

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

Minutes of the Annual Community Council Meeting
Tuesday 3rd May 2022

The Clerk opened the meeting and invited Members to consider Item 77/22

77/22 Election of Chair and Vice Chair

Resolved:-

- a) **Proposed PP Seconded AR and by unanimous vote to re- elect SM as Chair and to sign the declaration of office**
- b) **Proposed SC Seconded DM and by unanimous vote to re- elect AR as Vice Chair and to sign the declaration of office**

78/22 Record attendance and list apologies for absence

Present Sue Mullan (SM) (Chair) David Mullan (DM) Peter Porter (PP) Andy Rogers (AR) (Vice Chair) Steve Campkin (SC) Jacky Godden from 7.02pm (JG) Andy Hodges (AH)

Also in attendance: Sarah Evans (SE – Community Council Manager) Rob Woods (Assistant Community Council Manager) 2 members of the Public

Apologies were received from Councillors Paul Bohill (PB) and Nirosha Thilagarajan (NT) and approved and Peter New (Neighbourhood Watch)

Councillors Eric Parkinson (EP) Johnny Hunt (JH) absences were not approved

79/22 Declarations of pecuniary, other significant or voluntary interest

SC as tenant of Council allotments, declared other significant interest in items 86/22 and 92/22

80/22 Election of Members to Committees and Outside Bodies.

Proposed AR Seconded SC and resolved by unanimous vote that the membership of Council Committees and Outside bodies would be as follows until the next Annual meeting or as vacancies arise

Finance and General Purposes Committee, PP, SM, NT, JG, SC

Planning and Highways Committee, AR, PB, EP, DM, AH, SC

Allotments Committee NT, SC, AR plus site advisor (co-optee agreed by Council) and one other Councillor to be agreed

Staffing Committee SM, EP, AR, DM

Appeals Committee exists in delegation scheme but membership cannot be defined until the nature of any appeal is known.

KALC Representative AR, SM

Observer to SWAN Community Centre Board Meetings PB

81/22 Delegation of Responsibilities for the term of the Council

Proposed AR Seconded PP and resolved by unanimous vote

Crime Liaison PB re-elected

Environment Liaison JG

Social Media and Website Moderator Community Council Manager/Chair of Communications Working Committee

82/22 To note the failure of Councillor Johnny Hunt to attend any meetings of the Council for six consecutive months without reason and agree automatic forfeiture of office in line with the Local Government Act 1972

Members were advised that JH had not attended a Council meeting or tendered his apologies for 6 consecutive months and his absence during that period had been recorded in the minutes as not approved. Council staff had made repeated attempts without success to contact JH to ascertain his future intentions.

Members were made aware of the provisions of S85 (1) of Local Government Act 1972 which in summary states that where a member is unable to attend any meeting of the authority for a period of 6 consecutive months following the date of their last attendance, they automatically cease to be a member of the authority, unless Council has resolved to approve a reason for an extended absence.

Following a short discussion it was **resolved by unanimous agreement that the Council had not resolved to approve a reason for JH's extended absence, to agree JH's automatic forfeiture of office and to request Ashford Borough Council to commence the process of co-option to fill the forfeited seat (Action Clerks)**

83/22 Meeting adjourned for members of the public to raise questions on items on the agenda

The Meeting closed and immediately reconvened at 7.08pm. No comments from the public were made.

84/22 To agree minutes of the last Council meeting of 11th April 2022 and sign

Resolved: -Proposed AR Seconded JG and agreed unanimously without comment and signed by the Chair.

85/22 To note the draft minutes of the Planning and Highways Committee of 20th April 2022

Resolved: Proposed AR Seconded AH and agreed unanimously without comment

86/22 To note the draft minutes of the Allotments Committee meeting of 27th April 2022 and consider the following recommendations

SE presented a verbal report in the absence of NT (Chair of the Allotments Committee)

- a) To hold a second tenants' Open Day on a convenient date in September 2022

- b) That verbal or other abuse of Council members and staff by tenants will result in immediate eviction and emphasis be given to this in the next review of the Allotment Terms and Conditions
- c) To publish a note to tenants describing the role of the Site Advisor

