

Great Chart with Singleton Parish Council

Notice of Meeting

FOR THE ATTENTION OF:

Cllrs: McClintock, Sullivan, Tate, Wiffen, Y Barker, Darvill, P Barker, Gathern, Alexander, Wilford and Ackrill

All Members are summoned to attend

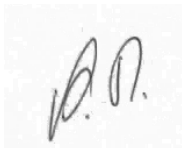
the monthly meeting of the Parish Council to be held on
Monday, 12th April 2021

Remotely via Microsoft Teams

The Agenda is attached

Supporting Documents:

Item 3	Draft Minutes of the meeting held on 08 March 2021
Item 9	Planning Decisions
Item 11	Draft Litter Picking Scheme to help volunteers proposal
Item 14	Map of proposed 20mph in Singleton
Item 15.1.	Items for Payment for April and Bank reconciliation
Item 15.2.	Bradbridge Green enquiry and Rodent inspection report
Item 15.3	Chilmington Management Organisation
Item 15.4.	Youth Shelter-Cuckoo Park
Item 15.5.	IT Support – quote from 2019
Item 15.6.	Quote for Play Park Repair work by Aspire
Item 15.7.	Kent Association of Local Councils annual membership
Item 15.8.	Coleman's Kitchen- Tree Survey
Item 16.	Clerk's Report



Date: 07 April 2021

Aniko Szocs

Clerk to Great Chart with Singleton Parish Council

Great Chart with Singleton Parish Council

Founded in December 1894

Meeting of the Parish Council to be held remotely on Monday 12 April 2021 Starting at 7.30pm AGENDA

1. Apologies for Absence

To receive and approve apologies for absence.

2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

2.1. Disclosable Pecuniary Interests

Under Localism Act 2011 relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

2.2. Other Significant Interests

Under the Kent Code of Conduct for members relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

2.3. Other Interests

Not required to be disclosed under 2.1 or 2.2, eg stated for transparency reasons alone such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

3. Minutes of the Previous Meeting

To approve the minutes of the meeting held on 08 March 2021 as a true record.

4. PCSO Report

To receive a report from the PCSOs

5. Reports from Borough Councillors

5.1. Cllr Barrett – Singleton East Ward

5.2. Cllr Blanford – Weald Central Ward

5.3. Cllr Howard-Smith- Singleton West Ward

5.4. Cllr Shorter -Washford Ward

6. Reports from County Councillors (when in attendance)

6.1. Cllr Farrell

6.2. Cllr Simkins

7. Reports from Committees/Groups

To receive reports from committees

7.1. Chilmington Green Planning Working Group

7.2. Great Chart Playing Fields

7.3. Singleton Spaces

7.4. Amenities, Open Space and Environment Committee

Public Participation: There will be 15 minutes of the meeting to hear public questions and comments.

8. Planning Applications for Consideration this Month

8.1. Planning Application number [21/00446/AS](#) & [21/00447/AS](#)

Ninn Farm, Ninn Lane, Great Chart, Ashford, Kent, TN23 3DA New rooflight on inner slope and ground & first floor window on side elevation; replacement porch, new oil tank and shed, new car parking arrangements, sewage treatment plant- with Associated Listed Building app no 21/00447/AS- for further information please visit Ashford Borough Council website – Cllr Y Barker

8.2. Planning Application Number [21/00468/AS](#)

The Cart Shed, Godinton Park, Godinton Lane, Hothfield, Kent Works of conversion to facilitate change of use of curtilage listed Cart Shed into an education building

with new link corridor and WC addition with Associated Listed Building Application NO. 21/00469/AS – Cllr P Barker

9. Planning Decisions

To receive update on planning decisions, these are also available to view on the website

10. Parish Council Meeting

To agree to hold the Annual Parish Council and Annual Meeting of Electors on Monday, 17th May 2021 starting from 7.00 pm

11. Litter Picking Scheme for Volunteers

To approve a scheme to help volunteers with litter picking activities

12. Singleton Environment Centre

To agree on participating in a destressing taster session at the centre

13. Policies for approval documents to review.

None for approval

14. Hoxton Close 20mph speed limit proposal

To agree on response to the proposed speed limit scheme

15. Finance

15.1. Items for Payment and bank reconciliation

To agree items for payment in April and acknowledge bank reconciliation.

15.2. Bradbridge Green

To consider enquiry to purchase part of The Yellow land from Parish Council

15.3. Chilmington Management Organisation

To consider request to use Cuckoo Park for conducting surveys

15.4. Youth Shelter Cuckoo Park

To consider best option to repair the shelter

15.5. IT Support

To consider purchasing annual IT support

15.6. Cuckoo Park and Great Chart Repair works

To consider and approve repair works by Aspire

15.7. KALC membership

To consider renewing membership with KALC

15.8. Coleman's Kitchen

To consider contributing £500 towards a tree survey

16. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda

Report on recent or ongoing activities.

17. Correspondence

Review of correspondence received since the last meeting.

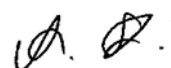
18. Items for Information or Agenda for Next Meeting

To receive items of information from members and/or for inclusion on next agenda.

19. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on **Monday 17 May 2021 starting at 7.00pm at Great Chart Village Hall**

Signed



Aniko Szocs- Clerk to Parish Council

If you wish to attend, please email to the Clerk to request an invite to the remote meeting theclerk@greatchartsingleton-pc.gov.uk

Great Chart with Singleton Parish Council

Founded in December 1894

Meeting of the Parish Council held remotely on Monday 08 March 2021 at 7.30pm MINUTES

PRESENT: Cllrs Ackrill, P Barker, Y Barker, Darvill, Gathern, McClintock, Sullivan (joined from Item 8.1), Tate, Wiffen.

ALSO PRESENT: Aniko Szocs (Clerk), Paula Cowperthwaite (Assistant to Clerk), Cllr Howard-Smith (ABC), Cllr Farrell (KCC), 2 members of public

The Chairman congratulated the Assistant to the Clerk on completing her CiLCA qualification.

1. Apologies for Absence

Cllr Alexander, Cllr Barrett (ABC), PCSO's

2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

2.1. Disclosable Pecuniary Interests

None

2.2. Other Significant Interests

None

2.3. Other Interests

Item 7.1 – Cllrs Y Barker, Sullivan

Item 7.2 – Cllrs Y Barker, McClintock, Sullivan

Item 7.3 – Cllrs Ackrill, Wiffen

Item 8.1 – Cllr Sullivan

Item 8.5 – Cllr McClintock

3. Minutes of the Previous Meeting

The minutes from the 8 February 2021 meeting were agreed to be accurate, and the council resolved to accept them as a true record.

Proposed:	Cllr P Barker	Seconded:	Cllr Wiffen
Vote In Favour: 8	Vote Against: 0	Abstain: 0	MOTION CARRIED

4. PCSO Report

The PCSO report was read by the Chairman. See Appendix One.

It was also noted that gates have been removed from some fields in Chilmington, off road vehicles are now using the fields.

5. Reports from Borough Councillors

5.1. Cllr Barrett – Singleton East Ward

Apologies received.

5.2. Cllr Blanford – Weald Central Ward

Not present due to technical issues

5.3. Cllr Howard-Smith - Singleton West Ward

Cllr Howard-Smith wished to update on members grants. She provided financial assistance for a COVID volunteer group; Revelation who are running virtual events and shows during lockdown; Sk8side for purchasing new equipment; and SEC also received some finance support. The 2021/22 applications are now open. Ashford in Bloom will run again this year, a Singleton resident was one of the winners last year.

5.4. Cllr Shorter - Washford Ward

Not present

6. Reports from County Councillors (when in attendance)

6.1. Cllr Farrell

The KCC budget has now been agreed.

There will be a project working to mitigate the effects of COVID on young people. Members will have £6K of grant money to award, on top of members grants, to help groups affected by COVID.

A property in Hoppers Way gained permission to thin out a hedge which shouldn't have happened. It was noted that the cut hedge has been left at the side of the A28, but this will be cleared shortly. Other properties will not be given this permission. More Community wardens will be recruited and will deal with COVID suppression. Cllr Farrell gave his apologies for the next meeting due to Purdah. He hopes to be present at the meeting after that and thanked the council for the last 4 years. The Clerk thanked Cllr Farrell for his help and support over the last 4 years.

6.2. Cllr Simkins

Not present

7. Reports from Committees/Groups

7.1. Chilmington Green Planning Working Group

No meeting has been held but one is due to discuss the changes to the design code and NPPF wording.

The application from KCC for the second roundabout has been withdrawn.

There is no update yet on the pumping station location in relation to the Long Length junction.

Planning applications in areas with run off into the Stour are currently on hold due to the issues across Stodmarsh.

7.2. Great Chart Playing Fields

Nothing to report. Hoping to start reopening as the lockdown restrictions lift.

Pilgrims FC will start playing again from April.

7.3. Singleton Spaces

The Centre decided to reopen as a takeaway on the weekends. The first weekend was a really good start, but the second weekend was not as profitable. It is however, a step in the right direction.

The containers extension are nearly finished with outside painting nearly completed.

7.4. Amenities, Open Space and Environment Committee

Meeting held. Lots of projects in the pipeline which will be publicised once further plans are made.

There will be a focus on trees in the next newsletter. Planting trees is one of the best ways to combat climate change.

One project will be to introduce policy allowing the council to be carbon net zero by 2030. The first plan will cover up to 2025 and then a second plan to 2030. There needs to be a measure taken of the council's carbon footprint as a baseline. This could be carried out by a contractor, in collaboration with nearby council's if they wish to join.

It was suggested that a volunteer friends' group be set up for Colemans Kitchen Wood to ensure that this important historic woodland is not lost.

7.5. Staffing Committee

A meeting was held with the main discussion being about taking on an apprentice to work alongside the Parish Stewards. This was decided against at the current time as there aren't enough hours to put forward and the application cut-off date for Hadlow college is April so too soon. This could be merged with Kingsnorth PC for next year.

Public Participation: There will be 15 minutes of the meeting to hear public questions and comments.

A resident has queried the ongoing footpath closure in the Singleton Centre. Phase 1 is due to finish at the end of March, so they are still within timescales.

8. Planning Applications for Consideration this Month

8.1. Planning Application number [21/00220/AS](#)

30 Haymakers Lane, Singleton, Ashford, Kent, TN23 4GN Convert part of existing garage into a study – **Cllr P Barker**

The precedent has been set for garage conversions in this road. There will be no loss of parking space. The council resolved to support this application.

Proposed:	Cllr P Barker	Seconded:	Cllr Gathern
Vote In Favour: 8	Vote Against: 0	Abstain: 1	MOTION CARRIED

8.2. Planning Application number [21/00276/AS](#)

Coach House, Ashford Road, Great Chart, Ashford, Kent, TN26 1JL Installation of freestanding Air Source Heat Pump to rear of property- **Cllr Y Barker**

This is for a unit that goes outside the back of the house, it is not attached to the building, but the building itself is listed hence the application. The council resolved to support this application.

Proposed:	Cllr Y Barker	Seconded:	Cllr McClintock
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

8.3. Planning Application number [21/00321/AS](#)

43 The Bulrushes, Singleton, Ashford, Kent, TN23 5GD Proposed two storey rear extension – **Cllr McClintock**

This is a very small development as only 1.8m in depth across the back of the building so it only just exceeds permitted development. The council resolved to support this application.

Proposed:	Cllr McClintock	Seconded:	Cllr Sullivan
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

8.4. Planning Application number [21/00352/AS](#)

2 Greyhound Chase, Singleton, Ashford, Kent, TN23 5LL Two storey rear extension with part pitched part flat roof, roof light to ground floor extension, solar tunnel to the existing roof. – **Cllr Y Barker**

The proposed extension is a strange shape due to shape of the garden. Concerns were raised over the extension being too large for the plot size and no provision for parking.

The council resolved to object to this application.

Proposed:	Cllr Y Barker	Seconded:	Cllr McClintock
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

8.5. Planning Application Number [21/00340/AS](#)

Oaklands, Sandy Lane, Great Chart, Ashford, Kent, TN26 1JN Erection of building for use as a double garage with additional living accommodation (revision to 17/00591/AS) – **Cllr Y and P Barker**

This is to revise an existing application to change it from a home office and games room to residential use. The main body footprint is the not much different to the original plan but extended slightly to allow for use as kitchen/living room downstairs and bedroom upstairs. It is not proposed to be used as separate accommodation. ABC do not encourage separate accommodation to avoid it turning into a separate dwelling in the future.

The council resolved to support the application provided the original condition 4 is upheld to avoid it becoming primary accommodation.

Proposed:	Cllr Y Barker	Seconded:	Cllr Gathern
Vote In Favour: 8	Vote Against: 0	Abstain: 1	MOTION CARRIED

9. Planning Decisions

Please see Appendix Two.

