

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST PRIMARY ROOM ON MONDAY 19<sup>th</sup> JULY 2004 AT 1930 HOURS**

**PRESENT:** Cllrs: Bearman, Boyle, Crawford, Mrs Cresswell (Chairman), Cresswell, Mrs Curry, Gardner, Shead, Street & Whiteside

**ALSO PRESENT:** Mrs K Bell (Clerk)

**APOLOGIES:** Cllr. Poole (Family Commitment)

**1. DECLARATIONS OF INTERESTS**

There were none

**2. QUESTIONS FROM PARISHONERS**

There were none

**3. PARISH COUNCIL**

**a. Minutes**

The minutes of the meeting held on 21<sup>st</sup> June, which had been copied to members, were agreed and signed as a true record of the proceedings.

**b. Matters arising not covered elsewhere on the agenda**

**Minute 3b, Youth Club**

In order to discuss the long-term possibility of a purpose built youth facility the Clerk would be setting up a meeting between PC representatives, Youth Club representatives and officers from TMBCs Planning and Leisure Services Departments.

**Minute 3b, Footpath Maps**

There was no new information to report.

**Minute 3b, Internal Audit**

There was no new information to report.

**Minute 8c, 2004/05 S136 Grants to Village Halls & Open Spaces Projects**

It was reported that a letter of appreciation had been received from the Methodist Church and that an application for grant aid had been received from the Village Hall Management Committee. As the application had been received after the agenda had been prepared the Clerk had informed the Village Hall Management Committee that the application would be considered at the September meeting of the PC.

**Minute 8e, Payment to SMP Playgrounds**

It was reported that a letter of appreciation had been received from Residents Association.

**c. Parish Council Website**

Cllr. Street reported that good progress was being made.

**d. Dog Byelaws - 'dogs on leads' and 'prohibiting dogs from grounds'**

Following a discussion it was **RESOLVED** that:

- Draft byelaw 3 (1) would be amended to read 'No person (other than a person in charge of a hearing dog or a registered blind person) in charge of a dog shall without reasonable excuse permit the dog to enter or remain in any of the dog prohibited areas.'
- The Clerk would be authorised to carry out the necessary procedures and apply to the Secretary of State for confirmation.

It was noted that as well as the required advertisement in a local newspaper, an article would be appearing in the Parish Magazine alerting the public to the PCs intentions and requesting both positive and negative feedback.

**e. Emergency Planning:**

**(i) Parish Emergency Plan**

The Clerk reported that she had received notification of only one amendment, which was to include the Salvation Army Hall as an additional resource in the event of evacuation. It was **RESOLVED** that:

- The amendment would be included in the Parish Emergency Plan.
- The clerk would arrange with TMBC for appropriate maps to be included.
- The final document would be printed and distributed.

**(ii) To agree date and time for meeting with flood wardens**

It was **RESOLVED** that the flood wardens would be invited to attend a meeting dedicated to the presentation of the Parish Emergency Plan on 13<sup>th</sup> September 04 at 19.30 hours.

**f. Bash The Trash Campaign 2004: To finalise arrangements**

It was **RESOLVED** that the clean up event at St Michaels would be held on Saturday, 7<sup>th</sup> August 04 at 10.00 a.m. The Clerk would arrange with TMBC for adequate bins, gloves, litter pickers and bin bags to be delivered prior to the event and collected following the event. Participating members would meet at St Michaels.

**4. PLANNING COMMITTEE**

**a. Minutes**

The minutes of the meeting held on 5<sup>th</sup> July, which had been copied to members, were approved.

**b. Planning applications**

**RESOLVED** to comment as follows to TMBC:

**TM/04/01811/FL** Rear conservatory at 36 Old Road, East Peckham  
**AGREED**

**TM/04/02312/RD** Details of proposed bin storage and boundary treatment submitted pursuant to conditions 4 & 5 of planning permission ref: TM/03/02650/FL (alterations and ground floor extensions to former stable block to form dwelling house) at Grove House and Land to the Rear, Maidstone Road, Hadlow  
**NOTED**

**TM/04/01253/FL**

Two storey plus attic level extension of existing dwelling comprising porch. Cloakroom and dining room at ground floor, bedroom and en suite bathroom at first floor and attic storage room at 4 Stonepit Cottages, 364 Tonbridge Road, East Peckham

Note: Ridge and eaves levels of proposed extension have been lowered.

