

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

Minutes of the Ordinary Council Meeting held on 5th September 2022

154/22 Record attendance and list apologies for absence

In Attendance: Sue Mullan (SM) David Mullan (DM) Andy Rogers (AR), Steve Campkin (SC), Eric Parkinson. (EP), Nirosha Thilagarajan (NT) Peter Porter (PP) Paul Bohill (PB- from 7.05pm) Jacky Godden (JG)

Also, in attendance – Sarah Evans (SE - Community Council Manager) Rob Woods (RW- Assistant Community Council Manager), David Smith (DS- Ward Councillor-ABC), Peter New (PN) Neighbourhood Watch and 8 members of the public

Apologies were received from Andy Hodges (AH) Sick – Absence approved

155/22 Declarations of pecuniary, other significant or voluntary interest SC declared a significant interest (OSI) in Items 159/22c and 164/22

156/22 Agree Minutes of the Council meeting of 4th July 2022 and sign

The Minutes of the meeting were agreed as a true record of proceedings and signed.

Proposed AR Seconded DM and agreed unanimously

157/22 Meeting adjourned at 7.06pm for members of the public to raise questions on items on the agenda

DS raised the issue of barriers installed by KCC to prevent nuisance motorbikes. The Chair advised that the matter was not on a very full agenda and no further discussion took place.

Members of the public raised issues about the slow response by ABC to repairs to features in the Bulleid Place area of Newtown and the replacement of playground equipment in the same area.

Action - Clerks to follow up

Also, members of the public expressed concerns about their personal safety in the area, feeling that additional deterrents such as CCTV were now needed given a perceived escalation in serious incidents and a lack of visible policing. Members of the Council and PN shared their concerns.

Members of the public were advised about interventions SWAN Council had already examined or requested the area Crime Safety Unit (CSU) to introduce, without success. PN and PB strongly advised that a quick Police response could not be relied on, that SWAN's policy of encouraging proactive community action needs to be reinforced and that every incident should be reported and a crime number sought to demonstrate the quantity of incidents, the targets of crime and the impact on residents.

Following a proposal by SC, members committed to produce an article in the next newsletter to educate the public and that the Clerks assess the possibility of deploying mobile CCTV in the area as a short-term measure.

Meeting reconvened at 7.14pm

158/22 To receive reports from

a. Ashford Borough Council Ward representative

AR reported

- a) he had no update on Joint Transportation Board or issues raised at KALC other than a general concern over the rural-centric nature of KALC's Ashford area meetings and

the perceived insular and baseless views of the Chair on matters such as Police response times.

- b) that Boys Hall restaurant was now operational although work still needs to be done in other areas of the development
- c) the disappointing rollout of ABC's new Planning Portal and the loss of weekly planning application updates.
- d) that having attended a meeting at the Newtown Railway works site, the Council now has a clearer picture of the construction priorities, the governance, biodiversity and the interventions aimed at mitigating the impact on Newtown and its fragile road network, including interventions to improve flow and safety at the hump bridge on Crowbridge Road.

Noted that ABC now has a majority share in the public funded development and that a new company has been established to reflect that. Outcomes will be biased towards regeneration rather than maximising commercial gain. AR invited to attend Board meetings of the new company as an observer.

- e) that he was in discussion with Aspire about cutting back foliage at the Mead Road/Albion Place bridge
- f) that he still has a significant proportion of his member grant available for community projects

b. Kent County Council Ward representative

SC reported that

- a) that the proposed axing of several Kent bus routes is to be brought back to the Council for further scrutiny following interventions by County Councillors of various political persuasion
- b) that having established informal working relationships with KCC Highways officers he had been informed about staffing structure changes and the introduction of a formal ordering system for highways improvement works.

c. Police and Neighbourhood Watch representatives

Police representative did not attend

PN reported that

- i. Divisional Commander, Nick Sparkes, was leaving his position and a new divisional head has been appointed. PN to seek meeting with him/her
- ii. at the current time there are only two fully operational PCSO's for the whole Ashford District and that Police or PCSO attendance at future Parish Council meetings is highly unlikely.
- iii. Neighbourhood Watch continues to grow in the SWAN area. Noted that every street in SWAN is included in the scheme
- iv. he felt supported by SWAN in the recent article he had instigated in the local press, raising awareness of the consequences of parked cars restricting access to fire appliances and other vehicles. PN thanked the Chair for her supportive statements.
- v. vigilance is needed against scams aimed at elderly residents and that a system is to be introduced that will allow relatives to alert elderly members of the family

SC reported that two Neighbourhood Watch column signs in the Cudworth Road area had been removed following a graffiti attack. PN to replace

d. KALC representatives – nothing to report

- e. **Swan Centre member representative** – nothing to report other than the AGM of the Centre on 18th September 2022 is for all to attend.

f. SM feedback on meeting with Ashford Borough Council senior officials

See Appendix 1 to these minutes

159/22 To receive and note the draft minutes of the Finance and General Purposes Committee of 25th July 2022 and consider its recommendations

a) Resolved: Proposed AR Seconded DM and agreed unanimously to note the minutes

b) Resolved: Proposed PP Seconded NT and agreed unanimously with the following recommendations

