

# Harrietsham Parish Council

Minutes of the Parish Council meeting held on Wednesday 29<sup>th</sup> July 2015 at 7.30pm in the Booth Hall.

The Chairman welcomed all to the meeting and stated that the meeting was being recorded.

## Public Discussion

Community Warden Report: Martin Sherwood reported that he has changed some of his shifts so that he can monitor the Glebe Field due to the recent reports of anti social behaviour and possible traveller activity. He asked that anything untoward be reported immediately to the Police on 101, before contacting him and the Parish Council. Martin also explained the reasons why residents may not have seen him as much around the village, this was due to two issues. Firstly, he has been put on standby during Operation Stack to assist at Junction 9. The other reason is that he has been working with Trading Standards on a 'Suckers List'. This list details vulnerable people who have sent money for items advertised through a PO Box used by scammers. This has been intercepted with a list of people living in Maidstone having been compiled and he is currently visiting them to explain the situation and assist with arranging intervention to give any support required after the visit. Unfortunately most of the people in Maidstone are not in Harrietsham and Lenham so this work is taking him out of his usual area.

Police Report: The Clerk reported that there had been 4 crimes since the meeting in June. These consisted of a burglary, criminal damage, shop lifting and a violent crime. The last is an ongoing investigation and a person has been charged over the offence. There have been more reports of nuisance youths around St Welcomes Way and the Police are trying to arrange support for one family involved. The Police have asked that if any residents see vehicles parked illegally/dangerously or anyone acting suspiciously they must ring 101 to report the incident to them.

A resident queried the ecological work being completed on the CTRL site, as the fencing has been damaged meaning there will be no further useful information collected. Cllr Chinnery responded that work is being completed to satisfy the conditions of the approved application.

A resident reported that there has been an increase in the amount of litter in the village since Operation Stack has come into force. Cllr T Sams reported that he had seen MBC completing a litter pick from the M20 bridge towards Harrietsham the day before. Another resident commented that she completes a litter pick every Sunday and usually collects 1½ black bags, since Operation Stack has been imposed; this has increased to 4 bags and takes around 4 hours to complete her area. Cllr Przystupa suggested that further volunteers be found to assist with this by placing something on Facebook.

**ACTION: Communications Ctee**

A resident reported that a lorry has parked along the bollards to the CTRL site which has resulted in pedestrians having to walk in the road to get to the zebra crossing. This is extremely dangerous at the moment with the increased volume of traffic being diverted along the A20.

A resident report that the bollard, by the shop, on West Street has been damaged. The Clerk responded that the company that supplied the bollards is currently preparing a quote for replacing this, however, they are extremely busy at the moment.

A resident complained about the state of the roads in Goddington and Holm Mill Lanes; these are currently being used as a 'rat run' during Operation Stack. Cllr J Sams reported that these have been reported to Kent Highways and have been chased. She added that there is to be a meeting with Kent Highways soon and she will raise this issue again.

Cllr Allwood reported on the speed of vehicles along West Street recently and Cllr J Sams added that County Cllr Jenny Whittle is currently looking into the safety issues with trying to access the A20 recently.

## 1 Present

Cllr T Allwood, J Sams, Cllr T Sams(from 7.35pm), Cllr A Chinnery, Cllr C Przystupa, Cllr M Williams, Cllr G Trussler, Cllr K Kay, Cllr G Dean, Cllr S Morris, Cllr P Milton, Lenham Representative Cllr A Barr, RFO Mr M Cuerden (from 8.20pm), Community Warden M Sherwood and the Clerk Mrs A Broadhurst.  
20 Members of the Public

## 2 Apologies for absence

PCSOs Boyd & Burca-Ousby

## 3 Minutes of the last meeting

Parish Council Meeting 24<sup>th</sup> June 2015 - The minutes were proposed as accurate by Cllr Morris, seconded by Cllr Williams; with all in favour.

## 4 Disclosures and confidential items

Changes to the Register of Interests

No changes to the Register of Interests were declared.

#### Declarations of Pecuniary Interests

Cllr A Chinnery Agenda Item 5.4 (Planning - Neighbourhood Planning) She will be using the dispensation granted on the 2<sup>nd</sup> June 2015 to discuss and vote on this matter.

Cllr S Morris - Agenda Item 5.4 (Planning - Neighbourhood Planning) He will be using the dispensation granted on the 2<sup>nd</sup> June 2015 to discuss and vote on this matter.

