

KINGSNORTH PARISH COUNCIL

Minutes of the meeting held on Thursday 24th April, 2008, at Kingsnorth Sports Pavilion

PRESENT: Councillors: Mrs. A. Hicks (Chairman); Mr. T. Horsman; Mr. R. Gardner; Mr. M. Ciccone; Mr. N. Shorter; Mr. J. Holland; Mr. J. Wedgbury.
Also present: Cllr. M. Angell (for item 2); Cllr. P. Davison; Mrs. J. Hancock (Clerk designate). 4 members of the public.

1. **Apologies:** Mr. S. Bates (working); Mr. J. Sheehan (on holiday); Cllr. Mrs. T. Heyes; Cllr. P. Bartlett. MA apologised for leaving early. JH apologised for arriving late.
2. The Chairman welcomed Mr. Mark Carter, of the architects Mark Carter Designs, to the meeting. Mr. Carter outlined the proposals for a 'sports village' at Homelands football ground which had been purchased by his clients. They had also bought the Football Club. Mr. Carter's firm had handled the development at Gillingham FC's ground.

The plans had been discussed with ABC Officers, but not yet submitted as a planning application. At present the Club, grounds and facilities are inadequate and very run down. The new owners have a big interest in supporting young people. The idea of the sports village is to promote many other sports as well as football. Some additional land had been purchased and the proposals include G3 all-weather pitches which can be used for netball, etc. as well as football. There would also be indoor tennis courts. A 3-storey budget hotel of about 120 rooms is proposed on the road side of the site to help finance the rest of the development and to provide accommodation for those using the facilities. The existing football stadium would be upgraded and enabling facilities would be built adjoining the stands, including a fitness centre, banqueting and conference facilities, office space and starter units for small businesses. They are working towards a planning application and were hoping to get feed back from all involved prior to this.

There were several queries from Cllrs. and members of the public. The footprint of the development would be much the same as for the existing stadium. There would be new roofs over-sailing the pitch on three sides but the fourth side would be left open to preserve the view. The current match capacity is 3,500 people. The starter units would be for small-scale businesses. Car parking capacity would be the same as existing but would be upgraded. They hoped to run a park & ride scheme using minibuses to transport people to the facilities as there was no pedestrian footpath and public transport was inadequate. Traffic flow was queried. There would be traffic coming and going at various times of day. Highways approval would have to be obtained and a green travel plan would be produced as part of the planning application. It was hoped that about 25% of the cost of the development would come from sports bodies and the rest would be from the enabling development. No houses would be included in the application. Sustainability would be fundamental to the scheme. Landscaping would be important around the edge of the site. The bad drainage on the site was mentioned. Mr. Carter said that improvements would be made to this during the summer. Asked about the business plan, Mr. Carter said that his clients had a track record in this area; they were not profiteering and were serious about providing facilities for young people.

The land is outside the core strategy area delineated for development. However, Mr. Carter pointed out that the site already had a permitted leisure use and he hoped that with the right consultation, permission would be granted. He hoped that there would be further opportunities to discuss the plans as they go forward. The Chairman thanked Mr. Carter for coming to the meeting.

3. **To note any declarations of interest on agenda items**

MC declared a personal interest in item 15(a) as he is a Management Trustee of Kingsnorth Recreation Centre.

NS declared a prejudicial interest in items 6(c) and (d) as his son is involved in running and working for the firm giving the quote for end-of-season restoration work to the football pitch and working for a contractor asked for quotes for path repair and restoration.

4. **Open Forum** No members of the public wished to speak.

5. **Approve minutes of the last meeting**

It was proposed by NS, seconded by MC and agreed that the minutes of the meeting held on 10th April should be accepted as a true record.