- i. That a new budget headed “Rising Cost of Living” is created
- ii. That a total £8400 is vired from the Projects and Grants budgets to seed fund the new budget
- iii. That no money held in General Reserve is used to support the budget at this stage
- iv. That typical expenditure charged against the budget might include grant awards, additional awareness costs, dedicated publicity and the cost of any practical projects agreed by Council in future. The list is not exclusive
- v. That the request from the Salvation Army Outreach programme for a grant of up to £2000 receives in principal agreement subject to completion of an application form in line with the Council’s Grant Policy (cross ref with item 160/22)
- vi. That Borough and County Ward representatives are requested to ascertain if any initiatives or grant schemes exist at Borough and County level to help address the problem
- vii. That ideas for practical projects are presented to Council as soon as possible with costings

Statutory Powers – Local Government Act 1972 S137 (for item v. above) Clerks to assess statutory powers for ad hoc future projects or spending in the new budget head

c) Resolved: Proposed NT Seconded AR and unanimous agreement that an acceptable deficit for the Gas House Field cost centre in Year 2022-23 should be agreed by Council during the budget 2023-24 setting process

160/22 The endorsement of payments, new beneficiaries, grant award under Section 137 Local Government Act 1972 and bank transfers delegated to officers during the August recess

Resolved: Proposed PP Seconded EP and agreed unanimously to endorse the following

a) Payment of invoices

353.00	SW Litter Pickers grant	Grant to local litter picking group
1198.80	Interactive M	Newsletter design, print, distribution
126.82	Castle Water	Balance water charges – GHF
360.00	P K F Littlejohn	Annual audit
40.00	I C O	D P Certificate
552.00	G L Martin	Painting wheels – Newtown Green
8.00	R W Reimbursement	Copier paper *2
1067.10	SE Salary	
898.12	R W Salary	
245.05	HMRC	Employment taxes
91.60	NEST	Pensions (Direct Debit)
2000.00	Grant to Salvation Army outreach	Section 137 payment charged to new “Rising Cost of Living” budget
2061.31	Microshade	Hosting contract – GDRP

20.40	Agilico	Telecoms services (Direct Debit)
111.68	Siemens	Copier contract costs (Direct Debit)
31.57	Siemens	Copier contract costs (Direct Debit)

- d) New beneficiaries agreed -_SW Litter pickers and GL Martin
- e) £2000 grant under S137 LGA1972 to the Salvation Army outreach programme noted and approved
- f) Transfer of £10,000 from the Instant Access A/c to Current A/c #1 noted

161/22 To consider an urgent grant request from Ashford International Model Railway Education Centre and agree

Following a short discussion. **Resolved: Proposed DM Seconded PB and agreed unanimously to award a grant of £275.22 to this new beneficiary in support of an educational/leisure event in Newtown in November 2022**

Statutory power- Local Government Act 1972 s.145(1)(a)

162/22 To receive and note the external auditor's report 2021-22

Proposed AR Seconded NT and agreed unanimously that the Council should have no concerns that relevant legislation and regulatory requirements are being met but should ensure that minute references are recorded on the AGAR in future.

(Action RFO)

163/22 To receive a report of the Assistant Community Council Manager on conveyancing costs for Gas House Fields Allotments and agree

Following the Council's decision to seek impartial legal advice, RW presented a short report with recommendation on the procurement of legal services. PP questioned disbursement costs and the extent of the procurement exercise. RW responded that procurement was in line with the Council's procurement policy and had been influenced by advice from Kennington Community Council who had recently undertaken a similar exercise.

Resolved: Proposed EP Seconded PB and agreed unanimously with the recommendation that Wellers Hedleys of Esher, Surrey be appointed to represent the Council at a cost of £1,250 plus vat and Land Registry disbursements, per transfer

Statutory power – Local Government Act 1972 s.111

164/22 To receive and note the draft minutes of the Allotments Committee of 14th July 2022

SE reported that the tenants' day planned for early September was not feasible given other priorities and staff leave

Resolved: Proposed DM Seconded PP and agreed unanimously

- a) **To note the draft minutes without comment**
- b) **To agree a revised date for the tenant's day at the next full Council meeting**

165/22 To receive and consider comments from residents on access/parking issues in Riverbank Way and agree actions

Members noted the comments of the letter and its resonance with PN's comments on parking and access in Item 158/22 c. iv. PP commented on the practice in other areas of residents taking refuse bins to dedicated bin refuges prior to collection day. DM felt that may not be an option for some residents in the Riverbank area.

Following a short discussion. **Resolved: Unanimous agreement to**

- a) **To defer to the next Planning and Highways Committee meeting and invite ABC Environmental Contracts Manager to attend**

- b) To copy correspondence from residents to SC
- c) To put out notices on parked cars prior to refuse collection days

Statutory Power – Local Government Act 1972 – s.142 (for Item c)

