

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

Minutes of the Ordinary Meeting of the Council held on Monday
10th January 2022

The Chair opened the meeting at 7:15pm.

1/22 Record attendance and list apologies for absence

Present Sue Mullan (SM) (Chair) David Mullan (DM) Peter Porter (PP) Jacky Godden (JG) Nirosha Thilagarajan (NT) Steve Campkin (SC) Andy Rogers (AR) Andy Hodges (AH)

Apologies were received from Councillors Eric Parkinson, (due to illness) and Cllr Paul Bohill. Johnny Hunt's unexplained absence was not approved

Also, in attendance: Sarah Evans (SE) Rob Woods (RW) (Clerks) Peter New (PN) Neighbourhood Watch and 1 member of the public

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

None

3/22 Agree Minutes of the Council meeting of 6th December 2021 and sign (attached)

Resolved: Proposed PP Seconded DM and agreed unanimously

7:29pm

4/22 Meeting adjourned for members of the public to raise questions on items on the agenda (This item will last no more than 15 minutes in total)

Peter New advised Members he had met with Chief Inspector Sparkes since our last meeting who mentioned he would roll the work SWANCC and NHW and the PCOS out across Ashford if he had the option to, the work is gold standard and exemplary.

PN presented his previously circulated report on Neighbourhood Watch activities between 6th December 2022 and January 2022. In addition, PN highlighted potential issues for residents with parking at the William Harvey Hospital due to the Nightingale Cabin. He also highlighted the fire prevention measures he had picked up in the area

DM advised Members and PN that Hinxhill Farm Owner had advised he would be willing to open his land for Commercial vehicles if necessary.

The Chair reopened the Meeting at 7:43pm

5/22 To receive reports from Borough and County Ward Councillors and KALC representatives.

KCC representative SC advised that over the Christmas period he had been liaising with the Head of Highways at KCC regarding the Aylesford East area and discussing a variety of road redesigning measures, double yellow lines, traffic calming measures and 20mph speed limits, which he hoped to see impact the SWAN area.

Ward Councillor AR thanked members for their continued support over 2021 and reflected on the challenges early 2021 with zoom meetings and covid19 restrictions. AR advised that he had not received requests for contributions for his member grant from Community groups and asked members to encourage local groups to apply. AR advised he now sits on

the Regulatory Committee at Ashford Borough Council. He also advised the Ashford Borough Council would not be holding a meeting in January and the next meeting would be March.

PP how the Council would agree this Budget without a meeting, AR advised it is prepared and then agreed in March in line with Statutory deadlines.

AR also advised he had attended the Joint Transport Committee and fed back that Damian Green had attended and announced that the Signage would be address this year, that the HGV overnight enforcement and powers would be extended for another 6 months, that the overseas drivers have fed back that the £35 charge for the new Truckstop was too expensive which is why they were seeking alternative parking.

AR and SM fed back as KALC representatives, AR advised it is still a very rural council, that they were not able to use Ashford Borough Council premises and was waiting for advice as to where future meetings will be held, SM advised Chief Inspector Sparkes had been very complementary about his December meeting with SWANCC and also the work of Neighbourhood Watch at the meeting and that all other items discussed were regular.

6/22 To receive and note the draft minutes of the Planning and Highways Committee of 14th December 2021.

AR gave

Resolved: Proposed AR Seconded AH agreed unanimously

7/22 To receive and note the draft minutes of the Finance and General Purposes Committee of 21st December 2021 and consider the following recommendations

1. To adopt the expenditure budget at £85280 and the Income budget (excluding precept) of £6250 leaving a budget gap of £79030 to be funded by the precept
2. A Precept claim of £79030 would result in an average Band D charge of £63.84 pa which is out of line with the Council's Community Plan commitment to maintain charges at a maximum £57.20
3. That interventions will be necessary to bring the charge down to an acceptable level
4. The Council uses £8500 of its expected year end bank balances to subsidise the expenditure budget such that the precept claims for the year 2022-23 would be set at £70530 (budget papers attached)

PP gave an overview of the Budget and how the Committee has arrived at the detailed recommendations.

Resolved: - 1 To adopt the expenditure budget at £85280 and the Income budget (excluding precept) of £6250 leaving a budget gap of £79030 to be funded by the precept, Proposed AR Seconded SC Unanimous Agreement.

2) A Precept claim of £79030 would result in an average Band D charge of £63.84 pa which is out of line with the Council's Community Plan commitment to maintain charges at a maximum £57.20 Proposed DM Seconded AH Unanimous Agreement.

3) That interventions will be necessary to bring the charge down to an acceptable level Proposed NT Seconded JT Unanimous Agreement.

