

Minutes of the Meeting of Faversham Town Council

Monday 2nd November 2020, 7pm

Present:

Mayor of Faversham, Cllr A Reynolds
Deputy Mayor, Cllr T Martin
Cllr K Barker

Cllr A Hook
Cllr C Williams
Cllr J Irwin

Cllr E Thomas
Cllr J Saunders
Cllr H Perkin

In Attendance:

L Bareham (Town Clerk)

280. Apologies for Absence

Apologies were received from Cllrs B J Martin and Jackson. It was proposed by the Mayor, Cllr Reynolds, seconded by the Deputy Mayor, Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the apologies of Cllrs B J Martin and Jackson**

281. Disclosable Pecuniary Interests

None

282. Previous Minutes and Matters to Report

It was proposed by Deputy Mayor Cllr T Martin, seconded by Cllr Williams and on being put to the meeting **RESOLVED to approve the Minutes if the Meeting dated 5 October 2020.**

283. Mayor's Announcements

The Mayor's announcements were noted

284. Policy and Finance Committee

It was proposed by Cllr Saunders, seconded by Cllr Barker and on being put to the meeting it was **RESOLVED to accept the Policy and Finance Committee recommendations of the Town Lottery.**

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the Policy and Finance Committee recommendations of the 12 Market Place window vinyl.**

It was proposed by Cllr Barker, seconded by Cllr Perkin, and on being put to the meeting **RESOLVED to accept the Policy and Finance Committee recommendations of creating a new working group.**

It was proposed by Cllr Barker, seconded by Cllr Saunders and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Finance Committee dated 26th October 2020**

285. **Faversham Neighbourhood Plan Steering Group**
It was noted by Cllr Irwin that the Faversham Neighbourhood Plan feature in the Faversham Eye paper had been provided free of charge.
286. **Town Centre Road Closures**
It was noted that the Faversham Town Council members were disappointed in SBC and KCC's response regarding the update on the Town Centre Road Closure. It was suggested by Cllr Hook that further communication should be had with KCC directly.
- Cllr Williams proposed the motion "to write to the Cabinet Member at Swale Borough Council to request an official update from SBC on the situation regarding the road closure times and what actions SBC plan to take to mitigate the adverse effect on disabled people."
- Cllr Saunders proposed and seconded by the Mayor of Faversham, Cllr Reynolds and on being put to the meeting, it was **RESOLVED to accept the suggested amendment to the motion that the word 'adverse' is removed.**
- It was proposed by Cllr Williams, seconded by Cllr Perkin and on being put to the meeting it was **RESOLVED to write to Swale Borough Council**
287. **Pesticide Free Town**
It was proposed by Cllr C Williams, seconded by Cllr H Perkin on being to the meeting it was **RESOLVED that Faversham Town Council calls for an end to using pesticides on all areas of land under Town Council control, as specified in the Pesticide Free Town Action Plan, working with external partners to achieve this.**
288. **Safety of our Young People**
It was noted that the Youth Trail has been successful with the engagement with the Youth. It was highlighted that the new lighting and CCTV in the recreation ground, has provided a safer environment.
289. **Winter Newsletter**
It was proposed by Mayor of Faversham, Cllr A Reynolds, seconded by Deputy Mayor of Faversham, Cllr T Martin **RESOLVED to accept the Winter 2020 Newsletter subject to minor amendments**
290. **Faversham Municipal Charities 2010**
It was proposed by the Deputy Mayor of Faversham Cllr T Martin, seconded by the Mayor of Faversham, Cllr Reynolds, and on being put to the meeting it was **RESOLVED to nominate Cllr K Barker as a trustee of the Faversham Municipal Charities.**
291. **Staffing Committee**
It was proposed by the Mayor of Faversham Cllr Reynolds and seconded by Cllr Barker and on being put to the meeting it was **RESOLVED to accept the resignation of the Mayor of Faversham Cllr A Reynolds as**

chair of the Staffing Committee, and to reappoint Deputy Mayor of Faversham Cllr T Martin as chair.

292. **Area Committee**

It was proposed by Cllr Thomas and seconded by Cllr Perkin and on being put to the meeting it was ***RESOLVED to accept the nomination of Cllr Williams as the named delegate for the eastern area committee***

293. **Receipts and Payment**

It was proposed by the deputy Mayor of Faversham Cllr T Martin, seconded by Cllr Barker ***RESOLVED to accept the payments.***

Minutes typed by B Williams

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Faversham Town Council KE0099**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

20/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

MINUTES OF THE FAVERSHAM 20's PLENTY COMMITTEE MEETING held on Thursday 5th November 2020, pm

Present:

Cllr E Thomas	Cllr J Saunders	Cllr K Barker
Adrian Berendt	Cllr C Williams	C Oswald -Jones
Cllr H Perkin	Mayor of Faversham, Cllr A Reynolds	T Stonor

In Attendance:

L Bareham (Town Clerk)

62. **Apologies for Absence**

Apologies were received from Cllr C Jackson, Cllr A Hook and A Russell

63. **Declarations of Interest**

None

64. **Minutes of the Previous Meeting**

The Minutes of the Meeting dated 5th October 2020 were proposed by Cllr J Saunders, seconded by Cllr E Thomas, and on being put to the meeting it was **RESOLVED to approve the Minutes dated 5th October 2020.**

65. **Reports from 20MPH Faversham Stand**

Cllr H Perkin highlighted the consistent residents concern about Lower Road. A Berendt noted that hardly any comments about this area have been highlighted on Common Place.

