

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL
ON MONDAY 18 SEPTEMBER 06 AT 19.50 HOURS**

PRESENT: Cllrs: Bearman, Mrs. Curry, Gardner, Poole, Shead & Whiteside

ALSO PRESENT: Mrs. K Bell (Clerk)

1. **Apologies for absence:** Received and accepted from Cllrs. Boyle Crawford & Street
2. **Election of Chairman for the Meeting**
In the absence of Cllrs. Boyle (Vice-Chairman) & Crawford (Chairman), it was proposed by Cllr. Whiteside and **RESOLVED** that Cllr. Gardner would chair the meeting.
3. **Declarations of Interests:** There were none
4. **Report from Community Warden**
The Community Warden drew attention to the following:
 - Graffiti
 - Disturbances from youths at both the Sports hall and Curran hall car parks
 - Under age drinking within the village
 - Purchase of alcohol by under age youths
 - Vandalism at the playing fields, i.e. newly installed gates, rubber mats set alight
 - Huge gathering of youths, i.e. in excess of 20 youths were witnessed congregating in the center of the village in the early hours of the morning of 17.9.06
 - Incidents were to be reported to the police.

Following a discussion, it was:

RESOLVED: That a letter would be sent to the Chief Constable emphasizing the PCs concerns and the perceived lack of police action to the concerns expressed by the Community Warden the PC and village residents.

The Community warden also informed members that she hoped the Youth Club would be able to start up again soon and she was liaising with the youth representatives and the Committee of Sports Hall & Playing Field Management as the preferred potential venue would be the Sports Hall.

5. **Report of County Councillor**
Richard Long drew attention to the following issues:
 - He was pleased that the PC and the Committee of Sports Hall & Playing Field Management had decided to divert money intended for a youth shelter to a toddlers play area. As the £10,000 grant, which had been intended for the youth shelter, would have to be returned to KCC he would do all he could at County level to secure funding from an alternative source.
 - Library Consultation. The Clerk would liaise with Sue Wheeler from KCC, it was suggested that possibly the Parish Magazine could include as an insert the library consultation document.

6. **Parishioners Question time**

a. **Letter from Resident**

Members were informed that a letter had been received from a resident who had requested the installation of a bus shelter within the village centre. The resident had been informed that although there were no plans at present to install a bus shelter, the matter could be considered at a later date.

b. **Other Residents Questions**

Two residents were present and they drew attention to the following:

- Speeding along Hale Street
- Overgrown ditches, i.e., Hale Street, Smithers Lane & Church Lane
- Proposed restructure of Brookside Roundabout on the approaches from both Paddock Wood and the village.
- Village Signing - ought to be more coordinated
- Requirement for signage on exiting the Somerfield and Archers Park sites to direct traffic onto the bypass.

It was agreed that the issues raised by residents would be referred to the UMIDB, Highways etc as appropriate.

7. **Parish Council**

a. **Minutes of the meeting held on 17th July 2006**

RESOLVED: That the minutes of the meeting be approved as a correct record and signed by the Chairman.

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

Minute 12, Congestion problems outside Travis Perkins

The Clerk advised members that although she had written to both the branch and area managers, no response had been received indicating how Travis Perkins was to respond to the persistent and ongoing problems.

Minute 12, Election of 2006 Chairman

The Clerk advised members that she had liaised with the Temporary Clerk and although the ballot slips had been 'shredded' the result of the election was 6:4 in favour of Cllr. Crawford.

Minute 12, Overgrown PROW network

The Clerk advised members that the majority of the village PROW network was scheduled to be cut twice per year, (May/June & August/September) and that there were no funds available for the work to be carried out on a more frequent basis. PROW had provided a map showing which paths were scheduled to be cut and how often.

Minute 12, Plastic Recycling

It was reported that TMBCs Environmental Health Board were hopeful that approval would be given allowing householders to put plastics in their green bins for recycling.

c. **To receive the following competition results:**

(i) **Best Village Front Garden Competition**

It was reported that Cllrs. Shead & Street together with the winner from 2005 had judged this year's competition and that the results would be announced shortly. Prize winners and highly commendeds would be invited to attend the prize giving ceremony. Cllr. Shead suggested that in future years a specific period be set aside for the judging of the competition and that residents be informed that judging would take place within that period. Following a discussion, it was:

RESOLVED: That the usual refreshments would be provided for the prize giving ceremony and that a specific period be aside for the judging of next year's competition.

