

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 6 JUNE 2016, 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mrs T Dean (Chairman)
Mr K Bullard
Mr F Carroll
Mr J Galloway
Mr S Harriott
Mrs L Javens
Mr R Selkirk
Also in attendance:
Borough Cllr Mrs Luck
Mr Ben Merchant

Minute		Action by	Action taken	Response
16/300	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Smyth and Mr Stevens; also from Borough Cllr Miss Shrubsole.			
16/301	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared			
16/302	<u>MINUTES</u> of the meeting held on 9 May 2016 were received; it was agreed that minute 16/275.2 about Parking Charges be amended to read: “WMPC needs to try to ensure that this income is used within WM. With this amendment the minutes were approved and signed	Clerk	✓	
16/303	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda – None			
16/304	<u>CHAIRMAN’S ANNOUNCEMENTS</u> Mrs Dean welcomed to the meeting Mr Ben Merchant who had applied to fill the casual vacancy on the Parish Council. (see minute 16/310 below)			
16/	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUN CILLORS</u>			
305.1	<u>Environmental Visual Audit (EVA)</u> – Mrs Javens reported that the EVA had taken place on the Cricket Meadow on 24 May 2016. The report from the T&M CSP would be considered at the meeting of the Amenities Committee and also at the meeting of the CCTV Group scheduled for 7 June 2016.	Clerk	✓	
305.2	<u>Fencing, Allotments/Macey’s Meadow</u> – Mr Galloway reminded members that the Ryarsh Lane Allotment Society had applied for Lottery funding for fencing and there was a balance of £900 which had to be taken up soon. The Clerk was to remind the Assistant Clerk.	Clerk	✓	
305.3	<u>Chamber of Commerce, Funding from T&MBC</u> – Mr Harriott referred to the T&MBC funding: this sum of £7,465 had been transferred from T&MBC to WMPC’s bank account (at the request of T&MBC). It appeared in WMPC’s Safeguarded Sums to be used for signage and noticeboards. Mr Selkirk explained that the delay in using the funding had arisen because WMPC’s website had only just been finalised.			
305.4	<u>Churchyard, Grass-cutting</u> – the Clerk was to report that the grass needed cutting.	Clerk	✓	

305.5	<p>Roundabout, Town Hill/A20 London Road – Borough Cllr Mrs Luck referred to the possibility of planting on this roundabout as she felt that this would enhance its appearance. Mrs Dean explained that KCC would not permit any planting which required watering because of safety considerations.</p>			
16/306	<p><u>“THE FARMHOUSE”</u></p> <p>It was noted that currently their licence permitted opening at 8am. WMPC had submitted its objections (as agreed at Full Council on 9 May 2016, Appendix 2 refers). T&MBC had advised that there was a hearing scheduled for 9 June 2016. T&MBC had asked if WMPC would withdraw its objections but members declined to do so.</p> <p>WMPC was unable to send a representative to that meeting. Borough Cllr Mrs Luck reported that she would not be attending the hearing.</p>			
16/307	<p><u>POLICING REPORT</u></p> <p>PCSO Harrison’s report is appended to these minutes (Appendix 1)</p>			
16/308	<p><u>COLD CALLING ZONE</u></p> <p>The Clerk was to ask if Town Hill and St Leonards Street could be included.</p>	Clerk	✓	
16/309	<p><u>ALLOTMENT TOOL MARKING</u></p> <p>Mr Selkirk reported that a successful session had been held on Sunday 29 May 2016 when the Police had marked tools and handed out shed alarms.</p>			
16/310	<p><u>CASUAL VACANCIES</u></p> <p>Mrs Dean reported that T&MBC had confirmed that it was permissible to fill the two casual vacancies by co-option. One application from Mr Ben Merchant had been received; this had been received too late to comply with the statutory three days’ notice.</p> <p>Clerk to note for the agenda for the July Full Council (11 July 2016)</p>	Clerk	✓	
16/311	<p><u>CONSULTATION DOCUMENTS FROM T&MBC</u></p> <p>Members were asked to consider WMPC’s response to the following:</p> <ul style="list-style-type: none"> a) Proposed Withdrawal of Council Tax Reduction Grant b) Proposed Introduction of Special Expenses – allocation of costs; calculation of increase including Christmas Lights <p>(deadline for both consultations is 20 June 2016)</p>			
	<p>Mrs Dean explained that the proposals would mean that residents of Tonbridge would finally be paying for the functions in their area. The Parish rate would have to increase by about 25% whereas the Borough rate would decrease by about the same amount.</p> <p>Mrs Dean and Mr Selkirk had attended the T&MBC briefing session.</p> <p>For the first time T&MBC have published the amounts they put into local festivals and events.</p> <p>Based on the discussion at this meeting it was agreed that the following comments be submitted to T&MBC:</p> <p>“The members of West Malling Parish Council support the proposals in principle but their support is conditional on the Government NOT capping Parish Councils</p>			

