

South Willesborough and Newtown Community Council
www.swancc.org.uk

**Minutes of the Ordinary Meeting of the Council held on Monday 7th
February 2022**

The Chair opened the meeting at 7:01pm.

15/22 Record attendance and list apologies for absence

Present Sue Mullan (SM) (Chair) David Mullan (DM) Peter Porter (PP) Jacky Godden (JG from 7.55pm) Andy Rogers (AR) Andy Hodges (AH) Eric Parkinson, (EP) and Paul Bohill (PB from 7.10pm)

Apologies were received from Councillors Nirosha Thilagarajan (NT) Steve Campkin (SC) Peter New (PN) (Neighbourhood Watch) and Mark Goodman (ABC)

Johnny Hunt's unexplained absence was not approved

Also in attendance: Sarah Evans (SE) Rob Woods (RW) and 3 members of the public

16/22 Declarations of pecuniary, other significant or voluntary interest

None recorded

17/22 Agree Minutes of the Extraordinary Council meeting of 10th January 2022 and sign Resolved: Proposed EP Seconded DM and agreed unanimously as a true record

18/22 Agree Minutes of the Ordinary Council meeting of 10th January 2022 and sign Resolved: Proposed PP Seconded DM and agreed unanimously as a true record

19/22 Meeting adjourned for members of the public to raise questions on items on the agenda - The meeting was adjourned and immediately reconvened at 7.05pm

20/22 To receive reports from PCSO Jones and Peter New (Neighbourhood Watch)

PCSO Jones was unable to attend the meeting and did not submit a report

At PN's request the Community Council Manager read out the key points of his report noting the further expansion of the Neighbourhood Watch scheme to Curtis Road and the key focus areas for preventable and avoidable crimes, including sheds, outbuildings etc, domestic oil tanks, doorstep deliveries, dog theft and catalytic converters. There was also reference to both online and local scamming.

21/22 To receive a verbal presentation from Mark Goodman, Environmental Contracts & Enforcement Manager, Ashford Borough Council

Mr Goodman apologised for his absence due to illness.

Agreed the presentation should be deferred to a future meeting

22/22 To receive reports from County and Borough Ward Councillors and KALC representatives

In SC's absence the Chair read out his report which included the continual reporting of potholes and blocked drains identified from Ward Walks, the current focus on KCC budget and the proposed 2.99% Council tax rise, and the approval of two SWAN funding bids that he and his Council member colleagues supported. One for a Happy to Chat Bench and the other for a defibrillator to be installed at the Alfred Arms £1809.60 in total

AR reported on

- a) The successful ABC funding bid made with his support for a second Happy to Chat bench and encouraged the SWAN Council staff to seek further funding opportunities.
- b) A new opportunity for ABC to start the Newtown Railway Works development using Levelling Up award funds.
- c) Assurances from ABC that Section 106 funding identified at the time of the Newtown Railway Works Planning approval in 2020 would be honoured.
- d) His concerns about a potential rural parish bias in the conduct of KALC's area committee meetings which may need further discussion.

23/22 To confirm and record the decision to purchase 450 commemorative Jubilee medals for distribution to schoolchildren at East Stour School and consider the establishment of an earmarked reserve of £1630 for that purpose.

Having canvassed members by e-mail due to a short order deadline.

Resolved:

- a) **To confirm and record the unanimous decision to purchase 450 Platinum Jubilee commemorative medals and,**
- b) **Given the supplier cannot commit to provide an invoice in 2021/22, an unanimous decision to vire £1630 underspend from the current projects budget to an earmarked reserve.**

24/22 To consider outstanding planning applications and agree response to Ashford Borough Council

- a) **19/01476/CONB/AS Newtown Railway Works, Newtown Road, Ashford, Kent, TN24 0PN**
Discharge of conditions; 3(Phasing to be agreed), 4(Dust management), 6(Wheel washing), 33(Highways condition) and 49(Ecological - Bats)
Proposed DM Seconded EP and agreed unanimously to support
- b) **21/02149/AS L'Artisan du Chocolat, Site G, The Long Barrow, Ashford, TN24 0GP**
Change of use of the existing ancillary warehouse to Classes E(g)(iii)/Class B2
Proposed DM Seconded EP and agreed unanimously to support

25/22 To receive and note the draft minutes of the Finance and General Purposes Committee of 27th January 2022 and consider its recommendations

Resolved: The minutes of the meeting were noted without comment.