(ii) **2006 Primary School Citizenship Award**

Members were advised that the recipient of this years PC sponsored award was Kimberly Martin for her support at the school to fellow pupil Myles Miller.

(iii) **Village of The Year**

Members were advised that the village had done very well in this years competition receiving a Runner Up award in the Business category, highly commended in the Environment category and commended in both the IT and Young People categories. Arrangements were being made to collect the certificates from Action with Communities in Rural Kent.

d. **Christmas Lights**

(i) **Fundraising efforts**

The Clerk reported that she had written to all local businesses inviting them to either make a donation or fund a lighting installation only two responses had been received which unfortunately were both negative.

(ii) **TMBCs Scrutiny Review of Christmas Lighting**

Members were advised that TMBCs Scrutiny Committee had embarked on a review of Christmas lighting provisions within the borough and that one of the major recommendations would be that TMBC would provide grants for Christmas lighting schemes in local centres. East Peckham had been identified as one of the grant beneficiaries and could expect to receive a grant of £560 on condition that the grant was match funded by either the PC or other donations. Cllr. Gardner reported that the matter was discussed at the recent Parish Partnership Panel and it looked likely that the recommendation of grant for the PCs lighting project was likely to be approved. Following a discussion, it was:

RESOLVED: That an order would immediately be placed for Christmas Lighting up to the cost of £2,560, i.e. the PC budget & grant from TMBC

e. **CCTV**

Cllr. Poole reported that having been provided with the contact details of the company who installed CCTV at Hadlow he and Cllr. Street would be contacting the company, arranging for a site visit to take place and for quotations to be obtained in respect of the project.

8. **Planning Committee:**
The minutes of the meetings held on 17th July & 04 September 2006 were **RECEIVED & NOTED**
9. **Finance Committee**
- a. **Minutes of the meeting held on 04 September 2006**
RESOLVED: That the minutes of the meeting be approved as a correct record and signed by the Chairman.
- b. **Amendments to the 2005/06 accounts**
RESOLVED: The resolution of the committee to approve the amendments to the 2005/06 Accounts and the 2005/06 Annual Return was ratified.
10. **Tonbridge & Malling Borough Council:**
- a. **2006 Summer Playscheme**
The Clerk informed members that final details confirming the number attending this years Playscheme had not yet been received. But just prior to the scheme commencing there were the following vacancies:
- | | | | |
|------------|----|-----------|----|
| Week one | 4 | Week two | 6 |
| Week three | 15 | Week four | 16 |
- In order to increase the number attending and the awareness amongst parents TMBC had carried out extensive advertising. With regard to reducing the number of spaces this was something that was being looked at however due to the nature of staff contracts this had to be agreed by them in advance of the playscheme starting when attendance levels were not known.
- Cllr. Gardner reported that he had attended the Parish Partnership Panel and whilst emphasizing that the Parish Council completely supported the Playscheme he reiterated that the PC was concerned at the lack of take up with regard to weeks 3 & 4.
- Following a discussion, it was:
- RESOLVED:** That the issue would be revisited as soon as the final details for this year's scheme and the invoice in respect of week 4 had been received.
- b. **Parish Partnership Panel: Report of meeting held on 14 September 06**
Cllrs. Gardner reported that he had attended the meeting. Minutes 5d and 8a refers. The PCs thanks were extended to Cllr. Gardner for attending the meeting at short notice.
- c. **Cycling Development**
It was reported that a letter had been received from TMBC who hoped to increase the level of interest and participation in cycling. It was noted that in order to optimize interest in cycling and utilize TMBCS very own cycle routes, TMBC would like to work in partnership with cycling organisations and enthusiasts to create a calendar of cycle rides throughout the borough and was looking for keen cyclists who would like to lead short cycle rides for a group of cyclists who were possibly new to the sport. The information had been passed to the Parish Magazine and to Cllr. Poole for inclusion within the PCs website.

