

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE METHODIST OLD CHURCH HALL AT 20.20 HOURS ON MONDAY 19 MARCH 07**

**PRESENT:** Cllrs: Boyle, Crawford (Chairman), Crowley, Mrs. Curry, Gardner, Gress, Shead, Street & Whiteside

**ALSO PRESENT:** Mrs. K Bell (Clerk), 3 residents, Ms O'Sullivan, ACRK (for item 2) & County Councillor Long (for item 3)

**APOLOGIES FOR ABSENCE:** Received and accepted from Cllrs. Bearman & Poole and Borough Councillor Mrs. Holland

1. **Declarations of Interests:** There were none.

2. **Invited Guest: Tessa O'Sullivan, ACRK - Affordable Housing**

Members welcomed Tessa O'Sullivan to the meeting and asked her to outline the Affordable Rural Housing initiative being promoted by ACRK. The first stage of the initiative consisted of exploring the housing needs of village residents by means of a postal survey. Ms O'Sullivan set out ACRK's approach to affordable housing and said that if a survey showed a need for such housing the next stage would be to find a suitable area for such a development. Following a question and answer session, Ms O'Sullivan was thanked for attending the meeting. Members expressed an interest in carrying out the survey and would discuss the issue further at the next meeting.

3. **County Councillor**

County Councillor Long was present and drew attention to the following:

- He was pleased that the PC was liaising with KHS and that the spreadsheet was being used as the main method of communicating non-urgent faults within the village highway and footway network.
- Informed members that his grant for 2007/08 was £10,000 and he was able to offer this to parish projects within his area
- Informed members that the deadline for the receipt of Small Capital Grants was 01.10.07.

4. **Parishioners Question Time**

**Correspondence from the Friends of St Michaels**

It was reported that the wooden seat outside St Michaels Church was broken beyond repair and had been dismantled. The 'Friends' had undertaken to replace the seat when funds were available. Cllr. Shead confirmed that he was assisting 'The Friends' on this matter.

**Correspondence from Residents**

It was reported that copies of correspondence between a resident and KHS had been received. The resident was concerned that a chevron at the junction of Tonbridge Road/Addlestead Road had not been replaced. The resident had been informed that KHS had placed the chevron on order and the PC had asked to be notified when the work was to be carried out. The resident had also written to TMBC (Mr S Humphrey) in respect of a number of issues, which the PC had also raised with TMBC, the EA and the UMIDB.

**Questions from Parishioners**

A youth present had noticed that work was taking place on one of the tennis courts and asked for clarification on what was taking place. He was informed that work had started on the toddlers play area and that following this one of the tennis courts would still be available for use.

Residents present requested an update on the Parish Councils recent correspondence with Sir John Stanley MP, David Hughes (Chief Executive (TMBC) on topical flood risk issues. The Clerk provided a verbal update.

A resident drew attention to an overgrown tree at The Old Well House, Hale Street. The matter would be included on the next KHS spreadsheet.

5. **Parish Council**

a. **Minutes of the meeting held on 19 February 2007**

**RESOLVED:** The minutes of the meeting, which had been copied to members, were approved as a correct record and signed by the Chairman.

b. **Clerks report on matters arising not covered elsewhere on the agenda**

**Minute 4b, Request for Plastic Recycling Bank**

It was reported that TMBC had confirmed that there were eight plastic bottle-recycling sites across the borough with the sites nearest to East Peckham being Tonbridge Farm Sports Ground Car Park, Angel Centre, High Street Car Park West Malling and ASDA Car Park, Kings Hill. The PCs request for a plastic recycling bank had been noted together with the suggested location.

**Minute 4b, Holy Trinity War Memorial – Re-etching of names**

It was reported that the stonemason was of the opinion that the memorial did not require re etching. He was however of the opinion that the memorial did require a light clean which would be carried out prior to the 2007 Armistice. Cllr. Shead suggested that an alternative stonemason be contacted before agreeing to proceed.