4) The Council uses £8500 of its expected year end bank balances to subsidise the expenditure budget such that the precept claim for the year 2022-23 would be set at £70530 Proposed NT Seconded JT Unanimous Agreement.

5) To note the draft minutes of the of the Finance and General Purposes Committee of 21st December 2021 Proposed AR Seconded SC Resolved Unanimous agreement.

8/22 To receive and note the draft minutes of the Allotments Committee of 16th December 2021 and consider the recommendations of Item 27/21

Resolved To receive and note the draft minutes of the Allotments Committee of 16th December 2021, Proposed PP Seconded AR agreed unanimously.

To agree recommendations of Item 27/21 Proposed SC and Seconded AR and resolved unanimously.

1) Advertise the waiting list ready for the new year.

2) Tenants day is booked for the Saturday after Easter and agreed at Council, the Committee will recommend pencil a backup day the following Sunday for bad weather or other eventualities.

Also to suggest request toilets and back up drinking water from the Salvation Army for this Event.

3) Queens Canopy Jubilee in SWAN to support ABC target for trees to be planted on the long fence of the main site with support from the handyperson services to tend if necessary. To also consider purchasing and planting fruit trees to compliment this. Members to recommend Council refer this to the FGP Committee to approve in line with the Councils procurement policy

4) To recommend to Council that it refers to FGP consider the costs, available grants from NAS and possibilities of a composting toilet to site to fit under the handyperson services aim of the Community Plan.

Members also agreed to the Minutes further recommendations 1) to organise an event of a childrens' sunflower workshop and a pumpkin visit as an extension of the Living Workshop.

2) To refer remedial works required to FGP Committee.

9/22 To discuss a response to Ashford Borough Council on the removal of play equipment on Stirling Road play area

SM,DM, AR RW and SE advised that they had attended a meeting with Sharon Williamson, Amanda Scott and Anthony Crossley of Ashford Borough Council. That 1) Ashford Borough Council had failed to communicate with all 3 of its department on this issue and had not handled it correctly and apologized.

2) a consultation had been agreed to be conducted a) door to door with a SWANCC and ABC representative, b) A letter with return envelope, c) a central point for a drop in opportunity either at the Baxendale Lounge or Salvation Army Hall if possible, 3) Some equipment should be replaced however this would likely only be a swing SWANCC pressed for like for like, AR explained that the replacement could not be a straight switch as the equipment had been removed and this changed the play equipment regulatory requirements.

Resolved: - Agreed unanimously to write to Ashford Borough Council with a precis of the meeting agreements and ask for follow up.

Action SE to write up meeting notes and circulate to all members.

10/22 To receive a verbal report from Cllr D Mullan on the potential use of windscreen notices for inconsiderately parked vehicles

Resolved Agreed unanimously in principle subject to the legality.

Action SE/RW to investigate legality of parking notices and a draft note if permissible.

11/22 To consider the impact of the Ashford International Truckstop, Sevington on the South Willesborough and Newtown area and agree the Council's response

AR advised Members that works had been delayed from April until August.

Resolved: Agreed to find out why works were delayed, the layout of the works intended and enquire how traffic is planned to be managed.

Action AR to follow up with JTB. SE/RW To enquire with Highways and KCC.

12/22 To receive urgent correspondence/e-mails

The Chair read verbatim

A letter of thanks from Kent Play Club.

An email apology from PCSO Oli Welch.

A reply from Lee foreman regarding the non-calculation of the Klondyke site properties in the Council Tax Base for 2022/2023.

Clerk SE read verbatim a reply from Faye Fairer at KCC regarding an update on the Designed barriers for Motorcycles in the SWAN area.

Clerk RW advised of the email reply from Waterside.

13/22 To agree the date of the next meeting as 7th February 2022 and items for the agenda

JG parking outside Gladstone Road and Mead Road shops.

AH Footpath access along the railway's paths.

14/22 Forum for exchange of information between Council members

PP recommended members have a tour of the Allotment Site. Advised Hunter Road underpass was free of graffiti at present. That workers had been sited wading in the Willesborough Dyke near the ASDA underpass to clear the waterway.

AR advised that Tesco's has agreed to provide staff parking to support the William Harvey Hospital. That Adams Drive residents were complaining that the Playpark was being used by non-residents and as the area is unadopted he would be representing the Council there which whilst outside SWAN area was another example of working with the Play Strategy team and it being a lengthy process. SC advised works would be starting on the Hunter Road playpark and that again whilst this was outside the SWAN area was again a lengthy process.

