

**TOWN CLERK'S REPORT TO A MEETING OF FAVERSHAM TOWN  
COUNCIL held on 11<sup>th</sup> March 2019**

**1. CIVIC SERVICE**

Members are asked to agree the date of the Civic Service as Sunday 21<sup>st</sup> July 2019, to include commemorations for the Centenary of Peace Celebrations.

Louise Bareham  
Town Clerk  
4<sup>th</sup> March 2019

## Heritage Hub Report to FTC February 2019

With no expenditure to date the Faversham Museums Together group has made considerable progress. With the failure of the HLF bid progress has been made more slowly but arguably on a more sustainable basis. Only the relocation of the Doddington Library has been funded.

The group has expanded to include additional groups in the town which are developing heritage attractions or actively engaged in initiatives which could contribute to, or benefit from the Heritage Hub.

The objective of the group is to bring together those groups with an interest in heritage to create a shared Heritage Hub to promote the heritage of Faversham and the surrounding villages and to make this heritage more accessible to residents and visitors alike.

### The Groups involved

Belmont House	Faversham Town Council	Oare Gunpowder Works
Chart Mills	Faversham Society Archaeological Research Group	Shepherd Neame Brewery Museum
Doddington Library	Faversham Town Walks	Shrine of St Jude
Faversham Creek Trust	Kent Police Museum	St Mary of Charity
Faversham Historians	Maison Dieu	<i>Faversham Cricket Club</i>

### The Reading Room

This is now taking shape as planned in 12 Market Place and arrangements are being made to house the Doddington Library there. There have been expressions of interest from academics from Christ Church and Kent University in undergraduate, Masters and PhD research. Registered and supervised students would be able to access and work on the archives in the Reading Room, where the archives being worked on could be stored temporarily. Despite the very considerable efforts of a small but dedicated group of local historians, there is much still to be done on Faversham's and local village history. The Heritage Hub Group needs to list the resources we have available in the town, delineate their relationship to archives elsewhere and perhaps come up with an illustrative of our research priorities for research in the next ten years.

Karen Brayshaw a librarian at the University of Kent and she has expressed interest in visiting. The books are also being listed on the national database.

### The GIS Mapping

This is the core Heritage Hub project.

The GIS group at Christ Church have confirmed that our ambition is within their technical competence and that they are keen to partner with us to realise it. They recognise the educational, tourism and research value and will look for academic grant funding to support the work engaging their students in project related to it. They will take responsibility for the technical GIS aspects of the work and for hosting the GIS layers on their servers. We have agreed two initial "projects" as proof of concept:

- a. From Geology to Google (working title only)  
A series of layers starting with geological maps through as many historical maps of Faversham and the Faversham Hundred that we have available to us. This will show the history of cartography as well as the evolution of the area. We are beginning work on the list

of maps and gathering together electronic copies. It will always be possible to add additional maps but if you have examples which should be included please send them in now. There is a fair amount of work to be done, beginning in earnest in January and we have a workshop at Christ Church University in early March.

- b. Gunpowder has emerged as the other proof of concept  
The idea which emerged from the two evening events focused on Ordnance Wharf and TS Hazard was for a national conference on Gunpowder in Faversham to be held in 2020 in order to re-establish local awareness of the importance of the industry to our heritage. The conference would be run in partnership with Kent and Christ Church Universities and would include a programme of site visits for conference participants and others. Preliminary meetings have been held and efforts will be made to engage the National Maritime Museum and Greenwich University in January.
- c. The next GIS layers are most likely to Religion and Faversham Creek

Our ambition is to have a system which projects a map of the town and its environs on to a large table projection screen. The projection will be flexible and we – museums, schools, youth and adult groups – will be able to add to the content and use it for different purposes at different times, as it would be available online it could be used in universities and schools and for tourism promotion. It could also be used for popular planning.

There are seven principal purposes, to

1. facilitate the development of an integrated view of Faversham's history, one which integrates history and geography;
2. provide a high-quality educational resource for formal and informal education with adults and children and foster community pride in, and understanding of, Faversham's history and heritage
3. connect with the next generation to ensure that our heritage is effectively inherited and valued – that it is perpetuated.
4. provide a resource to attract day excursionists and tourists and contribute to Faversham's prosperity
5. reveal Faversham's links – historical and geographic – in Kent, with London and across the UK and around the world
6. provide a resource which can be used by ICT students in the two secondary schools in Faversham
7. provide a resource for popular planning in a way which enables Faversham to grow in a way which adds to its sense of place and maintains what is special about our town.

