

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 2 MARCH 2015, 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mrs T Dean (Chairman)
Mr K Bullard
Mr J Galloway
Mr S Harriot
Ms H Marlor
Mr R Selkirk
Mrs Y Smyth
Mr P Stevens

Also in attendance:
Borough Cllr Mrs Luck
Mrs Molly Potts (Chairman, Malling Society)
Mrs Eileen Vago (Treasurer, Malling Society)
Mr B Tyson (KM correspondent)

Minute		Action by	Action taken	Response
15/104	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Turner and Mr West			
15/105	<u>DECLARATIONS OF INTEREST</u> – None other than those routinely declared			
15/106	<u>MINUTES</u> of the meeting held on 2 February 2015 were approved and signed			
15/107	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda – None			
15/	<u>CHAIRMAN'S ANNOUNCEMENTS</u>			
108.1	HMRC Tribunal – Mrs Dean reported that the Tribunal would be held on 12 June 2015 in Ashford			
108.2	Parish Office – Mrs Dean reported that Mr Colin Smith (on behalf of MMI Trustees) had asked Riddance to assess the problem of damp in the office			
108.3	Cricket Club Lease – Mrs Dean had received a revised draft from Mr Richards but it required further revision so had been returned to him.			
15/109	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> – None			
15/	<u>POLICING MATTERS</u>			
110.1	Policing Report – the report from PCSO Harrison is appended to these minutes (Appendix 1). PCSO Harrison had tendered his apologies and explained that unfortunately he would be unable to attend Monday evening meetings as his shift patterns had been changed. He might however be able to attend if he were given sufficient notice (say two weeks' notice) and an indication of specific topics which members wished to discuss.			

	Mrs Dean reminded members that PCSO Harrison had been helpful with community issues e.g. horses running loose, and he had also arranged security marking of bikes for school pupils.			
110.2	<p>Members agreed that the Clerk ask PCSO Harrison to attend the next Full Council meeting on 13 April 2013 with a view to discussing the following topics:</p> <ul style="list-style-type: none"> ❖ Distraction crimes and scams aimed particularly at elderly residents ❖ Keying of cars in Police Station Road, of which there had been yet another incident – members suggested the deployment of the “wildlife” camera ❖ Introduction of “No Cold Calling Zone” which WMPC had requested some time ago. 	Clerk	✓	
110.3	Mobile Police Station – notification had been received of MPS to visit WM High Street on 6 March 2015, 20 March 2015, 10 April 2015, 24 April 2015, 8 May 2015 and 22 May 2015 (12noon – 1pm)			
15/111	<p><u>WM PARKING REVIEW</u></p> <p>Mr Bullard had prepared a briefing note (see Appendix 2). Mrs Dean pointed out that the change of the timings for the Tesco layby ought to be added.</p> <p>Mrs Dean complained that the meeting of the T&MBC Steering Group held on 11 February 2015 had had no agenda, no structure and no paperwork provided in advance of that meeting. (see minutes of WMPC’s HT&S meeting held on 16 February 2015: minute 15/88 refers)</p> <p>Survey (Open) Day Members agreed that WMPC fund a Survey Day. This had been agreed in principle at the meeting on 11 February 2015 but no response received in writing. Mrs Dean had e-mailed Mr Mike O’Brien. It was suggested by members that the School Hall of WM CEP School be used. Mrs Dean had contacted the School to ascertain their availability: the dates suggested were the evening of Friday 10 April 2015 or Friday 17 April 2015, with also the following Saturday morning in either case. The cost would be £15 p.h.</p> <p>Mr Harriott commented that he felt it was unacceptable that T&MBC did not respond when Mrs Dean had contacted the T&MBC Chief Executive. Mrs Dean explained that normally WMPC received responses within a reasonable time.</p>			
	Clerk to place an item on the agenda for the next HT&S meeting to be held on Monday 20 April 2015: to draft members’ concerns about the issues concerning the Parking Review e.g. provision of agenda, minutes, etc.	Clerk	✓	
	<p>Joint Parish Councils Traffic Consultative Group Mr Bullard reminded members that the next meeting of the Joint Parish Councils Traffic Consultative Group would be on 19 March 2015; Mr Steve Humphrey (T&MBC Director of Planning, Housing & Environmental Health) would be attending so possibly some of these issues would be resolved.</p>			
15/112.1	<p><u>STREETLIGHTING</u></p> <p>Mr Bullard referred to the following e-mail from Ms Sue Kinsella (KCC Streetlighting Manager) to Mrs Dean on 17 February 2015:</p> <p>“1) Mercury lighting - I have been in contact with a representative from Philips who has advised me that you can carry on using mercury lamps them as the ban only effects the selling of the MBFU lamps into the EU. If your contractor still has some in stock it is understood that these can still be installed, as they have already been purchased before the ban. If you require further information, my contact at Philips is Chris Watson and he would be happy to talk to you. Chris can be contacted on his mobile: 07826 950593 or via e-mail on: christopher.watson@philips.com</p> <p>2) We discussed the possibility of retro-fitting a LED light source into your existing ornate/heritage lights if they fail prior to our contract being available. I have approached a company that we have recently used for this purpose and they would be happy to explore if this option is possible with your lights.</p>			

