

South Willesborough and Newtown Community Council
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**Minutes of the Ordinary Meeting of the above Council held at
Headway, 42 Cudworth Road, Ashford on Monday 7th October
2019 at 7pm**

Present

Sue Mullan (SM) (Chair) Nirosha Thilaragajan (NT) Phill Thorne (PT) Peter Porter (PP)
Eric Parkinson (EP) Matthew Harris (MH) John Hunt (JH) Paul Bohill (PB) Liz Thorne (LT)

Also in attendance:

Borough Councillors – David Smith (DS) and Andy Rogers (ARo)
Andy Richardson (Uprising Youth and Community CIO) (ARi)
Two members of the public
Clerk/RFO Rob Woods (RW)

70/19 APOLOGIES FOR ABSENCE

The apologies of Cllrs Nick Cane and Charli Wilson were **noted and approved**
For travel related reasons LT would be late for the start of the meeting and this was
accepted

71/19 DECLARATIONS OF INTEREST

PT, MH and LT declared an OSI in item 79/19 - Newtown Works Development

72/19 AGREE MINUTES OF LAST COUNCIL MEETING AND SIGN

Having been circulated in advance, the Minutes were **agreed** and **signed** as a true record.

LT arrived at 7.25pm

**73/19 MEETING ADJOURNED FOR MEMBERS OF THE PUBLIC TO
RAISE QUESTIONS ON ITEMS ON THE AGENDA**

ARi explained the work of Uprising which, via a range of different projects and academic
and occupational training interventions, is to inspire hope and give disadvantaged and
disaffected young people an opportunity to turn their lives around. It has links with
Surestart and the Anti Social Behaviour Panel. More recently Uprising launched an anti-
knife crime campaign and was asked to take on the management of local youth hub,
Waterside, two evenings a week initially. Official opening is planned for 1st November
2019.

The Chair thanked ARi for his informative presentation, wished his organisation well in its
new ventures and alerted him to our new grant application procedures.

No other questions were raised and the meeting was **reconvened**.

74/19 TO RECEIVE VERBAL REPORTS FROM BOROUGH COUNCILLORS

ARo reported that he is still following up the issues that came out of September's walkabout in Newtown and will update the Clerk as soon as possible

DS reported that the improvements planned for the Underpass lighting have not yet happened but Kent County Council has accepted responsibility and are seeking estimates for the work

Other issues as yet unresolved include the re-commissioning of the CCTV facility at the Underpass. The Chair thanked them for their reports

75/19 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF 23/9/19

The draft Minutes were circulated in advance, received and **noted** without comment

76/19 FINANCE AND GENERAL PUROSES COMMITTEE ITEMS REFERRED TO COUNCIL FOR DECISION:

76/19a TO RECEIVE A VERBAL REPORT FROM THE CHAIR OF FINANCE AND GENERAL PURPOSES COMMITTEE ON COMMUNITY PROJECTS IDENTIFIED FOR 2019/20

LT reported that the Committee had considered a list of 25 projects identified by the former Community Group but the vast majority were not considered to be within the powers or budget of a local Council to deliver. Three projects were considered to be within its legal ambit and two others were added to the list

- i. Organise defibrillator training (already paid for)
- ii. Improve/extend Newtown Green Notice Board
- iii. Protect Amanda Champion Memorial tree
- iv. Memorial to the rail workers lost in the Wars
- v. Add SWAN crests or nameplates to existing notice boards

All were **agreed** but with a caveat on iv.) above that this may have been agreed as an element of a Section 106 commitment for the Newtown Works site

Resolved - to examine the possibility and cost of a dedicated Notice Board in the Fairview area (**Action RW**)

76/19b TO RECEIVE A VERBAL REPORT FROM THE CHAIR OF FINANCE AND GENERAL PURPOSES COMMITTEE ON THE USE OF MOBILE DEVICES AND AGREE THE COMMITTEE'S RECOMMENDATION TO ENTER A STAGE TWO PROCESS