AH advised he had visited the Memorial Wheels on Newtown Green and that 12 slabs were in place and 7 were broken. He advised his company would be willing to carry out the repairs free of charge if the Council are able to supply the slabs. The Clerks advised they would review this in line with the Council Procurement Policy. All Members confirmed they would like the repairs completed before the Jubilee event and in line with the Community Plan.

NT advised the next newsletter needed to be agreed at Council 7th February and that Members need to send their ideas by the end of the month either to her or the Clerks.

There being no further business the Chair closed the meeting at 9.00pm

Signed _____
(Chair)

Dated ____/____/____

Appendix

Minutes Planning & Highways (PDF to be added Computer issues working from home order impact)

Minutes Finance and General Purposes

Budget Report

Minutes Allotment Committee (PowerPoint report to be added Computer Issues working from home order impact.)

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

Planning and Highways Committee

Tuesday 14th December 2021

MINUTES

In attendance: - Andy Rogers (AR) (Chair), Paul Bohill (PB), Andy Hodges (AH) Sarah Evans (SE) (Clerk).

49/21 Apologies for absence and approval

Eric Parkinson (EP) David Mullen (DM)

Johnny Hunt (JH) Apologies were not received nor approved.

50/21 Declarations of pecuniary, other significant or voluntary interest

A Member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant dispensation has been granted by the Clerk)

(A Member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote).

A Member may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time or the declaration.

i. Updating of Declarations of Interest for the Code of Conduct

ii. To note the granting of any requests for dispensations and the decision

51/21 To agree minutes of the last Planning and Highways Committee meeting and sign

Proposed PB Seconded AH

Resolved: Having considered any comments made by full Council, the Minutes of the last meeting were agreed as a true record of proceedings and signed by the Chair

52/21 To consider responses to Planning applications

- a) 21/02094/AS **21 to 34 Newtown Green, Ashford, Kent, TN24 0PE**
Reconfiguration of Entrance Doorways for Disabled Access and Replacement of External Tile Hanging with Cladding.
Resolved: By unanimous agreement no objections
- b) Certificate of lawful development proposed crossover use has been agreed.
Resolved: Agreement of crossover was noted.
- c) Any other applications received before the meeting
Resolved: No further applications were received before the meeting

53/21 To consider street by street analysis reports from the Clerk on Herbert Road and Turner Close.

Members considered previously circulated reports and an update report from the Clerk from Sunday 12th December and an appendix of photos

Resolved: 1) Herbert Road to forward the report to Council and recommend it lobby Ashford Borough Council and Kent County Council for a) adequate signage on Herbert Road b) to investigate the possibility of a reserved bay for the passing of oncoming traffic or reversing c) to clarify if the track path is adopted and if so lobby for better lighting

Action SE to investigate if Track path is adopted.

2) Turner Close a) to forward the report to Council to date, b) to carry out a further analysis of Turner Close when larger fixtures are on at the nearby SWAN Centre and Football Club and measure its impact in light of comments from the Residents survey c) To recommend to Council that when evidence is gathered it lobby 1) ASDA to provide overflow parking access for fixtures and events in the supporting community and suggest to local event organisers it use it and then offer its parking facilities to guests. 2) Lobby Ashford Borough Council to consider if Wainwright Car Park could be used for football game visitors at weekends only once the Construction works are finished.

54 /21 To agree the date of the next meeting as January 2021 and items to be included on the agenda.

Meeting date agreed as 19th January 2022

There being no other business the Chair closed the meeting at 7:26pm

Signed _____

Date _____

Chair

Appendix of Reports

Report 1

South Willesborough and Newtown Community Council

A report of the Clerk on a Street by Street analysis of Herbert Road.

The clerk surveyed Herbert Road by car Tuesday 7th December and on foot Thursday 9th December 2021.

Observations

Herbert Road off Earlsworth Road is a dead-end road. Pedestrians can then follow footpaths leading to the Outlet, Supermarket, SWAN Centre and Playing Fields on Frog Island. Herbert Road has x number of houses, mainly terraced houses, of varying ages.

Approaching Herbert Road from Cudworth Road direction, the road is clearly signposted and street lamps are in place and it is well paved.

Herbert Road is a narrow Victorian era street, the road is only wide enough for parking on one side of the street. Which restricts access for neighbouring properties and visitors.

Drivers cannot turn around in the road as it is so narrow and must drive to end of the road, the pedestrian access to turn around or use Hamilton Road which is also very compacted to turn as the road is so narrow.

A number of houses on the left side (even number houses) of the road have rear access to their properties via a track path, which does relieve some of the pressure but only if a home is the owner of a single car. This track path can be accessed either from Earlsworth Road or by turning left at the end of the dead end on Herbert Road - which also provides access to this track path, and pedestrian access which is broad and well paved to walk to the Fairview area. The track path however, is unlit, dark, muddy and slippery. Only 1 rear accessed shed had security lighting and any sign of visual security. The clerk had to use a torch on both visits.