The map of the route change on Oxen Lease has now been received.

10. Vision Zero Strategy

Cllr Y Barker explained the consultation is open until 26th March and aims to achieve no fatalities by 2050. Nobody would disagree with this aim but it is very ambitious.

It was noted that the funding will need to be given to implement any ideas, and that KCC will need to take notice of local people's knowledge rather than wait for a fatality or serious injury to occur.

The council resolved to agree with Cllr Y Barker's comments being submitted, any further comments to be sent to the Clerk.

Proposed:	Cllr Gathern	Seconded:	Cllr Wiffen
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

11. Policies for approval documents to review.

11.1. Amenities, Open Spaces and Environment Committee

The main change was the removal of the requirement for the Chair to be a member, he is always welcome to attend but it is not compulsory.

The council resolved to adopt the documents.

Proposed:	Cllr Gathern	Seconded:	Cllr Wiffen
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

12. Finance

12.1. Items for Payment and bank reconciliation

ABC have given the PC £1786 as a transition payment following the abolition of the council tax support grant. This will now be additional income as the precept has already been agreed.

The council resolved to approve the payments and bank reconciliation.

Proposed:	Cllr Darvill	Seconded:	Cllr Wiffen
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

Items for Approval for Payment March 2021

Method	Items for Approval	Description	Total payable	VAT
Bacs	HMRC	March Contribution	£1,561.94	
Bacs	Salary	March salaries	£4,766.98	
Bacs	Kent Pension Fund	February Pension Contribution	£909.40	
Bacs	The Play inspection Company	Annual inspection of Cuckoo and Great Chart Play park	£250.20	£41.70
Bacs	Burden Bros Agri Ltd	Maintenance fee	£38.98	£6.50
Bacs	Dor2Dor	Parish newsletter delivery	£504.00	£84.00
Bacs	Kent Professional Services	Printer & Photocopier	£127.51	£21.25
Bacs	Kent Association of Local Councils	Annual Planning Conference	£60.00	£10.00
Bacs	ADM Computing	Annual Microsoft Office 365 Licences	£1,461.24	£243.54
Bacs	Action with Communities-Rural Kent	Membership renewal	£105.00	
Bacs	JRB Enterprise	Dispenser refill waste bags	£223.20	£37.20
Bacs	Kent County Council	Hoxton Close - 20 mph zone scheme TRO	£2,995.00	
Bacs	Ashford Borough Council	Installing a new metal gate at GC	£789.11	£131.52
Bacs	Kalkwik	Newsletter printing	£969.00	
Total:			£14,761.56	£575.71

Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Metro Bank	Interest	£2.35	
Total:			£2.35	

Singleton Extension Project- S106 Funds

Bacs	Barker Computer Solutions	WIFI set up in new extension	£872.00	
Bacs	D Rolfe and Sons	Fitting units at SEC ext.	£1,112.98	
Total:			£1,984.98	£0.00

	Credit card payment items for Information	Description	Total paid	VAT
Account Number:19079376				
	Plusnet	Broadband and telephone	£57.60	£ 9.60
	Wildflower Papers	Recycled seed papers (Easter Egg hunt)	£27.73	£ 4.33
	Etsy	Plantable seed paper bee hexagon (50) (Easter Egg Hunt)	£20.95	
	Amazon	Self sealing printable seed packet (100)	£14.98	£ 2.50
	Amazon	200 A4 plastic punched pockets	£7.49	£ 1.25
	B&Q	Ryobi one multi tool	£85.50	£ 14.25
	Pass Ltd	PAT Testing book	£53.00	
	B&Q	Multi screw, flashlight	£26.99	£ 4.50
	Wickes Ashford	Equipment	£12.00	
Credit card Account: 24056805				
	Sainsbury's	Van Fuel	£50.24	£8.37
	Amazon	Heavy duty cables	£18.98	£3.16
	Dial Direct	Van insurance	£50.40	
	McColls	Battery	£9.30	
Total:			£ 435.16	£ 47.96

This image shows the Bank Reconciliation Statement as at 22 February 2021.

Great Chart with Singleton Parish Council			
Bank - Cash and Investment Reconciliation as at 22 February 2021			
<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/01/2021	Metro Bank Current Account	1,957.41	
31/01/2021	Metro Bank Instant Access	85,522.17	
31/01/2021	Metro Bank Credit Card 6934	119.10	
31/01/2021	Metro Bank Credit Card 8589	-249.84	
31/01/2021	NatWest Current	100.00	
31/01/2021	NatWest Reserve Account	187,704.58	
31/03/2020	Nationwide Business 1 Yr Fixed	203,304.03	
			478,457.45
<u>All Cash & Bank Accounts</u>			
1	Metro Bank Current Account		1,957.41
2	Metro Bank Instant Access		75,522.17
3	Metro Bank Credit Card		-130.74
4	NatWest Current Account		100.00
5	NatWest Reserve Account		187,704.58
6	Nationwide Business 1 Yr Fixed		203,304.03
	Other Cash & Bank Balances		0.00
	Total Cash & Bank Balances		468,457.45

12.2. Credit Card Limit increase

The council resolved to increase the limit from £250 to £500 on the credit card (Account number 24056805) assigned to the Parish Steward, the Clerk's credit limit to remain £250

Proposed:	Cllr P Barker	Seconded:	Cllr Y Barker
Vote In Favour: 9	Vote Against: 0	Abstain: 0	MOTION CARRIED

13. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda

Please see Appendix Three

The Chairman congratulated the Assistant to the Clerk on completing her CiLCA qualification.

14. Correspondence

- Relevant emails have been forwarded

15. Items for Information or Agenda for Next Meeting

It is proposed that the Annual Meeting of the Electors will not take place in May due to COVID restrictions, but that the Annual Parish Council meeting will take place either in person or remotely.

16. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held remotely on **Monday 12 April 2021 at 7.30pm**

The meeting closed at 21:15

Signed as a true record by:

Cllr McClintock _____

Date: _____

Appendix One



I would just like to wish to apologise for not being able to make it this evening. However, I have distributed my monthly newsletter for February which can be found on the Great Chart with Singleton Parish Council website. I am also holding a digital surgery with Sergeant Bloomfield this Friday, 12th March from 1pm until 2pm. If you have any questions that you would like to ask then please email csu.ashford@kent.police.uk before Friday. You will then be sent a joining link. It would be good to hear from you if you do have anything you would like to bring to my attention.

Unfortunately, there has been another report of theft from a back garden in Great Chart and a back gate being opened overnight in Singleton. Please can I remind you to keep gates and sheds locked when they are not in use. As mentioned last month, if you would like any further crime prevention advice, then please let me know. I can then put you in contact with our Crime Prevention Police Community Support Officer.

There was also a report of youths on the pavilion roof at Great Chart Playing Fields. Police officers attended but the youths ran away. Please report any incident such as this to us as soon as possible as there is a safety aspect to be considered.

For the second weekend in a row, there has been an Anti-social Behaviour Dispersal Order in place around South Ashford which included Singleton. This order enables officers and PCSOs to direct a person who has engaged or is likely to engage in anti-social behaviour, to leave a specified area and not to return for a period of 48 hours. This is a response to the increase of catapult incidents there have been in the area. Kent Police are taking positive action against those acting in an antisocial manner and those carrying catapults or other items intended to cause damage, intimidation, alarm, or distress. I will also continue to patrol the area.

If anyone would like to speak to me then please let Ani know and she will put us in contact.

Stay safe everyone 😊

Appendix Two

Planning Decisions

March 2021

Planning application Number: 21/00007/AS

Land to the south east of, New Street Farm, Chilmington Green Road, Great Chart, Kent
The construction of 1 No detached four bedroom dwelling associated garage/outbuilding, parking, access, infrastructure and landscaping. **ABC: Permit PC: Supporting**

Planning application Number 21/00016/AS

12 Hoppers Way, Singleton, Ashford, TN23 4GP Single storey rear extension **ABC: Proposed Use/Development would be lawful.**

Planning application Number 18/00207/AM02/AS

Parcel P The Hamlet, Land at Chilmington Green, Bartlets Lane, Chilmington Green
Amendment to application 18/00207/AS (Reserved Matters approval for the development of Parcel P for 99 dwellings, together with associated access roads, footpaths, drainage, car/cycle parking, groundworks, landscaping and infrastructure) for minor revisions to approved design and layout. **ABC: Amended Plans Approved**

Draft Minutes

Appendix Three

Clerk's Report – March 2021

Congratulations: I would like to congratulate Paula for achieving the Certificate in Local Council Administration qualification. Well done 🎉 🎊

Lockdown: From 08th March 2021 the government will ease the national lockdown in phases. The photo below highlights the key changes in the first phase and how those changes apply in different sectors.



Event: An Easter Egg Hunt will be held during the Easter Holidays. 24 letters on eggs will be dotted around the parish, residents then will have to find each egg with a letter that will make up a spring saying. Everyone completing the hunt will receive a prize that they can collect from Singleton Environment Centre. The prize will be wildflower seeds in paper that can be planted in a pot or in a garden, see example.



It is very exciting that we can plan events for summer and beyond. Hopefully, the Pop-up Café can return soon too.

John Wesley School: I am pleased to say that the yellow zig zag lines outside John Wesley School now have been joined up. Hopefully, it will make school runs safer.

Training: Please regularly check Kent Association of Local Councils for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place on an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. Also, can I remind you to **reset your login details** with your new email if you have not already done so? Please email to Laura Dyer at manager@kentalc.gov.uk and she will be able to assist you.

Social Media: Please keep liking and sharing our posts on social media so it can reach a wider audience. If you are on Twitter, Facebook or Instagram ensure you give us a like or follow us 😊

Planning Decisions

March/April 2021

Planning application Number 18/00733/CONB/AS

Land adjacent The Barn, Chilmington Green Lane, Chilmington Green, Discharge of conditions 5,6,7,8,16 & 19 **ABC: Permit PC: General comment on road width**

Planning application Number 20/01702/AS

Site Office on Parcel B, Land and Chilmington Green, Ashford Road, Great Chart, Ashford, Kent, TN23 3DH Variation of delivery of planning conditions 27 and 29 of outline planning approval, reference: 12/00400/AS dated 06/01/2017 relating to "Access C - the southern access roundabout' to be provided in accordance with the proposed details shown on drawing 131065/A/02 and be fully constructed and open for use by traffic, and, agree a plan by the Local Planning Authority following consultation with the Highway Authority, showing how Chilmington Green Road is to be closed to all vehicular traffic at the location shown on drawing 'OPA05R1: Access & Strategic Vehicular Routes Plan' prior to the occupation of the 2000th residential dwelling on site. – **Withdrawn by applicant**

Planning Application number 21/00052/AS

Unit 1, Sandy Lane Farm, Sandy Lane, Great Chart, Ashford, Kent TN26 1JN, Erection of two additional 8m x 10m buildings for use in connection with existing motor vehicle business. **ABC: Permit PC: No Comments**

Planning Application number 21/00086/AS

Annexe at, 1 Stone Cottages, Bartlets Lane, Chilmington Green, Ashford, TN23 3DW Removal of condition 4 on planning permission ref 16/00653AS to allow annexe to be occupied independently. **ABC: Permit PC: Objecting**

Planning Application number 21/00146/AS

8 Harvest Way, Singleton, Ashford, Kent, TN23 5WR Single storey rear extension to garage and conversion to habitable accommodation **ABC: Permit PC: No Comments**

Planning Application number 20/01806/AS

Land North of Stubbs Cross, Magpie Hall Road, Kingsnorth, Kent Construction of a Wastewater Pumping Station with associated vehicular access and landscaping bund. **ABC: Permit PC: Objecting**

Planning Application number 20/01745/AS

Daniels Water Farm, Vitters Oak Lane, Great Chart, Ashford, TN26 1JY For the erection of 55x9m storage unit. **ABC: Permit – PC: Support**

Planning Application number 20/01503/AS

Coldharbour Farm Bungalow, Daniels Water, Great Chart, Ashford, Kent, TN26 1JY Installation of sand school, erection of a pole barn on agricultural land. Extension of

a balancing pond and the change of land from agricultural to pond (sui generis)
(retrospective) **ABC: Permit PC: No Comments**

