

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

To Parish Councillors, members of the public and press.

Date 27 October 2014

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held at **European School of Osteopathy, Boxley Village, ME14 3DZ** at 7.30pm on **3 November 2014** when it is proposed to transact the following business:

- | | |
|---|----------------------|
| | Time guide
(7.30) |
| 1. Apologies and absences.
To receive and accept apologies for absence. | |
| 2. Declaration of Interests, Dispensations, Predetermination or Lobbying. (7.31)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk. | |
| 3. Minutes of the Parish Council Meeting of 6 October 2014. (7.33)
To consider the minutes of the meeting and if in order sign as a true record (pages 3-5). | |
| 4. Matters Arising From the Minutes. (7.35)
4.1 Minute 2687/4.1 WW1 commemorative plaque. Arrangements are being made for its installation.
4.2 Minute 2687/4.2 Celebrating Boxley Warren Awards for All application. Clerk to complete work and liaise with Cllr Harwood. | |
| 5. Report from the PCSO and Police Issues. (7.38)
5.1 To receive crime statistics report if available. | |
| Adjournment to enable members of the public to address the meeting. (7.42) | |
| 6. Draft Minutes of Recent Committee Meetings. (7.50)
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.
6.1 Environment Committee meeting 6 October 2014 (pages 5-6).
6.2 Environment Committee meeting 10 October 2014 (pages 6-9).
6.3 Estates Committee meeting 11 October 2014 (pages 9-11). | |
| 7. Finance. (7.54)
7.1 To note payments made out of meeting 07.10.2014 – 27.10.14 (pages 12-13).
7.2 To note receipts for the period 30.09.2014 – 27.10.2014 (pages 14-15).
7.3 To note Account balances as at 27.10.14 (page 16).
7.4 To authorise payment of accounts (list to be supplied at meeting).
7.5 Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories. | |

8. **Policies and Procedures Review.** (8.00)
8.1 Playground Strategy. To consider the recommendation of the Estates Committee see report (pages 16-19).
- 9 **Reports from Borough and County Councillors.** (8.10)
To allow our Ward councillors to report and discuss matters affecting the parish.
- 10 **Reports from councillors/office.** (8.18)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary. A report on the Clerk's Financial Training will be supplied to the F&GP Committee on 11 November.
10.1 KALC Maidstone Area Committee Meeting 22 October 2014 – report by Ivor Davies.
Added after agenda displayed and sent out included in this pdf for public information (page 20)
- 11 **Matters for Decision.** (8.25)
11.1 Action with Communities in Rural Kent Annual Meeting Thursday 20th November at 5.45pm Lenham Community Centre (e-mail 21/10/14).
11.2 Emergency Planning Resilience see report (pages 19-20).
11.3 Parish and Police meeting on 20th November. Items for agenda are being sought (e-mail 24/10/14). Will any members be attending?
11.4 KALC AGM Sat 22 Nov 2014 at Ditton 9.30 – 15.45.
In view of the potential confidential nature (personal details) on the item about to be transacted, it is advisable that the public and press could be excluded from the meeting for the duration of or part of the item.
11.5 Community Awards. To consider, in confidence is considered necessary, any nominations.
- 12 **Matters for Information.** (8.40)
12.1 KALC Parish News October edition.
12.2 Voluntary Action Maidstone (VAM) AGM Fri 21 November 2.00pm Maidstone Community Centre.
12.3 KALC Maidstone Area Committee minutes for 22 October meeting (e-mail 24/10/2014).
- 13 **Next Meeting.** (8.42)
Monday 1 December 2014 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 27 October 2014.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Items to be returned to a future agenda: Quality Parish Council application.
In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has power to extend it by 30 minutes.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 3 November 2014.
The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 3 Minutes of the Meeting of the Parish Council held at the St John's School, Provender Way, Grove Green Monday 6 October 2014 commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mr V Davies, Mrs P Brooks, Mr P Dengate, Mr M Hinchliffe, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr A Springate, Mr P Sullivan and Mrs M Waller together with the Clerk, Borough Councillor D Butler and a member of the public/press.

1. Apologies and absences.

Cllr Harwood (work commitments), Cllr Smith (approved absence) and Cllr Spain (convalescing). PCSO Trevor Knowles.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

None received.

3. Minutes of the Parish Council Meeting of 1 September 2014.

The minutes of the meeting were, with the addition of Cllr Hollands to the attendance list, **agreed** and **signed** as a correct record.

4. Matters Arising From the Minutes.

4.1 Minute 2661/10.2 WW1 commemorative plaque. Now received and shown to members. Arrangements are being made for installation. **Noted. Action: Office.**

4.2 Minute 2680/12.3 Celebrating Boxley Warren Awards for All application. Clerk to liaise with Cllr Harwood and complete work. **Noted.**

5. Report from the PCSO and Police Issues.

5.1 Crime statistics report. **Noted.** The Clerk was asked to liaise with the PCSO to have dates and locations included in the report. **Action: Clerk.**

5.2 PCSO coverage. **Noted.** During discussion it was **agreed** that Borough Councillor Butler would take the issue of PCSO cover to a meeting with the Kent Police Commissioner Ann Barnes. The Chairman would also take the issue to the Parish Police Forum. **Action: Chairman.** Parish office to investigate what crime statistics were published on the Kent Police website. **Action: Office.**

The meeting was not adjourned as the member of the public did not wish to speak.

6. Draft Minutes of Recent Committee Meetings.

Noted and received.