Agenda Item 7 (Finance - Cheques to be approved - Heber Horticultural Services) as he is a Director of the Company

Cllr J Sams - Agenda Item 7 (Finance - Cheques to be approved) & Agenda Item 8.2 (Playscheme) as she has been contracted as the Manager and her daughter is employed as a member of staff.

Cllr T Sams - Agenda Item 7 (Finance - Cheques to be signed) & Agenda Item 8.2 (Playscheme) as his wife has been contracted as the Manager and his daughter is employed as a member of staff.

#### Requests for Dispensation

No requests were submitted.

## 5 Planning

5.1 The current planning applications were noted.

5.2 The planning decisions were noted. Cllr Chinnery thanked Cllr Milton for speaking at the recent Planning Committee meeting with regards to 14/504218 The Mellows, Marley Road.

5.3 The applications withdrawn were noted. Cllr Chinnery reported that Bovis Homes has withdrawn the Tongs Meadow application and MBC have confirmed there were a large number of issues still unresolved after 18 months of consideration including ecological, design/layout and landscaping. Bovis have asked to meet with MBC with a view of submitting a revised scheme on the land that they have options on, which would not include the receptor site ponds. However MBC have responded to say that this would still have many of the same issues as before.

Cllr Chinnery reported that Persimmons have submitted an Appeal for the Court Lodge Road application. The Planning Committee have met with the Planning Officer from MBC who has confirmed that they will be defending their refusal, supported by the Kent Downs AONB unit. Harrietsham's Planning Committee have offered to work with both to support their defence.

Cllr Chinnery reported that the MBC Strategic Planning Committee considered whether to include Bell Farm North to the proposed housing sites. This site was recommended for 80 dwellings and Cllr Chinnery thanked Cllr J Sams for speaking against its inclusion as our Borough Councillor. The Committee had voted unanimously to reject the site.

The concerns that had been raised at the last meeting relating to Pilgrims Retreat are being discussed with MBC.

5.4 Neighbourhood Planning

- Neighbourhood Planning Working Group's Terms of Reference: Cllr Chinnery informed all present that she had circulated a Terms of Reference to all Councillors which detailed that the working party will consist of councillors and volunteers from the community. Once this has been adopted Councillors can start to establish the group. With no further questions Cllr Chinnery proposed that the Terms of Reference for the Neighbourhood Planning Working Party be adopted. This was seconded by Cllr Dean, with 9 in favour and two abstentions (T&J Sams)

*Cllr Morris had to leave the meeting at 7.50pm (because of an alarm triggered at his business)*

- Rural Service Centre (RSC) Status Designation: Cllr Chinnery had circulated a report as to why she felt Harrietsham should not be designated a Rural Service Centre (RSC) in Maidstone's Local Plan. MBC have described a RSC as:

*'Rural service centres play a key part in the economic and social fabric of the borough and contribute towards its character and built form. They act as a focal point for trade and services by providing a concentration of public transport networks, employment opportunities and community facilities that minimise car journeys.'*

Cllr Chinnery stated that Harrietsham does not meet this definition. CPRE had also objected to this designation as the village lacked the facilities and services. It also made no sense to have two RSCs so close together (Lenham has also been designated a RSC). At the recent meeting with Persimmon Homes, they had stated that RSCs were 'easy pickings' for developers. Cllr J Sams stated that this was a difficult debate as the 'Larger Villages' were also getting lots of houses built and the infrastructure could be an issue if not deemed

a RSC. Cllr J Sams asked if the village would lose money through not having this designation. Cllr Chinnery responded that there was no evidence to show that there was any difference to the level of S106/CIL. She added that Boughton Monchelsea and Coxheath will still be receiving contributions as Larger Villages. Cllr Chinnery stated that extra funding was a myth as it has not materialized. When this has been discussed with recent applications at Planning Committee, it has been noted that they stated that the S106 requests were not justified by the development. Cllr T Sams asked whether the Working Group should be discussing this and queried whether the Parish Council is prejudging the discussion in the working group or setting parameters. Cllr Przystupa stated that the RSC status and the Neighbourhood Plan were two different things. Harrietsham does not meet the definition of being a RSC as residents have to travel outside of the village for basic needs. He added that the previous Parish Council had acknowledged that this designation would result in additional housing, but Harrietsham has now received enough future large scale development. It was proposed by Cllr Chinnery to write to MBC to object to Harrietsham being designated as a Rural Service Centre. This was seconded by Cllr Przystupa with 8 in favour, 1 against (JS) and 1 abstention (TS). **ACTION: Planning Cttee**