Planning Application number 21/00276/AS

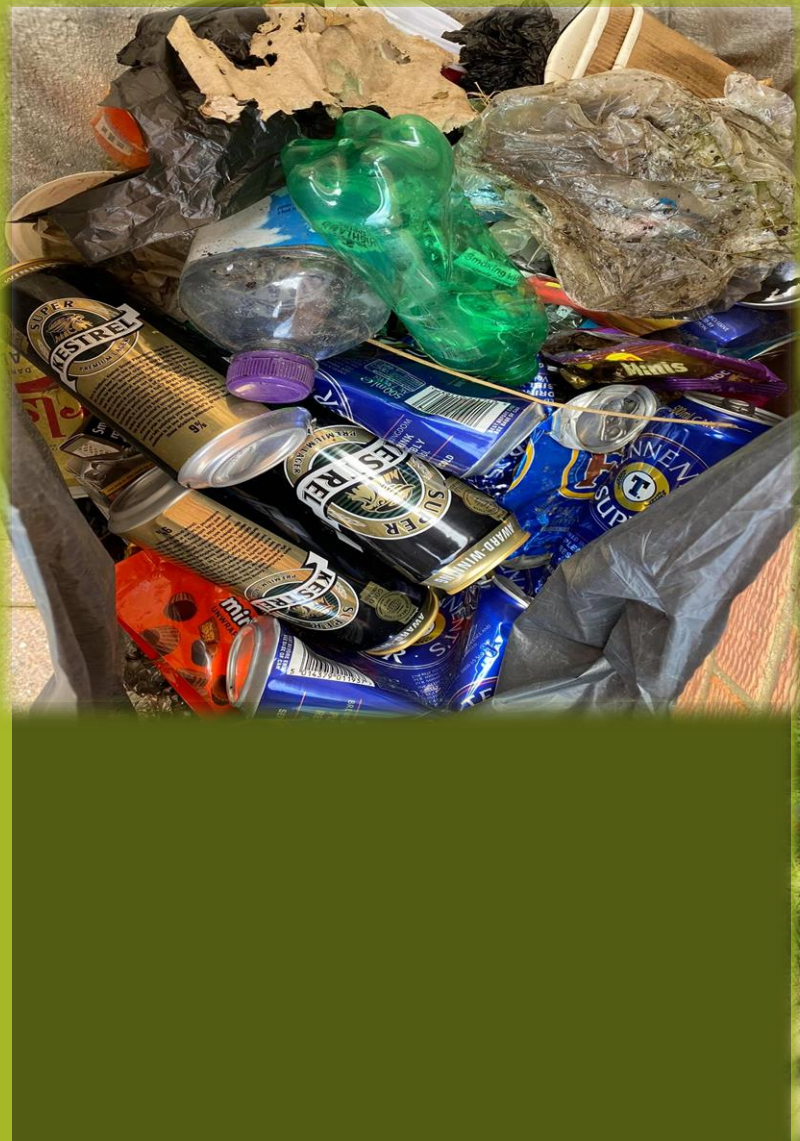
Coach House, Ashford Road, Great Chart, Ashford, Kent, TN26 1JL Installation of freestanding Air Resource heat pump to rear of property. **ABC: Permit PC: Support**

Planning Application number 21/00220/AS

30 Haymakers Lane, Singleton, Convert part of existing garage into study. **ABC: Permit PC: Support**

COMMUNITY VOLUNTEER SCHEME

Great Chart with Singleton Parish Council



**WHY DO WE
NEED
COMMUNITY
VOLUNTEERS?**

Look at what a Community Volunteers are doing?



These Children were with their families

Existing Contributors

- Parish Stewards
- Ashford Borough Council
 - Biffa
 - Aspire
- Kent County Council
- **Unknown Volunteers**

Who are the people caring and the people making the mess?

- Families
- Couples
- Young people
- Working age Adults
- Retired people
- Disabled
- Dog Walkers
- Visitors

Great Chart with Singleton is a community for everyone to enjoy



OUTDOOR Destinations within our community

- Great Chat Playing Fields
- Singleton Lake
- Buxford Meadow
- Singleton Oast Park
- Cuckoo Park and outdoor gym
- Singleton Road Play Park and Outdoor gym
- Community Woodland
- Millennium Woodland
- Colemans Kitchen Woods
- Singleton Environment Centre
- Footpaths across the countryside
- EVERY path on every street

The 'Litter Fix' Jigsaw

Education
in schools
and
communities

Council/ community
partnerships,
embracing collaboration &
innovation

Excellent
'Binrastructure'

&
proper focus on
maintaining clean
public spaces

Appropriate &
consistent
enforcement

National
campaign
&
mass
communications

Innovations to
nudge
behavioural
change

Scheme Objectives

- To rid our environment of litter
- Bring our Community together even if working separately
- Safely support members of the community wishing to support the scheme
- Provide equipment if needed – On Long Term Loan
- To utilise a bank of volunteers who may wish to work individually or as part of a team.

Who will Run the Scheme:

Scheme could be run by

- Parish Council
- Existing Charity
- New Group

Anticipated Supporters

Those already doing individual litter picks

Those considering individual litter Picks

Those considering Volunteering for other parts of scheme when offered

Opportunities to Extend Scheme

- Create & Maintain Small (Or Large) Bee Friendly Flower Areas
- Community Events
Volunteers





Previous Campaign

Ashford did
not use it!



Test Valley Borough Council

HadLOW CARBON Community



Bulb planting

Clearing dog
Fouling (bag
& flag)

Litter picking



How will we operate a scheme?

- There are a number of examples of schemes run by borough or parish councils
- **Keep Britain Tidy**
 - Litter heroes resources inc posters
 - Template HSE risk assessment
 - Covid guidance
- **Helping Hands Environmental**
 - Lots of examples of schemes
- **Test Valley Borough Council**
 - Superb useful information

To offer provision of the following to Volunteers:

- Litter Picker
- Good quality rubbish bags
- Gloves
- T shirt (maybe after 2 litter picks or could be immediate)
- Hi-vis option – although people will not be allowed to go in roads or dangerous locations
- Ring for bag?
- Joining & Information Packs *DETAILS ON NEXT PAGE)

Joining and or Information Pack to include:

Application Form - MUST INC ALL FAMILY NAMES	'eg Community Litter Picker Registration Form.pdf
Health & Safety Advice & checklist	Will state the at own risk and not the PC *or other Community-Litter-Pick-H-S-A6-v2.pdf Litter Picking Events and Community Clear ups 2018 (1).pdf
Agreement of where rubbish can be placed if cant get in own bin or community bins.	
Where to Report Issues	ABC, KCC, apps, PC
Photograph Consent Form	Just in case
Information	Helping Hands Environmental has some guides that could be utilised particularly Community Volunteer Guide
Reward Scheme???? Maybe in the future or immediate	Could offer rewards such as discounts at local cafes and restaurants or more items to assist such as hand sanitiser ect

Community Litter Pickers

Health and Safety Checklist



Test Valley Borough Council is committed to the safety of its staff and residents. This includes all those who may be volunteering on Council managed land, carrying out a variety of tasks.

Your health and safety is important to us and this is why we have compiled this checklist to help you continue to enjoy your work to help keep Test Valley litter free.

Do	
Before	<ul style="list-style-type: none"> ✓ Always let a member of your family know where you are going and when you are expected home ✓ Carry a mobile phone in case of emergencies (if you have one).
During	<ul style="list-style-type: none"> ✓ Always use gloves and litter pickers when collecting litter ✓ Try to wear reflective or light coloured clothing ✓ Wear strong boots or shoes.
After	<ul style="list-style-type: none"> ✓ Always wash your hands after litter picking ✓ Inform the Council of any problems or issues that you may have noticed.

Do not

- ✗ Handle any needles or sharp objects
- ✗ Work on any busy roads
- ✗ Work in or near any watercourses
- ✗ Lift anything that is too heavy
- ✗ Work when it is dark or unsafe
- ✗ Approach any unknown people
- ✗ Work when you are tired.

If any of your equipment needs replacing, please contact the Council and we will be happy to help.

Key contacts

Test Valley Borough Council
01264 368000 or 01794 527700

Hampshire Police (non-emergency number)
101

Emergency Number (mobile phone only)
112

Community Litter Picker Details Form

I have read and understood the Health and Safety Information provided and I have understood that I am carrying out the duty of a Community Litter Picker at my own risk.

We would like to include you in our email distribution list. We will only send out a range of information related to the Love Where You Live initiative. This includes a biannual Community Litter Picker newsletter and information about events such as the Great British Spring Clean. By providing your details you agree to be contacted by us. We will treat your data with respect and will never pass it on.

Please tick here if you would like to sign up to our Love Where You Live emails. You can opt out at any time.

Name: _____

Address: _____

Email Address: _____

Telephone Number: _____

Signature: _____

Date: _____

If you litter pick as a family, you don't need to complete a form for every child. Please add their names below and we will keep your information all together in our list.

Child 1: _____ Child 3: _____

Child 2: _____ Child 4: _____

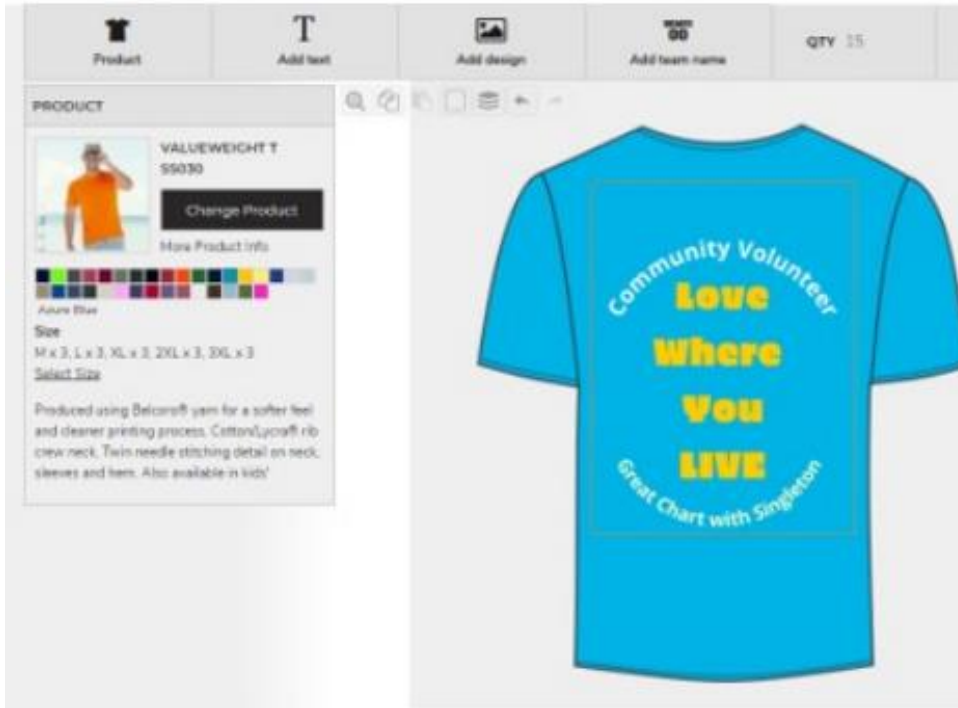
Equipment Required (please tick):

Litter picker

Bags

Hi-vis vest – please state size(s):

Once completed, this form can be posted to **Environmental Service, Test Valley Borough Council, Macadam Way, West Portway, Andover, Hampshire, SP10 3XW** or emailed to environmentalservice@testvalley.gov.uk



Adult T-Shirts £12 each
with printing on both sides

Childrens T – Shirts £6.80 each
ALL BULK PRICES X 10

Adult Volunteer Kit

contains

10 x litter Picker Pro

10 pairs x Adult gloves

5 Handiloop Bag Openers

2 Kit Bags



Ex Vat Price

£181.75

was £276.30

Got us a Special Price

Helping Hands Environmental

Helping Hands

Amazon

litter picker	£	14.16	ex vat	£	13.57	inc vat	adtoper litter picker
	£	2.99	ex vat	£	14.27	inc vat	aspro 20 pairs black nylon do dif sizes

handihoop bag opener	£	9.99	ex vat	£	14.99	inc vat
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hi vis jacket				£	2.58	inc vat	blackrock high vis do xxxxl
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Children

graptor picker 27"	£	15.83	ex vat
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junior gloves	£	3.83	ex vat
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hi vis jacket

Bin Bags

amazon

200 x extra heavy duty 160guage

£ 26.75

50 ecobag heavy duty bag

£ 5.40

UK store 100 large strong clear bags

£ 20.99

UK store 50 x 80l clear bag

£ 16.99

Hand Sanitiser Gel

6 x refillable bottle with carabiner

£ 3.99

large hand sanitiser bottle 500ML

£ 4.35

OTHER COSTS

- Posters
- Printed materials such as forms (could do online possibly)
- Time of Organisers
 - If PC initial hours may be needed but once running I don't think it will be significant draw on time as individual activity.
(Unless scheme grows to other projects)

What should the scheme be called?

IDEAS?

