

South Willesborough and Newtown Community Council

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Minutes of the Ordinary Council Meeting held on Monday 4th November 2024

4th November 2024 Minutes

The Chair opened the meeting at 7:03pm

In attendance Cllr Sue Mullan Chair (SM) Cllr Malcolm Webb (MW) Cllr Steve Campkin (SC) Cllr Andy Hodges (AH) Cllr Lauren Corbett(LC) Cllr Eric Parkinson (EP)

Also, in attendance Sarah Evans Community Council Manager (SE CCM)

281/24 Record attendance and list apologies for absence

Apologies were received from, Cllr David Mullan, Cllr Paul Bohill. and Approved.

282/24 Declarations of pecuniary, other significant or voluntary interest

SC declared he is a tenant at Gas House Fields Allotments

283/24 To Agree Minutes of the Additional Council meeting of 22nd October 2024 and sign (attached).

It was Proposed SC Seconded AH that the Minutes were a true record of the meeting and the Chair signs them.

284/25 To receive Cllr Kate Walder Cabinet Member for Parks Recreation and Legal

Cllr Walder attended the meeting as Cabinet Member for Parks Recreation and Legal, Ashford Borough Council to discuss the provision and repair of playparks in SWAN, with all Members discussed the previously circulated report in the appendix of these Minutes on the need for repair and replacement of Stirling Road Playpark, replacement of the basketball hoops at Herbert Road and the Engine for the train at Bullied Place Playpark. A lengthy and informative discussion was held. Cllr Walder advised the Council

- 1) That the basketball hoops at Herbert Road would be inspected this week with a view to consider their replacement.
- 2) With regard to Bullied Place Engine there was insurance in place for play equipment for Vandalism and Graffiti therefore the Council had been incorrectly informed and this insurance claim was not the reason it had taken so long for the hoardings to be removed and the repairs to the carriages made and at present there was no objective or insurance budget to replace the engine. Cllr Walder asked for a copy of emails and any Council Minutes relating to this. Cllr Walder apologised to the Council that it had been advised the process for an insurance claim was the reason the progress had not been made. Cllr Walder gave a realistic view of the budgets for parks in Ashford and there would be need for grant funding or Parish Council funding for the replacement. Cllr Walder made no promises this could be replaced but understood the reviewed the significance of the design to the character of the playpark and the area and would review it with the Parks and Recreation team.
- 3) Cllr Walder discussed with Members their concerns over the lack of any repair or provision of any equipment for play at Stirling Road Playpark, its vital importance to the design of Newtown, the lack

of any roads to cross to access the park, the quietness of the play area, its former regular use by a large number of Autistic children and their dismay over its removal. The importance of pocket parks and their contribution to the environment and that they deserved the same care and design as Neighbourhood central parks. Cllr Walder understood the Council had been promised that at least 1 piece of play equipment would be replaced and this had never been actioned. Cllr Walder was concerned that if Ashford Borough Council had made a promise to replace a full piece equipment it should be honoured and asked for copies of Council Minutes to this fact. Budgets and funding from S106, AIDC, Housing Sports England, Suez, Sodexo were discussed.

4) Cllr Walder advised the Council the key features to consider surface costs and drainage, shade, seating and safety. To consider a design that was simple, authentic and consistent. Cllr Walder asked if there was a contribution the Council would make towards its provision.

Resolved: Agreed unanimously to 1) Send Cllr Walder all emails and Minutes regarding Bullied Place and Stirling Road Playparks as requested. 2) To review Stirling Road Playpark on the principle of key features, to consider surface costs and drainage, shade, seating and safety. To consider a design that was simple, authentic and consistent, that artificial grass was not suitable for the site. 3) To review grants for the replacement of the play equipment on a real review of the overall costs from the Borough Council and then consider if budget could be applied from this Council. 4) To receive Cllr Walder at a further meeting to receive progress on her investigations. Action SECCM to gather and send all email and Minutes as requested.

Cllr Walder and SC left the meeting at 7:41pm

285/24 To receive reports from

- a. KALC representatives,
- b. Police and Neighbourhood Watch representatives,
- c. Ward Councillors
- d. KCC Councillor

- a) KALC Representatives SM advised there was no KALC Meeting this month therefore no items to report.

7:43 SC returned to the meeting.