**NOTED**

- c. Property naming: New dwelling at Hale Street, East Peckham**  
It was reported that the property would be known as Gabriel House, 45 Hale Street, East Peckham, Tonbridge, Kent, TN12 5HL
- d. Planning Enforcement Investigation: Land west of Boyle Way and east of Branbridges Road, East Peckham – Deposit of soil raising land levels**  
It was reported that following an investigation the landowner had confirmed that the soil had been deposited on the land as a temporary measure, the majority of which would be used on the landscaping. Upon completion of the work the surplus soil would be removed from the site. The landowner had indicated that he was aware of the water table problems and was confident that the works would be completed before the winter.
- e. Pound Road, Culvert reconstruction**  
It was reported that a letter had been received from Babbie (copied to members) regarding the proposed culvert reconstruction. The following was noted:
- The section of the culvert under the highway was owned and maintained by KCC and that the existing brick built part of the culvert under the highway had deteriorated to the extent that replacement was considered the best long-term solution.
  - The site works would consist of the demolition of the existing brick culvert under the highway and its replacement with new pipes and reinforced concrete over slab. The sections of the culvert under private land were not part of the reconstruction works.
  - It was planned to work around existing services but existing services might need repair once uncovered and this could extend the proposed 10-week duration of the site works.
  - The contractor's plant, materials etc would be placed along Pound Road.
  - It would be necessary to restrict vehicular traffic to single file by light control but pedestrian access would be maintained at all times.
  - Work would start on 26<sup>th</sup> July 04.
- f. Church Lane: 40 mph Speed Limit Request**  
It was reported that TMBC were of the opinion that there were no special circumstances with which to justify the implementation of a 40 mph speed limit. However the PC had been offered the opportunity to meet with TMBC officers on site to discuss the situation. It was **RESOLVED** that the Clerk would arrange for a site meeting to be held.
- 5. TMBC**
- a. Report of Borough Councillors**  
There was no report

- b. **Expansion of Green Waste Service**  
It was reported that an information pack had been received which included details of the affected areas (Grove Close, Maidstone Road (part of) and Stanford Lane), a timetable showing stages of implementation, a list of meetings, a brief review of the recycling performance in the phase one area and a list of frequently asked questions and answers.
  - c. **Corporate Performance Plan 2004/05**  
Noted. The document would be passed to Cllrs. Mrs Cresswell & Street.
  - d. **Rural Warden: Update**  
It was reported that East Peckham would be getting a Rural Warden, and that he or she would be appointed in October for an early December start. Upon their appointment and in order that the PC was familiar with who the Rural Warden was, the Clerk had asked for their details. In addition in order that the PC was familiar with what the Rural Warden was expected to do the Clerk had also requested a copy of the job description. The Clerk hoped that there would be some liaison between the Rural Warden and the Parish Office especially post meetings.
  - e. **Serving You Better – Tonbridge & Malling Community Strategy: Annual Update**  
Noted and passed to Cllr. Mrs Cresswell
  - f. **TMBC's Staff Guide – Spotlight on TMBC's 2004/05 Improvement Priorities**  
Noted and passed to Cllr. Mrs Cresswell.
  - g. **Weekend Household Bulky Refuse Service: Complaint update**  
It was reported that the PCs concerns had been addressed and that improvements had been made to the Bulky Refuse Service. It was **RESOLVED** that the Clerk would write to TMBCs Chief Environmental Health Officer thanking him for his assistance.
6. **KCC: 2003 Survey of East Peckham Library**  
The survey results were noted with much interest. The consensus of opinion was that the results were encouraging and that the library was a valuable asset to the village. It was **RESOLVED** that these comments would be conveyed to KCC.
7. **KENT POLICE AUTHORITY**
- a. **Kent Police Parish Special Constable Recruitment Campaign:**  
The information was noted and copied to Cllrs. Crawford & Street. The Clerk had also copied the information to the editor of the Parish Magazine in the hope that it would be included in a future issue.
  - b. **Policing Kent: 2004-2007 Summary**  
Noted and copied to members
8. **GROUPS & ORGANISATIONS**
- a. **Flooding:**
    - (i) **Multi Agency Steering committee**  
Cllr. Whiteside reported that the next meeting would be held on 22<sup>nd</sup> July 04.
    - (ii) **Emergency Planning Group**  
There was no report.