## 6 Environmental

6.1 **Recommendations from the Environmental Committee:** Cllr Kay reported on the recent Environmental Meeting:

- Allotments: There has been a further report from an allotment tenant of asbestos on their plot, 4 sheets (8' x 2'6). Cllr Kay reported that the Clerk had supplied the details of the company used in the past and he will contact them for a quote. Cllr Milton stated that the tenant will not look to remove the affected shed until the autumn and Cllr Kay suggested he bring the quote to the September meeting for approval. **ACTION: Cllr Kay**
- Review of Amenity Contracts 1-6: The Environmental Committee are recommending that the Amenity Contracts are merged into one large contract to simplify the costs and to ensure that the Parish Council is notified of all work completed. The Committee are due to go out to tendering for the new contract in December, to commence in April 2016, with the recommendation of the new Company being brought to the January meeting. There was discussion on how Contractors can be accountable for poor standards of work and Cllr Kay stated that the new contract would have a penalty clause built into it. After further discussion it was agreed that a proposed new contract be circulated and discussed at the September meeting. **ACTION: Environmental Cttee**
- Tree Safety Inspection: Cllr Kay reported that there are 5 trees which need work/removal in Woodlands Walk, it was noted that the whole area is covered by a blanket TPO. Cllr Kay suggested that a meeting be arranged with the MBC Tree Officer to discuss the work required. Cllr Trussler proposed that, as the Parish Council has an arboriculturalist's report detailing the required work, three tree surgeons should be asked to quote for the work required and the successful bidder should be asked to complete the TPO application. This was seconded by Cllr Williams, with all in favour. **ACTION: Environmental Cttee**
- Fallen Tree in the Lake: Cllr Kay reported that the previous Parish Council had agreed to remove the dead tree in the lake and proposed that this be completed in the autumn. This was seconded by Cllr Dean, with all in favour. Cllr Trussler asked that the invoice be sent to him, as he will personally pay for the removal of this tree. **ACTION: Environmental Cttee**
- Lake and Stream Management Plan: Cllr Kay stated that this needed to be investigated further and that he will produce a report, with assistance from Sharone Amos, who has been co-opted onto the Environmental Cttee. He added that some parts are already covered by Amenity Contracts; however these will be chased as they are not being completed. **ACTION: Cllr Kay & S Amos**

6.2 **Other Environmental Issues:**

- West Street Hedge: Cllr Kay raised concerns that this hedge (between Baldwins Place and Harrietsham School) has still not been cut back. Cllr Williams reported that he had discussed this with the Clerk earlier. Kent Highways have written to the landowner who is given 28 days to respond, they are then sent another letter giving them a further 14 days to complete the necessary work. Kent Highways would then usually complete the work and send the landowner an invoice. The Clerk had chased Kent Highways to find that the case has been reassigned and they have now requested photos of the affected area. The Clerk had queried why this had not been completed in June by the Highways Steward, to which there had been no response. The Clerk reported that, once the photos had been supplied, she would send these with a strongly worded email. Cllr T Sams informed all present that this particular area had been cut back by a school parent historically; however, their child

had since left the school. Cllr J Sams added that she would mention this in the forthcoming Highways meeting. **ACTION: Cllrs Williams, J Sams & Clerk**

- **Air Quality during Operation Stack:** Cllr Kay stated that the air quality over the past 6 weeks has deteriorated to the point that he has now been given an asthma pump. Cllr T Sams stated that this was a serious issue and information about the current issues in Harrietsham have been passed to Helen Whately MP. Cllr Przystupa stated that all of the villages along the diversion route should get together to complain about this issue (Leeds, Hollingbourne, Harrietsham, Lenham and Charing). Cllr Williams reported on a leaflet which had been put through his door by a campaign group called the 'National Pollution Action Campaign' which included startling information about the affects of pollution on children. It was noted that the leaflet did not include any contact details and Cllr T Sams stated that the content should be investigated further before the information is used. Cllr Kay suggested that the Environmental Committee research the leaflet further, this was agreed by all present. Cllr Allwood asked that the Committee also write to MBC, Helen Whately MP and County Cllr Jenny Whittle. **ACTION: Environmental Cttee**
- **Church Yard Clearance:** Cllr Dean reported that the church yard had now been cleared. Cllr Allwood thanked Cllr Kay and Jose Perafan for their hard work and Cllr Morris for clearing the cuttings away. It was noted that further volunteers are needed to be able to have a rota for future maintenance work and Cllr Kay added that a further volunteer has already come forward.

