

## BIDDENDEN PARISH COUNCIL

12 May 2015

### CORRESPONDENCE LIST

14 April – 6 May 2015

#### ACTION

- 27/4 Email from parishioner re permission to hold sports weeks from 27 July – 7 August 2015 (not weekends)
- 5/5 Email from a parishioner regarding using Facebook and Twitter
- 7/5 Email from KALC re Pilot of Local Warden Support Officer Scheme. Do councillors wish to take part in the pilot?

#### RECEIVED

- 14/4 Email from individual re family tree research
- 14/4 Email from ABC re Martin Vink's farewell
- 15/4 Email from planning officer re an extension
- 16/4 Email from Speedwatch – forwarded
- 17/4 Election notices from ABC
- 17/4 Email from KALC re highways
- 19/4 Email from Biddenden Jnrs
- 20/4 Email from parishioner re a planning application
- 21/4 Email from IAA re Biddenden audit
- 22/4 Email from SSE re electricity reading
- 22/4 Email from SSE re revised electricity reading
- 22/4 Email from KALC re VE Day celebrations and lighting of beacons
- 22/4 Email from ABC re Design a flag competition – forwarded to school
- 22/4 Email from solicitor re PO
- 23/4 Email from ABC re code of conduct training
- 23/4 Email re public meeting in Red Lion with election candidates
- 23/4 Email from allotment holder re rental
- 23/4 Email from solicitor re PO
- 23/4 Email from KALC re NALC direction of travel
- 23/4 Email from ABC attaching poster
- 24/4 Email re new Explore Kent website
- 24/4 Email from applicants to recycling fund
- 25/4 Details of events from KALC
- 27/4 Leader Briefing Note for parishes
- 28/4 Email re SECAMB event
- 28/4 Email from Zurich re council insurance
- 28/4 Email from contractor re cleaning toilets holiday cover
- 28/4 Council renewal insurance documents received
- 29/4 Rural Housing Spotlight newsletter
- 29/4 Email re VE Day Beacons
- 29/4 Email from Zurich re quotation
- 29/4 Email from BAA re allotment rents
- 30/4 Email from Solicitor re Side Letter

30/4 Email from Zurich re quotation  
1/5 Email re road closures  
6/5 Email re Penelope Keith's Hidden Villages programme date  
6/5 Crime stats from PCSO  
6/5 Letter from Gerry Clarkson to Ashford KALC

## **SENT**

14/4 Email to individual re family tree research  
14/4 Email to planning officer re extension x 2  
19/4 Email to Biddenden Jnrs re use of field  
20/4 Email to IAA Biddenden Audit  
20/4 Email to Biddenden Jnrs re Shayler's fun fair  
21/4 Letter to Leader of Council (ABC) re planning issue copied to Head of Planning and Cllr Bell  
21/4 Email to BAA re allotment cheques  
21/4 Email to Friends of John Mayne re recycling application  
21/4 Email to Bowls Club re recycling application  
21/4 Email to solicitor re PO  
21/4 Email to Review@ashford re review of boundaries, councillors, electoral organisation  
21/4 Email to PO re rent  
22/4 Email to parishioner re site visit  
22/4 Email to SSE re electricity bill x 2  
23/4 Email to allotment holder re payment  
23/4 Email to solicitor re PO  
24/4 Email to Rector e VE Day celebrations  
27/4 Email to ABC re Martin Vink's farewell  
27/4 Email to school forwarding Design a Flag details  
28/4 Email to Fire service re lighting the beacon  
28/4 Email to contractor re cleaning toilets for holiday cover  
28/4 Email to Zurich insurance requesting insurance quote  
29/4 Email to BAA updating them on allotment rentals  
30/4 Email to Zurich re insurance quotation  
30/4 Email to TSP re side letter  
5/5 Email to Biddenden Business Association re filming in the village x 2  
5/5 Email to Reef TV re programme date  
6/5 Email to PCSO re crime stats  
6/5 Email to PCSO re Ashford Recovery

Hi Alison

Hope you are well

Just to let you know that all the plans are going well for the 40th Birthday celebrations of the squash club

I would also like to confirm the dates for the Biddenden Sports Weeks this summer We are looking to run from Monday 27th July - Friday 7th August (not including the weekend)

Are we able to have the same agreement as last year with regards to hire of field facilities. I have already organised with Squash and Tennis Clubs

many thanks

Tom

From: XXXXXXXXXXXX  
Sent: 04 May 2015 11:00  
To: [clerk@biddenden.gov.uk](mailto:clerk@biddenden.gov.uk)  
Subject: Enquiry please

Good morning

I have been working with some members of the Local History Society on Biddenden archiving work. I answered an advert for help in the parish magazine last year. I am just enquiring why Biddenden does not have a Facebook page or any social media pages that people can access please?