Cllr C Williams added that the stall has been a successful exercise to engage with members of the public about 20MPH.

Cllr E Thomas suggested that when the stall returns, the 20MPH postcards/printed Common Place forms should be handed out to encourage/help residents to add their comments to Common Place.

67. **Update on Publicity Materials**

Cllr E Thomas confirmed that the metal posters for the car parks have been put up.

It was highlighted that 20MPH will be featured in the FTC Newsletter and KCC will be running a child's competition.

It was proposed by Cllr E Thomas, and seconded by ? and on being put to the meeting it was **RESOLVED for Cllrs Thomas and Saunders will liaise with the Town Clerk about Facebook Boosting.**

68. **KCC Consultation and Next Steps**
Cllr E Thomas provided a summary of potential interventions that could be put into place to support the 20MPH driving scheme.

69. **Update from Public Engagement Sub-Group**
Cllr J Saunders provided an update about the community engagement group.

It was agreed that all members of the 20's Plenty Committee and Faversham Town Councillors should notify the Town Clerk, if they would like to receive an invite to the Public Engagement Sub-Group meetings.

Cllr E Thomas suggested commissioning Phil Jones to develop the ideas into a scheme and gather his opinion on the Town Cross Walk. It is important that the KCC response is taken into consideration during the development of the Town Cross Walk.

70. **Review Budget 20/21 and 21/22 Budget**
It was proposed by Cllr E Thomas that the committee continues to commission Adrian Berendt till the end of the consultation.

It was agreed that Cllrs Thomas and Saunders, the Town Clerk, and A Berendt, will follow up on this item on Wednesday 11th November 2020.

71. **Items for Report**
C Oswald- Jones asked whether Love Lane speeding limit will be reduced from 40MPH to 30MPH. Cllr E Thomas noted that this can be done via Swale and will contact Mike Knowles.

It was noted by Cllr E Thomas that the Bysingwood planters will be repositioned.

Minutes typed by B Williams

MINUTES OF THE CLIMATE AND BIODIVERSITY COMMITTEE MEETING held Virtually via Zoom, on 9th November 2020, 7pm

Present:

The Mayor, Cllr A Reynolds	Cllr E Thomas
Deputy Mayor, Cllr T Martin	Cllr C Williams
Cllr H Perkin	

In Attendance:

L Bareham (Town Clerk)

82.	Apologies for Absence None	
83.	Declarations of Interests None	
84.	Previous Minutes and Matters Arising It was proposed by Cllr C Williams, seconded by Deputy Mayor, Cllr T Martin and on being put to the meeting it was RESOLVED to approve the Minutes of the Meeting dated 14 September 2020.	
85.	Community Gardening Projects Cllr C Williams noted that the Community Gardening project is still progressing at this current point in time. It was highlighted that the Community Gardening project will require a new grant application, which will be drafted by the Town Clerk. Cllr Williams noted the grant towards spring bulbs which were planted by a volunteer groups.	
86.	Tree Planting It was noted that with the new COVID-19 restrictions in place, previous plans to distribute trees during tree week needed to be re-thought. The trees had already been ordered and paid for so could not be cancelled. It was agreed to set up a separate meeting to agree how to distribute the trees safely. There are plans for webinars during Tree Week by the Faversham Tree group.	
87.	Electric Car Club Cllr Williams noted the meeting with Co-Wheels an electric car club scheme, which provides vehicles hired out by the local community. This could provide an answer to families requiring a second car or for those who only make occasional trips.	