6.1 Environment Committee meeting 1 September 2014.

6.2 Environment Committee meeting 8 September 2014. Amendments were made to two incorrectly recorded dates.

7. Finance.

7.1 Payments made out of meeting 02.09.14 - 29.09.14. **Noted.**

- 7.2 Receipts for the period 27.08.14 – 29.09.14. **Noted.**
- 7.3 Account balances as at 29.09.14. **Noted.**
- 7.4 Payment of accounts. **Authorised** after **noting** that an adjustment would be made on SCRIBE regarding Voucher 345 as the VAT element would be reimbursed by the insurance company. **Authorised.**

8. Policies and Procedures Review.

- 8.1 Community Inclusion Policy. **Agreed** but in future there would be a biennial review of the policy. Members **agreed** to the setting up of Community Alert e-mail lists for Grove Green, Sandling, Boxley and Walderslade/Lordswood. Residents will be invited to register their interest in being so told of important developments in their area and where appropriate directed to the parish council's website and the relevant information. An article to be included in the next Downs Mail with a review after 6 months. **Action: Clerk & office.**

9 Annual Competency Reports.

The Chairman's and Clerk's reports on the recent committee reviews were **noted and received.** The Chairman then proposed seconded by Cllr Bob Hinder and **agreed unanimously** that the following statement be recorded in the minutes:

Boxley Parish Council and its committees, having undertaken their annual review of management practices and working methods, considers that their decisions are made in an open and accountable way and that the public can:

- a) **understand how each decision was reached;**
- b) **monitor the work of the parish council;**
- c) **recognise that the parish council is acting legally, fairly and in the interest of the community at large; and**
- d) **see that the council is continually striving to improve its service to the community.**

10 Reports from Borough and County Councillors.

Cllr Wendy Hinder's report was received and members noted the lack of enforcement on the Sandling clearway and the efforts she was making to resolve the issue. A further meeting with Kent County Councillor Brazier was scheduled for 10 October. Cllr Butler's offer to take the lack of enforcement up at the meeting with the Kent Police Commissioner was accepted. Information was also received from Cllr Butler on the Joint Transport Committee and the Integrated Transport Strategy.

11 Reports from councillors/office.

- 11.1 Streetlife.com: after consideration and discussion it was **agreed no further action.**
- 11.2 Boxley Warren financial report. Members welcomed confirmation that their £1,000 grant had attracted over £55,000 of additional funding. **Noted.**
- 11.3 Vegetation maintenance in Walderslade. County Councillor Carter's response was **received.** After discussion it was **agreed** that the issue would be taken to the Environment Committee for further consideration. Issues identified were: a pilot scheme with the parish council paying for an additional cut in an area to see on whether residents supported this; cost of a pilot scheme and the overall cost of the maintenance of the shrub beds around the Walderslade residential areas. **Action: Clerk and Environment Committee.**

12 Matters for Decision.

- 12.1 Maidstone BC members' Environment Agency Briefing 29 October 2014. **No further action.**
- 12.2 Parish & Town Council Seminar with KCCH&T Wed 19 November. The Environment Committee will be discussing attendance but items for the agenda were being invited. After discussion it was **agreed** to put forward the issue of poor or lack of

communication. **Action: Office and Environment Committee.**

13 Matters for Information.

None submitted.

14 Next Meeting.

Monday 3 November 2014 at the European School of Osteopathy, Boxley Village, ME14 3DZ commencing at 7.30 pm.

Meeting closed at 8.31 p.m.

Item 6. Draft Minutes of Recent Committee Meetings. *Purpose of item: information.*

Item 6.1 Minutes of the Environment Committee on Monday 6 October 2014 at St John's School, Provender Way, commencing at 8.32 p.m.

Councillors present: Mrs Wendy Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr M Hinchliffe, Mr Bob Hinder, Mr D Hollands, Mr A Springate and Mrs M Waller together with the Clerk.

1. Apologies and absences

Cllr Spain (convalescing).

2. Declaration of Interests, dispensations, predetermination or Lobbying

None received.

3. Planning Applications and Appeals for Consideration

14/503047/FULL. Single storey rear extension at 27 Camomile Drive, Weavering.
Do not wish to object.

14/502676/FULL/LOWE. Change of use of amenity land to garden land and erection of 1.8m high fence at 7 Barleyfields, Weavering.
Do not wish to object but would support landscaping between fence and footway to soften the impact on the street scene.

14/503218/FULL/RITI. Erection of depot/workshop building (Class B2) with ancillary offices and sales; access, parking, vehicle washing facilities and landscaping; and including rooftop installation of photovoltaic panels at Brooklyn Park, Chatham Road, Sandling, Kent.
Ratified Clerk's decision, after consulting members
Do not wish to object.

14/502958/TPO/AW2. T1 Hornbeam request for removal at 8 Goldstone Walk, Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

14/503461/TPO/AW2. Application for consent to undertake the following works - T1 - Sweet Chestnut - fell to ground level. T2 - Hornbeam - thin crown 30% and lift crown to 3m. T3 - Sweet Chestnut - thin crown 30% and reduce to lowest limbs over road by 3m. T4 - Field Maple - reduce crown by 2m in height and spread, cut back from building, thin crown by 20%, lift crown to 3m over highway. T5 - Sweet Chestnut - repollard, recommend pollarding all stems to height of old pollard, reshape crown at 2 Spenlow Drive Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

14/502768/FULL/LOWE. First floor rear balcony at 82 Chatham Road, Sandling.

Do not wish to object.

Meeting closed at 8.46 pm.

Item 6.2 Minutes of the Environment Committee on Monday 13 October 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present: Mrs Wendy Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr M Hinchliffe, Mr D Hollands, Mrs A Spain, Mr A Springate and Mrs M Waller together with the Clerk and a member of the public.

4. Apologies and absences

All councillors were in attendance.

5. Declaration of Interests, dispensations, predetermination or Lobbying

All members declared that they had been lobbied on item 8.1.

6. Minutes of the Meetings of 1 & 9 September 2014

The minutes were **agreed** and **signed** as a correct record.

Due to the attendance of a resident item 8.1 was taken at this point.

The meeting was adjourned at 7.35pm to allow the applicant to address members on item 8.1.

Meeting reconvened at 7.37pm.

7. Matters Arising From Minutes

- 4.1 Minute 2684/4.1 Part-night lighting. County Councillor Paul Carter's response explaining the financial savings of the scheme and that any resulting increase in crime would be monitored with the Police was **noted**.
- 4.2 Minute 2685/9.1 Speed Limit Walderslade Woods Road. The response from KCCH&T was **received and noted**. After brief discussion it was **agreed no further action**.
- 4.3 Minute 2686/10.2 Retention of planning applications. Members requested the office to investigate the retention rules for Maidstone Borough Council. **Noted** awaiting response from MBC.
- 4.4 Minute 2686/9.2 Bus route 130. **Noted** this matter is still being investigated by KCC, Medway and the bus company.
- 4.5 Minute 2686/10.3 Planning Rota. A query was raised about the need for all members to be on the rota. After a brief discussion the rota was accepted with an acknowledgement that members needed to ensure that they dealt with all applications professionally and would only object when there were material planning reasons to do so. The Clerk was asked to indicate to members if they were not following this policy.

