

WEST MALLING PARISH COUNCIL

**MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 4 JANUARY 2016, 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING**

Present: Mrs T Dean (Chairman)

Mr S Harriott

Mrs L Javens

Mrs C Lane

Ms H Marlor

Mr R Selkirk

Mrs Y Smyth

Mr P Stevens

Also in attendance:

Borough Cllr Mrs Luck

Mrs A Turner (VHMC representative)

Minute		Action taken	Response
Minute		Action by	
16/ 01	APOLOGIES FOR ABSENCE were received from Mr Bullard, Mr Carroll and Mr Galloway; also from Borough Cllr Miss Shrubsole, PCSO Harrison and Mrs M Potts (chairman, Malling Society)		
16/ 02	<p>DECLARATIONS OF INTEREST</p> <p>In addition to those routinely declared, Ms Marlor and Mr Selkirk each declared an interest in 16/10 as allotment tenants. Mr Stevens declared an interest in 16/03 as a member of the Town Malling Club. Ms Marlor declared an interest in 16/03 as the owner of property adjoining the Cricket Meadow.</p>		
16/ 03	<p>MINUTES of the meeting held on 7 December 2015 were approved and signed. The Chairman signed each page individually of the Appendix 2 to those minutes which listed the nominations under the Community Right to Bid (minute 15/606 refers). The intention had been to submit the list in its entirety but Mr Selkirk reported that he had subsequently been informed that it was necessary to submit a separate nomination in respect of each asset. Mr Selkirk would arrange for this to be carried out.</p> <p>The Clerk asked for clarification as to minute 15/620 for Contract of Employment for Assistant Clerk as the Clerk had left the meeting when that had been discussed.</p> <p>Mrs Dean informed that a final draft of the contract would have to be drawn up.</p>	RS	
16/	MATTERS ARISING from the minutes not otherwise on the agenda		
04.1	(15/602.2) Remedial Works to Wall on Town Hill – Ms Marlor reported that this work had started.		
16/	CHAIRMAN'S ANNOUNCEMENTS		
05.1	<p>Mr John Lander – Mrs Dean was sad to announce the death of Mr John Lander; he had been one of the few surviving members of the former Malling RDC, and then T&MBC. He became an honorary alderman in 1991 and was a long-time supporter of the Church and of the Malling Society.</p> <p>Those present at the meeting observed a short period of silence in his memory.</p>		

16/	QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS			
06.1	KALC Chairmanship Conference – Ms Marlor indicated that she would like to attend this conference on Friday 26 February 2016 (in addition to Mrs Dean). Clerk to book a place for Ms Marlor. Mrs Dean proposed from the chair that WMPC meet the cost of Ms Marlor's attendance. This was agreed unanimously. Clerk to note	Clerk	✓	
06.2	Streetlight, Junction Lavenders Road/Swan Street – Mr Selkirk reported that this light had been working on Christmas Day but had subsequently stopped working again. This was to be reported again to Mr Bonner.	Clerk	✓	
16/	POLICING MATTERS			
07.1	Policing Report – although not able to attend in person, PCSO Harrison had provided his report, which the Clerk had already circulated to members. (see Appendix 1) Mr Selkirk commented that there had been some incidents of anti-social behaviour which did not appear in this report. Members were on the whole not satisfied with the standard of reporting by the police. Mrs Dean agreed to discuss this with Chief Inspector David Pate	TD		
07.2	Other Policing Matters – Mr Selkirk reported that there had been thefts from the Ryarsh Lane allotments at the Macey's Meadow end. It seemed that the problem of anti-social behaviour was starting again. Sgt Boxall was aware of this. Mrs Dean reported that there was a need to review CCTV for the whole site including the school; Mrs Dean would be arranging a meeting with the school.	TD		
16/ 08	KENT FIRE & RESCUE – Safety & Wellbeing Plan 2016-2018 WMPC was invited to consider its response (deadline 16 January 2016) Mr Selkirk expressed the view that he was opposed to any cuts to Larkfield Fire Station. He also stressed that there was a need to obtain additional funding e.g. Section 106 from developers Mr Stevens commented that he welcomed the support for paramedics. Mrs Dean explained that working practices were changing. Ms Marlor agreed to formulate some comments for submission before 16 January 2016.	HM	✓	*
	[* see Appendix 2 for comments submitted]			
16/ 09	REVIEW OF T&MBC HOLIDAY ACTIVITY PROGRAMMES WMPC was invited to consider its response to T&MBC's letter dated 3 December 2015 (deadline 15 January 2016) (see Appendix for T&MBC's letter) Mr Selkirk reported that he had been informed by T&MBC that 116 young people had attended the last week of the Playscheme in WM. He was of the opinion that T&MBC ought to look at the way in which they administered the scheme. Mr Stevens reported that the Activate operated mainly outside of the WM area so that WM had direct benefit of only one of these schemes. Members were broadly sympathetic but in the absence of breakdown of costs found it difficult to prioritise the options.			
	The Clerk responded as follows on behalf of WMPC: "Thank you for your letter dated 3 December 2015 seeking the views of the members of this Parish Council regarding your holiday activity programmes."			