	<p>Concerns about the scheme were raised, due to the lack of information and costs involved. It was thought the scheme might be better suited to the Borough Council.</p> <p>It was suggested by Cllr Williams that a survey be sent out to the residents to gather their thought about this scheme. It was agreed that 10 questions should be drafted by the Town Clerk.</p>	
88.	<p>Living Roof for Bus Shelters</p> <p>A meeting had been held with Clear Channel, who are responsible for the bus shelters in Newton Road, Stone Street and The Mall. There are two styles available, advertising and non-advertising and the estimated costs vary £11-12k and £7-8k respectively. It was agreed that the Town Clerk contact the responsible Swale Officer for guidance.</p>	
89.	<p>Review Budget 2020-21 and 2021-22</p> <p>It was suggested by The Deputy Mayor, Cllr T Martin that the Climate and Biodiversity Committee should bid for the same amount of funding as the previous year.</p> <p>It was highlighted by Cllr H Perkin that the committee should consider putting some of the next year's budget towards online marketing and physical events.</p> <p>It was proposed by Cllr C Williams, seconded by Cllr H Perkin and on being put to the meeting it was RESOLVED to request a budget of £10,000 for 2021-22</p>	
90.	<p>Let's Talk Travel from KCC</p> <p>It was noted that this item should be developed into another topic at a later point in time, as the deadline had passed.</p>	
91.	<p>Climate Coalition</p> <p>The brief and information were noted that it was free to join and was more of a pledge, but something that should be built into the neighbourhood plan.</p>	
92.	<p>Future Events</p> <p>It was agreed to see if we could host a Faversham World Environment Day on 5th June 2021 in the Rec.</p> <p>Cllr Williams noted that the previous Faversham Climate and Biodiversity Surgery was very successful and is very keen to set up another one.</p> <p>Deputy Mayor, Cllr T Martin highlighted the importance of taking note of other potential Climate and Biodiversity events that could take place, for example – Faversham Tree Week, Plastic-free</p>	

	Faversham events. So that the committee can start to develop ideas in meetings to come.	
93.	Items for Report It was proposed by Cllr C Williams, seconded by Cllr H Perkin and on being put to the meeting it was RESOLVED to make the recommendation of that allotments become the responsibility of the Climate and Biodiversity Committee/.	

MINUTES OF THE FAVERSHAM POLICY AND FINANCE COMMITTEE Meeting
held on Monday 23rd November 2020, 7pm

Present:

Mayor of Faversham, Cllr A Reynolds	Cllr T Martin
Cllr J Irwin	Cllr J Saunders
Cllr K Barker	Cllr B J Martin
Cllr A Hook	

In Attendance:

L Bareham – Town Clerk

181. Apologies for Absence

None

182. Declarations of Interest

See 188.

183. Minutes of the Previous Meeting and Matters Arising

The Minutes were proposed by Cllr Barker, seconded by Mayor of Faversham, Cllr Reynolds and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Finance Meeting dated 26th October 2020.**

Cllr Barker reported that the PAYE and Pension budget had been discussed by the Staffing Committee and it was found that the figures had been under budgeted for the current year.

184. Month End Financial Report

The Town Clerk provided a short update, which was noted by Members.

It was proposed by Cllr Barker, seconded by Deputy Mayor Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the Month End Financial Report.**

185. WIP Report

It was noted by Cllr B J Martin that helping the homeless will not be able to be further progressed due to Covid-19. Cllr Irwin reported the Faversham Sports Council and Community Spaces had also found it difficult to progress further during Covid-19.

It was agreed a new button should be added to the WIP Report, which will highlight whether project progression were affected by Covid-19.

It was proposed by Cllr Barker, seconded by Deputy Mayor Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the WIP Report.**

186. Visitor and Events Development Officer

It was proposed by Cllr Hook, seconded by Cllr Irwin and on being put to the meeting it was **RESOLVED to accept the Visitor and Events Development Officers report.**

187. **Supporting the Renewal of Town Offer**

Cllr Saunders provided an update and confirmed that the Town Council now has a lottery licence from Swale Borough Council and the Gatherwell contract had been signed.

It was proposed by Cllr Saunders, seconded by Cllr Barker and on being out to the meeting it was **RESOLVED to accept the recommendation of starting up a Faversham Lottery Working Group with the membership of the Mayor of Faversham, Cllr Reynolds Cllr Saunders, Deputy Mayor Cllr T Martin, Cllr Barker.**

It was proposed by Cllr Barker, seconded by Mayor of Faversham, Cllr Reynolds and on being out to the meeting it was **RESOLVED to agree the name Faversham and District Community Lottery**

Following a discussion a logo (no 5 on the sheet) was agreed.

It was proposed by Cllr Barker, seconded by Cllr Deputy Mayor Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the action plan and to allow the working group to continue the development of the timescale with GatherWell/Monitoring Officer.**

It was noted that the first draw would take place on the Saturday of Easter weekend and that the Mayor would confirm with her Chaplain that it would not cause a problem.

188. **Community Grants**

Declarations of Interest

Cllr B J Martin noted his DPI for Faversham Pools and requested a dispensation to speak, but not vote

Cllr Irwin noted his DPI for Faversham Umbrella and left the discussion at that time

The Mayor, Cllr Reynolds, noted her DPI for WFCA and left the discussion at that time

Cllr Barker declared a NDPI for Cinque Ports Rowing CIC

Cllr Hook left the meeting when the discussion on youth provision took place. It was agreed that there needed to be more coherence with youth work, as they were not delivering an effective partnership. Some original members of the Swale Consortium had been left stranded without funding. It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to defer the decision of the youth grant requests to the Youth Working Group**

Cllr Hook returned to the meeting.