Recommendation 1 – To accept Ashford Borough Council's offer to supply and plant hedging and trees in and around the Gas House Fields allotments and not to purchase complementary fruit trees

Agreed unanimously subject to further information on the survival rate of hedge saplings and the advice of the Borough Council's Tree Officer (Action Clerks)

Recommendation 2 - To endorse a revision of a draft consultation document prepared by Ashford Borough Council on the future of the Stirling Road Play Area (Appendix 1)

Agreed unanimously for the following reasons

- 1) A more succinct introduction was needed
- 2) The inconsistent use of key words "open space" and "green space"
- 3) The questions posed in the questionnaire could be construed as an attempt to legitimise ABC's play strategy and their investment in newer play areas on Newtown

Green and Bulleid Place rather than seeking opinion on the rationale for, and aftermath of, its decision to remove equipment from the Stirling Road site.

- 4) The prime focus should be on families with or caring for children but still giving households without children, the opportunity to comment

Following a discussion on a draft revision as proposed by SWAN Community Council, **Members unanimously agreed to the following amendments**

- a) **An introduction to read "Good morning/afternoon.**

We're from Ashford Borough Council and SWAN Community Council (change details to suit).

Several months ago, the equipment in the green space near to your property was removed for safety reasons on the instruction of Ashford Borough Council's Insurers

We are now seeking your views on the future use of the space

If you have a spare five minutes would you be happy to answer some questions we have put together?

- b) **Question 2 to read "Are there any children currently living or cared for at this address"**
- c) **Question 6 to read a) Replace the equipment and continue using it as a play area b) Leave as a green space c) Anything else?**
- d) **Note error in numbering – box number 8**

Recommendation 3 - to endorse an amendment to Clause 2.1 of the Delegation Scheme to read "To seek, apply for and accept grants or other funding for Community Council projects"

Following a short verbal report of the Community Council Manager

Resolved: Agreed unanimously

26/22 To receive an update from the Communications Working Group with recommendations

Cllr Porter reported on the Communications Working Group meeting of 17th January 2022 including two recommendations to Council

Resolved: Agreed unanimously

Recommendation 1 – Communications Working Group to prepare a welcome letter to new residents of the Klondyke Works development.

Resolved: Agreed unanimously

Recommendation 2 – Having been circulated in advance, to endorse the format and content of the draft Winter 2021/22 newsletter subject to review by SM and JG in NT's absence.

27/22 To receive an update from the Events Working Group with recommendations

Cllr Sue Mullan reported on the Events Working Group meeting of 17th January 2022 including the following recommendations to Council to support the SWAN YFC Platinum Jubilee beacon lighting arrangements. :-

1. **The beacon is lit on the front field at SWAN YFC to allow visitors, to watch from the central path and the rear 2 fields which can be accessed safely and easily from the Cudworth Road entrance and then also viewed from the Salvation Army Hall. (action SE)**
2. **To ask the Salvation Army Hall to open their facility to be a meeting point for the event to start. To provide disabled access by their rear garden, a warm place if needed, and to provide access for kitchen and toilets facilities. (action SE)**

3. To investigate if the School Choir would sing the National Anthem and read the poem written specifically for the Queens' Coronation. (Action SE)
4. The Invicta Singers be invited to the Street Party event rather than the Beacon Event as previously discussed as that will be a larger event. (Action SM, and JG SE to give list of songs from Buckingham Palace Concert and 70 yrs for Invicta Singers to consider.)
5. To investigate if the protocol will allow for local musicians rather than a Piper at £350. To create a more community, feel. If so, to ask the Salvation Army Band to play the protocol songs given in the upcoming Beacon briefing from the Palace. (Action SE)
6. To investigate a commemorative item that could be considered for the children at the Primary School to mark the event. (Action All members of the EWG)
7. To ask Cllr AH to enquire with regard to photographers for this event.
8. To refer to CWG to advertise.
9. To consider using the EWG budget to fund refreshments - drinks and cups.
10. Organise a litter pick the next day (Action JG)
11. To ask the SWAN Centre to open the building in order that the St Barnabus Bell can be rung for the lighting of the beacon (Action SE to ask SWAN Community Centre) .
12. To consider a smaller commemorative item for partakers on the Jubilee event and staff at the school subject to budget

Action:- All members to consider and investigate the possibility of a commemorative coin or item.

A discussion followed on these items

Resolved: All recommendations were agreed unanimously

28/22 To consider a report of the Community Council Manager on Parking on Mead Road and Gladstone Road.