From the advert in the magazine I was the only person in the whole village to respond offering help and being 27 I am the youngest person working on it too! I have asked Prue Stokes if anything is available like a Facebook page in order to advertise things but she thinks there isn't. All of the members of the History Society are above 50 years old and it concerns me that there are no younger people in the village wishing to get involved. I have a one year old and I hope that when he is my age and wants to research his family in Biddenden that he will still be able to access the information.

I have also noticed that a football club event was advertised on the Headcorn Buy and Sell Facebook page as there is nowhere for people to advertise things like there is for Headcorn on their village page.

Can anything be done about this please?

Thank you

Mrs Amy Gadsden

Dear Member Councils

KALC is working with Kent County Council and Kent Police on a Pilot Local Warden Support Officer Scheme. This follows on from the KCC consultation last year on Community Wardens where, following over 100 responses from Parish and Town Councils, KCC announced that it would keep its existing 70 Community Wardens. The existing Community Wardens will be realigned to provide greater coverage and a more equal balance across Kent. The Pilot Local Warden Support Officer (LWSO) Scheme is a voluntary role and is not intended to replace Community Wardens. LWSOs are expected to be the “ears and eyes” of their communities, be conduits for information and support and engage with the local community providing general advice to members of that local community, signposting them to the appropriate agencies and liaising with local community groups, partners (e.g. police, Fire Service, Neighbourhood Watch etc.) and with the local KCC Community Warden.. Further information on the Pilot LWSO Scheme is set out in the following documents which are attached:

- Pilot Local Warden Support Officer Background Note
- Pilot Local Warden Support Officer – Role Summary
- Pilot Local Warden Support Officer Scheme Q&A

**We are looking for up to 12 Pilots across Kent.** There is no cost to those Parish/Town Councils who take part in the Pilot Scheme, as funding is being sought for the Pilots. If the Pilot Scheme is successful and the Scheme is rolled out in the next financial year, it is estimated that a Parish/Town Council who takes part in the Scheme would make a financial contribution of around £400 for the uniform and towards training costs.

The aim is to start the Pilot Scheme in September. However, in order to be in a position to start the Pilots then, **Expressions of Interest from Parish and Town Councils will need to be sent to me by close of play on Wednesday 10 June.**

If you have any questions on the Pilot LWSO Scheme please do not hesitate to contact me or the KALC President, John Rivers ([john.r.rivers@gmail.com](mailto:john.r.rivers@gmail.com)).

Kind Regards

Terry Martin

## Pilot Local Warden Support Officer

### Background:

Kent County Council (KCC), after their recent public consultation over the future of Community Wardens, have decided to promote *Local Warden Support Officers* (LWSOs) amongst the Parishes. The Kent Association of Local Councils (KALC) was approached with a view to supporting KCC to liaise with interested Parishes to agree the concept, formalise and to promote the rollout of the LWSOs.

The KALC President and County Secretary were invited to participate in the Steering Group and Working Group alongside KCC and Kent Police that have been tasked with bringing this concept forward. Specific tasks are likely to be trialled during a pilot scheme from September through till the end of November. The aim is to have a scheme up and running from the beginning of April next year. Pilot LWSOs are expected to continue until the end of March 2016. The Pilot will be used to resolve details and to determine the overall feasibility of the Scheme.

### Overview:

1. The scheme is an optional service and will be open to Local Councils (Parish and Town Councils), or Clusters of Local Councils. It will consist of one or more voluntary (unpaid) members of the local community to apply for the position(s).
2. The Parishes concerned will work with KCC and Kent Police (KP) in order to shortlist and appoint, after background checks, LWSO(s).
3. The LWSOs will not have Statutory Powers like full-time KCC Wardens currently do and would therefore not deal with Anti-Social behaviour issues or certain limited highway matters.
4. LWSOs are expected to be the 'ears & eyes' of their communities and feed into the communication links with KP and KCC ~ including in due course a 'Social' aspect with KCC.
5. LWSOs will be conduits for information ~ a mobile 'one stop shop' approach ~ and this will be backed by a KCC/KP mobile phone with specific telephone numbers, etc.
6. There will be no requirement for a minimum number of hours but the expectation is that LWSOs will be on duty for a certain number of hours per month ~ we are currently thinking of around 18 hours which will be tested during the Pilot stage.
7. KCC will provide uniform similar to, but distinctive from, full-time Wardens. The cost is expected to be around £400. As their contribution towards the scheme, following on from the feedback KCC had from 112 Local Councils (PCs) on the Public Consultation, Local Councils would be expected to pay for the uniform. This has the advantage of being a specific set of items, rather than being 'lost' in the overall scheme of things if Parish Councils just put a contribution into the general KCC pot.
8. KCC are likely to see up to 12 LWSOs being piloted across Kent. There is an opportunity for your Local Council to either promote your own LWSO or, perhaps, work as a cluster of Local Councils?
9. The management of the LWSO will be handled by the local KCC Community Warden service, with input from the Parish Council. The Pilot Scheme will explore this further.
10. Joining the Pilot will not cost the Local Council anything, as funding is being sought for this.
11. It would be good for Local Councils to help mould the expected LWSO service and gain from being in the pilot.