	<p>The company is Carbon Reduction Technology and the contact is William Robson who can be contacted on 01422 833578 / 07817474905 or via e-mail on willie.robson@carbonreductiontechnology.com</p> <p>3) We discussed the possibility of you visiting the street lighting distributor, Marwood Electrical Company Limited to look at LED lights. I have been in contact with them and they would be happy for you to take a look around their show room. Please contact Dave Player with dates when you would be available. Dave can be contacted on 07787104650 or via e-mail on DavidPlayer@marwoodelectrical.co.uk. The main office is located at Maidstone Road, Paddock Wood, Tonbridge, Kent, TN12 6DR.</p> <p>4) I have informed the project manager for the LED contract that you are interested in utilising our contract to upgrade your lights to LED. Obviously it is early days and we cannot advise which locations will be upgraded first, but will of course keep you informed as the project progresses.</p> <p>5) We are happy to assist with advice regarding the possible adoption of lights, following upgrade. Please send your inventory to Dan Pritchett once it has been updated and we will review which roads may be possible for adoption.</p> <p>I trust the above covers the items we discussed, but if you have any further queries, please do not hesitate to contact me. “</p> <p>Mrs Dean explained that KCC was <u>obliged</u> to take on responsibility for such streetlighting which had been upgraded to their adoptable standards. Having adopted such a scheme would mean that KCC would be responsible for the maintenance costs in future. However most of the existing lighting in WM would require additional columns (which would have to be paid for by WMPC) to bring it up to adoptable standard and these were not considered desirable. Also, KCC would not accept wall brackets as part of a potentially adoptable scheme.</p>			
112.2	<p>Part-night Lighting</p> <p>Mrs Dean reported that KCC had agreed to part-night lighting without consultation, and then consulted on which lights would be affected. The consultation protocol required an equality assessment but this had not been carried out. Mrs Dean reported that a complete review of KCC policy was to be launched.</p>			
112.3	<p>Next HT&S Agenda</p> <p>The Clerk was to place an item on the agenda for the next meeting of WMPC’s HT&S Committee meeting (20 April 2015) to consider the e-mail from Ms Kinsella.</p>	Clerk	✓	
15/113	<p><u>FLOODSAX</u></p> <p>Mr Bullard had drawn up a briefing note (see Appendix 3) and tabled some leaflets.</p> <p>Mrs Dean reported:</p> <ul style="list-style-type: none"> ❖ T&MBC were purchasing these ❖ Mrs Dean considered Floodsax to be useful and could be distributed amongst various properties ❖ It was agreed that Floodsax were much better than sandbags <p>Ms Marlor pointed out that the deployment of Floodsax could be linked in with the Resilience Plan.</p> <p>Mr Selkirk reported from the Frog Lane residents that they had sufficient stock at present.</p> <p>Mrs Dean proposed that consideration of possible purchase of Floodsax be deferred until a Resilience Plan had been set up. This was agreed unanimously. (see minute 15/114 below)</p>			