**Minute 4b, Festive Lighting:** The Hop Farm festive lighting grant had been received.

**Minute 11c, 2006/07 Donations to Organisations**

Letters of appreciation had been received from Hospice in the Weald, The Kenward Trust, Farming and Wildlife Advisory Group and Victim Support Kent. It was noted that no acknowledgement had been received from CAB or Age Concern Malling

**Minute 13a, Footpath adjacent to Marvillion Court, The Freehold**

The footpath had been added to PROWS list of surface paths, which required repair and would be resurfaced within the next two years. KCC were unable to give an exact time frame for the work but would know with more certainty once confirmation of the budget allocation for 2007/08 had been received.

c. **Co-opted Members: Written Undertaking & Declaration of Acceptance of Office**

Cllr. Crowley completed his declaration of Acceptance of Office and signed his Written Undertaking. Cllr. Crowley confirmed that he would abide by the Parish Councils Code of Conduct.

d. **Annual Meeting 2007: Update**

(i) **Date & Time:** Confirmed as 02.04.07 at 19.30 hours in the Curran Hall

(ii) **Guest Speaker:** Confirmed as representatives from The Hop Farm.

(iii) **Annual Report:** Ready for distribution. Members were provided with a supply, which they would deliver to their areas of the village.

- (iv) **Billy Can Shields:** Confirmed that this years recipients would be Mr J de Coverley & Mr and Mrs Easom. Letters of appreciation had been received.

**e. Parish Council Election 2007**

The information which had been copied to members consisting of a programme of events leading from the publication of notice of election to the last day for delivery of returns in respect of election expenses together with the Notice of Election was noted. The Notice of Election had also been displayed prominently within the village.

**f. 2007/08 CCTV Project**

It was reported that the Special Works Grant in respect of the project was subject to planning permission being obtained and that TMBC had assessed the PCs detailed proposals against the Permitted Development Rights contained within Part 33 of the Town & County Planning Act. Based upon the information contained within the proposal document it would appear that a planning application would be required for some of the cameras. The Clerk confirmed that she had written to the preferred contractor and asked whether the original proposal could be amended so that it would comply with the planning requirements and provide the same coverage and benefits. Following a discussion, members:

**RESOLVED:** That a Planning Application would be submitted to TMBC if required.

**6. Planning Committee:** Minutes of Meetings held on 19 February 07 and 05 March 07

**RESOLVED:** That the minutes which had been copied to members be **RECEIVED, NOTED & APPROVED**

**7. East Peckham Playing Field Committee**

**a. Update on current issues**

- (i) **KCC Small Community Grant:** The funds had been received.

- (ii) **Management Committee**

Cllr. Crowley reported that an application to form the Management Company had been submitted to Companies House. The Management Company would be known as East Peckham Playing Field Company (EPPFC).

- (iii) **Terms of Reference & Responsibilities for the EPPFC**

Cllr Crowley reported that work was continuing on the documentation, which would be finalised in parallel with the formation of the Management Company.

**b. Sports Hall Repairs:**

It was reported that the Clerk was in the process of making preliminary enquiries with KAPC and PWLB in respect of a Public Works Loan, which would finance the Category B repairs. The Clerk had also made enquiries with ACRK in order to ascertain whether any current funding schemes were available.

It was also reported that the Peter Clymer Partnership had expressed an interest in providing the construction management service needed for the repair project and had provided details regarding his company's fees and services. It was noted that the fees would be approximately 15% of the contract price. Mr Clymer had recommended that both Category A & B repairs be carried out simultaneously as this would enable the repairs to be carried out much quicker, be more economical and would reduce the inconvenience and the loss of use of the facilities.

Whilst accepting the advice provided by Mr Clymer, members felt it was imperative that work commences on the essential Category A repairs without delay, it was therefore:

**RESOLVED:**

- (i) That Mr Clymer's project fees, services and Contract terms would be accepted
- (ii) Mr Clymer would be asked to obtain separate quotations for the Category A and Category B work
- (iii) The Category A repairs would be carried out as soon as possible.
- (iv) A PWLB application would be submitted in respect of the Category B repairs.