8. Planning Applications and Appeals for Consideration

Received Clerk's update on paper planning applications which will cease once MBC finish an individual review of parish councils to see what their 'needs' are.

Members raised the issue of poorly prepared TPO applications with limited information on sketch plans. It was **agreed** to take this up with MBC and also at the meeting on 27 October. The Clerk was asked to investigate what guidance MBC supplied to applicants.

Action: Cllrs Bob & Wendy Hinder, Ivor Davies and Clerk.

14/500168/TPO. Fell Ash Tree at 30 Spenlow Drive, Walderslade. To ratify Clerk's response, after obtaining a majority view from members, to change the decision to mirror that of the Landscape Officer *Do not wish to object. A replacement tree planted elsewhere on the plot was suggested.*

14/502439/FULL/MAHA. Proposed car park for KIMS staff, together with associated landscaping at Land North of Newnham Court Shopping Village, Bearsted Road, Weaving. *Do not wish to object however there is a concern about the adverse impact on local traffic due to increased pressure on the highway infrastructure. The original application for the development clearly stated that it would not require extensive staff parking due to its green travel plan and so all vehicular movement calculations did not include the extra 141 car parking spaces.*

14/503063/FULL/KEHO. Retrospective application to retain parapet wall constructed 550mm higher than as previously approved (Planning Ref: MA/11/0814) at 20 Franklin Drive, Weaving.

Do not wish to object however the parish council wishes to express its concern that the planning permission was not adhered to and this was not picked up by Building Control during construction. The fact that the plans were ignored and retrospective planning permission is now required indicates a lack of effective monitoring at MBC.

Members requested that this issue be notified to the Chief Executive and Cabinet Member.

14/503122/TPO/LOWE. TPO No 1 of 1969: an application for consent to remove leaning stem of one silver birch; fell one sweet chestnut; and reduce height of three silver birches by one-third, bringing them down to roof height, and branch length by 1 metre to reduce canopy spread at Longwood House, 3 Longwood, Walderslade.

Do not wish to object but defer to Landscape Officer's view.

14/503126/TPO. TPO No. 1 of 1969: An application for consent to crown lift one Field Maple and one Hornbeam to 2.5m above ground level and one Oak to 4m above ground level; to crown thin one Beech by 15% and reduce long lateral branch by a maximum of 2.5m; to crown reduce two Hornbeams by 10% each and reshape (1m top and 0.5m sides); to reduce height of one Ash by 2m; to fell one Hornbeam; to reduce the two lowest branches of one Oak by a maximum of 2.5m each and to trim mixed hedging to the rear at 14 Round Wood Close, Walderslade.

Do not wish to object but defer to Landscape Officer's view.

14/503318/TPO/JAMO. TPO No. 13 of 1981: An application to reduce the crown height to a minimum of 18.4 metres and reduce the crown spread to a minimum of 4 metres radius 1 No. Oak tree referred to a T21 on the order, also reduce the crown height to a minimum of 17 metres and crown spread to a minimum of 4 metres radius 1 No. Oak tree referred to as T32 on the order at 49 Bargrove Road, Maidstone.

Do not wish to object but defer to Landscape Officer's view.

14/503334/TPO/AW2. TPO No. 1 of 1969: An application for consent to fell to ground level 1 no. Sycamore tree and crown thin by 10% and raise crown to a maximum of 5 metres from ground level 3 no. Hornbeams at 9 Cinnabar Close And 23 Micawber Close, Walderslade.

Do not wish to object but defer to Landscape Officer's view.

14/503661/FULL/KEHO. Erection of new 2m high paladin mesh fence and a pair of 9m wide paladin gates to part of the property at Bournes Removals, Unit C, Forstal Trading Estate, St Michael's Close, Aylesford.

Do not wish to object.

14/503722/TPO/RARE. TPO No. 1 of 1969: An application for consent to fell 1 no. Sweet Chestnut tree at 18 Goldstone Walk, Walderslade.

Do not wish to object defer to Landscape Officer's view. Members raised concern about the inadequate sketch map submitted with the application.

14/503782/TPO/AW2. TPO No. 1 of 1969: An application for consent to crown thin by no more than 15% and removal of all trunk suckers to the height of the first main branch,

approximately 5m from ground level of 1 no. Oak tree at 11 Sylvan Glade, Walderslade.
Do not wish to object but defer to Landscape Officer's view.

14/503815/FULL/JOBA. Loft Conversion with front and rear dormers and roof lights (resubmission of MA/14/0734) at 8 Camomile Drive, Weaving.

Wish to see refused but not reported to the planning committee. It is felt that there is little change to the MA/14/0734 design and the Borough Council's reasons for refusal are still valid for this application.

The size and design of the dormer windows and their installation in such a highly visible location will have an adverse impact on the street scene. The dormers are overpowering and dominating the character of the house.

14/504069/FULL/JOBA. First floor side extension at 6 Wytherling Close, Bearsted.

Do not wish to object.

9. **Planning Decisions, Appeals and Appeals Decisions**

None received.

10. **Volunteer Groups**

Received and noted.

7.1 Friends of Boxley Warren. Report from Cllr Bob Hinder Chairman of FoBW. Two illegal motorbikes had been stopped by the Police but another two had been seen and their details have been supplied to the Police. For the third time in approximately 18 months the entrance gates have been destroyed by a car crash and this resulted in the planned task day having to be cancelled. **Noted** a request for a KCC investigation into the road at this point has been requested.

7.2 Walderslade Woodlands Group. Cllr Springate gave a verbal report and Rob Burrows's, Chairman of WWG, written report was received. It was reported that two quad bikes had been seen in the wood and access had been via the footway adjacent to the subway under Beechen Bank Road. **Agreed** Rob Burrows to be contacted about the possibility of a permanent structure to impede the bikes or a permanent No Motorbikes sign being erected. **Action Clerk.**

11. **Highways and Byways**

8.1 Land to side of 15 Goldstone Walk. Members considered the impact of the sale of the land to the adjacent property owner. The applicant notified members that KCC had agreed in principle to the sale but needed the parish council's approval. **No objection** (one abstention).