	<p>The Council notes that the grant relating to churchyards is included within this change. Currently the entire grant is spent on the churchyard at St Mary's Church, High Street. Reverend David Green, priest in charge at St Mary's Parish Church, has advised the Council that, if the grant is withdrawn, he will close the churchyard to burials as the church has no financial resources to maintain it. Under those circumstances, the Council understands that burials will transfer to Tonbridge cemetery. Could you please confirm that this is the case? The Parish Council has also had sight of the Borough Council's allocations for events and Festivals. My members were very disturbed to see the overwhelming amount estimated to be spent on Tonbridge events. Only £3,000 was spent on festivals outside Tonbridge compared to £40,200 on Tonbridge events. Whilst we appreciate that the Tonbridge events will attract people from a wider area, this is also true of several events held outside of Tonbridge. If there are to be similar grants in future we would like to see the Borough Council distributing them more evenly across the population of the Borough. "</p>	Clerk	✓	
	<p>It was noted that a consultation had also been launched today (6 June 2016) regarding those who receive Council Tax reductions.</p>			
<p>16/ 312.1</p>	<p><u>CAR PARKING CHARGES</u> Local Government Ombudsman Members were asked to consider their views as to the submission of a complaint to the Local Government Ombudsman regarding the process. The Clerk had contacted the LGO and been informed that a complaint could NOT be submitted by an organisation such as a Parish Council.</p>			
<p>312.2</p>	<p>Meeting with Cabinet Member Mrs Dean and Mr Selkirk had met the new Cabinet member, Cllr David Lettington on Friday 3 June 2016; Mr Russell Meader and Mrs Julia Smith had represented the Chamber of Commerce at this meeting at which Mr Andy Edwards (T&MBC) and Mr Robert Styles (T&MBC) were present. The following issues were discussed:</p> <ul style="list-style-type: none"> • Machines still faulty • T&MBC say it has proved difficult to set up a meeting with Tesco • Reports that car parking reduced by 25% compared with this time last year but T&MBC expect this to improve • Many businesses have experienced reduced footfall • T&MBC agreed to meet again three months after charges introduced • T&MBC say that Civil Enforcement Officers (known colloquially as "wardens") were not instructed as to whether they patrol in ones or twos – that is left to their discretion • Mrs Dean had asked if T&MBC would consider providing promotion for WM in say KM • Automatic Number Plate Recognition – T&MBC stated that local authorities not permitted to use it; Mrs Dean pointed out that KCC use this system in Manor Park. • General agreement that more parking needed in WM • Mrs Dean stated that the Local Plan ought to be used to identify a suitable site for parking • Mrs Dean explained that minutes of the meeting on 3 June 2016 would be produced by T&MBC (Ms Jo Sonnex) 			
<p>16/ 313</p>	<p><u>LOCAL PLAN BRIEFING ON 28 JUNE</u> An invitation had been received from T&MBC to attend this briefing on 28 June 2016 7.30pm. The Clerk had booked two places for WMPC. Mr Selkirk would take up one of those places. Neighbourhood Plan Mrs Dean reported that it was unlikely that WM would be able to complete its own Plan by the time that the T&MBC Local Plan was completed in 2017. Mrs Dean referred to specific significant issues:</p> <ul style="list-style-type: none"> • Relocation of Green Belt boundary • Control over retail centres • Sites for affordable housing • Additional car park sites 			

