

South Willesborough and Newtown Community Council

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Minutes of the Ordinary Meeting of the Council held on

Monday 5th March 2024

March 2024 Minutes

The Chair opened the meeting at 7pm

In attendance, Cllr Sue Mullan (CHAIR) Cllr Steve Campkin (SC) Cllr Malcolm Webb (MW) Cllr David Smith (DS) Cllr Andy Hodges (AH) Cllr Paul Bohill (PB)

Also, in attendance Community Council Manager Sarah Evans (CCM SE) Mr Andy Miles from AIDC, Peter New Neighbourhood Watch (PN), Ward Cllr Sojan Joseph, Ward Cllr Al Arnold, 6 members of the public.

43/24 Record attendance and list apologies for absence

Apologies were received from Cllr Nirosha Thilagarajan, Cllr David Mullan and approved.

44/24 Declarations of pecuniary, other significant or voluntary interest

SC made a declaration that he is a tenant of Gas House Fields Allotments.

45/24 Agree Minutes of the Council meeting of 5th February 2024 and sign (attached)

The minutes were amended by the Chair to record the presence of Cllr Smith and the non-attendance of Cllr Campkin once this was amended, it was Proposed AH and Seconded DS and agreed unanimously the Minutes were a true record of the meeting and the Chair signs them.

46/24 To receive Mr A Miles from AIDC to discuss the plans for the protection and longevity of the Bridges on Newtown Road within the Newtown Railway Works

Cllr Bohill gave a report on concerns for the Crowbridge Bridge with its structure build date of circa 1900 and structural survey has not been completed since 1999. Report included in the appendix of these Minutes.

Mr Miles gave an in-depth overview of the transport management plans for HGVs on Newtown Road including 3 sets of traffic lights, additional footpaths and cycle paths, amendments to the positioning of street lights, double yellow lines on the Newtown Road End of Gladstone Road and the use of the Crowbridge Bridge.

Mr Miles advised that KCC Highways had reviewed the plans and were surveying the Crowbridge Bridge March 2024. A report would be sent to KCC Structures by the end of March 2024 and the response from KCC Structures was awaited, however this is usually a long turnaround on the response. No works could be carried out until this had been agreed with all KCC departments. Mr Miles would arrange for AIDC to share this report with the Community Council. He also advised that he would request the sharing of the transport management plans submitted with the planning applications which included the traffic survey for Newtown Road.

Resolved:- Proposed SC Seconded PB to delegate the Planning and Highways Committee to review the structure report from KCC when received from AIDC and the impact of the Traffic Management Plan on Gladstone Road.

7:45pm Mr Miles left the meeting.

47/24 To receive reports from

- a. KCC Cllr
 - b. Police and Neighbourhood Watch representatives,
 - c. Ward Cllrs
- a) KCC Cllr Steve Campkin advised that the budget had been reviewed, a motion to remove deputy portfolio holders and use the funds for school transport was refused. That KCC Contribution for Council Tax would be increased. A meeting with the Planning Officer for Brompton Bikes application had been held and the issue of S106 funding for an alternative to the underpass at ASDA and increased connectivity with the action travel team be investigated within the proposal had been raised.
- b) PN Neighbourhood Watch read from a previously circulated report. He also brought a further report on his work with the Police Crime Commissioner lobbying for prevention of crime to be the first target of the Kent Police Strategy. That the disproportionate violence to women and girls in the County was of grave concern and he was lobbying for further action on this from both Kent Police for more action for prevention and from Local Councils to review planning applications that lighting and safe access be essential criteria for safety. A copy of the further report would be sent to the Community Council Manager for circulation to all Members. Action SECCM to circulate report to all Members.
- c) Ward Cllr Sojan Joseph gave a report on the activity at Ashford Borough Council to take over ownership of the Picturehouse Cinema, the formation of a multi-party task group for a Best in Kent open market in the town centre, that the fine for fly tipping had been increased from £75 to £500 as a further deterrent to this activity. Ward Cllr Al Arnold advised he had had significant health issues which had prevented him from attending meetings over the last 9 months but was pleased to be well enough to attend this meeting. That he had used his Ward Grant to fund the Projector replacement for the SWAN Centre and to Support SWANCC in the purchase of a further Community Defibrillator.

7:59pm Ward Cllr Sojan Joseph left the meeting

48/24 To receive an update on the Service of Thanksgiving for the Life of Rita Blanche Clarke, this will be followed by a 1 Minute Silence.

The Chair invited Salvation Army Officer Lauren Corbett to give an overview of the Service of Thanksgiving for Rita Blanche Clarke.

8:01pm – 8:02 pm A 1 Minute silence was then Observed by all present.

49/24 Meeting adjourned for members of the public to raise questions on items on the agenda. (This item will last no more than 15 minutes in total)

The meeting was adjourned at 8:03pm

No questions relating to items on the Agenda were raised

The meeting was reopened at 8:04pm

50/24 To consider the response from AIDC for a new SWANCC Observer to the Newtown Railway Works Development and agree

The Chair proposed a motion to close the meeting to the public to discuss item 50/24

This was agreed unanimously

The meeting was closed to the Public at 8:09pm

Resolved :-Proposed MW Seconded SC and agreed unanimously that AH would be Observer and PB would be Second Observer.