8.2 Parish & Town Council Seminar with KCCH&T Wed 19 November. Cllr Hinchliffe to attend. **Action Cllr Hinchliffe.**

12. **Policy and procedures review**

Funding services e.g. shrub maintenance that are being cut or reduced by principle authorities. Member's **received** an update containing more information on the conditions that would be set by KCCH&T, including some indication on cost and grants, for additional shrub maintenance in the Walderslade Woods area. After lengthy discussion and with some members expressing reservation about double taxation it was **agreed** that the Clerk would obtain further information on:

- Exact cost for an additional shrub maintenance cut in Walderslade.
- Any liability risks if the parish council took on responsibility.
- Likely grant from KCC and whether an annual grant would be guaranteed.
- Could the maintenance responsibility be returned to KCC.
- The maintenance standards.

Action: Clerk.

Discussion included making additional provision in the budget for ad hoc expenditure. Maintenance would only take place on public amenity land and would not include public rights of way or hedgerows.

13. KCC consultation on Community Warden Scheme

After discussion it was **agreed no response would be made.**

14. Draft Budget 2015/2016

After discussion the majority of the draft budget was agreed with the Street Maintenance budget to be discussed after a response to item 9 was received from KCC.

15. Matters for information

None received.

16. Next Meeting

Next full environment meeting 10 November 2014 at Beechen Hall commencing at 7.30 p.m.

17. MBC consultation Transport in Maidstone – alternatives to using the car.

After discussion it was **agreed** that the response would highlight the following issues:

- The lack of public transport, there and back, to Bearsted and Maidstone rail stations. Public transport needs to also be at the appropriate time so that it is integrated with the train timetable.
- Have the park and ride service stop at rail stations.

In view of the confidential nature of the Enforcement item the Chairman moved that the public and press be excluded from the meeting for the item.

18. Enforcement and Section 106 updates from MBC

Members' **noted** MBC's response that the unauthorised tiles that were reported would be replaced.

It was **agreed** that this item would only be included on an agenda when there was information to report.

Meeting closed at 9.18 pm.

Item 6.3 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 October 2014 at 7.30pm.

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr I Davies, Mrs P Dengate, Mr B Hinder, Mr G Smith, Mr P Sullivan, together with the Assistant Clerk.

1. Declaration of Interest or Lobbying.

Dispensation notification for Item 5: Cllrs Ivor Davies, Vic Davies, Dengate, Hinder and Sullivan.

Cllr Dengate declared an interest in Item 8.2 as it referred to a member of his family. Cllr Vic Davies declared a pecuniary interest in item 10.2 and left the meeting at this point.

2. Apologies and absence.

None.

3. Minutes of Previous Meeting 12 August, 2014.

The minutes of the meetings were **agreed** and **signed** as a true record.

As there were no public present the meeting was not adjourned.

4. **Matters Arising From Previous Minutes**

- 4.1 Minute 2660/4.2. Boxley Parish Playground Strategy. Members **received** the Clerk's report and **agreed** that once amendments were made, to recommend this policy to the Parish Council for adoption at its next meeting. Cllr Dengate suggested the use of a decision tree for the policy. He also asked if the improvements that MBC will be making to the Timber Tops play area in Lordswood as stated in the 'Blue and Green Structure Plan' would include older children/Youth. **Action Office to highlight issue at appropriate time.**
- 4.2 Minute 2671/6 Boxley Village Green and South Wall - Received and noted the Clerk's report. **Action the Clerk.**
- 4.3 Minute 2672/11 Relief Caretaker position. Members **received** and **noted** the Relief Caretaker had resigned. The Assistant Clerk reported that the position would be re-advertised and that cover in the short term will be explored. **Action Office**
- 4.4 Minute 2672/12.2 Personal License cover for Beechen Hall. **Noted** no further information was available and the Assistant Clerk requested this item to be returned to the December meeting.

5. **Dove Hill Allotments**

- 5.1 **Received** and **noted** Cllr Bob Hinder's report.
- 5.2 Additional grass cutting at Allotments – **Noted** a revised cost for the additional cutting at the allotment site was not available in time for the meeting and would be circulated to members once it had been received.
- 5.3 Repairs to fencing at Allotments – Members **received** and **noted** the Clerk's report.

6. **Matters for Information**

- 6.1 Kent Orchard Project for WDJO – Members **received** and **noted** the Clerk's Report.
- 6.2 Condition of Box Trees at Boxley Green Cllr Vic Davies reported that the trees were in a poor condition in their current pots through lack of water and would benefit from being planted directly into the ground in their current location. Members unanimously **agreed** to this proposal. **Action Cllrs Vic Davies and Sullivan.**
- 6.3 Location of Commemorative Plaque – Members **received** and **agreed** the Clerk's suggestion for location and it was **agreed** that Cllr Vic Davies and Cllr Bob Hinder would install the plaque before Remembrance Day. **Action Cllrs Vic Davies and Bob Hinder.**

7. **Community Probation Service**

Members **received** the Clerk's report and agreed in principle to use the scheme on a trial basis for the work suggested at WDJO, should the application be successful. **Action Clerk.**

8. **Assistant Clerk's Report**

- 8.1 **Received** and **noted** hire fees for August/Sept with a comparison for the same period in the previous year.
- 8.2 **Received** and **noted** the report on marketing. Cllr Smith thanked the office for their hard work. Members **noted** the new banner and **agreed** unanimously to adopt the new logo for Beechen Hall.
- 8.3 **Received** Income and Expenditure. Cllr Dengate queried why the income in this report did not reflect the accumulated income in the report for the hire fees (item 8.1). The Assistant Clerk agreed to look into this and email the committee with clarification. **Action Assistant Clerk.**
- 8.4 **Received** Account Balance as at 30 September.
- 8.5 **Received** the Clerk's report on the Accident at Beechen Hall.

9. **Beechen Hall Extension**

Received. the Assistant Clerk's report which included ball park costings from Faithdean. After consideration they requested that Option three on the plan is investigated further this included extending the present office and converting the back office into a committee room. Members also requested that a cost analysis exercise is undertaken to establish the ROI. Cllr Smith asked for it to be minuted that he is against the hall being extended. **Action Assistant Clerk.**

10. Policies and Procedures

- 10.1 Bouncy Castle Policy. Members **noted** that this policy was still fit for purpose.
- 10.2 Staff Pay and Hours. **Received** the Assistant Clerk's report and **agreed** to put into the 2015/2016 budget a provision for a 2.5% increase. **Action office.**

11. 2015/16 Budget

Members **received** the draft budget and asked for further clarification on some cost centres and codes. This will be presented again at the December Meeting for final approval. **Action: Office**

General Budget

- 11.1 Interpretation Board at Impton Lane. **Received** the Clerk's report. Members **agreed** in principle with the Clerk's suggestion for the location and **noted** that permission is required from KCC. They **agreed** to the suggested design put forward by the Clerk however this requires further work and would be presented at December's meeting together with costings to be included in the budget. **Action Office.**
- 11.2 Additional Seat at WDJO. Members **agreed** to leave for another year and monitor. **Action Cllr Sullivan.**

Beechen Hall Budget

- 11.3 Height Barrier at Beechen Hall. Cllr Vic Davies **agreed** to investigate potential companies that might be able to repair the gate. It was **agreed** that if the gate was beyond repair costs for replacement would be sought to include in the new budget. **Action Cllr Vic Davies and office.**
- 11.4 Publicity Board at Beechen Hall. Members considered the options for the type of noticeboard and agreed to a 2 sign, 3 post design. Provided the necessary permissions were in place they agreed for more defined costs and a design for the board be returned to the December meeting. **Action office.**

12. Matters for Decision

None.

