

**SNODLAND TOWN COUNCIL****20 SEPTEMBER 2018**

Committee Members present:	Cllrs Mrs D King (C), Mrs S Bell (VC), M Sawkins (Dep VC), Mrs B Brown, Mrs D Crook, Mrs L Downes, P Hickmott, D Keeley and J Minter
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	One member of the public

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Mrs S Hohler, B Garlick, Mrs B Keeley, Mrs N Misy, Mrs K Mordecai-Woolf, and D Purll.</p>
2.	<p><u>Declaration of Interest</u></p> <p>There was one declaration from Cllr P Hickmott with regard to cheque no 17892 on the cheque list.</p>
3.	<p><u>Report from Neighbourhood Police Team</u></p> <p>There were no representatives from the Neighbourhood Police Team but a Crime report was issued to each member of the Committee.</p>
4.	<p><u>County Councillor's Report</u></p> <p>The CEO read out the report which the County Councillor had sent for the Committee's information in her absence:</p> <ul style="list-style-type: none"> <li>• A228 Toucan Crossing – speeds will be rechecked and she will continue to pursue to achieve a reduction in speed and would welcome more support from councillors and press coverage;</li> <li>• Pedestrian trip on wet pavement in Roberts Road – a barrier has now been placed on the pavement to prevent any other residents slipping and KCC are looking into the drainage problem there; While on the subject of trips and falls Cllr P Hickmott raised the point that the hole from the concrete bollard, which is situated outside Buchanans Opticians has still not been filled even though the CEO had reported it to KCC;</li> <li>• Dryland Road – Weeds have been removed and potholes filled. KCC are unable to confirm the level of funding available for local transport plan schemes until they have analysed data and formulated their Crash Remedial Measures programme for 19/20;</li> <li>• Protection barrier – a protection barrier will be placed outside the nursery school on the A228 near Holborough roundabout funded from the County Councillors Grant.</li> </ul>
	<p>Pursuant to Standing Order 68 the Chairman of the committee will invite Members of the public to express an interest should they wish to make representations, ask questions, or give evidence in respect of any item of business included on the agenda.</p>

5.	<u>Questions from the public (Members of the public are advised that they may speak for up to three minutes)</u>	
	There were no questions from the member of the public.	
6.	<u>Chairman's Announcements</u>	
	The Chairman reported that she had carried out several successful litter picks and also reminded the Committee of Rev'd Hugh Broadbent's retirement service on 30 <sup>th</sup> September 2018 at 10.00am.	
7.	<u>To resolve that the Minutes of the Council Meeting held on 2 August 2018 are a correct record (pp 35 – 41)</u>	
<b>0432</b>	<b>RESOLVED</b> – that the Minutes of the Council meeting held on 2 August 2018 were agreed as a correct record.  Signed .....	
8.	<u>To receive reports and consider recommendations of Council Committees</u>	
8.1	<b>Policy and Resources</b>	30 August 2018 (pp 42 – 46)
	In the absence of the Chairman, Cllr M Sawkins (VC) reported that there were no recommendations.	
8.2	<b>Amenities and Recreation</b>	6 September 2018 (pp 47 – 51)
	The Chairman of the Amenities and Recreation Committee reported one recommendation at item 12 to initially carry out the T2 assessment on the Cemetery but to obtain further costings from other companies before progressing.  The CEO advised that she had contacted 2 other design management companies who were advertised in the ICCM brochure but had not received any response from them. It was	
<b>0433</b>	<b>RESOLVED</b> – to appoint the original company, Cemetery Development Services to carry out the T2 assessment	
8.3	<b>Planning and Environment</b>	13 September 2018 (pp 52 – 54)
	The Chairman of the Planning an Environment Committee reported on one recommendation at item 7 – that the Project Manager at KCC and a member(s) from the Police attend the next Full Council meeting to discuss the A228 issues further.  The CEO reported that she had received an e-mail today from the Senior Project Manager at KCC giving an update on the A228 speed limits and that the statutory consultation would be considered at the Novembers Joint Transportation Board. He requested that the CEO send a list of consultees who should receive notification of the consultation - she advised that she had sent an exhaustive list before the meeting.	