166/22 Area Enhancement Project

- a) To receive a report of the Community Council Manager and consider its recommendations 1-10:
 1. Statutory Power - The Natural Environment and Communities Act 2006 s40, the Council considers the production and delivery of a SWAN Environment strategy Resolved Agreed unanimously.
 2. That agreement of the strategy by October 2023 becomes a commitment for the second-phase of the Council's Community plan Resolved Agreed unanimously
 3. That the proposed strategy embodies the spirit of the Wilder Kent Awards scheme Resolved Agreed unanimously
 4. To note the summary of key decisions already taken in respect of the Council's Area Enhancement project and budget Noted.
 5. To consider and agree the job advert and description of the proposed litter picker Resolved Proposed NT Seconded AR Agreed unanimously.
 6. To note the items that would need to be purchased to support the Area Enhancement project and authorise the Community Council Manager/RFO to use discretion to purchase items of low value and to apply the Council's procurement policy in respect of items and services over £500 in value (Appendix for costings attached) Resolved Proposed DM Seconded JG Agreed unanimously 1) To authorise the Community Council Manager/RFO to use discretion to purchase items of low value and items needed to complete the projects as per the costings attached in appendix 1 of the report for a) the litter picker requirements b) community skip days and c) the planting costings at the lowest value of the 3 quotes. 2)To apply the Council's procurement policy in respect of items and services over £500 in value.)
 7. To consider quotations from two local suppliers as per the preferred suppliers agreed for this overall project to deliver ongoing weeding and maintenance services and agree Proposed NT Seconded SC and agreed unanimously for Uprising to undertake the weeding and maintenance for 3 months and review.
 8. To consider 3 quotations for the planting of the QGC Proposed NT Seconded AR and agreed unanimously for Stefan Heathfield to undertake the planting of the QGC at the quote price.
 9. To consider the need to cut back vegetation at Mead Road/Newtown Road junction at an estimated cost of £200 Resolved Proposed AR Seconded SC and Agreed unanimously to press Aspire to complete this work and review at next Planning and Highways meeting and bring back to next Council meeting
 10. To consider any further public realm improvements (Appendix refers) and to note the research completed to date and its outcome Resolved: - Agreed unanimously not to progress with the pricings for the Public Realm works with regard to the benches, or the sponsorship of the roundabout. For the

Planting and Biodiversity working group to explore other options for the Frogs and Welcome to South Willesborough option. To continue to explore costings towards lighting for the Spinney as part of the future of the Community Plan.

- b) To endorse the Terms of Reference of the Planting and Biodiversity Working Group Resolved Proposed AR Seconded DM Agreed unanimously to endorse the terms of reference of the planting and biodiversity working group.**
- c) To receive the notes of the Planting and Biodiversity Working Group of 11th August 2022**
- d) To receive the notes of the Planting and Biodiversity Working Group of 17th August 2022 and consider recommendations 1-23 for interventions in South Willesborough Parish Ward**
- e) To receive a verbal report of the Chair of the Planting and Biodiversity Working Group on the meeting of 24th August 2022 and consider recommendations for interventions in Newtown Parish Ward**
Proposed SC and Seconded DM and agreed unanimously to 1) receive the notes of each of the meetings of the Planting and Biodiversity working group, 1a) that the meeting of 24th August notes had been circulated prior to the meeting and its recommendations also for the Newtown Parish Ward. 2) to accept all of the recommendations for both South Willesborough and Newtown planting included, appendix attached. 2) To use Stefan Heathfield to complete the preparation wildflower and spring bulb planting 3) To purchase the Bulbs and Wildflower seeds as per the WG suggestion and to add new beneficiaries to the payments listing of Boston Bulb Warehouse and GrassPeoples.com To also action the working group to consider costings for the raised beds and return with these for the October Council working group. (Action Planting and Biodiversity working group.)

167/22 To consider an initial report/draft management plan for a community event in Summer 2023 and agree in principle.

Following a short discussion, it was resolved:

- a) to support the plans for a community event in Summer 2023 in principle**
- b) to request the Clerks to examine options and develop a draft business plan for submission to the Finance and General Purposes Committee in line with the budget setting timetable 2023-24**
- c) following advice from the Council's event organiser, to secure a land train as soon as possible at a cost of £750**

Statutory power- Local Government Act 1972 s.145(1)(a)

168/22 To note the outcome of the survey on Stirling Road play area and the notional costs of replacing equipment as identified by an Ashford Borough Council supplier

RW presented a short verbal report advising members on the current position. Members noted that, following the results of a local consultation, ABC has conceded that the majority of residents surveyed felt the site should be reinstated as a play area but have not given SWAN any assurances. ABC provided SWAN with indicative costs from a single, proprietary supplier of play area equipment. **Resolved: by unanimous agreement to ask the Clerks to progress the re-establishment of the play area, establish departmental funding responsibilities at ABC and report back to Council (Action Clerks)**

169/22 To receive urgent correspondence/e-mails

- 1) AGAR opt out options – Resolved: Unanimous agreement not to opt out of the current arrangements**
- 2) Dementia Friendly Councils survey – Resolved: unanimous agreement to defer to the Communications Committee**

- 3) KALC - Big Green Week – **Resolved: To send to the Communications Working Committee to use this week to advertise the work of the Planting and Biodiversity planting group and advertise for support to also use it to promote the work of Litter management the Council is undertaking.**
- 4) Kent and Medway Health ICB – **Resolved: to nominate DM and PB as SWAN representatives**

170/22 To receive quotes for the disabled access and raised beds at Gas House Fields allotments and agree

SE presented three quotations received with options for the creation of a disabled access and other facilities at the Gas House Field Allotments. Following a short discussion. **Resolved: Proposed EP Seconded NT and agreed unanimously that the quotation received from Hodges Builders LLP represented the best value for money and the work is awarded to that company at a cost of £3970 plus VAT - £4752. £1000 deposit to be paid as soon as possible**

Statutory Powers –Equality Act 2010 (reasonable adjustments)

171/22 To receive a verbal report of the Community Council on Ashford Borough Council’s response to parking and transport management issues

RW presented a short verbal report on ABC’s response to SWAN’s aspiration for a fully integrated traffic management and parking scheme for the SWAN area. The response originally indicated that schemes were “on hold” due to an unfilled staffing position, but a more recent communication had advised that the post is to be advertised soon.