Cllr Barker proposed that it was too early to consider funding for Find Your Voice and they should be invited to reapply the following year. This proposal was seconded by Cllr B J Martin and on being put to the meeting it was **RESOLVED to decline the grant application of Find Your Voice**

It was proposed by Cllr B J Martin, seconded by Cllr Barker and on being put to the meeting it was **RESOLVED to meet Millfield Allotment's request with the Allotment budget**

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to recommend payment of £497 to Animate Arts CIC**

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to recommend payment of £1,750 to Assembly Rooms**

It was proposed by Cllr T Martin, seconded by Cllr Reynolds and on being put to the meeting it was **RESOLVED to recommend payment of £3,000 to Cinque Ports Rowing CIC**

It was proposed by Cllr Irwin, seconded by Cllr Barker and on being put to the meeting it was **RESOLVED to recommend payment of £5,000 to FACE**

Cllr Hook left the meeting at 20.15

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to recommend payment of £5,000 to Faversham Pools**

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to recommend payment of £5,000 to Faversham Umbrella**

Concerns were raised that the WFCa foodbank request was weak and that some partnerships were not as strong as they should be. It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to decline the application**

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to recommend payment of £3,000 to Faversham Carnival**

	Amount Requested	Recommended Award
Animate Arts CIC	£497	£497
Assembly Rooms Faversham	£1,750	£1,750

	£1,680	Deferred to Youth Working Group
Creed Outdoor Learning Trust		
Cinque Ports Rowing CIC	£3,000	£3,000
FACE	£5,000	£5,000
Faversham Pools	£5,000	£5,000
Faversham Umbrella	£5,000	£5,000
Find Your Voice	£5,000	£0
WFCA Foodbank	£800	£0
	£3,236	Deferred to Youth Working Group
WFCA Youth Drop In		
Millfield Allotment Association	£4,998	Allotment Budget
Faversham Carnival Club	£3,000	£3,000

189. **FTC Website**

The Town Clerk provided an update about the progression on the new FTC Website, which were noted by Members.

190. **Items for Report**

Cllr Saunders noted that Canterbury BID were operating a gift voucher scheme and perhaps this was something the Town Marketing Group could look into. It was pointed out that the Town Council had agreed economic development items should be directed to Swale Borough Council.

191. **Private Session**

It was proposed by Cllr K Barker, seconded by Mayor of Faversham, Cllr A Reynolds and on being out to the meeting it was **RESOLVED to move to Private Session.**

192. **Working for Other Parish Councils**

It was agreed to work out an hourly rate to charge out members of staff to other parish councils.

Website Maintenance Options

Essentially the two main items are hosting and maintenance, and we can either invoice them on a monthly basis or yearly - whichever works best for you.

The Hosting is set at £25.00 per month, and the Maintenance packages start at £35.00.

Within the maintenance we undertake:

- Monthly updates to core code
- Critical updates as and when released
- Firewall
- Malware Scanning
- 30 day off server backups along with the observer backups

We also offer monthly maintenance packages with included support hours, so for example a typical package that has been popular has been hosting, maintenance and half a day of time per month (based on 4 hours), for £195.00 pcm. All prices exclude VAT at 20%.

MINUTES OF THE FAVERSHAM YOUTH WORKING GROUP Meeting held on Friday 27th November 2020, 1:30pm

Present:

Mayor of Faversham, Cllr A Reynolds	Cllr C Jackson	L Bareham
Cllr J Irwin	Cllr B J Martin	

In Attendance:

B Williams

15.	Apologies for Absence Apologies were received from Cllrs H Perkin and C Williams	
16.	Declarations of Interest Cllrs A Reynolds and C Jackson – West Faversham Community Centre Association Community Grant Application	
17.	Faversham Town Council Youth Worker It was highlighted by Cllr B J Martin that the Youth Working Group needs to identify what other youth groups are doing within the community. If required, Cllr B J Martin is more than happy to draw something up for this item. It was proposed by Cllr A Reynold, seconded by Cllr J Irwin and on being put to the meeting it was RESOLVED to write to KCC to find out the terms of the agreement for the youth services within Faversham. Cllr A Reynolds noted that she hopes that Faversham Town Council can serve 2 youth activities a week.	
18.	Moving Forward with Daniel It was noted that Cllr A Reynolds has been in contact with Daniel.	
19.	Faversham Youth Development/Communication It was agreed that the Faversham Youth Working Group need to carry out research, to discover what other youth communities are doing, where are the gaps between them, what is the youth need within Faversham. Cllr B J Martin raised concern about the Faversham Youth Working Groups progression. It was recommended that the Youth Working Groups acts before April 2021 It was agreed that the Faversham Youth Working Group should set up a meeting with all Faversham Youth Providers in January 2021.	

