needs of children, the elderly, and those with dog anxiety with those of responsible dog owners; prevents accidental injury or conflict. Tailors the park's use to diverse community needs, reflecting sector best practice<sup>4</sup>.

### 5.2 Fenced Children's Play Area: Dogs Prohibited

- Dogs are **prohibited** from entering the fenced children's play area of Manston Park at all times, regardless of whether on a lead, except for registered guide and assistance dogs.
- Signage at each access point will clearly state: 'NO DOGS – Except Assistance Dogs.'
- The children's play area must be fully fenced with gates that self-close and, if possible, dog-grid or lead hooks outside the fence in line with RoSPA recommendations.

**Rationale:** Prevents dog fouling and reduces the risks of dog bites or fear to children. Supports parental confidence in park safety and meets statutory, NPPF, and RoSPA guidance.

### 5.3 Fenced Dog Exercise Area: Dogs Allowed Off-Lead

- Only within the signposted, fenced dog exercise area may dogs be exercised off-lead.
- Dogs in the exercise area must remain under effective supervision at all times; owners must remain in the area, capable of promptly regaining control.
- Dogs displaying aggressive or anti-social behaviour must be removed by their owners. Persistent issues may lead to restricted access.

**Rationale:** Provides for safe, free exercise and play for dogs, helping prevent pent-up energy, supporting dog welfare, and offering dog socialization. Separates high-activity dog play from children and vulnerable users<sup>43</sup>.

### 5.4 Cleaning Up After Dogs

- Dog owners or handlers **must immediately clean up after their dogs** throughout Manston Park, including the dog exercise area.



- Bagged waste should be immediately deposited in available dog waste bins or general waste bins; dog bins are provided at all main park entrances and the dog exercise area.
- Failure to remove dog faeces is an offence, subject to a Fixed Penalty Notice or prosecution under relevant legislation<sup>132161</sup>.

**Rationale:** Prevents disease, maintains pleasant, safe public spaces, and is consistently required by PSPOs nationwide.

### 5.5 Dogs Under Supervision and Maximum Number Limits

- All dogs must be supervised by a responsible person aged 16 or older.
- No more than **four dogs** may be exercised at one time by any individual, unless otherwise specified or licensed. This prevents professional dog-walker congestion and ensures all animals are properly under control.

### 5.6 Assistance Dogs

- Exemptions apply for assistance dogs (guide dogs, hearing dogs, mobility assistance dogs) trained by recognised organisations, in accordance with the Equality Act 2010.
- Owners/handlers of such dogs are encouraged to inform the Parish Clerk for park access planning and assistance when needed.

**Rationale:** Legally required; ensures inclusion of all residents, especially those with disabilities<sup>84</sup>.

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## 6. Signage and Communication

### 6.1 Signage Content

#### At all park entrances:

- Map of park layout with dog control zones clearly marked
- Statement summarizing rules: 'Dogs on lead at all times except within dog exercise area. NO dogs in children's play area. Clean up after your dog. Offenders may be fined.'

#### At fenced dog exercise area entrances:

- 'Dog Exercise Area: Dogs may be exercised off-lead here ONLY. Owners must maintain control and clean up after their dog.'

#### At children's play area entrances:

- 'NO DOGS ALLOWED IN PLAY AREA – Except Assistance Dogs.'

#### At all waste bins:

- 'Dog waste only. Bag it and bin it.'



## 6.2 Communication Standards

- Policy rules published on Manston Parish Council website and noticeboards
- Engage with community Facebook groups and local press to publicise rules
- Review and update signs regularly; vandalised or missing signs replaced as soon as possible

**Legally, signage must be visible and clear to support enforceability of PSPO provisions and avoid confusion or claims of unfair enforcement<sup>54</sup>.**

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## 7. Enforcement and Penalties

### 7.1 Enforcement Powers

- **Authorised Personnel:** Enforcement is undertaken by Thanet District Council's Environmental Health team, Police Community Support Officers (PCSOs), and any administration-approved agency delegated to the Parish Council.
- **Powers:** Issue warnings, request immediate compliance (e.g., put dog on lead, remove dog from restricted area), issue Fixed Penalty Notices (FPNs) for violations.

### 7.2 Penalties

- **Fixed Penalty Notice (on-the-spot fine):** £100 standard for first offence (consistent with national practice and other district/county orders).
- **Prosecution:** Maximum fine of £1,000 in the Magistrates' Court for persistent or serious breaches.
- Failure to provide name and address when requested during enforcement is a further offence, also subject to prosecution.