Resolved: No further action but request Clerks to keep members updated

172/22 To consider the Council’s response to the recent spate of graffitiing in SWAN and agree
Following a short discussion. **Resolved: By unanimous agreement**

- a) **To encourage residents to report graffiti as a crime and to the principal councils**
- b) **That SWAN has the legal power to undertake cleaning operations if it considers that the graffiti contributes to crime or the perception of crime in the area**
- c) **To defer a more detailed discussion to the next Planning and Highways Committee**

Statutory Powers (b) above) - Local Government and Rating Act 1997 s.31

173/22 To agree date of next meeting as 3rd October 2022 and any agenda items and agree date for workshop to consider the content of Community Plan 2023-onwards and agree

Date agreed for next Council meeting

Date of Saturday 1st October 2022(am) agreed for Community Plan workshop

Items for inclusion in next agenda - Draft SWAN Environment Strategy, Vacant Parking role at ABC,

174/22 Forum for exchange of information between Council Members

Clearance of unsightly paraphernalia in The Spinney is now complete, thanks to ABC

There being no further items to be discussed the Chair closed the meeting at 9.10 pm

Signed Chair _____

Date _____

APPENDIX 1

South Willlesborough and Newtown Community Council Finance and General Purposes Committee 26th September 2022

MINUTES

In attendance: Sue Mullan (SM) Jacky Godden (JG) Nirosha Thilagarajan (NT)
Sarah Evans (SE - Community Council Manager) Rob Woods (RW-Assistant Community Council Manager)

The clerk opened the meeting at 7.05pm and invited members to appoint a Chair following the resignation of Cllr Porter

59/22 Election of Chair

Resolved: Unanimous decision to nominate SM as Chair for a limited period until such time that the Council reviews committee membership
(Action Clerks to include review of Committee membership on next Council agenda)

60/22 Apologies for absence and approval

Cllr Campkin apologised due to illness – absence approved

61/22 Declarations of pecuniary, other significant or voluntary interest.

None

62/22 To agree the minutes of the last meeting and sign

Proposed NT Seconded JG and agreed unanimously that the minutes were accurate and a true record of proceedings and SM sign them.

63/22 To note budget performance to date and bank reconciliation

Noted without comment.

Proposed NT Seconded JG and agreed unanimously that a detailed breakdown of running costs is presented quarterly in future for comment (Action RFO)

64/22 To agree the payments listing, new beneficiaries and recommended bank transfers

PAYEE	NET	GROSS	VAT	Cash Book	REASON	RECORDED IN
ACCM - Salary	£897.92	£897.92	£0.00	321	Salary	Staff Salaries
CCM - Salary	£1,066.90	£1,066.90	£0.00	321	Salary	Staff Salaries
HMRC	£245.45	£245.45	£0.00	322	Salary oncosts	Staff Salaries
Cheshire Regalia	£11.00	£11.00	£0.00	324	Mourning Rosettes	Member expenses
Peter Porter	£49.41	£49.41	£0.00	325	Expenses	Member expenses
Sue Mullan	£102.80	£106.76	£3.96	326	Expenses	Member expenses
The Grass People	£279.50	£335.40	£55.90	327	Wildflower Mix	Area Enhancements
Source Payments for Information						
Unity Trust Bank		£36.00		320	Bank charges	Bank charges
Direct Debits for Information						
NEST	£91.60	£91.60	£0.00	322	Pension payments	Clerk Salary/Jubilee

Agilico	£17.00	£20.40	£3.40	323	Phone/Broadband	Phone/Broadband
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Proposed JG Seconded NT and agreed unanimously

- a) to approve payments with exception of Cheshire Regalia who had already been paid in 2021/22
- b) agree The Grass People as a new beneficiary

Noted no bank transfers were needed

65/22 To review the following Council policies and make recommendations to Council as required

- a) **Mental Health and Wellbeing Policy**
Unanimous agreement that the Committee recommendation to Council is that, having reviewed the policy, no amendments are required
- b) **Procurement and Purchasing Policy**
Proposed NT Seconded JG and agreed unanimously that no amendments are required as a result of the review
- c) **Sponsorship Policy**
Proposed SM Seconded NT and agreed unanimously that no amendments are required as a result of the review
Noted that the Finance and General Purposes Committee has delegated power to approve policies b) and c) without reference back to Council

66/22 To receive a verbal report from the Assistant Community Council Manager on an offer of upgraded accommodation at the Invicta Business Centre and make recommendations to Council

Noted that the current rental is £2600 plus VAT and b) that it has not yet been confirmed that electricity is included in the rental

Following a discussion, it was agreed unanimously that, subject to clarification on the electricity supply, the offer of £3500 per annum plus VAT for enhanced accommodation represents value for money and should be recommended to Council for the following reasons

- a) A more professional looking appearance
- b) A larger footprint is needed given the growth in Council services and personnel
- c) Heightened duty of care to staff by Council with safer, cable managed accommodation, sufficient lower shelving and integral sink unit.
- d) It is closer to the most visited part of the Invicta Business Centre will offer a greater profile

67/22 To agree the reassignment of authorised signatories, access rights and card holders
Following a discussion, it was agreed to defer this matter to Council (Action Clerks)

68/22 To consider the draft Equality Policy and recommend to Council

Following a short discussion, it was proposed NT Seconded SM and agreed unanimously to recommend the Policy to Council without amendment (Action Clerks)

69/22 To receive a verbal report on the costs and means of financing the proposed community event 2023

Following a discussion, it was agreed unanimously that a more thorough business plan would be required for all Members of the Council to consider given the scale of the project, a potential funding gap of £5-£6000, a possible clash with a future Coronation event and the Council's precept policy for 2023-24.

70/22 To agree the date of the next meeting as 24th October 2022 and items to be included on the agenda.