Approaching the street on Tuesday afternoon at 4pm by car the Clerk was not able to drive to the end of the street due to oncoming traffic, the clerk had to reverse 3 times and turn right down Hamilton road and allow for oncoming traffic. Visibility was reduced due to dark evening and heavy rain and it was difficult to see oncoming traffic due to wide vehicles and vehicles wanting to turn left out of Hamilton Road.

Approaching the street Thursday evening in rain and dark evenings the Clerk noted that the only opportunities for reverse parking were created by drop kerbs and driveways rather than capacity for turning or pulling in. Therefore if 2 vehicles are driving Herbert Road in different directions the sure method to pass each other is at the entrance to Hamilton Road or the final end of the street.

The clerk noted on the left-hand side of the street 3 properties using hardstanding on what would have been front gardens to park however dropped kerbs were not in place.

The clerk noted on the right-hand side x number of dropped kerbs and off-road parking. However due to the number of Victorian terraces having very small front gardens there did not appear to be any other opportunities to increase off road parking. The clerk noted on the left-hand side of the road 6 properties of post war age with front gardens which could be adapted to allow for off road parking. However, these properties were well maintained and appeared to adapted for those with restricted mobility so it would need enquiry as to whether the owners wanted or needed off road parking and would be willing to bear the expense.

Signage

There was no signage to advise the road was a) a dead end, b) a narrow road, c) visibility restricted, d) if the track path road was privately owned or adopted.

Access

An emergency vehicle would severely struggle to access this street and the neighbouring Hamilton Road. It would also be extremely difficult for rubbish carts to access the street and delivery vehicles. It would only take one case of inconsiderate parking for access to the road to be completely denied.

Appendix of Photos.

Report 2

South Willesborough and Newtown Community Council

A report of the Clerk on a Street by Street analysis of Turner Close.

The Clerk approached Turner Close on foot during the evening of Thursday 9th December. Approaching from Cudworth Road end, the initially approach to the street has car parking areas designated to specific properties.

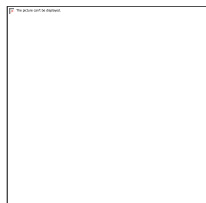
A walk around the close found no examples of illegal parking. Most vehicles were either parked in the designated car parking areas. The clerk noted 6 examples of parking on the street immediately outside the properties.

The close itself is well lit and well paved, however the approach from Cudworth Road or the Spinnery is not well lit for pedestrians and provides a black spot.

However, this was on a Thursday evening and no events were being held at the local football club and no large event at the neighbouring SWAN Centre or Waterside Centre.

Feedback from the 2 residents surveys the council has undertaken, demonstrate the main issues are related to parking by visitors to these venues. A further assessment will be carried out on the weekend of 11th & 12th December 2021 when matches and events are running to give an accurate correlation and a further report will follow.

Report 3 Turner Close



The report is attached with these minutes as a second PDF.

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP25)

Tuesday 21st December 2021

MINUTES

In attendance: - Peter Porter (Chair) (PP) Sue Mullan (SM) Nirosha Thilagarajan (NT) from 7.10pm Jacky Godden (JG) Steve Campkin (SC) Rob Woods (Clerk) Sarah Evans (Clerk)

86/21 Apologies for absence

None

87/21 Declarations of pecuniary, other significant or voluntary interest

None

88/21 To agree the Minutes of the last Finance and General Purposes Committee (November 21) and sign

Resolved: Proposed SM Seconded SC and unanimously agreed

89/21 To note budget performance to date and bank reconciliation

Noted without comment

90/21 To agree additional salary payment and instruct accountants

Resolved: Agreed unanimously to pay £248.60 for additional work carried out to meet Council commitments and to instruct accountants to pay in the January payroll

91/21 To confirm the payment of invoices, new beneficiaries and note items of over £100

PAYEE	NET	GROSS	VAT	CASH BOOK REF	REASON	RECORDED IN
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KALC	£10.00	£12.00	£2.00	210	Training costs (net)	Council Training
Currys Ltd **	£475.00	£570.00	£95.00	211	New Laptop	Stationery/Equipment
ASL	£34.75	£41.70	£6.95	212	Copy costs	Stationery/Equipment
Clerk 1- Expenses	£11.55	£11.55	£0.00	206	Reimbursement	Stationery /Clerk expenses
Clerk - Salary	£783.53	£783.53	£0.00	208	Salary	Staff Salaries
Clerk - Salary	£908.64	£908.64	£0.00	208	Salary	Staff Salaries
HMRC	£217.52	£217.52	£0.00	209	Salary oncosts	Staff Salaries
Clerk 2 - Expenses	£20.00	£20.00	£0.00	213	Reimbursement	Projects
Source Payments						
None			£0.00			
Direct Debits						
NEST	£78.35	£78.35	£0.00	209	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	214	Phone/Broadband	Phone/Broadband