	<p>My members value the provision of these activities, particularly the Playscheme, and are sympathetic to the constraints within which you are working but in the absence of detailed breakdown of costs find it difficult to prioritise the options. It would be helpful if we were provided with such costings.</p> <p>We wish to be kept informed please of the outcome of this Review"</p>	Clerk	✓
16/ 10	<p><u>ALLOTMENT TENANCY AGREEMENT</u></p> <p>Members were asked to consider the amendment recommended by meeting of the Amenities Committee held on 14 December 2015 (minute 15/628 refers) requiring:</p> <ul style="list-style-type: none"> • Addition of an extra clause stating that individual tenants are required to maintain the internal hedge adjacent to their plot. Taking care to avoid times when birds are nesting. <p>Mr Stevens explained that this was set out in the covering letter to tenants but not explicitly stated in the Tenancy Agreement.</p> <p>It was noted that the terms of the Tenancy Agreement relating to dogs allowed on the site had been discussed and agreed at Full Council (minute 15/605 refers).</p> <p>These amendments would take effect from November 2017.</p>		
16/ 11	<p><u>CIVIC SERVICE</u></p> <p>Mrs Dean had received an invitation to the Lord Lieutenant's Civic Service at All Saints Church, Maidstone on Tuesday 15 March 2016, 11am.</p> <p>Mrs Dean was unable to attend but Ms Marlor agreed to attend on behalf of WMPC.</p> <p>Clerk to respond to invitation.</p>	Clerk	✓
16/ 12	<p><u>ACCOUNTS FOR PAYMENT</u> totalling £4,545.22 were approved; this total included a payment of £150 authorised under Section 137.</p>		
16/ 13	<p><u>RESEARCH WORKER POST</u></p> <p>Mrs Dean reported that terms of reference had been issued including preparatory work on parking and other issues.</p> <p>Mr Richard Byatt was the sole applicant out of the original group who had continued.</p> <p>Mrs Dean, Mr Bullard and Mr Selkirk had met him and were happy that he could do the job.</p> <p>It was agreed to defer the decision until after the special Full Council meeting later in January [subsequently agreed for 18 January 2016].</p> <p>Mrs Dean agreed to circulate the terms of reference, Mr Byatt's CV and application.</p>	TD	
16/ 14	<p><u>PROVISION OF HARD COPIES OF PAPERWORK AT MEETINGS</u></p> <p>The Clerk explained that copies of the draft Committee minutes were made available at Full Council; those not used were taken to the appropriate Committee meeting. There were often people at those meetings who did not have access to e-mail or printer e.g. some allotment tenants.</p> <p>It was agreed that the Clerk provide (say) 3 or 4 copies for members of the public.</p>	Clerk	
16/	<u>MATTERS FOR REPORT</u>		
15.1	<p>Amenities Committee – the draft minutes of the meeting held on 14 December 2015 were received.</p> <p>Mr Stevens reported that the tree work in the Churchyard was now back on track.</p> <p>(15/637) Clean for the Queen – 4-6 March 2016 – Mr Stevens reported that there had been no volunteers to help with this. Ms Marlor expressed concern about the disposal of rubbish as she felt extra bins would be needed in the High Street.</p> <p>Land Next to Age Concern, Lime Tree – Mrs Liz Guthrie (T&MBC Landscape Officer) had</p>		