Date Agreed Noted NT will be on leave

There being no further business the Chair closed the meeting at 8.05pm

Signed:
Chair

Date:.....

South Willlesborough and Newtown Community Council

Allotments Committee Tuesday 27th September 2022

MINUTES

The meeting started at 7.06pm

In attendance: Nirosha Thilagarajan (NT – Chair), Andy Rogers (AR) Steve Campkin (SC) Stefan Heathfield (SH)
Rob Woods (Assistant Community Council Manager)

49/22 Apologies for absence and approval

Apologies received from Sarah Evans, Allotments Officer

50/22 Declarations of Interest

SC as tenant

51/22 To agree minutes of the last meeting of July 2022 and sign.

Proposed AR Seconded NT and agreed unanimously that the minutes were an accurate record of proceedings and NT to sign

52/22 To review an update report from the Allotment Officer for Quarter 3 and consider recommendations.

The Allotment Officer presented a written report.

Proposed AR Seconded SC and unanimous agreement with the recommendations en bloc

- a) That Council updates the Delegation scheme such that it is consistent with the Tenancy Terms and Conditions relating to renewing tenancies at the discretion of the Council.
- b) That the Communications Working Committee advertises the waiting list again for the plot returns

- c) That the Communications Working Committee agrees to include an item on the success of the Community Plot in its next newsletter

53/22 To consider the terms for winter cultivation.

SH presented a short report. Following a discussion, it was agreed unanimously that the terms should include the following words - “during winter months (from 1st Nov - 31st March) plots must be kept tidy. This can involve top dressing with compost or digging over. Pathways must be mowed and weeds must be kept to a minimum. We encourage winter cropping if possible”

54/22 To consider a delivery of wood chippings for tenant use.

Following a short discussion, it was agreed unanimously to

- a) accept a free sample load of wood chippings, courtesy of local business, H Godden provided the load does not contain leylandii, oak or holly
- b) locate the delivery in one pile
- c) accept free pallets to provide a bin courtesy of Cllr Rogers if requested
- d) specify that the chippings are only used within plot boundaries

55/22 To review the routine letters format for 2022/2023.

It was agreed that should be deferred to the next meeting

56/22 To consider the requirements for preparation for the Disabled Access works and agree.

Agreed unanimously that this could be deferred or dealt with by e-mail

56/21 To agree the date of the next meeting 30th November 2022 and items to be included on the Agenda.

Date agreed

Routine letters format

Disabled toilet provision

Items deferred from this meeting

There being no further business, the Chair closed the meeting at 7.50pm

Signed:
Chair

Date:

South Willesborough and Newtown Community Council

Council – 5th September 2022

**Retrospective approval of payments/grants and internal bank transfers as agreed in FGP
Committee Minutes 56/22 and 57/22**

353.00	SW Litter Pickers grant	Grant to local litter picking group
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1198.80	Interactive M	Newsletter design, print, distribution
126.82	Castle Water	Balance water charges – GHF
360.00	P K F Littlejohn	Annual audit
40.00	I C O	D P Certificate
552.00	G L Martin	Painting wheels – Newtown Green
8.00	R W Reimbursement	Copier paper *2
1067.10	SE Salary	
898.12	R W Salary	
245.05	HMRC	Employment taxes
91.60	NEST	Pensions (Direct Debit)
2000.00	Grant to Salvation Army outreach	Section 137 payment charged to new “Rising Cost of Living” budget
2061.31	Microshade	Hosting contract – GDRP
20.40	Agilico	Telecoms services (Direct Debit)
111.68	Siemens	Copier contract costs (Direct Debit)
31.57	Siemens	Copier contract costs (Direct Debit)

Note 1 - New beneficiaries agreed

SW Litter pickers

GL Martin

Note 2 – Grant under S137 LGA1972

Requirement to record grant to the Salvation Army outreach programme as S137 payment

Note 3 – Bank transfer

Agreement reached to transfer £10,000 from the Instant Access A/c to Current A/c #1

Rob Woods

Responsible Financial Officer

August 2022

Grant Report AIMREC**Could not be added to the word document but is in the paper record of the minutes.****External Auditor Report****Could not be added to the word document but is in the paper record of the minutes**

Levelling up – ABC policies/ agreed funding on devolved responsibilities

No news of decisions at Gov level on further devolutions

No appetite for Unitary authority

Cautious that KCC may shunt costs onto Borough councils if they stop services e.g. homelessness etc. there is caution on this issue.

Awareness some staff still unaware of SWANCC existence and elected status.

Danny Shepherd has briefed all staff on the existence and role of SWANCC, correspondence has been circulated throughout the Council

Access to Senior Managers and protocols on this

Levelling up BID for NEWTOWN was a success and a positive surprise.

Explanation of new governance was given

Consultation with SWANCC

Recognised the need to consult with stake holders. At the stage of creating a company and a board of directors will be undertaken. Discussed the option for a non-Exec role or Observer on the board – recognised the need for local consultation and input from local stakeholders.

Pre-application advice – advised that they don't talk to stakeholders at this time until the planners are ready to consult with the public to manage expectations and to allow planners to advise what is and isn't viable as planning is so difficult to achieve

Section 106 – that this is being reviewed and access to it will be made more open and its spreadsheets are being updated

Discussed the need and ABCs responsibility to help provide offices, community space and the requirement our area has for Arts and Crafts space and creative space.

Difficulty in getting car parking or planning staff to discuss swan traffic management concerns and aspirations also Brompton. Would take this forward and Tracy Butler will ensure the communication channels are opened.