6. **Matters arising**

- (a) Cllr. Ferrin The Clerk had written to thank Cllr. Ferrin and Mr. Moore for coming to the last meeting and had also written to Damian Green to tell him Cllr. Ferrin's comments about the timing of the traffic calming installation.
- (b) Annual parish meeting There had been no reply from Mr. Phillips of Ashford's Future about speaking at the APM. It was agreed that Mr. Alderton should be asked if he would be willing to speak.
- (c) Tree for Village Sign green The Clerk would write again to Mr. Jarvis about postponing the planting of the tree.
- (d) Electrical reports These have now been received and NS had read through them and raised various queries about items on the forms and reported that further tests would need to be carried out during the year, signs replaced and new notices put up. The Clerk will contact Kingsnorth Electrical about this.
- (e) Britannia Lane play area Mr. Pavis had reported to TH that the developers are not willing to do any more work to the equipment and might remove it. Mrs. Davies of ABC had sent some comments about the area and it was thought that she was not aware of the problems that were being experienced and needed to be informed of these.
- (f) Cost of goal end AH was still trying to arrange a site meeting with Park Leisure.
- (g) Plaque for village sign AH had circulated a proposal for the wording of this but had received no comments so assumed everyone was content with this. She would now get a quote.
- (h) Bus stops for 508 service RG and JW would be meeting to look at the proposed sites and make comments.

7. **Correspondence**

- (a) Mobile Police Station This will be at Kingsnorth Village Hall on Thurs.12.6. between 1615 and 1715 hours.
- (b) Comparative quote for PC's insurance Came & Co. had sent a quotation for a Norwich Union Parish Council policy based on the PC's current Zurich insurance schedule. The renewal deadline date for Zurich is 22.7. Since Mr. Debonnaire had professional

expertise in this area, it was agreed that he should be asked if he was willing to compare the policies and give his advice.

- (c) Annual Health & Safety Local Council Advisory Service Information had been received about this service. It was agreed to put this matter on the next agenda for discussion.
- (d) Received so far: KALC Parish News no. 331 (enclosed); KALC Ashford Area Committee minutes of meeting on 2.4; last edition of the Kent & Medway Networks Newsletter for Patient and Public Involvement in Health Forum Members; ACRK Oast to Coast Spring ed; CPRE Kent Voice Spring ed; Zurich Insurance information re. annual health & safety local council advisory service & seminars; KCC information on speed limit review (circulated); information about Planning Portal consultation; HM Revenue & Customs info. on Business Advice Open Days;

8. **Finance** (a) Payments since the last meeting

1517 Mr. G. Blackmer, reimburse cost of salt for softener	13.98
1518 South East Water, supply to pavilion	35.72
1519 Mr.E.J. Pavis, donation towards PACT admin. costs 2008/9	50.00
1520 ACKR, subscription renewal	35.00
1521 Edwards Sports Products Ltd, goal posts (VAT £89.25)	599.25
1522 Gibbs & Son, mowing football pitch in March (VAT £3.50)	23.50
1523 Ashford Borough Council, dog waste bin, Britannia Lane (VAT £41.13)	<u>276.13</u>
	1,033.58

Receipts

Mrs. J. Bates, hire of pavilion	15.00
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Transfers

16.4. From 30 day to Treasurer's account	3,000.00
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Reconciliation of bank balances with receipts and payments accounts – 1.4.08 to 18.4.08

Lloyds TSB Treasurer's account at 31.3.08	10,241.78
Lloyds TSB 30 day account at 31.3.08	31,686.50
Bank of Ireland account at 31.3.08	<u>72,747.06</u>
	114,675.34
Less uncleared cheques nos. 1505-10, 1512 - 16	<u>-9,508.15</u>
Balance at 18.4.08	<u>105,167.19</u>
Add expenditure 1.4.08 – 18.4.08	<u>2,381.03</u>
	<u>107,548.22</u>

Balance brought forward from 2007-2008	107,547.90
Add income 1.4.08 – 18.4.08	<u>none so far</u>
	<u>107,547.90</u>

NS proposed, seconded by RG and agreed that the 32p discrepancy in the reconciliation for the 2007/8 annual accounts should be accepted.