20.	<p>Community Grant Applications</p> <p>It was noted by Cllr C Jackson that the Creed Outdoor Learning Trust Community Grant Application required clarification on where they intend to outreach within Faversham.</p> <p>It was recommended that before Creed Outdoor Learning Trust grant application is approved, that confirmation on his outreach plan is provided.</p> <p>It was proposed by Cllr B J Martin seconded by Cllr J Irwin and on being put to the meeting it was RESOLVED to recommend West Faversham Community Centre Association Community Grant Application. Which will be taken out of the Faversham Grant Budget.</p>	CJ
21.	<p>Any Other Business</p> <p>It was agreed that Faversham Youth Working Group shall now start to have their meetings after 5 pm.</p>	

Heritage Working Group Notes

23rd November 2020

Present:

Cllr T Martin
Harold Goodwin

Cllr J Irwin

Cllr H Perkin

In attendance: Town Clerk

1. Apologies for Absence

None

2. Magna Carta Project

It was agreed that the Town Clerk would contact Sheila Sweetinburgh of Christchurch University to arrange a meeting to discuss potential stories about Faversham around the time of Magna Carta in order to get a narrative for the project.

A response to Edward Vinson Trust was agreed.

3. Doddington Library

It was agreed to proceed with the additional shelving at a cost of £500.

4. Shand Fire Pump

It was agreed to send a copy of the draft loan agreement to Shepherd Neame for comments and to **RECOMMEND the Town Council approves the loan agreement and rehousing of the Shand Fire Pump**

5. Heritage TS Hazard and Town Quay

It was noted that a transfer report was being written and the area was to be included in the neighbourhood plan. Both were seen as a driver for heritage and visitors to reinvigorate the Creek.

6. Train Sheds

It was noted that enforcement action should be taken due to the state of the sheds. It was agreed that Cllr T Martin and H Goodwin would talk to groups.

Loan Arrangement for the Shand Fire Pump between Faversham Town Council and Shepherd Neame

This document confirms the arrangement between Faversham Town Council and Shepherd Neame for the future housing of the Faversham Shand Fire Pump (herein referred to as the Fire Pump).

It is agreed between Faversham Town Council and Shepherd Neame that the:-

1. Faversham Town Council will continue to insure the Fire Pump.
2. Shepherd Neame will ensure that the Fire Pump is maintained in a suitable condition.
3. Shepherd Neame will inform Faversham Town Council of any loss or damage of whatever nature as soon as is practicably possible.
4. Shepherd Neame will not be held liable for any loss or damage.
5. Any third party requests relating to the Fire Pump will be referred to Faversham Town Council. Shepherd Neame will not let the Fire Pump to any third party, or otherwise remove from the specified location except in an emergency.
6. Shepherd Neame will make the Fire Pump available to view during special events, such as the Faversham Festival of Transport.
7. It is recommended that this loan agreement be reviewed in 2024.

Signed on behalf of Faversham Town Council

Signed on behalf of Shepherd Neame

MINUTES OF THE FAVERSHAM PUBLIC SPACES COMMITTEE Meeting held on Thursday 26th November 2020, 9:30AM

Present:

Cllr E Thomas	A Blackburn (KCC)
Cllr C Williams	C Oswald-Jones
Cllr J Saunders	
A Adams	

In Attendance:

L Bareham – Town Clerk

78.	<p>Apologies for Absence Apologies were received from M Knowles (SBC), A Peters (SBC), Cllrs Perkin and Reynolds</p>	
79.	<p>Declarations of Interest None</p>	
80.	<p>Minutes of the Previous Meeting and Matters Arising It was confirmed that there was sufficient funding to cover the cost of an additional bench along the Westbrook stream but additional funding from Cllr Jackson would be required for the bench base.</p> <p>Cllr Saunders proposed, seconded by Cllr E Thomas and on being put to the meeting it was RESOLVED to accept that the Public Spaces Committee should save the remaining funds for a new bench along the Westbrook Stream.</p> <p>Cllr E Thomas proposed, seconded by Cllr C Williams and on being put to the meeting it was RESOLVED to accept the Minutes of the Public Spaces Committee Meeting dated 24th November 2020.</p>	
81.	<p>Faversham's HIP Cllr Thomas shared the current Faversham's HIP, it was noted by all, and updates were given on certain projects.</p> <p>It was suggested by Cllr Thomas that A Andrews should investigate further into different areas within Faversham that would benefit from anti-graffiti paint</p> <p>It was noted by Cllr Thomas that Swale Borough Council has now hired a new officer and they will be highlighting areas where Town Centres can be improved.</p>	