13. Date of Next Meeting.

Tuesday 9 December, 2014 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 10.00pm

Item 7.1. Payments made out of meeting 07.10.2014 – 27.10.2014

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
357	Hall maintenance	14/10/2014	Coop General Account	bacs/14/10/14/10718685	Crockery	Mrs M Fooks	S	59.26	11.85	71.11
358	Hall maintenance	14/10/2014	Coop General Account	BACS FEM18318/18246	Fire Extinguisher	Kent County Council	S	98.18	19.64	117.82
359	Fire safety	14/10/2014	Coop General Account	BACS FEM18318/18246	Fire Safety Inspection	Kent County Council	S	30.00	6.00	36.00
360	Walderslade Woods Group	14/10/2014	Coop General Account	bacs 14/10/14/65	WWG Imprest Account	Mr R Burrows	X	65.78	8.50	74.28
361	Salaries	22/10/2014	Coop General Account	Bacs 22/10/PC01	Salary	Mrs P Bowdery	Z	2,065.00	0.00	2,065.00
362	Travel-staff	22/10/2014	Coop General Account	Bacs 22/10/PC01	Mileage	Mrs P Bowdery	Z	58.83	0.00	58.83
363	Publicity	22/10/2014	Coop General Account	Bacs 22/10/PC01	Downs Mail	Mrs P Bowdery	Z	20.00	0.00	20.00
364	Administration	22/10/2014	Coop General Account	Bacs 22/10/14/PC01	Postage	Mrs P Bowdery	Z	40.32	0.00	40.32
365	Chairman's allowance Civic	22/10/2014	Coop General Account	Bacs 22/10/14/PC01	Miscellaneous	Mrs P Bowdery	Z	20.87	0.00	20.87
366	Hall maintenance	22/10/2014	Coop General Account	Bacs 22/10/14/PC01	Hall Maintenance	Mrs P Bowdery	Z	66.13	0.00	66.13
367	Salaries	22/10/2014	Coop General Account	Bacs 22/10/PC03	Salary	Mrs A Candy	Z	494.17	0.00	494.17
368	General Maintenance	22/10/2014	Coop General Account	bACS 22/10/PC05	Litter Picking	MS D Davies	Z	25.88	0.00	25.88
369	Chairman's allowance personal	22/10/2014	Coop General Account	Bacs 22/10/PC06	Councillor Allowances PAYE	Mr I Davies	Z	40.00	0.00	40.00
370	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC07	Councillor Allowances PAYE	Mr V Davies	Z	33.26	0.00	33.26
371	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC08	Councillor Allowances PAYE	Mr P Dengate	Z	24.86	0.00	24.86
372	Salaries	22/10/2014	Coop General Account	Bacs 22/10/PC02	Staff Salary	Mrs M Fooks	Z	699.44	0.00	699.44
373	Wages	22/10/2014	Coop General Account	Bacs 22/10/PC02	Wages	Mrs M Fooks	Z	466.30	0.00	466.30
374	Travel-staff	22/10/2014	Coop General Account	Bacs 22/10/PC02	Mileage	Mrs M Fooks	Z	49.99	0.00	49.99
375	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC09	Councillor Allowances PAYE	Mr T Harwood	Z	33.26	0.00	33.26

376	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC10	Councillor Allowances PAYE	Mr R Hinder	Z	33.26	0.00	33.26
377	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC11	Councillor Allowances PAYE	Mrs W Hinder	Z	33.26	0.00	33.26
378	Publicity	22/10/2014	Coop General Account	Bacs 22/10/PC04	Downs Mail	Mrs L Lake	Z	40.00	0.00	40.00
379	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC12	Councillor Allowances PAYE	Mrs K Macklin	Z	41.46	0.00	41.46
380	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC13	Councillor Allowances PAYE	Mr G Smith	Z	16.63	0.00	16.63
381	Wages	22/10/2014	Coop General Account	Bacs 22/10/BH01	Wages	Mrs M Smith	Z	480.59	0.00	480.59
382	Publicity	22/10/2014	Coop General Account	Bacs 22/10/BH01	Downs Mail	Mrs M Smith	Z	60.00	0.00	60.00
383	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC15	Councillor Allowances PAYE	Mrs A Spain/Colney	Z	33.26	0.00	33.26
384	Wages	22/10/2014	Coop General Account	Bacs 22/10/PC06	Wages	Mr P Carter	Z	144.84	0.00	144.84
385	Councillors allowance/PAYE	22/10/2014	Coop General Account	Bacs 22/10/PC17	Councillor Allowances PAYE	Mrs M Waller	Z	38.26	0.00	38.26
386	Wages	22/10/2014	Coop General Account	Bacs 22/10/BH05	Wages	Mr B Douglas	Z	262.88	0.00	262.88
387	PAYE	22/10/2014	Coop General Account	577PW001056585	PAYE	HMRC	Z	1,111.96	0.00	1,111.96
388	Chairman's allowance personal	22/10/2014	Coop General Account	577PW001056585	Chairman Allowance PAYE	HMRC	Z	10.00	0.00	10.00
389	Councillors allowance/PAYE	22/10/2014	Coop General Account	577PW001056585	Councillor Allowances PAYE	HMRC	Z	66.60	0.00	66.60
390	PAYE	22/10/2014	Coop General Account	577PW001056585	PAYE	HMRC	Z	216.43	0.00	216.43
391	Gratuity/pension	22/10/2014	Coop General Account	IT000000687085	Pension Contributions	EFT Receipts Ac	Z	40.62	0.00	40.62
392	Pension	22/10/2014	Coop General Account	IT000000687085	Pension Contributions	EFT Receipts Ac	Z	10.39	0.00	10.39
393	Gratuity/pension	22/10/2014	Coop General Account	IT000000687085	Pension Contributions	EFT Receipts Ac	Z	33.47	0.00	33.47
394	Pension	22/10/2014	Coop General Account	IT000000687085	Pension Contributions	EFT Receipts Ac	Z	9.25	0.00	9.25
395	Walderslade Woods Group	22/10/2014	Coop General Account	501288	Gloves	Capital Cleaning (Kent) Ltd	S	36.68	7.34	44.02