**Resolved: Proposed SC Seconded AH and agreed unanimously to note the minutes and accept the recommendations a-c above en bloc
(Action Clerks)**

87/22 To note the draft minutes of the Communications Working Committee of 29th April 22 and consider the following recommendations

PP presented a verbal report including the following recommendations

- a) To recognise the value for money of a combined print and distribution service and agree to InteractiveM as the Council's preferred supplier for a further period of 12 months
- b) To request Council to agree the content Jubilee time capsule

**Resolved: Proposed AR Seconded DM and agreed unanimously to note the minutes subject to the inclusion of page numbering, to accept recommendation a) above, to add a copy of SWAN Council's establishment Order to the Jubilee Time Capsule and to delegate the Clerks to propose any artefacts of contemporary interest to future generations in conjunction with the Chair of the Communications Working Committee
(Action Clerks)**

88/22 To note the draft minutes of the Finance and General Purposes Committee meeting of 29th April and consider its recommendations

PP presented a verbal report including the following recommendations

- a) To hold a meeting of all Councillors to agree the most effective use of the additional budget for area enhancement
- b) To agree the Council's insurance requirements for 2022/23
- c) To ask the Council to weigh the benefit of KALC membership and the continuing membership of the association

Following a discussion, it was

- a) Noted the draft minutes should include a copy of the April payments listing and the budget monitor (Action Clerks)
- b) Noted that the Council Finance and Risk Assessment was agreed and could be published on the website (Action Clerks)
- c) Noted that there were no recommended alterations to the Council's Procurement and Advertising Policies
- d) Resolved: Proposed SC Seconded PP and agreed unanimously to organise an additional meeting to give all members of the Council an opportunity to discuss the most effective use of the additional budget for area enhancement (Action Clerks)

- e) Resolved: Proposed AR Seconded and agreed unanimously with the Committee's recommendations on levels of Insurance cover (Action Clerks to feed back to Insurance company)
- f) Resolved: Proposed AR Seconded DM and agreed unanimously to re- subscribe to KALC at the cost of £1238.28 for the next 12 months (Action Clerks to make payment in line with current on line banking procedures)

89/22 Review and adoption of key Council Policies

- a) Delegation Scheme
- b) Standing Orders
- c) Code of Conduct
- d) Transparency Code
- e) Public Participation policy
- f) Health and Safety Policy
- g) Safeguarding Policy
- h) Freedom of Information Policy and complaint procedures
- i) Equality and Diversity Policy

Following a discussion, it was resolved: Proposed AR Seconded AH and agreed unanimously

- a) To revise the Public Participation Policy to include a reference to the discretion of the relevant Chairs to decide on the mechanism for authorising the public to speak at Committee meetings within a 3-minute limit.
- b) To adopt the Delegation Scheme, Standing Orders, Code of Conduct, Transparency Code, Health and Safety Policy, Safeguarding Policy, Freedom of Information Policy and complaint procedures and Equality and Diversity Policy for a further period of 12 months

90/22 Council Finances

a) Review of effectiveness of Internal Auditor

Resolved: Agreed by unanimous decision that the services internal audit is effective and that Mr Lionel Robbins is reappointed to audit the Council's financial and regulatory affairs

b) To approve the 21/22 Annual Governance and Accounting Statements by resolution

Members worked through each of the stages of the Annual Governance Statement and Accounting Statement in strict order. **Proposed DM Seconded JG and resolved by unanimous vote to**

- I. Approve the Annual Governance Statement and agree that the Chair signs the statement at this approval meeting
- II. Approve the Accounting Statement prepared and signed by the Responsible Finance Officer and agree that the Chair counter signs the statement at this approval meeting
- III. The period of public rights will start on 13th June 2022 -and end 22nd July 2022

c) To confirm Internal Audit report 2021/22 to follow

Agreed by unanimous decision that members were aware an internal audit would take place on 11th May 2022 and a report would follow as soon as possible.