	<p>A Andrews noted that if the committee were going to investigate further into another water fountain that it should be water bottle friendly.</p> <p>A copy of the updated HIP is attached to the minutes.</p>	
82.	<p>Update on Tranche 2 Active Travel Fund Cllr Thomas has emailed KCC to advise a number of improvements that could be made to the town, which particularly refer to the 20mph designs for walking and cycling but had not got detail on the Tranche 2 money. He hoped to ensure that Faversham received a fair share.</p>	
83.	<p>SBC Town Centre Improvement Funding As detailed on the HIP.</p>	
87.	<p>Budget 2020/21 and 2021/22 Cllr Thomas proposed, seconded by Cllr Saunders and on being put to the meeting it was RESOLVED to request £10,000 budget for next year.</p>	
88.	<p>Any Other Business It was agreed to include budget priorities on the next meeting agenda.</p> <p>Cllr Williams highlighted the litter issues in the under subway crossing. A Andrews noted that he has been communicating with Swale to request a regular jet wash for this area.</p> <p>It was highlighted that Cycle Fest should be added to the next Public Spaces Committee Agenda.</p> <p>It was noted that both M Knowles and C Oswald Jones were present during this meeting, but had not been able to use the Teams link.</p>	

FAVERSHAM TOWN COUNCIL-Highway Improvement Plan/Action Plan

HIGHWAY IMPROVEMENT PLAN – Stage 1						ACTION PLAN – Stage 2		
NO.	Location	Problem and suggested remedy	Cost Estimate	Funding Source	Action/Programme (Who/When)			
1	Stonebridge Ponds/West street	Pedestrian safety!		Tranche2?	Sarah Ellcock will be bidding for LTP funding for footway widening and other improvements at West Street, and if successful a scheme could be delivered in the 2021/22 financial year. We should be aware of successful bids in January and funding will be allocated April 21			
2	Athelstan Road/School Road Underpass	Shared cycle/pedestrian footpath.			KCC Traffic Schemes team-Audit required			
3	Athelstan Road/School Road Underpass	Drop kerbs needed in School Road, may result in losing parking spaces?			KCC Traffic Schemes team-Audit required			
4	Preston Park to St Catherines	Proposed shared cycle/pedestrian footpath. Possible dismount sign required.			KCC Traffic Schemes team-Audit required			
5	Flood lane	Shared walking/Cycle route			KCC Traffic Schemes team-Audit required			
6	Preston Park	Broken kerb, reported to KCC			Awaiting repair			
7	A2 Canterbury Road	Drop kerbs needed along this route			Being considered by KCC as per list below this table			
8	Preston Street/Stone Street	Automatic Rising Bollard	£15-£20k	SBC	SBC Town centre improvements TBC			
9	East street Gate	Better signage No Parking when gate closed, Double yellow lines etc			SBC Town centre improvements TBC			
10	Alleyway side of 12 Market Place	Bollard required-stop vehicle access			Investigate feasibility,adequate clearance			
11	Bob Amor Close	Parking on pavement, causing obstructions			Cllr Perkins taking to JTB 2021			
12	Hilton Close	Parking issues causing safety issues			Dec 2020 JTB Report			

13	St Catherines & St Mary Church	Siting of new benches				TBC discuss with the Churches
14	Faversham Town Centre	Drop kerbs scheme				SBC Town centre improvements TBC
15	Faversham Town	Signage for areas of Bio diversity, need to be simplified. QR codes				Cllr Williams to design with Ali Corbel and create QR code links to FTC website
16	Faversham Town	Improve signage around town, include destinations/timings etc QR codes				SBC Town centre improvements Cllr Saunders to liaise and assist with data, TBC
17	Forbes Road Underpass	Damage railings/wall, Quotes obtained	£3-4k +vat			SBC Town centre improvements TBC
18	Town Centre	Pedestrian safety concerns, Pedestrian only Zone				SBC Town centre improvements TBC
19	Abbey street/Abbey Place	Improving Vehicle passing and parking				Abbey Neighbourhood Association proposal. Now with JTB
20	Whitsable Road	Flooding, run of from Rec, KCC,SBC improving the drains, work to improve part of works in The Rec				SBC completed work, KCC completed work to drain surface water faster into Cooksditch
21	Town Centre	New planters, size style best for Faversham				Adam sourcing quotes, committee to consider locations with Alan Blackburn
22	Faversham Town	Area mapped to show possible areas for new planting, trees etc Possibly use map as per item 10				Areas to be highlighted during walkabouts then added to master map. Committee & FTC
23	Town Centre	Water/Drinking Fountain				Investigate drainage option @12 Market place. Site visit being arranged.
24	Town Centre	CCTV Areas covered, Map showing camera Range				Cllr Saunders requesting.
25	West street	Wooded/Metal lockable Bollard	1 Bollard £700,2 Bollards £1040 Padlock Key 504 £30 each All +VAT			Quote obtained, Metal bollard same as in The Rec
26	West street	x 3 Bike racks with sign	£300			Bike racks fitted

27	Cross lane	Graffiti on telecoms box			BT Openreach call centre, they attend within 48 hours and clean. Adam called
28	Flood lane	Tree growing from bridge over creek, Purify building	£120.00	Done	Done
29	Beech Close, Westbrook Stream	New bench	£1k +vat	Bench fitted	Bench fitted
30	Rear 12 Market Place	This to be loading bay only Max 20 minutes		Done	Done
31	Ospringle Road and Lionfield.	Bollards at either end of the alley/footpath.	£1126.40+VAT	WORKS COMPLETED	WORKS COMPLETED

PEDESTRIAN DROP KERB REQUIREMENTS

10th September 2020: Adam walk with member of public in mobility scooter. Route taken South Road-Stone street-Preston Street-Market Street-Court Street-Crescent Road-Abbey Street-Church street-Abbey Place towards Standard Quay. All need drop kerb improvements.

