

South Willesborough and Newtown Community Council
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Minutes of the Ordinary Meeting of the Council held on
Monday 5th June 2023

Minutes

The Chair opened the meeting at 7:05pm

In attendance, Cllr Sue Mullan Chair (SM), Cllr Andy Rogers Vice Chair (AR), Cllr David Mullan (DM) Cllr Paul Bohill (PB) Cllr Andy Hodges (AH) Cllr Eric Parkinson (EP) Cllr Nirosha Thilagarajan (NT)

Also in attendance, Sarah Evans Community Council Manager (SE) 9 members of the public.

It was noted that the Agenda items should have started at 108 and this had been omitted in error and the Agenda Items started at 109

109/23 Agree Minutes of the Council meeting of 9th May 2023 and sign (attached)

Proposed DM and Seconded EP that the minutes were a true record of the meeting and the Chair signs them

110/23 Record attendance and list apologies for absence

Apologies were received from Cllr Steve Campkin (SC) and Cllr David Smith (DS) and approved

111/23 Declarations of pecuniary, other significant or voluntary interest

AR is an Observer to the Board of Directors for Ashford International Development Company for the redevelopment of Newtown Railway Works

112/23 To receive Declaration of Acceptance of Office from Councillors not present at the Annual Meeting of the South Willesborough and Newtown Community Council May 2023.

Resolved:- Agreed unanimously 1) that Declarations of Acceptance of Office were signed by NT and AH these were duly signed and counter signed by the Proper Officer, 2) That the Declaration of Acceptance of Office for DS would be signed at the next meeting.

Action 1) SE To send DOA Forms to Elections Office 2) SE to add remaining DOA to agenda for next meeting

113/23 To receive and note the minutes of the Planning and Highways Committee 17th May 2023

Resolved:- Proposed NT and Seconded PB to receive and note the minutes of the Planning and Highways Committee 17th May 2023.

114/23 To receive note the minutes of the Finance and General Purposes Committee 22nd May 2023

Resolved:- Proposed EP and Seconded AH to receive and note the minutes of the Finance and General Purposes Committee 22nd May 2023

115/23 To receive and note the minutes of the Planting and Biodiversity working group and consider recommendations

Resolved:- Members agreed unanimously to note that the wild flower seeds had now been planted. To note and receive an update from Aspire was received. David Hartley from Aspire reviewed the planting Friday 2nd June 2023 and noted the progress of the plan, he advised that the mowing would be completed over the month of June to tidy the area. He also advised future planting to be bolder with the size of the areas sown to make more of an impact and add to the work done so far. However, it was explained that SWANCC had elected to do smaller areas to bring focus to the planting impact through small areas which can developed over time to give an onward succession the Plan. Finally, David Hartley advised that the No Mow Pollinator signs will be fitted by Aspire over the month of June 23.

Proposed AR Seconded DM and agreed unanimously to the following recommendations

1) To investigate within the Community Plan for Area Enhancements

To investigate the Spinney

Restore existing pathways and clean

Plant bluebells and to thin the path to the front along river

Add bird boxes and bat boxes

Moat and Scrapes

To see no mow on the verge to the scrape field and wildflowers as planted previously

Plant and tidy the copse in football park

List of bulbs and plug plants for planting

2) Extra areas to be planted to be advised and costings to be considered

Daffodils

Narcissis

Bluebells

Snowdrops

Primroses

3) Items awaiting an update or investigation

Coffee Pot train an update

Samuel Peto Way to plant around the trees investigate permission quantities and costs

Actions Planting and Biodiversity working group to investigate 1) Plans for Spinney and permissions and requirements 2) Costing quantities and sites for planting. 2) To

investigate management of the Moat and Scrapes 3) To plan for the tidying of the copse at the football park and investigate costs quantities and sites for planting.

SE to investigate Coffee Pot train an update

Samuel Peto Way to plant around the trees investigate permission quantities and costs with advice on items to be planted from the Planting and Biodiversity working group.

116/23 To review 3 quotations for the Community Council Insurance and agree

Members discussed a previous circulated report and reviewed carefully the 3 options presented for the Council needs

Resolved:- Proposed AR and Seconded DM and agreed unanimously to accept the quotation from Zurich and the 3-year long term agreement. To cancel the existing cover with Community Action Suffolk underwritten by Answar and the accept the small charge for cover received between renewal date and new insurance arrangement.

Action 1) SE to arrange insurance and cancel existing policy.

117/23 To review a report of the Community Council manager updating on the commercial options and business case for the Railway Vintage Festival

Members considered a previously circulated report which updated on the actions taken to ensure the costs for the event could be reached with adequate contingency

Resolved:- Proposed AR and Seconded AH and agreed unanimously that 1) The accepted recommendations had been completed as far as possible, 2) The successful accrual of grants and sponsorship plus the SWAN precept would sufficiently cover the costs of the event and provide adequate contingency for the developments of the event plan using the Powers to charge on a cost recovery basis Local Government Act 2003 s.93 2) To not use wristbands as the cost and management of this option was prohibitive, 3) To not charge for the land train 4) To ensure the event is free to attend and of maximum benefit and accessibility for the local residents. To support the arts and provide entertainment Local Government Act 1972, s.145

118/23 To review a report of the Community Council manager regarding the management of the Railway Vintage Festival and agree bank transfer to cover costs.