	<p>reported:</p> <p>"I had a quick look at this and there is quite extensive decay at the base and a number of Ganoderma bracket fungi indicating internal decay. Under the circumstances, it may be best to get a qualified tree surgeon nor arboriculturalist to report on its condition and make recommendations "</p> <p>The Clerk was to ask the Assistant Clerk to obtain advice from arboriculturalists on T&MBC's list of contractors and in particular approach Down to Earth.</p>	Clerk	✓
15.2	<p>Planning Committee – the draft minutes of the meeting held on 15 December 2015 were received.</p> <p>(15/646.3) TM/15/03570/LB – Listed Building Application – to drill and inject a horizontal chemical damp proof course, remove plaster to 3ft and replace with a specialist salts resistant plaster. A final coat of multi-finish plaster will be applied at 53 Swan Street for Mr Nicholas Pittman] the Clerk was asked to submit comments of [No objections]</p>	Clerk	✓
15.3	Macey's Meadow Advisory Committee – the draft minutes of the meeting held on 24 November 2015 were received.		
15.4	Malling Action Partnership – see Mrs Dean's KCC report (minute 16/18 below)		
15.5	Rotary House – it was noted that their office in West Street had closed.		
1.6	<p>Village Hall Management Committee – Mrs Turner reported that groups of youths were starting to congregate outside the Hall again; the hirer had that evening had to call 999.</p> <p>Mrs Turner suggested that possibly a post or barrier be installed at the side of the Village Hall to prevent access for vehicles. It was agreed to consider this at a meeting of the Amenities Committee.</p> <p>Clerk to liaise with Assistant Clerk.</p>	Clerk	✓
15.7	Malling Society – Mrs Dean reported that the Malling Community Choir had approached the Malling Society to discuss the possibility of twinning with a choir in conjunction with the Malling Society's friendship group.		
	Mrs Dean reported that a bill had been received from ELM for service charges in the sum of £1,155.30.		
15.8	Christmas Lights – Mr Neil Cornford had sent e-mails to the Clerk but these had not been received for some reason. Mrs Dean had therefore contacted Mr Cornford to explain what was required.		
15.9	<p>Chamber of Commerce – members were reminded that WMPC was holding funding in the sum of £7,465 from T&MBC.</p> <p>The Chamber of Commerce had asked WMPC to transfer this funding to the Chamber's account but this had not yet been carried out.</p> <p>Mrs Dean had e-mailed Mrs Michelle Lane (Soles with Heart shop) and Mr Martyn Ives from the Tile Shop; Mr Selkirk was liaising with the manufacturer Broxap to arrange a meeting.</p>		
15.10	KALC/NALC/ACRK – receipt was noted of KALC "Parish News" – December 2015 issue The Clerk had circulated this to all members.		
16/ 16	<p>MEETING DATES</p> <p>The following dates were agreed/noted:</p> <p>Extra Full Council to set precept – Thursday 14 January 2016 (@ Clout) [subsequently amended to 18 January 2016]</p> <p>Amenities Committee – Monday 11 January 2016 (concentrating on Allotments) Planning Committee – Tuesday 19 January 2016 Highways, Transportation & Streetlighting Committee – Monday 25 January 2016 (@ Clout)</p>		

	Finance & General Purposes Committee – Wednesday 27 January 2016 (@ Clout) [subsequently cancelled] Macey's Meadow Advisory Committee – Wednesday 10 February 2016			
16/ 17	<u>REPORT OF BOROUGH COUNCILLORS</u> Mrs Luck's report is appended to these minutes (Appendix 4)			
16/ 18	<u>REPORT OF COUNTY COUNCILLOR</u> Mrs Dean's report is appended to these minutes (Appendix 5)			
	There being no further business, the Chairman thanked members for attending and closed the meeting at 9.20pm Signed..... Date.....			

APPENDIX 1**Parish council**

West Malling Council, monthly update for DECEMBER 2015
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Crimes of note**Burglary**

- On OFFHAM Road a garden shed was broken into, the padlock to the door had been broken - off to gain entry, but nothing was taken.
- No lines of Enquiry

Burglary

- On TOWNHILL a garage to a house was broken into overnight ,the window was smashed --- and entry was made, garden equipment was taken.
- No Lines of Enquiry.