Biodiversity Tracy Butler will work with us to arrange the permissions for the Bio Div. working group recommendations once approved at SWANCC.

Lack of response on key issues identified in Community Plan – let the directors know we need support and push for communication.

Request to discuss SWAN view or issues in planning highways parking cycling – TB will follow up with directors within Env, Place and Space

PSPO completely ignored to move forward

Stour Valley consultation no response ABC have had no news either. It was a wish list consultation rather than an active one by organisers

SWAN Plans for celebrating 180 years of the railway – access the Civil Ceremony area of the council and see how the Cllrs respond – be clear on what sponsorship is wanted approach South Eastern and Eurostar and Mark Quinn talk to David Robinson ABC historian and Ashford museum Plantable train frame which could be used.

Letter from Riverbank Way

Could not be added with paper copy

South Willesborough and Newtown Community Council

Application of the Council's Area Enhancement budget proposals and connecting the budget with the Wilder Kent Awards.

Purpose of the report

- 1. To make members aware of the objectives of the Wilder Kent strategy**
- 2. To explore alignments between the Wilder Kent strategy and SWAN's proposals for enhancing the area**
- 3. To summarise decisions already taken on the area enhancement project**
- 4. To make members aware of estimated costs of projects for Wildflower planting and Planting and to be confirmed by the Planting and Biodiversity Working Group**
- 5. To demonstrate cost effectiveness in the procurement of goods and services for the area enhancement programme**
- 6. To consider the estimates/quotations from a range of contracted services and agree**
- 7. To progress the employment of a litter picker**

Recommendations

- 1) In line with The Natural Environment and Communities Act 2006 s40, the Council considers the production and delivery of a SWAN Environment strategy**
- 2) That agreement of the strategy by October 2023 becomes a commitment for the second-phase of the Council's Community plan**
- 3) That the proposed strategy embodies the spirit of the Wilder Kent Awards scheme**
- 4) To note the summary of key decisions already taken in respect of the Council's Area Enhancement project and budget**
- 5) To consider and agree the job advert and description of the proposed litter picker (App 4)**
- 6) To note the items that would need to be purchased to support the Area Enhancement project and authorise the Community Council Manager/RFO to use discretion to purchase items of low value and to apply the Council's procurement policy in respect of items and services over £500 in value (Appendix 1 onwards for costings attached)**
- 7) To consider quotations from two local suppliers as per the preferred suppliers agreed for this overall project to deliver ongoing weeding and maintenance services and agree**
- 8) To consider 3 quotations for the planting of the QGC**
- 9) To consider the need to cut back vegetation at Mead Road/Newtown Road junction at an estimated cost of £200**
- 10) To consider any further public realm improvements (Appendix 3 refers) and to note the research completed to date and its outcome**

Background

1. The Wilder Kent Strategy (and Awards scheme)

The Wilder Kent programme is managed by Kent Wildlife Trust. The Trust would like to work with communities, developers and local councils to ensure that we all have access to wildlife in our towns and cities. The aspiration is to help create new green spaces, improve existing ones and make sure people can access them. This way, wildlife and people will flourish. The programme is supported by an annual Awards scheme.

2. Exploring alignments between the Wilder Kent strategy and SWAN's proposals for enhancing the area

The 3 key objectives of the Wilder Kent strategy are to 1) protect wildlife, 2) boost sustainability and reduce carbon and 3) engage with nature.

In many respects this could be a blueprint for this Council's aspirations; not only to enhance the area through planting, assault on litter and other works but also for other goals within the remit of the Council and its Committees

Eg Planning and Highways - achieving a more sustainable traffic management scheme, a future neighbourhood plan and ensuring biodiversity in planning applications

Communications - engagement with schools, volunteer groups and community education/awareness

Allotments - practical plastic free pledge goals, healthy living and sustainable food production.

Staffing – the appointment, performance and training of engaged personnel

In terms of the SWAN Community Plan — Apart from litter and traffic issues, individual interventions to support the theme of “an eco-friendly place” did not feature highly in residents' consultation responses.

Fast forward 2 years. Climate change protests, TV documentaries on plastic in our seas, the growth in number of electric vehicles, the increasing cost of basic food and the severe windy and hot weather this year may have, amongst other things, brought greater awareness of the need for environmental and wildlife preservation such that the Council may like to consider drawing its short and long-term aspirations together in a SWAN Environment Strategy.

Given that The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions, the production and delivery of a SWAN Environment Strategy could not only become a statement of intent but also an objective in its own right for the next phase of the Community Plan whilst embodying the spirit of Wilder Kent in ongoing projects such as planting and roadside nature reserves.

3. To summarise decisions already taken on the area enhancement project

- I. £20000 allocated in the budget will be spent as follows: Litter picking services £7000: Planting & Maintenance £7000: Area Enhancement (Public Realm) £6000