- d) To agree addition of bus shelter to Fixed Asset Register

Agreed unanimously

91/22 Data Security

- a) To agree continuation of Microshade contract for cloud storage, firewall protection and cyber security

Resolved: Proposed AR Seconded AH and unanimously agreed but following a short discussion not to extend the current free trial of additional email security on the grounds of no proven benefit

- b) Confirmation of Mobile communications device policy
c) Confirmation of Use Your Own Device policy

By unanimous agreement to agree to adopt the Mobile Communications and Use Your Own Device policies for a further 12 months

92/22 To consider and agree a draft Allotment Policy

SE presented a report explaining that although relevant Council decisions had been taken and minuted, Members and allotment tenants would benefit from bringing them together in a cohesive policy document.

Following a discussion it was resolved: **proposed by AR, seconded by JG and agreed unanimously to adopt the policy subject to reference to the Site Advisor being co-opted to the Allotments Committee at the discretion of the Council and to remove the word “sufficient” in Para 4 of the document**

93/22 To consider and agree the hire of First Aid plus the addition of Bouncy Castles, Sumo Suits from Uprising and Football Cage from Glow Church and Guide Dogs Ashford Branded Stand for the Jubilee Event and external power if required.

Resolved: Proposed DM Seconded AH and agreed unanimously to all of the above items and, retrospectively, to the hire of toilets already purchased as an emergency measure given the short supply of portable toilets for the Queens Platinum Jubilee celebrations

94/22 Urgent Correspondence

- a) Renewal of Contract for telephone and broadband costs for the next 36 months

Resolved: Unanimously agreed to extend the current contract with Agilico for a further 36 months on the grounds of reduced cost and value for money

- b) Confirm agreement to Jubilee Event Management Plan

Resolved: unanimous agreement to the Plan subject to reference to the use of inflatables (Action Clerks to submit to relevant authority)

- c) Advertising of Jubilee Event on an online map by Ashford Borough Council

Resolved: unanimous agreement to prioritise SWAN residents and not to advertise the SWAN Jubilee event as an open event on Ashford Borough Council’s online mapping

- d) Notification of Planning application with a short deadline for comment

Resolved: unanimous agreement to seek the views of Planning Committee members by e-mail and record the decision on the next Planning Committee minutes

- e) Mayor’s attendance at the Council allotments – e-mail from Mayor’s Secretary

Agreed to invite the Mayor on Saturday 14th May 2022 at 10am

95/22 Forum for exchange of information between Council members.

Members discussed the identity of notice boards and the follow up actions needed on KCC's installation of pedestrian barriers

96/22 To agree the date of the next meeting as Monday 13th June 2022 and items for the Agenda

Date agreed. Items to include an update on traffic management issues in the SWAN area

Signed _____
(Chair)

Dated ____/____/____

SOUTH WILLESBOROUGH AND NEWTOWN (SWAN) COMMUNITY COUNCIL

DRAFT ALLOTMENTS POLICY

Scope of Policy

This policy applies to allotments managed by SWAN Community Council.

Aims of Policy

To improve the quality of the allotment environment for plot holders, neighbours and residents.

To address waiting lists and the demand for allotments plots

To support the Council's Community Plan objectives in relation to environmental quality, equality, diversity and physical and mental wellbeing

Background and legal authority

SWAN Community Council manages 1 statutory allotment site - Gas House Fields, Cudworth Road, Ashford

Local Authorities have a legal obligation to provide sufficient allotments to meet demand under the Small Holdings and Allotments Act 1908.

The Allotment Act 1925 stipulates that the sale or disposal of statutory allotments requires the consent of the Secretary of State. The policy of SWAN Community Council is to retain the Gas House Fields site for the purpose of providing allotments to local residents

Review of the Policy

SWAN Community Council reserves the right to update the Allotments Policy at a time of its choosing.

Management of Allotments

The Allotments Committee has an overview of allotments management and procedures. (Refer to adopted Terms of Reference for the Committee which forms an appendix to this policy)

Self-Managed Allotments

SWAN Community Council does not support the practice of Self-Managed Allotments. As landlord, the Council feels

- a) it is better placed to manage the site (and any other site in the future) and have the financial resources and access to external funding to undertake improvements where required.
- b) the management of the allotments adds significant value to the Council's community engagement, equality, environmental and wellbeing objectives.
- c) The council recognises that individual actions can affect others and the site as a whole, and that this should be managed centrally according to policy.

