

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 7 MARCH 2016, 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mrs T Dean (Chairman)
Mr K Bullard
Mrs L Javens
Ms H Marlor
Mr R Selkirk
Mr P Stevens
Clerk (minute-taker)

Also in attendance:
Borough Cllrs Mrs Luck and Luker
PCSO Harrison
Mrs Ann Turner

Minute		Action by	Action taken	Response
16/ 116	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Galloway, Mr Harriott, Mrs Lane and Mrs Smyth; also from Sgt Boxall			
16/ 117	<u>DECLARATIONS OF INTEREST</u> None other than those routinely declared			
16/ 118	<u>MINUTES</u> of the meeting held on 1 st February 2016 were approved and signed			
16/ 119	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda – None			
16/	<u>CHAIRMAN'S ANNOUNCEMENTS</u>			
120.1	Resignation of Mrs Lane – Mrs Dean reported that Mrs Lane would be resigning from the Parish Council with effect from the end of March 2016 as she would be moving to Hastings. This would therefore create a casual vacancy. The Clerk was to ask Mrs Lane for her formal letter of resignation and express members' best wishes for her future endeavours.	Clerk	✓	✓
	The Clerk was to place an item on the agenda for the next Full Council meeting to be held on 11 April 2016 to receive Mrs Lane's resignation .	Clerk	✓	
	The Clerk would then notify T&MBC and advertise the vacancy.	Clerk		
	Mrs Dean explained that applicants would be interviewed by members.			
120.2	St George's Day Parade - Mrs Dean reported that this Parade would take place in WM on Sunday 24 April 2016, which would also be the day when the Farmers' Market would be held. The Parade would start at WM rail station and finish in the grounds of WM CEP School. The organisers had asked Mrs Dean if Macey's Meadow could be used for parking but this would not be feasible; they had also asked if the Playing Field next to the Village Hall could be used.			
	[subsequent to the meeting Mrs Dean indicated to the organisers that the Playing Field could be used subject to suitable weather conditions; Mrs Dean indicated to the organisers that Mr Stevens would make the decision as to the suitability. The Clerk informed Mr Stevens that he would need to contact Mrs Ann Turner , Booking Secretary of the Village Hall, for a key to the field gate. It was noted that the Village Hall would be in use on that day so that those hirers would need the use of the VH car park. Mrs Turner			

	suggested that she display a notice explaining that the VH car park was NOT available for those involved in the St George's Day Parade]			
16/	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u>			
121.1	Town Hill – Mr Galloway commented that he thought the pavement near the recently-repaired wall had been left in a poor state. He had taken photos, which he was asked to send to the Clerk . [see also Borough Cllr Mrs Luck's report below [Appendix 5]	JG		
16/	<u>POLICING MATTERS</u>			
122.1	Policing Report – the report from PCSO Harrison is appended to these minutes. (Appendix 1) Members were aware that youths were still congregating. Borough Cllr Luker reported that he had attended a meeting of the Community Safety Partnership with the Fire Brigade.			
122.2	T&M Crime Prevention Panel – receipt was noted of: <ul style="list-style-type: none"> • Agenda for their meeting to be held on Monday 14 March 2016, 5.30pm • Minutes of their meeting held on 16 November 2015 • Terms of Reference for CPP • Constitution for CPP . 			
	[subsequent to the meeting Ms Marlor asked the Clerk to place an item on the agenda for Full Council on 11 April 2016 so that Ms Marlor could update members on the status of the CPP]	Clerk	✓	
16/ 123	<u>PARISH PLAN</u> The Clerk had circulated to members Mr Harriott's draft Parish Plan. Unfortunately Mr Harriott was unable to be present at this meeting. Mrs Dean explained that once the draft had been agreed the contents would be considered by the various Committees. Mr Stevens suggested that some of the groupings might be merged as there was an overlap between them e.g. <ul style="list-style-type: none"> • A Green & Pleasant Village • A Great Place to Live • An Enjoyable Place 			
	Mrs Javens suggested there ought to be activities aimed at older people. Mrs Dean reported that this topic had been considered at the Malling Action Partnership meeting held on 26 February 2016. Borough Cllr Mrs Luck suggested possibly a cycle rack in the short-stay car park where the phone box used to be. Borough Cllr Luker pointed out that there was funding available from Royal British Legion Industries (contact James Cudoni) for ex-soldiers to carry out some work e.g. gardening.			
	It was agreed that once the Parish Plan had been finalised, each Committee ought to have an agenda item to consider the implications.			
	Mr Selkirk agreed to liaise with Mr Harriott to re-work the draft.	RS/ SH		
	Mr Selkirk suggested that he would like to set up a Twitter account and FaceBook page for WMPC .	RS	✓	
	Mrs Dean reminded members that the rules of publishing would apply, which meant that WMPC would need to monitor the content. Mr Selkirk assured members that the content would be solely factual information.			
	Clerk to place an item on the agenda for next F&GP Committee meeting.	Clerk	✓	