Members held a long discussion reviewing the plan for the Event and the needs to ensure its best success.

Resolved:- Proposed AR and Seconded EP 1) To transfer £10500 from the reserve account to the current account to cover the costs of running the event. 2) To accept the quotes from Ashford Borough Council for the printing of posters and exit signs and to purchase necessary items to fit the posters 16th 17th 18th June 2023. 3) To purchase spare posters in case of vandalism.

Proposed DM and Seconded AR and agreed unanimously 4) To circulate posters advertising the Event, encouraging residents to bring memories and photographs and rising cost support available at the event, 5) to accept the print and delivery costs from Dor 2 Dor, 6) to agree the copy by email.

Proposed PB and Seconded NT and agreed unanimously 7) To change the plan to purchase hay bales from Clip Clop and hire 50 further chairs from Dallas Events for the Community area. 8) SC and NT To comperre the community stage. 9) To hire 12 crowd barriers plus 2 additional barriers for the road closure from Kent Hire. 10) To purchase Posts for the platform sings and Exit signs from Long Acres.

To ask the High Sheriff and Mayor to assist the Chair and it is recommended for Cllr D Mullan and Cllr E Parkinson to also be presiding. The ground and a ceremonial spade will be prepared.

1. To accept the draft speech for the High Sheriff
2. To plant a tree for the laying of flowers in memory of the Queen with the plaque laid
3. To plant a tree for the memory of George Kowaree with Eva Lewis from his family with a plaque laid.
4. 2 Rowan trees are ready for planting, reserved from the Queen's Green Canopy for this purpose (Quotes for plaques and tree stakes and ties are below)
5. To give a speech on the main stage commemorating this event and the area draft attached.
6. To be available for photographs with the Council members for future memories.
7. To be available for photographs with SWANCC Formal invitees

Quotes for Tree Stakes, Ties & Plaques were agreed to accept Wickes for tree stakes and ties and B&Q for plant food and compost and Timpsons for plaques and engravings.

To be funded from small projects budget	£107.79		
Tree stakes and ties			
	Wickes	B&Q	Longacres
	1.8m stake =£3.90each Tree ties £6 per pack £13.80 inc	1.8m post stake £6.00 Tree ties £5.99 small cable tie style £17.99 inc	2.1m £6.49 Tree ties £6.79 £19.77 inc

Compost and Plant food	Plant food (FBB) £7.75 Compost 50 litres £7	Plant food (FBB) £7.99 Compost 50 litres £6	Plant food (FBB) £7.99 Compost 50 litres £6.99
Plaques (1 quote only as under £100 and no other supplier to compare in Ashford.)	Ashford Supplier Timpson's £40 each £80.00		

The trees will need to be maintained with weekly watering. Quotes to be agreed at FGP initial investigation suggests £15 for the Summer and Autumn months.

Proposed NT and Seconded EP to accept the quote from Pickle Lilys for a celebration cake and to purchase cake boxes and serviettes to distribute the cake to volunteers and SWANCC Invitees. To purchase a book of attendance for visitors to sign and to be stationed with the celebration cake.

Agreed Unanimously to accept PB's generous offer to fund and drive a shuttle bus for the event but it would need to finish at 4:30pm. To note parking had been agreed at Wainwright Place Car Park Newtown for the event and that email confirmation had been received to ask UKCPM not to enforce on the day of the event. Litter would be managed by the SWAN Litter picker and litter bins and hoops plus litter collection would be requested from Ashford Borough Council.

Proposed AH and Seconded NT and agreed unanimously to provide Parish Rising Costs Support for SWAN residents. To use the rising costs budget to hire a further 3m gazebo from Dallas Events and staff with 1 member and 3 volunteers to distribute resource with bags for packing:-

- 1) Personal hygiene and feminine hygiene support
- 2) Household hygiene support
- 3) To ensure items are easy to disperse and useful and meaningful
- 4) To create a working group chaired by AH with 3 volunteers to portion the items within the grant budget and disperse on the day with any follow up items begin carefully distributed to SWAN residents via with their agreement the Salvation Army and School Flos
- 5) Appendix of recommended items

washing up liquid
washing powder
scourers
sponges
bottles of anti bac
packs Surface wipes
bottle toilet bleach

bottles mouth wash
shower gel
hand soaps

Supplementary feminine hygiene products in addition to those currently in stock

Action 1) SE to arrange print and delivery of poster. 2) All members to advise ability for distribution of posters. 3) SE to draft copy for resident's flyer and all members of Communications' Working Group to agree copy. 4) SE to arrange purchases from agreed quotes. 5) SE to send draft speech to High Sherriff office 6) AH to Chair working group for Rising costs Support 7) SC and NT to complete Community Stage 8) SM DM and EP to facilitate Ceremonial features of event 9) PB and AH to assist SE with arrangement for Shuttle bus. 10) All members to be on the Green 7:30am for set up of the event.