- II. Pay litter picker National Real Living Wage of £9.90 for 30 hours pm - Sept - March = 7 months @9.90ph = £2100 plus oncosts of circa £300 (See App 4 for draft list of duties/essential qualities)
 - III. Spring bulbs planting by October 22 latest
 - IV. Living Bus Stop & Maintenance – Working Group agreed
 - V. QGC Planting – Quotes to be reviewed and agreed
Best price at £710 (bark supplied free for maintenance by H Godden) plus the cost of 5 stakes for the trees
 - VI. Maintenance of living bus stop confirmed within day price for Newtown weeding by Stefan Heathfield to be confirmed with Uprising quotes
 - VII. In train – the Terms of Reference for the **Planting and Biodiversity Working Group**
The identification and application of land for planting seeds, bulbs and other plants to encourage nature's recovery
The feasibility of projects with area enhancement preferred suppliers
Building capacity of volunteers and volunteer groups in the local area
The development of local wilding projects
The identification of land for creation as Roadside Nature Reserves (RNR's)
The management of Council owned land to support wildlife
- 4. To make members aware of proposed projects and costs for South Willesborough and Newtown Wildflower and Spring bulb planting would require landlord approval (Meeting with James Laidlaw ABC booked for 14th September 2022. Also still to be confirmed by the Planting and Biodiversity Working Group raised beds, living bus-stop.
See Member pack for WG minutes, maps and photos see summary of recommendations Appendix 5**
- 5. To demonstrate cost effectiveness in the procurement of goods and services
See appendices 1-3 onwards**
- 6. To consider estimates/quotations from contracted services and agree**
- a) Council to choose between 2 estimates received for ongoing weeding in Newtown and South Willesborough
Quotation 1 £150 per day – Stefan Heathfield (local business/supportive volunteer)- estimate of annual cost £2700
Quotation 2 - £180 per day – Uprising (local youth support organisation) – estimate of annual cost £3240
 - b) To consider a request from a resident to cut back vegetation at the junction of Mead Road and Newtown Road following road traffic collisions – Estimated cost £200
 - c) To consider quotes for planting of the Queens Green Canopy on Gas House Fields Allotments.

Andy Sage	Planting To install hedging and trees	£775 + VAT	£930
Uprising	Clearance of vegetation and ground prep x 3 days Rotavator Hire Mypex membrane Planting of trees and saplings x 2 days Removal of waste	£180 per day £20 per ton bag	£540 £100 £100 £360 TOTAL – £1100
Stefan Heathfield	To install hedging and trees, bark chippings will provide satisfactory maintenance and can be obtained free of charge, brush cutting preparation will be completed free of charge	£710 no vat.	£710

APPENDIX 1 - LITTER PICKING EQUIPMENT PURCHASES

Equipment or Storage needs of Litter Pickers keep at Gas House Fields	Storage/ Allotment Shed for SWANCC use, B&Q metal storage unit £280.00, Wickes £270, Screwfix £269.99 plus coded lock	300
SHED BASE	Permeable Base B&Q no cheaper alternative	75
Delivery & Installation	Day rate	£150.00
High Vis for litter Pickers and weeders	County Print & Embroidery £7 + vat Ashford Co Custom Clothes £8 +vat Ashford Co no third company in Ashford found yet	25
LP High Vis Long Quilted Waterproof Jacket	County Print Logo Printed front / back £4 each plus Vat Jacket £34 2)Logo 24.99+VAT plus cost of jacket no third company in Ashford found yet	57
LP waterproof trousers	1)£12.99 Toolstation 2) £12.99 Screwfix, 3)B&Q £13	13
Safety Gloves	£11.00 thanet, screwfix, fixings	£11
LP Protective trousers and shorts,	Fixings £34.50 each, Toostation £34.98, Thanet Tools £44.90	70
LP knee pads	Thanet Tools £35, Screwfix £34.99, Fixings £34.20	35
Hand sanitiser	average £5 per quarter	20
First Aid Kit	eureka ashford	20
Litter Sack trolley	Gladstone Operator Barrow with recycling divider and operators partition £1032.31 +VAT Single Space Orderly Barrow with ESE Basic £409 +VAT for the frame plus contents and wheelie bin costs Street Cleaning Barrow holds one wheelie bin and a brush and litter pickers supplied separately £406 + VAT, Handicart Streetboss inc tools and hand gel and Handicart £571.00 pro £332.50- dual waste mangement Handicart Lite foldable with carry bag £239, Street Barrow	685
Delivery & Installation		£30
Litter pickers	Screwfix £18.49, Helping Hand with Gel handle for heavy use and custom size, £19.99, +VAT, Toolstation £15.49 plus VAT	20
Long handled litter picker	Helping Hand £34.97, Unger £81.47, Nipper 41.75	33
Cleansing Hoe	cant find	
broom	Screwfix £10.99 + VAT, Toolstation £19.98, Thanet Tools £12.98	13
Long Handled dust pan and brush	Screwfix, 19.99, Toolstation £19.99	20

Hoops	Hoops Toolstaion £13.48, Screwfix £13.39, Mammoth Cleaning (not ashford) £10.48 ?ABC	27
Bin bags	ABC? Email sent to Mark Goodman	
Recycling bgas	ABC?	
Mobile phone to record and take pictures and for emergencies	Stationary and Equipment??	50
Bins Moat Way	Email sent to Mark Goodman	0
<i>Bins tops preventing Seagulls and Magpie Orbital Park</i>		0
increase bins on monument way, Moat way rear of Boys Hall Moat,	support from ABC and Boys Hall Email sent to Mark Goodman	0
increase size of the dog bins,	ABC? JG SC to advise where completed	0
more bins dual dog and waste	ABC? JG to advise where completed	0
Skips		0
To provide Community Skips for rubbish which are to be staffed .	£180 per day x 5	900
Bullied Place, Stirling Road, Possibly the rear of Alfred Place Newtown,	3 skip days	1242
Mead Road Bath Road garage area Lawrence Court	Skip /Lorry	414

APPENDIX 2 – PLANTING AND OTHER EMBELLISHMENT

Wildflower Planting Estimate £91 per kg plus VAT covers 200m2

500m2 at a cost of £280.00 (rounded up)