16/ 124	<p><u>SECTION 136 ALLOCATIONS FROM T&MBC</u></p> <p>Members were asked to note the proposals as discussed at the meeting of Parish Partnership Panel meeting held on 18 February 2016</p> <p>[it was noted that WMPC 's Section 136 allocations for 2016/2017 would be as follows:</p> <table data-bbox="359 342 751 472"> <tr> <td>Basic allocation</td> <td>£3,932</td> </tr> <tr> <td>Churchyard</td> <td>£3,682</td> </tr> <tr> <td>Streetlights</td> <td><u>£1,647</u></td> </tr> <tr> <td>Total</td> <td>£9,261]</td> </tr> </table>	Basic allocation	£3,932	Churchyard	£3,682	Streetlights	<u>£1,647</u>	Total	£9,261]		
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	<p>Mrs Dean reported:</p> <ul style="list-style-type: none"> • In recent years T&MBC had tied the allocations to the grant received from the Government • For next few years WMPC could not rely on it so we ought to use it for one-off projects • Leader of T&MBC had referred to “special rate” for Tonbridge • Discussion was ongoing • 1% increase would generate £750 so we would need to increase our rate by 15% to maintain the current rate • At KALC Chairmanship Conference on 26 February 2016 Rt Hon Greg Clark MP Secretary of State for Communities & Local Government (& MP for Tunbridge Wells) • had indicated that Government had decided not to cap Parish Councils this time BUT there were always some MPs who protested that some PARISH Councils had higher rates than the DISTRICT Councils. • Mr Clark was generally supportive of Parish Councils 										
	<p>Borough Cllr Luker commented that he was not sure how long the New Homes bonus would continue. At present this was being passed on to the Parish Councils by T&MBC via the Section 136 allocation.</p>										
16/ 125	<p><u>ELECTORAL REVIEW OF KENT: FINAL RECOMMENDATIONS</u></p> <p>Notification had been received from the Local Government Boundary Commission that it had completed its review of Kent County Council.</p> <p>Mrs Dean reported that this had produced no change for her County division Malling Central.</p>										
16/ 126	<p><u>MORE PARK CATHOLIC PRIMARY SCHOOL, COMMUNITY GOVERNOR</u></p> <p>A letter had been received from their Chair of Governors inviting WMPC to nominate a Community Governor.</p> <p>Mrs Dean explained that this was now part of OFSTED's requirements.</p> <p>No one present expressed an interest in their name being put forward.</p>										
16/	<p><u>CAR PARKING CHARGES</u></p>										
127.1	<p>Chamber of Commerce – Mrs Dean reported that she, Mr Harriott and Mr Bullard had met representatives from WM Chamber of Commerce: Mr Russell Meader from WM Flowers; Mrs Julia Smith from Andrew Smith Jewellers and a representative from WM Post Office. All those present wished to take legal advice. This view was endorsed by WMPC members at the present meeting.</p>										
127.2	<p>Alternative Options – Mrs Dean explained that there had been insufficient time to discuss formally any alternative options to T&MBC's proposed introduction of parking charges. WMPC had wished to liaise with T&MBC but this had not been possible because of the timescale imposed by T&MBC.</p>										
127.3	<p>Legal Advice – WMPC members agreed formally that they wished to seek legal advice on this issue and might possibly wish to set a maximum expenditure limit.</p>										