Proposed JG Seconded SM Agreed unanimously

92/21 To agree bank transfers

Resolved: Unanimous agreement to transfer £46.41 from General Current account to Allotments current account

Reason Allotment rental Income received by bank transfer posted to the General account

93/21 To receive a verbal update from the Clerks on debit card provision

The Clerks reported that Unity Trust bank does not issue its own debit cards but has partnered Lloyds Bank and MasterCard to provide a MultiPay Card. The cost per cardholder per annum to acquire one would be £72 plus £50 set up fee

Following a discussion, it was proposed by SC, seconded by JG and resolved by unanimous agreement that

- a) **The security of Council money should be a priority such that any risks to Council bank balances are mitigated**
- b) **A new account is opened with a starting balance of £500 as a separate expenses account only for items purchased using the Multipay card in a contactless form.**
- c) **Purchases are only made by registered card holders.**
- d) **Card payments, new beneficiaries and transfer of funds are agreed in advance (Action – Clerks to organise with bank)**
- e) **To review in 3 months in conjunction with the staffing committee, if a further card needs to be added for Clerk expenses.**

94/21 To re-consider quotations for the installation and maintenance of defibrillators

The committee considered an options report of the Clerk circulated prior to the meeting and its recommendations

Resolved: Proposed by SM and Seconded by SC and by unanimous agreement to

- 1) **To rescind the decisions taken in July 2021 and in the light of new information to offer the work of installing and maintaining the Council's defibrillators and liaison with electrical engineers to Kent Training and Support on the grounds of longer-term economies and added value.**
- 2) **To retain the defibrillator installed at the Albion public house but purchase new pads, lithium battery and responder kit in 2021/22 as advised at a cost of £90**

- 3) To adopt Option 2 for the installation of a device at the Alfred Arms. I.e. purchase a package from Kent Training and Support including installation of a new Lifepak CR2 device with metronome, child and second language options, pre-used stainless steel cover, response kit, aftercare service for 12 months and training at a cost of £2171
 - 4) To engage Kent Training and Supply to inspect both devices monthly and advise the Council on any risk-related issues at a cost of £227 pm per device
 - 5) To engage Martin Chamberlain, Electrician (preferred supplier to Kent Training and Support) to provide the electrical connections for 3) above at £150
- Resolved: Proposed by SC and seconded by JG and by unanimous agreement
- 6) To retain the inherited 2009 Cardiac Science device but purchase a simple wall bracket, Responder kit and new electrodes at a cost of £92.40 and offer it to a local charity free of charge as an internal only device.
 - 7) To offer this machine to the SWAN Centre as an internal device, with them being responsible for any further upkeep.
 - 8) To offer the SWAN Centre an opportunity to apply for a grant to replace the aged battery in the future.
(Action – Clerks to advise supplier and procure the goods and services as agreed)

95/21 To receive a report of the Responsible Financial Officer on the 2022/23 budget and precept and agree recommendations to Council

The committee considered a report of the Clerk/Responsible Financial Officer circulated prior to the meeting and its recommendations

Resolved: By unanimous agreement to recommend the following to Council

5. To adopt the expenditure budget at £85280 and the Income budget (excluding precept) of £6250 leaving a budget gap of £79030 to be funded by the precept
6. A Precept claim of £79030 would result in an average Band D charge of £63.84 pa which is out of line with the Council’s Community Plan commitment to maintain charges at a maximum £57.20
7. That interventions will be necessary to bring the charge down to an acceptable level
8. The Council uses £8500 of its expected year end bank balances to subsidise the expenditure budget such that the precept claim for the year 2022-23 would be set at £70530

96/21 To agree the date of the next meeting as 24th January 2022 and items to be included on the agenda.

Date agreed as Thursday 27th January 2022

There being no other business, the Chair wished everyone a happy Christmas and closed the meeting at 8.10pm

Signed
Chair

Date

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP25)

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87/21 Declarations of pecuniary, other significant or voluntary interest

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16) To offer the SWAN Centre an opportunity to apply for a grant to replace the aged battery in the future.