	It was agreed formally that WMPC wished to start the process for a Neighbourhood Plan. Mr Selkirk would e-mail to the Clerk the proposed letter to be sent to T&MBC (Ms Julie Beilby)	RS	✓	
	Clerk then to submit this to T&MBC	Clerk	✓	
	Mrs Dean explained that this would have to go through a public referendum to obtain 50% agreement to the process.			
	Public Meeting It was agreed that WM was to hold a public meeting; the proposed venue was the WM CEP School Hall. Various dates were discussed.			
	[subsequent to the meeting it was agreed to hold the meeting on Sunday 3 July 2016, Clerk to book the Hall for 12noon-4pm as the Hall was already booked prior to that time. The Clerk had explained that she would not be available to help with the meeting]	Clerk	✓	
16/314	<u>CRICKET CLUB LEASE</u> It was agreed formally that Mrs Dean (Chairman), Mr Selkirk (vice-Chairman) and Mr Harriott sign the Lease on behalf of WMPC between WMPC and Town Malling Cricket Club. The Lease was duly signed.	TD/ RS/ SH	✓	
16/315	<u>JOINT PARISH COUNCILS TRANSPORT CONSULTATIVE GROUP</u> It was agreed to renew membership of JPCTCG at a cost of £50p.a. May 2016-April 2017. Clerk to arrange for cheque to be drawn.	Clerk	✓	
16/316	<u>NEW WMPC WEBSITE</u> Mr Selkirk had submitted a briefing note to WMPC's F&GP meeting held on 16 May 2016 (minute 16/287, Appendix 1 refers). Members agreed to accept the recommendation from F&GP that Option 3 be adopted. Mr Selkirk to action this.	RS	✓	
	[at the time of the F&GP meeting, WMPC had been notified that the KCC-hosted generic website which WMPC had adopted was no longer to be free of charge. However, KCC subsequently notified that it would be provided free of charge for the time being.]			
16/317	<u>ACCOUNTS FOR PAYMENT</u> totalling £3,452.38 were approved. It was noted that the payment of £108.00 to Mr John Collins was ratified. It was noted that payments totalling £51.20 had been approved at quorate meetings since the previous Full Council meeting.			
	Allotment Inspection One of the cheques drawn was payable to (Groundsman) Mr John Moon. Mr Selkirk explained that WMPC ought not to be remunerating Mr Moon for carrying out the allotment inspection as this was carried out on behalf of the Allotment Society, not on behalf of WMPC.			
16/318	<u>MEETING DATES TO BE AGREED</u> Full Council The Clerk had already notified members that she would not be available for the Full Council meeting scheduled for 4 July 2016. The Clerk had already checked with members that they had no objection to swapping Full Council and Amenities dates i.e. Amenities Committee to be held on Monday 4 July 2016. Full Council to be held on Monday 11 July 2016. These change of dates was agreed. F&GP It was agreed to hold the next F&GP meeting on Friday 1 st July 2016 @ the Clout.			
	Clerk to notify members of these dates.	Clerk	✓	
	Clerk to book meeting room at Clout for 1 st July 2016.	Clerk	✓	

	Clerk to notify Sgt Jo Mott and PCSO Harrison of change of date for Full Council; Sgt Mott had agreed to attend Full Council. [* Sgt Mott subsequently confirmed that she would be available to attend Full Council on 11 July 2016]	Clerk	✓	*
16/	<u>MATTERS FOR REPORT</u>			
319.1	Amenities Committee – the draft minutes of the meeting held on 4 May 2016 were received.			
319.2	Finance & General Purposes Committee – the draft minutes of meeting held on 16 May 2016 were received.			
319.3	Highways Transportation & Streetlighting Committee – the draft minutes of the meeting held on 25 April 2016 were received.			
319.4	Planning Committee – the draft minutes of the meeting held on 17 May 2016 were received. (16/299.2) Lobster Pot – Mr Selkirk reported that a site meeting had been held with the developers. There was to be no rubbish stored on site. Two informal meetings had been held regarding the Mill Yard development – with Bedlars Holdings and separately with the architect Clague. There was a suggestion of possibly an additional commercial unit: WMPC had no objection to that. The design of the walkway was discussed; the architect was shown the Broxap catalogue as this represented the preferred style for WM e.g. the cast iron planter near the zebra crossing. There was at present no pedestrian link between Swan Street and the short-stay car park; members supported the provision of a temporary walkway.			
319.5	Malling Action Partnership – there was at present no date set for the next meeting.			
319.6	Rotary House – no report			
319.7	School Governors – no report			
319.8	Malling Society – Mrs Barbara Earl (Secretary to the Malling Society) had provided the minutes of their meeting.			
319.9	Christmas Lights Committee/Chamber of Commerce – Mrs Dean had advised Mr Russell Meader (WM Flowers, Chairman of the Chamber) that after this year there would be no funding from T&MBC for Christmas events. Mrs Jane Marshall would no longer be organising the event as in previous years. Unless someone else were prepared to undertake the arrangements the event would not take place.			
319.10	Tonbridge & Malling Borough Council – receipt was noted of: <ul style="list-style-type: none"> Parish Partnership Panel – timetable (noting that next PPP meeting would be held on Thursday 8 September 2016; deadline for submission of agenda items Tuesday 23 August 2016) Parish Partnership Panel – draft minutes of their meeting held on 18 May 2016 			
319.11	KALC/NALC/ACRK – receipt was noted of: <ul style="list-style-type: none"> Draft minutes of T&M KALC meeting held on 12 May 2016 			
16/320	<u>MEETING DATES</u> July Full Council – Monday 11 July 2016 Amenities Committee – Monday 13 June 2016 (concentrating on Churchyard) and Monday 4 July 2016 (concentrating on Allotments) Highways, Transportation & Streetlighting Committee – Monday 20 June 2016 @ Clout Planning Committee – Tuesday 21 June 2016 Finance & General Purposes Committee – Friday 1st July 2016			