Allotment Allocations

The Council has agreed that, under its management, residents of the SWAN area will be given priority for allotment plots

Allotments will only be let to applicants aged 18 years of age or over.

Only one Allotment plot per SWAN household will be allocated initially.

Allotment applications can only be put in single names.

Allotment applications can only be made in writing or submitted electronically to the Community Council.

SWAN Community Council will maintain a waiting list and allocations will be made in date order.

When an Allotment becomes vacant it will be offered to the first person on the waiting list. Exceptions could arise if an application is supported by medical evidence from a doctor or a charity referral

The applicant will be given the opportunity to visit the available Allotment, prior to committing themselves to a tenancy for that plot.

Plots are taken as seen and major problems should be reported within 14 days.

The applicant will be issued with a Tenancy Agreement and given 14 days to sign and return the agreement and pay the required fee.

If the Allotment is declined or the applicant does not return their agreement and fee within 14 days, then the Allotment will be offered to the next person on the list.

Refusal of an Allotment will not lose an applicant their place on the waiting list. If no response to the offer is received the applicant will be removed from the waiting list.

The plot size and rent payable will be shown in the annual rental invoice.

Detailed Terms and Conditions

Are a policy decision, are reviewed annually by the Allotments Committee, endorsed by Council and are available in the Council Terms and Conditions agreement which forms an appendix to this policy.

Appeal against Council decisions

Policy decisions - Appellants may request the Council to reconsider the policy by writing to the Community Council Manager. There is no obligation on the part of the Council to change policy in the event of an appeal.

Administration and Management decisions - Local government law does not permit appeals on decisions taken by the Council. If, however, an appellant considers that a decision has been made unlawfully, they can seek redress through the system of judicial review.

Annual Meeting 2022 **RF0's explanatory notes to members – Part 2 AGAR - Accounting Statement**

The balance carried forward at 31/3/21 (the last day of the last financial year) is recorded on the AGAR Accounting Statement as **£59287**

The aggregated balance at 1/4/21 at the bank was **£62969**

For the avoidance of doubt, the difference of **£3682** relates to

a) 4 payments made by cheque that were committed as expenditure in the Council's records for 20/21 but which were presented for payment after 1/4/21

These were

- Payment of grant to SWAN Farm - £2000
- Salary - £783.53
- Salary - £ 908.04
- Clerk expenses £278.65

£3970.22

b) Less credit of **£288** held by KALC against a cheque raised by SWAN in May 2020 for training courses that could not be honoured by KALC due to Covid lockdown.

Total £3682.22

During the course of 21/22

a) We shifted to online banking which meant that payments would now be made by bank transfer rather than cheque. This has avoided lengthy cheque presentation periods such that there were no uncleared payments at 31/3/22

b) The 4 payments relating to the previous financial year were recorded in the 21/22 cash book after the cheques had been presented and recorded separately in the bank reconciliation statement as "2020/21 uncleared payments" This clearly identifies them as previous year expenditure paid in Year 21/22

c) KALC provided SWAN with an up to date statement and a total amount owing of £300 less the credit of £288. SWAN paid KALC the difference of £12. This is recorded in the cash book and in our regular payments listing.

Members will recall agreeing the 21/22 bank reconciliation at the meeting of 11th April 2022

Overleaf - is a revised bank reconciliation statement for the year which identifies these transactions more clearly. The end result is that the AGAR statement balances at the end of the year (Box 7) and the balances shown in our bank statements at 31/3/21 still agree.

	Opening Balances		Closing Balances
Current 1	26417.62	Current 1	4080.89
Current 2	0.00	Current 2	739.76
Deposit	36551.85	Inst Access	56102.91
Sub Total	62969.47	Total	60923.56
ADD Held in credit	288.00	LESS	
TOTAL	63257.47	Uncleared	0.00
Add Receipts			
Precept	42945.00		
VAT	3235.99		
Rents	1684.61		
Interest	51.06		
Other	5646.40		
Total	53563.06		
Total Payments (cash book)	55608.97		
ADD Credit used	288.00		
Sub Total	55896.97		
LESS 2020-21 uncleared	3970.22		
Total of 2021-22 payments	51926.75		
Balance	60923.56		60923.56

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Planning and Highways Committee 20th April 2022

Minutes

The Chair opened the meeting at 19:01pm

In attendance: - Andy Rogers (AR) (Chair), Paul Bohill (PB), Eric Parkinson (EP)
Sarah Evans (SE) (Clerk).