The meeting was reopened to the Public at 8:12pm

51/24 To receive a report of the Community Council Manager on the Cllr Newtown Walkabout and agree recommendations

Resolved:- Proposed PB Seconded AH and Agreed unanimously to the following recommendations

1. To investigate costs and permission for a Happy to Chat Bench for Belmont Place
2. New Street Signage investigation of costs and permission to replace Belmont Place and Stirling Road Leading to Maunsell Place
3. Report of issues of Bins overflowing on Newtown Green and the removed bin on Mansell Place to Ward Councillors and Ashford Borough Council with letter from Council to follow at the next meeting
4. Reporting of Fly Tipping
5. Reporting of repairs to external flats blocks
6. Recommend Planting improvements Newtown Green to attend to the Flowering Cherry Trees planted for the Queen's Coronation and to investigate costs for memorial plaques for these trees.
7. To delegate the Planting and Biodiversity Group to investigate costs and permission for a Tree to be planted for the King's Coronation project on Newtown Green with Memorial Plaque and Bullied Place flowerbed outside the corner block of flats to investigate costs to remove all brambles and plant fruit trees from the King's Coronation project.
8. Newtown Green Improvements Investigate costs and permission for Memorial Plaques for the Wheels, the Platinum Jubilee Time Capsule and the Amanda Champion Memorial Tree
9. To investigate if Protection was needed for the Amanda Champion Memorial Tree
10. Newtown Green Noticeboard Improvements Investigate costs
11. Carparks monitoring of improvements and lobbying for further improvements and reporting to KCC for Highways Improvements as more cars use the car parks.
12. Report Manhole Sinking on Alfred Road to KCC
13. Stirling Road Playpark Recommendation to ask the Portfolio Holder for Parks and Recreation to come to Council to discuss the situation and help to ascertain a progression of this project.
14. General tidying of lamppost flyers which are out of date and untidy, Cllr Action with Great British Spring Clean.
15. To the production of a timeline to manage the actions of these recommendations.
Action SECCM to produce timeline for carry out recommendations and bring to Council for review on its completion.

52/24 To receive and note the minutes of the Planning and Highways Committee and recommendations

Resolved:- Proposed PB and Seconded SC and Agreed unanimously 1) To receive and note the Minutes of the Planning and Highways Committee. 2) To accept the recommendation the Council to delegate the Communication Working Committee to put together a strategic plan to encourage use of the Car Parks to support the objectives of the Highways Improvement Plan.

53/24 To consider a report of the Community Council Manager regarding the widening of the footpath on Albion Place and agree actions

Resolved :- Proposed MW and Seconded PB and Agreed Unanimously to delegate the Communications Working Committee 1) To communicate in the newsletter the need for more resident feedback on this required path widening 2) To update the SWANCC website to request residents to give feedback using the contact us form and advertise on the Council's Facebook page.

54/24 To receive the Minutes of the Planting and Biodiversity Working Group and recommendations regarding the planting of Fruit Trees for the Kings Coronation

Resolved Agreed unanimously to the recommendation to investigate costs and permission to plant trees from the Kings Coronation Project at Surtees Close, Bushy Royds and the Green Open Space adjacent to the Playpark on Fairview Drive.

55/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved :- Proposed SC and Seconded AH and Agreed unanimously to endorse payments agreed by email and the payments listing.

Description	Supplier	VAT Type	Net	VAT	Total
SLCC Training Safeguarding	SLCC for Council Professionals	S	30.00	6.00	36.00
			36.00		
SLCC Training GDPR	SLCC for Council Professionals	S	30.00	6.00	36.00
			36.00		
NEST Pension	South Willesborough and Newtown Community Council	X	235.00	235.00	
			235.00		
HMRC Cumbernauld	South Willesborough and Newtown Community Council	X	617.43	617.43	
			617.43		
Staffing	South Willesborough and Newtown Community Council	E	2,569.87		
Bank Charges	Unity Trust Bank	X	6.00	6.00	
			6.00		

Defib Maintenance	Hopkins+	S	50.90	10.18	61.08
					61.08
NALC Training Levelling Up Agenda	NALC	S	43.37	8.67	52.04
					52.04
Agilico		S	30.27	6.05	36.32
					36.32
ASL		S	23.16	4.64	27.80
					27.80
	Total		£3,636.00	£41.54	£3,677.54
			NET	VAT	Total

56/24 To consider a report of the Community Council Manager on options for a further grant funded Community Defibrillator and agree

Resolved:-Proposed MW Seconded AH and Agreed unanimously to accept the grant offer from Ward Cllr Al Arnold towards the cost of the defibrillator and coded locked cabinet and to delegate the Communications Working Committee to acknowledge this in the next newsletter.
On receipt of the grant funds to purchase a LifePak with Wifi Defibrillator and Coded Locked Cabinet with AED Aftercare Governance from Hopkins

57/24 To agree the return of unspent grant fund to Ashford Borough Council

Resolved:- Proposed PB Seconded AH SC Abstained from the Vote Agreed by all other members to return £350 unspent grant fund for cycling project to Ashford Borough Council.

58/24 To review and adopt key Council Policies

Safeguarding with Recommendations

Allotments Policy for SWANCC

Grants

Advertising

Resolved Proposed SC and Seconded MW and agreed unanimously 1) to the recommendations to update the safeguarding policy with the following
Addendum to Policy

- a) The responsible persons for reporting safeguarding within the Council are the Community Council Manager and the Crime Prevention Champion PB. However, if these persons cannot be reached a report should always be made.
- b) Clear Procedures to follow if a direct disclosure is made were agreed
- c) To clarify within the Policy that the Parish Council is not point of contact" for reporting suspicions of improper behaviour" and advice to be given on how to make reports
- d) Any contractors and sub-contractors working for SWANCC who may have access to children or vulnerable adults will be asked to provide their child protection and vulnerable adults protection policies.
- e) To require all Councillors and Staff to undertake safeguarding training annually

2) to accept and adopt the Allotments Policy, Grants policy and to accept and adopt the advertising policy with no amendments.

59/24 To agree the arrangements for the Internal Audit for 2023 2024

Resolved:- Proposed SM Seconded AH and Agreed Unanimously to instruct the services of Mr Lionel Robbins to complete the internal audit for SWANCC for 2023 2024 on 11th April 2024.

60/24 To consider a report of the Community Council Manager for the Great British Spring Clean Community Litter Pick and agree

Resolved:- Proposed PB and Seconded MW and Agreed Unanimously

- 1) That the risk assessment and insurance is in place.
- 2) Safeguarding all children need to be with a parent or guardian over 18 and remain the responsibility of the Adult accompanying them at all times and update posters to reflect this.
- 3) To advertise with posters at Allotments, SWAN WI Memorial Garden, Baxendale Court, SWAN Centre, All noticeboards, Neighbours on Gladstone Road Mead Road and Cudworth Road have often kindly displayed posters for the Community Council, Salvation Army Hall and regularly on the Councils Facebook Page.
- 4) To purchase the following equipment from Helping Hand Environmental.

