



# Queenborough Town Council

44 High Street  
Queenborough  
Kent  
ME11 5AA  
01795 668509

## AGENDA

There is to be a meeting of **Queenborough Town Council**, convened by the Mayor, to be held on **Monday 5<sup>th</sup> August 2024** starting at **7.00 pm** in the Guildhall, High Street, Queenborough.

This meeting may be recorded. As Data controller under the Data Protection act by entering the meeting you are consenting to being recorded and to the Council's use of those recordings for public reporting.

- 1. Welcome and Emergency Evacuation Procedure**
- 2. Apologies and grounds for absence**
- 3. Declarations of interest**
- 4. Visitors/Public Questions (10 Minutes maximum for all questions)**  
Visitors invited to speak, please be aware that any information you give may be made publicly available.
  - a) Members of the Public and other organisation representatives
  - b) Councillors from Kent County Council and Swale Borough Council
- 5. Kent Police - Policing Matters report/update.**
- 6. Adoption of the Minutes of the Council meeting held on Monday 24<sup>th</sup> June 2024**  
draft minutes circulated.
- 7. Review of matters arising from previous meeting held on Monday 24<sup>th</sup> June 2024,**  
for items not covered by other Agenda items.
- 8. Mayor's remarks**
- 9. To notify the Council of the resignation of Cllr Sandra Fowle** and for the Council to consider filling the Town Councillor Vacancy by Co-option, should no election be called by Tuesday 13<sup>th</sup> August 2024
- 10. To appoint a new councillor representative to Queenborough Harbour Trust**
- 11. Review of New Queenborough Aldi Store**
  - a) Car Park Layout
  - b) Public Access to the Store
- 12. Swale Brough Council Waste Contract Service** as proposed for report/review from the Environment Committee.
- 13. British Telecom Contract – review**

Full Council

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**14. Office Photocopier** – review proposals from F&GP Committee and update from the Clerk

**15. Financial reports**

- i) **Cashbook and bank reconciliation** for June 2024 as approved by the Finance & General Purposes Committee. Circulated.
- ii) **Authorisation of proposed payments due**
  - a) to review payments list.

**16. To receive Committee Reports and adoption of recommendations from the Environment Committee**, circulated draft minutes from 8<sup>th</sup> July 2024 to be noted (\*denotes Chairperson of Committee) (\*Cllr Mawhinney)

- i) To review the Environment minutes taken by the work experience placement.

**i) Environment Committee Working Parties:**

- a) **In Bloom** (\*Cllr Telford)
- b) **Allotments** (\*Cllr Telford) draft minutes from meeting held on 24/6/24 circulated, for noting .
- c) **Annual Event and Christmas Lights** draft minutes from Christmas lights meeting held on 8<sup>th</sup> July 2024 minutes circulated to be noted. (\*Cllr Shiel)
  - i) To review the minutes of the work experience placement.
- d) **Community Crisis Plan** (\* Cllr Shiel)
- e) **Emergency Food Bank** (\* The Mayor of Queenborough, Cllr Darby)

**17. To receive Committee Reports and adoption of recommendations**

**from the Finance and General Purposes Committee**, (\*denotes Chairperson of Committee)  
Circulated draft minutes to be noted from meeting held on 27<sup>th</sup> July 2024  
(\*Cllr M Constable)

**18. To receive Committee and Working Party Reports and adoption of recommendations from the Planning Committee**, (\*denotes Chairperson of Committee)

Circulated draft minutes to be noted from the meeting held on 22<sup>nd</sup> July 2024  
(\*Chairperson appointed for meeting)

**i) Planning Committee Working Party**

Queenborough & Rushenden Neighbourhood Plan Steering Group  
Circulated draft minutes to be noted (\*Cllr A Shiel)



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## **19. Reports from QTC Representatives and Trustees Serving on Other Bodies:**

(\*denotes Councillor representing QTC)

### **Local Community Bodies.**

- a) **Queenborough Town Community Centre** (\*Cllr Shiel and Cllr Flew)
- b) **Queenborough Fishery Trust** (\*Trustees Cllr J Constable and Cllr Simpson)
- c) **Queenborough Harbour Trust** (waiting appointment)
- d) **Queenborough School and Nursery** (\*Cllr Telford and Flew)

### **Swale Area Bodies.**

- f) **KALC the Swale Area Committee** (\*Cllr Marchington and Cllr Shiel)
- g) **Local Councils' Liaison Forum of SBC** (\*The Mayor of Queenborough and the Town Clerk)
- i) **Swale Area Committee of SBC** (\*Cllr Simpson)
- j) **Swale Joint Transport Board** (\*Cllr Marchington)
- k) **Swale Rail** (\*Cllr Telford)
- l) **Sheppey Light Greenway Project** (\*Cllr Mawhinney)
- m) **VEL Surgery PPG** (\*Cllr Telford)

**20. To review correspondence** and take appropriate action.

(\* Any Reference to email circulated date, list available from the Town Clerk)

**21. Reserved for late inclusions previously notified to the Mayor** (for information only)

**22. Any other Business** (for information only)

Miss Lisa Gransden - Town Clerk

**Next Meeting of the Full Council will be on Monday 16<sup>th</sup> September 2024**