**c. Completion of mandate enabling electricity supply to be paid by direct debit**

The document was completed and signed by two signatories at the meeting. It would be forwarded to EDF Energy enabling payments by direct debit to commence in April 07. It was noted that the payments would be met from the PC EPPFC grant for 2007/08

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

The information, which had been prepared by the Clerk and copied to members, was APPROVED. It was noted that the current position with regard to the 2006/07 grant was as follows:

2006/07 Grant	£12,784
(Included £2,000 virement from contingency approved at the September PC meeting)	
Plus refunds	£3,279
Total Grant	£16,063
Less Expenditure up to 10.03.07 (excl VAT)	£15,948
Less anticipated DD payments in respect of Gas supply to 31.3.07	£114
Net Grant available to 31.3.07	£1 (in lieu of rent)

**e. Report from representative on other issues**

Cllr. Crowley reported and drew attention to the following:

- (i) Work had commenced on the toddlers play area. The project should be completed by Easter.
- (ii) A member's grant of £1,500 had been received in respect of a new barrier, which would be installed at the Pippin Road entrance to the car park.

**8. Community & Police Working Group**

Cllr. Gardner & Street reported and drew attention to the following:

- (i) A PCSO had been appointed and introduced to the village.
- (ii) KCC had appointed a retired police officer as the new village community warden.
- (iii) The next meeting of the Group would be held on 29 March 07.

**9. East Peckham Flood Risk: update**

Attention was drawn to the following:

- (i) A response not yet been received from Sir John Stanley MP.
- (ii) Mr Hughes (TMBC Chief Executive) had stated that 'it simply isn't good enough that we put all that effort into getting the dam constructed only for routine maintenance to fall down and leave properties at risk of flooding again. I have Steve Humphrey chasing the EA on the issue and will be in touch in the near future.'
- (iii) The TMBC led Multi Agency Steering Group would be reforming and it was hoped that a meeting would be held at the end of March.

- (iv) UMIDB had visited the drainage ditches in Addlestead Road and confirmed that they did need clearing. The matter would be discussed at the next meeting of the Steering Group. On enquiring why the work needed to be discussed at the Steering Group rather than be undertaken immediately the Clerk was informed that the work would take some time to organise because traffic management would be required and the expense of transporting the relevant material away, As at 09 March 07, the UMIDB were of the opinion that the culverts were clear.
- (v) Mr Humphrey (TMBC, Director of Planning, Engineering & Leisure Services) was urgently seeking some action to deal with a number of locations where there was a problem with the ditches. He had reiterated that the EA was responsible for the Coult Stream and that they had engaged the UMIDB as their contractors. As TMBC has had a leading role in various flood prevention initiatives in the area he was keen that the efforts of all parties be coordinated and if necessary for TMBC to take some direct action themselves. He was aiming for a thorough inspection of the Coult Stream and other key watercourses and some clearance works where necessary.

**10. TMBC:**

**a. Heritage Open Days 2007**

It was reported that the event would take place on Saturday 8 and Sunday 9 September and that the PC had been invited to nominate a property. Following a discussion, it was:

**RESOLVED:** That after liaising with the Friends of St Michaels, St Michaels Church would be nominated.

**b. Dog Control Orders**

It was reported that Dog Control Orders could now be made in respect of any land, which was open to the air and to which the public were entitled or permitted to have access (with or without payment). The PC has been invited to contact TMBCs Chief Environmental Health Officer when or if it was thinking about making a Dog Control Order.

**c. Parish Partnership Panel 08.03.07**

Members were advised that in December having asked for an item relating to the clearance of detritus left behind on road and footways following hedge cutting to appear on the agenda for discussion at the meeting the item had been omitted and the PC had not been advised beforehand. The clerk queried the matter with TMBC and received apologies from David Hughes (Chief Executive) and Mike McCulloch (Chief Engineer). The reason given for the item not appearing on the agenda was that TMBC having responded to the PCs correspondence during December and January 07 which they considered clarified the common law principles surrounding water course maintenance had assumed that the issue had been addressed, would no longer be topical and had closed the matter. TMBC had now accepted that the matter remained topical, that the need to address the issue went beyond a discussion at the Parish Partnership Panel and it was being viewed as a priority.