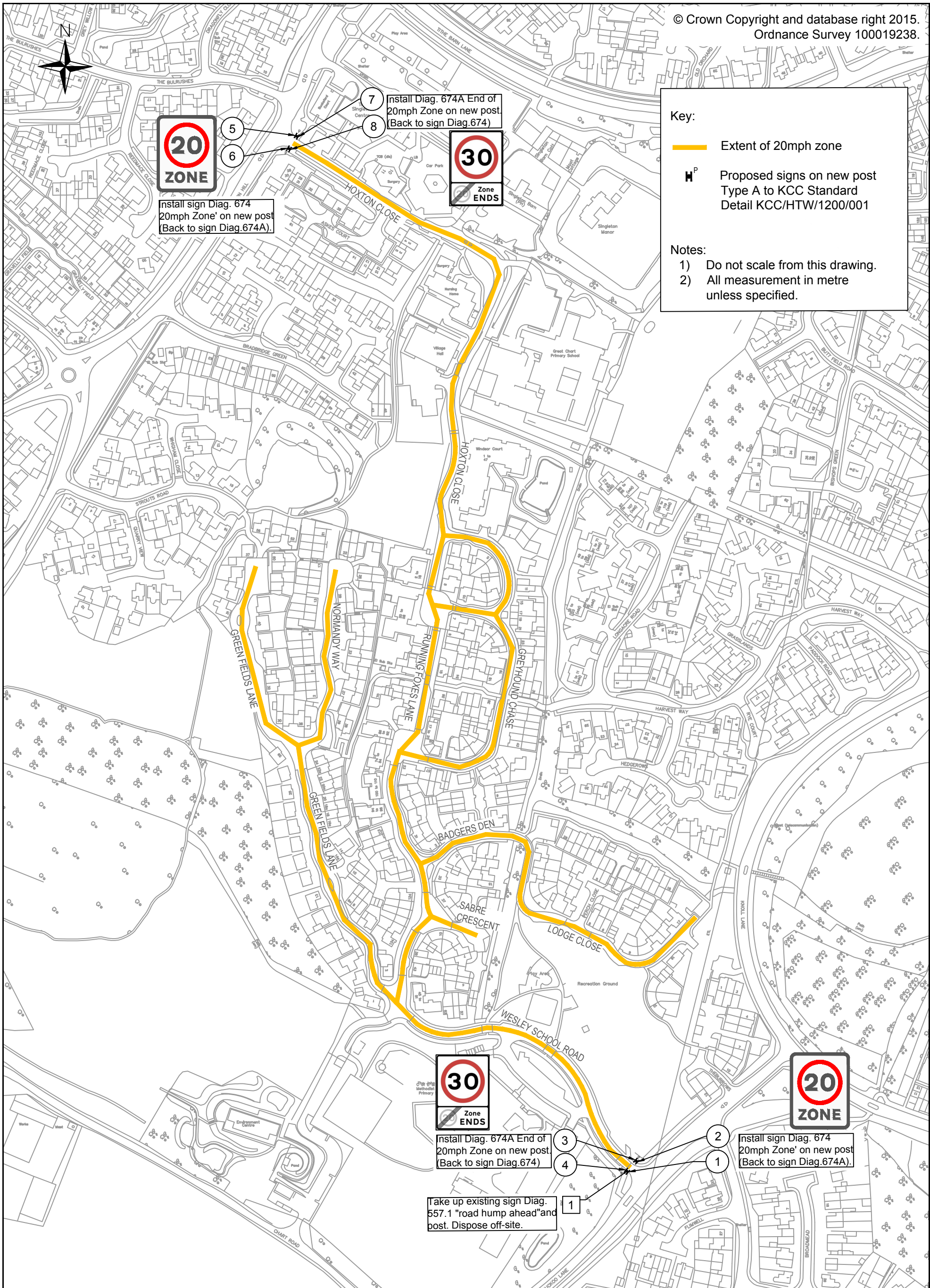
Love where you live	Community Volunteers
Community Starts with ME!	I care about my Community
Litter Force	Community Stars
Neighbourhood Community Volunteers	Neighbourhood Community Champions
Community Champions	Litter Kickers
Singleton Stars (GC, C as well)	Busy bees
Creating our community	Love Singleton (GC, C)
Fighting Litter	Litter Fighters
Time to beat waste/litter	Friends of S, GC, C
Helping Hands	It Starts with ME! Or It ENDS with ME!
The Pickup Artists	Litter Bees


How to Gain Support?

Current proposal suggests the following

- Create a flyer/leaflet/advert
- Social Media
- Newsletter
- Local News





2	05/02/21	Change of 20mph extent	BL			Project	Hoxton Close 20 zone		Drawing status	Draft	
Rev	Revision Date	Purpose of revision	Drawn	Check'd	App'd	Drawing title	20mph Zone extent		Scale	1/2500 at A3	Do not scale
 <p>Kent County Council Ashford Highway Depot Henwood Industrial Estate Ashford TN24 8AD Tel: 03000 418181</p>									Drawing number	2122-EXT-AS-0001	
									Rev	1	
<p>This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.</p>											

Items for Approval for Payment April 2021

Method	Items for Approval for Payment in April 2021	Description	Total payable	VAT
Bacs	HMRC	April Contribution	£1,560.07	
Bacs	Salary	April salaries	£4,766.78	
Bacs	Kent Pension Fund	March Pension Contribution	£909.40	
Bacs	Lister Wilder	Buckler Boot and industrial socks (if paid by 28/04/21 £82.24)	£90.33	£1.38
Bacs	Society of Local Council Clerks	Appraisal Techniques *2 - training	£78.00	£13.00
Bacs	Society of Local Council Clerks	How to use Canva - training	£36.00	£6.00
Bacs	Society of Local Council Clerks	People Management - training	£72.00	£12.00
Bacs	NALC	How to get Young people involved in local Councils - training	£51.71	£8.62
Bacs	Great Chart Cricket Club	Electricity Bill - grant payment	£252.85	
Bacs*	ProKil (paid 12 March 2021)	Survey and survey report of Youth Shelter at Cuckoo Park	£222.00	£37.00
Bacs	KALC	Annual membership	£1,944.00	£324.00
Bacs*	Medash	SUDS information sign Cuckoo	£61.20	£10.20
Bacs	Singleton Village Hall	Hall Hire- Pop up café	£37.50	
Bacs	Manutan	Large plastic box for archiving	£118.80	£19.80
Bacs	ADM	Change of licence for vice chair	£181.20	£30.20
Bacs	Adm	1 Hour remote support	£99.60	
Bacs	Ashford Borough Council	Maintenance work ACW	£2,000.00	
Bacs	C6 envelops	Envelops for flower seeds- Easter	£9.75	£1.63

Total: £ 12,491.19 £463.83

Approved:

Date:

* For information only

Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Lena Mariot Foot health Practitioner	Newsletter Advertising	£ 55.00	
Bacs	Metro Bank	Interest	£ 2.35	

Total: £ 2.35

Singleton Extension Project- S106 Funds

Bacs	D Rolfe and sons	Worktops, units	£200.00	
Bacs	S106 Funds	Cleaning products, keys and wildflower seeds	£503.30	
Bacs	S106 Funds	Furniture for Extension	£1,895.10	
Total:			£ 2,598.40	£0.00

Credit Card Payments

	Credit card payment items for Information	Description	Total paid	VAT
Account Number:19079376				
	Plusnet	Telephone and Broadband	£57.36	£ 9.56
	Wet and Forget	Algae removal	£54.99	£ 9.17
	Land Registry	To identify ownership of a small openspace land on Reedmace	£6.00	
	Amazon	Stamps for Easter Egg trail event	£9.99	£ 1.67
Credit card Account: 24056805				
	Travis Perkins	Treated wood to repair fence and Great Chart Play park	£11.15	£1.86
	McColls	Milk for SEC	£6.59	
	Wilko	Water sprayer	£7.50	£1.25
	Wilko	Grass seed and flower seed	£13.00	£1.00
	Halfords	Wood paint	£10.80	
	B&Q	Hammerte, finish dark green	£9.50	£1.58
	Wilko	Bleach, brush	£3.15	£0.53
	Dial Direct	Van Insurance	£50.40	
	Pets at home	Poop bags	£6.00	
	Wilko	string, cable tie, cleaning products	£21.55	£3.59
	B&Q	shakeproof washer (steel)	£3.12	£0.52
	Thanet Tool Supplies	socket	£2.50	

Total:	£ 273.60	£ 30.73
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Great Chart with Singleton Parish Council

Bank - Cash and Investment Reconciliation as at 15 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2021	Metro Bank Current Account	10,988.97
28/02/2021	Metro Bank Instant Access	45,003.03
28/02/2021	Metro Bank Credit Card 6934	-187.14
28/02/2021	Metro Bank Credit Card 8589	-128.92
28/02/2021	NatWest Current	100.00
28/02/2021	NatWest Reserve Account	187,703.52
31/03/2020	Nationwide Business 1 Yr Fixed	203,304.03

446,783.49

All Cash & Bank Accounts

1	Metro Bank Current Account	10,988.97
2	Metro Bank Instant Access	45,003.03
3	Metro Bank Credit Card	-316.06
4	NatWest Current Account	100.00
5	NatWest Reserve Account	187,703.52
6	Nationwide Business 1 Yr Fixed	203,304.03
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	446,783.49

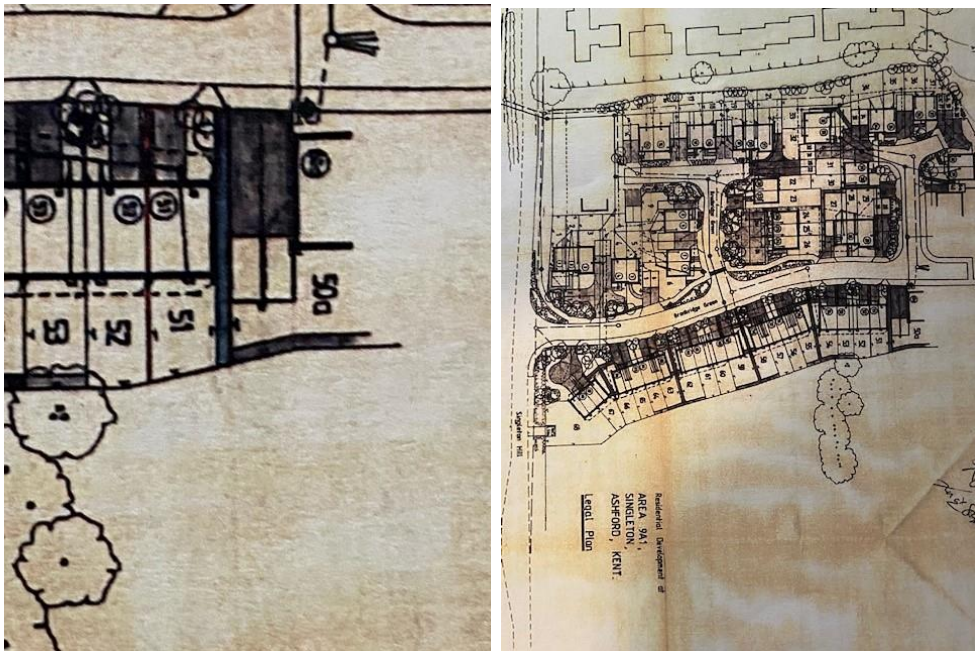
Bradbridge Green land acquisition proposal

The Parish Council received two requests from residents on Bradbridge Green to purchase land to extend their garden. The land is owned by the parish council and is known as The Yellow Land or The Viewing Point.

Resident One Proposal:

Size required would be approximately 5.5m width by 1.5m to 2m depth. This is backing onto 51 Bradbridge Green as per location plan.

The purpose of the land would be purely to utilise as garden and clear up the waste.



Resident two proposal:

Interested in purchasing between 2 and 5m of land that lies behind the fenceline at the bottom of our garden (preferably nearer 5m - We understand that our neighbour at 51 is interested in extending their garden by 2m).



SERVICE REPORT

Bounty Pest Control
 108 Ellingham Way
 Ellingham Industrial Estate
 Ashford, TN23 6LZ
 TEL: 01233 640191
 email: info@bountypestcontrol.co.uk

Site Address Great Chart with Singleton Parish Council Rear of 52 Bradbridge Green, Ashford, Kent, TN23 5WA

Bounty Reference	Visit Type	Tech	Visit Date
GREATCHA	Survey -	Andrew Rose	01/04/2021

ServiceTracker Visit Number: V21079

HEALTH & SAFETY RISK ASSESSMENT

Technician has confirmed that all hazards and risks have been considered prior to work commencing. All works completed are covered by our safe working practices.

ENVIRONMENTAL RISK ASSESSMENT

Technician has confirmed that the applicable environmental policies have been understood and observed.

Please note: to comply with the Biocide Products Directive, if rodent activity is found, toxic rodenticide will only be used whilst control is achieved. After this, rodenticide will be replaced with non-toxic monitoring methods.

Bounty Pest Control policy is to only use toxic materials when there is a need to do so.