	<p>CCTV Meeting – Tuesday 7 June 2016, 4pm @ WM CEP School Macey’s Meadow Advisory Committee – Wednesday 29 June 2016 Document Review Group – Wednesday 13 July 2016 @ Clout</p>			
16/321	<p><u>REPORT OF BOROUGH COUNCILLORS</u> Report from Borough Cllr Mrs Luck is appended to these minutes (Appendix 2)</p>			
16/322	<p><u>REPORT OF COUNTY COUN CILLOR</u> Report from Cnty Cllr Mrs Dean is appended to these minutes (Appendix 3)</p> <p>Call for Sites Mrs Dean tabled at the present meeting the technical assessments. Mrs Dean reported that at this stage the Green Belt policy was not taken into account but would be in September when the public consultation would start. The outcome was expected in 2017.</p>			
16/323	<p><u>CONFIDENTIAL ITEM</u> 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 The Clerk, Borough Cllr Mrs Luck and Mr Merchant left the meeting at 10pm.</p>			
16/324	<p><u>APPOINTMENT OF NEW CLERK</u></p> <p><i>The Council agreed to</i></p> <p>A) advertise the post of Parish Council Clerk using the Job Description and Person Specification circulated to members.</p> <p>B) advertise the post immediately in Social Media and in July edition of Downs Mail with a closing date of August 20th. Candidates will be asked to visit the office to familiarise themselves with the functions of the Council.</p> <p>C) applications will be submitted electronically only to the clerk and circulated to members for their suggestions on those to be called to interview.</p> <p>D) candidates will be interviewed during the week beginning August 30th and if appropriate, an appointment recommended for Full Council to agree on September 5th.</p> <p>E) a handover period would be agreed with Carole depending on the experience of the approved candidate.</p> <p>Council members agreed to review the structure of the council committees and the efficient working practices of the Council during December. Committees will retain their current form and timetable until then, and the Highways Transportation and Street Lighting Committee will elect its Chairman at its next meeting on June 20th.</p>			
	<p>There being no further business, the Chairman thanked members for attending and closed the meeting</p> <p>Signed.....</p> <p>Date.....</p>			

APPENDIX 1

Parish council

West Malling Council, monthly update for MAY 2016

Crimes of note

Criminal Damage

- Fartherwell Avenue a car was punched and kicked and a wing mirror was damaged, another vehicle nearby at the same time was also damaged, foot prints were left on the paintwork.
- A suspect has been identified.
- Investigation is on-going.

Criminal Damage

- Offham Road a car that was parked on the road was damaged, the drives side window was smashed.
- A suspect was identified.
- Investigation is on-going.

Attempted Burglary

- A allotment shed on Ryarsh Lane was damaged and an attempt was made to break in, a wooden plank had been ripped away on the side of the shed, and the lock had been tampered with.
- No entry was gained and no property had been taken.
- No lines of Enquiry.

Criminal Damage

- Back of Masey's meadow Norman Road, a BEE House was pushed over and damaged, by person's unknown.
- No lines of Enquiry.

Criminal Damage

- A house on the High st had the front doorbell damaged, the plastic casing had been damaged and cracked by persons unknown, moments earlier someone had been banging on the door and ringing the doorbell impatiently. (no one was seen)
- No line of Enquiry.

Theft by Finding

- A house on Norman Road, a Door bell was stolen by persons unknown no suspicious persons were seen in the area at the time , and there was no CCTV coverage.
- No lines of Enquiry.