(Action – Clerks to advise supplier and procure the goods and services as agreed)

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Signed
Chair

Date

South Willlesborough and Newtown Community Council

Council – 10th January 2022

Report – Proposed budget 2022-23 and Precept calculation: recommendations of the Finance and General Purposes Committee

Background

In line with the Council's Community Plan commitment to

- a) provide existing and new tax-borne services and
- b) maintain the average precept (Band D) at a maximum of £1.10 per household the Finance and General Purposes Committee recommends the following to Council

- 1) **The revised expenditure projection for 2021-22 of £59455 and expenditure budget 2022-23 of £85280**

PAYMENTS	Budget 2021-22	Revised 21-22	draft 22/23
Salary- Clerks inc tax	23360	25979	28005
Clerk- expenses	220	160	120-
Clerk-training	350	100	150
Pension Provision	300	366	405
Contingency	200	0	0
TOTAL STAFFING	24430	26605	28560
Councillor Expenses	750	200	210
Councillor Training	750	120	220
TOTAL- COUNCILLOR COSTS	1500	320	430
Internal Audit Fees	175	120	150
Other Legal costs	250	305	50
External Audit fees	400	360	375
TOTAL- LEGAL COSTS	825	785	575
Bank charges		150	150
IT Equipment	500	570	250
Telecoms/Broadband	600	600	620
Hosted Application Service	1360	1600	2000
Web Hosting costs	0	35	100
KALC Subscription	1300	1250	1300
SLCC Subscription	350	350	350
National Allotment Soc	70	70	70
Insurance	500	540	575
Stationery/Equipment	770	1200	500
Office rental -	2850	3200	3200
Room hire	780	780	800
Advertising	250	0	0
Printing/Distribution	3600	3000	3000
Water charges	350	500	300
Site Maintenance	550	550	500
Defib Maintenance	0	0	300
Contingency	1000	1020	0
TOTAL RUNNING COSTS	14830	17240	14015
Grants	10000	6250	9000

Donations		100	400
Small projects	5000	1200	4500
Events working group			500
Motorcycle nuisance measures		2000	
Defib installation/training	0	1945	
Handyperson Services	0	0	20000
Event	0	0	5000
Capital project - allotments	0	2000	2300
Fixed SID	3500	1000	0
TOTAL PROJECTS/GRANTS	18500	14495	41700
TOTAL COSTS	60085	59445	85280

2) To recommend the income projections for 2021-22 and 2022-23 as follows

	Budget 2021-22	Revised 21-22	22/23
Precept	42945	42945	70530
VAT	750	2900	2250
Other Income	0	1286	
Capital project - allotments	0	630	2000
Interest	30	16	0
Rentals	2000	2000	2000
TOTAL RECEIPTS	45725	49777	76780

3) In order to comply with the Council's Community plan commitment to limit the average precept to £1.10p, to recommend the use of £8500 reserves to support the gap between income and expenditure

	Budget 2021-22	Revised 21-22	22/23
Precept	42945	42945	70530
Other income	2780	6832	6250
ADD Precept Support from Reserves	14360	9668	8500

Sarah Evans
Community Council Manager
January 2022

South Willesborough and Newtown Community Council

Allotments Committee Thursday 16th December 2021

MINUTES

Present Andy Rogers (AR) Steve Campkin (SC) Stefan Heathfield (SH)

The Clerk opened the meeting at 19:14 and asked members to elect a Chair.

Resolved: By unanimous agreement to elect AR as Chair

24/21 Apologies for absence and approval

NT apologised due to ill health. JH Did not attend and no apology was approved.

25/21 Declarations of Interest

SC declared he is a tenant of Gas House Fields.

26/21 To agree minutes of the last meeting January 2021 and sign.

Resolved: Proposed AR Seconded SC unanimous agreement to sign the minutes at the next meeting when NT would be present.

27/21 To review an update report from the Allotment Officer for Quarter 4 and consider recommendations.

Resolved 1) The Committee recommend to Council to

- 1) Advertise the waiting list ready for the new year.
- 2) Tenants day is booked for the Saturday after Easter and agreed at Council, the Committee will recommend pencil a backup day the following Sunday for bad weather or other eventualities. Also to suggest request toilets and back up drinking water from the Salvation Army for this Event.
- 3) Queens Canopy Jubilee in SWAN to support ABC target for trees to be planted on the long fence of the main site with support from the handyperson services to tend if necessary. To also consider purchasing and planting fruit trees to compliment this. Members to recommend Council refer this to the FGP Committee to approve in line with the Councils procurement policy
- 4) To recommend to Council that it refers to FGP consider the costs, available grants from NAS and possibilities of a composting toilet to site to fit under the handyperson services aim of the Community Plan.
- 5) Security to request PCSO to patrol GHF over Christmas and New Year when possible. **Action SE** to follow up with PCSO and NHW.