	<ul style="list-style-type: none"> It was noted that their next meeting would be on Wednesday 25 May 2016, AGM at 7pm followed by Committee meeting <p>It was agreed at the present meeting that in future the VHMC report would be presented to the Amenities Committee, not Full Council. Clerk to note and to inform Assistant Clerk .</p>	Clerk	✓	
131.7	School Governors – no report but see minute 16/126 above.			
131.8	Malling Society – no report.			
131.9	Christmas Lights Committee – no report			
131.10	Chamber of Commerce – Mrs Dean report that the new Chairman was Mr Russell Meader (WM Flowers); Secretary Mrs Julia Smith. The Chamber intended holding monthly meetings. See also minute 16/127.1 above			
131.11	Tonbridge & Malling Borough Council – receipt was noted of Ms Marlor’s notes of the meeting of the Parish Partnership Panel meeting held on 18 February 2016 (see Appendix 3) It was noted that the next meeting of the PPP would be on 16 June 2016			
131.12	Kent County Council – notification had been received of Advisory Service for Kent residents			
131.13	<p>KALC/NALC/ACRK – receipt was noted of:</p> <ul style="list-style-type: none"> KALC “Parish News” February 2016 (already circulated to all members) Ms Marlor’s report from Chairmanship Conference held on 26 February 2016 (see Appendix 4) <p>Mrs Dean also reported from that Chairmanship Conference that Rt Hon Greg Clark MP Secretary of State for Communities & Local Government (& MP for Tunbridge Wells) had indicated that he hoped that District Councils would look at market towns “holistically”; he felt that parking charges might lead to a decrease in footfall.</p>			
16/132	<u>MEETING DATES</u>			
	<p>Next Full Council – Monday 11 April 2016</p> <p>Amenities Committee – Monday 14 March 2016 and Monday 4 April 2016 (change from scheduled date)</p> <p>Planning Committee – Tuesday 15 March 2016</p> <p>Highways, Transportation & Streetlighting Committee – Monday 21 March 2016 @ Clout</p> <p>Finance & General Purposes Committee – Monday 16 May 2016 – TBC</p> <p>Macey’s Meadow Advisory Committee – Wednesday 13 April 2016</p>			
16/133	<p><u>REPORT OF BOROUGH COUNCILLORS</u></p> <p>Report from Borough Cllr Mrs Luck is appended to these minutes (Appendix 5)</p>			
16/134	<p><u>REPORT FROM COUNTY COUNCILLOR</u></p> <p>Mrs Dean reported as follows:</p> <ul style="list-style-type: none"> Medway and Swale both have Local Plans referred back to Government as insufficient housing provision Maidstone’s Local Plan is under discussion KCC in favour of “optimised lighting system” – will be on all night but dimmed <ul style="list-style-type: none"> Contractors have to assess every road in the county and set level In answer to Mrs Dean’s question, dimming will allow kerbs, hedges, individuals’ faces to be seen Contractor is new to KCC Have to convert residential areas within 14 months 			

	<ul style="list-style-type: none"> • There will be a process for residents to ask for different level of lighting • Residents will go to Parish Councils first, who will then make recommendations • Blue Plaque scheme – the scheme had received an award from the High Sheriff on Thursday @ County Hall 			
<p>16/135</p>	<p><u>CORRESPONDENCE</u> was received as detailed on the separate sheet</p>			
	<p>There being no further business, the Chairman thanked members for attending and closed the meeting at 10.20pm</p> <p>Signed.....</p> <p>Date.....</p>			

- A pharmacy in the high street had a number of items taken without payment
- CCTV coverage was viewed and seized
- One suspect was identified
- Enquires on-going.

- Theft Misc

- A customer at a newsagents on the High st had their purse stolen
- CCTV Evidence has been collected.
- Enquiries are on-going.

Criminal Damage

A car parked overnight on Swan st by Nat West Bank was scratched and damaged

- by Persons unknown.
- CCTV Evidence collected.
- Enquiries are on-going.