Anti-social behaviour and other incidents of note

A number of youths have been visited at their home address and given words of advice, with their parents present, in connection with Anti-social behaviour. Youths are still gathering around the cricket pavilion on Norman Road, Masey's meadow six trees were hacked down with an axe by person's unknown investigation is still on-going.

Noisy and nuisance mopeds are still being reported on Norman Road, some VRM's numbers given to the police are being followed up and owners of the vehicles visited by police.

Updates of previous reported issues

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

APPENDIX 2

West Malling Parish Council June 6th 2016.

[Borough] Councillor's Report

A gentleman became ill in a public house in West Malling, they rung 999, were given the access code to the Defibulator in the telephone box outside Baldocks, but it would not release, as the code was the wrong He did not have a heart problem, thank goodness.
Got in touch with, Heart Beat, The Lions and the South Eastern emergency system. It has now been sorted out.

St Leonards Street, because of the double bend and footpath that crosses the road, installing new signs and marking as necessary

Old Parsonage Court replacement of street light, LED Lantern

Development Funded Works A20 Route Study between A228 and Cold harbour Roundabout, initial funding due end of May

Tonbridge & Malling having trouble with emptying the glass and cans from recycling banks, shortage of recycling lorries, they have to empty 500 banks several times a weeks, information on the website

The public footpath that runs across an orchard from Lavenders Road to Ashton Way, diverted to run parallel with Lavenders Road

Tonbridge & Malling are going to launch a consultation in respect of changes to the Council Tax Reduction Scheme for working age claimants, that will come in April 2017. The current scheme came into being in April 2013 and is now time for a review

APPENDIX 3

Subject: County councillors report. June

1. In response to a formal question at County Council the Cabinet Member confirmed KCC were engaged with the developers of Aylesford Newsprint. He agreed that transport issues were important including the following sites which I raised with him:

improved access to the Strood bound platform at New Hythe Station,
safer pedestrian crossing arrangements to Leybourne Park across Bellingham Way,
a cycle route through the site To Station Road Aylesford,
an improved river side towpath between New Hythe and Millhall and a full assessment of the effect of opening up Bellingham Way between Leybourne Way and Station Road on current A20 congestion.

This site is important to W Malling because if any part of it were to be allocated for housing this would reduce the balance of housing to be delivered from alternative sites. It also offers a potential source of funding for the transport links outlined above including particularly the opening of Bellingham Way should that be supported, as a relief to the congested A20. I have a meeting with the highways officer dealing with the site for KCC tomorrow.

2. The A20 capacity study being undertaken by Amey for KCC has been published to councillors. It is 113 pages long and on first reading feels rather lightweight, concerned with cosmetic details rather than addressing the basic problem of how to increase the capacity on A20. I have a briefing on the study tomorrow.

3. New Hythe Lane/A20 Box junction does not require a TRO so potentially could get fairly quickly implemented if it can be afforded through my Highways Fund.

4. New Hythe Lane on street parking may be consulted on for day time parking only in the next phase 8 of TRO. BUT Andy Bracey advised me that changes to Parking by Abbeyfield and Morrisons to stop residents parking there may overtake it. I have pressed for it to remain in the scheme as an important part of relieving congestion at the A20/New Hythe junction.

5. Balfour Beatty have been given the contract for Operation Stack but there is no decision on the chosen site on which up to in excess of £200m is likely to be spent.

6 The Boundary Commission will be publishing proposals for Kent constituency boundaries in Autumn. Kent is widely expected to lose one constituency and TMBC is an obvious candidate given the lack of community links between Tonbridge and Malling.

7. The officer technical assessments of all the sites put forward for development in the Call for Sites exercise were published last week. The assessments purport to be following government guidelines. However value judgements appear to have been made which are hard to understand. Aylesford Newsprint site for instance, currently with the receivers and about to be exhibited in master plan proposals is said to be "unavailable". Appledene Farm adjacent to Countryways is said to be suitable and available, despite recent refusal of planning permission by the borough council, whilst the field opposite the village hall is not judged suitable. We shall need to raise questions on these issues over the coming weeks. I am advised no public consultation is being entered into until September. The technical assessments are accompanied by explanatory text which says that Green Belt policy is not taken into account at this stage, and that a "suitable" assessment does not mean the entire site is suitable. The government also says that ownership issues such as ransom strips must be taken into account, making it clear the TMBC will need to enquire into ownership soon though they have. It done so yet .. simply discarding the site if the application for development has come from someone other than the owner.