15/ 114	<p><u>EMERGENCY PLAN FOR THE PARISH</u></p> <p>It was agreed that the Clerk request assistance from the Kent Resilience Team for the preparation of an Emergency Plan for the Parish. The Clerk was to invite KRT to attend a dedicated meeting arranged by WMPC. It was suggested that the PCSO be invited to be become involved.</p> <p>Mr Selkirk reported from the meeting of the Village Hall Management Committee that they (VHMC) would be happy to be involved.</p> <p>It was suggested that copies be obtained of the Resilience Plans of other parishes.</p>	Clerk	✓	
15/ 115	<p><u>KENT COMMUNITY RAIL PARTNERSHIP</u></p> <p>An invitation had been received to attend the Annual Stakeholders Meeting on Thursday 26 March 2015, 2pm @ The Lecture Theatre, Sessions House, County Hall. Ms Marlor indicated that she would like to attend. The Clerk was to forward the information to Ms Marlor.</p>	Clerk	✓	
15/ 116	<p><u>ACCOUNTS FOR PAYMENT</u> totalling £5,744.59 were approved; this included a payment of £12.72 approved under Section 137. It was noted that payments totalling £776.22 had been approved at quorate meetings since the previous Full Council.</p>			
15/ 117	<p><u>FUNDING INFORMATION</u></p> <p>Receipt was noted of "Inside Track" issue 224 from KCC. This included details of the Funding Fair to be held on Tuesday 21 April 2015 @ Chatham Maritime at a cost of £15.</p>			
15/	<p><u>MATTERS FOR REPORT</u></p>			
118.1	<p>Amenities Committee – the draft minutes of the meeting held on 9 February 2015 were received.</p>			
118.2	<p>Highways, Transportation & Streetlighting Committee – the draft minutes of the meeting held on 16 February 2015 were received.</p> <p>Meeting with Gas Mains Contractor – Mr Bullard agreed to provide the Clerk with some possible dates for a meeting. [meeting agreed for Friday 20 March 2015, 11am]</p>	KB	✓	
118.3	<p>Planning Committee – the draft minutes of the meeting held on 17 February 2015 were received.</p>			
118.4	<p>The Malling Society – Mrs Potts reported:</p> <ul style="list-style-type: none"> ❖ The Malling Society was getting ready for opening at Easter ❖ Residents of Douces Manor were using the storage area which was intended for use by the Malling Society ❖ Mrs Potts reported that there were still unresolved issues regarding the Twitch Inn which they had not been able to resolve with Ethical Leasehold Management <p>Service Charges Mrs Dean reported that she had tried on several occasions to contact Beechcroft Developments but had received no reply. Mrs Dean had eventually spoken to Mr Stuart Brunson (Area Manager, Ethical Leasehold Management) and had explained that WMPC was not trying to avoid paying the service charges but required an explanation as to how these had been calculated. Mrs Dean asked Mr Brunson to re-assess the calculation on the basis of "reasonable charge" as stated (but not defined) in the lease between WMPC and Beechcroft.</p> <p>Mrs Dean had stressed that members of the Malling Society were NOT to be excluded from the property.</p>			