ACTIVITY OBSERVED DURING INSPECTION

Treatment and Observations

Survey for rats carried out. Ani reports that occupants at bridbridge green reports seeing rats in there gardens and believe the rodents are coming the woodlands. Inspected along the fenceline on the woodlands side carried out. No current signs of rat burrowing and runs observed at time of visit. No obvious signs of a food source from the woodlands. No treatment required.

No Recommendations Required

Recommendations

Pests Found

Customer Name

SIGNED ON BEHALF DUE TO
 COVID 19. ANI

Customer Signature

Technician Name

Andrew Rose

Technician Signature




SERVICE REPORT

Bounty Pest Control
 108 Ellingham Way
 Ellingham Industrial Estate
 Ashford, TN23 6LZ
 TEL: 01233 640191
 email: info@bountypestcontrol.co.uk

Supportive Images

Please note - In accordance with the Data Protection Act 2018:

Images will only be taken in relation to treatment or for servicing purposes only.
 They will be attached to the relevant service report(s) and remain confidential at all times.



Inspection carried out along the fenceline of bradbridge green carried out.

Customer Name

SIGNED ON BEHALF DUE TO
 COVID 19. ANI

Customer Signature



Technician Name

Andrew Rose

Technician Signature




SERVICE REPORT

Bounty Pest Control
 108 Ellingham Way
 Ellingham Industrial Estate
 Ashford, TN23 6LZ
 TEL: 01233 640191
 email: info@bountypestcontrol.co.uk

Health and Safety Advice

All pesticides used are approved by BPR-UK/HSE and are cleared for use under the Control of Pesticides Regulations 1986 or the Biocidal Products Regulations. COSHH and Risk Assessments have been carried out prior to treatment and, where appropriate, an Environmental Risk Assessment has been undertaken.

It is important to notify the technician that, to the best of your knowledge, no person using or occupying the treated area suffers from any ailment or medical condition that may be affected by the application of any pesticide, or any other special circumstances, and that no damage to the property is likely to occur by the use of the pesticide.

If your premises have been treated for RATS or MICE

- Do not let children or pets, particularly dogs, have access to bait stations.
- Do not disturb, move or tamper with bait stations, expose them, or give access to others.
- Do not allow livestock or pets to have access to deceased rodents. If a rodent is found, please notify Bounty Pest Control immediately.
- If bait stations become damaged, or bait is spilt, contact Bounty Pest Control immediately.

In case of ingestion by children, pets or livestock, contact a doctor or vet and show this report.

NOTE TO PHYSICIAN: If you think that bait has been eaten - the product is an indirect anticoagulant. Vitamin K1 (phytomenadione) is antidotal. In case of suspected ingestion of bait, determine prothrombin times not less than 18 hours after such ingestion. If elevation has occurred, administer Vitamin K1 intravenously in divided doses: 40mg for adults, 20mg for children, daily. Treatment may be required for a prolonged period. Withdraw antidote with care and monitor prothrombin times continuously for four days, or more, after such withdrawal. Please contact the National Poisons Information Service via the NHS 111 service (as advised by the National Poisons Information Service).

If your premises have been treated for WASPS or HORNETS

- Do not touch insecticide after treatment.
- Keep windows in vicinity closed for 24 hours or until activity ceases.
- Avoid approaching treated area for at least 24 hours or until activity ceases.
- Do not allow children, pets or livestock near the vicinity for at least 24 hours or until activity ceases.
- If nest is in a chimney, avoid connected room for 24 hours.
- Do not attempt to remove nest without consulting Bounty Pest Control.
- If nest is located in a hole in the ground, cover with earth or sand after 2 weeks or when activity ceases.

If your premises have been treated for other flying insects, cockroaches, fleas or other crawling insects

Not applicable if gel baits are used (see report for further advice).

- All personnel must vacate the area while treatment is carried out and for a minimum of four hours after the treatment is completed, unless otherwise advised in the Technician's report.
- Fish tanks should be removed or covered prior to treatment, with the pump switched off where safe to do so.
- If floor area is to be treated, all moveable items such as; food products, children's toys and items etc. must be placed up high and covered.
- All food products and kitchen utensils/equipment must be covered prior to treatment where necessary.
- Remove or secure all personal, fragile or valuable items from areas to be treated prior to treatment.
- Always clean floor areas before treatment and vacuum areas, especially in the case of fleas.
- Avoid direct contact with treated surfaces.

Customer Name

SIGNED ON BEHALF DUE TO
 COVID 19. ANI

Customer Signature

Technician Name

Andrew Rose

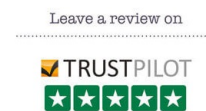
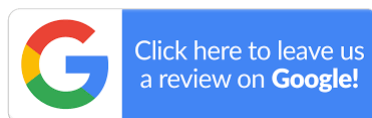
Technician Signature




SERVICE REPORT

Bounty Pest Control
 108 Ellingham Way
 Ellingham Industrial Estate
 Ashford, TN23 6LZ
 TEL: 01233 640191
 email: info@bountypestcontrol.co.uk

Please leave us a review on:



Customer Name

SIGNED ON BEHALF DUE TO
 COVID 19. ANI

Customer Signature



Technician Name

Andrew Rose

Technician Signature




Chilmington Management Organisation

Cuckoo Park- conducting surveys.

The Parish Council received the following information regarding the proposed surveys at Cuckoo Park.

The plan is to meet once a week on a Wednesday morning from 10-12. It will be a gathering of parents with pre-school aged children - not sure of exact numbers but we expect less than 15 families. The aim is to get people together so the kids to play and parents to chat and explore if they have a viable group to launch an on-going toddler group for families in the new build area.

Content-wise we will keep in simple, there may be an organised game or a story-time in each session, but it will mainly be low-key interaction between families. We would like to set up a couple of pop-up gazebos to provide shade for the little ones.

We'd like this to run each week in Cuckoo Park from 11th May to 29th June - by which point we will hopefully be able to move into the new Community Cabin at Chilmington.

The group will be overseen by myself, Tom Lewis, on behalf of United Church Ashford with some support from SallyAnne and the team. The church has adequate public liability insurance and I have experience of running similar groups in the past. I will ensure there is an appropriate risk assessment and child safety policy in place.

Cuckoo Park

Youth Shelter- Proposed repair work

The Annual Play Park inspection report has identified evidence of rot in the timber posts of the youth shelter. Prokil a Structure Survey Company carried out further inspection and, in their report, recommended the following options for consideration.

Option 1

To treat all timber pillars with a woodworm treatment and a protective Creosote clear based product.

To refix and reinforce the 4 wooden benches which are loose.

To reinforce the 4 wooden trunks with a timber ballard post.

Total for the above: £1,320.00

VAT @ 20%: £ 264.00

Total amount including VAT: £1,584.00

Option 2

To treat all timber pillars with a woodworm treatment and paint a waterproof slurry grey protective coat.

To refix and reinforce the 4 wooden benches which are loose.

To dig out, compound and reinforce the 4 wooden trunks with metal reinforcement.

Total for the above: £1,950.00

VAT @ 20%: £ 390.00

Total amount including VAT: £2,340.00

Option 3

To replace the existing structure. This would be to replicate the existing structure to the best possible match as is existing

Circa:

Total for the above: £2,500 - £3,000 plus VAT

FAO: Mrs Aniko Szocs, The Clerk
Great Chart with Singleton Parish Council
Emailed to: theclerk@greatchartsingleton-pc.gov.uk

Date of survey: 10th March, 2021
Time of survey: 3.30 pm

Dear Aniko

Re: Cuckoo Park, Wesley School Road, Ashford, Kent TN23 5LW
Ref: NJH/CS/B678

Weather: Raining
Temperature: 7°C
Relative Humidity: 83%

Request

As requested, an inspection was carried out at the above Play Park to assess the issue with decay, rot and woodworm in order to provide a report. The client has expressed concerns with the condition of the timber to the Youth Shelter within Cuckoo Park.

Description

Observations were made looking at the Shelter from the road and within the Shelter itself. All references about the Shelter throughout the report will be made from this point.

This is a Youth Shelter built within Cuckoo Park which is located in a good residential area of Ashford, Kent. It has been constructed with nine large tree trunk pillars and has a large steel slab roof of approximately 12ml thickness. The shelter has four wooden benches within the structure for sitting on.

Observations and Timber inspection of the Shelter

This is an external structure which is open to all the elements of wind and driving rain as it is situated within an extremely open space of Cuckoo Park. Upon the Survey that was carried out to the Shelter it was found that the left outer Pillar had signs of woodworm affecting it at present, although the present woodworm would not affect any rigidity to the structure currently. The three pillars which stand on the other side and which are open to the majority of the Northern wind are suffering from decay around the base of the trunk which gets excessively wet and the decay affecting these are at a level of approximately 40% per Pillar, whereas all other Pillars have approximately 20-25% decay affecting the bases at present *.

With regards to the four benches within the Shelter these have excessive play within the mountings.

*(Please note that all references to the Shelter are made looking at the Shelter with the Surveyors back to the playpark and facing the road).

The Surveyor noted that all appears to be fine and there is no movement or decay within the roof structure at present.



Head Office
Prokil Limited
290 Holdenhurst Road
Bournemouth, BH8 8AY
01202 515 566
office@prokil.co.uk
www.prokil.co.uk



Registered Office:
290 Holdenhurst Road,
Bournemouth, Dorset BH8 8AY

Registered Co. No. 4348686
VAT Reg No. 132 7092 32

The Surveyor assessed both the wooden bench and the wooden table structure within the Playpark area and these were in good order with no signs of excessive rot and/or decay at the time of the Survey.

Recommendations

Client/Others to complete:

- Address the decay within the Pillars.
- To secure the bench seats within the Structure.
- To seal the wood and carry out woodworm treatment to the Structure from the elements.

Prokil to carry out:

- Prokil are able to carry out all the above, once we know how you would like to proceed.
- Prokil to provide you with a price on application.

Prokil Ltd is a proud member of the **Property Care Association (PCA)**; our surveyors are CSRT qualified and members of the ISSE (Institute of Specialist Surveyors and Engineers). Our surveyors regularly attend training courses to keep up to date with best practice. Our Technicians operate to PCA standards and regularly update their knowledge base and skill sets to reflect advances in technology and techniques.

N.B – The above prices apply when all the recommended works are carried out at the same time, Prokil reserve the right to increase the quoted prices if all works are not carried out at the same time.

Prokil offer a company backed guarantee for works as follows:

- Woodworm Treatment – Guaranteed for 20 years from the date of completion.
- Above ground damp proofing – Guaranteed for 20 years from the date of completion provided the system has not been compromised.
- Below ground waterproofing – Guaranteed for 10 years from the date of completion provided the walls have not been punctured.
- Wall Tie Replacement - Guaranteed for 20 years from the date of completion.

In some instances an insurance backed guarantee may be available at an additional cost. Should the client wish to discuss this option then please contact our office.

If you have any questions regarding this report please contact the office on 01892 726313 or email us at tunbridgewells@prokil.co.uk.

Yours sincerely,

Neil Harrold
B.A. (Hons), C.S.R.T, C.S.S.W
Prokil Ltd



Registered Office:
290 Holdenhurst Road,
Bournemouth, Dorset BH8 8AY

Registered Co. No. 4348686
VAT Reg No. 132 7092 32



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Bournemouth, Dorset BH8 8AY

Registered Co. No. 4348686
VAT Reg No. 132 7092 32

Terms and Conditions

This report and quotation is subject to the following terms and conditions. These will be valid unless previously agreed in writing between Client and Prokil.