Total		7,111.37	53.33	7,164.70
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Item 7.2. Receipts for the period 30.09.2014 – 27.10.2014

Voucher	Code	Date	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
263	Allotment income	01/10/2014	Coop General Account	36	Allotment rent	Jayne Green	Z	14.83	0.00	14.83
264	Earmarked Reserves	01/10/2014	Coop General Account	36	Key deposit	Jayne Green	Z	15.00	0.00	15.00
265	Hire fee regular	02/10/2014	HSBC Beechen Hall	189	Regular Hire Fee	Cats Protection League	Z	18.25	0.00	18.25
266	Hire fee - casual	02/10/2014	HSBC Beechen Hall	190	Casual Hire Fee	Wheeler	Z	70.50	0.00	70.50
267	Insurance	02/10/2014	HSBC Beechen Hall	190	Public Liability	Wheeler	Z	1.50	0.00	1.50
268	Hire fee - casual	01/10/2014	HSBC Beechen Hall	191	Casual Hire Fee	Hardes	Z	23.50	0.00	23.50
269	Hire fee - casual	02/10/2014	HSBC Beechen Hall	192	Casual Hire Fee	Galton	Z	64.00	0.00	64.00
270	Hire fee casual future years	03/10/2014	HSBC Beechen Hall	193	Casual Hire Fee	Bamrah	Z	96.45	0.00	96.45
271	Wages - AEC	03/10/2014	HSBC Beechen Hall	194	Casual Hire Fee	Adesina	Z	30.00	0.00	30.00
272	Hire fee - casual	06/10/2014	HSBC Beechen Hall	195	Casual Hire Fee	Denham	Z	11.75	0.00	11.75
273	Insurance	06/10/2014	HSBC Beechen Hall	196	Casual Hire Fee	Willson	Z	2.00	0.00	2.00
274	Hire fee regular	07/10/2014	HSBC Beechen Hall	197	Regular Hire Fee	Tumble Tots	Z	163.35	0.00	163.35
275	Hire fee - casual	01/10/2014	HSBC Beechen Hall	BP064	Casual Hire Fee	Rye	Z	168.30	0.00	168.30
276	Insurance	01/10/2014	HSBC Beechen Hall	BP064	PI Insurance	Rye	Z	1.50	0.00	1.50
277	Hire fee regular	02/10/2014	HSBC Beechen Hall	BP065	Regular Hire Fee	Sing & Sign	Z	89.12	0.00	89.12
278	Hire fee regular	03/10/2014	HSBC Beechen Hall	BP066	Regular Hire Fee	Kumon	Z	237.50	0.00	237.50
279	Hire fee regular	03/10/2014	HSBC Beechen Hall	BP067	Regular Hire Fee	Yoga	Z	256.20	0.00	256.20
280	Hire fee - casual	06/10/2014	HSBC Beechen Hall	BP068	Casual Hire Fee	Willson	Z	47.00	0.00	47.00
281	Hire fee regular	09/10/2014	HSBC Beechen Hall	BP069	Regular Hire Fee	Teenie Boppers	Z	59.40	0.00	59.40
				198	Regular Hire Fee	Pilates	Z	66.00	0.00	66.00

282		Hire fee regular		09/10/2014	HSBC Beechen Hall								
283		Hire fee - casual		10/10/2014	HSBC Beechen Hall		199	Casual Hire Fee	Hussain	Z	168.30	0.00	168.30
284		Hire fee regular		10/10/2014	HSBC Beechen Hall		200	Regular Hire Fee	Balfour SMBC	Z	268.75	0.00	268.75
285		Hire fee regular		10/10/2014	HSBC Beechen Hall		201	Regular Hire Fee	Balfour SMBC	Z	94.00	0.00	94.00
286		Hire fee - casual		10/10/2014	HSBC Beechen Hall		202	Casual Hire Fee	Eldred	Z	30.00	0.00	30.00
287		Hire fee - casual		13/10/2014	HSBC Beechen Hall		203	Casual Hire Fee	Gurung	Z	143.00	0.00	143.00
288		Insurance		13/10/2014	HSBC Beechen Hall		203	Public Liability	Gurung	Z	1.50	0.00	1.50
289		Hire fee - casual		16/10/2014	HSBC Beechen Hall		204	Casual Hire Fee	Chapinduka	Z	107.65	0.00	107.65
290		Hire fee - casual		16/10/2014	HSBC Beechen Hall		205	Casual Hire Fee	Purnell	Z	47.00	0.00	47.00
291		Hire fee regular		07/10/2014	HSBC Beechen Hall		BP71	Hall Hire	Baby Sensory	Z	29.70	0.00	29.70
292		Hire fee - casual		10/10/2014	HSBC Beechen Hall		BP070	Hall Hire	Mararike	Z	135.00	0.00	135.00
293		Hire fee regular		14/10/2014	HSBC Beechen Hall		BP072	Hall Hire	NCT stretch and relax	Z	74.25	0.00	74.25
294		Insurance		17/10/2014	HSBC Beechen Hall		BP073	Hall Hire	Benjamin	Z	1.50	0.00	1.50
295		Hire fee - casual		17/10/2014	HSBC Beechen Hall		206	Hall Hire	Kennard	Z	94.00	0.00	94.00
296		Insurance		17/10/2014	HSBC Beechen Hall		206	Public Liability	Kennard	Z	2.00	0.00	2.00
297		Hire fee regular		17/10/2014	HSBC Beechen Hall		207	Hall Hire	Age Concern Mallng	Z	658.88	0.00	658.88
298		Hire fee regular		20/10/2014	HSBC Beechen Hall		208	Hall Hire	Karate	Z	312.30	0.00	312.30
299		Hire fee - casual		24/10/2014	HSBC Beechen Hall		209	Hall Hire	May	Z	35.25	0.00	35.25
300		Insurance		24/10/2014	HSBC Beechen Hall		209	Public Liability	May	Z	1.50	0.00	1.50

