

## South Willlesborough and Newtown Community Council

www.swancc.org.uk

### Minutes of the Additional Ordinary Meeting of the Council held on

Monday 27<sup>th</sup> January 2025

### January 2025 Additional Meeting Minutes

The Chair opened the meeting at 7:04pm

In attendance Cllr Sue Mullan Chair (SM) Cllr Andy Hodges (AH) Cllr Lauren Corbett (LC) Cllr Malcolm Webb (MW).

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

21/25 Record attendance and list apologies for absence

Apologies were received from Cllr D Mullan and approved

22/25 Declarations of Pecuniary, other significant or voluntary interest

No declarations were made.

23/25 To agree the Minutes of the Full Council meeting of 13<sup>th</sup> January 2025 and sign.

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

24/25 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required for December 2024

Resolved :- Proposed AH Seconded MW and Agreed Unanimously to the payments listing below and the additional payment of £36.53 to Water-plus.

Payroll Costs	Manningtons Chartered Ac	S	280.00	56.00	336.00
GOV UK DOMAIN REGSITRATI	Black Nova Designs	S	40.00	8.00	48.00
GOV UK WEB HOSTING	Black Nova Designs	S	94.00	18.80	112.80
Office Electric	Ashford Cattle Market	S	470.63	94.13	564.76
Office Rent	Ashford Cattle Market	S	875.00	175.00	1,050.00
Storage container hire PSEO ar	Ashford Cattle Market	S	120.00	24.00	144.00
Storage container hire PSEO ar	Ashford Cattle Market	X	100.00		100.00
<b>Total</b>			<b>1,979.63</b>	<b>375.93</b>	<b>2,355.56</b>

25/25 To review the Training and Learning Development Policy and agree

Resolved :- Proposed AH and Seconded LC and Agreed Unanimously to add the following points to the policy to support training for Cllrs

New Cllrs will be

- issued with a link to website or [an electronic folder] which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant;
- given an electronic copy of the Good Councillor Guides (hard copies are also available); when requested
- New Cllrs to Finance will be offered training to support their role

All Cllrs will be

- emailed all updates and newsletters which the Clerk receives and deems relevant;
- encouraged to attend a [County Association] Roles and Responsibilities training course;
- circulated any other training course details which may enhance their position.
- All Cllrs will attend the Worknest Health and Safety training in line with the policy

Chairs and Vice Chairs

- The Chair and Vice Chair are also encouraged to attend the [County Association] Chairmanship course upon their election and acceptance to office.

26/25 To review the Allotments Policy and agree

Resolved:- Agreed unanimously to add to the policy that any tenant who has been served a notice to quit will not be offered a further tenancy or joint tenancy on the allotments.

27/25 To review the Equality and Diversity Policy and agree

Resolved :- It was Proposed MW and LC to adopt the Equality and Diversity Policy without change.

28/25 To review the Planting Risk Assessment and agree

Resolved:\_ It was Proposed SM and Seconded AH and Agreed unanimously 1) to add the follow to the Planting risk assessment

Hazard Identified	Use of Club and Claw Hammers to fit stakes and nail cross beams.	Unscanned areas for planting	Loading and unloading of compost and equipment
Who might be harmed and how	Hammer users, or those close by striking hand or dropping hammer striking themselves or another person. Injury or harm.	Staff and volunteers, electrocution or similar	Staff and Volunteers lifting and Carrying
Severity	2	4	2
Control Measures	Only 1 hammer type per tree planting, only used by an adult, hammers to be purchased and in good condition, hammers not to be thrown or carelessly	Scan of area by PSEO any live cables clearly marked and area will not be planted	Purchase and supply of sack barrow and manual handling risk assessment application

	dropped planting advice to clarify hammer use.		
Likelihood	1	1	1

2) To make the following purchases by Council Debit Card to support the safety of the planting planned for 1.2.25

1. To hire of cable scanner in order to scan new areas for planting by PSEO to ensure no live cables. Speedy Hire £26.41.
2. To purchase 6 club & 6 claw hammers for fitting of stakes and staples and 1 sack barrow. £113.88 Screwfix.

29/25 To review the Young Persons Risk Assessment and agree

Resolved:-Proposed MW and Seconded AH and agreed unanimously to accept the Young Persons Risk Assessment without change.

30/25 To review report of the Community Council Manager on playpark improvements on Stirling Road and Bullied Place.