1000 crocus bulbs, 1000 wild pseudo Narcissi bulbs, 5000 daffodil bulbs and 1000 bluebell bulbs.
£1000(rounded up)

Weeding of Alleyways, maintenance of raised beds and bus stop in Newtown etc £2700-£3240

Quotes for Planting of Queens Green Canopy recommend £710 plus tree stakes

APPENDIX 3 – PUBLIC REALM IMPROVEMENTS

New Benches x 4 plus installation	2000
Crime partnership with business	
APAC costings	
Sponsor roundabout	6000 +
Sensor Lighting at Spinney (subject to costs)	
NB Also crime reduction intervention	?
Living Bus Stop (cost tbc)	?
Bench relocation? – Newtown Green	

APPENDIX 4 – Litter Picker – Duties and Person Specification

Job Title: Litter Picker

Job Purpose: The purpose of this post is to support the Community Council by keeping the area clean and tidy by the regular removal of litter, in accordance with the relevant legislation and with specific emphasis on Health and Safety.

Responsible to: Community Council Manager

Principal Duties and Responsibilities:

1. To remove and collect litter from areas identified on the Schedule and/or from further areas as identified from time to time.
2. To complete a weekly work log provided by the Council for monitoring purposes, recording accurately the hours worked. ????????
3. To identify and record on the work logs the main areas of litter pollution and any graffiti and/or vandalism within the area by visual inspection. ????????
4. To communicate with the public and work colleagues in a courteous, respectful and appropriate manner in order to maintain good relationships.
5. To report any Health and Safety issues observed whilst undertaking the role to the Community Council Manager
6. To undertake any training deemed necessary.
7. To complete any other related or emergency duties as directed by the Community Council Manager in line with the responsibility of all employees to provide a service to the public.

The hours of work will be 30 hours per month, worked flexibly to accommodate the needs of the service.

Notes

The role will be subject to a completion of a satisfactory probationary period of 3 months.

The role will be paid at the living real wage rate.

A driving license is not essential, but the appointed person may be required to work at various locations within the Council area.

The ability to work on own initiative without supervision is essential

Applicants will be expected to meet all of the essential criteria as listed below

	Essential	Desirable
Friendly, approachable and professional at all times while representing the Council.	x	
The ability to perform tasks accurately and efficiently	x	
The ability to work independently using own initiative	x	
A tidy appearance– PPE will be provided and safety equipment as required	x	
Ability to work outside in all weather conditions	x	
Ability to work outside in all weather conditions	x	
Full Driving Licence		x

Event brief circulated with July meeting

Report of the Community Council Manager

Quotes for Disabled Access and Raised Beds – Gas House Fields

Recommendation

To accept quote 1 to pay £1,000 deposit to hold the quote and to enable the Capital Grant Funding to be drawn down in full. Subject to the successful application for £1600 from KCC via Steve Campkin's Grant award for gap funding – otherwise there will be a need to consider funding from the Projects Budget or further grant applications.

Background

Capital grants for Allotments was projected to be completed over 2 years within the Community Plan Objectives with indicative costs of £4875 as follows:-

To be completed by March 2022	Budget July 21	Costs March 2022
2 Happy to Chat Benches	£697 Completed	£697
1 Community Shed and Community Allotment	£1272 Completed	£972
1 Living Workshop	£425 In progress	£50 (completing 1 st Sept on budget)

To be completed March 2023	Costs
3 Raised Beds	£900
Disabled Access paving	£1440 materials plus costs for labour and survey (this was made clear it was materials cost when the Capital Grant was applied for.)

Total Costs to date have been up to August 2022

2 Happy to Chat Benches	£697	Completed
1 Community Shed and Community Allotment	£920	Completed
1 Living Workshop	£ 50	Running for 11 of 12 months on target
	£1667	

With the aim of completing by March 2023 up to date quotes have been obtained and mitigating rising costs in materials plus the unknown labour costs at the time of application a gap will be funded of £1667.

Gap Funding

This will be applied for from KCC Cllr Steve Campkin's KCC grant, and the VAT element will need to be funded by SWANCC, however with this in mind the RFO has made an early application for VAT return and the SWANCC account has received £918 in revenue returned.

£2000 ABC capital grant which needs to drawn down by 21 September 2022 latest

£2164 KCC post Covid community grant received financial year 21/22

£1667 to be applied for from Steve Campkin's KCC grant.

£918 of the VAT refund will be applied to cover VAT costings.

Quote Series A

Concrete paving, small parking area and Block Work beds

		To dig out to make disabled planting bed. Dig foots, concetre and build 3 x bllock work raised beds. Dig out and whack in 4" type 1 then 6" concrete with reinforced steel bars for foot paths and a parking bay	£3960+VAT=£4752
Quote 1	Hodges Buildings LLP		
		To dig our spoil to left on site, levelled out, Type 1@100mm with mesh. 3 x number rasied bed built out of 100m concrete beds	7540 add VAT
Quote 2	Lancaster Building Services		
		To install a reinforced concrete slab with blockwork raised planters. The base will consist of 100m of curshed mot type-1 and 100mm of solid concetre which we will use re-bar mesh reinforcement.	Labour £3000 Material total £3850 £6850
Quote 3	Oliver Brick & Landscaping		

Quote Series B

Permeable base with block work and raised beds

		As first quote but instead of concrete lay permeable rubber matting infilled with shingle.	£5840+VAT£7008
quote 1	Hodges Building LLP		
quote 2	Lancaster Builders KENT Ltd		
quote 3	not received yet.		

Copies of written quotes available from the Clerks.

Sarah Evans
Community Council Manager
August 2022