Noted Remedial work Desilting has not been carried out

Resolved Action SE to follow up.

Noted Further remedial work required is

- 1) The bay tree near plots 55 BN1 onward s by neighbouring properties fences needs to be loped
- 2) The ready fusion pole by plot 55bn1 needs to be removed.
- 3) 2 unsafe sheds and some very old rusty staging need to be removed.

Resolved: By unanimous agreement to Council to refer the requirements to FGP.

28/21 To review a verbal report of the Clerk on the timetable for inspections 2022 and agree.

Resolved: By Unanimous agreement That a walk through for safety issues and prudent management is conducted by the Allotment Officer and Site Rep between 20rd December and the 3rd January and then normal inspections resumes and then carries on the third or last week of the month from the end of January 2021 and subsequently each month.

29/21 To review an update of the Living Workshop.

Members discussed a previously circulated report and noted the project was ahead of schedule and well executed and currently running under the budget due to volunteer time and equipment.

Members were advised that tenants on the site had decided to dig the plot without permission – most likely with goodwill but that it had caused 9 hours extra work to put it back to a condition that meant the photography and filming could carry out sequentially. That the Allotment Officer had written a polite letter to all tenants to ensure they do not dig without permission on other plots and explaining its purpose again.

Resolved: By unanimous agreement **1)** AR will arrange for a weather proof sign to be printed and put on the plot to prevent and further confusion. **2)** SE will ensure that all tenants are made aware again in the next Tenants update. **3)** AR proposed and SC seconded and resolved unanimously for the project to begin to be written up and then given to CWG to review along with a plan to share the project updates onto the Council social media once the sign is in place.

30/21 To review an update of the Community Plot.

Members discussed a previously circulated report and an update from Site Rep Stefan Heathfield regarding an abandoned greenhouse on site which could be recycled for the community plot in the next financial year.

Resolved by unanimous agreement

- 1) It would be efficient and beneficial to use the event to also invite residents to sign up for the community plot. It would be a friendly day and ideal time to visit the site as a newcomer it would make it easier for new people to access the site and set a good running ground for the social aspirations the Council has for this site to improve wellbeing and mental health, an excellent opportunity for community engagement.
- 2) To correlate the plot with the living workshop between March 2022 and September 2022 when the plot will be dug with winter digging.

Members discussed that the community plot needs to be in use and recruiting, especially over the summer period.

Resolved:- Proposed AR and Seconded SC To agree the added workshop themes and rotate the attendance of Councillors to them

With this in mind to expand the living workshop within its allocated budget to use the Community Plot with the following workshops

Potted gardening

Herbs and bushes

Wildflower planting and attracting wild pollinators

Growing summer salads.

- 3) **To recommend to Council that they agree a children's Sunflower workshop on site and a visit to the allotments when the pumpkins are ready for harvest.**

- 4) Members agreed unanimously to investigate the possibility of repairing the greenhouse and to its storage on the path next to SH plot. Action SE to ensure greenhouse is safely moved with SH and mark out area on Community Plot and investigate any further costs for Council to consider as a recommendation at the next meeting

31/21 To agree the date of the next meeting as 16th December 2021 and items to be included on the Agenda.

Resolved :- By Unanimous agreement to correct date to 16th February 2021.

Items for Agenda- Fencing of GHF, Recycling of Fencing of nature reserve on Frog Island Shed Quick CIC.

There being no further items to discuss the Chair closed the meeting at 20:03

Signature and Date

Appendix of Reports

Update Report from Allotment Officer

Living Workshop Powerpoint to stand with these minutes

Community Plot

South Willesborough and Newtown Community Council

An update report from the Allotment Officer with recommendations.

Since the last Allotment Meeting,

1. **Autumn Invoicing update**
2. **Mental Health Policy update**
3. **Letting of Plots and Waiting List**
4. **Inspections**
5. **Remedial Works**
6. **Coded Locks**

1) **Annual Invoices**

Annual Invoices were sent in October and paid in full. 1 plot was returned and 1 plot is requested to be split from March as the tenant is looking to downsize due to mobility challenges. This tenant was very glad to reduce as he has been on site for years and otherwise would have had to give up the whole plot. This was a very positive outcome.

2) **Mental Health Policy Update**

2 Mental Health referrals have been received 1 has received a small plot from the Community Plot area and 1 has requested a larger plot and this has now been allocated and is awaiting payment.

3) **Letting of plots and Waiting Lists**

1 plot remains to be let out but is waiting for the new tenant to have availability to attend an induction. The waiting list is now at 1 person and its likely 2 plots will be ready to let out in the new year. It is there the allotment officer's recommendation that

The Committee recommend to Council to advertise the waiting list ready for the new year.