- Criminal Damage

- A street Light near to st MARY'S ABBEY was reported broken sometime between the 12th February and the 15th of February 2016 . A small hole was made in the front pain of glass.
- Cause unknown , No lines of Enquiry.

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Anti-social behaviour and other incidents of note

There has been incidents of Anti-social behaviour ,and youths have been moved on, and been given words of advice, there were no offences identified.
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Updates of previous reported issues

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

APPENDIX 2**WEST MALLING VILLAGE HALL
MANAGEMENT COMMITTEE**

Registered Charity No. 308209

Summary of meeting on 25th November 2015:-

The Hall continues to have a full and varied programme of Hirers. Saturday evenings remain the only vacant slot and it would be beneficial to fill this slot, even if just a couple of times per month.

The long-awaited defibrillator will hopefully be fitted during the Easter break. There is a range of age groups that use the Hall, the playing field and the tennis court and it will be reassuring for the Community to have this equipment.

The Hall will have its six monthly spring clean over Easter. Our long-serving cleaner, Mary, does an excellent job but it is important that a high-level clean is carried out regularly to keep the hall looking its best for our hirers.

The committee meeting room can be a little chilly sometimes as the temperature for the whole building is regulated from the main hall. One of the radiators will be replaced by an electric heater which can be manually controlled.

The hall floor has been refurbished and everyone is pleased with the result.

There has been a small increase in Hiring charges which Hirers have been informed about. Our regular hirers pay a very competitive rate which is less than a 'one off' hire.

The treasurer is looking to deposit some of the Hall's funds in a 90 day access account to gain a better rate of interest.

The accounts were audited back in the late Autumn and then uploaded to the Charity Commission website.

It is with great sadness that June Towler, long-serving Booking Secretary and Committee member, passed away last year and the Committee have asked her family what can be purchased to display at the hall to ensure we never forget June's considerable contribution over the years.

The Committee is interested in the possibility of installing CCTV so will attend the Community meeting at the School.

The water supply main under the car park has been repaired but it is likely that it was leaking for some time. The pothole in the carpark has also been repaired.

The Committee member who is the Personal Licence holder was concerned that the Licence had expired and had not heard anything from T & MBC. The latter have now confirmed that Licences do not now expire unless there is a change in personnel.

Progress towards Hallmark 3 was discussed. The hall has achieved Hallmark level 1 & 2 and there are several action points that need to be shared amongst the Committee members to achieve the highest award.

We are a small and (hopefully!) an effective Committee but we really do need additional Committee members to safeguard the future of the Village Hall. We hold quarterly meetings which are usually a maximum of two hours, plus an AGM. The Hall is financially healthy and the work we do is not too onerous at all. Parish Council members are always welcome at any meeting, as are members of the public and all our hirers.

APPENDIX 3

Meeting started 19.30

Agenda
item

1 – 3 Apologies, previous minutes etc.

4 **Community Safety & Crime Prevention** Anthony Garnett (Licensing and Community Safety Manager @TMBC) reported that following concerns about the viability of the *TMBC Community Crime Prevention Panel* over the last year, he would e-mail the group's terms of reference to the Parishes & this should answer concerns.

Anti-social Behaviour, Crime & Policing Act 2014 Public Space Protection Orders were being finalised; these would be for dog fouling (Borough wide) and a number of specific areas including Leybourne Lakes (swimming) and Tonbridge riverside (mooring).

Community Safety Partnership would be meeting in the next 14 days to agree priorities for the coming year. These are likely to be:

- Safeguarding (to include domestic violence and child exploitation);
- Health & wellbeing;
- Safer Communities.

T/Ch/Insp Mark Hutcheon (Kent Police) reported: cuts to police for next 4 years of £33 million. *Police Control Strategy* in 2016 will be:

- Counter terrorism;
- Child sexual exploitation (lessons learnt from Rochdale);
- Human trafficking;
- Gangs;
- Organised acquisitive crime;
- Domestic abuse and serious violence to the person.