**d. Easy Access Guide**

The Clerk reported that she had attended a briefing on the Easy Access Guide. Members were pleased to note that East Peckham was one of only three parishes participating in the next phase of the rolling out of the Easy Access Guide across the borough. All businesses and halls within the village would be receiving an access questionnaire, which they were expected to complete and return to TMBC. The role of the Clerk as 'disability champion' would be to visit the premises of any businesses, which failed to return the questionnaire and carry out an Easy Access audit.

11. **West Kent Mediation**

It was reported that WK Mediation had supplied a copy of their annual newsletter together with current literature and details of a presentation all of which illustrated what the organisation could offer to the community. It was noted that the organisation would be pleased to give the presentation to either the PC or any other local meeting. Following a discussion, it was:

**RESOLVED:** That the information be noted

12. **Finance**

a. **Bank Reconciliation as at 01.03.07:** The information, which had been prepared by the Clerk and copied to members, was **APPROVED**

b. **Hospice in the Weald: East Peckham Light up a Life (December 06)**

It was reported that a letter of appreciation had been received thanking the PC for allowing the use of the lights and tree stand for the Village Light up a Life ceremony. A special word of thanks had been extended to Cllr. Crawford for his reading at the event and to Cllr. Shead for providing the tree at cost price. The organisers would like to make a contribution towards the electricity used by the tree lights and had asked whether the PC could assist in this respect. Following a discussion, it was:

**RESOLVED:** That having already made a donation to the Hospice in the Weald during 2006/07 a further donation would not be approved. However a small donation from the Chairman's Allowance would be made directly to Marvillion Court.

c. **Financial Transactions**

**Receipts since 19.02.07**

02.03.07	KCC – Small Communities Grant (Toddlers Play Equipment) (S19)	£10,000.00
07.03.07	The Hop Farm Country Park – Festive Lighting Donations (S10/S144)	£750.00
08.03.07	DEFRA (ACRK) Parish Plan Grant (S111)	£2,131.00
<b>Total</b>		<b>£12,881.00</b>

**Automated payments made since 19.02.07**

22.02.07	*British Gas – Sports Hall Gas Supply (S19)	£114.00
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**The following payments were approved (includes VAT where applicable)**

Mrs. K Bell	Clerks Xmas 2006 Bonus (S112)	£100.00 Chq 2569
Mrs. K Bell	Clerks Expenses March 07 (S112/ S111)	£48.37 Chq 2570
KCC (KCS)	Parish Office Stationery (S111)	£15.75 Chq 2571
Hills Office Services	Repair call out to photocopier (S111)	£69.33 Chq 2572
Woodworks Joinery	Curran Hall Security improvements (S136)	£564.00 Chq 2573
The Kenward Trust	Donation (S137 approved Feb PC)	£50.00 Chq 2574
Hospice in the Weald	Donation (S137 approved Feb PC)	£50.00 Chq 2575
FWAG	Donation (S137 approved Feb PC)	£35.00 Chq 2576
Age Concern Malling	Donation (S137 approved Feb PC)	£50.00 Chq 2577
CAB	Donation (S137 approved Feb PC)	£150.00 Chq 2578
Victim Support Kent	Donation (S137 approved Feb PC)	£25.00 Chq 2579
SLCC	Working with your Council update (S111)	£19.50 Chq 2580

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Mrs. K Bell	Clerks Salary March 07 (S112) Plus expenses (S111)	£845.37 Chq 2581
Inland Revenue	Salary Deductions 2006/07 Mrs E Jones      £450.63 (S112) Mrs K Bell        £859.46 (S112)	£1,310.09 Chq 2582
Mid Kent Water	Water Rates – allotments (S26)	£24.00 Chq 2583
Allianz Cornhill	Additional premium in respect of Increased Fidelity guarantee cover (S111)	£28.53 Chq 2584
BT	Parish Office telephone (S111) line/internet/rental	£93.22 Chq 2585
Hills Office Services	Service repairs to office equipment (S111)	£104.58 Chq 2586
EP Village Stores	Centenary Books – Refund on returned stock (S111)	£22.50 Chq 2587
<b>TOTAL</b>		<b>£3,505.27</b>
* Denotes charged to the Sports Hall PC Grant for 2006/07		