Members discussed a previously circulated report which detailed the spending from Ashford Brough Council for play equipment at Bullied Place, replacement of train with carriage and trim trail play equipment at Stirling Road. With the explanation that was the entitlement of ABCs' funding for the playpark, with the request that SWANCC meet the outstanding needs for finishing the Stirling Road playpark as follows

- Children's needs - there are children who regularly dig holes in the play park as their form of play and they need this outside digging space to be continued – Ashford Housing
- Physical Finishes - the bench at the entrance to the playpark needs to be replaced
- there is no waste bins in the playpark and these need to be provided
  - the remaining 51 metres of top soil needs to be defined for purposes and completed
  - Planting the Borough Council would like to see a Community Orchard within the space and wild flower planting.

Also, the Officer would prefer if SWANCC would adjust the plan and focus on finishing the area, as advised in the following correspondence

"Following our earlier discussion, we can cover the costs of installation play equipment in Stirling Road. This does not include the soft furnishing to complete the play area such benches – bins and planting. I suggest the KCC grant should used to cover this.

Please let me know if you need anymore assistance,"

**Project Manager | Environment Property and Recreation**

**Resolved: Proposed LC and Seconded MW 1) To agree to request a Grant change of application to KCC, 1) To request to apply grant to fund to finishing aspects of the playpark as required below**

- a) To agree Seating Bench, as Stanford Bench from Gladsons at a cost of £1338.80 plus fixings kit and installation, municipal waste bin from Gladsons with multi aperture £576.84 plus installation costs and apply to grant funding to these costs
- b) To agree game play surfaces x2 for Picnic Table and then apply best costs to grant funding
- c) To investigate picnic tables either Gladsons Clifton Picnic bench or Rainbow Picnic Bench subject to a fire test on the material sample being sent and then apply best costs plus fixings and installation to grant funding.
- d) To agree investigation of mud play kitchen and mud play pit, to apply best costs to the grant funding

- e) To apply for a further 9 trees from the Coronation Tree Project, if not to source 9 trees and apply best costs to grant funding
- f) To apply costs for wildflower seeds using ABC approved supplier for best results and apply to grant funding
- g) To review any further turfing needs and apply best costs to grant funding.
- h) To review signage for the mud play area and the planting area and apply best costs to grant funding.
- i) To review any further funding available from the grant for finishings and play activity boards including a dice play activity board and apply.
- j) Any further costs to be brought to Council for consideration.

**Action SECCM to apply to KCC to change grant objectives with best costs from sourced quotes in line with delegation scheme. To bring a report to Council defining the suppliers and quotations in line with the Procurement Policy and any further costs which need to be met for Council decision.**

31/25 To agree the date of the next meeting as Monday 3<sup>rd</sup> February 2025 and items for the Agenda.

LC Letter to Kent Police regarding lack of Police Attendance at Council Meetings.

There being no further business to discuss the Chair closed the meeting at 8:02pm

Signed Chair \_\_\_\_\_ Date \_\_\_\_\_

## Appendix of Reports

### Playparks report

#### **A report of the Community Council Manager on Playparks at Bullied Place and Stirling Road.**

##### **Play Equipment**

##### **Background**

The Officer at Ashford Borough Council has updated on the play equipment planned,

Bullied Place -Play train and carriage is agreed and the funding is being applied for with hope to install from April.

##### Stirling Road

- Owl Sculpture with 20 sitting poles
- Triple balance beam surfaces
- To add further play equipment of Stilts climbing posts to maximise the play area
- Play surfacing bonded rubber mulch area 51 square metres approx.
- Remaining 56 squ metres would be left with topsoil finish for digging play space and planting.
- The Borough Council funds have then been spent on play equipment and the timelines for the spending met.

##### **Outstanding to be funded**

Children's needs - there are children who regularly dig holes in the play park as their form of play and they need this outside digging space to be continued – Ashford Housing

- Physical Finishes - the bench at the entrance to the playpark needs to be replaced
- there is no waste bins in the playpark and these need to be provided
  - the remaining 51 metres of top soil needs to be defined for purposes and completed

- Planting the Borough Council would like to see a Community Orchard within the space and wild flower planting.

Also, the Officer would prefer if SWANCC would adjust the plan and focus on finishing the area, as advised in the following correspondence

“Following our earlier discussion, we can cover the costs of installation play equipment in Stirling Road. This does not include the soft furnishing to complete the play area such benches – bins and planting. I suggest the KCC grant should be used to cover this.

Please let me know if you need any more assistance,”

**Project Manager | Environment Property and Recreation**

#### Implications of outstanding needs.

##### Grant Change

The KCC grant was applied for and approved on the following

Installation of Play Trail Kit (Stirling Road) and Installation of Wooden Structures (Stirling Road)	£12000 <b>Cost</b>	<b>£9996.00</b> <b>KCC Contribution requested</b>
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At the time of submission with the following information

“The combined playparks project is £40,000. It is being funded by Ashford Borough Council Housing £20000, S106 funding £9547.99 which must be spent by the end of this financial year Mar 25. Then it is hoped this grant will be successful to support £9996.00 towards the cost remaining for replacement of play equipment”. Since then the play train has reduced in cost which has allowed the agreed play equipment to be fully funded by the funds allocated from Housing and S106.