2 Group Litter Picking Kits	224.99
20 litterpickers	224.99
10 handihoops	
20 pairs of adult gloves	
4 kit bags	
20 Adult Hi Vis	99.80
20 Child Hi Vis	99.80
10 handihoops (additional)	94.90
20 Child Gloves	73
Exc VAT	£817.48

61/24 To consider a Financial Review of the Gas House Fields Allotments and agree

No decisions were taken.

Resolved Agreed Unanimously to investigate further upcoming costs following the Health and Safety visit from WorkNest and await their report and recommendations.

62/24 To agree the exact siting of the SWAN Litter Picker Shed on Gas House Fields Allotments

Resolved :- Agreed unanimously to the siting of the SWAN Litter Picker Shed on plot 48b adjacent to the wheelchair access and leaving a distance of access for maintenance to the SWANCC Shed.

63/24 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting to allow members to discuss matters of a staffing nature

Resolved:- Agreed unanimously to close the meeting to Members of the Public at 8:50pm

64/24 To consider a report of the Community Council Manager on Worknest HR Advice and agree.

Resolved: Proposed SM and Seconded SC and Agreed unanimously to the 1) The statement of terms for the litter picker to be on Greenbook NJC Terms to be on spinal point 4 backdated to 1st December 2023 Spinal Point 4. 2) To the Young Person's risk assessment for the Work Experience Student with recommendations from Worknest template and to severity of 2 and likelihood of 1 for all items. To send a copy to be signed by the parents and student and school for the work experience student. That the work experience student would undertake light office duties, attend the Allotments to view the disabled access beds but not go on site, Salvation Army Hall for an overview with the Community Missions Faciliator and Ashford Borough Council to meet Borough Councillor Feacey and Borough Councillor Campkin subject to confirmation of their availability.

65/24 To consider an update on the Contingency Plan for the Community Council Manager role and agree.

Members discussed a previously circulated report and a verbal report from the Community Council Manager on the increasing workload with the growth of the Council, partnership with Scribe, Worknest Health and Safety and Worknest.

Resolved:- Proposed SC and Seconded SM and Agreed Unanimously

- 1) In the absence of the Community Council Manager the Chair or in the Chairs Absence the Chair of any Committee would
 - a) if it was for less than 2 weeks contact either The Current Parish Clerk and SLCC Branch Mentor at Sellinge Parish Council or The Current Parish Clerk at Kennington Community Council for interim cover.
 - b) If it was for more than two weeks to contact SLCC and arrange locum cover and accept the associated costs for administration and locum fees.
 - c) To contact Microshade and request Citrix access for the interim or locum Clerk
 - d) That all contact details would be available within the CRM facility on the Scribe Accounts system.
 - e) That the Locum or Interim Clerk will be given a copy of the Contingency
- 2) That the role of the Community Council Manager is increasing and measures are needed to maintain the service of the Community Council, to a timeline being produced to prioritise the work required by the Council and it being prioritised to plan the actions agreed for the calendar year and the additional task generated from the review of Health and Safety HR and Scribe Accounting.
- 3) To the writing of a Business Case to increase the administrative support to the Community Council Manager to maintain the service of the Council.

66/24 Urgent Correspondence

- a) Following a Health and Safety Visit to the Allotments with Worknest on 4th March 2024 that it was clear the fencing had broken and this was leaving open access to the dyke causing a serious safety issue.

That initial enquiries had been made to Kingsnorth Parish Council to secure the services of the Maintenance Manager to erect temporary plastic fencing with stakes and caution tape to secure the area 5th March 2024 until a permanent fence could be sourced with due financial diligence and as quickly as possible.

Agreed Unanimously, this is an emergency, to confirm the cost of this service to the Council, as may be more than £500 limit within the delegation scheme for Emergencies, and agree by telephone with follow up email endorsement 5th March 2024 to ensure this temporary measure was put in place 5th March 2024. To investigate costs for suitable fencing advised by Worknest as soon as the report recommendations are received.

The meeting was reopened to the Public at 9:10pm

- b) Bethersden Parish Council requesting support for the Petition for the Protection of Hoads Wood Site of Specific Scientific Interest.
Agreed unanimously 1) SWANCC would sign the petition as a Council. 2) put a link to the petition on the SWANCC website and advertise on the SWANCC Facebook page for Residents to consider signing.

67/24 Forum for Exchange

Newtown Monument and Memorial Gerry Clarkson to visit April 2024 meeting.

The Big Lunch 2024 feedback from Webinar that June was to be a month of Community and encourage community lunches.

A meeting had been held with the Planning Officer for the Addendum to Brompton Bikes planning application and an extension for the response until 15th March 2024 had been agreed for the Planning and Highways Committee.

68/24 To agree the date of the next meeting Monday 8th April 2024 and items for the Agenda

The date of the next meeting was agreed as Monday 8th April 2024. No items for the Agenda were proposed.

There being no further business to discuss the Chair closed the meeting at 9:17pm

Signed Chair _____ Date _____

Appendix of Reports

Report By Cllr Bohil on Protection and Longevity of the Crowbridge Bridge

Report on Newtown Walkabout

Report on Widening of Albion Place Footpath

Report on Safeguarding Policy and Procedures

Report on Great British Spring Clean

Report on Community Defibrillator

Report of concerns about Crowbridge.

We as a community Council have been told and we've been given plans to make the existing Crow Bridge a traffic light controlled one way thoroughfare at its junction with Gladstone Road.

Crow bridge itself has been a subject of discussion within this community council for some years now and with particular regard to the planning application and the proposals for the Newtown railway works development. If I may first of all list some of these concerns which are based on KCC websites as well as intimate local knowledge certainly of the councilors who sit on this panel.