6.3 **Flytipping on the Booth Field:** Cllr Allwood reported that there had been a large number of complaints about the items that have been flytipped on the Booth Field. Cllr T Sams stated that dealing with flytipping on the highway was easy to remedy as MBC will remove the items, however, the Booth Field is a private piece of land which makes removal more difficult. He added that he had worked with the Chairman of the Trust, Richard Cook, to resolve this issue. Cllr Allwood read out an email from the Mr Cook which also confirmed that the damaged fence and vegetation in the walkway between Church Lane and St Welcomes Way would be rectified. Cllr J Sams added that Ian Packer, the new MBC Cleansing Manager, had been very helpful, confirming that the items had been removed.

## 7 Finance

7.1 The Income/expenditure finance sheets were proposed as accurate by Cllr Trussler and seconded by Cllr Kay, with all in favour.

7.2 **Recommendation from the F&GP Meeting:** Cllr Trussler spoke on the following items:

- **Consideration of New Account Format:** The proposed new format has been circulated to all Councillors which will help Members of each Committee see the budget that they are responsible for, detailing the individual income and expenditure. This will help each Committee to supply budget information from November 2015, ready for the new financial year (2016/17). All invoices will be held at the Parish Office with a separate file for each Committee, once these have been approved by the Chair of that Committee, the invoices will be passed to the RFO for payment. The Woodlands Walk fund has been separated from the General Fund in order for the money to be controlled in accordance with the 1989 maintenance contract which states that work in Woodlands Walk should be completed from the interest generated from the capital fund originally received from the developer. Cllr Trussler stated that the Fish Scheme payment has been transferred to the Communications Committee. Cllr T Sams queried who has the final say over expenditure and Cllr Trussler confirmed that it would be the Committee Chair to make a recommendation to Full Council. If the decision will result in the Committee going over budget, then the F&GP Committee will need to be involved. It was proposed by Cllr Trussler to adopt the new accounting format. This was seconded by Cllr Przystupa, with all in favour, Cllr Trussler reported that a large volume of invoices had just been received from the Village Hall Trust and that the F&GP committee will review these before payment.
- **Community Development Fund (CDF) Grant:** Cllr Trussler reported that the previous Parish Council had been awarded a grant of £4,500 to complete a Strategic Environmental Assessment (SEA), as part of the neighbourhood planning process. Unfortunately, due to delays, this had not been completed within the required timescale and the F&GP Committee feel that it is right and proper to return the money. Cllr Trussler therefore proposed that Council approve him contacting CDF to settle the matter, whether this be by repaying the money and/or secure a further grant. This was seconded by Cllr Dean, with all in favour.

**ACTION: Cllr Trussler**

- Cllr Trussler congratulated Cllrs T & J Sams for securing a grant and added that he looked forward to receiving further information.
- Cllr Trussler asked that Committees think carefully about the spending that will be required for the next financial year. He added that the precept has almost doubled in recent years and the target should be for no increase in the precept next year. He added that, at the moment, the future neighbourhood plan expenditure is unknown. He asked whether all Councillors felt that this was a reasonable target, to which they all agreed.

7.3 F&GP Minutes from the meeting held 9<sup>th</sup> July 2015: The minutes were proposed as accurate by Cllr Trussler, seconded by Cllr Kay; with all in favour.

Cllrs T & J Sams left the room

7.4 Cheques to be signed: Cllr Allwood explained that the Parish Council only has three signatories at the moment (Cllrs J Sams, Cllr T Sams and Cllr Morris). There are three cheques to be signed which the Parish Council would usually be signed by other signatories, however, on this occasion, this option is not available. It was therefore proposed by Cllr Kay that Cllrs T & J Sams would sign the cheque for Heber Horticultural Services and Cllrs T Sams & Cllr Morris would sign the cheques for Cllr J Sams and Miss L Sams. This was seconded by Cllr Chinnery, with all in favour.