Theft by Finding

- A resident of Town hill had their Driving licence stolen, the resident put the licence in the ---- post box at west Malling post office for it to be delivered by special delivery, the package was -not delivered, it was stolen on transit.
- No lines of enquiry.

Theft by Finding

- A Town Club in SWAN street, a mobile phone was stolen by person's unknown from a lady -- that was intoxicated.
- No lines of Enquiry.

Theft of a Pedal Cycle

- In WATER Lane a Bicycle was stolen from an open bike shed, it was secured by a pedal ----- cycle chain, the chain and the bicycle was stolen.
- No lines of Enquiry.

Theft

- Made off without payment, a male wearing a helmet filled up a car with petrol at a London -- Road petrol station and made off without payment.
- CCTV Evidence produced.
- Enquiries are on going.

Theft- shop lifting

- 1 from a chemist in the High street
- CCTV Evidence produced

-Enquiries are on -going

Criminal Damage

-The cricket Pavilion building on Norman Road had the drain pipes pulled down and a spot ----

-light smashed by persons unknown.

-No lines of Enquiry.

Anti-social behaviour and other incidents of note

Updates of previous reported issues

Crimes of a serious nature may not be disclosed as it may effect an investigation

APPENDIX 2

Comments submitted via Survey Monkey January 2016

Health & wellbeing

From the S&W Plan: Preventable illness in the community is a huge drain on public resources. KF&RS already makes around 10k home safety visits each year (these are carried out by non-firefighting staff) to fit equipment (smoke alarms etc) and offer safety advice, particularly after a household fire. KF&RS intends to re-badge these into "Safe & Well" visits and include other welfare issues, including referring vulnerable people to other "help" agencies. This will meet the requirements of safeguarding legislation as well as provide a community service.

WMPC response: WMPC welcomes the proposal to extend and enhance the existing home safety visits into more comprehensive Safe & Well Visits. Not only will this improve the wellbeing of a community's most at-risk people, it will raise the profile of Kent Fire & Rescue Service and may also provide a revenue stream.

Responding to medical emergencies

From the S&W Plan: Currently all firefighters are trained as First Aiders (with over 50% also trained as "Immediate Emergency Care Responders") to deal with injuries from fires and Road Traffic Collisions (RTC). KF&RS are already trialling sending a fire engine to serious medical emergencies (including heart attacks) if the vehicle & crew is closer than an ambulance or paramedic; research in the USA has shown a higher survival rate from cardiac arrest by using this method.

WMPC response: The Parish Council welcomes better use of KFRS personnel and their skills but would expect to see a robust procedure in place to prevent a clash of precedence between medical and firefighting duties.

Responding to fire, RTC and other emergencies

From the S&W Plan: Currently the demand for KF&RS to deal with fire incidents is falling but their attendance at RTC's and major incidents (flooding etc) is steadily increasing. In 2012 KF&RS defined the number of fire engines and crews required to operate the service as 61 (day) and 75 (night). However, it currently operates with 40 (day) and 50 (night) and intends to assess these figures over the next 2 years as service provision changes.

WMPC response: The Parish Council recognises the change in service provision and is pleased that KF&RS has identified this. However, as KF&RS has noted, the change is not complete and due to the influencing factors, such as population change, is unlikely to remain static for any long period. WMPC's main concern is that provision of vehicles and personnel could be cut as a means of saving money.

Any change needs to be carefully considered; not only for financial impact but also for practicality. There is little point in closing a station or relocating staff, only to find that the need (albeit a lesser need) cannot be adequately met without putting pressure on service provision in other areas. Calculation of service provision must be ongoing and revisited on a regular basis to ensure that funding is available.

Staffing fire stations

From the S&W Plan: KF&RS's intention is that all whole time fire crews will be on the flexible rostering duty system by January 2018 and on-call firefighters will be moved to a system of flexible contracted hours. Safe & Well visits will continue to be provided by non-operational firefighters.

WMPC response: The Parish Council welcomes better use of KFRS personnel and their skills and KF&RS' declared intention to consult with and include staff in providing the best service possible.

Investing in fire stations

From the S&W Plan: The last 3 years have seen 3 new stations (Ash-cum-Ridley completed; and ones at Rochester and Chatham in progress) financed largely from the sale of closed sites. 10 stations, including Borough Green, have been ear-marked for either rebuild or refurb over the next 10 years.