If your Local Council is interested, please let us know. More details are contained in the Question and Answer document.

Kent Association of Local Councils  
April 2015

## **PILOT LOCAL WARDEN SUPPORT OFFICER (LWSO) SCHEME – LWSO ROLE SUMMARY**

The role of LWSO's is to support the local community by engaging with the elderly and vulnerable residents at local groups and meetings, giving advice and transmitting messages on various public protection subjects such as Check-a-Trade, Rogue Traders and the Think Jessica project as well as providing basic home and fire safety advice and signposting local people to other appropriate agencies.

Activities may include:

1. Liaison with community groups, partners (e.g. police. Neighborhood watch, Victim Support and fire service) and the local KCC Community Warden.
2. Responding to any basic tasking requests by the Team Leader, after liaison with the Parish Council and Community Wardens.
3. Engaging with elderly and vulnerable members of the Community, to provide simple crime prevention materials, advice and general support to ensure that they are aware of the services available to them and to reduce their fears and perceptions of crime.
4. Providing advice to members of the local community about other agencies and how best to access them

LWSO's will not have any special or additional powers, nor will they have access to confidential information.

### **Expected commitment**

There will be no requirement to perform a minimum number of hours but the expectation is that LWSO's may well be expected to work for around 5 hours per week.

## Pilot Local Warden Support Officer Scheme Q&A

**Q1 – Will Parish Councils who make a financial contribution have input into the daily control of the Local Warden Support Officer’s duties?**

Kent County Council will recruit, manage and deploy the LWSO in consultation with the participating Parish/Town Council. The Pilot Scheme will be used to explore how best the Parish Council can have input.

**Q2 – What is the Parish Council’s financial contribution, and is this an annual ongoing cost or a one-off cost?**

The actual costs will be reviewed after the Pilots have been completed. It is estimated that the Parish/Town Council’s financial contribution will be around £400 for the uniform and towards training costs. It is anticipated that there will be an annual review to see whether any additional funds are then required e.g. for new boots, trousers etc. Funding for the pilot is currently being sought.

**Q3 – Could Kent County Council or the Parish Council accept a financial contribution from a limited company?**

Section 139 of the 1972 Local Government Act provides the Parish Council with the power to accept a donation/payment/grant. Section 31 of the Local Government Ratings Act provides the power to expend the money on crime prevention. KCC do not wish to receive money direct from a limited company in the pilot stages.

**Q4 – Will the Local Warden Support Officer (LWSO) be an optional service for Parish and Town Councils?**

Yes. The decision to have a LWSO is optional and will be at the discretion of the Parish/Town Council in parished areas of Kent.

**Q5 – What is the performance management chain for the Local Warden Support Officer?**

The KCC Community Warden Service will manage the LWSO, with input from the Parish/Town Council.

**Q6 – Would the Community Warden be diverted away more if an area had a Local Warden Support Officer?**

Kent County Council is increasing the footprint for Community Wardens to cover the whole of Kent and will not be diverted away more if the area has a LWSO.

**Q7 – What are the number of hours that a Local Warden Support Officer (LWSO) will be expected to undertake?**

The LWSO will be expected to undertake a minimum number of hours per month which will be tested during the Pilot scheme and decided with the individual.

**Q8 - In what circumstances might the Local Warden Support Officer be pulled away from the area to help out elsewhere?**

The LWSO is a local volunteer who will have knowledge of their own area. There is no intention to pull them away from their local area to help out elsewhere.

**Q9 – Who would be covering the insurance and public liability costs for the Local Warden Support Officer?**

Kent County Council will have responsibility for insurance and public liability costs.

**Q10 – Will the LWSO be given travel costs if they have to use a car to get around their local area?**

It is anticipated that many LWSOs will be able to cover their area on foot. However it is recognised that this might not be the case in each area and this will therefore be looked at during the Pilot stage of the scheme.

**Q11 – Will the Local Warden Support Officer role have a social services dimension?**

It is envisaged that there will be some social services element to the work in due course.

**Q12 – Will the uniform be the property of the Parish Council because of their financial contribution?**

No. Those items of uniform that have the KCC logo and other items provided for use on duty will be the property of KCC.

**Q13 – If parishes are paying for the uniform, what will KCC contribute?**

Kent County Council will be making in-kind contributions towards the costs of LWSOs through providing the management, training, administration and enhanced DBS checks

**Q14 – Would the funding of the 70 Community Wardens continue for future years?**

Kent County Council has just made a decision to keep 70 wardens, who will be realigned to provide greater coverage and a more equal balance across Kent. There are currently no short to medium plans in place to reduce the number of wardens.

**Q15 – Where are the existing Community Wardens currently based?**

Kent County Council is currently reviewing the footprint for Community Wardens to increase their coverage over the whole of Kent (excluding Medway). Details will be available after that review.