Members considered a report circulated in advance and discussed the issue at hand and the recommendations made.

Resolved:

1) Gladstone Road and Mead Road would be looked at as part of the next stage of the Street by Street analysis

2) The following of the recommendations made in the report were agreed

1. Write to Ashford Borough Council to request further action from the Civil Enforcement team
2. Ask Ward Cllr to lobby Ashford Borough Council to take further action on the area.
3. Raise the points of this report as an item with the Members of Ashford Borough Council written to regarding overarching concerns on Parking in the SWAN area as and when they respond to invite SWANCC meeting.
4. Follow up the action from Planning and Highways Committee Minutes and write again to KCC to review the one-way system on Gladstone Road and Mead Road.
5. Delegate P&H Committee to again revisit the SWAN Highways Improvement Plan with KCC.
6. To note the outstanding objection SWANCC has placed for Planning Application 432 for a hot food takeaway on Gladstone Road which clearly notes the impact on safety this would have also.

7. To investigate the function and capacity of Speedwatch at present and ask if Gladstone Rd could be monitored for speeding and volume of traffic to gather an evidence base for lobbying actions.

29/22 To consider a report of the Community Council Manager on footpath access along Railway path in South Willesborough

Members considered a report circulated in advance. Following a discussion,

Resolved: unanimous agreement to the following

- 1) To request Aspire to tidy the vegetation and overgrowth on the Pavement, particularly between the bridge and the bus stop.
- 2) To write to Network Rail to ask that the rail side is tidied and litter picked
- 3) To review as an ongoing item and particularly during reinstated Ward walks post Covid19.

(Action Ward Councillors and Clerks)

30/22 To monitor and note the Council's performance

Members considered a report, circulated in advance, updating the achievements, progress and dependencies of the Council's Community Plan commitments to the end of March 2022.

Resolved: Noted without comment

31/22 To agree a date, time and venue for defibrillator training

Following a verbal report of the Community Council Manager,

Resolved: unanimous agreement to request the use of Salvation Army Hall, Cudworth Road on a mutually convenient date and time for PB/JG/DM/NT and RW to participate with members of the public and staff of the Alfred Arms and Albion.

32/22 To agree the categories for the proposed SWAN community awards and the terms of reference of an Awards Panel and consider the link with the KALC Awards

Members discussed a report circulated in advance.

Resolved:

- 1) **Unanimous agreement to the Award Categories**
 - i. **Outstanding Contribution to the SWAN area**
 - ii. **Young person of the year (18 and under)**
 - iii. **Community Business of the Year**
- 2) **Unanimous agreement to the creation of an Awards Panel of up to 6 Councillors with a Quorum of 3 comprising**
 - i. **Chair of the Council**
 - ii. **Vice Chair of the Council**
 - iii. **Chair of Finance and General Purposes Committee**
 - iv. **Chair of Planning and Highways Committee**
 - v. **One member- South Willesborough Parish Ward**
 - vi. **One member - Newtown Parish Ward**
- 3) **Unanimous agreement to the Terms of Reference of the Awards Panel – Role - to review and assess the award nominations and recommend winners of each award category to Council**

The Panel to have no spending powers.

The Awards to be presented at either the Annual Meeting of Electors or a specially convened ceremony

The winners to be presented with a certificate and a gift agreed by Council Communications Working Group to launch the Awards via the Council newsletter on remaining page or a separate leaflet if required.

- 4) Unanimous agreement to agree to the KALC Award however, due to the close deadline for 2022 the Council would not publicise the KALC awards scheme in 2022 but review in 2023**

33/22 To receive urgent correspondence/e-mails

- 1) Email from landlord in Cudworth Road requesting the Council to write to the owner of 139 Cudworth Road to ask that he/she cuts the hedge at the property (Action Clerks)**
- 2) Notice of the Mayor's next Environment Day (Agreed JG/SE to attend)**

34/22 To agree the date of the next meeting as 7th March 2022 and items for the agenda Date agreed – Items to include Great British Spring Clean

35/22 Forum for exchange of information between Council members

EP suggested planting a tree for the Jubilee Year over and above those agreed in Item 25/22. Clerks to discuss with Tree Officer

There being no further business the Chair closed the meeting at 9.02pm

Signed _____
(Chair)

Dated ____/____/____

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP26)

Thursday 27th January 2022

MINUTES

In attendance:- Peter Porter (Chair) (PP) Sue Mullan (SM) Nirosha Thilagarajan (NT) from 7.20pm Steve Campkin (SC) Rob Woods (Clerk) Sarah Evans (Clerk)

1/22 Apologies for absence and approval.

