

South Willesborough and Newtown Community Council

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Minutes of the Additional Council Meeting held on Monday 23rd April 2024

April 2024 Minutes

The Chair opened the meeting at 7:00pm

In attendance Cllr Sue Mullan Chair (SM) Cllr David Mullan (DM) Cllr Malcolm Webb (MW) Cllr Steve Campkin (SC) Cllr Eric Parkinson

Also, in attendance Sarah Evans Community Council Manager SE CCM

106/24 Record attendance and list apologies for absence.

Apologies were received from Cllr Andy Hodges, Cllr David Smith, Cllr Nirosha Thilagarajan and Cllr Paul Bohill and approved.

107/24 Declarations of pecuniary, other significant or voluntary interest.

Cllr Steve Campkin (SC) Made a voluntary interest as Deputy Leader of Ashford Borough Council Item 109/24. The Clerk granted on the basis that it was in the interests of the residents of the area for the Cllr to comment on this item, in accordance with the Standing Orders.

108/24 To Agree Minutes of the Additional Council meeting of 19th March 2024 and sign (attached).

It was agreed unanimously that the Minutes of the April Meeting of the Full Council should be signed not the Minutes of the 19th March 2024 and this was to be updated in Minutes.

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

109/24 To consider the need for a letter of support for the Newtown Memorial and Monument for Newtown Works and agree with ideas for content (verbal report).

Resolved:- Agreed unanimously the Council would draft a letter of support for the Newtown Memorial and Monument for Newtown Works. Ideas were put forward and SE CCM would draft the letter for the next meeting of the Council

Action SE CCM to draft letter and add to Agenda of the next meeting.

110/24 To review the budget performance to date, bank reconciliation, reserves and recommended bank transfers and agree actions.

Resolved:- Proposed MW Seconded SM and Agreed unanimously to accept the budget monitor without comment and to the bank reconciliation for April 2024.

111/24 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved:- Proposed EP Seconded DM and Agreed Unanimously 1) to the payment listing detailed below, 2) to the additional payment of invoice from Ashford Cattle Market at the amount of £1050.00 and Mr Lionel Robbins at the amount of £210.00

Code	Supplier	Net	VAT	Total
Bank Charges	Unity Trust Bank	3.00	0.00	3.00
NEST Pension	.	210.91	0.00	210.91
Site Maintenance	Four Seasons Fencing	1,376.17	275.23	1651.40
Insurance Council, Events and Allotment PLI	Zurich	591.00	0.00	591
Telecoms Broadband	Agilico	30.27	6.05	36.32
Staffing		3,261.84	0.00	3261.48
HMRC	HMRC	496.27	0.00	496.27
Stationery and Equipment	ASL	20.33	4.06	24.39
	.			
Site Maintenance	S Heathfield Ind	37.50	7.50	45.00
Site Maintenance	Clerk	21.38	4.28	25.66
Site Maintenance	Clerk	28.99	5.80	34.79
Stationery and Equipment	Clerk	2.30	0.46	2.76
Clerk Expenses	Clerk	6.75	0.00	6.75
	(Subtotal	59.42	10.54	69.96)
HR Health and Safety	Work nest	173.00	0.00	173.00
Copier Lease Hire	PEAC	84.99	17.00	101.99
	Total	£6344.70		£6665.08

112/24 To review the Banking Signatories and agree.

Resolved:- Proposed SC Seconded EP and Agreed Unanimously MW would serve as an additional signatory and multi-pay card holder.

113/24 To consider a report of the Community Council Manager on Work Nest Health and Safety objectives and agree.

Members considered a previously circulated report on the progress of the health and safety objectives with Work Nest and quotations for services and training required.