We are told that the bridge was constructed in 1900 or thereabouts when of course the road was little more than a country lane and the majority of traffic in those days would have been horses and carts, the bridge therefore a simple brick arch construction over the old mill stream would have been perfectly adequate for its day.

May we now move through the history of Newtown and South Willsboro which has been well documented and is supported in this forum by people who are now in their late 70s or early 80s and who have seen the progress of the railway works and of course its demise in the last 20 years. We all unreservedly support the plans for the reconstruction of the railway works and the benefits that it will inevitably bring to Ashford.

We as a community council are directly in the frontline between the residents of Newtown and South Willsboro in the forces of change, and that is not to say that we have any serious opposition but wholeheartedly support the changes that have been suggested. What we are concerned about however is what may appear to be subject to correction by people who know better about some glaringly obvious errors which may have been overlooked,

May I start with the fact that the bridge is classified as a 7 ½ tonne capacity bridge on the KCC website which we have confirmed as a fact. Therein lies an immediate contradiction because we also have as fact an e-mail from KCC which confirms that following a survey in 1999 or thereabouts the bridge was reclassified as a 44 tonne capacity load-bearing structure. May I revisit the fact that the bridge was built when the horse and cart was the accepted form of transport over the bridge which has now stood for not less than 123 years, and in recent times has seen a huge amount of increase in traffic volumes as well as weight bearing .

When we raised this issue at a council meeting earlier this year where we were reassured that the load-bearing volumes from the Newtown site had now passed their peak in the huge volumes of debris and groundwork spoil had been removed.

Some of the older members of this community council including myself raised doubts that this statement was accurate in the rebuilding of the site will inevitably result in at least the same volume of materials particularly by weight having to be carried back into the site as part of the development which will incidentally include 308 purpose built flats A-17 Storey block of apartments/hotel a series of television or sound studios together with shops public areas and restaurants.

There may be people here today and people who are involved in the actual project who are not or who may never have been aware put the volume of traffic 20 or so years ago particularly heavy traffic from the railway works travelled over the level crossing at Hunter Ave onto Hythe Rd. This is with particular reference to the fact that the heavy loads, locomotives tenders or wagons were

routed over the level crossing and not along Crow Bridge Rd, and while I accept that such loads for example locomotives will no longer pass this way it would be not impossible for similar weights to be imported in the form of tower cranes and other structures and building materials which may well exceed 40 tonnes.

The second area of serious concern is the actual volume of traffic using Newtown and Crow Bridge Rd, particularly since the opening or re-opening of the road following the new MacDonald's roundabout (Bellamy-Gurner project). We are all aware of and have seen the effects of the improved roundabout works in increasing the amount of traffic through Newtown which has inevitably become a shortcut into Ashford to avoid traffic and congestion instead of following the dual carriageway and the main route along passed Asda and the Designer Centre.

I carried out a traffic survey on Newtown Rd close to the back of the Alfred in between 12:00 and 1:00 today Monday the 4th of March. I was most surprised to find the traffic count in both directions(collectively) exceeded 800 vehicles per hour, bearing in mind I would not consider this to be a busy period.

I'm sure there are in hand professionally carried out traffic surveys by Ashford borough council t carried out at the time of the planning application for the Newtown works which would confirm the actual figures,

If my calculations are accurate this would include busy periods equating to over 10,000 traffic movements per day and this is only looking to count between 7:00 AM and 9:00 PM .

In conclusion, it is my opinion that there were two serious issues here one is the pure volume of traffic which in short order if the improvement works are carried out at Gladstone Rd /Crowbridge Rd the bridge will become one way and traffic like controlled which will inevitably slow down the traffic flow although it will of course and I think we must all agree be safer.

The second serious issue is that in three to four years when and if (hopefully when) the Newtown project is completed, we will have a further 400 dwellings to be serviced along with the yet-to-be-completed Klondike works site which when it becomes fully operational will add 100 further dwellings to the total traffic movements. These figures do not include the obvious additions to the use of the site in the form of employees visitors and service traffic.

If I may conclude with the most alarming risk assessment which is the point of this presentation and that is that if or when in five years the bridge(if it lasts that long) needs to be replaced at the projected increased traffic volumes Newtown and South Willsborough will be completely cut off from the outside world in real terms for at least a year while the bridge and surrounding areas are reconstructed. The chaos and inconvenience in the near future is bad enough to contemplate without the projected traffic flows in five years so in other words it is better to have inevitable short-term pain than catastrophic chaos if the bridge reconstruction is delayed.

This doomsday scenario is purely my view of the situation I have lived here for 35 years plus and have seen the volumes of traffic become intolerable when any minor road works are involved, If someone professionally or otherwise sees a different scenario would you please share it with me.

Paul Bohill, Community Councilor.

Newtown Ward Walk

Items for Area Enhancement Consideration in line with the SWAN Community Plan

The Ward Walk was completed by Cllr Webb Cllr D Mullan and Community Council Manager Tuesday 20th February 2024.

Ashford Borough Council Housing will be carrying out an inspection of Newtown Green 11th March 2024 – the Community Council Manager has been welcomed to attend and invite any Cllrs wishing to join.

An Officer meeting of ABC and SWANCC has been provisionally arranged for 12th March 2024 to discuss those recommendations in this report agreed by SWANCC at the March Council meeting.

Recommendations and Delegation to Committees of Recommendations

16. Bench for Belmont Place
17. New Street Signage investigation of costs to replace Belmont Place and Stirling Road Leading to Maunsell Place
18. Report of issues of Bins with letter from Council to follow
19. Reporting of Fly Tipping
20. Reporting of repairs to external flats blocks
21. Planting improvements Newtown Green and Bullied Place
22. Newtown Green Improvements Investigate costs and permission for Memorial Plaques and Tree Protection
23. Newtown Green Noticeboard Improvements Investigate costs
24. Carparks monitoring of improvements and lobbying for further improvements and reporting to KCC for Highways Improvements as more cars use the car parks. To communicate this in the next newsletter
25. Report Manhole Sinking on Alfred Road
26. Stirling Road Playpark Recommendation to ask the Portfolio Holder for Parks and Recreation to come to Council to discuss the situation and help to ascertain a progression of this project.
27. General tidying of lamppost flyers which are out of date and untidy, Cllr Action.