Apologies were received from Cllr Jacky Godden and approved

2/22 Declarations of pecuniary, other significant or voluntary interest.

Cllr Steve Campkin declared other significant interests in Items 7/22 and 9/22

3/22 To agree the Minutes of the last Finance and General Purposes Committee (December 2021) and sign.

Proposed SM Seconded SC and agreed unanimously. PP signed the minutes as a true record

4/22 To note budget performance to date and bank reconciliation

Budget performance to date and bank reconciliation noted

Action - Following a request from SM, RW to provide members with an explanation of the difference between the current level of expenditure on the running costs of the Council and the calculation of the revised expenditure budget.

5/22 To confirm the payment of invoices, new beneficiaries and note items of over £100

PAYEE	NET	GROSS	VAT	CASH BOOK REF	REASON	RECORDED IN
National Allotment Soc	£55.00	£66.00	£11.00	215	Subscription fee	Subscriptions
Peter Porter	£45.37	£45.37	£0.00	216	Expenses	Councillor Expenses
Manningtons	£220.00	£264.00	£44.00	217	Payroll fees	Staff Salaries
Royal Mail	£68.00	£81.60	£13.60	218	Renewal- Freepost	Stationery/Equipment
ACCM - Salary	£1,081.47	£1,081.47	£0.00	219	Salary	Staff Salaries
CCM - Salary	£1,029.20	£1,029.20	£0.00	219	Salary	Staff Salaries
HMRC	£309.88	£309.88	£0.00	220	Salary oncosts	Staff Salaries
ACCM – Reimbursements	£401.86	£481.70	£79.84	223	Mileage/ Shed purchase	Expenses/Projects
Ashford Cattle Market Co	£650.00	£780.00	£130.00	224	Rent	Office Rental
CCM-Reimbursements	£44.75	£51.66	£6.91	225	Stamps/Shed base	Stationery/Equipment/Projects
Source Payments for Information						
Unity Trust	£36.00	£36.00	£0.00	221	Bank charges	Bank Charges
Direct Debits for Information						
NEST	£90.00	£90.00	£0.00	220	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	222	Phone/Broadband	Phone/Broadband

Proposed SC: Seconded SM and agreed unanimously to

- a) Approve the payments as listed
- b) Agree to new beneficiaries – The National Allotment Society, Cllr Peter Porter, Manningtons Accountants and Royal Mail
- c) Note items of over £100

6/22 To agree bank transfers

Resolved: Agreed unanimously to transfer £5000 to the Current a/c from the Deposit a/c and to transfer £53.20 incorrectly posted to Current a/c 1 to Current a/c 2

Action Clerks

Cllr Nirosha Thilagarajan joined the meeting at 7.20pm

7/22 To note the Jubilee Queens Canopy proposals and receive a report of the Community Council Manager on the planting of complementary fruit trees

Following a discussion, it was resolved:

Unanimous decision to recommend Council to accept Ashford Borough Council's offer to supply and plant trees and hedging in and around the Gas House Fields allotments and not to purchase fruit trees given the cost to the Council and possible damage to the peripheral fencing, subject to further information on the survival rate of hedge saplings and the advice of the Tree Officer

Action - Clerks

8/22 To consider the draft consultation document on Stirling Road play area and make recommendations to Council

Following a discussion, it was resolved:

Unanimous agreement to recommend Council to endorse a shorter, more consistently worded version of the document and to explain the reasons for the revision to Ashford Borough Council

Action Clerks to submit draft revision to next Council meeting

9/22 To receive a report of the Community Council Manager on the process for returning key deposits to allotment tenants and agree

Following a long discussion, it was resolved: **By unanimous agreement to**

- a) **return key deposits to those tenants who do not require access to the barrier gate on Cudworth Road on proof of identification, confirmation of bank details, key card and return of the key itself to the Council's office**
- b) **allocate the costs to the appropriate earmarked reserve**
- c) **record approval of the returned deposits in the regular Payments and New beneficiaries listings**

10/22 To note bids made for funding and agree

Members noted

- a) the content of four funding bids made by the Clerks and the potential receipts if the bids are successful
- b) the ambiguity of the wording of the delegation scheme which currently permits Clerks to "seek" funding bids

