

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 6 JULY 2015, 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mrs T Dean (Chairman)
Mr K Bullard
Mr J Galloway
Mrs L Javens
Mr S Harriott
Mrs C Lane
Ms H Marlor
Mr R Selkirk
Mrs Y Smyth
Also in attendance:
Borough Cllr Mrs Luck
Mr Russell Meader (WM Flowers)
Mrs A Turner (Booking Secretary, WM Village Hall)
Mr John Collins (WMPC employee)

Clerk (minute taker)

Minute		Action by	Action taken	Response
15/296	APOLOGIES FOR ABSENCE were received from Mr P Stevens; also from Borough Cllr Miss Shrubsole and PCSO Harrison			
15/297	DECLARATIONS OF INTEREST – none other than those routinely declared			
15/298	MINUTES of the meeting held on 1 st June 2015 were approved and signed			
15/	MATTERS ARISING from the minutes not otherwise on the agenda			
299.1	T&MBC Joint Standards Committee – Mr Selkirk reported that he had attended this meeting on 1 st July 2015, at which a short presentation had been given by T&MBC concerning standards. There had been no new complaints.			
299.2	(15/203.3) Local Warden Support Officers – WMPC had indicated its support in principle of this initiative. The Clerk had been notified by KALC that WMPC's application had been unsuccessful. The Clerk was to ask KALC who had been successful.	Clerk	✓	*
15.	QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS			
300.1	Cricket Club Lease – Mrs Smyth asked what progress had been made in finalising this Lease. Mrs Dean reported that she responded to WMPC's solicitor, Mr Gareth Richards with a copy to TMCC's solicitor Mr Chris Picardo. It was understood that Mr Picardo had to check with Kent Adult Social Services because of their use of the Cricket Pavilion. Mrs Dean had reminded Mr Picardo that a response was awaited, so as far as Mrs Dean was aware there was no action required from WMPC at this stage.			

300.2	Motorcycles – Mr Galloway reported that yet again motorcyclists were causing a nuisance racing along A20 in groups and through WM. Ms Marlor reported that the Police were aware but lacked the resources to follow this up; she suggested that the Police would be more likely to follow this up if a report came from several affected parishes. The Clerk was to contact adjoining parishes. Ms Marlor suggested that anyone affected ought to keep a log of incidents.			
		Clerk		
		All		
	Mrs Dean proposed that an item be suggested for the next meeting of the Parish Partnership Panel meeting. The Clerk reported that she had not been notified recently of any forthcoming PPP meetings but would check the dates. [* subsequent to the meeting the Clerk ascertained from the T&MBC website that the next PPP meeting would be held on 10 September 2015]	Clerk	✓	*
	Mr Bullard also agreed to raise this at the JPCTCG(Joint Parish Councils Traffic Consultative Group) meeting			
300.3	The Twitch Inn – Mr Harriott asked if any response had been received. Mrs Dean reported that no reply had been received. Mr Harriott had asked Ethical Leasehold Management (Mr Stuart Brunson) on 26 June 2015: “Please would you advise whether the management of Douces Manor is covered by the Housing Ombudsman? Would you also let me have a copy of your complaints policy.” A response was awaited.			
300.4	Signage & Noticeboards – Mrs Dean reported that a site meeting was needed to agree the locations. Mr Selkirk reported that he had asked the manufacturer Broxap for a printed mock-up of the signs. The Clerk had asked Mrs Lane (member of the Chamber of Commerce) for a copy of the notes taken by Mr David Boughton of the site meeting held previously. Mr Selkirk reported that he had a copy of those notes but these had not been forwarded to the Clerk.			
15/	<u>POLICING REPORT</u>			
301.1	Policing Report PCSO Harrison’s report is appended to these minutes (Appendix 1)			
301.2	Meeting with Licensees – (minute 15/203.5 refers) the Clerk had been in contact with T&MBC’s Licensing Manager Mr Anthony Garnett. It was agreed in principle that such a meeting be held towards the end of the year but no specific date had yet been agreed. Mr Selkirk mentioned that the seating outside “The Hungry Guest” often intruded onto the footway.			
15/ 302	<u>WM PARISH PLAN</u> (minute 15/239 refers) Mr Harriott reported that he had received six or seven responses. Ms Marlor reported that Headcorn had just drawn up such a Plan.			
	Mr Harriott agreed to circulate to WMPC members the draft Plan with a request that members respond during August	SH/ All	✓	
	It was suggested that a dedicated meeting be held in late September. Mrs Dean suggested that possibly someone be asked to facilitate that meeting Clerk to place an item on the agenda for September Full Council to agree a date.	Clerk	✓	
15/ 303	<u>KENT’S DRAINAGE AND LOCAL FLOOD RISK POLICY STATEMENT</u> This Statement is an annexe of their Local Flood Risk Management Plan to clarify how Kent County Council will review drainage strategies and surface water management provisions associated with major development. The consultation is open to the public at http://consultations.kent.gov.uk/consult.ti/DLFR_PolicyStatement . until 24 July 2015. Ms Marlor had prepared a briefing note (see Appendix 2). Ms Marlor explained that this was only the policy statement. It was agreed that Ms Marlor respond on behalf of WMPC.	HM		