### 7.3 Enforcement Approach

- **First instance:** Engage with educational conversation and request compliance
- **Repeat/persistent refusal or severe offence:** Fixed Penalty Notice issued
- **Non-payment/escalation:** Prosecution
- Appeals must be lodged within the legal time limits and reviewed according to the established PSPO procedures.

### 7.4 Exemptions and Appeals

- Registered blind persons or those with recognized assistance dogs are exempt from exclusion rules
- Any challenge to the Order must be made via the High Court within 6 weeks of its making (see standard PSPO guidance)<sup>5188</sup>.



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## 8. Stakeholder Engagement and Review

### 8.1 Community Consultation

- Policy development involved review of comparable policies from other parish and town councils (e.g., West Parley, Mattishall, Hethersett, Chandler's Ford, Liverpool, Manchester, Royal Parks), with community feedback considered at public meetings and through local consultation campaigns<sup>192021126</sup>.
- A formal consultation process (including online survey and in-person events) collected feedback from park users, local residents, parents, dog owners, local vets, community safety officers, RoSPA Play Safety, and disability groups.
- Summaries of responses and policy adjustments published on the Council's website.

### 8.2 Ongoing Review and Updating

- Policy effectiveness will be reviewed annually, incorporating feedback from park users and enforcement personnel.
- Updates triggered by:
  - Legislative changes (e.g., national PSPO changes, case law)
  - Evidence of persistent non-compliance or emerging health/safety risks
  - Significant community feedback or incident reports

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## 9. National Planning Policy Framework (NPPF) and Local Green Space Integration

- Manston Park is recognized as a 'Local Green Space' under the NPPF, conferring protection against inappropriate development and confirming its vital role in public health, inclusion, and sustainable community living<sup>722</sup>.
- The open spaces policy aligns with the latest NPPF (Dec 2024/Feb 2025) requirements, supporting improved community access, health, and safety standards, while safeguarding biodiversity and local character<sup>723</sup>.

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## 10. Safety Standards and RoSPA Guidance

- Fenced play areas must incorporate self-closing gates, clear exclusion signage ('No Dogs'), and regular inspections to ensure their continued integrity.
- Lead hooks and waste bags/disposal bins to be provided outside play and exercise areas for owner convenience and enforcement reliance<sup>2715</sup>.





- Daily and weekly park monitoring (by appointed staff or volunteers) to rapidly address maintenance and hygiene issues.

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### 11. Equality, Accessibility, and Inclusion

- Compliance with the Equality Act 2010 is integral. All signage and communications will reference exemptions for assistance dogs and publicize the existence of accessible routes and facilities for disabled visitors.
- All consultation activity and policy implementation will ensure diverse community voices are heard and reflected.

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### 12. Policy Review Date

This policy is scheduled for review in October 2026 or earlier in response to updated legislation, council priorities, or significant incident data.

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### 13. Contact and Queries

**Manston Parish Council** c/o Manston Village Hall, Manston, Ramsgate, Kent, CT12 5BA  
Parish Clerk: Elizabeth J. Carr BA (Hons) MBA  
[Council Contact Form/Website]

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### 14. Appendix: Quick-Reference Summary Table

Rule	Applies Where?	Rationale / Reference
All dogs on lead (max 2m) except in dog exercise area	All general park areas	Child/adult safety, best practice
No dogs (except assistance dogs) in play area	Fenced children's play area	Hygiene, accident risk, statutory/defra/rosipa
Off-lead permitted if under control	Fenced dog exercise area ONLY	Dog welfare, management
Clean up after your dog	All park areas	Disease control, legal requirement
Waste bins/bags provided	Entrances, exercise and play area	Good practice, enforcement support
Max 4 dogs per handler	All park areas	Control effectiveness



Assistance dogs exempted	All excluded/on-lead zones	Equality legislation
Enforcement by council/police	All park areas	PSPO/statutory powers
Fixed penalty £100, up to £1,000 on conviction	All breaches	Standard UK PSPO, criminal offence

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## 16. Closing Statement

This formal policy document responds to Manston Parish Council's commitment to the safest, healthiest, and most inclusive use of Manston Park for the whole community. It provides a robust framework for park users, sets clear standards for responsible dog ownership, protects the vulnerable, and aligns with the latest legal, regulatory, and sector best practices seen across the UK.