Resolved: By unanimous agreement to request Council to endorse a clarification to the Delegation Scheme by adopting the phrase “seek and apply for”
Action – Clerks to submit revision to the next Council meeting

11/22 To consider the contribution to KCC to support design measures to prevent nuisance motorcycles and agree

Noted that Kent County Council has confirmed it will cover the full cost of installing four barriers from its own budget

Resolved: By unanimous agreement

- a) **To request KCC to consider the installation of a fifth barrier at Wainwright Place and provide the cost of its installation (Action Clerks)**
- b) **To vire the monies set aside by the Council for the barriers in the revised budget to a general projects budget**

12/22 To consider a commemorative item for the Platinum Jubilee celebration and agree

Following a long discussion during which a number of options were considered, it was resolved by majority agreement SC abstained, to recommend Council to

- a) **endorse the purchase of 450 encased commemorative medals for distribution to schoolchildren at East Stour School at a cost of £2.99 each plus VAT and postage**
- b) **use the savings on the motorcycle nuisance barriers (cross ref with Item 11/22 above) for this purpose**
- c) **given the short order deadline of 31st January 2022, to request Councillors to respond urgently to these recommendations by e-mail and to record the decision at the next Council meeting**

13/22 To agree the date of the next meeting as 21st February 2022 and items to be included on the agenda.

Date agreed as 21st February 2022

There being no other business, the Chair closed the meeting at 8.42pm

Signed
Chair

Date

South Willesborough and Newtown Community Council

A Report of the Clerk on the parking at crossroads intersecting Mead Road and Gladstone Road.

RECOMMENDATIONS

- 8. Write to Ashford Borough Council to request further action from the Civil Enforcement team**
- 9. Ask Ward Cllr to lobby Ashford Borough Council to take further action on the area.**
- 10. Raise the points of this report as an item with the Members of Ashford Borough Council written to regarding overarching concerns on Parking in the SWAN area as and when they respond to invite SWANCC meeting.**
- 11. Follow up the action from Planning and Highways Committee Minutes and write again to KCC to review the one-way system on Gladstone Road and Mead Road.**
- 12. Delegate P&H Committee to again revisit the SWAN Highways Improvement Plan with KCC.**
- 13. To note the outstanding objection SWANCC has placed for Planning Application 432 for a hot food takeaway on Gladstone Road which clearly notes the impact on safety this would have also.**
- 14. To consider liaising with the shop owners to see if they can assist with signposting customers regarding dangerous parking and use leaflets to request safer parking is observed.**
- 15. To investigate the function and capacity Speedwatch and ask if Gladstone Rd could be monitored for speeding and volume of traffic to gather an evidence base for lobbying actions.**

Background

Immense safety Issues from deliveries and parking for Londis and Cost Cutter Shops on Gladstone Road are arising due to volume of demand and illegal parking. Immense safety Issues from deliveries and parking for Londis and Cost Cutter Shops on Gladstone Road.

Safety Concerns:-

Pedestrian access is restricted, limited and dangerous.

Emergency Vehicle Access is unlikely to be unhindered

Bus rarely has a clear route of travel.

Unsafe turning left and right on the cross roads, drivers unable to view oncoming traffic or pedestrians

Disrespect for the double yellow lines continuing as at present.

Increase in traffic due to the Increase in visitors to the area.

Increase in speeding particularly evenings

Safety Concerns:-

Pedestrian access is restricted, limited and dangerous.

To cross the roads safely at either corner on the crossroads at Gladstone Road is extremely difficult. The parking restricts views up or down the street. Vehicles on parked on the pavement meaning pedestrians have to walk on the road. This is particularly evident when deliveries' to either shop is made by HGV vehicles which are not fit for the road. Pedestrians on foot leaving the bus stops are unable to see clearly to cross the road at peak times.

Parking on all four corners of the junction is also hindering the flow of traffic. Emergency Vehicles are unlikely to be unhindered. The Bus rarely has a clear route of travel turning right from Mead Road up Gladstone Road towards Cudworth Road. This is usually due to parking on the double yellow lines of Gladstone Road outside the Londis shop meaning the bus does not enough of a turning circle or clear through route. Causing delays and danger.

Due to volume of unsafe and illegal parking on the double yellow lines, the pavement and the island at the of Gladstone road between the two shops it is extremely unsafe turning left and right on the cross roads, drivers unable to view oncoming traffic or pedestrians, or allow space to give way for the bus.