Cllrs T & J Sams returned to the meeting

## 8 Youth Provisions

8.1 Remix: Cllr J Sams informed all present that Remix had received a Lottery Fund grant of £9,000 which will be used to run a new group called Remix Rewired and will form part of the Monday evening youth club. The grant will provide a tutor from Rhythmix, a group which helps with mental wellbeing through music and supply equipment for the Studio to allow the children to record their own music. It is hoped, in the long term, that the studio and equipment can be opened to other users to help raise funds for the Parish Council and Village Hall Trust. Cllr J Sams added that she is working with Cllr Dean to explain how the clubs work and would like village volunteers to come forward that have expertise that would be useful within the clubs. The current equipment that the club has was briefly discussed and Cllr T Sams stated that the club has received donated equipment over the years, most of which is stored under the stage. Cllr Allwood asked how the grant money is broken down and how long it will last and Cllr Trussler added that other Councillors needed help to understand how the group works and what their budget needs were. Cllr T Sams said that they will work with Cllr Dean to put a report together for Councillors.

Cllr Morris rejoined the meeting at 8.55pm

8.2 Playscheme: Cllr J Sams reported that lots of children are attending the scheme this year and many groups have offered time free of charge, including the Tennis Club, MBC Recycling Team and a parent who is a 1<sup>st</sup> Aider. Cllr J Sams reported that the scheme is open to children who live in the village or attend Harrietsham Primary School but do also have children from the surrounding area attending too. There was brief discussion as to whether the Parish Council is funding other villages, however there were no statistics available which showed the number of children attending from outside the village.

## 9 Harrietsham Primary School

Cllr Chinnery reported that, since the last meeting, the available school places had reduced to 17 and remain full for years 1 & 4. Lenham School have confirmed they are full or oversubscribed in all years apart from 5 & 6. Platt's Heath School does have some capacity. Cllr Chinnery informed all present that, with Cllr Przystupa, she had met with KCC Education and they had confirmed the strategy that had been outlined at the previous Parish Council meeting, that they will only expand either Harrietsham or Lenham primary school, not both. KCC have received updated housing forecast data from MBC which will determine which schools need expanding and when and they will be producing a report in the autumn. Cllr Chinnery stated that, whilst Harrietsham School may be expanded, the required land is not available as this had relied on a land swap. The option of expanding on the existing site is still there, but this would cost a lot more than expanding at Lenham. Cllr Chinnery went on to explain that this is a very unfortunate situation for parents in this village. 250 homes have already been approved on the south side of the A20. It was noted that there is a real prospect of parents not being able to get their children into the local school, which could result in having to place siblings in different schools. Cllr Chinnery also raised concerns with the families that will soon be moving into Tithe Mews, which is social rented housing, as these families may be less well placed to ferry their children to different schools. Cllr Chinnery asked

that a letter be sent to Golding Homes to make them aware of the schooling situation so that they can advise their tenants before they commit to moving in. **ACTION: Planning Cttee**

Cllr Barr, from Lenham Parish Council, added that he has 7 grandchildren in Lenham and none had managed to get a place in Lenham School which is 1 mile away.

#### **10 A20 Crossing at Holm Mill Lane**

Cllr Przystupa reported that he had spoken to residents in The Garden of England who were concerned at crossing the busy A20 road to get to the bus stop. He added that the 40mph speed limit needed to be extended to make this crossing point safer. It was noted that this forms part of the A20 remodelling project and Cllr J Sams added that this has been an issue for many years. It was agreed that this should form part of the future discussions for the A20 improvements.

#### **11 Use of the Glebe Field by the Rotary Club for the North Downs Walk 2016**

Cllr Allwood reported that a request had been received from the Rotary Club to use the Glebe Field for parking for the North Downs Walk on the 19<sup>th</sup> June 2016. He added that the recent event had raised approximately £16,000 for National and local charities. Cllr Allwood asked that Councillors assist with monitoring the field entrance during the event, as had happened this year. It was then proposed by Cllr Dean to allow the field to be used. This was seconded by Cllr Przystupa, with all in favour.