However, as discussed, there is a need for benches, bins, soft finishing and planting. As well as provision for children who need room to be able to dig and mud play.

Therefore, if Council is agreed to progress with the necessary finishing of playpark to ensure it is completed to a good standard for the best look and feel to the area the grant with KCC needs to be adjusted for the measures the Parish Council will fund and the costs determined without delay to still access the funding.

#### Decisions to agree

- 1) **Request a change to the grant application.**
- 2) **Agree the objectives for the play park finishes and purchases sourced to date.**
- 3) **Any further views from Cllrs.**

#### Topsoil area

56 square metres top soil area 51 square metres rubber bonded mulch play surfaces.

Any area that is left for topsoil planting or mud play needs to be defined and then contained to prevent overspill across the play park, with either fencing or barriers or turfed over.

#### Providing Mud Play

As discussed there are children who regularly dig holes in the play park as their form of play and they need this outside digging space to be continued, the area where they like to play is being left with topsoil for play.

However, it will need to be defined and barriered in some way to ensure mud is playable. A Mud Kitchen and a Mud Pit which would be made from the same wood as the trim trail equipment, therefore longevity is given, in keeping with the equipment style being installed and gives a pleasant and unique play area for those children who enjoy digging. The suppliers sourced have supplied this at Thetford Country Park and another supplier with Severn Water for a diggers themed play park with attractive digger play panels and equipment. If Council is agreeable to this, quotations for supply and installation can be sourced, no additional surfacing is required. The “mud pit” would be similar to a sand pit with strong sleeper styles and retainer, the mud kitchen would be durable with mud play bowls in a stand with room to play in a quality piece of play equipment.

#### Benches

The traditional bench at the entrance to the playpark needs to be removed replaced and installed. A design style for the bench needs to be agreed.

The Glasdon’s Bench agreed for the Memorial Bench would be ideal in this situation as it is specifically designed as street furniture, robust and durable whilst effective and can be branded in the same way with Council logo and plaques, cost £1338.80 plus fixings kit and installation



### **Picnic table**

For seating and enjoyment then if agreed design style and installation costs sourced and agreed. Gladson recommend the Clifton wheelchair accessible picnic table, as durable for this environment, with the anti vandalism finishes and security and anti graffiti surface. Lee Valley Authority have replaced all their picnic benches with model and report positively on the anti-vandalism features.

- Games tops can be sourced for snakes and ladders, ludos or draughts, users of the play park would only need to provide their own pieces. A dice activity play panel could be investigated to provide a fun supportive element. The games picnic tables are bright and friendly but suppliers advise they would not stand up to a disposable barbeque and this causes concern if correct to the longevity and viability of it in a public playpark.



Clifton Wheelchair access picnic bench Glasdon's £837.91 plus fixings and installation.

### **Bins for waste and recycling and dog waste**

There are currently no bins in the playpark, therefore a multi aperture bin needs to be sourced for waste. Recommend to source for waste, recycling and dog waste subject to agreement. Gladsons have recommended £576.84.



### **Planting and finishing**

The Borough Council is keen that fruit trees are planted in line with the Community Orchard objectives, wildflower planting in line with their planting.

The Council could apply for a further 9 trees from the Coronation Orchard Scheme for this area and then these would need to be planted 5metres apart with no under planting.

- 1) A measure needs to be found to define the area for planting and signed for the planting and then completed with wildflower sowing and then a trim to retain the planting.

The finish to the play equipment will have the safety surfacing, the remaining area will be covered with top soil areas left as this standard therefore any unplanted areas will need to be turfed to prevent soil overspill.

### **Conclusion**

To agree Grant change of application, 1) to apply grant to fund finishing aspects of the playpark.

To agree Seating Bench and Picnic Bench x 2, municipal waste bin and apply to grant funding

To agree play surfaces for the Picnic Table and then apply best costs to grant funding

To agree investigation of mud play kitchen and mud play pit, to apply best costs to the grant funding

To apply for a further 9 trees from the Coronation Tree Project, if not to source 9 trees and apply best costs to grant funding with costs for wildflower seeds using ABC approved supplier for best results.

To review any further turfing needs and apply best costs to grant funding.

To review signage for the mud play area and the planting area and apply best costs to grant funding.

To review any further funding for finishings and play activity boards.

To receive any further views and recommendations from Cllrs.

Sarah Evans

Community council Manager

24<sup>th</sup> January 2025.