15/ 304.1	<p>WM PARKING REVIEW (minute 15/240 <i>et. al.</i> refer)</p> <p>Public Exhibition Mrs Dean reported that she had had an urgent meeting with Mr Steve Humphrey (T&MBC): he had agreed that T&MBC needed to re-run the consultation in respect of Offham Road and Norman Road. This would be in late September/October time; the responsibility had now passed from Mr Humphrey's department to that of his colleague Mr Robert Styles. T&MBC had indicated that they were reluctant to re-consult regarding the zones.</p>		
	Mr Harriott queried the methodology of dealing with the responses to the consultation.		
304.2	<p>Allocation of business permits Mrs Dean had contacted Mrs Sharon Shelton (T&MBC, Director of Finance) and received the following response on 24 June 2015:</p> <p>"..Attached is a spreadsheet listing the businesses in West Malling taken from our database for business rates. The first column gives the billing reference number (which I shall come back to), the second the liable party and the third the address. I have had to redact some of the information in the liable party column as it is protected by data protection (ie it is an individual's name, not a company).</p> <p>2. We do not hold data about number of parking spaces etc per business, but the Valuation Office database may do so. If you go onto https://www.gov.uk/correct-your-business-rates and click start, you can gain access to information. You will need the billing authority reference number from the spreadsheet I have given you to access information about each of the premises.</p> <p>3. Data about employment that we can readily access from ONS is a bit out of date. I am sure you must be able to get more accurate information from Kent County Council? Data we can source relates to the WM & Leybourne ward (2004) via: http://www.neighbourhood.statistics.gov.uk/dissemination/LeadTableView.do?a=7&b=13692905&c=west+mallings&d=14&e=9&g=6439671&i=1001x1003x1004&m=0&r=1&s=1434444822640&enc=1&dsFamilyId=730 This shows that at the time, of the 160 businesses based in the West Malling and Leybourne ward: 130 employed 0-4 people 20 employed 5-9 people 5 employed 10-19 people 5 employed 20+ people The following also gives a break down of sectors: http://www.neighbourhood.statistics.gov.uk/dissemination/LeadTableView.do?a=7&b=13692905&c=west+mallings&d=14&e=9&g=6439671&i=1001x1003x1004&m=0&r=1&s=1434444822640&enc=1&dsFamilyId=726</p> <p>4. In terms of planning data, we do not hold this in one place and you would need to trawl through the applications and look at the plans which are all on public access via our website.</p> <p>5. In terms of parking, I am advised that some of our staff are already liaising and managing the parking plans for West Malling through a locally formed steering group which you are member of (as part of your role on the parish council). I am afraid there is nothing more I can tell you on this which isn't already being discussed by this group. "</p> <p>Mrs Dean explained that the information provided related to West Malling AND LEYBOURNE. We were advised that we would need to look at the most recent planning application for each premises; information also available from the VOA website.</p> <p>Mrs Dean felt that further research was needed; it was agreed that Mrs Dean advertise for a paid researcher, ideally a local person.</p>		TD

