

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE
MEETING HELD ON TUESDAY 9th JULY 2019

PRESENT: Cllr. Fletcher (in the Chair), Cllrs. Bunyan, Clifford, Fairweather and Warne.

APOLOGIES: Cllrs. Beck and Veitch.

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.

15/19: Internal finance check:

The Clerk reported that Cllr. Beck had completed the internal finance check and everything was in order.

16/19: Authorisation of payments made after the June meeting:

A list of payments made after the June meeting is filed with these minutes.

17/19: Transfers of monies between accounts:

A list of transfers made between accounts is filed with these minutes.

18/19: Cheques for Payment:

Cheques for July were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Fletcher, seconded by Cllr. Fairweather and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	£6,447.50
Burial and Properties	£1,430.66
Environmental Management	£1,824.35
General Funding	<u>£1,090.20</u>
Total	£10,792.71

19/19: Community Centre:

Cllr. Fletcher updated the Committee on the slow progress of the legal contracts. There is one small outstanding issue that is being resolved by our solicitors Buss Murton.

In order to enable completion of a new build by autumn 2021, the planning process needs to restart. The Parish Council has been asked for a contribution of £1,750 + VAT to scope the size of the new building. As an undertaking had been given not to spend additional monies until the legal contracts had been finalised, it was agreed that this decision should be approved by Members at Thursday's Full Council meeting. Cllr Fletcher stated he will propose that this offer is made.

20/19: Staffing:

Cllr. Veitch had requested that the Deputy Clerk's success at passing her first two modules on the ILCA course was minuted.

Cllrs. Warne and Veitch along with members of the Steering Group had discussed the necessity of additional clerical support for the NDP. The amount of time volunteers have already given was acknowledged and appreciated. However with the process of collating all the responses from the forthcoming consultation, it was agreed that going forward, administrative support would be essential. Cllr. Veitch had received an estimate of £20 per hour from a local company. It was anticipated that around 8 hours per week would be sufficient although this would remain flexible and be reviewed after three months. Cllr. Warne proposed that £4000 be set aside from the NDP budget for this expenditure, this was seconded by Cllr. Fletcher and agreed.

21/19: Charles Arnold Baker – Local Council Administration:

Cllr. Veitch had suggested that we should invest in the newest edition of the reference book on local government law and administration. The Clerk advised this could be purchased at the discounted rate of £103.99 from SLCC. It was proposed by Cllr. Fletcher seconded by Cllr. Fairweather and agreed to purchase the latest edition.

22/19: VE Day – 75th Anniversary

The Clerk advised that following our successful involvement in the nations tribute 'Battle's Over' last year, we had been sent an invitation to participate in commemorations being organised nationally to celebrate the end of WWII in Europe. There are numerous activities planned for May 2020 that we could be involved in, if we were to register. Cllr. Fletcher suggested that we liaise with David Riddick the Church Warden and the Royal British Legion regarding our involvement before making any commitment.

23/19: Parking Permit Request – Jockey Lane:

A request had been received from St. Dunstan's Church for permission for exclusive use of three spaces at the top of Jockey Lane for the contractors working on the lighting project in the Church. They would need the spaces for approximately 12 weeks and would provide any necessary insurance documents. It was proposed by Cllr. Clifford, seconded by Cllr. Fairweather and agreed to grant the request.

24/19: Contracts:

a) Cyber Insurance:

Cllr. Beck had advised that he was still awaiting a further quote, he expected to be able to present this for consideration at the next meeting.

25/19: Grant Applications:

a) An application from King George V Field had been deferred from the previous meeting in order to clarify some of the figures submitted with the application. Cllr. Beck had advised the Clerk that he had yet to receive a response to the questions he had raised, therefore the application would be deferred until a response was received and the Committee could consider the application with all the relevant information before them.

b) An application had been received from the Cranbrook Apple Fayre requesting £791.21 to cover the cost of insurance for the fayre and up to three other events within the parish, which include the Sissinghurst Fete and next year's Family Fun Day. It was proposed by Cllr. Bunyan, seconded by Cllr. Warne and agreed to award the full amount requested.

26/19: Promotion of Parish Council:

Cllr. Clifford advised the copy date for the next edition of Parish Cake would be 26th July. He thanked the Deputy Clerk for an excellent job of chasing clients for payment. A problem had occurred with communication between a few advertisers and the sales person on the last edition, resulting in several clients refusing to pay. The Committee were informed that the sales commission relating to those adverts totalled £99 and had already been paid. Members agreed that reimbursement would not be sought. To avoid a reoccurrence, a change of procedure had been agreed to ensure that all adverts are confirmed in writing prior to publication.

27/19: Items for Information:

Cllr. Fletcher advised that he had attended a conference on Car Park Management in London today which had been very interesting. He would write a report and circulate to all councillors.

Cllr. Clifford advised he was in correspondence with Cllr. Sean Holden and the Chief Executive of Kent County Council in relation to the lack of an appropriate warning for pedestrians on the height of a pavement in Sissinghurst which had resulted in a visitor having a nasty fall. The Clerk stated her concern at KCC for signposting members of the public to Parish Council's as their community representatives and first point of contact to take up issues with highways or PROW. Cllr. Veitch would be asked to raise this at the next Tunbridge Wells Parish Chairman's meeting.

Cllr. Warne had been contacted regarding difficulties that some buses and coaches encounter when exiting the Regal Car Park. Cllr. Fairweather reported that he had spoken to a driver parked in the coach park just the other day, who did not anticipate having any problems, they were regular visitors to the Town. Cllr. Fletcher commented on an increase in coaches that have been bringing in visitors from all over the World. It was suggested that the issue be referred to Cllr. Tom Dawlings in his role as Chairman of the Tourist Group.