Item 7.3 Account balances as at 27.10.2014 *Purpose of item: information.*

HSBC Beechen Hall	£14,672.07
Coop General Account	£19,690.63
Coop Investment Bond	£0.00
Santander Investment Bond	£125,040.31
Natwest Fixed Rate Deposit	£11.09
Barclays Bank	£44,638.25
HSBC Invest Bond	£25,000.00
Lloyds 3 mth	£45,000.00
Lloyds 12 mth	£80,000.00
Total in Banks	354,052.35

Cash **150.00**

GRAND TOTAL (Banks and Cash) **£354,202.35**

Item 8 Policies and Procedures Review. *Purpose of item: information and decision.*

8.1 Playground Strategy. To consider the 14 October Estates Committee recommendation to adopt its draft playground strategy.

Background. The Maidstone Borough Council's Blue and Green Structure Plan consultation was considered by the Environment Committee and a response was submitted. Issues raised by councillors instigated further discussion, this time by the Estates Committee, and this has resulted in a draft Playground Strategy. It is good practice for a parish council to forward plan and by undertaking this work now the parish council is being open and accountable in the way it makes decisions and approaches future issues.

There has been no official response from Maidstone to the Blue and Green Structure Plan and it is anticipated that when there is it will contain relevant timelines for removing, improving or creating play areas in the borough.

Strategy for the Provision of Playgrounds¹ by the Parish Council.

Boxley Parish Council recognises that play is an important part of the development of children and play grounds are an investment in play for future generations.

1 Introduction

The parish council currently provides a toddler playground² at Weaving Diamond Jubilee Orchard³ and as part of the lease it is required to continue this provision.

In the provision of services a parish council has to act:

- Within the law. *Note: The Parish Council has the legal power to provide playgrounds*
- Prudently. *Note: It must have the finances to a) meet the initial cost and b) any long-term ongoing costs*
- Reasonably. *Note: Any decision it takes should be able to be judged, by a reasonably minded person as reasonable*

¹ In this case meaning an area with static play equipment.

² Toddler Play Equipment or Areas – play equipment and areas suitable for children under 6 years old.

³ the land being on a long term lease From Maidstone Borough Council.

To meet the last two bullet points the parish council should be prepared to prove, by a clear administrative trail, that it has acted in an open and accountable way and that there is an identified need for the expenditure and it is commensurate with potential use.

2 Maidstone Borough Council Blue and Green Structure Plan

The consultation on this document identified major changes in how MBC supplies and assesses need for playgrounds which will result in the removal of Shepherds Gate Drive playground with expansion and improvement of the existing provision at Grovewood Drive North⁴.

3 Playground Provision within Boxley Parish Council

Grove Green – currently has 4 playgrounds (reduced to 3 under the Blue and Green infrastructure strategy – which this report will work to):

- Shepherds Gate Drive (under ten year olds)
- Weaving Heath (sports wall)
- Weaving Diamond Jubilee Orchard (BPC run toddler equipment)
- Grovewood Drive North (toddler equipment)

and Lordswood has one

- Timber Tops (toddler equipment)

Grovewood Drive North is to be replaced with a larger multi-aged playground with Shepherds Gate Drive being closed.

Timber Tops playground is marked within the MBC strategy as needing improvement.

Areas that are deficient of any playground and in the cases of Sandling and Boxley villages any substantial informal recreation areas, are:

- Boxley Village
- Sandling Village
- Walderslade

4 Playground Supply Strategy

If the Parish Council wishes to proactively take on responsibility for the provision of playgrounds then the 'expenditure is commensurate with gain' issue must be considered. It must also decide what age range or ranges it wishes to target etc.

MBC has a strategy, within an urban area, of a 12 minute walk to the nearest playground. It has no strategy to proactively provide playgrounds in any area that is deficient of such provision. Playgrounds and play areas will have to be provided using other sources of funding (section 106, Parish Councils etc.).

Note: Without large scale development, provision of land or funding from the Parish Council it is unlikely that playgrounds in Boxley, Sandling or Walderslade will be provided.

5 Financial cost of operating a playground

These include:

- Cost of set up or refurbishment. Example of potential cost Weaving Diamond Jubilee Orchard (2012) circa £10,000.
- Cost of safety training or employment of company to undertake regular safety checks.

⁴ There are no further details on this but it was indicated by a MBC officer that it would be a mixed age usage and Grovewood Drive North was chosen as there was enough space to put a large play ground in and there is also room to expand in the future.

- Office management e.g. staff time and mileage – if they are responsible for the tests.
- Cost of annual safety check. The cost is calculated on a per play item etc. 2014 cost for 5 small pieces £65.
- Insurance. Weaving Diamond Jubilee Orchard playground cost £160 per annum for the equipment and fencing.
- Ongoing liability for maintenance, repairs and replacement equipment.

6 How to progress

Prior to considering taking on or creating a play area/s the following should be used:

- Any investigation should be impartial.
- A decision tree or flow chart⁵, where practical, shall be produced by the Council to help it identify need and consequences in an open and accountable way.
- A similar survey to that undertaken by MBC in the production of the Blue and Green Strategy, on where play provision is, what it is and where it serves should be completed.
- If taking on an existing site a condition survey for the site being considered for adoption must also be completed. Forward maintenance plans must be provided, in summary a business plan for each site will need to be completed.
- An analysis of commensurate gain against expenditure should be produced.

At the relevant time, but very early on in the process, to aid the production of a decision tree or flow chart the parish council will:

- (a) Ask and answer why the parish council wants to do this and what it wants to achieve.
- (b) Decide on the strategy for identifying whether there is or is not sufficient need.
- (c) Having decided on (b) paper investigate where there is need. What type of need (toddler or youth?). Can something be done? Is there a clear priority for playground development?
- (d) Having undertaken (c) test the conclusions of the paper investigation by putting articles in the Downs Mail, Facebook, website etc. asking for residents' views⁶.

8.2 Review of Freedom of Information and Records Management Policy (available on request from the office or downloadable from the website). This document is now subject to a housekeeping review and only reported back to the council when there is a major or legislative change needed. The current policy has received a few minor amendments but a recent inquiry by a councillor has raised an issue which they wish highlighted at the parish council meeting.