The interactive three-dimensional map could

- in its "rest state" provide a three-dimensional map of Faversham showing the main heritage features and attractions
- project the development of the town from pre-history to today
- be used to focus on a particular period – Roman, medieval or Georgian Faversham with additional material on the walls

- compliment our festivals and commemorative events by linking the events with related places in the town and the hinterland.
- show the history of brewing, and the development of the Shepherd Neame brewery in the town and the links with brewing through the centuries
- portray the development of the town around the creek and understand the importance of the creek and our maritime heritage in shaping Faversham and in making the town what it is.
- reveal the history gunpowder (including the addresses of 2,500 gunpowder workers) and brickmaking in the town
- enable children and adults in the town to record short pieces with sound about why particular places and things matter to them – why they are heritage?
- Show the links between Belmont House and Georgian Faversham
- Reveal the links from the origin of the Westbrook, down the creek and through to the Swale and the natural heritage of this remarkable waterway.
- Show the development of Abbey Street through the ages and its conservation
- Recreate the Abbey and its history and show the development of religion in the town

Harold Goodwin  
Faversham Museums Together

16<sup>th</sup> February 2019

## Report to the Policy and Finance Committee

27 February 2019

### Doddington Library

#### 1. Background

- 1.1 At the Town Council Meeting of 10<sup>th</sup> December 2019 it was resolved the objective for Doddington Library be defined as:

***“Ensuring that the Doddington Collection remains within Faversham in first class condition. Is available through secure access for legitimate research and provides a long term heritage resource that is nationally recognised”.***

#### 2. Considerations

- 2.1 The collection has been valued at £95,000 by Justin Croft.
- 2.2 This figure has been included within the new insurance quotation and has not led to an increase in the insurance premium.
- 2.3 A meeting has been held with the Doddington Church Wardens to view the proposed space for the library.
- 2.4 John Nightingale has expressed a wish to visit the proposed site on a Saturday.
- 2.5 The proposed agreement is attached as Appendix A.
- 2.6 Library user guidelines have been requested.

#### 3. Costs and Funding

- 3.1 The following funding has been secured:

SBC Heritage Grant	£1,000
Doddington Church Steering Group	£880
John Nightingale/Cromarty Trust	£700
TOTAL	£2,580

- 3.2 The following costs have been identified:

- The manufacture and installation of shelving to encompass existing travelling cases - £1,200
- Relocation of books by Abbey Removals - £500
- Insurance costs – no increase to our current premium

#### 4. Conclusion

4.1 Consent is awaited to proceed with the signing of the agreement and moving of the books.

Louise Bareham  
Town Clerk

## Statement on Biodiversity

Section 40 of the Natural Environment and Rural Communities Act 2006 requires all public bodies to have regard to biodiversity conservation when carrying out their functions.

The duty applies to all local authorities, including parish and town councils. Its purpose is to raise the profile of biodiversity and make it a natural and integral part of policy and decision making.

Faversham Town Council will:

- Continue to work with the borough council on their current and future Local Plan by designating Local Green Spaces for special protection. By designating these spaces they will be protected from development and retained for enjoyment by the local community. The areas represent a wide diversity of types, ranging from allotments and recreation grounds through to private country parks, urban woodland and informally used urban fringe land.
- Continue to actively participate in Local Landscape Designation Reviews undertaken by the borough council.
- Be guided by the NPPF with regard to biodiversity when commenting on planning applications.
- Ensure that any new planting at open spaces shall use native species to improve biodiversity.
- Work with community groups, including Friends of Westbrook Stream, Faversham Footpaths Group and Faversham in Bloom to improve biodiversity and access whilst creating attractive locations.
- Regularly review its Tree Policy and carry out surveys

## Statement on Crime and Disorder

Faversham Town Council has a duty to consider the impact of its functions and decisions on crime and disorder in its area, under Section 17 of the Crime and Disorder Act 1998.