- b) PN gave a verbatim report which had been previously circulated. PN also highlighted a dangerous incident on Gladstone Road in which a female driver had been threatened by the driver and passenger of another vehicle and the escalating congestion challenges on Cudworth Road which could easily prevent an emergency vehicle accessing the road.
- c) Cllr Al Arnold advised Members meetings had been held with the Chair of the SWAN Centre management Committee regarding the need for repairs to the roof and the serious leaks the centre is experiencing, he had raised this with Ashford Borough Council and a contractor was being arranged to visit the site.
- d) Cllr Thom Pizzey advised Members he was grateful to have been elected as New Ward Cllr for the area last month. That he had been following up the need for more communal bins on Newtown Green. It was requested the Community Council would be consulted on the siting of the bins to allow access for events and sports on the Green to be considered in the location.

286/24 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 7:58 and no questions were raised.

The meeting was reopened at 7:59pm

287/24 To review the Council structure and committee membership from November 2024

Resolved:- To continue and additional Council meeting on the 4th Monday of the Month for the Finance and General Purposes items of the Council. The Communication Workings Cttee which would now meet from November with the Membership of SM, SC, MW, LC. To the Allotments Cttee which would now meet as required with the membership of SC PB and MW, To the Events working group which would now meet with the membership of SM, EP and LC, The Planning and Highways Cttee and Staffing Cttee would continue as at present.

288/24 To agree membership and terms of reference for a Community Hub Working Group – Chair Cllr S Mullan

Resolved:- Proposed SM Seconded MW and Agreed Unanimously to the formation of and the terms of reference for a Community Hub Working group with the membership of SM,LC,SC.

289/24 To consider a report of the Community Council Manager regarding Community Carol Event with the proposed date of 1st December 2024 - Cllr L Corbett

Resolved:- Proposed LC and Seconded SC and Agreed unanimously to support a Community Carol Event Sunday 1st December at 4pm with the Salvation Army Hall Ashford. LC to provide risk assessment for the hall and this with a SWANCC risk assessment for the Carol service would be provided to the Council by its next meeting 25th November 2024. The Council would provide 200 ready made ambient temperature storage mince pies in line with the food preparation risk assessment, 100 LED tealights both to be purchased by Council Debit card and a poster and social media advertising. The poster would be designed by 11th November and circulated to all members for agreement and then distributed locally and on social media and council website. The Council would invite a representative from SWAN Centre, SWAN Litter Pickers, BGFC, Brownies and Guides, After School Club, to introduce a Carol to ask Rivers of Life, St Marys Willesborough to bring a prayer and the Salvation Army would provide a talk on wellbeing at Christmas. Music including the Calypso Carol would be provided by the Salvation Army who would also decorate the hall and serve all refreshments.

290/24 To consider a SWANCC Christmas Card for Christmas 2024 - verbal report

Resolved:- Agreed unanimously to a SWANCC Christmas Card to be brought to the next meeting. If this could not be designed in-house to send this to Parkers Design for completion.

291/24 To receive the draft copy of the Newsletter and agree its editing and proofing

Resolved:- Proposed AH Seconded MW and Agreed unanimously to receive the draft newsletter copy and agree its content. 2) To the editing and proofing by MW and SM.

292/24 To receive the draft copy of the poster for the SWAN Salute to the 1940s 2025 and agree its distribution.

Resolved:- Agreed unanimously to accept the draft poster for the SWAN Salute to the 1940s and to its distribution within the newsletter and then in line with the event timetable and for the procurement of vendors grants and participants. To accept the cost from Parkers Design for Social Media graphics at £27.50.

293/24 To receive the Minutes of the Planning and Highways Committee September 2024

Resolved: Proposed SC and Seconded MW to receive and note Minutes of the Planning and Highways Committee September 2024

294/24 To receive the Minutes of the Planning and Highways Committee October 2024

Resolved: Proposed SC and Seconded MW to receive and note Minutes of the Planning and Highways Committee October 2024

295/24 To receive a report of the Community Council Manager regarding the public consultation on the Inland Border Force site.

Resolved:-SC Seconded SM and Agreed Unanimously to submit the following points to the Pre - Consultation and to ask Ward Cllrs to investigate what S106 items were being considered with the proposal.