**b. Committee of Sports Hall & Playing Field Management**

**(i) Report of Joint Meeting held on 12<sup>th</sup> July 04**

Noted and approved. Cllr. Mrs Cresswell thanked all members for attending.

**(ii) Report of Representative**

It was reported that ROSPA had recently carried out their annual inspection. It was noted that ROSPA had also carried out a risk assessment, which highlighted several items of play equipment, which required replacement or repair.

**c. Village Design Statement**

It was reported that a meeting of the Focus Group attended by Cllrs. Boyle, Gardner & Whiteside and the Clerk had been held on 5<sup>th</sup> July. Attention was drawn to the following:

- Members of the Focus Group were allocated portions of the VDS to complete.
- The photographs would be transferred onto several discs for member's perusal at a later date.

**d. Community & Police Working Group**

Cllrs. Crawford & Street reported and drew attention to the following:

- Low crime rate
- The theft of a wheelbarrow
- The three community police officers (with a combined service of 90 years) responsible for policing the village would all be leaving the force in October 05. It was **RESOLVED** that the Clerk would write to the Chief Superintendent requesting details on how the village would be policed after October 05 and what handover arrangements would be put in place in order to cover the period of transition.

**9. NHS**

It was reported that a third stage review of improved local health services had recently been held at The Hop Farm Country Park. The meeting was reported in the Kent Messenger and was attended by doctors, health professionals, local councilors and members of the public. It was noted that the PC had not been informed that the meeting was taking place.

Reference was also made to a recent meeting of the NHS Overview and Scrutiny Committee Meeting which was held on 8<sup>th</sup> July 04. The PC had been invited at short notice and unfortunately no member was able to attend.

**10. CORRESPONDENCE**

It was reported that the following items had been received:

**a. LGC:** Details of forthcoming Civil Resilience Conference

**b. KRCC:**

- Rural News, June 04 - copied to members
- Big Lottery Fund: Details of Funding Seminars - noted
- Community Halls Newsletter – passed to Cllr. Crawford
- Oast to Coast: Summer 2004 – passed to Cllr. Mrs Cresswell

**c. Clerks & Councils Direct**

- July 2004 issue received for information – passed to Cllr. Mrs Cresswell
- Extract from May 2004 issue - copied to members

- d. **FitzpatrickWoolmer:** Visitor information services (maps & signs)
  - e. **NALC:** Local Council Review (July 04) & Details of 2004 Annual Conference & Exhibition
  - f. **Presco:** Product Information (Presentation Products)
  - g. **MK Water:** Mains Rehabilitation, Project Completion information
  - h. **The Playing Field:** Kent County Playing Fields Association Newsletter – passed to Cllr. Cresswell
  - i. **Local Councils Update:** July 2004 – noted
  - j. **KCC:**
    - KCS News, Summer 2004
    - Kent Trails, Summer 2004 (8 copies received)
  - k. **Kent Benefits Partnership:** Details of Council Tax Benefit Outreach Surgeries. Following a discussion, it was **RESOLVED** that the KBS would be offered free of charge the use of the Sports Hall Meeting room as a venue for a Council Tax Benefit Outreach Surgery.
  - l. **Notice of Transfer of Justices License:** The Blue Bell, Beltring Road, Paddock Wood
  - m. **Beltring & District Group:** Letter regarding various concerns relating to events held at the Hop Farm Country Park – It was noted that the letter had been copied to TMBC, KPA & Mr Pollard and that an acknowledgment had been sent to the Beltring & District Group.
  - n. **KAPC:**
    - Parish News – July 04- copied to members
    - KCC Website offer, details received
    - BTCV, Information on Tree Warden Scheme
    - Archbishops Palace, Charing – details on BBC Restoration Programme
    - Winged Fellowship Trust: funding request
  - o. **The Pension Service:** Details on information surgeries. Noted, in addition the details would be posted on the PC notice board and an article would be put in the Parish Magazine.
11. **FINANCE**
- a. **Bank Reconciliation as at 30.6.04:** Noted & copied to members
  - b. **Budgetary Control Statement as at 30.6.04:** Noted & copied to members
  - c. **Street lighting Improvement Works 2004/05: To approve the recommendation of the Planning Committee held on 5<sup>th</sup> July 04.**  
The recommendation was that approval be given for a replacement pole to be provided in Strettitt Gardens and provided TMHA agreed to share the costs, a new lighting installation would be provided at Drage Road. The costs of which were as follows:

Strettitt Gardens	replacement pole	<b>£603.81 plus VAT</b>
Drage Road	new installation	<b>£767.37 plus VAT</b>

Following a discussion, it was **RESOLVED** that the recommendation be formally approved.