#### **12 Glebe Field**

Cllr T Sams reported that there had been a productive meeting with residents living around the Glebe Field. Cllr Kay reported that he is meeting with an ex Councillor from Darent Parish Council, which includes Green St. Green. He understands the requirements for protecting Parish land and may be able to offer some options for the long term protection of the Glebe Field. Cllr Kay informed all present that the group had discussed a couple of options at the meeting with residents and a rag stone wall had been one suggestion, however, this could cost in the region of £14,000. Metal posts inside the gate at Harrison Drive were also an option and since the meeting it was felt that, instead of bollards, they could be information posts. The recent report of traveller activity by the field was noted and Councillors discussed the short term options available. Cllr Barr, from Lenham Parish Council, suggested that an option may be to dig a ditch around the field, as he has done on land in Lenham. Councillors raised concerns of public liability, if someone was to injure themselves falling. Cllr Trussler stated that any large expenditure was of concern and after lengthy discussion it was agreed that soil, to the sum of £1,500, should be purchased, until a permanent solution is found. It was therefore proposed by Cllr Kay to purchase £1,500 of soil to be placed in strategic places around the Glebe Field. This was seconded by Cllr Williams, with all in favour.

#### **13 Lenham Parish Council**

Cllr Chinnery reported that Councillors had had a 'strategy day' where the priorities for the forthcoming year were decided. Cllr Allwood added that Cllr Morris had asked for this to be on the agenda for discussion in September.

#### **14 Communications Strategy**

Cllr Przystupa reported on the communications strategy, which had been approved at the last meeting. He covered the following areas:

- **Facebook:** Since the last meeting, where James Hailes had been co-opted onto the group, the Facebook page is up and running. In the past four weeks they have advertised community events, given details of the 'Stop Operation Stack' petition and to date, the 'happiest photo' had been of Mr & Mrs Bell at the Church fete. In the week commencing 30<sup>th</sup> July the page had reached 1,200 people.
- **Network:** The group is investigating all forms of communication and this will include the use of Network. Clubs and organisations do not pay for space, however the Parish Council does, although we are not an advertiser. The past 6 months magazines have been viewed and the Parish Council has anything between 0 and 3 pages, which are fragmented. Cllr Dean will be looking into Network further and it has been agreed that she will review the article 2 days before the deadline to make any necessary amendments. Having spoken to residents, some find Network a valuable resource where as others throw it straight in the bin. At a recent coffee morning, when asked, residents could not remember anything that the Parish Council had written about.
- **Email Protocol:** Cllr Przystupa asked that all Councillors remember to put a title in the email subject box and only refer to that in the email thread. If there needs to be a further discussion, a new email thread should be started as this helps when trying to file emails away for future reference.
- **Newsletter:** The Communications Committee have decided that a quarterly Parish Council leaflet should be produced covering News, what each Committee has achieved in the last quarter and what they hope to achieve in the next three months. It was envisaged that each newsletter would cost in the region of £90 for printing and it was hoped that volunteers would undertake the delivery of the newsletter. Cllr J Sams queried why the reports cannot just be put in Network. Cllr Przystupa responded that a newsletter

would offer more choice (bigger A4 double sided etc). The RFO informed all present that the Parish Council is not paying for space in Network, it is a discretionary grant as the last Parish Council had felt that it was a worthwhile community asset. After further discussion, it was proposed by Cllr Przystupa to produce a newsletter, assigning responsibility to Committees to produce copy. This was seconded by Cllr Dean, with all in favour.

**Due to the amount of agenda items still to be covered, it was proposed by Cllr Allwood to suspend Standing Orders in order to continue with the meeting until 10.30pm. This was seconded by Cllr Morris, with all in favour.**

- **Press Releases:** The Communications Committee would like the draft minutes to be released to the press and public. An example is Downs Mail, where their copy deadline means if we wait until minutes are formally approved, there is no content published for Harrietsham because it is too out of date. It had been decided that the minutes should be produced within 5 working days of the meeting and circulated to all Councillors who would have 24 hours to comment on the content before they are released to the Downs Mail. After brief discussion it was agreed that 24 hours was too short and therefore increased to 48 hours. The Clerk was asked if she was happy with this and she responded that this would be fine, although anything in the village which required urgent action would need to take priority over producing the minutes. It was proposed by Cllr Przystupa to undertake the new process to release the draft minutes to the Downs Mail. This was seconded by Cllr Trussler, with all in favour.
- **Website:** Cllr Przystupa gave the history of the Parish Council's involvement with websites. The Parish had originally used the free KCC site, however this had been phased out due to lack of knowledge with updating the site. In more recent times the last Parish Council had employed a company to create a site, however, before the site went live, the Company (consisting of 3 members of staff) failed to respond to emails and telephone calls. The decision had then been made to employ a new Company who produced the current site. At the time, this project had a budget of £1,000 but the cost escalated to £1,890 with 1 year's support; there was no formal contract drawn up between the Company and the Parish Council. Having investigated this site further it uses a web system which is mostly free apart from the actual configuration.