As part of this process the Town Council actively supports the county and borough councils in their statutory duties to integrate with the work of the Crime and Disorder Reduction Partnerships in Kent by:

1. Assisting in the reduction of crime, anti-social behaviour and disorder
2. Assisting in the reduction of the fear of crime
3. Increasing public confidence
4. Assisting in the prevention of crime and anti-social behaviour or disorder
5. Assisting in the reducing the impact of crime

Representatives from Kent Police attend the quarterly Faversham and District Engagement Forum to report on crime to the Council members of the public.



Statement on Providing Leadership in Planning  
for the Future of the Community

Faversham Town Council is committed to provide an opportunity for the community to state its views and provide information regarding how people feel about where they live. Faversham Future Forum was established to act as a conduit for members of the community to constructively engage with existing developers and potential developers on planning applications. The group has developed planning guidelines which will be fed into the statutory process.

The Town Council has a Planning Committee that has delegated authority to make comments and representations on behalf of the Council. The committee meets twice a month to consider and respond to planning applications and consultations in a timely manner. The agenda is published on the Council's website and promoted through social media.

The Town Council works proactively wherever possible to strengthen and improve relationships with community groups, local organisations, businesses, statutory bodies, voluntary groups, borough and county councils.

The Town Council worked with the community to produce the Faversham Creek Neighbourhood Plan which was passed at referendum.

Faversham Voice enables the Town Council to send out surveys and polls to registered electors to gain an insight into local opinion.

People & Places were engaged to carry out a business support report, together with a benchmarking and footfall survey. The benchmarking will be undertaken on an annual basis.

The Town Council facilitated and supported the development of a community land trust in Faversham.

The Town Council will:

- Continue to work in balancing the current needs of the people, the economy and the environment without compromising the future
- Ensure a fair and equitable precept is set annually
- Actively support the local business and tourism economy
- Continue to comment on proposed planning applications and developments

## Statement on Managing the Performance of the Council as a Corporate Body

Faversham Town Council operates a committee system with each committee having clear delegated responsibilities and authority reviewed annually to ensure that the Council:

- Meets its statutory responsibilities
- Complies with local policies
- Delivers local strategic and operational aims and objectives
- Manages its risks and has good systems of internal control
- Provides good financial management and value for money
- Is open, fair and transparent
- Responds to local needs

The majority of services are delivered through the Council's own staff which is headed by a qualified Town Clerk, who also acts as the Responsible Financial Officer.

All staff have contracts of employment and clear job descriptions.

Faversham Town Council operates under rules set out in Legislation, Standing Orders and Financial Regulations.

The Council's Policy and Finance Committee has delegated responsibility for managing performance, governance and the Council's Five-Year Strategic Plan, specifically:

- Financial information
- Action/Tasks
- Risk management
- Asset management
- Operational activity

One member of the P&F Committee is nominated to carry out monthly financial checks on the payments, bank accounts and payroll.

The Council employs an internal auditor who checks the soundness of internal control every six months.

Overall performance of the Town Council is reported in the Annual Report which is presented by the Mayor at the Annual Town Meeting.

## Statement on Managing the Performance of Staff

Faversham Town Council is committed to ensuring Council employees:

- Are clear about their duties and responsibilities
- Know what is expected from them
- Understand Council priorities
- Have the tools, resources and training needed to undertake their role
- Are motivated and recognised for their achievements
- Understand how to raise and escalate problems and concerns and be confident these will be given proper consideration
- Take the health and safety of themselves and others seriously
- Are treated well, receive fair recompense and see the Council as a good employer

Each staff member has a current job description and has at least an annual performance appraisal. Specific, measurable, agreed, relevant and time bound targets for the coming year are cascaded from the Council's Strategic Plan through the organisation.

The Town Clerk has an annual appraisal carried out by the Mayor and Deputy Mayor. They agree targets with the Town Clerk based upon key operational functions and business plan objectives.

Targets for other staff are monitored informally through supervision and discussions throughout the year. Staff are rated across the range of areas including:

- Quality of work
- Efficiency
- Attendance
- Time keeping/flexibility
- Working relationships
- Competency in the role

Where improvement is required an individual improvement plan will be agreed and formal monthly monitoring put in place with the staff member until the required improvement is obtained or formal capability action instigated.

The Council is committed to training and development as a method of maintaining and improving performance. The Council encourages staff to attend training and provides a training budget that is controlled by the Town Clerk in support of this. Training and professional development records are kept for each member of staff.

All staff have access to Council Policies and have been issued with those relating to HR matters and how to raise grievances or concerns.