118.5	Malling Action Partnership – Mrs Dean had nothing to report.			
118.6	Rotary House – there was nothing to report.			
118.7	<p>Village Hall Management Committee – Mrs Turner had reported as follows:</p> <p>“</p> <ol style="list-style-type: none"> 1. Audit carried out by Norman Coppock and copy sent to Charitable Accounts Fund. 2. High level cleaning has been carried out. 3. Low efficiency lighting installed in offices and store rooms. 4. Heating now monitored by new thermostat 5. Small amount of vandalism to gutter 6. Disabled toilet in process of being updated. <p><u>It is noted that most of the maintenance is now carried out by Chris Gosney</u></p> <ol style="list-style-type: none"> 7. It was agreed to ban E Cigarettes 8. Agreed that Resilience point at the Village Hall could be a good idea. 9. Have agreed that a defibrillator could be fitted, only if it was installed inside the building. Half of cost to be funded by Trudy. 10. Hallmark Level 3 requirements discussed but very little work to be carried out before application could be made . 11. The meeting was followed by a small celebration for 40 years of the hall’s opening, and was attended by past committee members, parish councillors and a few of those involved fund raising. Report and photos to be sent to KM and Downs Mail in due course “ <p>The 40th anniversary celebration on 25 February 2015 had been attended by Mr Selkirk and Mr Stevens on behalf of WMPC, and also Mrs Turner and the Clerk as Trustees.</p> <p>Defibrillator – Mrs Dean had agreed to fund 50% of the cost from her KCC fund but on the understanding that these were installed on the <u>outside</u> of the building. It was hoped to install defibrillators also at St Mary’s Church and the Baptist Church.</p>			
118.8	School Governors – no report			
118.9	Christmas Lights Committee – no report			
118.10	Chamber of Commerce – no report			
118.11	Tonbridge & Malling Borough Council – receipt was noted of the minutes of the Parish Partnership Panel meeting held on Thursday 19 February 2015.			
118.12	<p>KALC/NALC/ACRK – receipt was noted of:</p> <ul style="list-style-type: none"> • KALC “Parish News” February 2015 • ACRK “Oast to Coast” publication – Spring 2015 			
15/119	<p><u>MEETING DATES</u></p> <p>Next Full Council – Monday 13 April 2015</p> <p>Amenities Committee – Monday 9 March 2015 (concentrating on Allotments); it was agreed that there would be no meeting of the Amenities Committee in April</p> <p>Finance & General Purposes Committee - Monday 16 March 2015 [subsequently cancelled]</p> <p>Planning Committee – Tuesday 17 March 2015</p> <p>Highways, Transportation & Streetlighting Committee – Monday 20 April 2015 @ Clout</p> <p>Macey’s Meadow Advisory Committee - Wednesday 15 April 2015</p>			
15/120	<p><u>REPORT OF BOROUGH COUNCILLORS</u></p> <p>The report from Borough Cllr Mrs Luck is appended to these minutes (Appendix 4)</p>			

<p>15/ 121</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>Cnty Cllr Mrs Dean reported:</p> <ul style="list-style-type: none"> ❖ KCC budget to increase by 1.99% ❖ Consultation to take place <i>re</i> Local Liaison Officer Mr James Harman operating on a job-share basis ❖ Child sexual exploitation more common than previously thought; there is a report showing the signs to look out for ❖ Defibrillators - Mrs Dean had agreed to fund 50% of the cost from her KCC fund but on the understanding that these were installed on the <u>outside</u> of the building. ❖ It was hoped to install defibrillators at WM Village Hall and also at St Mary’s Church and the Baptist Church. 			
<p>15/ 122</p>	<p><u>CORRESPONDENCE</u> was received as detailed on the separate sheet</p>			
<p>15/ 123</p>	<p><u>CONFIDENTIAL ITEM</u></p> <p>It was agreed that in view of the confidential nature of the business to be transacted it was advisable in the public interest that the public and press be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to meetings) Act 1960</p>			
<p>15/ 124</p>	<p><u>EMPLOYMENT OF ASSISTANT CLERK</u></p> <p>It was agreed unanimously that Mrs Howard should continue to be employed as the Assistant Clerk at least until the Parish Council elections on 7 May 2015.</p> <p>Members and the Clerk reported that Mrs Howard’s work had been very good.</p>			
	<p>There being no further business, the Chairman thanked members for attending and closed the meeting at 9.35pm</p> <p>Signed.....</p> <p>Date.....</p>			

APPENDIX 1 (POLICING REPORT)

Parish council

West Malling Council, monthly update for February 2015

Note report covering 1st-25th February .PCSO not on duty 25th-3rd March 2015

Crimes of note

Burglary

-A Hairdresser's in the high street was burgled and the front and rear windows were damaged when it was broken into and money from the till taken. A hammer was found nearby, it may have been used to gain entry,

Enquiries are on-going.