Newtown Green

Actions to Date

- The daffodils and other planting is progressing well and the display looks very promising for 2024.
- The new gate SWANCC lobbied for is effective and smart.
- It was noted a Council June 2024 that the old community noticeboard was removed due to safety issues and the map was Agreed to be put into storage at the SWAN Office or the Ashford Musuem. Council decisions remain for 1 year. Recommendation to review costs for its replacement Summer 2024.

Recommended Items for Council:-

1. Community Council Noticeboard to investigate if a clearer sign could be made to the external cabinet to clarify its ownership and purpose. Delegation Communications Committee.
2. Replacement of the Memorial Plaque on the Memorial Wheels as it is becoming hard to read.
3. Completion of the Memorial Plaque for the Time Capsule from the Platinum Jubilee.
4. To investigate if a protective fencing and a Memorial Plaque could be put around the Amanda Champion Memorial Tree to maintain it and mark its significance fully.
5. 6 Ornamental Flowering Cherry Trees were planted on the green for Queens Coronation in 1953 to mark the Queens Coronation in 1953 at a cost of 16p per resident. To restore these trees and mark them to reflect this occasion. Delegation Planting and Biodiversity Working Group
6. To add a tree for the Kings Coronation. Delegation Planting and Biodiversity Working Group.

7. Communal Litter Bins need to be emptied more frequently the overflowing rubbish and possible fly tipping to be reported to Ashford Borough Council and to write to Ashford Borough Council to request this along with the Ward Cllrs to follow up and ensure a more regular collection is made. It is believed Belmont Place has 2 collections a week and this is significant. To also follow up with the Ashford Housing Officers for Newtown.

8. Asda Trolleys were located on the block of flats from 27 Newtown Green onwards locked and tidied together. These need to be reported and returned to the Supermarket.
9. Broken Window and poor flashings in need of repair not yet completed to raise on Neighbourhood Housing Inspection Newtown 11th March 2024.

Carparks

10. The walls to the carpark to the rear of the Newtown Shops is still not repaired and clearly subsiding to even worse degree. To write to Ashford Borough Council and Ashford Housing Officers to have this repaired as a priority for safety.

11. The carpark on Alfred Road opposite Beazley has had clearance work and the overgrown laurels have been removed from inside the carpark and 8-9 cars are using this more regularly. However, the Buddleia tree roots are still in place and need to be removed. The laurels to the rear are still very overgrown and need to be cut. The wall is now clearly subsiding and needs to be lowered and repaired. The Community Council Manager has raised this again with Ashford Borough Council who advise quotes have been received for the works and this is set to be agreed shortly, close monitoring of this progress needs to be made as KCC has targeted the Council to encourage usage of the car park and this was an objective towards the KCC Highways Improvement Plan(KCC HIP) priority objectives for Newtown. Delegation Planning and Highways Committee.

12. The Wainwright Place Carpark has now been cleared of all weeds and overgrowth and it is in a significantly tidier condition. There remain significant potholes which need to be repaired to encourage usage of this car park to support the KCC HIP Delegation Planning and Highways Committee.
13. Beazley Court Fly tipping historic builders rubble and just at the start of the adjacent alleyway cycle inner tyres and broken wood to be reported.

Maunsell Place

14. Maunsell Place has been significantly improved the built up rubbish, fly tipping and general untidiness is cleared and dealt with a very positive improvement. There was minimal littering and the evidence of both the SWANCC Litter Picker service and the Ashford Housing Dept was clear.
15. A roof tile has fallen from 35-43 Mansell Place and needs to be reported appears to be from the left corner of the roof.
16. 35-43 Maunsell Place damaged tiles and broken flashings not yet repaired noted on September Meeting with ABC need to be repaired.
17. The bin has been removed are there plans to replace this to follow this up with the Bins on Newtown Green issues.

Bullied Place

Significantly improved and cleared and cleaned. New fencing to reduce fly tipping erected and sustainable and locked. Full clearance of the debris following support given for Rough Sleepers. The fly tipping behind it needs to be cleared ABC Housing Officer advises is aware of this recommendation to follow this up on Newtown Inspection or Meeting on 12th March

Council were asked how they could make physical improvements to this road from ABC Recommendation there is still a large area of brambles adjacent to the Network Rail Fencing but on ABC land. Recommendation To Planting and Biodiversity working group Clear and Tidy this area and plant trees from the Kings Coronation Project.

Stirling Road

18. Stirling Road To follow up progress on unoccupied property as further damage to fencing has occurred and is unsafe and further rubbish is collating. Report to ABC Housing Officer and follow up at meeting 12th March 2024.

19. Stirling Road towards Maunsell Place – the street sign does still say leading to 17-26 Baxendale Court causing confusion for visitors and Sat Navs and deliveries. Ashford Borough Council Neighbourhood Manager said there was insufficient budget to complete this long standing item. **Therefore recommended that SWANCC investigate costs and replace the Street Sign along to also provide signage to clarify that there is no longer access to Baxendale Court from this area.** Delegate Planning and Highways Committee and Finance and General Purposes Committee.

Belmont Place

The difference was exceptional. All the overflowing bins are gone and all the rubbish and fly tipping is removed. The bins stores have been installed or repaired. The wall has been lowered and repaired. The overall cleanliness and tidiness was remarkable.