WMPC response: The Parish Council is pleased that the Borough Green site has will be upgraded in the next 10 years. The Larkfield cluster (which includes the Borough Green fire station) serves a substantially

populated area, which will be further developed in this time. This development, with that at Ebbsfleet Garden City, the Swanscombe Leisure Park and expansion at Bluewater and Kings Hill will place a significant demand on the cluster. Both stations are principally on-call crewed with some day crew at Larkfield. WMPC would like to see consideration given to upgrading both the buildings and/or crewing of both units within the next 10 years.

Where will savings come from?

From the S&W Plan: KF&RS will save money by better use of firefighters skills and abilities and intends to trim the number of support staff, principally by better use of IT. It expects to see significant results from a 3 year review of back office functions.

WMPC response: The Parish Council welcomes better use of KFRS personnel and their skills but KR&RS will need to be mindful of the limitations of IT particularly where communication with the public is concerned.

Financial future

From the S&W Plan: Approximately 60% of KF&RS funding comes from Council Tax, currently at a rate of approx. 5%. The proposals in this **SAFETY & WELLBEING PLAN 2016/18** are largely dependent on KF&RS being allocated an extra 2% of Council Tax monies.

WMPC response: The Parish Council recognises that although re-organisation can provide a cost saving, this does not preclude the need for an increase in Council Tax funding.

APPENDIX 3

Mrs T Dean
Chairman
West Malling Parish Council
9 The High Street
West Malling
ME19 6QH

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Dear Mrs Dean

REVIEW OF HOLIDAY ACTIVITY PROGRAMMES

Further to the announcement at the most recent meeting of the Parish Partnership Panel, I am writing to give you formal notice that the Borough Council, via its Overview and Scrutiny committee, is carrying out a review of holiday activity programmes including the Summer Playscheme.

As you will know, the Borough Council is facing a significant financial challenge with a projected funding gap currently of £1.4M. Whilst we are investigating many ways to reach this target, a review of the discretionary services we currently provide, including the holiday activity programmes, is also necessary.

One of the options currently under consideration is for us to withdraw from direct provision of the Council's holiday activity programmes (Activate, Y2 Crew and Playscheme), encourage others providers to take on the delivery of these but to continue to give support to those families unable to afford the full costs of the programme via the Council's Leisure Pass scheme. As a Parish Council which currently makes a financial contribution to the costs of your local Playscheme, we would like to keep you informed of the progress made with the review and the emerging recommendations.

We would also like to invite you to make any comments you may have in relation to the future of the Playscheme, for example, if you would be prepared to continue to help fund the scheme if there was another provider in place for your local centre or whether your Parish Council itself might wish to explore the possibility of taking on the role of a direct provider in place of the Borough Council.

The aim is to report to the Council's Overview and Scrutiny Committee being held on 26 January 2016. If you wish to respond, therefore, I would be grateful if I could receive any comments by 15 January 2016

Mark Raymond
Chief Corporate Policy Officer

APPENDIX 4

West Malling Parish Council 4th January 2016

Councillor's Report

Hope you all had a happy Christmas and I wish you all a prosperous Happy New Year.

There have been many local road repairs and closures. Birling Road and Mereworth Road. Mereworth Road will be closed again for 2 days on 10th January

Small business Saturday was featured this year in West Malling, picture with the staff of West Malling Flowers

From 1st January the duty to investigate allegations of and housing benefit fraud will transfer to DWP
The anti-fraud officers will maintain a corporate investigation service, focussing on housing, council tax and licensing.

Had a letter from a local resident as Banky Meadow was on the SLAA list, explained that it is one of 250 sites "under call" and we will keep note of all the sensitive sites.

Tonbridge and Malling Council could see its overall grant funding reduce by more than is presently reflected in the Medium Term Financial Strategy. This could require a savings tranche of about £700,000. The Council will have to save, find more income and cost cut services.

Reported to KCC, 2 very raised granite sets, Ryarsh Lane meets High Street next to carpet shop

APPENDIX 5

County Councillors Report December 2015-12-07

Street Lighting Contract

A decision is imminent on the successful bidder for the County wide street lighting contract. Following the end of the consultation process, the question of full/part night lighting should follow quickly since it is dependent upon achieving savings from the outsourced contract.