The disrespect for the double yellow lines was an enormous issue and over the summer of 2021 Traffic Wardens regularly patrolled the area between 5pm and 7pm. In conversation with them, have advised they were regularly allocating between 8 & 12 tickets an hour, plus words of advice.

Over January 2022 KCC repainted the yellow lines, this has slightly reduced the examples of daytime illegal parking. However, weekends and evenings have not been reduced and it is continuing as at present.

Some extreme examples of illegal parking includes Gladstone Road Londis, which has 1 car park space, had 3 cars parked on its pavement with one driver parking diagonally across the front door as seen below. There was also a commercial vehicle parked on the pavement opposite the shops, and was unable to pull away due to oncoming vehicles and further illegal parking. This happens also outside the Cost Cutter opposite. 4 illegally parked vehicles in 1 picture.



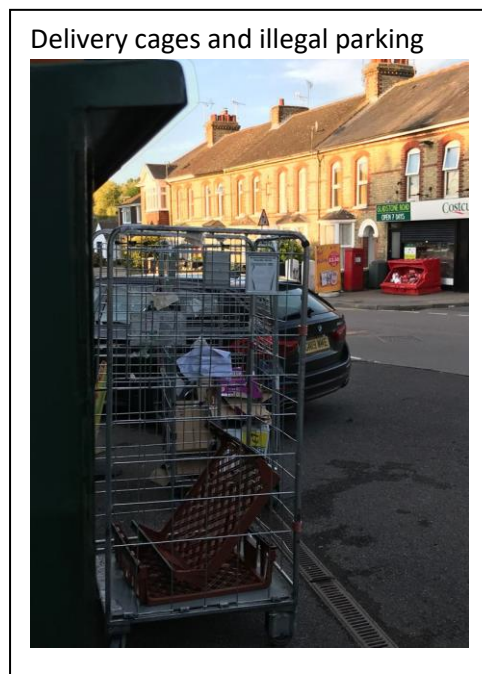
Deliveries also cause delay and restriction and affect access to the pavement for pedestrians. When both shops receive deliveries at the same time both sides of Mead road are restricted and the traffic jam is inevitable and extremely unsafe for pedestrians, delivery drivers, staff and vehicle drivers. See example.



1. Write to Ashford Borough Council to request further action from the Civil Enforcement team
2. Ask County Cllr and Ward Councillor to assist SWANCC to lobby Highways at KCC and to take further action on the area.
3. Raise the points of this report as an item with the Members of Ashford Borough Council written to regarding overarching concerns on Parking in the SWAN area as and when they respond to invite SWANCC meeting.
4. Follow up the action from Planning and Highways Committee Minutes and write again to KCC to review the one-way system on Gladstone Road and Mead Road.
5. Delegate P&H Committee to again revisit the SWAN Highways Improvement Plan with KCC.
6. To note the outstanding objection SWANCC has placed for Planning Application 432 for a hot food takeaway on Gladstone Road which clearly notes the impact on safety this would have also.
7. To consider liaising with the shop owners to see if they can assist with signposting customers regarding dangerous parking and use leaflets to request safer parking is observed as agreed at Council January 22. Draft of polite note attached.

Sarah Evans / Rob Woods
Clerks
03/02/22

Attached is an appendix of photos of dangerous or illegal parking.



Illegal shop entrance parking



adjacent drive blocked



Drive











Increase in traffic due to the Increase in visitors to the area.

South Willlesborough and Newtown Community Council

A report of the Clerk considering Footpath Access from Underpass at Newtown Road to Gladstone Road South Willlesborough alongside the railway track.

Recommendations

- 1) To ask Aspire to tidy the vegetation and overgrowth on the Pavement, particularly between the bridge and the bus stop.
- 2) To contact network rail to ask that the rail side is tidied and litter picked
- 3) To review as an ongoing item and particularly during Ward walks as they restart following Covid restrictions

Background

A short walk from Gladstone Road turning right over the humpback bridge and walking as a pedestrian towards the Newtown Underpass, it was evident that brambles and trees and vegetation are overgrowing from behind the fencing onto the pavement restricting pedestrian access.

The clerk viewed 5 pedestrians 1 of which dismounted from the bus and in a short matter of minutes it was clearly evident the brambles and tree branches were a hindrance.

From behind the fencing the brambles and vegetation has become very overgrown there is also litter which is mounting up and needs to be cleared. It is very unsightly and uncared for.

Also, being on the main railway line it is not the most attractive introduction to the area and does not contribute to the Community Plan aims of a better feel to the area.