304.3	<p>Parking Review, Mr Selkirk's Draft</p> <p>Mr Meader referred to Mr Selkirk's draft which he felt should have involved comments from the Chamber of Commerce.</p> <p>Mrs Dean clarified that this was only a draft, drawn up by Mr Selkirk, and did not contain actual proposals. Mrs Dean confirmed that WMPC was always anxious to involve the Chamber of Commerce in discussions and maintained a good working relationship between the two groups.</p> <p>Mr Meader indicated that the Chamber had identified a new Chairman to replace Mrs Marshall and would let Mrs Dean and the Clerk know when a successor had been appointed.</p>			
15/ 305.1	<p><u>STREETLIGHTING CONTRACT</u></p> <p>Mr Bullard reported that WMPC had sought advice from KCC regarding the survey for structural and electrical safety. KCC had provided the contact details for two contractors whom WMPC would approach in addition to Simmons Lighting.</p> <p>It was agreed to use KCC to draw up a specification to invite tenders. Mr Carroll to provide a template.</p> <p>This work would have to be advertised publicly, in accordance with WMPC's Standing Orders/Financial Regulations.</p>	Clerk FC		
305.2	<p>Adoptable Standard for Streetlighting</p> <p>Mrs Dean explained that if KCC were to take on the responsibility for maintenance of WMPC's streetlights, then those lights would have to be brought up to KCC's "adoptable standard". This standard required lights to be closer together than at present and in prescribed locations; wall brackets were not permitted. Although this could have advantages in the long-term (KCC responsible for maintenance), WMPC would have to meet the cost of bringing up to adoptable standard and this was certain to be costly. Furthermore a survey of residents had indicated that they did not wish to have too many lights in what was still perceived to be a semi-rural location.</p>			
15/ 306	<p><u>BUSHES AND TREES OVERHANGING 18 NORMAN ROAD</u></p> <p>This had been referred to Full Council from the Amenities Committee (minute 15/257.2 refers) Members were advised that two quotes were being obtained:</p> <ol style="list-style-type: none"> i. a quotation had been received from Turfsoil for the cutting back of branches overhanging 18 Norman Road and impeding the view of 20mph sign for the sum of £280.00. ii. a further quote had been sought to remove Elderberry and Cherry trees <p>Members approved this expenditure as long as the total was no more than £500. The advice of T&MBC's Tree Officer Mrs Liz Guthrie was to be sought. Clerk to inform the Assistant Clerk.</p> <p>Mr Selkirk proposed that the Land West of Age Concern needed a professional visual inspection.</p>	Clerk	✓	
15/ 307	<p><u>TENNIS COURT FENCING</u></p> <p>This had been referred to Full Council from the Amenities Committee (minute 15/257.3 refers)</p> <p>Mrs Dean proposed from the chair acceptance of the larger quote and this was agreed unanimously.:</p> <p>"To supply and erect approximately 32m of 3m high green coated mesh panel fencing with panels consisting of 6mm vertical wires and 2no 8mm horizontal wires with apertures of 200mmx50mm supported on 60mmx60mm posts each let into the ground and surrounded with concrete for the sum of £3746.86 + VAT."</p> <p>Ms Marlor suggested that the contractor be asked to carry out a condition survey.</p>			
	Clerk to inform the Assistant Clerk of the above decision.	Clerk	✓	
	<p>Terriers</p> <p>Mrs Dean stated that each committee ought to have a terrier showing when equipment, etc had been installed, repairs, etc and obtain estimates of what work was needed in future.</p>	PS/ KB		