M20 Junction 4 overbridge Leybourne

The

extension of the eastern overbridge of M20 junction 4 is programmed to begin in mid February and last 36 weeks. The contractor will need to use the outer lane of the roundabout for construction equipment and materials. The construction compound will be in the field to the north of junction 4 where a controversial planning application for a travelling showman's site was refused last year on countryside grounds. Disruption will be considerable. The work is being paid for from s106 developers contributions.

KCC Care Home Closure Consultation

KCC is consulting on the closure of its last remaining homes, including the Dorothy Lucy centre in Maidstone which is the most recently built. Whilst the centre has no permanent residents it offers valuable step down and respite accommodation. I have challenged the consultation process on the grounds that users were advised similar services would be provided in the Maidstone locality and this appears now not to be the case.

Local Enterprise Partnership- Interest Free Loans

KCC has accepted that £1.5 million has been lost in bad debts of companies who have defaulted on interest free loans awarded by The Local Enterprise Partnership (KCC in partnership with industrialists). The money is given by Government to the Local Enterprise Partnership covering the whole of the south east of England, and £40m was passed on to Kent's committee to allocate. Councillors are not able to influence the awards and receive reports on the repayment situation after the event. Repayments are recirculated to new applicants so the loss of this money means a lessening of funds available to assist others.

Budget

As has become normal, .Councils are to be 'allowed' to increase Council Tax levels by 1.99% without a referendum. For the first time County Councils are now to be allowed to add a further 2% to the Council Tax bill to be used only for Social Care costs. I understand this will meet only the cost of the minimum wage', some £12m, out of the total including increase in demand for services totalling £42 million. The decision not to make cuts in the Police manning levels has also been achieved by 'allowing' Police Authorities to raise the money through their council tax precepts. In Education the government announced its intention to move to a national funding formula which may benefit Kent schools, but also signalled that all schools would be expected to become Academies and Local Council involvement with them would end.

Dragons Den; Member Community Fund

At the Dragon's Den event to allocate £10k of my Councillors Fund the following organisations were successful ; Tydeman Centre The Malling School, ,Dorcas Centre Lunch Club Larkfield, Blacklands Scouts, Leybourne Riding School, Communigrow, Larkfield Pre School Playgroup, and Larkfield Scouts.,

Young Persons Travel Pass

The Youth Travel Pass is widely expected to increase in cost again, but will still represent a good deal for parents in subsidising secondary pupils bus travel.

Road Closure Of Kent Street Mereworth Jan 10th for two days when there will be no direct access to Butchers Lane.

Diversions are operating on Tonbridge High Street until March for a scheme of improvement

TMBC.

The Borough Council is looking at ending the Summer Playscheme, and Activate youth holiday activities.

The parking proposals for Offham Road were approved for consultation after Christmas for a shorter 4 week consultation period.

The proposals for London Road were regrettably dropped since KCC was not willing to accept the insurance costs of potential damage to the cables below the footway, despite the fact that they have tacitly accepted that position for over forty years.

I have arranged a meeting on January 14th with Borough Council officers to discuss the s106 money available for the construction of the Leybourne Lakes Visitor Centre.

TMBC issues on request a free supply of kitchen caddies for distribution to residents or at events for use in domestic kitchen waste,

GENERAL

Blue Plaque Launch was very successful, being attended by the current and a past High Sheriff of Kent, Tracey Crouch and Tom Tugendhat, the Mayor of the Borough and the Chairman of Kent County Council who each unveiled a plaque. The scheme has been brought to implementation in under a year and at a fraction of the cost of the Tonbridge scheme. We are pursuing the 'B' listers after Christmas, and have been asked by English Heritage if they can refer enquiries from around the country to us. We have also supporting East Malling in setting up their

scheme, and residents of Whitstable and Shoreham have expressed an interest in accessing a DIY Guidance Pack on how to establish their own schemes.

The KM correspondent has resigned so there is a vacancy for anyone interested.

On January 12th the Big Lottery Fund will be confirming a grant of £10k to Malling Action Partnership to run a project at East Malling Community Centre to assist local unemployed people to obtain jobs or return to employment.