1. Our Operatives will work in a structured manner to complete the required work as per our report.
2. Our Operatives will try and keep noise and disruption to a minimum but this cannot be guaranteed.
3. If a Damp Proof Membrane is used this can sometimes push the wall depth out and in turn impact on the skirting boards, coving, radiators and such like. This in turn means that it is very difficult to get a finish that replicates the original wall. New coving and skirting board costs will be charged to the Customer accordingly unless it is an issue that Prokil have caused.
4. After works are completed by Prokil Ltd it may be necessary to replace the carpet gripper rods and have the carpet stretched and relayed by Client's own carpet fitter.
5. Prior to works any radiators in the work area must be removed/replaced by customer's own plumber.
6. Prior to works any electrical sockets etc in the work area must be removed/replaced by customer's own electrician.
7. Prokil can take no responsibility for electrical cables and pipe work embedded in plasterwork rather than in brickwork if damaged; these remain the responsibility of the Client.
8. All rubbish will be left onsite unless the removal fee is agreed by the customer.
9. Extra costs may be incurred if all recommended works from the survey are not carried out.
10. The quotation provided is valid for three months, after which we reserve the right of withdrawal or amendment.
11. The quotation does not include removal of furniture, flooring, fixings and units unless otherwise stated. Additional charges may apply if these services are carried out by Prokil.
12. Treatment is carried out at the Client's own risk. Upmost care will be taken during all works however there may be a risk of discolouration/fading of decoration and damage to insecure brickwork.
13. Guarantees will not be issued until full payment has been received, it should be noted that only 1 copy of any guarantee is issued and cannot be re-issued. Should the guarantee need to be relied upon the stamped hard copy with the report will be required, a re-visit charge of £50.00 + VAT will be incurred under the guarantee.
14. The Client is responsible for removal of carpets and other floor coverings unless otherwise stated.
15. During drying period for plasterwork, there is an increased risk of condensation occurring. Some very small cracks may appear on plasterwork during drying time depending on the conditions.
16. Dehumidifiers and excess heating should not be implemented for two weeks following works as materials need to cure naturally.
17. We recommend waiting one month before redecorating to allow adequate time for the plaster to fully dry. Painting with an emulsion paint following a watered down version is advised.
18. We have the right to charge for collapsing brickwork and render found to be more than 18mm thick. Additional charges will also be incurred should the render be found to be of a modern cement base and well bonded to the wall.
19. Reports are based on visible evidence and if further investigation is required this will not be carried out until permission from the Client is granted and the Client is on site.
20. It is possible that powder-like residue may appear on plaster following works. This is to be expected, can be wiped away and will not cause damage. It is part of the drying process caused by the chemical reaction.
21. Deviations from the initial report may be necessary once works have commenced. In this instance the Client will be informed and the additional works will not be carried out without prior permission and agreement from the Client.
22. Your attention should be given to the Party Wall Act. 1996 – Party walls are the joint responsibility of adjoining Owners. Where work on a party wall is necessary (please see sketch for information) the Client must advise the owner of the adjoining property before works can commence.
23. Please be aware that Prokil will not accept responsibility for any floorboards which are damaged whilst they are being lifted.
24. Please note that following any plasterwork that there may be residual dust settlement. The client will be responsible for cleaning this up.

Registered Office:
290 Holdenhurst Road,
Bournemouth, Dorset BH8 8AY

Registered Co. No. 4348686
VAT Reg No. 132 7092 32



Great Chart with Singleton Parish Council
Parish Office
Singleton Village Hall
Hoxton Close
Ashford
Kent
TN23 5LB

29th October 2019

Dear Anni

Further to your recent request, I have pleasure in submitting the following quotation for your consideration.

I will contact you shortly to discuss this however please do not hesitate to contact me with any initial queries that you may have.

Yours sincerely

Andrew Ward
IT Advisor
Tel 01227 473511

Company Background.

ADM Computing are a privately owned, Canterbury based, Technology Partner, with over 70 x staff members which includes 40 x technical engineers.

We provide IT services for several hundred organisations across the South-East region, these organisations span a wide range of sectors including Professional Service companies, Manufacturing, Construction, Logistics, Retail, Public Sector, health and charities.

The services we deliver include Managed services, support services, project & supply, cabling infrastructure and software development services.

We are ISO 9001, 14001, 27001 certified and Cyber Essentials accredited.

Award Winning IT Support

ADM's IT support service offering is designed around the needs of our clients and their individual users. Our engineers deliver exceptional response and focus towards delivering quick and efficient fault resolution.

IT support is not about the devices or technology; it's all about the people involved. It is people who experience the everyday problems that stand in the way of efficient working. With this in mind, we put exceptional amounts of effort into training and developing talented, motivated problem-solvers.

These high-quality individuals are supported with industry leading systems whilst working within a culture where the customer experience always comes first.

IT Support.

ADM provides a professional, high quality IT support service, supporting 200+ businesses and over 10,000 users each day.

Our inhouse team of 40 x technical engineers receives regular support and updates from venders such as Microsoft, Sophos & WatchGuard. Our relationship with Sophos is particularly strong, we regularly provide 'engineer exchange' so that we are fully up to date and experienced in supporting their products.

We use the Net Help Desk supporting ticketing system to provide increased visibility and effective support for our clients.

Best practice is assured, we currently have ISO 9001,14001, 27001, Cyber Essentials plus accreditations in place and reached the KEIBA Kent Customer Service company of the year finals 2019.

Our support services include –

- Telephone, Remote & Onsite Support
- Server monitoring
- Workstation monitoring
- Patching for PCs, laptops (Microsoft & non-Microsoft software).
- 3rd party supplier liaison
- Account review
- Access to emergency out of hours support
- Network Documentation

Support hours expectation & pricing.

We price support agreements based on the agreed support hours expectation provided per month, we can provide services tests and checks to enhance this service further, meeting your specific needs.

Support hours expectation (average per month).	Price per month
2 – 3 hours	£160.00
4 – 6 hours	£320.00

Additional options –

2 x Device Patching <i>Includes patching for Microsoft & non-Microsoft software.</i>	£5.00 per user per month (total £10.00 per user per month).
Annual Network Security checks	required? (requires 7.5 hours per annum)*
Annual Patching & Firmware Upgrades	required? (requires 7.5 hours per annum)*
Regular scheduled support visits	£350.00 per 1/2-day visit, £650.00 per full day visit.

Onboarding

Onboarding	£375.00 / day (estimate 1/2 days).
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*Tests and checks can be included within our agreements, although it adds additional time to the contract (per test), so allowance should be made for it.

Pricing Summary

One off cost

Onboarding	£375.00
Total	£375.00

Ongoing monthly costs

Support agreement <i>2-3 support hours expectation per month</i>	£160.00 per month
Patching for 2 x devices	£10.00 per month
Total (with a 2-3 hrs banding)	£170.00 per month

Agreement review

Support agreements are revised periodically, if you consistently exceed the support expectation banding then we may request that you move to the next tier level. We are of course willing to help and work with you to reduce support need, by reviewing nature of tickets/commonly raised tickets, for example training or a change may be appropriate. Any 'unused support time', can be carried forward into future months, we reset your use at the end of the support year.

Additional information

In addition, to support services we can assist you with licensing, subscriptions and regular renewals. If renewal dates are shared with us, we can contact you in good time to agree renewal options.

We can assist with provision of new laptops, PCs, printers, infrastructure. We can either provide shipment only, or we can complete initial prep and installation services prior to delivery (for many clients we have an agreed checklist in place). The price for this service is £100.00 per hour.

If you share visibility of your business plans, aims and goals with us, we can work with you to ensure that your IT systems are in-line with these desired outcomes.

You will receive access to attend regular free seminars and events which we regularly put on, on a variety of different IT subjects, within the past year we have provided sessions on: Microsoft Office 365, Azure, mobility, SharePoint, Cyber Essentials, Cyber Security, GDPR & Compliance.

We can assist your business with gaining certifications such as Cyber Essentials, where we have accredited practitioner staff within our business.

Our standard hours of business are 8.30am – 5.30pm Monday – Friday. An out of hours support line is available outside of these hours for emergencies.

We can provide a 30 days credit account facility, upon application.

Support Services Breakdown

Telephone & Remote Support: Targeted to answer calls within four rings, a team of 30 engineers are available from 8.30am – 5.30pm to resolve your technical support requests. Calls are logged within our helpdesk software allowing full traceability with our service management team assuring the right engineer is allocated to address the issue.

Server Monitoring: Our industry leading monitoring platform runs a series of checks on your servers at 5-minute intervals throughout the day. This allows us to act on any issues that may arise before they cause disruption to your business.

Workstation Monitoring: Our monitoring platform can be extended to monitor your individual workstations as well as servers. This allows us to provide comprehensive monitoring across your IT estate.

3rd Party Supplier Liaison: We will liaise directly with third party providers on your behalf to help expedite issues for swift resolution.

Quarterly Account Review: One of our experienced account managers will complete quarterly reviews on your account to ensure that you are receiving the correct levels of support and to discuss any future plans or recommendations for your network.

Emergency Out of Hours Support: You will have access to our Out of Hours Support number, which is provided for emergency use only. Charges outside of contract apply for this service: £150 per incident (which includes half an hour of labour) and double the normal hourly rate thereafter. This service is provided on a reasonable endeavours' basis and our standard response targets do not apply.

Network Documentation: We will create & securely store details of your network including all devices, serial numbers, passwords etc. and create detailed network diagrams. These will be used by our team to ensure fast and effective service delivery and these details will be made available to you at any time upon request.

On-site support: If your support request cannot be serviced from our helpdesk then a priority callout will be arranged for an engineer to resolve the issue on-site. This service will be provided subject to available hours within your support agreement.

Regular Scheduled Site Visits: To provide an enhanced level of support for your network, we schedule regular visits from selected engineers. These are used to perform a series of more in depth checks, updates & general maintenance tasks on the network. Subject to available time we can also use these visits to deploy new hardware or complete project work.

Backup Test Restores: We will restore your data in our lab environment and provide a detailed report of the success of the restoration along with an account of the time taken. Test restores are completed annually.

Out of Hours Test Shutdown: We will arrange for an out of hours engineer visit and emulate a complete power failure in a controlled environment. This will allow us to confirm the correct automated shutdown of your server in the event of power outage. This will be completed on an annual basis.

Network Security Checks: We will complete a series of additional security checks throughout the year and advise of any remedial action. These checks include user accounts / credentials, antivirus and wireless security where relevant.

Patches & Firmware Upgrades: We will ensure that your systems are protected by up to date patches & firmware updates to ensure optimum reliability & security.

Hardware / Warranty Cover: Designed to eliminate the risk to your business of hardware failure, we will provide cover on named equipment as agreed. We will provide both parts labour to restore your equipment to pre-incident condition. We can also cover equipment that is still within the original manufacturer's warranty & this will be offered at a reduced rate with ADM providing labour only and dealing with any warranty claims on your behalf.

Loan Equipment: Alongside Hardware / Warranty Cover, we will provide suitable loan equipment if required to replace failed hardware on named equipment.

Response Times

ADM aims to respond to all support requests as quickly as possible, we target ourselves based on the following call categories:

URGENT: 15minute response

- Complete work stoppage
- Potential to cause a work stoppage of a vital business function or service
- All line of business applications
- Servers down, internet down

HIGH: 1-Hour Response

- The incident has not resulted in work stoppage but has significantly impaired the user's ability to perform their normal business operation
- A work around is not available
- Multiple users unable to work
- Single user that cannot continue elsewhere (EG: home user, no access)

MEDIUM: 2-Hour Response

- The incident has not resulted in work stoppage but has significantly impaired the user's ability to perform their normal business operation
- Work around is available.
- Single user issue, that can continue working elsewhere

LOW: 4-hour Response

- The incident has not impeded or disrupted the service and is more an inconvenience
- All calls that are not the above priority

Ask For: David Hartley
Email: David.Hartley@ashford.gov.uk
Direct Dial: 01233 330417



Date: 1st April 2021
Ref: ALM/Q/21/021

RE: Play Area Repairs

Dear Aniko,

Thank you for your quotation request. Please find below prices and work details as requested.

- | | |
|--|-----------------|
| 1. Reinstate soil levels at pedestrian entrance to play area on Singleton Road and around springer unit and lay rubber matting to reinforce. | £352.00 |
| 2. Top up sand play area using 40 tonne of suitable play sand. | £2100.00 |
| 3. Re tension Corocord space net | £120.00 |
| 4. Replace damaged rubber seat section within Corocord space net | £3900.00 |
| 5. Top dress and seed 2 goal areas and fence off until established | £744.00 |

If you require any further help or advice, please do not hesitate to contact me on the details at the top of this letter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Hartley', is placed below the text 'Yours sincerely'.

David Hartley
Assistant Operations Manager

The above prices are:

1. Valid for 30 days
2. Subject to VAT properly chargeable
3. Subject to availability of plant and materials
4. Subject to your confirmation that no TPO or Conservation Area restrictions exist and full Parish/Borough Council approval is in place.

Carlton Road Business Park
Carlton Road
Ashford
Kent
TN23 1EF
info@aspirelandscapemanagement.co.uk



KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT
John Rivers

Chairman
Cllr Sarah Barker

Chief Executive
Terry Martin



Serving Parish & Town
Councils in Kent

Dover District Council Offices
White Cliffs Business Park
Whitfield, Dover, Kent, CT16 3PJ
Tel: 01304 820173
Fax: 01304 820174

Email: kalc@kentalc.gov.uk
Website: www.kentalc.gov.uk
VAT Registration No: 509 7509 27

To: Members of KALC in 2020/2021

TM/LD/Subs 2021/2022

March 2021

Dear Clerk

SUBSCRIPTION TO THE KENT AND NATIONAL ASSOCIATIONS FROM **1ST APRIL 2021**

Thank you for your Council's support in 2020/2021. It was certainly a difficult and challenging year for everyone.

Please find enclosed your Council's subscription invoice for the 2021/2022 financial year, commencing 1st April 2021. The invoice covers membership of both KALC and NALC. Also enclosed are two information leaflets giving details of the benefits of membership of both KALC and NALC. Please bring the leaflets to the attention of your Council. You can also visit the NALC website for more details about what they do on behalf of member councils by visiting www.nalc.gov.uk.