**d. Financial Transactions**

**Receipts since Parish Council on 21.6.04**

30.6.04	Nat West – Interest	£252.27
19.7.04	EDF Energy – Pound Road Wayleave	£28.68
<b>Total receipts</b>		<b>£280.95</b>

**Automated Payments since Parish Council on 21.6.04**

22.6.04	*British Gas – Sports Hall Energy	£71.00
30.6.04	Nat West Bank Charges	£6.19
<b>Total automated payments</b>		<b>£77.19</b>

**The following payments were approved (incl. VAT where applicable)**

Summers Hosting	Parish Website	£1,102.50 Chq2134
Mr E Grenham	Allotment Expenses	£58.00 Chq2135
Mrs K Bell	Citizenship Award & expenses	£64.17 Chq2136
Mrs K Bell	July/Aug 04 Salary & exps	£1,347.09 Chq2137/2138
SweepClean (Kent)	June/July 04 Litter Clear (S137)	£440.65 Chq2139
SEEBOARD	Streetlight Maint July/Aug 04 & Streetlight repairs Bush Road	£722.25 Chq2140
Kent Grassland Services	*Playing Field Maintenance	£499.38 Chq2141
KCC (KCS)	*Sports Hall	£57.76 Chq2142
KAPC	Clerks AQA Block 3 seminar	£30.00 Chq2143
Seeboard Energy	Street light energy charge	£357.99 Chq2144
Mr R Edwards	2 <sup>nd</sup> Payment 2004/05 Grounds Maintenance & Maintenance of Area o/s & opp Methodist Church	£1,083.00 Chq 2145
**EP Methodist Church	Hire of Hall & office	£327.82 Chq2146
<b>TOTAL</b>		<b>£6,,990.61</b>

\* Payments charged to the Committee of Management grant

\*\* The Clerk informed members that she had negotiated a reduction in the number of hours the Primary Room was hired for meetings. The effect of this was that the PC now paid for 10 hours per quarter and not 15 a saving of £25 per quarter. The Clerk would maintain a record of hours and would inform the Methodist Church should the length of meetings exceed 10 hours per quarter.

**12. MATTERS FOR FUTURE DISCUSSION**

Attention was drawn to the following:

- 2004 Poppy Appeal – A meeting would be arranged with the organizers the purpose of which would be to discuss this years village poppy collection.
- Best Village Front Garden Competition – Judging would take place on 9<sup>th</sup> August at 2.00 p.m.
- Streetlight nearby the Muraspec site – overgrown trees were obscuring the streetlight. The matter would be referred to TMBCs Streetline.

- Damage to a tree behind the EP Club. Cllr. Whiteside was dealing with the matter as the tree was on his land.
- Church Lane – in need of urgent patching and repair. The matter would be referred once again to TMBCs Streetline.
- Hale Street – overgrown hedges by the Red Fort Restaurant. The matter would be referred to TMBCs Streetline.
- Barsley Close – ponding was still occurring after heavy rain. The matter would be referred to TMBCs Streetline.
- Old Road – trees by nos. 60 & 62 were dead and required replacing, whilst a tree outside no. 54 required cutting back.
- Nettlestead Garden Place Fete: A poster board had been staked onto PC land without permission causing slight damage to the land. It had been removed and the organizers were invited to contact the Parish Office to make arrangements for it to be collected.
- Broken manhole cover by Woks Cooking, Old Road. The matter would be referred to TMBCs Streetline.
- Old Road pavement (opposite Strettitt Gardens, Travis Perkins & new houses) required remedial attention. The matter would be referred to TMBC.

13. **DATE & TIME OF NEXT MEETING:** 20<sup>th</sup> September 04 at 1930 hours