It is therefore recommended to

- 4) Ask Aspire to tidy the vegetation and overgrowth on the Pavement, particularly between the bridge and the bus stop.
- 5) To write to network rail to ask that the rail side is tidied and litter picked
- 6) To ask for support in this request from KCC Cllr and Ward Cllr.
- 7) To review as an ongoing item and particularly during Ward walks as they restart following Covid19 restrictions.

Members will note an update on the forward actions for the Community Plan report showing progress for February 2022.

Members will be aware that a resident consultation guide was created, however the plan now needs to be prepared as an accepted guide with a format to be agreed at CWG and then printed in time for the Annual Electors Meeting 26th May 2022.

Project	Current status	Target date	Activity	Budget	Action by
Theme 1 A Safer Place					
NHW Wheelie bin stickers	Completed	n/a	Agree Ongoing publicity	Projects	CWG/Council
Speed Indicator Device	Part Completed and Part Funded	END March 2022	Written to KCC currently do not accept need for SID, discussions in place and invite to Council meeting sent, Subject to KCC approval Further investigation required	£6000 of £7000 budget need £1,000 from the Projects Budget or external funding	Clerks
Defib Alfred Arms	On schedule date for training to be agreed.	Council Jan 2022 Project completion End March 2022	17th March Installation Internal device given to swan centre hand over with management trustee from AED services, Albion being maintained week commencing 31st January, Install device and Training organised	Projects £2125 To be confirmed Council I Jan Grant applied for from SCs KCC grant pot	FGP/Council/Clerks
Theme 2 A Well Connected Place					
Liaise with stagecoach to discuss residents concerns about inconvenient or new bus services	Now started on schedule Not started	Quarter 1 newsletter	Data gathered from Community Consultation Survey and questions asked in Newsletter Quarter 1 initial discussions with Stagecoach are to be arranged with feedback.	Within Printing and Distribution Budget	CWG / Council / Clerk

			Research and produce Editorial		
Provide residents with a guide to community transport providers	Complete	End March 2022	Complete We are also investigating this as a newsletter item	Within Printing and Distribution Budget	CWG / Council / Clerk
Undertake phase 1 of street by street analysis of traffic related problems in Alfred Road, Wainwright Place, Turner Close and Herbert road and report findings to residents	completed	End March 2022	completed Turner Close and Herbert Road to go to Planning December 2021	Within Printing and Distribution Budget and Staff time	Clerks P&H Council CWG
Lobby for SWAN Green Corridors Inclusion in an expanded Stour Valley Country Park	Completed		End March 2022		
Theme 3 A better feel to the place					
Examine the business case for transferring children's play areas from ABC to SWANCC	In progress	End March 2022	Meeting with ABC held, Consultation agreed, consultation being reviewed. Initial report to Council January 2022, reviewed Feb 2022 Final decision End March 2022	Staff time	Clerks, Council
Assess the demand for more social activities	In progress	End March 2022	Item in newsletter and feedback from consultation Look at demand for and supply of space for social activity	Staff Time	Clerks Council

Organise and manage a post Covid community event focussing on local arts crafts and businesses.	Completed	End March 2022			
Co fund the repainting and repair to the railway memorial on Newtown Green	On Schedule.	End of March 2022	Repairs agreed with ABC Quotes for new slabs in progress, quotes being sought for painting, AH will repair base FOC Investigate cost and partnership	Projects Budget	Clerks Council
Take direct action to tidy unkempt and littered public footpaths and verges	On schedule	End of March 2022	2 parts 1 Mark Goodman to Council in February 2022, also liaising with Ward Cllrs and ABC for repeat issues	Staff Time	Clerks, P&H Council
Theme 4 An Eco Friendly Place					
SWAN Plastic Free Pledge	completed Agreed paperwork to be completed Dec 2021	End January Council February	Agree Publicity Programme	Staff time	Clerks/CWG/ Council
Agreed to prioritise SWAN residents on waiting list Agreed to fast track an applicant to GP or recognized Charity Mental Health Referrals Reduced waiting list by 50% Divided plots to encourage novice gardeners and	Completed Waiting list reduced to 2%		completed		