0434	<p><b>RESOLVED</b> – to await the statutory consultation before the Committee send their comments and responses to the TRO officer.</p> <p>Before the minutes were agreed there was one typing amendment to made on page 53, item 5.4.6 – sitting should have read siting.</p>
9.	<p><u>Reports from Borough Councillors</u></p> <p><b>Cllr Mrs S Bell</b> attended a meeting with Mr M Harris at Tonbridge and Malling Borough Council regarding the issue raised by a local resident in connection with the uneven paths surrounding Leybourne Lakes Country Park. She reported that some of the land belongs to KCC which can cause some difficulties. Also, he advised that the loose stone (scurry) fits in with the park’s natural setting. She suggested that possibly the area near to the café could be levelled in order for elderly and visitors with wheelchairs and pushchairs could at least have an area that was easier to manouvre – This suggestion was taken on board but he advised that currently the funding was not available to carry out this work. Cllr Mrs S Bell advised that she would continue to liaise with TMBC regarding this issue and will also speak to the resident and advise her of the outcome.</p> <p><b>Cllrs Mrs B Brown and D Keeley</b> reported that the new Waste contract had been ratified and would begin next year:</p> <ul style="list-style-type: none"> <li>• Optional chargeable garden waste collection service;</li> <li>• Home collection service for plastic and glass, small electrical items and batteries.</li> </ul>
10.	<p><u>Town Councillors reports on meetings attended on behalf of the Council</u></p> <p>There were no reports from the Town Councillors.</p>
11.	<p><u>To receive details of cheques signed since the last Council meeting</u></p> <p>A list of cheque payments, direct debits and transfers into reserve account from 1<sup>st</sup> August 2018 to 19<sup>th</sup> September 2018 totalling £360,587.03 was given to each Councillor. Several payment queries were asked for the CEO to clarify:</p> <ul style="list-style-type: none"> <li>• 17918 – this was for hessian material to make Christmas sacks for Christmas in Snodland;</li> <li>• 17881 and 17902 – the CEO confirmed that these were several grave digging contracts for several burials;</li> <li>• 17888 – this was for several items purchased at B&amp;Q;</li> <li>• Rentokil – this payment was for sanitary units in the ladies WCs at the Council offices;</li> <li>• 17885 and 17920 – these were for agreed payments for the refurbishment of the MG</li> <li>• 17900 agreed payment for newly erected play equipment at the Recreation Ground and Nevill park;</li> <li>• 17896 – this was the Council’s contribution to the Snodland Partnership.</li> </ul> <p>Cllr Mrs B Brown reported that there had been very large payments made within the last 2-3 months and asked the Committee if they could confirm whether these payments had been agreed at previous meetings? The Council confirmed that they had.</p>

12. Report from the Chief Executive Officer

The CEO advised the Committee that they had all received a copy of the adopted and reviewed standing orders which was discussed at the last Policy and Resources meeting.

The Committee were all given an up-to-date list of streetlights. The CEO advised that problems had been reported with regard to the streetlight in Meadow Walk and this would be temporarily repaired until the KCC engineers could renew it.

The CEO also reported that whilst the streetlight engineers were trying to install a new lamp post outside the Museum, a water pipe was struck. The CEO advised that she had taken a note of the time of the incident and will be monitoring the bill thoroughly as she advised that the museum do not use a great deal of water and have always received very low bills. KCC have also been informed.

It was reported that a lamp post in St Katherines Lane is situated on private land and the residents need to give permission for it to get repaired. The CEO advised that the KCC engineer is aware of this but is currently on annual leave and would speak to her on her return.

A Councillor advised that the streetlight in Lakeview Close has never illuminated. The CEO advised the engineer is aware of this and will investigate on her return from annual leave.

The CEO advised that the 3G pitch has been completed and has lots of bookings. Following discussions at the Amenities and Recreation meeting, the CEO advised that she had spoken to Tracey Crouch MP regarding the official opening day and advised that it is tentatively booked for **Friday 26<sup>th</sup> October 2018 at 3.00pm**. It is proposed that Tracey Crouch referee a mini football match and refreshments be provided at the Community Centre.

The CEO advised that a retirement card for Rev'd Hugh Broadbent was being circulated.

The CEO reported that when the recycling home service commences, the recycling bins at the Community Centre will be removed.

The CEO informed the Committee that TMBC and Medway Council are seeking views and comments on the content of the draft innovation park Medway masterplan, which will provide vision and guidance for consideration of future development proposals at the wider Rochester Airport Site. The consultation will run from 17<sup>th</sup> September 2018 to midday on 29 October 2018. Further information can be viewed online or at the office.