20. Belmont Place 19 onwards Needs to be clear street sign this block is Belmont Place deliveries and visitors and services keep going to 19 Alfred Road onwards. This is very unclear and causing confusion and delay. **Therefore recommended that SWANCC investigate costs and provide the Street Sign to support the improvements in Belmont Place.** Delegate Planning and Highways Committee and Finance and General Purposes Committee.
21. The Planting and Biodiversity Group did highlight the poor bench provision and there is now only 1 bench which is very small with no supports and has little life left. **Therefore recommendation to Council to provide a Happy to Chat Bench for residents.**
22. There was a small old paddling pool and a bag of rubbish which is in the bushes and needs to be reported.

Alfred Road

23. Manhole cover outside 19 Alfred Road and 19 Belmont Place is sinking and is creating a pothole if this collapses it would cause significant disruption to Alfred Road which is a major bus route. **Recommendation To report sinking manhole cover and developing pothole to KCC with Support from KCC Cllr and flag for repair.**
24. Fly tipping opposite 23 Alfred Road and Adjacent to 22 Alfred Road – Builders Rubble Bag to be reported.

Replacement of the Playpark

- To date the Council had a meeting with ABC in which they promised to replace one item of the play equipment.
- Requests were then made to work together to consider what play equipment could be installed and what the costs would be. SWANCC received a Wicksteed Brochure for refurbished equipment.
- At the meeting in Sept SWANCC were asked if they would be willing to support the cost of replacing the Play Equipment again costs were requested and enquiries regarding S106 funding were requested.
- At budget setting for 2024 2025 requests for costs for consideration were requested but not received.
- Recommendation to ask the Portfolio Holder for Parks and Recreation to come to Council to discuss the situation and help to ascertain a progression of this project.

Sarah Evans
Community Council Manager
21st February 2024

Widening of the Footpath at Albion Place

A full report was taken to the Planning and Highways Committee in 2023, giving an in-depth analysis of the issues on the Albion Place Footpath and the need for this to be widened, join up with the dropped kerb and access for all modes of mobility to be considered.

The land is owned and managed by Ashford Borough Council

The Ashford Borough Council Housing officer advised the SWAN Community Council that quotations had been sought for the works but to date the budget spend has not been agreed.

Wednesday 20th February 2024 the Housing Officer advised that more evidence for the need of the footpath to be widened was required and this would be helpful to escalate the case to widen the footpath, and asked the Community Council to gather more feedback from residents on this issue.

With this becoming a heightened issue with the very bad weather recently and the known impact of residents still affected by this issue, it would be helpful for the Community Council to correspond with residents and gather more feedback and evidence of the impact this is causing.

The next edition of the Council Newsletter would be an ideal opportunity to write to residents and ask them to submit their feedback to the Community Council. Also the SWANCC website could be updated to request information from residents on the impact of the paths on Albion Place and a request to use the feedback form could then be added and a social media posting on Facebook could be planned. It is recommended to delegate this item to the Communications Working Group for March 2024 to carry out this request and support the action required for residents of SWAN.

Sarah Evans
Community Council Manager
27th February 2024

Report of the Community Council Manager on the Great British Spring Clean 16th March 2024.

- 1) Risk Assessment is in place
- 2) Safeguarding all children need to be with a parent or guardian over 18 and remain the responsibility of the Adult accompanying them at all times.
- 3) Insurance in place
- 4) Advertising to agree
- 5) Equipment to agree

Attendees invited. Salvation Army, Willesborough Wombles and SWAN Litter Pickers have all confirmed they will join the event. Email sent to WI and it was taken to Committee meeting. BGFC also invited but aware of the busy schedule

Advertising

Facebook advert has been put out recommend this is done daily in March

Posters recommend these are put up on Allotments, SWAN WI Memorial Garden, Baxendale Court, SWAN Centre, All noticeboards, Neighbours on Gladstone Road Mead Road and Cudworth Road have often kindly displayed posters for the Community Council, Salvation Army Hall.

Equipment

Litter pickers, hoops hi vest and bags were ordered from Ashford Borough Council Street Scene 7th February 2024. Unfortunately, on 27th February 2024 Streetscene advised they the following

“Thank you for contacting us regarding the Community Litter Pick and borrowing equipment. Please accept our apologies for not responding sooner. We currently have a lot of requests, so to ensure it is fair to all that have requested the equipment and dates they have asked for, we will make contact once this has been worked out and what equipment can be loaned. Please bare with us, we will make contact again when we are able to confirm with you what equipment is available”

Therefore, to ensure a successful litter pick for 16th March 2024 and with the likelihood the Council will again use litter picking equipment for events and future litter pickers 3 quotations have been sought for equipment. Bags need to sourced from Ashford Borough Council. Collection of litter has been requested from Gas House Fields Allotments 3pm 16th March 2024.

Recommendation for Equipment

2 x Group Litter Picking Kits from Helping Hands Environmental. They supplied the SWANCC Litter Picker equipment, cover all the items needed, can meet the delivery date and offer the best price including bags to keep the equipment in. Litter Pickers sourced are Streetmaster Pro Gel Litter Picker recommended by Keep Britian Tidy, Great British Spring Clean and CLEANUPUK.

Option 2

2 Group Litter Picking Kits	224.99
20 litterpickers	224.99
10 handihoops	
20 pairs of adult gloves	
4 kit bags	
20 Adult Hi Vis	99.80
20 Child Hi Vis	99.80
10 handihoops (additional)	94.90
20 Child Gloves	73
Exc VAT	£817.48

Three full quotations are listed below in line with Procurement and Purchasing Policy

Quotation 1 Helping Hands Supplier for SWANCC Litter Picker Equipment.