Members may recall that at the virtual Annual Meeting on 28th November 2020 the membership agreed that for 2021/2022 the subscription would be based on equivalent Band D properties for 2020/2021, the Band D equivalent rate would remain at 66p, the standing charge would remain at £65 and the maximum would be increased from £1,450 to £1,555 as set out below:

"66p per equivalent band D property subject to a maximum of £1,555, plus a standing charge of £65, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property".

As set out in the papers for the 2020 AGM, the increase in the subscription fees is to cover increased expenditure on staff, salaries and employment costs, IT costs and NALC Affiliation fees.

Local Councils are the first tier of Local Government working at grassroots level and can play an important role in shaping their communities. This important role was particularly evident during the Covid-19 pandemic, where many councils across the county provided excellent support to vulnerable people in their local communities. Many member councils have worked tirelessly throughout the pandemic, in collaboration with their principal authority, charities and local community groups, to deliver food and prescriptions and provide other support to those most in need. We hope that all the information and guidance that KALC and NALC has provided you with throughout the pandemic has helped your council to operate effectively and efficiently during these strange and challenging times.

As you will know, a key benefit of membership of both KALC and NALC is the FREE legal, financial, procedural and professional advice. Over the last 12 months, KALC dealt with just over 7,000 requests for advice – an average of 134 per week on a diverse range of topics including the impact of COVID-19 on governance and support for communities, health and safety and insurance, Brexit and transport problems, including HGV fly parking, HGVs using unsuitable roads and speeding traffic, GDPR, housing and planning, finance and regular concerns around Local Council procedure, procurement and the audit process.

KALC is front of house for access to the National Association of Local Councils (NALC) Legal Service, which deals with more complex cases. Again, this desktop advice is FREE as part of your subscription. To enhance the benefits of membership, we also have: an HR Advice Service with an HR specialist company and have negotiated a reduced rate for KALC's member councils; a Locum Advice Service; and an urgent Legal Advice Service. These were a direct result of feedback from our member Councils via our Membership Survey. Please remember that it is the Council that is in membership. Therefore, any request for advice must come from the Clerk (Proper Officer) to the Council or the Chairman or, in exceptional circumstances at the discretion of the Chief Executive, from a Councillor.

We also provide a comprehensive Learning & Development Programme for Clerks and Councillors from Planning and Finance to IT, VAT, Chairmanship, Project Management, Change Management, GDPR, Communication, Allotments, Burial Law, Health and Safety, Community Safety and Community Emergency Planning. All of our conferences and training events are offered at a reduced rate for member Councils and have been successfully delivered online over the last 9 months.

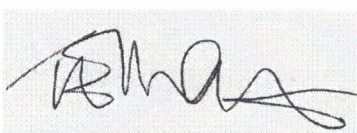
We believe it is to the benefit of all Councils to belong to KALC and NALC. We hope that your Council will renew its membership in the 2021/2022 financial year and continue to enjoy the benefits of membership, which is currently being provided to 313-member Councils across Kent and Medway.

Given the current Government restrictions and staff continuing to work from home, we would encourage all member councils to renew their membership by paying by BACS by 30 June 2021. Please include the KALC invoice number in your transaction. Our bank details are:

Account Name: Kent Association of Local Councils
Sort Code: 23-05-80
Account Number: 33633408

We look forward to your Council's continued support in 2021/2022. If your Council has any issues/concerns about membership, we would be more than happy to discuss these with you and/or attend your Council meeting.

Yours faithfully



Terry Martin
Chief Executive



Serving Parish & Town
Councils in Kent

Kent Association of Local Councils

MEMBERSHIP INFORMATION LEAFLET

2021/2022

Please bring this information leaflet to the attention of your Council/Meeting at its **NEXT MEETING** so that the enclosed **SUBSCRIPTION INVOICE** can be authorised for payment. The full range of services provided by both the National Association (NALC) and the Kent Association are shown in this information pack and the NALC Benefits of Membership briefing note.

KALC VISION STATEMENT

The Kent Association of Local Councils will represent the interests of its members at County and National level. We will communicate effectively with our member Local Councils in Kent and strive to provide them with the best support, legal advice, guidance and training to help them develop their members' skills and knowledge to deliver quality services to their communities. We will work to promote the relationship of Local Councils with the Principal Authorities that recognises the important contribution made by Local Councils to their communities as the first tier of Local Government.

KALC OBJECTIVES

The aims and objectives of KALC are to take all such steps as may be necessary or desirable in the interests of Local Councils in the area covered by KALC consistent with the objectives of NALC. The objectives are as follows:

- i. To represent the interests of the First Tier of Statutory Local Government, comprising of Town, Parish, Community & Village Councils and Parish Meetings in England. Hereafter called collectively '**Local Councils**'.
- ii. To provide support and co-ordination to all aspects of the work of Local Councils, as embodied in the following principles of good local government.
- iii. To promote the health, safety and well-being, both material and cultural of the people in its various communities.
- iv. To attract and hold the interest of its citizens.
- v. To develop inherent strength to deal with, and work with, all other tiers of local, regional and national government in a valid partnership.
- vi. To adapt itself to change in the way in which the people of the local community, live, work, shop and enjoy themselves.
- vii. To protect, consolidate and develop the existing rights, privileges and functions of Local Councils.
- viii. To encourage and support the universal establishment of elected First Tier Local Government throughout England.
- ix. To encourage openness and transparency and high ethical standards in line with Local Council Code of Conduct.

National Association of Local Councils (NALC)

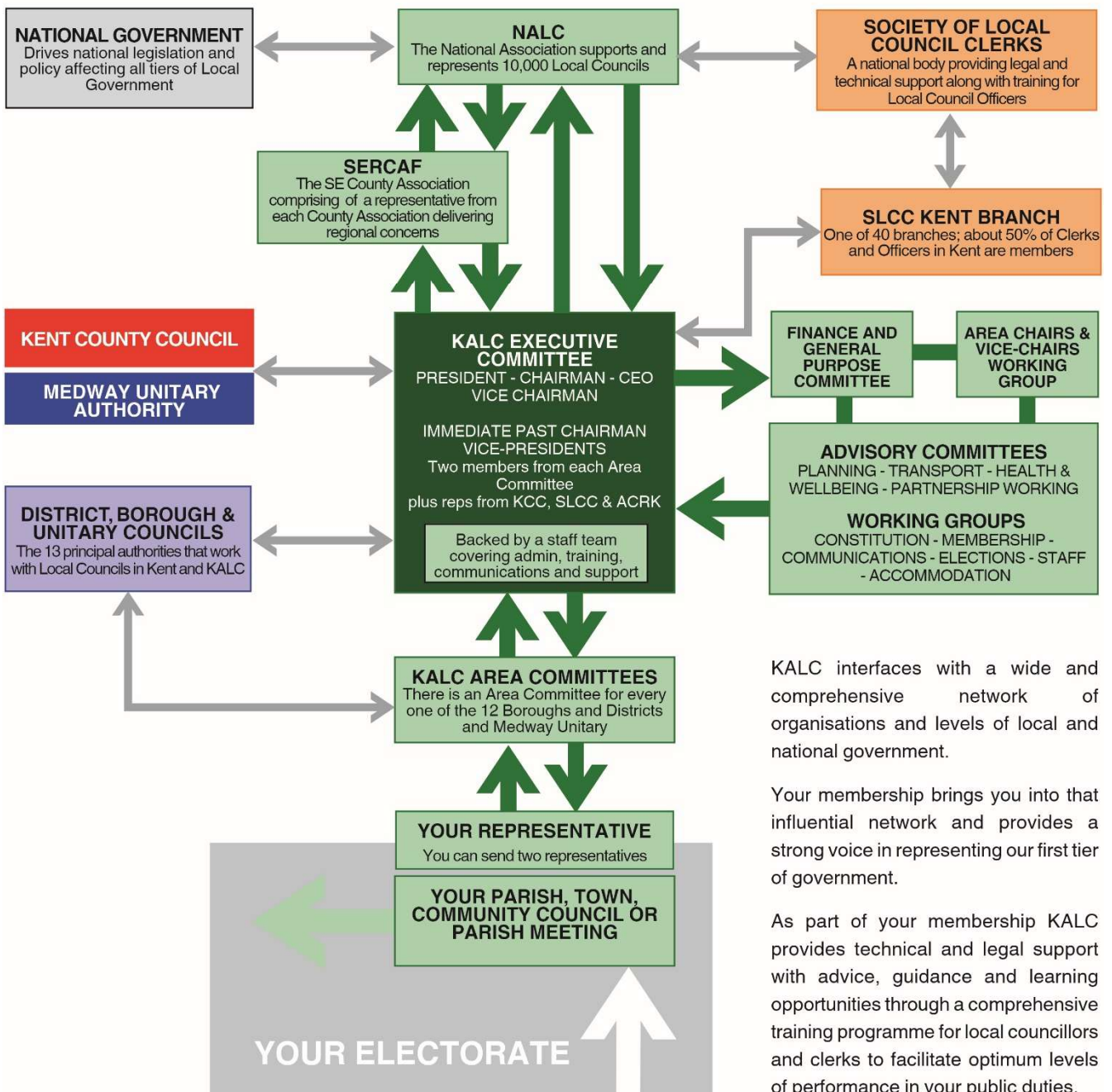
NALC is the national body representing the interests of Local Councils or Meetings; articulating County Associations (CALCs) and member Councils views to Government, the media and other national organisations. They provide advice and guidance in partnership with KALC to ensure Local Councils are the voice of local communities listened to by everyone. A copy of the NALC Benefits of Membership briefing note is attached.



Serving Parish & Town Councils in Kent

YOU AND THE KALC NETWORK

- A membership organisation that serves you
- A training provider
- A source of technical and legal advice
- A source of knowledge and experience
- A source of guidance
- A professional support unit
- A forum for sharing ideas, concerns and resources
- Access to your wider peer group
- A solution centre
- A strong and credible mouthpiece
- A place to collaborate
- A vital lobbyist on your behalf to local and national government



KALC interfaces with a wide and comprehensive network of organisations and levels of local and national government.

Your membership brings you into that influential network and provides a strong voice in representing our first tier of government.

As part of your membership KALC provides technical and legal support with advice, guidance and learning opportunities through a comprehensive training programme for local councillors and clerks to facilitate optimum levels of performance in your public duties.

ANNUAL SUBSCRIPTION

Your Council's annual subscription is based on the number of equivalent band D properties in your Council area, though in some cases only up to a maximum. At our virtual Annual Meeting on 28 November 2020 the membership agreed that subscriptions for 2021/2022 be based on equivalent Band D properties for 2020/2021 as set out below:

“66p per equivalent band D property subject to a maximum of £1,555, plus a standing charge of £65, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property”.

MEMBERSHIP runs from 1 April 2021 to 31 March 2022. It is appreciated that your meetings programme may not allow for immediate payment, but you are asked to ensure that payment be agreed and forwarded at the first available opportunity **and not later than Wednesday 30 June 2020**. A KALC representative will be pleased to speak to your Council should you need clarification about the benefits of membership. The annual subscription covers membership of both KALC and NALC.

Why be a member of the Kent Association of Local Councils (KALC)?

We are a not-for-profit membership organisation that provides representation, advice and support to member councils across the county of Kent. We are controlled and managed by an Executive Committee, which includes two representatives from each of our 13 Area Committees. This means that we are effectively managed by our member councils. For 2020/2021 there were 313-member councils (97.5%) in membership, which is a new record.

The Council should look upon your membership of KALC as an insurance – you may not need specific assistance and/or advice from us, but many have and were grateful for the support that we provide. It is not just the advice you receive but also the networking opportunities that membership brings within your District, the County and beyond. Below are just a few of the services that we provide:

- **Guidance, information and advice** - in particular legal, financial, employment, planning and procedural. Throughout the working week advice can be obtained from the Local Councils Adviser or, in his absence, the Chief Executive will refer your enquiry on to our professional Locum Advice Service. Please remember that it is the Council that is in membership. Therefore, any request for advice must come from the Clerk (Proper Officer) to the Council or the Chairman or, in exceptional circumstances at the discretion of the Chief Executive, from a Councillor. **Over the last 12 months, we dealt with just over 7,000 requests for advice – an average of 583 per month.**
- **Comprehensive Learning & Development Programme**, with over 50 modules, with many of these, including conferences, workshops, networking and Information events, being delivered remotely using Zoom. We also have an extensive e-learning package which has been developed in association with NALC and Nimble. Further details about our events can be viewed on the KALC website at www.kentalc.gov.uk.