The current document does not specifically state that FoI legislation covers electronic storage of information and this also includes any notes made by a councillor upon their own computer or tablet device. The current document management plan states that the retention period of members copies of agendas etc. is 'Operational use' and this would cover electronic data.

If the parish office receives an application under Freedom of Information which specifies that it wants all material relating to an issue discussed at a parish council or committee etc. meeting, the Clerk will ask councillors for copies of any handwritten or electronic notes they possess. To lessen the physical volume of material this could generate, it is considered good practice to get into the habit of destroying/deleting any paperwork, e-mails etc. once draft minutes have been approved or an issue resolved e.g. when there is no longer a necessity to retain the information.

Clerk's note: To put this in perspective I think I have had three FoI requests since 2000 and two of these I actually asked for the person to make a FoI request rather than me just send them the information. When making a FoI request the person must specify what they want and on these occasions it was better to have a list rather than just a verbal request. The way the parish council works with full reports on agendas, decisions taken in an open and

⁵ A graph that uses a branching or flowing method to illustrate possible outcomes of a decision allowing the user to come to a logical conclusion.

⁶ If the Parish Council does (d) then it is raising expectations so it needs to be very careful.

accountable way and generally working to a published policy means that residents already have access to much of the information they require; it is just knowing where to look.

In the general explanation explaining what Freedom of Information is about and the classes of information it covers a footnote could be added that

the Freedom of Information legislation relates to information produced or retained by the parish council in either paper or electronic form. This includes that held in the personal archives of councillors and staff.

A slight amendment to the following section will probably suffice

General Correspondence and implementation of the policy

An annual review of all documentation held will take place and documents not needed will then be destroyed or passed to KCC archives as indicated by the relevant document retention period.

General e-mail correspondence will be kept for 6 months or printed off and treated as paper correspondence. General ~~written (paper)~~ correspondence will be destroyed 12 months after the last exchange or closure of the issue. It is recognised that common sense must be used and it is acknowledged that there will be occasions when documentation or correspondence is kept or a précis is made for future reference. Any such retention will only be for the purpose of historical recording or for ~~the~~ effective and efficient administration (e.g. car parking at Boxley Village which is an issue that regularly resurfaces).

The Parish Clerk will, as identified in the Record Management Policy, give guidance on good records-management practice and promote compliance with this policy.

Item 11 Matters for Decision. <i>Purpose of item: Decision.</i>
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Item 11.3 Emergency Planning Resilience

Dear Member Councils (e-mail 22.10.14)

As you may recall, on the 8th February 2015 we held a very successful Community Resilience and Reassurance Conference at Oakwood House, which was aimed at officers and members interested in the entire area of emergency planning and resilience. It so happened that it coincided with the new year storms and floods so was very topical. Previously to that we had run several Emergency Planning events with KCC's Emergency Planning Team and 3 Community Reassurance events with Kent Fire & Rescue Service.

40 Parish and Town Councils across the County have now either finalised or are producing an Emergency Plan for their area, which is great news. These cover a broad range of emergencies such as flooding, power cuts, severe weather e.g. snow and major road accidents in the community. Given the impacts of the storms and flooding last winter we would strongly encourage all member Councils to consider producing an emergency plan if they have not done so already.

*We are delighted to announce that we will be running a further cohort of Community Resilience events with the Kent Resilience Team starting on **Wednesday 18 November at Kent Cricket Ground, Canterbury**. The double module **G106:Community Resilience and Emergency Planning for Local Councils** will cover all aspects of emergency planning and allow any Local Council attending to develop an emergency plan. Further details of this **FREE event** can be found on the KALC website www.kentalc.gov.uk . Please book as soon as possible as its bound to prove popular!*

*We hope to be running a **FREE double module** with Kent Fire & Rescue Service on Community Reassurance, **G107: Reassurance & Safety for Local Councils***

which is planned from December onwards probably at Canterbury Fire Station. This will cover all aspects of reassurance for Local Councils. Further details will be circulated to member Councils as soon as we finalise a date.

*We are also sending member Councils a hard copy of the Kent Resilience Forum's leaflet "**What to do in an Emergency**", as it is recognised that personal resilience is also an essential part of community resilience. An electronic copy of the leaflet can be found on the **Kent Resilience Forum's Kent Prepared website** at <http://www.kentprepared.org.uk/> together with a wide range of information on community resilience. The **Kent Resilience Forum** will be refreshing its website in the coming months which will be aimed at being a one-stop shop for community resilience information. We will be putting a weblink to that important site on our own KALC website.*

*The Kent Resilience Team will also be running a significant table top command exercise on the **9 December 2014**, this exercise will involve the Emergency Services, County, Unitary and District Councils, the voluntary sector, and others. It is intended to confirm the County is prepared for Severe Weather for this winter and beyond. Spaces are limited but anyone with an interest in attending should contact the Kent Resilience Team for more information at KRT@kent.fire-uk.org or tel 01622 212409*

Kind Regards

*Terry Martin
County Secretary
Kent Association of Local Councils*

KALC Maidstone Area Committee Meeting 22 October 2014 – report by Ivor Davies.

Issues covered of interest to the parish:

JTB: Revived interest in the Langley Bypass but possibly in scaled-down form.

Local Plan: The Working Party was continuing to press for a change to the "objectively assessed housing need". Parishes asked to lobby at next full MBC council meeting. Economic allocations also need to be considered in terms of their own impact and that on housing. Pressure on MBC needed regarding stalled Neighbourhood Plans; Cabinet Member John Perry gave a personal commitment to secure progress.

Gypsy and Traveller Policy DCLG Consultation: The Area Committee would respond but recommended that parishes should do so also.

Review of the Parish Charter: KALC trying to expand the definitions and scope of the Parish Services Scheme. Efforts were needed to retain funding for this and the Local Council Tax Support Scheme.

Planning Objections: Clive English, MBC Planning Committee chairman, reaffirmed the rights of parishes and borough councillors to refer matters to the Committee without needing material planning reasons.

CIL (Community Infrastructure Levy): MBC Planning and Transportation Scrutiny Committee had asked for KALC to be involved in the evolving mechanism for disbursing CIL payments.

Filming etc at Parish Council Meetings: Many parishes unaware of the recent Government guidance stressing that recording must be allowed except in a few specifically exempted instances. Once again, thanks to Pauline, BPC is ahead of the game.