

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT  
COMMITTEE MEETING HELD ON TUESDAY 8<sup>TH</sup> SEPTEMBER 2015

PRESENT: Cllr. Swann (in the Chair), Cllrs. Bunyan, Clifford, Holmes, Rook, and Veitch.

APOLOGIES: Cllr. Goodchild.

Declaration of Interests, Dispensations, Predetermination or Lobbying:

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.

Cllr. Swann declared a personal interest in 32/15 as an allotment tenant and took no part in the discussion or voting.

**27/15:** Cllr. Swann confirmed that he had carried out the internal check of the accounts for August and everything was in order. In response to a question from Cllr. Veitch, he tabled the check list for information of Members.

**28/15:** A list of payments made after the August meeting, is filed with these minutes.

**29/15:** Cheques for September were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Swann, seconded by Cllr. Clifford and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	4,777.04
Burial and Properties	1,521.96
Environmental Management	<u>373.80</u>
Total	£6,672.80

The Clerk confirmed that the invoice from Unipar was for a new tripod for the speed watch equipment. A grant from KCC Members funding via Cllr. Holden was awarded towards the cost of the tripod.

**30/15:** Financial Services Compensation Scheme:

The Clerk read out a NALC Financial Topic Note relating to the Financial Services Compensation Scheme. Small local authorities are protected in the same way as other protected investors i.e. for deposits/investments up to £85,000. This will be reduced to £75,000 from 1<sup>st</sup> January 2016 and applies to any UK bank, building society and credit union. A full discussion took place and it was suggested by Cllr. Swann that advice should be sought from Lee Colyer – Head of Finance TWBC to ascertain how the Borough protect their investments.

**31/15: Draft TWBC Cycling Strategy – Cranbrook – Presentation by Bartholomew Wren TWBC.**

Mr. Wren explained to the Committee that suggested cycling routes were being prepared for all the towns within the Borough. Members examined the route assessment that had been prepared for Cranbrook which ran from Cranbrook Primary School to the High Street, a copy of which is filed with these minutes. Mr. Wren explained that devising a route for Cranbrook would not be without its challenges. He had conferred with Colin Finch, the Public Rights of Way Officer for KCC to devise the tabled plan; they had originally looked at a route which ran from Brookside to the High Street but the topography of the land was too steep. He explained that any route would require the footpath to be upgraded to a Right of Way for cycling as currently although not enforced, cycling on the pavement is illegal. Members felt that the proposed route would be dangerous and widening the pavement would cause considerable traffic difficulties. Various alternative suggestions were discussed but it was agreed that Mr. Wren would contact the Clerk with some dates he would be available to walk the suggested routes with Members to come up with a suitable strategy for Cranbrook.

**32/15: Allotment No. 5:**

The Clerk read out a letter she had received from the tenant of allotment No. 5, Mr Philpot. He advised us that due to health issues he would be unable to continue with the allotment that he had enjoyed for many years. He was requesting that the allotment be passed onto Mr Huxley the current tenant of plot 15B. Mr Huxley had agreed that in exchange he would relinquish 15B and that his wife, the tenant of 6A would relinquish hers once it had been harvested so effectively they would be exchanging two plots for the larger one currently in Mr. Philpot's name. Mr. Huxley had agreed that if Mr. Philpot's health improved he could return and cultivate a small portion of the plot. Members agreed it would be advantageous to free up two plots for parishioners currently on the waiting list. Cllr. Veitch proposed that Mr. Huxley be allowed to take on the tenancy of plot No. 5 in exchange for the two plots 15B and 6A, this was seconded by Cllr. Rook and agreed.

**33/15: Tarmac Repairs to Golford Cemetery:**

Cllr. Clifford informed the Committee that during the annual site visit to Golford Cemetery it had been agreed to look into the possibility of repairing the tarmacadam area around the Chapel which was beginning to crumble and breakdown. Several of the undertakers that use the Cemetery had mentioned it to the Parish Warden. A local company, nu-phalt Contracting Ltd had been approached for a quote. Jason Saunders had met with Cllr. Clifford on site and explained a new method of repair called Jetpatcher Spray Injection Patching. A quote for this method had been received for £2,700. Cllr. Rook raised concerns over the suitability of this method, he had heard of it being used in Faversham, where the hedges and verges around the treated area were covered in tarmac spray which he thought would cause a problem in the Cemetery. In response to Cllr. Holmes, Cllr. Clifford confirmed that no guarantees were mentioned in the quote. It was proposed by Cllr. Clifford that a further estimate for a more traditional method be sought and the concerns raised by Members be discussed further with Jason Saunders, this was seconded by Cllr. Rook and agreed.