### 13. Correspondence

It was reported that the following items had been received:

- a. **KCC:** Brochures titled 'Kids Trails' & 'Explore Kent'
- b. **Hospice in the Weald**
  - News Spring 07
  - Details of Supporters Day to be held on 16.03.07 (emailed to members)
- c. **CPRE:**
  - Invitation to join Kent Branch (document returned 13.2.07)
  - Houses & Gardens 2007 (Information on discounted entry scheme for CPRE members)
  - Countryside Voice (Spring 2007)
  - Fieldwork (March 07)
- d. **Product information, brochures and details of services received from the following:**  
Glasdon (products), Celebrate St Georges Day (Memorabilia), Wicksteed Leisure: Mystical World (brochure (passed to EPPFC), Plantscape (brochure 'Perfect plants in public places'), Details of External Works exhibition to be held during April 07
- e. **NALC:** Review of the quality Town & Parish Council Scheme (latest information) - copied to members
- f. **Action with Communities in Rural Kent:** Rural Community Opinion Survey 2007 (completed and returned)
- g. **Pennine events:** The British Sportive – Tour de France Mass Participation Ride 01.07.07:
- h. **Kent Police:** Information received from New Road Safety Officer for West Kent – copied to members

- i. **KAPC Area Committee:** Details of meeting to be held on 22.3.07 (passed to Cllrs. Boyle & Crawford)
- j. **Medway Valley Countryside Partnership**
  - Riverside Memory Library Events (previously copied to members)
  - Riverside Communities Project (update received) - copied to members
- k. **SLCC:**
  - The Clerk (March 07)
  - Details of Calor Village of the Year Competition
- l. **GC:** Government Computing Magazine (March 07) (passed to Cllr. Poole)
- m. **Craigdene Ltd:** Training Opportunity regarding the administrative side of children's playgrounds (details emailed to members)
- n. **TMBC:**
  - Standards Committee: Report of meeting held on 24.1.07 together with paperwork in respect of meeting held on 07.03.07
  - Smoke Free Public Places: Information received on free surgeries and seminars to all businesses across the borough.
  - Weekend Household Bulky Refuse Service 24 March – 23 June – copied to members
  - Parish Office: Small Business Rate Relief 2007–2008: Application form received & returned
  - Mayors Charity Cycle Ride (15.4.07): Information copied to members
- o. **NALC:** Local Council Review (March 2007)
- p. **Local Councils Update** (March 2007): Extracts on 'New approach to urban flooding' & 'New powers will help local authorities work together on waste' copied to members.
- q. **British Gas:** Billing information received
- r. **The Kent Men of the Trees**
  - Arbor (Spring 07) – passed to Cllr. Shead
  - Details of AGM to be held on 21.04.07 – passed to Cllr Shead
  - Programme of events for 207 – passed to Cllr. Shead
- s. **Clerks & Councils Direct (March 07):** (extracts on an article 'The Local Government and Public Involvement in Health Bill 2007 – The Parish Perspective copied to members and report from ROSPA regarding inspections of play equipment copied and passed to EPPFC)
- t. **DEFRA:** Getting to Grips with the Clean Neighbourhoods and Environment Act 2005 – a Parish Council Guide to Environmental Enforcement: Information brochure received
- u. **Kent Fire & Rescue Service:** Fire Service Update (Information copied to members)
- v. **Le Tour de France in Kent:** Information leaflets received (distributed to members)

**14. Matters for future Discussion**

**Cllr. Gress**

Drew attention to the depleting stock of footpath maps. As up to date information was now included on the Parish Council Website there was no need to reprint additional maps.

**Cllr Crowley**

Informed members that there would be an Open Day for the Toddlers Play Area, which the Management Committee would arrange.

**15. Date of Next Meeting: 23 April 07**

There being no additional business the meeting concluded at 22.00 hours

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