-A public house in the high street had money taken from the till when a group of people entered the restaurant area and was asked to wait for a table, Suspects have been identified.

Enquiries are on-going

Theft

-Money was taken from an ATM machine in the high street, after a person who withdrew a large amount of money from the machine forgot to take it.

No future lines of enquiry.

Theft from a motor vehicle

-Persons gained entry to a vehicle that was parked on Ryarsh lane after leaving the boot unlocked overnight, some petty cash was taken.

Enquiries are on-going.

Theft –shoplifting

-1 from Tesco High st , Enquiries on going

-1 from Tesco High st Enquiries on going

Criminal Damage

-A vehicle parked in King st overnight had the driver's door smashed ,

-a number of people are helping the Police with their enquiries.

-A vehicle parked overnight on Police station road was scratched and damaged

-Enquiries are on-going.

Anti-social behaviour and other incidents of note

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Updates of previous reported issues

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.APPENDIX 2 (PARKING REVIEW)

WEST MALLING PARISH COUNCIL REPRESENTATIVES NOTES OF MEETING OF WEST MALLING PARKING REVIEW STEERING COMMITTEE. FEB 11th 2015

1. THE SURVEY :- WMPC felt the survey was unsatisfactory in its timing and approach and that this resulted in a poor response rate. Additionally the analysis did not differentiate between those who were in support of the principle of residents' parking but did not like the detailed proposals, and those who opposed the scheme. All appeared to have been counted against.

2. THE SURVEY RESULTS FROM T&MBC :- as presented the WMPC Representatives declared no clear mandate existed on the residents parking issues and that therefore only the most clear cut safety related aspects of the report could be taken forward immediately to the Formal Approval Process. We were advised these would not be implemented until Spring 2016!

- Junction protection proposals for Fartherwell/Offham
- Double Yellow Line near the Flats for disabled people by Manor Farm entrance Offham Road
- Change of timing of loading bay near Tesco
- Swan Street (removing disabled bay marking not now needed)
- Residents parking zone opposite Wheatsheaf on London Road

3. IMPROVING THE SURVEY FEEDBACK DATA:- Most importantly WMPC proposed it should facilitate a "Survey Day(s)" at a venue in central West Malling, supported by T&MBC with assistance of detailed MAPS; Technical Support etc. . The aim would be to get responses at the event from Residents and Businesses, so that we have a real mandate for the Permit and Priority Proposals. If we can get this done in March there will be no impact on the T&MBC timetable for implementing the Parking Changes.

We had asked for officers to make a dedicated visit to a Chamber of Commerce meet.

4. PERMIT ALLOCATION POLICY:- TMBC advised that they had no specific policy with regard to the allocation of permits either for residential or for the long stay car park, other than first come, first served. WMPC suggested that on-site parking provision should also be taken into account,

5. PARKING ENFORCEMENT:- WMPC pointed out that the effectiveness of all these schemes relied on enforcement which was currently insufficient. We pointed out that we had written to TMBC with an offer to discuss part funding an enforcement officer for an experimental period to see if fines collected covered the cost of the officer (now operating in Cornwall) We would require evening and weekend patrols. This could possibly be done with support from other nearby parishes.