11. **Groups & Organisations: To receive reports from representatives**

a. **Committee of Sports Hall & Playing Field Management:**

(i) **Result of recent inspection of play equipment**

It was reported that the play area had recently been inspected. It was noted that little or no remedial works had been carried out since the last inspection and the risk to users of the equipment had increased particularly on the Aerial Runway. Included within the inspection report were quotations for the supply of 2 operator signs and repairs to the teenage shelter.

(ii) **Reallocation of TMBC & KCC Grants towards the Toddlers Play Equipment TMBC Grant**

Members were informed that TMBC had agreed to reallocate both the grant intended initially for the skatepark and the youth shelter to the toddlers play equipment project. The first £14,414 of the project costs would generate a grant of £6,697 while the remainder would generate a grant of 25%.

KCC Grant of £10,000

Members were advised that the grant could not be reallocated from the youth shelter project to the toddlers play area and unless the money was spent on a youth shelter it must be returned. An application for funding could be submitted under the Small Capital Projects Scheme but there was no way of knowing if the application would be successful. The deadline for the receipt of applications under the SCP scheme is 01 October 06. Following a discussion, it was:

RESOLVED: That in line with the recommendation of County Councillor Richard Long an application together with a covering letter would be submitted.

(iii) **Formation of new Committee & Termination of Existing Lease**

The Clerk advised members that an opinion from NALC had not been received but KAPC had indicated that it would be unlikely to differ from the advice, which had already been obtained from Longs Solicitors. The clerk informed members that she had asked the auditor for advice on how best to proceed from an accounting, audit and VAT view point. Following a discussion it was:

RESOLVED: That the PC expressed its intention to terminate the lease and instructed the Clerk to make the necessary arrangements. Notices informing residents that there was a new committee would be posted forthwith.

(iv) **Management Committee: Terms of reference & Responsibilities**

Cllr. Poole proposed that the Parish Council as landlord for the Sports Hall & Playing Fields should take over the responsibility for grass cutting, the fabric of the building, maintenance and site security. Members were of the opinion that the issues could be discussed at a future meeting when Model Terms of Reference were to be considered by the PC. The terms of reference would include the roles and responsibilities of the respective organisations.

Cllr. Gardner proposed that members meet with the Committees officers with the aim of compiling Model Terms of Reference. Following a discussion it was:

RESOLVED: That Cllrs. Poole & Street would meet with the new Committee with the aim of producing terms of reference & responsibilities.

The Clerk confirmed that she had noted that earlier this year a Model Terms of Reference publication was purchased but that the document was not in the office, as its whereabouts was not known additional copies would be obtained.

b. Community & Police Working Group

Cllrs Gardner reported that there had not been a recent meeting.

c. Tonbridge & Malling Crime Prevention Panel:

In the absence of Cllr. Street, there was no report.

d. Village Design Statement: Progress Report

The Clerk advised members that TMBC had advised that one problem with VDS's was in their adoption as a supplementary planning document. Whilst the VDS could be adopted by TMBC as a material consideration for development control purposes and there was no doubt that the VDS would provide useful information for developers and development control officers it would have limited status and may not carry much weight to an inspector if an application went to appeal. Following a discussion, it was:

RESOLVED: That the PC would not pursue the publication of a VDS but would instead consider producing a Parish Plan.

e. Allotments

(i) Report of informal meeting held between the Allotment Panel & Allotment holders on 30.6.06.

Cllr Gardner reported and drew attention to the following:

- There were no current issues
- The allotment holders were happy with the new water system
- The majority of the allotments had been allocated

(ii) Annual Review of Allotment Rents

Following a discussion it was:

RESOLVED: That allotment rents for 2006/07 would be increased from £12.00 to £12.50 for a small plot and from £15.00 to £16.00 for a large plot/two small plots.