4th October 2020: Maria and Chris carried out a localised review of perceived

It was observed that some improvements to aid walking, the use of mobility scooters and movement around town were still outstanding from a list prepared early 2019. Following a previous Review carried out circa 2008

ESSENTIAL
REQUIRED
IN PROCESS/COMPLETED

In **THE MALL** at The Elephant ...
Note that this area is subject to a
Proposed

Table-top Junction Makeover
linking with a desired crossing in
Forbes Road

In **THE MALL** outside No.41

In **THE MALL** with Nelson Street

Preston Park jctn A2 Canterbury
Road ... Note that both sides are
already surveyed
white marked for work

MACKENADE AVENUE jctn A2
Canterbury Road (East side)

PRESTON AVENUE jctn A2
Canterbury Road (Both sides)

**We have called-in on KCC
Highway Faults Online for
Vegetation encroachment
over the footway East side,
SELLING ROAD opposite
Macknade Farm Shop
to be cleared back from the 1.2m footway**

NORMAN ROAD jctn Roman Road (North side)

NORMAN ROAD jctn Saxon Road (North side)

BRITON ROAD jctn Saxon Road (South side)

BRITON ROAD jctn Saxon Road (North side) could, perhaps, be improved...

ROMAN ROAD jctn Briton Road (East side)

KINGSNORTH ROAD jctn Athelstan Road (East side)

CANUTE ROAD jctn Athelstan Road (Both sides)

ETHELBERT ROAD jctn Upper St. Anns Road (North side)

There will no doubt be further aspired locations, but we felt that this was a good batch for starters such that the Funding Requirement could be investigated; That this was a concentrated area as suggested by Alan Blackburn, KCC Highways Swale Area Manager.

**Minutes of Faversham Neighbourhood Plan Steering Group
held on virtually on Monday 16th November 2020**

Present:

Harold Goodwin
John Irwin (Chair)
Hannah Perkin
Alison Reynolds
Geoff Wade (Vice Chair)

In attendance: Adrienne Begent (Deputy Town Clerk)

1.	<u>Apologies for absence</u> Apologies were received from K Barker and A Hook	
2.	<u>Minutes of Previous Meeting and matters arising</u> The minutes of the meeting held on 19 th October 2020 were approved as an accurate record.	
3.	<u>Discussion on Matters Arising from Minutes of 19th October 2020</u> Minute 3 (Letter to Chair and Vice Chair of the Local Plan Panel): It was noted that the letter to the Chair and Vice of LPP had not been sent. Though it remained a disappointment that a meeting had been declined, a positive working relationship had been built with officers of SBC, which was to valued and not jeopardised. Minute 5 (Exhibition Feedback Meeting) The feedback from Exhibitions One and Two had been combined. This had been shared with Urban Vision, prior to a positive meeting. ACTION: Combined feedback from the Exhibitions to be added to the NHP pages on Town Council website.	AB
4.	<u>Updates on Surveys</u> The NHP Steering Group will be conducting three surveys, residents, business and youth. The first survey to residents had been finalised and would start being delivered to every household in Faversham from Monday 23 rd November. The deadline for returning responses is 9 th December. Breakthrough Communications will analyse the responses and provide a report by mid January. There will be a link to the survey from the website for those that wish to participate electronically.	

5.	<p><u>Update on Policy Drafting</u> The combined feedback from Exhibitions One and Two had been shared with Urban Vision.</p>	AB
6.	<p><u>Identification of NHP sites and site-specific Policies of LP sites</u> JI informed the meeting that an estimated 400 people had visited Exhibition One. The data from the feedback forms had been compiled and the following themes highlighted which are included in the draft policy areas. What is good about Faversham: community, small size of town, pool and cinema, access to countryside history, creek, market and independent shops. What could be improved: cycle and pedestrian routes, creek, conservation and biodiversity, provision of affordable housing, connectivity to new developments. The comments from the post it notes were in the process of being inputted. JI thanked everyone that had contributed to the exhibition and volunteered at it.</p>	
7.	<p><u>Designation of Local Green Spaces in LP</u> It was noted that Exhibition Two would open the following day. Like Exhibition One this would also be put online. Exhibition Two concentrates on Policy and Design. Policy areas identified at the workshop are listed and visitors are asked to comment on these policy areas and add others. AECOM has produced the work on design following their visit to Faversham, highlighting different streetscapes in the town. Visitors are asked to comment on what they like and dislike. The feedback will feed into the design codes. Local Plan Members should be encouraged to visit Exhibition Two. ACTION: David Clifford's email concerning Local Plan members involvement in the NHP to be recirculated.</p>	AB
8.	<p><u>A.O.B</u> KB confirmed that Breakthrough Communications were working on the resident's survey. The draft would be shared with the working group in the forthcoming days for distribution in November.</p>	