Further to recent ASB in East & West Malling areas, Larkfield and Snodland, 7 people have been given notice of a civil injunction (new form of ASBO) and a further 2 are being prepared (for a court hearing).

5 **Solar feed-in tariff** Raised by Borough Green Parish Council; When considering a new sports facility, the PC discovered that as a parish council, they were not eligible for the feed-in tariff (where power from solar panels on a building feeds into the National Grid and can result into payback). Borough Council and KCC to be requested to pursue this discrepancy.

6 **KCC soft landscaping proposal** This will be going to KCC Cabinet for further discussion/decision in next few weeks and is designed to promote closer working relationships for local service delivery on services such as tourism.

7 **Update on Local Plan & Planning Reforms** the timings of several stages of the *Local Plan timetable* have been revised but the final dateline (to Secretary of State in 2016 with Adoption in 2017) remains unchanged. [Check website for further details.](#)

Planning Reforms are included in the [Housing & Planning Bill 2015/2016](#) which is still going through Parliament. The Government has published a [Consultation document](#) (response by 15th April 2016) and TMBC would like parish council's comments as soon as possible.

8 **WRAP Plastic Recycling leaflet** Several Parishes commented on the discrepancies in

this leaflet which were apparently due to funding restrictions which prevented “personalisation” of a nationally produced leaflet.

- 9 Financial arrangements with Parish Councils** 2016/17 is the last year that TMBC will receive Revenue Support Grant and although Council Tax is to be raised by £5 this will still leave a considerable shortfall in funding. TMBC is looking to recoup some of this deficit by retaining Council Tax Reduction Scheme monies with effect from 2017/2018. Discussion with the Parishes will be launched in March 2016.
- 10 Scrutiny Reviews**
- Community Engagement: Parish Partnership Panel to continue on quarterly basis, with meetings starting at 19.30.
 - Holiday Activity Program TMBC to withdraw from “Activate” program after Easter 2016; it will continue to support Y2Crew and the Summer Playscheme will be supported by external providers. Playscheme Plus will be supported if necessary. All service providers to be advised in near future
- 11 Lower Thames Crossing** Consultation on *Option 3* (tunnel to east of Gravesend & 2 feeder routes south).
- The Option 3 variant using the A229 seems to have been dropped.
 - Response by 24th March 2016. TMBC will consider response @ Cabinet meeting on 22nd March 2016.
- 12 KCC Service update** Local KCC Community Liaison Officer for Tonbridge and Malling – [Anne Charman](#) - 03000 41 69 23; see page 51 onwards of [agenda document pack](#)
- 13 TMBC Services update**
- Queens 90th Birthday celebrations: April 21st 2016 – beacon at Tonbridge Castle;
 - Street parties in June 2016 will need to apply for road closure orders by 23rd May 2016;
 - Clean for the Queen campaign has 38 takers so far – Contact Tamsin Ritchie for further details.
 - Easter Refuse Collections – Good Friday will be collected on Easter Saturday & Easter Monday will be collected on Tuesday.

Meeting closed 21.30

Next meeting 16th June 2016

NB Full Minutes of the meeting will follow from TMBC in due course.

APPENDIX 4

Agenda
item

- 1 **Welcome by Cllr John Rivers (KALC President)**

- 2 **Being a Local Council Chairman in 2016: Challenges & Opportunities! - Cllr John Rivers (KALC President)**
 - Devolution is about being smarter with our money;
 - Partnership working can be very successful but we must learn to talk to each other;
 - We need to “work smart” and improve lines of communication;
 - WE ALL HAVE A COMMON FOCUS – OUR COMMUNITY!

- 3 **The Clerks Perspective on Chairmanship - Allison Burton (Dover Town Council)**
 - Mrs Burton, along with Councillor Christopher J. Precious (Mayor), described the difficulties and pressures with councillors and their relationship to the Clerk after a local election!
 - After a brief “settling in” period, it was determined that both parties have to be frank and open with each other in order to build a proper business relationship which recognizes the status of The Clerk within the Parish/Town Council.