Members were presented with a specification for a tablet costing £99.99p for a 16GB device (£119.99 for 32 GB)

Resolved that this matter should be referred back to the Finance and General Purposes Committee to finalise the specification, determine net cost and value for money and agree procurement (**Action LT/RW**)

76/19c TO CONSIDER AND ADOPT THE DRAFT COUNCIL GRANT APPLICATION FORM

Having been previously circulated, the draft grant application form was considered and **adopted**

77/19 TO RECEIVE A REPORT FROM THE CLERK ON THE ESTABLISHMENT OF, AND DRAFT TERMS OF REFERENCE FOR, A COMMUNITY ENGAGEMENT COMMITTEE AND TO SEEK AGREEMENT ON THE WAY FORWARD

Having been circulated in advance, members discussed a report on the options for the new Committee including staffing implications and value for money considerations. PP expressed concerns about the opportunity cost of employing an additional resource at £8520 to manage the programme.

Resolved

- a. to endorse the Finance and General Purposes Committee's recommendation that the new Committee, its terms of reference and its delegation should only be established subject to funding being available for an additional resource to manage the engagement project
- b. that a job share with the current Clerk is the preferred option subject to the position being limited to a one-year contract and reviewed after that period.
- c. that external funding is the preferred means of funding the position with a report back to Council on the implications if funding bids are unsuccessful (**Action RW**)
- d. a job description should be developed (**Action RW**)

78/19 TO CONSIDER RESPONSES TO PLANNING APPLICATIONS

Application 19/1176/AS

Agreed – RW to write to ABC requesting this application is held in abeyance until there is clarity on the need for and the ramifications of the change of use following a discussion on the material planning considerations

Application 19/1329/AS

Agreed – Support - No comment

79/19 TO CONSIDER QUINN DEVELOPMENTS' RESPONSE TO THE COUNCIL'S QUESTIONS ON THE NEWTOWN WORKS PROPOSALS AND AGREE THE RESPONSE

The Clerk reported that, despite prompts, Quinn Developments had been unable to respond at this stage and it was **resolved** the matter should be referred back to the Planning and Highways Committee

80/19 TO CONSIDER AND AGREE A DRAFT TRAFFIC, PARKING AND ROAD SAFETY CONSULTATION DOCUMENT AND THE MEANS OF RECEIVING FEEDBACK

Having been circulated in advance, the draft consultation document was **agreed** subject to the addition of a "Please specify" box in several places.

Resolved - Consultation document to be posted or delivered to residents with an inaugural newsletter, supplemented by social media and website postings (**Action RW**)

81/19 TO RECEIVE A VERBAL REPORT FROM CLLR. L THORNE ON THE ESTABLISHMENT OF A VE DAY WORKING GROUP

LT reported that both pubs in the area were engaged and other sites had been identified for street activities.

The Clerk referred to Minute 66/19 which confirmed LT as Chair of the Working Group with Cllrs Cane and Wilson as Council representatives

Resolved that in accordance with the scheme of delegation, a draft terms of reference and constitution to be produced for the next meeting (**Action RW**)

82/19 DATE OF NEXT MEETING AND ITEMS TO BE INCLUDED ON THE AGENDA

The date of the next Council meeting was **agreed** as 4th November 2019 at The Stock Pot Meeting Room, Orbital Park. Items to be included

Justification for the expenditure on tablet devices

Cllr Cane's report on Litter picking

Terms of Reference – VE Day Working Group

83/19 FORUM FOR EXCHANGE OF INFORMATION BETWEEN MEMBERS

Protocols for Remembrance Day services were discussed. **Agreed SM to contact St Mary's Church Willesborough to register attendance on behalf of SWAN Community Council. RW to purchase a wreath**

There being no other business, the Chair closed the meeting at 8.37 pm

Signed _____
(Chairman)

Dated ____/____/____