Resolved:- Proposed MW Seconded EP and Agreed Unanimously

- 1) To note the Landlord at the SWAN Office has completed the remedial repairs to the Fire Alarm System, caused by water damage in the pump room and the fire panel was now working correctly.
- 2) To note the request had been made to the Landlord for a copy of the Main Wiring Testing Certificates and a copy of the Fire Risk Assessment for the building.
- 3) To note the date of the Legionnaires risk Assessment for Gas House Fields Allotments of 24th May 2024,
- 4) To the completion of the Emergency First Aid at Work Qualification by SE CCM at St Johns Ambulance Ashford and associated costs of £225.00 + VAT
- 5) To the completion of Fire Risk training with Work Nest by SE CCM and the SWAN Office, to then review this training and if able to complete a draft fire risk assessment for the SWAN Office or if unable to accept the quotation from Active Fire Management and associated costs.
- 6) To ensure the maintaining of safe working practices, for the following training for the SWAN Office Assistant and refreshment training for the Litter Picker and CCM of Manual Handling , First Aid Legionnaires Awareness and Asbestos Awareness E courses with Work Nest.
- 7) To note that all vacant plots on Gas House Fields with waste or debris had been marked with pegs and caution tape safely and securely
- 8) To accept the quotation from Envisage Groundcare Limited for the clearance of waste at £855.00 plus VAT
- 9) Extended Critical Line of Fencing,

a) To write to each affected tenant and advise for tenant safety and to protect tenants from any complaints from the Environment Agency that their compost bins or property have fallen into the dyke the fencing needs to be erected, to give tenants 2 weeks' notice to remove compost bins for erection of fencing to ensure tenants advise Council when boxes are to be removed to ensure suitable temporary fencing is in place to allow for new fencing to be installed.

b) If tenants fail to move compost bins to accept the quotation from Envisage Groundcare for the removal of compost supports and tin and to move soil in preparation of the fencing at £275.00 if required.

c) If on receipt of advice from the National Allotment Society that the Council are liable for the replacement of Compost Bins to provide 1 replacement plastic compost bin for each tenant at an expected cost of £40 each inc. VAT.

114/24 To consider a risk assessment for Brush Cutting, Strimming, Mowing and agree.

Resolved:- Proposed SC Seconded DM and Agreed Unanimously to the risk assessment for Brush Cutting subject to the addition of the wearing of HI VIS by the operator in all relevant controls and the

Addition of the risks 1) Direct contact with the machinery, operator to take care to ensure that the machinery is not able to come into direct contact with any human person. 2) Disruption of nesting birds and wildlife controls operator to check for any wildlife before commencing birds, operator to follow the RSPB Guidance for the protection of nesting birds and time works accordingly.

115/24 To consider a risk assessment for Hedge Cutting and agree.

Resolved :-Proposed SC Seconded DM and Agreed Unanimously to the risk assessment for Brush Cutting subject to the addition of the wearing of HI VIS by the operator in all relevant controls and the

Addition of the risks 1) Direct contact with the machinery, operator to take care to ensure that the machinery is not able to come into direct contact with any human person. 2) Disruption of nesting birds and wildlife controls operator to check for any wildlife before commencing birds, operator to follow the RSPB Guidance for the protection of nesting birds and time works accordingly.

116/24 Urgent Correspondence.

Email from Neighbour to Gas House Fields Allotments advising of damage to greenhouse thought to be caused by Council Fencing Contractors

Email from Fencing Contractor to advise greenhouse was broken on arrival and glass moved for safety to allow works.

Proposed DM and Seconded MW and Agreed Unanimously :- That to maintain a good working relationship with the neighbouring property, to ask the SWAN Assistant to visit the property, ascertain the scope of the damages, to seek a quote to make repairs and advise neighbour of payment in full and final settlement of the damages.

117/24 Forum for exchange of information between Council Members.

DM raised the services of rubbish collections as discussed at the last meeting of the Council and Members also commented on the collections and also fly tipping in the area.

SE CCM advised a contractor was booked for April 24 to review the works requested for the Living Bus Stop.

118/24 To agree the date of the next additional Council meeting as Tuesday 20th May 2024 and items for the Agenda.

It was agreed that the next additional Council meeting would be Tuesday 20th May 2024.

Agenda Items - EP Proposed Fly tipping On Newtown.

There being no further business to discuss the Chair closed the meeting at 8:01pm

Signed Chair_____

Date_____

Appendix of Reports

Work Nest Health and Safety Report

April Health and Safety Report

Recommendations:-

- 1. To note the date of the Legionnaires Legionnaire risk assessment**
- 2. Emergency First Aid At Work -St Johns Ambulance 1 day course for Community Council Manager**
- 3. Fire Risk Requirements – Community Council Manager and SWAN Asst to complete Work Nest provided training and then review if external provider is required .**
- 4. If external fire risk assessment is required recommendation Active Fire Management Quotation.**
- 5. The refreshment of this training by the CCM, and Litter Picker and also make this available to the SWAN Assistant to ensure best training for implementing the Health and Safety objectives from the Work Nest health and safety report**

Legionnaires Legionella Risk Assessment

To be completed by Work Nest and has been booked for 24th May 2024 at Gas House Fields Allotments.