19 /22 Apologies for absence and approval

Cllr Andy Hodges – apology received and approved

Cllr David Mullan - apology received and approved

Cllr J Hunt did not attend the meeting and his absence was not approved.

20/22 Declarations of pecuniary, other significant or voluntary interest

No declarations were made.

21/22 To agree minutes of the last Planning and Highways Committee meeting and sign.

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

Proposed EP Seconded PB and agreed unanimously.

22/22 To consider responses to Planning applications: -

- a) 22/00468/AS - **Full Planning Permission 63 Mead Road** - Proposed second storey side & two storey rear extensions.

Resolved: Agreed unanimously support application

- b) 19/01476/COND/AS - **Land at Newtown Works, Newtown Road**, - Discharge condition 3 (Phasing to be agreed)

Resolved: Agreed unanimously to note.

- c) 19/01476/CONE/AS - **Land at Newtown Works, Newtown Road**, Discharge of conditions: 4 (Code of Construction Practice including Dust Management) & 6 (Wheel washing and contractor parking arrangements)

Resolved: Agreed unanimously to note.

- d) 22/00381/AS - **Boys Hall** - Change of use of the existing Boys Hall site (A1) to provide a boutique hotel (C1). Alterations to the wider site to include: restoration of existing walled garden, incorporating a new restaurant/ bar, provision of 9no. ancillary accommodation cabins, and reconfiguration of existing carparking to provide additional space, disabled provision, & cycle parking.

Resolved: Agreed unanimously following the Council meeting discussion of this item, there were no objections but to note the points raised at Council April 2022, and request litter bins on rear of site and traffic management for a rear entrance.

- e) [20/01594/CONI/AS](#) - **Cobalt House, Orbital Park, Monument Way**, Discharge of condition 20 (Double Yellow lines - Highway Safety)

Resolved: Agreed to note.

- f) 19/01476/AM01/AS - **Land at Newtown Works** - Non material amendment to planning permission 19/01476/AS & subsequent amendment 19/01476/AMND/AS to amend the wording of condition 49 (A) to read: "A) 'Prior to any works commencing on site excluding

phase 1a and 1b, (including vegetation clearance) a detailed bat mitigation strategy shall be submitted to, and approved in writing by, the Local Planning Authority'.

g) Resolved: Agreed to note.

h) Any other applications received before the meeting

22/00543/AS Cert of lawful use or dev 91 Mead Road South Willesborough, New dropped kerb and crossover (existing hardstanding in situ)

Resolved: Agreed unanimously

23/22 Any other urgent items which are received by the Clerks before the date of this meeting relating other terms of reference for this Committee.

Barriers inserted by KCC to prevent nuisance motorcycles not expected design and restricting use by disabled, parents with buggies and prams, cyclists and tricycles.

AR received email from MP office to clarify the barriers and referred with David Smith ABC Ward Cllr.

Steve Campkin contacted KCC to request withdrawal of the barriers and a more useful implementation.

SE read back the email response from KCC and members discussed.

PB reported he had worked with a disabled user to access the site and taken videos which demonstrate the barriers were impossible to navigate.

Resolved Agreed:-

To lobby KCC to reduce the height and width of the barriers.

To request a more disabled access friendly option.

To question the equality assessment for what determined the design which has been implemented.

To query the cost so far and cost to correct. To ensure a metal replacement which is more in line with the design KCC originally presented and PCSO requested.

24/22 To agree the date of the next meeting as 18th May 2022 and items to be included on the agenda.

Resolved Agreed date of 18th May 2022.

To return item regarding footpaths and nuisance vehicle prevention barriers onto next months Agenda

Update from AR on tour at Boys Hall.

Meeting Closed 19:25.

South Willlesborough and Newtown Community Council
Finance and General Purposes Committee 29th April 2022

Minutes

Chair opened the meeting at 10:24am

In attendance Peter Porter(PP) Sue Mullan (SM) Jacky Godden(JG) Steve Campkin (SC)

31/22 Apologies for absence and approval

Nirosha Thilagarajan (NT) apologies received and approved.