- **A meaningful and relative landscape management plan for the green areas within the site and surrounding the site needs to be agreed. As you enter Ashford from the A2070 the site is very harsh on the landscape due to the security fencing and bright lighting. A detailed planting scheme needs to be implemented to soften the impact on the rural area and the restore the green spaces within and surrounding the site. A robust response is required detailing how and when the planting will be implemented and maintained.**
- **The enormous scope of the site allows for 30 lanes of Lorries queuing for security clearance and checks. It is unlikely that all these lanes are required at all times and an intelligent lighting system needs to be implemented to not over light the site unnecessarily.**
- **Keeping drivers informed continuously on their journey from Folkestone or Dover to the IBF has not been considered. There is no meaningful signage to direct drivers to use Junction 10a and most Sat Navs direct to junction 10. Adequate signage for the correct junction use will protect the road network.**
- **Layover stops will be required by drivers, there are no plans for lorries to be able to rest at the IBF it is purely for Customs duties. Therefore, if a driver is over their allowed hours they will need a rest break. It is important that adequate information is given to drivers of local regulations within the site to protect the Parish areas from HGV parking.**

296/24 To receive the updated Costings for Gas House Fields Allotments and review rent costs.

Resolved:- Agreed Unanimously 1) Agree forecast of 24/25 2) The Detailed review of day to day site maintenance, grass cutting and strimming, water usage was Agreed 3) The detailed cost centre analysis of the previous years was Agreed. 4) Received 25/26 costs was Agreed. 5)The Reviewed Rent rate would be £8.60 per perch from 1st October 2025. 6) To write to all tenants by end of November 2024 to advise of the increase in rent.

297/24 To agree the payments listing for October 2024 and endorse payments agreed by email

| No | Description | Supplier | | VAT Type | | Net |
|-----|--------------------------------|--------------------------------|---|-----------------|---------------|-----------------|
| 141 | Bank Charges | Unity Trust Bank | X | 3.00 | | 3.00 |
| 140 | Bank Charges | Unity Trust Bank | X | 18.00 | | 18.00 |
| 142 | Bank Charges | Unity Trust Bank | X | 18.00 | | 18.00 |
| 143 | Office Insurance | Ashford Cattle Market | S | 100.42 | 20.08 | 120.50 |
| 138 | Bank Charges | Unity Trust Bank | X | 18.00 | | 18.00 |
| 144 | Office Rent | Ashford Cattle Market | S | 875.00 | 175.00 | 1,050.00 |
| 149 | Staffing Salaries | SWANCC | X | 2,610.72 | | |
| 150 | Bank Charges | Unity Trust Bank | X | 3.00 | | 3.00 |
| 151 | Agilico Telecoms and Broadband | Agilico | S | 30.27 | 6.05 | 36.32 |
| 146 | HMRC Cumbernauld | SWANCC | X | 467.67 | | 467.67 |
| 152 | NEST Pension | SWANCC | X | 210.91 | | 210.91 |
| 155 | Water Allotments | Waterplus | Z | 58.92 | | 58.92 |
| 155 | Water Allotments | Waterplus | Z | 3.51 | | 3.51 |
| 153 | SLCC Membership | SLCC for Council Professionals | Z | 238.00 | | 238.00 |
| 154 | Expense Reimburse Clerk | Speedy Asset Services | S | 22.01 | 4.40 | 26.41 |
| | | Total | | 4,677.43 | 205.53 | 4,882.96 |

298/24 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.

Resolved:- Agreed unanimously to close the meeting to Members of the Public at 9:10pm

299/24 To review the WorkNest HR Questionnaire for Staffing and agree

Resolved:- Agreed unanimously the Questionnaire was completed in line with current policies and contracts with the addition of the need for home hybrid working policy

300/24 To review the staffing requirements for 2025 2026

Resolved :- Proposed SC and Seconded AH and Agreed unanimously 1) To investigate costs for all staff to have new Council mobile phones 2) To investigate costs for an assistant to the SWAN Office at 12 and 20 hours per week from April 2025

301/24 Urgent Correspondence

To receive and note the following items to the Planning and Highways Cttee

KCC Update on BSIP Scheme

ABC Update on Housing Parking Management

ABC Update on No Waiting Restrictions in SWANC

Delegate the following item to the Planning and Highways Cttee

Review of Double Yellow Lines on Curtis Road

302/24 Forum for exchange of information between Council Members

No items were brought forward.

303/24 To agree the date of the next meeting as Monday 2nd December 2024 and items for the Agenda

The date of the next meeting as Monday 25th November for Additional Council and Full Council 2nd December 2024 and items for the Agenda

Proposed LC Street Lighting in SWAN Area,

SM Letter to Kent Police on lack of police attendance at Parish Meetings.

There being no further business to discuss the Chair closed the meeting at 9:26pm

Signed Chair _____ Date _____