15/ 308	<u>ACCOUNTS FOR PAYMENT</u> totalling £4,127,87 were approved. It was noted that payments totalling £5,101.94 had been approved at quorate meetings since the previous Full Council.		
15/ 309	<u>FINANCIAL STATEMENT</u> showing bank reconciliation as at 23 June 2015 was received. Mrs Dean reported that the meeting of the F&GP Committee on 17 July 2015 would assess WMPC's balances.		
15/ 310	<u>FUNDING INFORMATION</u> Receipt was noted of "Inside Track" issue 228 from KCC		
15/ 311	<u>STANDING ORDERS & FINANCIAL REGULATIONS</u> It was agreed to consider this at F&GP on 17 July 2015 rather than setting up a working group. Clerk to note for F&GP agenda.	Clerk	✓
15/	<u>MATTERS FOR REPORT</u>		
312.1	Amenities Committee – the draft minutes of the meeting held on 8 June 2015 were received. Mr Selkirk reported that there had been some complaints that there was insufficient publicity about the event in Macey's Meadow. Mrs Dean reported that she had asked the Macey's Meadow volunteers to provide a programme of events.		
312.2	Highways, Transportation & Streetlighting Committee – the draft minutes of the meeting held on 15 June 2015 were received. Mrs Dean reported that Ms Natalie Peach (NRSWA Co-ordinator, T&M, KCC Highways & Transportation) had reported to her: "South East Water have a permit which runs to the 8 th July. Recently they approached us requesting a three month extension to their permit which, for the time being I have refused. The main reason for this refusal is that we cannot have these works continue through the summer whilst SGN complete their scheme in the High Street/Swan Street area. South East Water were made aware of this from the outset however there seems to have been an issue with their planning. I have called a meeting with South East Water's contractors to discuss why they have only managed to complete around 50% of this project within the permit duration they applied for. We will also be discussing how they plan to complete the scheme in an expedient manner and when they can return."		
	Joint Transportation Board – Mrs Dean asked the Clerk to check the dates of the JTB meetings.	Clerk	

312.3	<p>Planning Committee – the draft minutes of the meeting held on 16 June 2015 were received.</p> <p>Mr Selkirk reported:</p> <ul style="list-style-type: none"> • the application for a station car park TM/15/00531/FL had been withdrawn. • WMPC had objected to the proposed removal of trees at Nevill Court TM/15/01702/TNCA • Complaint had been received about the advertisement on the side of the Joiners Arms; Mr Selkirk considered that the response from T&MBC was unsatisfactory and had challenged this <p>Mrs Dean reported that she had visited The Hungry Guest (65 High Street) to discuss the proposed external heaters. The manager had informed Mrs Dean that the proposal had come from the owners of the property.</p>			
312.4	<p>Macey's Meadow Advisory Committee – the draft minutes of the meeting held on 24 June 2015 were received.</p>			
312.5	<p>Malling Action Partnership (M.A.P.) – Mrs Dean reported:</p> <ul style="list-style-type: none"> • the meeting scheduled for 8 July 2015 had been cancelled • M.A.P. was looking for a Treasurer 			
312.6	<p>Rotary House – Ms Marlor reported that she had spoken to their CEO Ms Penny Nicholls. The Clerk was asked to send Ms Nicholls a list of Full Council dates and invite her send a report to WMPC.</p>	Clerk	✓	
312.7	<p>Village Hall Management Committee – Mrs Turner reported that the Hall floor was to be re-surfaced which would mean that the Hall would be out of use for a time. Mrs Turner had been contacted by the organiser of the yoga class to ask if they could use the grass area for an event. Mrs Dean proposed that WMPC agree to this; seconded by Mr Galloway and agreed unanimously. Mrs Turner to action this.</p>	AT		
312.8	<p>School Governors – Mrs Dean reported that end of term would be 25 July 2015. Mrs Dean was to ask the School for a regular report.</p>	TD		
312.9	<p>Malling Society – Mrs Potts (Chairman) and Mrs Vago (Treasurer) had sent their apologies.</p>			
312.10	<p>Christmas Lights Committee – Mr Meader reported that the same group as last year would be responsible for the arrangements. The event would be held on the last Sunday in November, 29 November 2015</p> <p>Mrs Dean reported that she had been informed by KCC that it was not possible to have a living Christmas Tree outside Brome House in the High Street.</p> <p>Mrs Smyth suggested possibly a living Christmas Tree behind the War Memorial. The Clerk was to ask Rev Green if that would be possible.</p>	Clerk	✓	
312.11	<p>Chamber of Commerce – no report</p>			
312.12	<p>KALC/NALC/ACRK</p> <p>Ms Marlor reported that she found the Councillor's Induction Day on 9 June 2015 very informative. Receipt was noted of ACRK "Oast to Coast" magazine – featuring presentation of Hallmark certificate to the Village Hall Management Committee.</p> <p>[9.40pm Mr Meader left the meeting]</p>			