- Four themed annual Conferences: Clerks Conference, Councillors Conference, Finance Conference and Planning Conference.
 - Biennial Conferences on: Chairmanship; Health & Wellbeing, Resilience & Emergency Planning; Governance, Procedures & Transparency; Crime Prevention and Safety; Communication; Transport, Climate Change.
 - Modular courses on topics such as: Planning; Finance; Chairmanship skills; Burial Law; Allotments; and VAT
- **Represent the interests of Local Councils** in Kent, locally, regionally and nationally. We regularly meet virtually with the Kent Police & Crime Commissioner, Kent Police, Kent Fire & Rescue Service, Kent County Council, Kent Resilience Forum and other county organisations. Our work over the last 12 months has included: working closely with NALC and the Kent Resilience Forum on Covid-19, working with MPs on the planning system, working with NALC and other county associations on the LGA Code of Conduct and ethical standards in Local Government; holding strategic meetings with the Kent Police & Crime Commissioner; working closely with Kent County Council on HGVs, Highway Improvement Plans, 20mph speed limits; Net Zero – climate change, Vision Zero – Road Safety Strategy, Kent Parishes websites and responding to Government and county consultations.
 - **Area Committees:** At District level, each member council appoints two representatives to their KALC Area Committee. Area Committee meetings provide opportunities liaison with District Councils and other local bodies on matters of common interest and provide excellent networking opportunities and sharing ideas/initiatives with neighbouring Local councils.
 - **Access to the KALC and NALC websites for Councillors and Clerks**, which includes an extensive range of information e.g. NALC Legal Topic Notes and Legal Briefings; Finance and HR/employment Information and guidance; Publications; Local Election material; template policies; upcoming training events; consultations; KALC News; Clerk Vacancies; KALC AGM papers; KALC Executive Committee minutes and KALC Area committee agendas and Minutes; etc.

Councils are reminded that whilst KALC and NALC provide guidance, advice and support, it is the councils responsibility as a local authority to satisfy itself that it has robust governance procedures in place and that the council's expenditure is both lawful and in line with council decisions, and that proper controls are in place to prevent any possibility of fraud. No council wants to risk being the subject of adverse local media coverage relating to financial mismanagement, lack of control or poor budgeting. NALC Standing Orders and Financial Regulations templates, alongside NALC's Good Councillor Guides provide important information to help member councils ensure good governance and procedures and can be downloaded from the members area of the NALC and KALC websites, which are password protected.

CONTACT US

Chief Executive - Terry Martin
e-mail: chief.executive@kentalc.gov.uk
Tel 07475 034346

Organisation and management of the Kent Association
Servicing of Committee meetings and the Annual General Meeting
Production of Annual Report
Policy issues of a National, Regional and County nature
Creation of new Local Councils
Borrowing approval
Partnership Working

Local Councils Adviser and Learning & Development Manager - Clive Powell
e-mail: adviser@kentalc.gov.uk
Tel 07475 017247

Advice on legal and procedural issues
Managing the KALC Learning & Development Programme and delivering training courses
Partnership Working/Outreach

Finance & Administration Manager - Laura Dyer
e-mail: manager@kentalc.gov.uk
Tel 07475 066155

Finance
Subscriptions
Course bookings
Maintenance of Website
Membership Database
Publications & General administrative duties

Communications Officer - Tricia Casey-Green
e-mail: communications.officer@kentalc.gov.uk
Tel 07577 058306

Course bookings
KALC News
Training Database
Publications & General administrative duties

Learning & Development Support Officer – Charmaine Keatley
e-mail: support@kentalc.gov.uk
Tel 07378 175948

Learning & Development Programme & Events
Area Committees & Partnership Working

Kent Association of Local Councils, Dover District Council Offices, White Cliffs Business Park, Whitfield, Dover, Kent, CT16 3PJ, Tel: 01304 820173, Email: kalc@kentalc.gov.uk, Website: www.kentalc.gov.uk

The NALC year 2019/20

The year started well with the Princess Royal visiting NALC's annual conference in October to celebrate the 125th anniversary of the setting up of local (parish and town) councils. She praised "the incredible work" of councils, councillors and clerks and "your level of commitment" noting that councils are the closest port of call for residents to solve local issues, empower young people, help people to connect and access public information and support networks.

This commitment, local responsiveness and ability to support communities was perfectly illustrated as local councils were at the forefront of the response to the coronavirus pandemic. NALC collected an impressive set of case studies, illustrating how councils helped during the pandemic, which was promoted and shared widely, many from Kent. Stepping up to support the community in many urban as well as rural areas and playing a vital role in the national effort. Coordinating emergency plans and volunteers to collect and deliver medicines and shopping. Acting as information hubs to provide guidance, advice and support from the government and other agencies. Helping local businesses including publicising their online services. Establishing emergency grant funds including support for food banks. And continuing to maintain our never more important green spaces, and also cemeteries. Many are now helping with the vaccination process.

NALC reprioritised its work to support county associations and local councils through this period with its dedicated coronavirus web page receiving around 160,000 hits and updated regularly with the latest guidance and advice; be that on remote/hybrid meetings or opening play areas. They set up weekly zoom meetings with county officer colleagues which Terry and colleagues have been active participants in which has been an undoubted positive from the horrid pandemic. This provided the opportunity to share experience and frustrations and make sense of often changing government guidance, often overlooking the parish sector. NALC councilors, like many across the country, have taken well to remote meetings with assembly and committees working well; open days continuing and a number of remote events looking at climate change, health matters and the planning whitepaper. KALC has had a number of policy proposals considered by its policy committee.

NALC has sought to ensure that the sector is not overlooked during this crisis, which has been challenging given government's understandable health pre-occupations. Working with Ministers and civil servants it has secured inclusion of the sector in the regulations covering remote meetings, that COVID guidance reflects our needs and tried to persuade government to provide funding to the sector for lost income – particularly for the larger councils that have seen facilities closed. NALC has certainly got this message across, however the government are wedded to providing that support via principal councils.

NALC has also continued to focus on lobbying government, parliamentarians and other national organisations about the potential of the sector and to ensure legislation helps make councils work easier. Chairman, Cllr Sue Baxter, wrote an open letter to all the major political parties in the run-up to the December general election stressing our important role in bringing the country together.

With a new government with a large majority and many new MPs, engaging nationally and locally with MPs to ensure the sectors' views are heard is vital. NALC's 5th Lobby Day was held in March just before lockdown and met around 100 MPs to build links and

discuss issues such as the toilet tax, web accessibility and fair funding. This year's will be very different and focus on finance issues, extending remote meeting regulations and clarity about the local elections. NALC's rejuvenated All Party Parliamentary Group is working well and has been championing its campaigns, including securing backing from the Sun newspaper. It was pleasing to see former NALC LCR magazine cover star Rishi Sunak MP become Chancellor of the Exchequer in the reshuffle.

NALC has secured good recognition of the sector with the government thanking local councils for their work during the pandemic, a House of Lords report outlining the role councils can play in supporting the rural economy, and the implementation of legislation to exempt public conveniences from business rates which will save the sector many millions of pounds a year. Most recently Luke Hall MP has described local councils as the backbone of the response to the pandemic.

The main lobbying successes this year has included the continued non-imposition of referenda principles or capping on the sector reflecting the sector's continued financial responsibility and NALC and KALC worked together on an analysis of precept increases within the county. The abolition of business rates on public conveniences continues to make its tortuous passage through parliament but NALC is hopeful this will be concluded soon.

NALC has also continued to improve the services provided to county associations and local councils. As well as its work providing advice and guidance around the pandemic it has produced a guide to tackling loneliness which received positive national attention and sets out the role councils can play in helping address this problem which costs the economy around £39bn per year. This builds on the work of Kent through its health and wellbeing conference last year and NALC have published a comprehensive set of resources on a dedicated health and well-being page on its website.

Many local councils have declared a climate emergency and NALC has set up a task and finish group to produce information and resources to encourage more action on this important initiative, again a theme of a recent Kent conference.

NALC entered into a new partnership with HR Services Partnership to provide HR support to county associations and local councils through the production of a suite of HR policies and "how to" guides including template employment policies that could be tailored to local councils' needs.

Encouraging and sharing good practice is an important part of its work through a quarterly magazine LCR, Points of Light publication and regular Council Spotlights. And through its annual star council awards – and it was pleasing that Linda Larter from Sevenoaks was recognized for her outstanding work.

Cllr Sue Baxter has written an open letter thanking clerks, councillors and county associations for their hard work over the last few months, and setting out her agenda for 2021 which I would encourage you to look at. <https://www.nalc.gov.uk/news/entry/1630-open-letter>

National Association of Local Councils

Colemans Kitchen Wood

A brief history – we know that Colemans Kitchen is designated as an ancient woodland one of very few designated as such in our Parish – something we should treasure for our parishioners and support as much as we can.

The site is also very close to an event in WW2 which culminated in the largest loss of RAF Engineers ever as they were billeted adjacent to the woodland for the construction of the Advanced Landing Ground (RAF Ashford) in readiness for the D-Day landings, an event which has been documented by the Great Chart Remembers group.

The wood for many years was in the ownership of John Pullen, a previous parish Councillor and Vice-Chair for many years. John looked after the wood fairly well, maintaining the paths through the woods and the area around, ensuring the natural life of the trees was helped by removing any dead wood and keeping the whole wood tidy.

Recent years the land has been owned by Hodson Developments, the principle developer for Chilmington, but they have not seen the woodland as a valuable part of the area and it seems that, some natural growth needs helping and the pathways need some attention.

The woodland will become part of Discovery Park, the green swathe that starts at the top of the hill next to the Singleton Environment Centre (SEC) and sweeps down towards Stubbs Cross and across Long Length into Kingsnorth.

The Chilmington Management Organisation (CMO) recognise the value of the woodland and want it to be the start and star of Discovery Park now to give the new and existing residents of Chilmington and their close neighbours in Singleton & Brisley an area that is local and great to spend time in, by providing walks and nature on our doorstep accessible for all and it makes total sense for us to be involved as a partner as the SEC can be used as a hub for activities until the community buildings planned within Chilmington are built.

The CMO are planning to promote the formation of a 'Friends' group to support and help look after the park and in conjunction with this the need to do some early work to the woodland has become evident. The plan is to apply to ABC for a Community grant of £10k that will cover some of the early work in the wood and help set up the Friends group.

The initial part of this work is a tree survey for the areas along the footpaths and edges of the wood, to be done by Aspire and the cost for this will be approx £1650 – Jessamy has agreed to fund some of this work from her grant pot to the tune of £500 and I would like to match that from PC funds and this will help the CMO in their application to ABC by kicking off the fund and by us declaring our partnership with the CMO, ABC, SEC and hopefully the ACW and this will promote the care of this ancient woodland.

The grant funding from ABC will allow the CMO to cover the residue of the tree survey cost, the planning of the work needed within the wood and go some way to getting much of this done and also fund the setting up of the 'Friends' group.

I hope you will agree to the PC matching the grant from our Ward member in order to kick start this whole project and very worthwhile work to our only designated woodland of this kind in our Parish

Clerk's Report – April 2021

COVID Pandemic update: From 12th April 2021 the rules around what you can or cannot do will change which means that some of the COVID-19 restrictions will be lifted. To find out more about which services will be reopening please visit the Governments [website](#).

Event: The Easter Egg Trail proved to be very popular over the Easter Holidays. It was lovely to see so many families taking part.

I am pleased to say that the **Pop-Up Café** is finally returning (subject to COVID guidelines). The sessions will start from 11.00 am and finish at 1.00 pm, the dates are:

- 14th July – Singleton Village Hall
- 11th August- Great Chart Village Hall
- 15th September – Singleton Village Hall
- 13th October – Great Chart Village Hall
- 10th November – Singleton Village Hall
- 15th December – Great Chart Village Hall



Training: Please regularly check Kent Association of Local Councils for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place on an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. Also, can I remind you to **reset your login details** with your new email if you have not already done so? Please email to Laura Dyer at manager@kentalc.gov.uk and she will be able to assist you.

Great British Spring Clean: It would be fantastic if this year the Parish Council pledged to take part in the Great British Spring Clean, the event will take place between 28th May – 13th June. We could have groups of two and cover a large area and as many streets as possible. Please let me know if you would like to take part and if yes, what streets/areas you are proposing to litter pick. This will help me to arrange collection of the rubbish collected.

The Police Cadets will be doing a litter pick in the parish on Saturday, 17th April, you are welcome to join that event too, starting at 1.00 pm from Singleton Village Hall.

Reporting: It is very important that if you see a fault, it is reported to the relevant authority so works can be arranged. It is often confusing to know who to report to so if in doubt you can check the Parish Council [website](#) where all the information you need to know is available. Did you know you can use What3Words to pinpoint the exact location of a fault? You can either access it via [website](#) or download the app on your smart phone.

Social Media: Please keep liking and sharing our posts on social media so it can reach a wider audience. If you are on Twitter, Facebook or Instagram ensure you give us a like or follow us 😊