make plots or manageable Carried out monthly inspections Created reserve of £3000 to cover emergency water supply pipe.					
Theme 5 An Equal and Diverse Place					
Agree and publish the Councils Equality and Diversity policy	On schedule	End March 2022	NOW DRAFTED FGP February Agree Council March 2022	Staff Time	Clerks FGP Council
Agree and publish the Councils policy on Mental health	completed Started	End March 2022	completed Agree Publicity Programme	Staff time	Clerks/CWG/ Council
Examine the difficulties reported by disabled residents and young families on our streets	Not started	End March 2022	P&H Feb Council March 2022	Staff time	Clerks P&H Council
Seek funding for and install 2 happy to chat benches	Started	End March 2022	Funding confirmed, permission for installation sought quotes to FGP February, Confirm funding from Members. Quotes FGP January Recommendations to Council	Staff time,	Clerks FGP Council
Seek funding for the support and creation of a community plot and mental health wellness project at the	On schedule 40% Completed	End March 2022	KCC Grant applied for results in March, Actions so far Shed purchased and to be delivered 11 th March, shed base	Staff Time	Clerks FGP Council

Gas House Fields allotments			purchased and now installed, paving base laid for potted garden workshops, paths marked out and plot prepared for rotavating in March. Order for tools pending for delivery in March Open day advertised 23 rd April. and Member. NSA possible grant to be sought		
Council Agreed Commitments					
Bus Shelter Newtown Green Improvements	Agreed	End March 2022	Awaiting update from PB. Initial Funding Agreed – ongoing funding 2022/2023 to be researched and agreed	Staff Time	Clerk /FGP/ Council
Capital Project Allotments Matched Funding	Exploratory emails sent for sites to be considered by P&H Started	End March 2022 Chat benches and community plot ONGOING	P&H to recommend to Council location of benches. Permission to be sought from Landowners.	Projects Budget £750.00 Shed Tools £1260	Clerks/ CWG /P&H Allotment Committee
Capital Project Allotments Matched Funding Disabled Access and Raised Beds	Started	TBA	Funding grant request sent to KCC Jan 2022. Surveys to be completed 2022/23	£1440 subject to survey and £900 raised beds	Clerks FGP Council CWG
Memorial Wheels	See above on schedule Started	May 2022			
Allotment Site Maintenance	Quotes to FGP February	March 2022	Tree to crop, ready fusion pole to remove and a shed clearance	Site Maintenance £550	Clerk FGP Allotment Committee
Other items					

MBE investigation	Started	TBA	Clerks PP &DM	Staff Time	Clerk,PP,DM Council

South Willesborough and Newtown Community Council Council – February 2022

Subject: SWAN Community Awards and links to KALC Community Award Scheme

Background

- In December 2021, Members agreed to introduce a community-led awards scheme from 2022
- Due to pressures on time, neither the various award categories nor the means of deciding award winners were considered
- Separately, KALC organises a similar community award scheme. The 2022 Awards Scheme was launched on 17 November 2021, with a closing date for **nominations of 14 February 2022**. KALC recognises some Local Councils already have their own Community Awards Schemes in place. Where that is the case the KALC Scheme **could** be presented as an additional award.
- Having decided to adopt its own scheme, SWAN Council may or may not see the benefit in continuing to participate in the KALC scheme given the duplication, the opportunity cost of staff time and time management at the annual meeting.
- This report now recommends the categories, the establishment of an Awards Panel and the relationship with the annual KALC award scheme

Recommendation 1 –3 SWAN Award Categories

1. **Volunteer Work or Fundraising**
2. **Young person of the year**
3. **Business in the Community award**

Other categories could be special (ie not necessarily annual) awards eg Queen’s Jubilee Award.

Recommendation 2 - The establishment of an Awards Panel

Unless otherwise directed by the Council, the Awards Panel will consist of up to 6 Councillors

Chair of the Council

Vice Chair of the Council

Chair of Finance and General Purposes Committee

Chair of Planning and Highways Committee

One member- South Willesborough Parish Ward

One member - Newtown Parish Ward

Quorum – 3

- **Aim of the Awards Panel** - to review and assess the award nominations and recommend winners of each award category to Council
- The Panel has no spending powers.
- The Awards to be presented at either the Annual meeting of electors or a specially convened ceremony
- The winners to be presented with a certificate and a gift agreed by Council
- Communications Working Group to launch the Awards

Recommendation 3 - The relationship with the KALC Awards Scheme

The KALC scheme aim is to acknowledge and give recognition to those that have made a significant contribution to their local community. The aims are indistinguishable from those of SWAN’s own

scheme such that it is recommended members debate the value of continuing to participate in 2 distinct schemes

Rob Woods

Assistant Community Council Manager, January 2022