	Single Unit Price	20 Units	10 Units
Pro Gel Litter Picker	£13.43	£268.60	£134.30
Handihoop	£9.49	£189.80	£94.90
Adult Safety Gloves	£3.99	£79.80	£39.90
Child Safety Gloves	£3.65	£73.00	£36.50
Hi Vis Adult	£4.99	£99.80	49.90
Hi Vis Child	£4.99	£99.80	£49.90
EXC VAT		£810.40	£405.40

10 litterpickers Pro Gel	
5 Handihoops	
10 pairs of Safety Gloves Adult	
2 kit bags	Only sold with package
Exc VAT	£224.99

Option 2

2 Group Litter Picking Kits	224.99
20 litterpickers	224.99
10 handihoops	
20 pairs of adult gloves	
4 kit bags	
20 Adult Hi Vis	99.80
20 Child Hi Vis	99.80
10 handihoops (additional)	94.90
20 Child Gloves	73
Exc VAT	£817.48

Quotation 2 Parking Shop Direct

	Single Unit Price	20 Units	10 Units
Pro Gel Litter Picker	£14.50	£290	£145.00
Handihoop	£12.50	£250.00	£125.00
Adult Safety Gloves	£9.05	£181.00	£90.50
Child Safety Gloves	£9.05	£181.00	£90.50
Hi Vis Adult	£7.90	£158.00	£79.00
Hi Vis Child	£7.90	£158.00	£79.00
EXC VAT		£1,218.00	£609.00
	Single Unit Price	20 Units	10 Units

10 litterpickers Pro Gel	
5 Handihoops	
10 pairs of Safety Gloves Adult	
2 kit bags	Only sold with package
Exc VAT	£299.99

Option 2

2 Group Litter Picking Kits	£299.99
20 litterpickers Pro Gel	£299.99
10 handihoops	
20 pairs of adult gloves	Sub total £599.98
4 kit bags	
20 Adult Hi Vis	£158
20 Child Hi Vis	£158
10 handihoops (additional)	£250
20 Child Gloves	£181.00
Exc VAT	£1346.98

Quotation 3 The Safety Supply Company

	Single Price	20 UNITS	10 UNITS
LitterPicker Pro Gel	£19.35	387	£193.35
Handihoop	£13.95	279	£139.95
Gloves Adult	£2.15	43	21.50
Gloves Child	None	0	0
Hi Vis Adult	£1.51	30.20	15.10
Hi Vis Child	£2.25	45	22.50
Delivery	£5.89	£5.89	£5.89
Exc VAT		£790.09	£398.29

Plus Childrens Gloves	Not supplied	Would be £73.00	Would be £36.50
Plus Kit bags	Not supplied	Package price only not sold separately	Package price only not sold separately
		£863.09	£434.79

No bulk purchase or group kit offered.

Sarah Evans
Community Council Manager
27th February 2024

Safeguarding Children and Vulnerable Adults

Addendum to Policy

- 1) To clarify who the responsible person or persons are for reporting safeguarding within the Council
- 2) Clear Procedures to follow if a direct disclosure is made
- 3) To clarify within the Policy that the Parish Council is not point of contact" for reporting suspicions of improper behaviour" and advice to be given on how to make reports
- 4) To require all Councillors and Staff to undertake safeguarding training annually

- 1) The Policy at present advises to refer to the trust or committee any allegations or concerns of abuse it later advises to report the concerns to the responsible person if one nominated. For clarity and confidentiality, it is the recommendation of this report to agree a Responsible Person(s) for the reporting of safeguarding concerns.
- 2) Procedures to be followed by a Member of South Willesborough and Newtown Community Council In the event of a concern being reported to them.

At present the policy advises Members to Follow the relevant parts of the code of behaviour, however it does not give clear procedures for how to handle a disclosure therefore draft procedures have been written.

- 1) If you receive a disclosure:-

Get Emergency help if needed first. Always ring 999 for an Emergency

Listen do not investigate

Do not promise confidentiality

Tell the person what you will do next

Always tell the person particularly a child they were right to tell you what has or is happening

Notify the Safeguarding lead at the time, if a Safeguarding lead is not available notify the Authorities immediately

Do not tell the people who are alleged abusers you are reporting what is happening

- 2) If you have concerns

Do report what is happening

Do not ignore what is happening

Do not put a child or young person or adult at risk or in any more danger

Do not tell the people who are alleged abusers you are reporting what is happening

If you are worried that a child or young person is at risk or is being abused contact the Children's Social care team

Any concerns regarding the safety and/or wellbeing of children or vulnerable adults in relation to the project should be reported immediately to Kent County Council on:- For Vulnerable adult 03000 41 61 61 (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

For a child 03000 41 11 11 (text relay 18001 03000 41 11 11) or email social.services@kent.gov.uk.

Call 999 if a child is at immediate risk

Or, if applicable: The Council via the Persons nominated to deal with safeguarding.

Safeguarding Children and Vulnerable Adults

3) Recommendation to clarify The Parish Council is not a "point of contact" for reporting suspicions of improper behaviour.

The Parish Council is not a "point of contact" for reporting suspicions of improper behaviour.

If such information is received, then the recipient shall advise the reporter to contact the appropriate authority via the Police 101 number (and may do so also, in the interests of safety).

Report an incident or concern The police 101 number reaches the appropriate organisation very quickly. It is manned 24 hours a day. This method for reporting concerns about child safety shall be communicated.

4 Review of Policy

Recommendation This policy will need to be kept up to date as the size and nature of the council changes and as new legislation is introduced. Therefore it is recommended it is reviewed at least annually and all Cllrs and staff undertake safeguarding training to ensure the Council is UpToDate with best practice.

Sarah Evans
Community Council Manager
23rd February 2024.

Defibrillator Grant Opportunity and Quotations for agreement

Recommendations

To accept the Grant Offer from Cllr Arnold

To consider the balance of costs being met from the Area Enhancement Budget

To purchase a Lifepak CR2 Defibrillator with full package of benefits and service from Hopkins.

Following the SWANCC decision not to proceed with the British Heart Foundation Grant but to look for other sources, Ward Cllr Al Arnold has contacted SWANCC and offered his Ward Grant of at least £500 towards the cost of a further defibrillator for the SWANCC area to be located at the Salvation Army hall.

There is sufficient budget within the Area Enhancement Budget to fund the balance of the Defibrillator.

Therefore, in response to this, 3 quotes have been sought for Defibrillator with a Coded Lock Cabinet for the Salvation Army premises.