Forthcoming commitments

Mr. G. Blackmer, April salary	327.82
ABC, lockable dog waste bin for Emperor Way	c235.00
CJA Consulting, drafting Information Booklet (VAT £21.88)	146.88
Mr. Cleave, salary from 5.4. – 2.5.	370.13
Swift Security, April patrols (VAT £35.70)	239.70

Income expected

Bank of Ireland interest for March	c280.00
HM Revenue & Customs, VAT reimbursement 1.12.07 – 31.3.08	723.81
ABC half precept & concurrent grant for 2008/9	27,223.50

- (b) To approve payment of KALC fee for Clerks' Information Day This is at Lenham on 15.5. The cost is £60 + VAT. There is a budget of £300 for training days this year. (Power Local Govt. Act 1972, s.111. ensure effective discharge of council functions). It was proposed by NS, seconded by MC and agreed that the fee be paid. Mrs. Hancock confirmed that she would have to take a day's holiday from her current job to attend the course. The Clerk mentioned that Mrs. Hancock had already spent some time working with her familiarising herself with the job and attending meetings, for which she should be paid.
- (c) To discuss quotes for end-of-season restoration work to football pitch NS withdrew from the PC meeting while this item was discussed as he had a prejudicial interest in the matter. It was confirmed that there was a short time period available for the restoration work because of the need for favourable weather for grass seed to germinate. Most of the football matches would have been played by the end of April and work should be carried out as soon as possible after that. The two quotes from Judges & Son for £765 + VAT and Dexter Groundscare Services for £570 were discussed. Since the quote from Dexter Groundscare was for £195 less than that from Judges and included a ton of sand/loam, which the other quote did not, as well as seed and fertiliser, it was proposed by JS, seconded by JW and agreed that the quotation from Dexter Groundscare Services should be accepted. (Local Govt. (Miscellaneous Provisions) Act 1976 s.19, to provide or support any recreational facilities)
- (d) To discuss contractors and quotes for path repair and extension The first quotes for repair to the path near the pavilion and for a path extension had been received from Mr. D. R. Thompson. The Clerk would ask for further quotations from other local contractors. There was also a need to get quotes for making good other parts of the path that required attention. TH and RG would define the areas concerned.
- (e) To discuss further quotes for resurfacing under swings Park Leisure had given a quote on 17.9. for £3,714 for re-surfacing swing bays and £375 for repainting swings. The Clerk reported that there is another local supplier called Specialised Sports Products and she had a leaflet from another suitable firm based in Northampton. It was agreed that the Clerk should ask these two firms for quotes.
- (f) To report on need for maintenance work to swings RG had written to the Clerk between meetings about some repairs that might be necessary to the swings due to worn parts. There was an urgent need to take action on these so the Clerk had contacted Park Leisure and had asked them to inspect the equipment and advise on costs for parts and labour to repair them. Park Leisure had submitted a quotation of £750 + VAT for new seats and various other parts. It was proposed by JH, seconded by JW and agreed that

Park Leisure should be asked to carry out the work as soon as possible. (Local Govt. (Miscellaneous Provisions) Act 1976 s.19, to provide or support any recreational facilities)

RG thought that the wear on the swings should have been obvious at the last annual safety inspection by Wicksteed and suggested that a different company should be used this year. This would be discussed at future meeting prior to booking the annual inspection which was due in August.