- 4 **KEYNOTE SESSION - The Rt Hon Greg Clark MP Secretary of State for Communities & Local Government (& MP for Tunbridge Wells)**
 - Introduced his commitment to devolving power from central to local government. Noted that the [8 largest cities in England](#) have declined economically over the last 100 years. 7 of these now have a *per capita* income lower than the national average (only Bristol is on the up!).
 - Mr Clark sees the remedy as making government LOCAL; using local people to bring out the strengths, abilities and application of their local areas and not just at County, Borough or District level, but at Parish and Community level.
 - Mr Clark champions parishes taking the initiative with options such as Neighbourhood Development Plans and feels that parish councils should regard the (often) negative attitude of Borough & District Councils as a challenge rather than being undermined and underwhelmed by their inertia.

- 5 **Update on Challenges & Opportunities - NALC CE – Dr Jonathan Owen**
 - Noted turn round in national policy in last 20 years (from leaning towards abolishing Parish Councils to devolving more power to them!);
 - Parishes are recognised as the Best Value sector in local government;
 - Although now promoted as crucial to successful neighbourhood development, the public profile of Parish Councils has to be improved across ALL sectors of government ([NALC Lobby Day is 12 April 2016](#)).
 - Crucially, we must celebrate our successes locally and get closer to our people.

- 6 **Inspirational Leadership at a time of challenge - Ann Millington, CEO of Kent Fire & Rescue Service**
 - Noted that KF&RS has successfully faced massive changes in the last 9 years and has emerged as a diverse and inclusive organisation, a long way from its previous insular culture.
 - KF&RS has looked at its strengths and built on them to overcome its weaknesses.
 - What can parishes take from this? To gain trust, respect and reputation, an organisation needs to employ a constant stream of communication – one missive is not enough.

- Communication must be inclusive to prevent misinterpretation;
- Drip feed information to gain understanding before asking for an opinion!
- Get your community on board!

7 **The Legal Scene - *Ian Davidson (Wellers Hedley, Solicitors)***

- ALWAYS consider 3 key points – Does the Parish Council *have the legal power, the authority and a proper and valid decision process* before making a decision particularly where finance is involved;
- Projects: be clear about what you're taking on (e.g. don't forget to include ongoing costs such as maintenance) when considering a project;
- Councillors **must** ask questions and the responses must be recorded at every step of the process;
- ALWAYS exercise [due diligence](#) and maintain control of how money is spent;

8 **Workshops then close of business @ 17.00**

APPENDIX 5

West Malling Parish Council 7th March 2016

Councillor's Report

Town Hill, the stabilising of the wall is finished and the site and pavements cleaned. It was very clever the way the wall was made stable using metal ties.

West Malling Parking Review. I have had a large amount of correspondence from the residents of London Road, and only 2 from local residents about parking charges.

M20. The Junction 4 roundabout, widening of the eastern bridge to 3 lanes. The works are scheduled to start 2nd 3rd April, and to finish hopefully by November. The Site Compound will be on the land beside the Motorway (the site where the showmen wanted permission for winter use). At the A228 Castle Way and Leybourne By-Pass traffic lights, there will no right and left turning from 29th March for up to 7 months. These works will curate horrendous traffic problems, and rat running motorists trying to avoid the road works and traffic. I did ask for night working only, but it was refused.

We will need a very large sign to say West Malling is open for business

Closure of Church Road Offham for 7 days 4th April

Consolation on area of land in Ryarsh Lane adjacent to car park. Residents have been concerned about the shrubs and Damsons trees that they overlook.

Four options on maintaining the area.

Cutting back as required

Fell all trees and shrubs and clear

Fell only Damson trees

Fell and cut back all trees and shrubs 1 metre from the wall

Replies be return no later than 18th March,

Call for Sites will be completed this spring, this will form part of the Local Plan evidence base or Strategic Land Availability Assessment SLAA. The Issues and Options public consultation will take place in September, this will enable pieces of evidence to be completed eg. Strategic Flood Risk Assessment, and also extra time to prepare different strategies for delivering the Local Plan. Coming back to Planning and Transportation Advisory Board in June and July for members. It is the Council's intention to submit a plan for examination in 2017