The CEO advised that TMBC Local Plan had been received before the meeting. The CEO reported that on 12<sup>th</sup> September, Council approved the Local Plan, and the supporting documents, for the purposes of public consultation as required by Regulation 19. The Regulation 19 consultation will commence in early October and will run for a period of 6 weeks. Further details will be available at [www.tmbc/localplan](http://www.tmbc/localplan)

<p>0435</p>	<p>There will be 2 events for local Parish and Town Councils:</p> <p><b>Council Offices, Gibson Drive, Kings Hill – Wednesday 3<sup>rd</sup> October 7-9pm.</b></p> <p><b>RESOLVED</b> - Cllr P Hickmott and the CEO will attend.</p> <p>The CEO advised that the M20 was closed over the weekend and advised the Committee that she had spoken to Highways England to ask if they could reconsider the next road closure which was scheduled for the Remembrance weekend. This was also highlighted by Tracey Crouch MP.</p> <p>The CEO informed the Committee that she had received the minutes of the Medway Valley Line Community Rail Partnership and advised that a Snodland representative was required for the Committee due to a member moving out of the area.</p> <p>The CEO confirmed that the Council’s auditors reported that there were no matters arising from the recent audit and the details would be posted on the Council’s website and notice boards.</p> <p>The CEO advised that she had had a meeting with KCAP (Kent Community Alcohol Partnership) and they had requested that during the next litter pick than an alcohol audit be carried out – this is to gauge how much alcohol is being consumed and what type of alcohol. The Chairman asked the CEO if more litter pickers could be ordered?</p>
<p>0436</p>	<p><b>RESOLVED</b> – to speak to the Waste department at TMBC to make enquiries regarding the cost for litter pickers.</p> <p>The CEO asked the Committee if they were happy to continue to attend Committee meetings on Thursday evenings? The Committee agreed that this was a suitable evening.</p>
<p>13.</p>	<p><u>To consider amendment to existing MG and Toiler refurbishment to include Council Chamber, Stairs and Lower Lobby</u></p> <p>The CEO advised that the two contractors who had carried out the refurbishment work of the MG had been approached to provide quotes for the redecoration and flooring for the Council Chamber, Stairs and Lower Lobby as an extension to the existing contract of works:</p> <p>The cost of decorating : £2800.00 plus VAT  The cost of carpeting: £1957.97 plus VAT</p> <p>A Councillor commented that it would be better to use ‘silk’ emulsion in areas where heavy footfall occurred as the walls would be easier to wipe clean. The CEO confirmed that she had spoken to the contractors regarding this.</p> <p>The CEO also advised the Committee that she had ordered 2mm acrylic protection strips to be fixed to the existing dado rail in the Moyeuve-Grande Suite in order to protect the walls from being damaged from chairs and tables.</p> <p>The CEO reported that she had spoken to the Chairman of the Policy and Resources Committee in order for him to approve the added cost. The CEO reminded the Committee members that the building had not been decorated or had any refurbishment works carried out in the last 30 years and was long</p>

0437	<p>overdue for improvements. She also pointed out that all Council buildings needed a maintenance programme to prevent them falling into a state of disrepair.</p> <p><b>RESOLVED</b> – to appoint the Moyeuve-Grande contractors to continue with the refurbishment work in the Council Chamber, Stairway and Lobby.</p>
14.	<p><u>To consider a request and costs associated with the long term use of the MG Suite</u></p> <p>The CEO advised the Committee that she had received an enquiry to hire the Moyeuve-Grande Suite on a full-time basis (Tuesday – Friday, 9-5pm) as a training centre for HGV drivers. This could also include weekends. She advised him that the decision would be made by the Council Committee.</p> <p>A Councillor commented that the M/G was primarily for the use of Snodland groups and residents and a full-time hire would restrict its availability to local residents. The CEO also pointed out that TMBC had contributed to the cost of the lift and a block booking would also restrict their use of the room. This would also apply to South East Water customers.</p> <p>The CEO asked the Committee to clarify the types of individuals/groups and age groups that they would expect the M/G to be hired to. Upon further discussion it was agreed that all age groups should be able to hire the M/G facilities but the Damages Bond should be increased to £150.00 to cover any breakages or damage.</p> <p><b>0438 RESOLVED</b> – to decline the full time booking in writing as this would restrict the M/G being used by other local businesses and residents. To allow the M/G to be used by anyone (excluding bouncy castle parties) but to request a damages bond of £150.00 and to take an inventory and photographs of the M/G Suite before the booked function.</p>
16.	<u>Correspondence</u>
	There was no correspondence.

There being no other business, the meeting closed at 8.45pm.