6. OTHER INFORMATION FROM T&MBC:-

- The T&MBC Steering Committee Chairman said it was not possible to have a different level of enforcement in one area than another. However this seems to go against the principle of localism.
- NB The questionnaire on residents parking contained a question about limiting permits to those without on-site parking which, it was accepted, does not exist elsewhere in the Borough

APPENDIX 3 (FLOODSAX)

Site Meeting; Demo of Floodsax. 18-Feb-2015

Present Trudy Dean and Keith Bullard.

David Walsh of FloodSax® travelled from High Wycombe to this meeting.

FloodSax® were patented by Richard Bailey as a development of his product called blastsax which are used by the military to contain the explosive effect of IEDS. They began sale in 2007 and are now used all over the world.

Each case of 20 saxs i(4 packs of 5) £99.75 [inc delivery and VAT](#)

A pallet of 400 sax approx [£1995.00 inc delivery and VAT](#)

They can be purchase direct from FloodSax® **by the pallet** and delivery is free to one location where we would have to arrange storage or distribution, preferably to a number of residents to ensure access in an emergency. Smaller quantities can also be purchased **by the case** from Obart Pumps on the 20/20 industrial estate at Coldharbour, and/or Jewsons & Travis Perkins.

Product Description

A case of 20 FloodSax® weighs 16 kg. about the weight of a small suitcase.

A pallet of 400 sax measures a cubic metre

Boxes containing 200 FloodSax® can be accommodated in the back of an estate car with rear seats laid flat.

Within each box are sealed carrier bags of 5 sacs each..

Unsealed sax have a shelf life of 5 years.

Performance

Each FloodSax® absorbs 25 litres of water in approx 5 mins (less in warmer conditions)

The outer case of the FloodSax® is made of very strong polypropylene which allows it to be lifted when saturated without as much damage as sandbags incur. When there is warning of a flood the FloodSax® should be laid out and dampened with a hose or doused to begin the absorption process and increase the weight of the Sax to prevent them blowing away.

Because FloodSax® retain their rectangular shape it is possible to get a tighter seal along the edge between sax compared with sandbags. A wall of sax can be built in the same way as bricks with each subsequent level overlaying the joint in the layer below.

Sax can be laid in a curve against doors and airbricks and the seal is increased by inserting a sheet of plastic between the door/airbrick and the sax. For added leak protection, further sax can be laid inside the house door as they retain moisture without seepage onto floors.

FloodSax® can be rolled and inserted into the toilet pan, where they expand and seal the toilet from rising contaminated floodwaters. Because of their light weight and easy storage, as flood waters rise, additional sax can be added as required, reducing the number used to the minimum required.

If the FloodSax® purchased prove not to be sufficient, the wall can be topped up with sandbags. As flood waters subside the sax will dry out and 'deflate' after about 7 days. On contact with water again they will swell again but only to about 70 percent of their previous capacity. This process will continue with the sax becoming less efficient with each absorption phase.

FloodSax® can be used to absorb small amounts of residual water after pumping out, or domestically to collect water from leaks, blocked sinks or areas of damp. As FloodSax® dry out they should be weighted down with eg stones, bricks to ensure they do not blow away.

Except for the outer case, the content of the sax are biodegradable, so they can be disposed of simply by splitting the case and tipping the contents onto the garden or similar and it will disappear in a few days. They are not regarded as hazardous waste and so can go to landfill or into skips.

**APPENDIX 4
REPORT FROM BOROUGH CLLR MRS LUCK**

West Malling Parish Council 2nd March

Councillors Report

The magnolia tree next to the roundabout at the bottom of Town Hill is still there this morning

The Tonbridge and Malling Council have fixed the Council Tax at 1.99%

The problem raised at the Parish Council meeting, reference the Steering Group meeting at Tonbridge and Malling Council.

Minutes were taken by Andy. There has not been any correspondence from the Tonbridge and Malling Council because they were waiting for Trudy Deans views !!!

Mains Gas works

The previous contractor has ceased trading. There will be a meeting with the Chamber of Commerce and the Parish Council as there might have to be a closure at Swan Street and High Street, date to be arranged