12. Medway Valley Countryside Partnership: Riverside Communities Project:

It was reported that the Riverside Communities Project was an exciting two-year initiative taking place along the River Medway from Maidstone to Tonbridge. The project aimed at bringing to life the history of the River and the wildlife found there which would be achieved through a series of walks, events, workshops, sculptures, leaflets and information panels. The MVCP was looking for volunteers to help with the research, practical path improvements and events as well as people who had stories and memories to share. A copy of the accompanying leaflet has been forwarded to the Parish Magazine and to Cllr. Poole for possible inclusion on the PCs website

13. **KCC: Kent Free Trees Scheme**

Details of the Kent Free Trees Scheme were **RECEIVED**. It was noted that the scheme aimed to enhance and protect the environment through the planting of trees. Subject to certain exclusions, the Kent Free Trees Scheme was able to supply up to 25 native trees free of charge to any individual or group owning land including gardens and farmland. The information had been passed to the Committee of Sports Hall & Playing Field Management, Parish Magazine and to Cllr. Poole for possible inclusion on the website. Following a discussion, it was:

RESOLVED: That the issue would be considered at the next meeting.

14. **Finance**

a. **Bank Reconciliation as at 31.7.06 & 31.8.06:**The information which had been prepared by the Clerk and copied to members was **APPROVED**.

b. **Hospice in the Weald - Tree of Life**

Members were advised that the Light Up a Life Ceremony would be held at Marvillion Court on Wednesday 13 December 06 at 6.30 p.m. Whilst members had already agreed to the loan of the PCs outdoor Christmas tree lights and stand it was agreed that the PC would consider making a donation towards the cost of electricity if asked.

c. **Commemorative Tree**

The Clerk reported that having liaised with the family they had chosen a Quercus Rubra (Red Oak). The family had also provided the wording for the memorial plaque. Following a discussion it was:

RESOLVED That a memorial seat (complete circular wooden seat) would also be provided and that the total cost for the provision of the tree, plaque and bench would not exceed £700.

d. **Sports Hall & Playing Field Grant for 2006/07**

Members were advised that the current position with regard to the 2006/07 grant was as follows:

2006/07 Grant	£10,784
Less Expenditure up to 17.9.06 (excl VAT)	£13,278
Plus Refund of electricity	£2,936
Net Grant available to 31.3.07	£442
Less DD payments in respect of Gas supply to 31.3.07	£876
Overspend on 2006/07 grant	£434

Members were also advised that invoices totalling £1,622 (incl VAT) had been received for payment and that as there was no approved grant available the committee would ordinarily be asked to pay them directly but as the committees bankers had still not completed the paperwork enabling the new signatories to operate the account the committee could not make any payments. Following a discussion it was:

RESOLVED: That £2,000 would be vired from the 2006/07 contingency fund to the Sports Hall and Playing Field grant enabling the outstanding payments to be made.

e. 2006/07 S136 Grants to Village Halls & Open Spaces

Members were advised that for 2006/07 TMBC had made available the sum of £6,086 to be specifically allocated by the Parish Council to the village open spaces and halls and that village halls and organisations with open spaces had been invited to submit an application for funding. Members were further advised that as at 18.9.06 the following applications had been received

Organisation	Project & Project costs	Funding required
East Peckham Village Hall	Replacement fencing Lowest quote £2,560 Highest quote £3,940	50%
EP Methodist Church	Kitchen refurbishment £3,500	Up to £3,500
<i>*If given a grant the organisation feels that they should be able to raise some money towards the cost of the project</i>		
SH & PF Management	To be confirmed	

Following a discussion it was:

RESOLVED: That consideration of the item would be deferred in order to enable the Sports Hall and Playing Field Committee the opportunity to consider its programme of priorities and to ascertain whether funding for the toddlers play equipment would be forthcoming from KCC.

f. 2007/08 Special Works Grants: For preliminary Consideration

It was reported that an application form and guidance notes had been received in respect of the 2007/08 financial year and that TMBC had set a deadline of 27 October 06. It was noted that qualifying projects must cost in excess of £2,564. The Clerk advised members that in previous years, it had been customary to write to village organisations such as the Village Hall, PCC & Methodist Church to see whether they had any projects in mind, applications would then be prioritized by the PC and submitted to TMBC. As TMBC had set the deadline for the receipt of applications as 27 October 06, they would have to be considered and prioritized at the October meeting of the PC. Following a discussion, it was:

RESOLVED: That village organisations would be invited to submit applications.