32/22 Declarations of pecuniary, other significant or voluntary interest.

SC Tenant of Gas House Fields

JG left the meeting at 10:25

33/22 To agree the Minutes of the last Finance and General Purposes Committee March 2022) and sign. (already dispatched)

Resolved:- Proposed SC Seconded SM and agreed unanimously.

34/22 To confirm urgent decisions and recommendations taken by e-mail

- a) Payments listing – April 22 and note items over £100
- b) New beneficiaries as indicated on payments listing
- c) Transfer of funds - £5000 from Deposit to Current A/c
- d) Agree Revised Council Risk assessment
- e) Agree recommended alterations to Procurement and Advertising Policies

Resolved:- Proposed SM Seconded SC and agreed unanimously

35/22 To note budget performance to date and bank reconciliation (to follow)

Resolved:- Proposed Seconded and agreed unanimously

JG returned to the meeting 10:35am

36/22 To consider the devolution of the following running cost budgets to Committees and agree

- a) £3000 – Print/Distribution costs to Communications Working Committee
- b) £500 – Site Maintenance costs to Allotments Committee
- c) £300 – Water charges costs to Allotments Committee

Resolved Proposed SC Seconded SM and agreed unanimously

37/22 To consider the cost of managing the Gas House Fields allotments in 2021-22 and make recommendations to the Allotments Committee (report already dispatched)

Resolved Proposed SM Seconded SC and agreed unanimously to make recommendations to Allotments committee.

38/22 To consider the Council's insurance requirements for 2022/23 and make recommendations to Council (questionnaire already dispatched)

Members reviewed a previously circulated questionnaire and agreed responses.

Resolved Proposed SM Seconded JG and agreed unanimously to recommend to Council Hirers Liability no

Officials Indemnity £1,000,000

Personal Accident £25,000 or £250 per week
Fidelity Guarantee £250,000 Yes
Libel and Slander (reputational risks) £250,000 yes
Legal Expenses £250,000 Yes
Cover for Assets
All Risk Items Value £10,000
Value single item £5,000
Municipal Infrastructure £8700
All other categories N/A

39/22 To consider the most effective use of the additional precept for SWAN area enhancement (“Handyperson” budget) and make recommendations to Council

An in-depth and considered discussion as had by members

Resolved Proposed JG Seconded SC and agreed unanimously to recommend to Council

1) That the additional precept is to pay for improvements through paid contractors over hiring an individual, 2) To provide Community Skips for rubbish which would be well manned and executed in a way to just help the specific roads identified as needing litter and dumped rubbish removing including, Bullied Place, Stirling Road, Possibly the rear of Alfred Place Newtown, Mead Road Bath Road garage area SW and any other areas identified. 3) To consider this as an annual clear up objective. 4) Regular maintenance of the QGC trees, Bus stop planting, raised beds on Alfred Road and Wainwright Place and community garden areas in the SWAN area, weeding of alleyways on Newtown identified as needing maintaining, shiny surface at the Underpass on Newtown Road as requested by PCSO Luke Jones, the bay tree on Gas House Fields, to ask the Allotment Committee to confirm any other areas requiring regular maintenance or clearing of rubbish, to consider with the Environment Champion areas where planting of Spring Bulbs could be beneficial and areas where no mow principles could be applied and supplementary planting for the best features, along Aylesford Stream, to look at the possibility of clearing the abandoned area on Bath Road and improving it subject to Land Ownership clarification.

Action SE/RW to ascertain landownership of area identified on Bath Road.

SM left the meeting at 11:22am

40/22 To consider the value of KALC membership (copy 2022-23 invoice to follow) and make recommendations to Council

Members discussed the value of KALC and noted that the briefings and the association advice was useful but highlighted concern about how the cost was derived and the lack of urban focus.

Resolved agreed unanimously :- To ask Council to weigh the benefit it feels is received to clarify if a Council needs to be a Member of KALC to receive support for an application for the Public Works Loan Board, to ask KALC to prove the cost and clarify its calculations.

41/22 To agree the date of the next meeting as 23rd May 2022 and items to be included on the agenda.