Cllrs Przystupa, Dean and James Hales have completed a training session with the free KCC website and there appears to be three options open to the Parish Council. The first would be to continue with the current site in use; though there is a short term concern with the business resilience of the company (only 2 members of staff) and there would be an annual ongoing cost of at least £425. The second option would be to have a bespoke website; however this would be expensive and time consuming to set up. The final option would be to use the free KCC website which also offers support at no charge. Having discussed this at length the Communications Committee intends to use the KCC website and James Hailes has already started producing the new site. In the meantime the Clerk will continue to upload documents to the current site and the previous Councillors have been removed as editors. The target date for the new site going live is September. Cllr Morris commented on the Hollingbourne Parish Council website, which is also the free KCC one. Cllr Dean asked for thanks to be recorded to James Hailes for his hard work and also to Cllr Przystupa for the investigation work he has completed. Cllr Przystupa added that there would need to be a management system for the new site. The Clerk will be trained to upload the same documents that she does on the current site, the Communications team will also upload documents and asked that the RFO upload the finance documents.

#### **15 Creation of a Register of Village Volunteers**

Cllr Chinnery stated that, as time was short, this could be deferred until the next meeting.

#### **16 Teers Meadow**

Cllr Allwood suggested that, as there was a large amount of paperwork to get through, this be deferred to the next meeting. Cllr Morris responded that part of the scheme was time critical as a grant needed to be submitted in September but that the Parish Council needs to be registered with the Rural Payments Agency before the grant can be submitted; this needs to be agreed by Council.

After brief discussion it was agreed by all present that a further extraordinary meeting was going to be needed in August as there were still a number of items to be covered and so this could be an agenda item for then.

#### **17 Booth and Baldwin Trust Representative**

Cllr Allwood informed all present that Stephen Morris had been approached by the Chair of the Trust, Richard Cook, to take on the role as he has a larger amount of knowledge. However, Cllr Williams had also indicated that he would be interested in taking on the role, in order to learn more about the Trust. Cllr Allwood suggested that a vote be taken. Cllr Morris received 2 votes (Cllrs T & J Sams) and Cllr Williams received 7 votes (Cllrs

Allwood, Chinnery, Dean, Kay, Milton, Przystupa, & Trussler). Cllr Williams was duly elected as the Representative.

#### **18 KALC Parish Motion**

Cllr Allwood reported that a motion from KALC relating to the MBC housing figure had been circulated. The motion read:

*This Council does not believe that 18,560 is a reasonable figure for Objectively Assessed Housing Need and that, if flexibilities in the NPPF/NPPG methodology were properly utilised, a defensible figure would be significantly lower. It could be around 10,000, including windfalls. This would allow a more balanced level of housing and employment growth, reduce adverse impact on infrastructure and greenfield sites, and allow the Borough to regain control over planning for new housing development by having a five years supply.*

Cllr Morris stated that there have been various motions over the years, including one from Boughton Monchelsea which had resulted in MBC having to have a windfall allowance. He added that there was no reason why the Parish Council shouldn't support this. It was proposed by Cllr Morris that the Parish Council support the motion, this was seconded by Cllr Dean; with all in favour.

#### **19 Correspondence - Deferred to the next meeting.**

#### **20 Future Events**

Cllr Morris reported that, on the 7<sup>th</sup> November, the rededication of the War Memorial is to take place. This will require a road closure and there needs to be adequate insurance in place to cover this. The Clerk reported that she had been involved with a road closure before and that as the Parish Council oversees the road closure the insurance in place should cover this. It was therefore agreed by all present that, as the war memorial is owned by the Parish Council, the necessary work be delegated to the War Memorial Group to facilitate the road closure on our behalf.

Cllr Allwood then stated that, as it was now 10.30pm, the meeting be closed and a date arranged to consider the items on the agenda which had had to be deferred. He stated that he would make the necessary arrangements and prepare an agenda when the date is known. This was agreed by all present.