**34/15: Standing Orders:**

It had been noted that in order to comply with recent legislation our Standing Orders required an amendment. It was proposed by Cllr. Veitch, seconded by Cllr. Rook and agreed to amend 'Section 3 Meetings generally' (page 4 sub section 1) to the following wording:

**Photographing, recording, broadcasting and transmitting of the proceedings of a meeting is allowed but only if it does not disrupt or intrude on the meeting.** Visitors are required to notify the Clerk prior to any recording, that recording and transmitting devices are going to be used so that other members of the public can be advised.

**35/15: Restructure of Committees:**

Cllr. Holmes informed Members that he had completed an initial draft which is currently with the Clerk. He would present it for distribution to councillors at a later date, he did not envisage any revision to the current structure being implemented until May next year. Cllr. Veitch thanked Cllr. Holmes for the effort he had put in to date. Cllr. Rook remarked that at Tunbridge Wells Borough, councillors were allocated to committees, although this had never been the case at a parish level. Cllr. Veitch felt the ability to choose a committee in which a councillor has an interest would surely be beneficial and reiterated the desire that all councillors should belong to at least two committees to evenly share the workload.

**36/15: Promotion of Parish Council:**

The Clerk tabled an email from Christine Newman, a librarian at Cranbrook School in which she states she is considering organising a literature festival for the town in September/October 2016 to possibly coincide with the Apple Fair and would like our thoughts. She is proposing to involve visiting authors/writers, lectures, talks, creative writing workshops and book shops. It would be organised in conjunction with the three state schools in Cranbrook, the town library and the U3A and she envisaged using the schools as venues along with parish rooms, pubs and coffee shops for events which would be tailored towards both children and adults. Members agreed it was a fantastic idea and supported the initial concept wholeheartedly and hoped that as Sissinghurst has many historic links to literature that it could be included in any proposed event. Members discussed the opportunities surrounding a summer festival, a schedule of events to run throughout the summer that would benefit parishioners and attract visitors to the town.

It was discussed at what level the Parish Council should be promoting the town on behalf of the parishioners and the profile of the Council itself which had not been discussed to date. Cllr. Clifford suggested promoting the Council through print media, there would be opportunities for this through the Courier and the Kent Messenger via the 'community columns' and the news editor. Cllr. Clifford offered to put some thought into this and bring some suggestions to the next meeting.

The Committee discussed various options to promote events in the town including the purchase of larger 'A' boards outside the Weald Information Centre. Cllr. Rook suggested using the area between the Old Fire Station doors and the glass doors for advertising when the offices were closed.

**37/15: Website:**

The Clerk advised Members that Tim Green, our website advisor from Dewar Green Limited was due to visit next week to discuss upgrading the website to make it more mobile friendly. It would be a requirement of maintaining our Parish Quality Status to have a photograph and biography of each councillor on our website, Members would be reminded at Full Council that they will need to visit Stationery Express to have their photographs taken. It was proposed by Cllr. Rook and seconded by Cllr. Swann and agreed that up to £800 be spent on upgrading the website.

**38/15: Items for Information:**

Cllr. Bunyan thought the Parish Council should send a card congratulating the Queen on being the country's longest reigning Monarch.

Cllr. Bunyan informed the Committee that Jan Ashley was now in a position to repaint the village sign, however she needed scaffolding around the sign to facilitate this. Cllr. Clifford offered to speak to Chris Ditton of Hurstway's to see if they could help.

Cllr. Bunyan informed Members that Cranbrook Town Band were looking for a location to store two large kettle drums. Cllr. Clifford suggested that they speak to Tim Heath from Trinity Church as the Parish Room has a fairly large storage facility.