Emergency First Aid at Work

The Council does need a trained and competent first aider at work. Courses were reviewed and the most local provider is St Johns Ambulance at Furley Hall Ashford. Offering monthly provision of 1 day first aid courses specifically for Emergency First Aid At Work

Emergency First Aid at Work Course

St Johns Ambulance

1 day course

£225.00 + VAT

Fire Risk Objectives

Fire Extinguisher Training is being sourced with Work Nest at present and will be followed up in time for the Beacon 6-6-2024

Fire Risk Assessment SWAN Office

3 quotations were sourced for fire risk assessment at the SWAN Office which are detailed below. However, Work Nest Training does provide training and criteria for Fire Risk Awareness and Assessment. Therefore, it is recommended that both the CCM and SWAN Assistant participate in the

training and review the template for a fire risk assessment. Then if an external provider is required the Council can look at quote from the following providers.

- | | |
|-----------------------------|------------|
| 1. Work Nest | £995.00 |
| 2. Fire Risk Assessment.com | £375.00 |
| 3. Active Fire Management | £400 + VAT |

See below for breakdown of services offered by providers –

Of the 3 companies investigated Active Fire Management demonstrated the most competence in terms of consultancy service, experience and local government inspection requirements. There is a post assessment service for 12 months from assessment date and the turn around for the report was reasonable.

Breakdown of Quotations

- 1) Work Nest Risk Assessment £995.00 tailored to the recommendations from the Work Nest Health and Safety Consultant

- 2) Fire Risk Management. Com
E Based company

Company we only carry out Fire Risk Assessments, with NO maintenance or remedial works, so you know that anything in the report is a genuine requirement. Propose are not trying to sell any products or gain any extra work from the process.

We are [BAFE SP205 Registered](#) and hold [SSAIB](#) certification.

The FRA Process

Prices are transparent and include everything below - NO HIDDEN CHARGES

Offer to undertake a Fire Risk Assessment at the premises in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Propose to carry out an onsite assessment of the premises, followed by an in-depth report of our findings, to include:

1. A full, non-invasive, non-destructive visual assessment. The inspection is conducted from floor height. (If voids/loft spaces are present which are crucial to life safety, a visual inspection may be attempted, providing it is considered safe to do so)
2. The assessment is an evaluation of Life Safety measures to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005. The assessment **does not** include assessment of the fire hazard of external wall construction and cladding.
3. Expert advice and guidance for the Responsible Person on fire safety management to ensure legislative compliance and reduce potential fire risks to life and property.
4. Compliance with the following; Regulatory Reform (Fire Safety) Order 2005; Relevant British Standards; Local Authority Requirements; Building Regulations; Industry Specific Guidelines and Regulations.
5. Supporting photographic evidence.
6. Follow-up support and advice, to include a BAFE SP205 certificate of conformity (to confirm that we have conducted the assessment to the required BAFE SP205 standard), Fire Safety Policy template and Emergency Plan template (if appropriate), a Logbook and Review Log.
7. Access to online basic fire safety awareness training for all staff members for 12 months.

To Note:-

In addition to the above offer online instructor-led Fire Warden training for smaller groups or individuals for £55 + VAT per candidate. To view our upcoming sessions and to book a place, please go to: <https://bit.ly/FireWardenTrainingbyFRA>. Alternatively, we also offer onsite Fire Warden training for up to 12 candidates which is tailored to your business. Please call us to discuss your individual requirements. An assessment and certification is provided with all of our Fire Warden training.

3) Active Fire Management

Totally independent fire consultancy practice. Do not carry out any installation works or upgrade works, nor do we provide any fire equipment. Therefore our only interest is to help you, as our customer, comply with current fire safety law and other relevant guidance. We provide a truly unbiased and completely independent assessment of your premises and we only advise you on what to do to make sure you comply with the law and best practice to ensure the fire safety of your building and its occupants.