<p>15/ 313</p>	<p><u>MEETING DATES</u></p> <p>The following dates were noted/agreed:</p> <p>Amenities Committee – Monday 13 July 2015 (combined Allotments & Churchyard) Finance & General Purposes Committee – Friday 17 July 2015 Planning Committee – Tuesday 21 July 2015 Highways, Transportation & Streetlighting Committee – Monday 17 August 2015</p> <p>Macey’s Meadow Advisory Committee – Wednesday 12 August 2015</p> <p>NB no Full Council scheduled for August; next scheduled Full Council Monday 7 September 2015</p>			
<p>15/ 314</p>	<p><u>REPORT OF BOROUGH COUNCILLORS</u></p> <p>The report from Borough Cllr Mrs Luck is appended to these minutes (Appendix 3)</p>			
<p>15/ 315</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>The report from Cnty Cllr Mrs Dean is appended to these minutes (Appendix 4)</p>			
<p>15/ 316</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 9.45 pm</p> <p>Signed.....</p> <p>Date.....</p>			

APPENDIX 1

REPORT FROM PCSO

Parish council

West Malling Council, monthly update for JUNE 2015

Crimes of note

Theft

- A laptop computer was stolen from a hairdressers consulting room in the high st
- No lines of Enquiry

Theft

- Two males entered a restaurant in the high street and left without paying after running up a ----
- 70.00£ bill, evidence has been obtained to identify offenders.
- Enquiries are on-going.

Theft from Motor vehicle

- A milk float parked on Offham road, had milk stolen from it whilst the milkman was delivering ---
- milk to customers.
- Enquiries are on- going.

Theft-shoplifting

- A known shoplifter stole items of meat from the store of a petrol station on London Road
- Suspect identified and helping police with their enquiries.

Theft-Shoplifting

- A petrol garage on London Road had a male enter the garage shop and fill up a back pack with -
- coffee and other items and make off without payment.
- Enquiries are on-going.

Criminal Damage

- On Police station Road a Vehicle was found to have multiple scratches on the driver's door and --
- on the passenger's door, after being parked overnight, the owner stated that he heard noises ---
- around midnight outside his house where the car was parked.
- Enquiries are on-going.

Criminal Damage

- A Digger Excavator that was parked overnight, outside saint Leonards Tower on saint Leonards -
- street, at the road works site, two windows on the vehicle were found to be smashed.
- Enquires are on-going.

Burglary

-2x Burglaries side by side on the same date at Brickfields cul de sac off London Road ,a shed ---
-was broken into via a window and power tools were taken, in another a garage was broken into
-and a bicycle was taken.
-Enquiries are on-going.

Burglary

-Off Ryash lane a number of allotment sheds were broken into not known if anything taken.
-advice given by police and shed alarms given.
-No lines of Enquiry

Attempted Burglary

-In Epsom close, unknown persons broke into a garage of a house but nothing was taken.
-Enquiries are on-going.

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
From Ms Hazel Marlor

Kent's Drainage and Local Flood Risk *Policy Statement* - an annexe of KCC's Local Flood Risk Management Plan to clarify how KCC will review drainage strategies and surface water management provisions associated with major development. The consultation is at this address http://consultations.kent.gov.uk/consult.ti/DLFR_PolicyStatement.

The consultation deadline is 24 July 2015.

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Summary

Local flooding has a significant impact on the people and economy of Kent and it is predicted to increase due to climate change, increasing development and changing land use practices which all affect the way the land is able to naturally respond to rainfall. Kent is the most **at risk** local flood authority in England with approximately 76,000 properties estimated to be at risk of surface water flooding.

The Kent Local Flood Risk Management Strategy for Kent (June 2013) sets out a countywide strategy for managing the risks of local flooding. This consultation is on the 38 page **POLICY STATEMENT** – essentially what KCC will require from developers and how it will respond to that information. Response to the consultation is by an on-line questionnaire.