Linked to Cashbook 3

Entered Month 9
Pay by Electronic Payment

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BERENDTCON Berendt Consulting Ltd							
<i>Consultant-Sept 20 8 days</i> Authorised: LB	11/11/2020	167	1	2,000.00	0.00	2,000.00	0.00
<i>Consultant October 20- 5 days</i> Authorised: LB	11/11/2020	170	1	1,250.00	0.00	1,250.00	0.00
					0.00	3,250.00	
ETHICAL Ethstat Ethical Stationary CIC							
<i>Everyday C4 peal seal envelope</i> Authorised: LB	11/11/2020	32667	1	42.12	0.00	42.12	0.00
					0.00	42.12	
FAVCAMERAC Faversham & District Camera Club							
<i>Faversham & District Camera Cl</i> Authorised: LB	22/10/2020	EMAIL	1	100.00	0.00	100.00	0.00
					0.00	100.00	
FAVTREES Faversham Trees							
<i>Tree week 30/11/20</i> Authorised: LB	20/11/2020	TREE WEEK	1	50.00	0.00	50.00	0.00
					0.00	50.00	
GATHERWELL Gatherwell Ltd							
<i>Community Lottery</i> Authorised: LB	11/11/2020	0453	1	6,000.00	0.00	6,000.00	0.00
					0.00	6,000.00	
HAMPSHIREF Hampshire Flag							
<i>Digitally printed textile</i> Authorised: LB	25/11/2020	0000164105	1	230.06	0.00	230.06	0.00
					0.00	230.06	
JCLOCKSAFE JC Lock & Safe							
<i>Monitor/maintain alarm</i> Authorised: LB	20/11/2020	1038129	1	203.00	0.00	203.00	0.00
					0.00	203.00	

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Linked to Cashbook 3

Entered Month 9

Pay by Electronic Payment

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
JSELECTRIC J&S Electrical & Datacoms Services Ltd							
<i>Supply/install additional heat</i> Authorised: LB	30/10/2020	3959	1	3,661.20	0.00	3,661.20	0.00
					0.00	3,661.20	
KALC Kent Association of Local Councils							
<i>Allotment Law Workshop</i> Authorised: LB	05/12/2019	1178333345	1	72.00	0.00	72.00	0.00
					0.00	72.00	
LEMARLTD Lemar Ltd							
<i>Fit new base for electric box</i> Authorised: LB	25/11/2020	15681	1	534.00	0.00	534.00	0.00
<i>Supply & install 2 posts black</i> Authorised: LB	25/11/2020	15682	1	180.00	0.00	180.00	0.00
					0.00	714.00	
MAYORMEDW The Mayor and Mayoress of Medway							
<i>Donation-Opera Night</i> Authorised: LB	12/11/2020	OPERA NIGHT	1	20.00	0.00	20.00	0.00
					0.00	20.00	
MITEC Mitec Computer Solutions							
<i>Office 365, Talk Talk, backup</i> Authorised: LB	01/11/2020	19973	1	495.84	0.00	495.84	0.00
					0.00	495.84	
PARK Park Communications Ltd							
<i>Neighbourhood Plan Survey</i> Authorised: LB	13/11/2020	89252	1	1,059.60	0.00	1,059.60	0.00
					0.00	1,059.60	
PREMIERPRI Premier Print							
<i>1280mmx1680mm Dibond matt seal</i> Authorised: LB	04/11/2020	14328	1	88.13	0.00	88.13	0.00
<i>210mm x 594mm 6mm correx</i> Authorised: LB	18/11/2020	14571	1	22.21	0.00	22.21	0.00

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Linked to Cashbook 3

Entered Month 9

Pay by Electronic Payment

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>A1 paper posters</i> Authorised: LB	25/11/2020	14682	1	27.89	0.00	27.89	0.00
					0.00	138.23	
REYNOLDSA Alison Reynolds							
<i>Mayoral Allowance</i> Authorised: LB	12/11/2020	MAYORALLOWANCE	1	900.00	0.00	900.00	0.00
					0.00	900.00	
ROYALMAIL Royal Mail							
<i>Freepost name licence</i> Authorised: LB	09/11/2020	9061870251	1	276.00	0.00	276.00	0.00
					0.00	276.00	
STAPLESUKL Staples UK Limited							
<i>A4 paper, notepad, pockets</i> Authorised: LB	25/11/2020	4601355428	1	205.90	0.00	205.90	0.00
					0.00	205.90	
UPG Picture Playground Print Ltd							
<i>Mounted vinyl prints</i> Authorised: LB	20/11/2020	11387	1	274.20	0.00	274.20	0.00
					0.00	274.20	
				Proposed Payment Total	0.00	17,692.15	