

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT
COMMITTEE MEETING HELD ON TUESDAY 10TH NOVEMBER 2015

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

APOLOGIES: Cllr. Clifford.

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.

48/15:

Cllr. Goodchild confirmed that he had carried out the internal check of the accounts for October and everything was in order.

49/15:

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

50/15:

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

These included:

Policy and Resources	10,734.07
Burial and Properties	2,429.36
Environmental Management	<u>878.68</u>
Total	<u>£14,042.11</u>

51/15: Restructure of Committees:

Cllr. Holmes had prepared a paper regarding our current committee structure and how it could possibly be improved, which he had given to the Clerk for consideration. The Clerk had looked at other Quality Parish Councils in the area and discovered that they more or less mirrored what we were already doing. It appeared from many of the examples that their environmental management committees were top heavy, as ours was. Some parishes had dealt with this by forming sub committees which report back to committee. Taking into consideration the research she had undertaken and Cllr. Holme's paper she had produced a draft document for consideration by Members. Each Committee and their responsibilities were discussed in detail. With regard to the neighbourhood plan, Members agreed that initially a working group could be formed to undertake the majority of the work with any decisions being taken to Full Council for consideration. This could be reviewed annually. Any decisions on the Community Centre would also be taken to Full Council as would setting the precept.

Cllr. Goodchild proposed adoption of the document with the agreed amendments, this was seconded by Cllr. Rook and agreed. A copy of the revised committee structure and responsibilities is attached to these Minutes. Cllr. Veitch thanked Cllr. Holmes and the Clerk for all their hard work and she was pleased that although not a great deal of changes had been necessary, that the structure had been reviewed.

52/15: Promotion of Parish Council:

Members agreed that Cllr. Clifford was the most skilled Member on this committee to deal with this subject but they were concerned that it had already been deferred once. The Clerk advised Members that to apply for quality status some of our policies would need to be tightened up and some would need to be produced and as the Deputy Clerk was in the process of completing her CiLCA portfolio, the Clerk suggested she could prepare a draft policy on promotion, publicity and media for the Members to consider.

53/15: TWBC Enforcement Contract:

Cllr. Veitch reminded Members that when we initially took on car parks from TWBC it had been agreed that they would continue enforcement in the Regal and Tanyard under their parking order on a six month contract. The contract had not been renewed, issues were identified when about thirty residents were given tickets for staying over 24 hours; since then Cllr. Veitch had been chasing TWBC for another contract. She had now received the figures from Rosemarie Bennett, they were proposing an annual fee of £4,922, paid quarterly in advance. The question was, is it worth having any enforcement? In response to Cllr. Swann, Cllr. Veitch confirmed that the proposed fee did not cover Jockey Lane car park, she explained that enforcement could not be carried out under a Tunbridge Wells Parking Order and Jockey Lane would have to be dealt with as a private car park. It had been confirmed by Rosemarie Bennett that whether or not we had an enforcement contract, obstructions and abandoned cars would still be the responsibility of TWBC as those issues can be dealt with under different laws. One of the advantages of having enforcement would be that when officers came they would also carry out enforcement in the High Street where illegal parking was becoming a major issue. It was proposed by Cllr. Goodchild, seconded by Cllr. Swann and agreed to accept the fee proposal and delegate the responsibility of signing the contract to Cllr. Veitch. The contract would be for a year, the situation could be monitored and reviewed next year as to whether the enforcement proves worthwhile.

54/15: Section 137:

- a) An application had been received from the Cranbrook branch of the Royal British Legion requesting £340 towards the Remembrance Day Parade. Cllr. Rook declared an interest in that his company Stationery Express had printed the service sheets, he took no further part in the discussion or voting. After discussion it was proposed by Cllr. Holmes, seconded by Cllr. Veitch that the award be granted.
- b) A letter had been received from Hospice in the Weald to request support. The Clerk advised Members that historically we had awarded them £500 in June 2009, £400 in 2008 and £300 in 2007. After a full discussion, Cllr. Swann proposed an award of £500 be granted, this was seconded by Cllr. Holmes and agreed.

55/15: Grant Awarding Policy:

The Deputy Clerk tabled a draft document she had prepared on a Cranbrook & Sissinghurst Parish Council Grant Awarding Policy for consideration by Members. A full discussion followed during which Members made several amendments. Cllr. Goodchild proposed that the amended version as attached to these Minutes be adopted, this was seconded by Cllr. Bunyan and agreed.

56/15: 'About Us' Publication:

A draft update to the current document was tabled. After discussion a few minor amendments were agreed by Members. Cllr. Bunyan proposed the amended document as attached to these minutes be adopted, this was seconded by Cllr. Goodchild and agreed.

57/15: Allotment Tenancy:

The Clerk advised Members that a parishioner from Sissinghurst had applied to go on the allotment waiting list, however he had been a tenant previously and his tenancy had been terminated when he did not keep his allotment in good order. After discussion Members could see no good reason why this person should be allowed to join the list. The Deputy Clerk agreed to contact him and advise him of their decision.

An application for a shed had been received by the new tenant of plot number 7A. It was agreed in principle and delegated to Cllr. Holmes to advise on the most suitable location for the shed.

58/15: Items for Information:

- a) Cllr. Veitch tabled a paper she was intending to read at the TWBC Planning Committee meeting tomorrow evening in support of the demolition on the Cranbrook Engineering site for Members information.
- b) Cllr. Holmes voiced concerns that issues were being debated via email. He gave examples of some documents that had been circulated by the Clerk recently that had been intended as information only. It appeared to have resulted in several responses. Cllr. Veitch offered to reiterate to Councillors that all discussions should be kept for the correct forum.