Resolved: Agreed unanimously no items for Agenda.

There being no further business to discuss the Chair closed the meeting at 11:22am

Signed _____ - Date _____

South Willesborough and Newtown Community Council

Communications Working Committee 29th April 2022

Minutes

The Clerk opened the meeting at 9:15am

The Clerk asked Members to appoint a Chair

Attendance Peter Porter (PP) Sue Mullan(SM) Jacky Godden(JG)

Sarah Evans (SE) 1 Member of the Public joined at 9:50am.

1/22 Appoint a Chair

Resolved Proposed SM Seconded JG that PP would be Chair.

2/22 Apologies for absence and approval

Nirosha Thilagarajan sent apologies these were approved.

3/22 Declarations of Interest

None

4/22 To agree the proof and distribution of the Jubilee Flyer

Resolved Proposed JG Seconded SM and agreed unanimously 1) Proof agreed subject to the typing changes marked on the copy at the meeting, PP & SM to edit final proof to be sent to Printer. 2) To distribute to each house through Dor to Dor. 3) To laminate Copies of the front page back to back and make posters for advertising the event approx 2 weeks before. 4) To site the posters on Newtown Green, the entrance to all the Play Parks, Hobbs Parker Café Noticeboard and the SWAN Office, to request businesses which have been part of think local buy local, the fitness businesses interviewed for the last newsletter, Ashford Ballet, SWAN Centre, Salvation Army Hall, the school, the shops, and all Community Groups to display them.

Action:- To send off for proof changes and arrange dor to dor distribution, to investigate putting up of posters requiring permission, to ask Council for volunteers to help with putting gup posters, Clerk to investigate the cost of a laminator the office versus Kall-Kwik Laminating ensuring it is outdoor suitable.

5/22 To agree the content for the Summer newsletter

Resolved Proposed JG Seconded SM and agreed unanimously 1) To continue with the design print and distribution through Dor to Dor services, 2)to have a pull out and keep section of all the photos from the Jubilee Event, 3) to then have on the front cover the Human Image and the write up of the day, 3) to also include news from the Quarter on the lighting of the Beacon, SWAN Farm open day, Holiday clubs and activities for Children over Summer, Tenants Day, Annual Electors meeting, Area Enhancement through the £20k budget and an article explaining the cost on the precept, defibs, benches, shed, memorial wheels, first aid training and the Mayor visit, the School and giving out the Coins, if any news on the parking for Canterbury Road is available, the G line Bus routes, 4) to have a draft rough copy on paper for Council July Meeting to pass round for comments and further suggestions. To aim for to be distributed very end of July early August 2022

6/22 To review the Website and an update on Facebook

Resolved Proposed SM Seconded JG agreed unanimously to investigate costs and a draft design for adding a Page regarding Crime Prevention and Reduction with links to Neighbourhood Watch and to add a page on the Allotments. To remove Facebook Messenger from the Facebook Profile and to just have the Council Clerk email address for contact. To monitor the Comments on the page until the next meeting and consider if it should just be a noticeboard without comments. To review the website over the course of the year for any further updates which may be helpful.

7/22 To consider feedback from residents and agree the content for the Time Capsule.

Members considered feedback from residents and items requested to be shared and agreed to include, historical and current pictures of the Alfred Arms, to include resident requested photos of the Ashford Trains, to include the History of South Willesborough provided by the WI to see if a similar document could be found for Newtown. To have a USB stick or CD with all the images PP had taken of the area as it is now, a photo of SWANCC or a family tree if not able to complete in time, polaroid image taken on the day of the event, a copy of the front page of newspapers, KM, The Sun and The Guardian and The Times on the day, current coins in circulation, the coin ordered for the primary school if enough are delivered. Google Map aerial view of SWAN at this time and an attendance list on the day of residents to recommend Council ask for the Compere to arrange this with residents on the day and a board and table to complete it.

7/22 To review any other upcoming Communications needs

Resolved :-Agreed unanimously none were needed to discussed

8/22 To agree the date of the next meeting and any items for the Agenda

Date agreed 20th June at 8:15pm.

There being no further business to discuss the Chair closed the meeting at 10:23am

Signed _____ - Date _____