Manston Parish Council

## **Chairs Report Nov 2025**

**Date:** Monday 10<sup>th</sup> Nov 2025

### **Major issues facing the Parish of Manston.**

Good evening, everyone,

As we gather here tonight, I'd like to take a few moments to reflect on fireworks — not just as bright bursts of celebration, but as something that has, over the years, caused real harm and distress when not used responsibly.

For many of us, fireworks are a symbol of joy — Bonfire Night, New Year's Eve, family gatherings, and community events. But as history has shown us, fireworks also come with risks that we can't ignore.

But perhaps the most silent victims of fireworks in the past have been our animals — especially dogs and horses.

Many of us remember the stories — dogs bolting through doors and fences in panic, getting lost for days, or injured on the roads. In some heartbreaking cases, frightened animals have never returned home. For horses, the sudden bangs and flashes have triggered stampedes, causing injury to themselves and sometimes to their owners trying desperately to calm them.

Farmers, horse owners, and pet lovers across the country have shared the same stories for generations — nights of anxiety, sleepless hours spent comforting shaking animals, and the helplessness of knowing that fireworks are going off nearby with no warning.

Thank you, and please enjoy the season safely and thoughtfully.

Which leads nicely to Remembrance Day 2025.

Yesterday at the village memorial a service took place to honour the fallen. I must say the outturn by the local community was significant with many paying their respects. Why am detailing to you, it just goes to say that our community within Manston you still involved, this is great to see. I need to shout a special thanks to Dale who constantly provides support in events like these, The Vicar Brian for the delivering the service, Cllr Graham and others for closing and managing the road closure, and finally the Manston Community for turning up and showing the required respect to our fallen.

Thank you all.

### **Planning applications**

1. Skidz drifting school, I have great news for you all!

An application reference F/TH/24/0219 and was refused on the 20th September 2024.

Appeal Decision date: 5 November 2025

### **Conclusion**

For the reasons given above, I conclude that the appeal should not succeed. I shall uphold the enforcement notice as corrected.



## Manston Parish Council

### Community concerns.

#### LGR update

All the draft Local Government Reorganisation (LGR) business cases have now been published on the Kent Council Leaders website. You can read them here: [Councils Reveal Draft Business Cases for New Councils - Kent Council Leaders](#)

This is in advance of each council taking reports through its individual decision-making process so we they all meet the government's 28 November submission deadline.

LGR offers the opportunity for us to shape the future of local government in Kent, draw on the very latest best practice and invest in systems and approaches that draw on the shared learning across all organisations.

While each business case demonstrates how it contributes to the government's LGR criteria, it also estimates the cost of establishing the new council(s) alongside the potential cost savings that could be achieved over time. They are already used to managing change, working to match funds to changing patterns of need and the importance of achieving year-on-year cost savings. This will not change when new unitary council(s) are formed.

The business cases are all about meeting the government's criteria and they draw on a consistent financial model and use the same high-level assumptions. They are not about detailed budgetary decisions for the future. These decisions will be made by the unitary council(s) after they are established in 2028 and the years that follow.

Once the business cases have been submitted to government on 28 November, the government will lead a consultation exercise across Kent on its preferred options in the new year. A decision by ministers on the final model is expected in the summer.

In September and October, KCC will hold a public and stakeholder engagement exercise. You can read the report here: [Kent Council Leaders website](#).

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### Planning Applications:

As Chair, I am proposing under agenda item 6

PROPOSAL: Change of use of land from agricultural to commercial storage, comprising four compounds with metal storage containers, relocation of existing metal storage container for Unit 1, including erection of 2.4m high palisade fencing, together with two security gates (Partly retrospective)

LOCATION: Vincent Yard, Vincent Road, Margate, Kent



## Manston Parish Council

Mary Ryan To conduct a 2-minute speech, please fellow Councillor and Clerk when this subject matter comes up can we pause the meeting for Mary Ryan to speak for 2 minutes, **agree/ confirm?**

**Clerk Confirm?**

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### **Community Events:**

#### **Community events taken place**

Remembrance Day – Great turn out.

#### **Community events planned for the coming month.**

RAF Manston History Museum - Santa at The Museum (Dec 6-7, 2025),

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### **Other Business:**

The official Remembrance Day 2025 is held on the 11<sup>th</sup> of November,  
The RAF Museum, with support from the Vicar from St Catherine Church, will be conducting a Ceremony for those who wish to join.

I would like an opportunity now to discuss Christmas 2025, concerning me is discussion needs to take place concerning the Memorial and the Christmas Lights also the switch on are we hosting anything like minced pies tea coffee would like to join up with the church for this event, Thoughts - discussion decision please?

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