Under The Flood & Waste Management Act 2010 **Kent County Council** was made **Lead Local Flood Authority (LLFA)** for Kent and gained the role of local flood risk management (supported by the Environment Agency and other organizations, including the Met Office and the water companies).

Local flooding is defined as **flooding caused by the following sources:**

- ❶ Surface water;
- ❷ Groundwater;
- ❸ Ordinary water courses

❶ Management of surface water on new developments is recognised as a key factor in managing local flooding. The Government's intention is that the LLFA will take on the role from the Environment Agency of the delivery of appropriate surface water management provisions within NEW DEVELOPMENT and to encourage uptake of Sustainable Drainage Systems (SuDS). Changes have been made to the planning system to accommodate this requirement and District/Borough Councils will require a site-specific Drainage Strategy from the developer which takes account of all local plans and countywide strategies, including the [Tonbridge & Malling surface water management plan](#). As a Statutory Consultee, KCC must provide a substantive response **on the Drainage Strategy** to District/Borough Councils within 21 days of the consultation date (under Article 22 of the Development Management Procedure Order).

❷ **Groundwater** is water in underground aquifers and streams will continue to be managed by the Environment Agency.

❸ **Ordinary watercourse** - An 'ordinary watercourse' is defined as any channel capable of conveying water that is not part of a 'main river'; it need not have a permanent water level. **Small rivers**, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) can all be classified as 'ordinary watercourses'. These will continue to be dealt with through local authority Internal Drainage Boards or KCC as applicable

APPENDIX 3

West Malling Parish Council 6th July 2015

Councillor's Report [from Borough Cllr Mrs Luck]

Management Changes at Tonbridge and Malling Council. Message from Steve Humphrey Director of Planning, Housing and Environmental Health

Chief Engineer Mike O'Brien retiring, a small team will now be called Technical Services, led by Andy Edwards under the wing of Robert Styles, Director of Leisure, Street Scene and Technical Services. Dealing with parking and enforcement, CCTV, land drainage and flood, emergency planning, capital projects, liaison with Kent Highways and the Environment Agency

Fatherwell Road was closed for 3 days due to the vast amount of rubbish that was dumped

Footpaths with waist high nettles reported.

Station Car park development withdrawn

Residents of Churchfields had a meeting with the Church Council architect about the redevelopment of the Church Hall

All the business had a letter from SGN about the gas engineering works starting 27th July, estimated completion date 17th August. Closure at Swan street junction of High Street, access will be maintained from one end for residents, they will not reopen the road outside working hours. Diversion via Winterfield Lane

APPENDIX 4

Report from Cnty Cllr Mrs Dean

COUNTY COUNCILLOR'S REPORT

DATES

County Show 10-12 July

Leeds Castle Concert 11 July

Battle of Britain Airshow, Biddenden Road 11 July

Mote Park Race for Life 11-12 July

Kent Police Open Day Sutton Road 12 July

Aylesford A20 London Road, Temporary lights overnight until Monday 13 July

High Street, King Street and Swan Street – 27 July for up to 22 days

Kings Hill – opening talks with Borough Council on changing parish boundaries

Station Car Park – application withdrawn but applicant pleased to get support of officers – noted opposition of Parish Council and School

Town Hill 15 May – speed check – 15 Verbal warnings; no tickets issued – why not ?

Electoral Reform Society – Votes at 16 Campaign following Scottish Referendum

Electoral Registers – when individual registration introduced it was necessary to verify registrations with Government or local lists (existing register). 1.9m addresses currently NOT confirmed. Being retained under transitional arrangements until December 2016 for checks to be made (prompts – door-to-door – advertising increased registrations. Government considering bringing forward to December 2015. Electoral Commission says no: 14% of February 2014 register inaccurate.

% retained varies from 0% to 23%. 47% fewer 16-17 year olds.

From June 2017 – mobile roaming charges will not apply in EU for calls, texts and internet.

Food waste – T&MBC – either green bin (direct or newspaper-wrapped) or black (paper liners, grey caddies available, plastic bags)

Brickfields – 2 garages burgled 8 days ago – bike and electrical tools taken

Church Centre –

KCC – support Transport for London extending into Kent provided no detriment to Kent residents

Residents proposing Village Green status for Carnation – Columbine