- 4) * All of our Consultants are suitably qualified to carry out this type of work and all have been in a Local Authority Inspecting Officer role for a minimum period of two years. They are all either Graduates or Members of the Institute of Fire Engineers and have a huge range of qualifications and experience behind them. We can undertake a project of any size at any location.
- 5) * We maintain unbeatable levels of customer service at all times and have now been trading for over 21 years.
- 6) * Our reports, although comprehensive, are also user friendly, jargon free and include an Action Plan. We include photographs as relevant and explanations as to how we grade our recommendations to help you identify the areas which need attention first. All of our fire risk assessment reports are quality checked prior to submitting to you.
- 7) * We provide a free of charge Post Assessment Telephone/Email Advice service valid for a period of 12 months from the assessment date.

8) **COMPANY BACKGROUND, EXPERIENCE AND COMPETENCE**

- 9) Active Fire Management Ltd was formed in May 2001 to provide a range of fire consultancy and training services to a number of customers and we have specialised in these services ever since. We have carried out several thousand independent fire risk assessments on behalf of our customers nationwide in a variety of premises and establishments. We now offer services to an extensive customer base around the country earning our reputation for our responsive and cost effective approach to quality assurance and excellent service standards.
- 10) Our team of customer focused Fire Risk Assessors are highly experienced fire safety personnel with extensive fire safety qualifications and career backgrounds that include local authority inspecting officer roles.
- 11) fire risk assessments can be prepared for any type of property to ensure compliance with currently fire safety law - namely the Regulatory Reform (Fire Safety) Order - PAS79, other relevant guidance (which is determined in Section A of our report) and best practice.
- 12) Upon completion of the fire risk assessment visit we will provide you with a user-friendly, jargon free report (electronically) for the premises to help you understand any significant findings and how to rectify them. This allows you, as the Responsible Person, to deal with

any issues in priority order. Our reports include the following as required by current fire safety law and are in compliance with the requirements of the Fire Safety Order:

- 13) * Section 1 – General Property Information – including property description, use of premises, occupiers, evacuation policy and risk level
- 14) * Section 2 – Fire Hazards and Ignition Sources – including electrical sources of ignition, heating, cooking, arson, storage, house-keeping, building works and contractors
- 15) * Section 3 – Means of Escape - including fire exits, protection of escape routes and external exit routes
- 16) * Section 4 – Emergency Escape Lighting – including maintenance and records
- 17) * Section 5 – Signs and Notices
- 18) * Section 6 – Fire Alarm and Fire Warning Arrangements – including fire and smoke detection and maintenance
- 19) * Section 7 – Fixed and Portable Fire Extinguishing Equipment – including installations and maintenance
- 20) * Section 8 - Management of Fire Safety – including fire routine, emergency plan and record keeping
- 21) * Section 9 – Access for Fire Fighting and Fire Fighter Safety – including staircase and corridor ventilation
- 22) * Section 10 – Photographs where required – to help explain any deficiencies or fire safety issues found where this is found beneficial
- 23) * Section 11 – Action Plan – including recommendations to rectify any significant findings found during our assessment including a priority order for completion

Gas House Fields Allotments

Objective :-Clear the vacant allotments of any waste or debris. Workers should be protected from injury by good housekeeping standards e.g. removal of trip hazards, etc.

All vacant plots with waste and debris have been marked with pegs and caution tapes clearly and safely.

2 contractors have visited the site and reviewed the waste and quotations are awaited. If these are received before the meeting they will be brought with a report for Members to review at the meeting.

Fencing of Allotments

The third area of fencing needs to be erected however advice on moving the tenants compost bins has been requested from National Allotment Society and they are reviewing the Councils liability for the removing of the compost bins and the potential argument that the council could at least be partially liable for what would be considered an improvement to the land (particularly for the newly constructed compost bin). Once this advice is received it will be brought to Members for a decision.

Maintaining Safe Working Practices

It was agreed to refresh the training of the Litter Picker and Community Council Manager on Manual Handling, Asbestos Awareness, Legionnaires and Legionella awareness and First Aid for Non First Aiders on an annual basis and renewal is now due.

These courses are provided within the Work Nest Safety training package. Therefore it is recommended to agree the refreshment of this training by the CCM, and Litter Picker and also make

this available to the SWAN Assistant to ensure best training for implementing the Health and Safety objectives from the Work Nest health and safety report.

Sarah Evans
Community Council Manager
18/04/2024