g. Asset Register as at 31.3.06: The information, which had been prepared by the Clerk, was **RECEIVED, NOTED & APPROVED**

h. Financial Transactions

Receipts since 17.7.06

July 06	KAPC refund of overpayment (S112)	£14.00
July 06	Refund of VAT (April – June 06)	£1,404.33
August 06	Grant from KCC (Teen Shelter) (S19)	£10,000.00
September	Refund from EDF Energy (S19)	£2,936.09

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Travis Perkins	*Supplies	£18.66 Chq 2505
Kent Grassland	*Playing Field Maintenance	£446.50 Chq 2507
Total		£4,456.39

***Payments to be charged to the Committee of Sports Hall & Playing Field Grant (S19)**

15. Correspondence

It was reported that the following items had been received:

- a. East Peckham Library: 'What's Your view' - Survey & Posters
- b. Mr. Wood: Pub Style Picnic Tables for sale
- c. Local Councils Update: July 06 & August 06
- d. Synel Industries: Time & Attendance and Access Control for Councils
- e. The Clerk: July & September 06
- f. Kent Tree Warden Scheme: Information received
- g. Product Brochures received from:
 - Wicksteed Leisure: Playground Equipment
 - Glasdon: Seating Collection
 - Kompan: Play equipment brochure
 - Ernest Doe: Turf Care Show 2006
 - IOG Saltex: Play Equipment
 - Urbanscape
 - Rekk: 6 Steps to a successful youth shelter
- h. KCC:
 - Annual Plan 2006/07
 - Kent Trails (2 versions) – copied to members
 - £2 Million Pounds available for Kent Teenagers! Details of Youth Capital Fund & Youth Opportunities Fund
 - Tour of Britain Cycle Race (29 August – 03 September): Promotional Posters
- i. East Peckham Scout Group: Copy of correspondence to the Police & TMBC regarding the policing and road closure arrangements for the remembrance day parade to be held on 12 November 06
- j. Kent Police Authority:
 - Safer Awards (Kent) (Closing date 25.8.06)
 - Policing Kent 2006/09 (Summary of this years Policing Plan) (passed to Cllrs Crawford & Street)
- k. TMBC:
 - Request for Road Closure (Remembrance Day Sunday 12 November 06)
 - Business Continuity Management Advice (passed to Cllr Poole for website link)
 - Food on the Go 'Rats Campaign': Information received

- l. KAPC
 - Minutes of Meeting held on 22 June 06 (passed to Cllrs Boyle & Crawford)
 - Area Committee agenda for meeting held on 07 September 06 (passed to Cllrs Crawford & Boyle)
 - Parish News (August 06) – copied to members
 - Kent Waste Development Framework (An explanation of the current consultation)
 - m. Encams:
 - Local Environment Quality – a town & parish council guide
 - Litter & the Law – a guide for the public
 - n. Action with Communities in Rural Kent: Details received regarding funding for new parish plans
 - o. Russett Homes
 - Russett News (July 06)
 - Annual Report 2005-2006
 - Financial Statements 2005-2006
 - p. The Playing Field: Kent County Playing Fields Association
 - q. Marie Curie Cancer Care: Details received of 2K Bedgebury Pinetum Fun Run (10 September 06) & The Ladies Driving Challenge on 30 September 06 at The Hop Farm
 - r. HM Government: Fire Safety Law
 - s. SLCC & NALC: Clerks Terms & Conditions Survey 2006
 - t. Age Concern Malling: Invitation for Chairman to attend Age Concern Week on 25.9.06
 - u. CPRE: Fieldwork (September 06)
- 16. Matters for future discussion**

Cllr. Bearman

Drew attention to a request he had received from a resident in Old Road who had asked for a bus shelter. The details would be passed to the Clerk who would respond.

Cllr. Poole

Drew attention to the sightlines at 45 Hale Street and suggested that Highways carry out a safety review. The matter would be referred to Highways

The Clerk

Informed members that Burlite Ltd had confirmed that the re-enameling of the War Memorial should be carried out before the end of September 06.

- 17. Date & time of next meeting:** 16 October 06

There being no additional business, the meeting closed at 10.20 p.m.