119/23 To agree press release for Railway Vintage Festival

Members reviewed the draft press release from the Community Council manager and the draft from Ashford Borough Councils Senior Marketing Officer

Resolved : To accept the draft for Ashford Borough Council with the addition of paragraph 3 from the Community Council Managers draft and the addition of the 175th Anniversary of Newtown being included

Action SE to send adjusted draft to Ashford Borough Council Marketing Project Manager

120/23 To review a report on the Youth Programme and consider actions and agree

Resolved:- Proposed SM and Seconded AR and agreed unanimously to defer the Youth Programme to later in the year to reduce any staff pressure and to prevent SWAN volunteers being overstretched. To focus on the Railway event and its success and the current commitments of the SWAN Community Council.

Action SM and SE to advise Gareth Davies of decision.

121/23 To review any planning applications received before the date of this meeting and agree

No planning applications were notified from the planning portal before the meeting.

122/23 To receive and note the applications for KALC KCC Parish Council Cost of Living Crisis funding

Resolved:- Proposed AR and Seconded DM and agreed unanimously 1) To receive and note the applications for the KALC KCC Parish Cost of Living Crisis. 2) To accept the grant of £1500 and to apply the full funds to hygiene items to be dispersed to SWAN residents at the Railway event.

123/23 To consider the short-term temporary office volunteers to be agreed by Chair and Vice Chair for June and July 2023 in the SWAN office

Resolved:- Agreed unanimously to accept 2 temporary office volunteers and that these volunteers would be agreed by SM and AR. 2 That budget had been put in place to hire an office assistant for 60 hours and this would be progressed.

124/23 Urgent Correspondence

- 1) David Hartley from Aspire advised the Community Council Manager the old noticeboard would be removed from Newtown Green as it was now in disrepair and an unsafe structure.**

Members resolved to ensure the map is preserved as it has high community value and historical value. AR to scan map and map to be stored in the SWAN Office or Ashford Museum.

- 2) Notification of an encampment at Frog Island was received and noted families were being supported by Ashford Housing.**
- 3) Invoice MYC105 was received for the Railway Event
Members agreed unanimously to the payment of this invoice**
- 4) Email received from Kenna and Turner funeral directors advising of government support for funeral costs**
- 5) Agreed unanimously to forward to the Communications Working committee to review for SWANCC website.**
- 6) Email from residents requesting an updated map for the SWANCC website
Agreed unanimously to forward to the Communications Working committee to review for SWANCC website**
- 7) Email from Unity Trust that complaint regarding multi pay application was raised. Telephone advice had been given to SE that the cards should be received 5-10 working days.**
- 8) Castle Water email received that the case to switch the water supply had been opened.**

125/23 Forum for Exchange

SE advised

- 1) On the tremendous work of Litter picking undertaken by the SWANCC Litter Picker Members requested he be thanked and advised his work was excellent and much appreciated.**
- 2) Update from Amey regarding community skip days was received and that they would resource these dates with 6 staff and vans. Members advised 8th September would be a preferable date.**
- 3) AR is SWANCC Observer to the Board of Directors for Ashford International Development Company for the redevelopment of Newtown Railway Works
Goody are currently carrying out attendance for the archaeological works on site
Works have been completed on the drainage lines and CAT are currently carrying out works in the middle section of the site.
Connect IT are continuing to develop the design and are in dialogue with UKPN regarding the new services connections.
The drainage continues to progress well across the site.
Discussions with the Studio Operator are progressing.**

Meeting on site with the College, Council, Architects and Quinn to discuss the latest plans and see how they might work in person. Discussions were positive with the College with their only outstanding concern being the safe guarding aspect which Clague and now working on an amended the entrance for the students.

- 4) PB raised the challenges of parking and that a resident had received a fine because their permit was faded due to sunlight and that no response had been received to replace it.
- 5) DM advised 2 people had been sighted photographing cars in the car park at Alfred Road and the reason was unknown. A neighbour had challenged them but there was difficult language and advised residents to ensure their cars were locked and no valuables stored in them.
- 6) DM raised that information from Klondyke, is that the work should be finished by end of July 2023, EP raised that is was circulated a number of the units had been purchased as investments. Peter New Neighbourhood Watch advised that residents in situ had joined NHW and this would continue.
- 7) DM advised that the services for electricity gas and water would mean digging up he road but that it was planned that all the services would be laid simultaneously to reduce impact
- 8) AH raised the potholes on Newtown Road and that so far KCC had not agreed to repair them AR advised this would be raised with the AIDC.
- 9) AR advised the three-way traffic light system would be implemented and members discussed the impact on the area, however it was advised that the road infrastructure would be completed before heavy machinery was on Site at Newtown Railway Works

126/23 To agree the date of the next meeting 10 July 2023 and items for the Agenda

The date of the next meeting was agreed as 10th July 2023 and no items were added to the Agenda.

There being no further business to discuss the chair closed the meeting at 8:17pm

Signed Chair _____

Date _____

Appendix

Reports