4) **Inspections**

The monthly inspection routine has been kept up to date and the administration is all in order. 2 plots were terminated with Chair approval and 1 plot remains outstanding for Chair approval to be terminated due to non-cultivation.

The December inspection falls over Christmas week when the office is closed. It is the Allotment Officers recommendation that a walk through for safety issues and prudent management is conducted by the Allotment Officer and Site Rep between 20th December and the 3rd January and then normal inspections resumes and then carries on the third or last week of the month from the end of January 2021 and subsequently each month.

5) **Remedial Works**

No update was received regarding the De silting works from Ashford Borough Council and reviews of the site do not suggest the work was completed other than the cutting back of undergrowth.

Remedial work required is

The bay tree near plots 55 BN1 onwards by neighbouring properties fences needs to be lopped
The ready fusion pole by plot 55bn1 needs to be removed.

2 unsafe sheds and some very old rusty staging need to be removed. The terms and conditions require that we pass the cost onto the departed tenant however it is a matter to refer to FGP.

Recommendation Members refer this to the FGP Committee to approve in line with the Councils procurement policy.

6) Coded Locks

Were changed as agreed and signs put up as agreed to remind tenants to scramble the locks. No further complaints have been received by the Allotment Officer.

Sarah Evans

Clerk Allotment Officer

10th December 2021

7) Tenant Open Day

This is booked for the Saturday after Easter, it is suggested that the Committee pencil a backup day for bad weather or other eventualities. Also to request toilets and back up drinking water from the Salvation Army for this Event.

Security

The Council have made the PCSO aware that the allotment site has a history of theft over the Christmas to new year period, alongside other measures the committee have taken, the Clerk has also requested the PCSO to patrol the area whenever possible and this has been agreed.

Queens Canopy Jubilee in SWAN

The Gas House Fields could host trees for the Queens Canopy and be tended by volunteers for the Community Plot or placed under the Handy Person Services in the Community Plan. This could be sited on the side of the main Field where the land is unusable due to the land drainage pipe and hard core sited there. A tree would still be able to thrive and there is less potential of damage as they would be protected.

Going forward

As the allotments are opened up and more community activities begin to happen the Council is going to need to assess the need for toilets. The National Allotment Society do advise composting toilets and grants are available.

Recommendation That the Allotment Committee recommend to Council that FGP consider the costs and possibilities of a composting toilet to site to fit under the handyperson services aim of the Community Plan.

Sarah Evans

Clerk, Allotment Officer

South Willesborough and Newtown Community Council

Community Plot Update

The Clerks have requested FGP to agree the suppliers and labourers needed for the tools and shed to set up the community plot by March 2022. Alongside this an application has been agreed by Council to apply to KCC for the remaining matched funding for the project. The plot cannot be worked on until the grant is agreed due to the criteria of the grant application.

However as soon as possible that work can start the planned scheme of works is as below

Even up the ground and edge and border.

Rotavate and tidy

Put in shed and tools

Covid19 allowing recommend Council ask the EWG to work with the Allotment Committee to arrange the formal opening with the Mayor by end March 2022. With a cutting of ribbon and planting of wildflower seeds, if capacity allows also the planting of sapling trees along the border fence of the main plot.

Once the arrangements for the open days for tenants and back update for bad weather have been finalised, it is the Allotment Officers recommendation it

It would be efficient and beneficial to use the event to also invite residents to sign up for the community plot. It would be a friendly day and ideal time to visit the site as a newcomer it would make it easier for new people to access the site and set a good running ground for the social aspirations the Council has for this site to improve wellbeing and mental health, an excellent opportunity for community engagement.

To correlate the plot with the living workshop between March 2022 and September 2022 when the plot will be dug with winter digging.

The community plot needs to be in use and recruiting, especially over the summer period. With this in mind it would be worthwhile expanding the living workshop project to cover short workshops on possible themes below: _

Potted gardening

Herbs and bushes

Wildflower planting and attracting wild pollinators

Children's Planting session working with the local primary school

Growing summer salads.

This could easily be prepared and run at minimal cost to not affect the living workshop budget, and improve Community Engagement in the site. The Allotment Officer and Site Rep feel equipped to run this but it would need commitment and attendance from the Allotment Committee to be a success. It would also require liaising with the EWG for the schools workshop, and to be balanced against the demands on the Council.

Recommendation:- To agree the added workshop themes and rotate the attendance of Councillors to them and to recommend to Council that they agree a children's workshop on site. Either over the Summer term after the Jubilee or in October at Pumpkin time.

**Sarah Evans
Clerk Allotment Officer
10/12/2021**