As this will be used by the whole community a child and adult device with fully automated or semi automated options were sourced and the recommended devices are either the **Beneheart C1A Defibrillator** or **Lifepak CR1 with WIFI** which is the most recent device that the Council purchased and is the industry standard.

Each provider was requested to provide a package price of a defibrillator, an additional set of pads for adult or child or replacement of the consumables for if used within 2 years, a coded cabinet, and an option for training. With regard to the request for training to be provided this was because the device is going to a Community Centre with multiple volunteers it would be very beneficial and prudent to offer, also this is in line with the Alfred Arms Device and Albion device installation by the Council. This was used to base a like for like quotation in line with the Procurement Policy, which requires the Clerk to strive for 3 quotes for purchases from £500 up to £3000.00.

The most beneficial quotation came from the Councils current provider Hopkins

Hopkins did advise that if members chose to purchase the device from an alternative supplier they would offer installation at £200 and Aftercare at £207.

However, as they include the 1st year Aftercare in the package price, it is cost effective compared to the other providers who could not provide this service.

If Members select the Beneheart device there are additional savings on costs for Albion Pub Aftercare device of 20% for 1 year and Hopkins were able to quote for the electrical connection and installation as an additional service which is cost effective and practical, which the other providers did not offer when asked.

If Members select the Lifepak device to standardise the Devices across the area then the further saving of £200 on the defibrillator cost would be significant compared to other providers and the added benefits and services including Aftercare.

Quotations are below for Member review.

Beneheart Defib suitable for Adult and Child Semi or Fully automatic

1st Quote Defib 4 Life

<u>Defib 4 Life</u>		<u>Defib 4 Life</u>
<u>Package Price inc. training</u>	<u>£1445.00 plus VAT</u>	<u>Stand Alone Costs</u>
		<u>£1507.00</u>

<u>Package Breakdown</u>	<u>Defib +Cabinet +Additional Adult and Child Pads</u>	<u>Defib £435 Cabinet £815 Pads £57.00 Plus VAT</u>
<u>Training</u>	<u>£195.00 12 people on site</u>	<u>£195.00 12 people on site</u>
<u>Installation</u>	<u>Source Locally</u>	<u>Source Locally</u>
<u>No other service extras or Aftercare</u>		

2nd Quote

Defib Uk			Package Price	Was	With Discount	Now
<u>Package Price Including training</u>	£1,774.66 plus VAT		Defib	870	5% Discount	826.5
<u>Package Breakdown</u>			Cabinet	493	5% Discount	468.35
			Extra pads Adult and child	58.8	5% Discount	55.86
			3D Wall sign	20	5% Discount	19
			carrycase	35	5% Discount	33.25
			Training up to 12	413	10% Discount	371.7
			Postage	15	100% Discount	0
				£1904.8		£1774.66
<u>Installation</u>	Source Locally					

3rd Quote Hopkins (Current provider of SWANCC devices and Aftercare)

Supplier	Package Price	Installation Electrical Connection	Other services
<u>Package Price</u>	£1772.00 plus VAT	£200	
<u>Package Breakdown</u>			AED ELS Responder kit
			free one time consumables replacement if used within 2 years
			cpr metronome
			AED carry case and strap
			Training voucher for CPR & AED for up to 12 people
			AED location sign
			Additional Discount
			20% discount on aftercare for Albion device – which will need replacing 2026
			Provides the link to South East Ambulance for the device and notification if it is used
			1st year AED governance aftercare plan included
<u>Installation</u>	£200		

After seeking these 3 quotations Hopkins made a further offer due to the intended location of the device and a review of the devices the Council currently holds and offered a £200 discount on the Lifepak CR2 defibrillator as follows :-

“I would like to offer SWANN a **free** upgrade worth £200 to the higher specification LIFEPAK CR2 defibrillator. Your benefits are

- Standardization of defibrillators in the community. You have the LIFEPAK CR2 at The Alfred
 - Familiarity in the community of use will be the same. You’ll not have three different machines across your area
- Different algorithm (upgrade) that allows for greater ‘on-chest’ time with cprINSIGHT
 - The Lifepak CR2 is the only AED that allows continuous chest compressions to be performed while the device carries out heart rhythm analysis. This reduces the time needed between CPR and defibrillation, improving blood circulation and increasing the chances of patient survival.

This is a one time offer and not open to anyone outside SWAN and specifically due to the location of the Salvation Army for the device.”

Further quotes for this LIFEPAK 2 with Wi-Fi device were then sought from DEFIB 4 Life and Defib UK and DEFIB 4 Life returned a comprehensive quotation which demonstrated a significant saving with Hopkins. Quotes below.

Defib for Life Plus Installation and AfterCare

<u>Defib 4 Life</u>		<u>Defib 4 Life</u>
<u>Package Price inc. training</u>	<u>£2530.50 plus VAT plus training £2725.50</u>	<u>Stand Alone Costs £2587.50 plus training £2782.50</u>
<u>Package Breakdown</u>	<u>Defib +Cabinet +Additional Adult and Child Pads</u>	<u>Defib £435 Cabinet Defib £2095.50 Pads £57.00 Plus VAT</u>
<u>Training</u>	<u>£195.00 12 people on site</u>	<u>£195.00 12 people on site</u>
<u>Installation</u>	<u>Source Locally</u>	<u>Source Locally</u>
<u>No other service extras or Aftercare</u>		

Defib UK Quote Plus Installation and AfterCare

Defib UK			Package Price	Was	With Discount	Now
<u>Package Price Including training</u>	£2480.70 plus VAT		Defib	1606	5% Discount	1525.70
<u>Package Breakdown</u>			Cabinet	493	5% Discount	468.35
			Resuce Kit	20	100%	0
			Replacement Electrodes	101	5% Discount	95.95
			3D Wall sign	20	5% Discount	19

			Training up to 12	413	10% Discount	371.7
			Postage	15	100% Discount	0
				£2668.00		£2480.70
<u>Installation</u>	Source Locally					

Sarah Evans
Community Council Manager
26th February 2024