- (g) To discuss possible kick-around area for Westhawk Farm JH had suggested that there was a need for this at the last meeting, however it was understood that the residents living nearby would object to this. JH mentioned that his proposal was for one goal-end, like that at Court Lodge, and the area he had in mind was on the opposite side of the play area from the houses. It was thought that this would require more discussion and consultation. It was agreed that JH should meet JS on site and that other Cllrs. should look at the area in question.
- (h) To discuss archiving of old minutes The Clerk reported that she was holding minutes dating from 1973 to 2001 of which there is only one paper copy. Those from 2001 to 2006 were in hard copy and on floppy disc and the most recent from 2006 onwards were stored on a memory stick and copies had also been sent to Ashford Reference Library and the Kingsnorth website. It was thought that scanning the old copies might be very expensive. Although they could eventually be sent to the County Archives, they should still be held locally for the time being. It was suggested that they could be held in a fire-proof safe and the Clerk would check on prices of these. The possibility of hiring commercial storage space for other PC files might have to be considered if storage in the pavilion storeroom cabinet was inadequate.
- (i) To consider whether to give donation to Macmillan Cancer Support A letter from the Tenterden Committee asking for a donation had been circulated. The budgeted s.137 'other donation' allocation for 2008/9 is £1,500. There was some concern about the precedent which would be created in giving donations to a local fund-raising committee rather than the national organisation. NS thought that this charity should be supported but suggested that if the PC continues to give charitable donations, it should at some point in the future list which charities it wished to support. After two proposals of £200 and £100 were proposed and seconded, NS proposed a sum of £150. This was seconded by TH and agreed that the Council in accordance with its powers under sections 137 and 139 of the Local Govt. Act 1972 should incur the expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

At this point, AH handed over the Chair to TH as she is a member of ABC's Planning Committee.

9. **Planning matters**

- (a) To consider any new applications since 10.4.
86 Washford Farm Rd. (WF) Two-storey side extension. (S)
Westleigh, Magpie Hall Rd. (SX) Pitched roofs over existing flat roofs inc. 2 dormer windows to front. (S)
- (b) To report decisions on applications by ABC received since the meeting on 10.4.
Granted:
14 Harrow Way To convert internal garage into a kitchen. (S as long as extra off-rd parking available)

3 *Merino Way* To crown reduce one oak by max. 3m (S tree officer's decision)

Refused:

16 *Charminster* Two-storey extension to side of property; conservatory at rear of house; shed in rear garden. (S) The shed was granted permission. The other two elements were refused because of loss of openness at first floor level between numbers 15 and 16 and the future unacceptable terracing effect if the other property did the same.

Application withdrawn at applicants' request

Taylor Farmhouse, Magpie Hall Rd Conversion of existing outbuildings to provide 1 bedroom & 2x 3 bedroom dwellings, demolition of existing steel-framed bar and other block-built outbuildings & construction of new oak-framed garage. (S)

AH resumed the Chair after this item.

10. **Highways and footpaths**

- (a) Road surface, Brockmans Lane The Clerk had asked Highways for re-surfacing of the bend between Finn Farm and Bliby as repairs to potholes would not be sufficient. Mrs. Wickenden replied: The problem is that our Operations Team simply do not have the funds to resurface a road. They can carry out safety repairs and minor patching works. Any works such as resurfacing is carried out by our Programme Delivery Team and is prioritised along with other roads within the whole of Kent. I can tell you that Brockmans Lane is not on the list for resurfacing in 2008/09. I will ask our Programme Delivery Team whether this appeared on the list and if there is any possibility that it can be looked at for the future."

11. **To discuss advertising of vacancy for Washford Farm councillor if to be co-opted**

The deadline for 10 electors to request a bye-election was 25.4. and no requests had been received up to the afternoon of 24.4. If co-option was permitted, Cllrs. agreed that the vacancy ought to be advertised and the profile of the PC raised by delivery of a flier in the Washford Farm ward. This should emphasise that the PC is not a political organisation. Several Cllrs. volunteered to deliver these. The Clerk would draft a flier if ABC gave the PC permission to co-opt.

12. **County Councillor's report** Cllr. Angell had apologised for leaving early.

13. **Borough Councillors' reports**

- (a) Weald South Cllr. Davison had nothing to report.
Cllr. Hicks reported that the Service Level Agreement Working Group had held its first meeting and initial ideas had been discussed. A service level agreement was needed as the Audit Commission had queried the adequacy of the Parish Charter for rural areas. The next Willesborough Dykes meeting was to be held the following Monday. A proper plan is being drawn up. The area closest to the road in Kingsnorth parish is to be developed first. A planning application is likely to be submitted in late Autumn and an application for the hotel in November.
- (b) Washford Farm Cllr. Holland reported that he, Mr. Clarkson and 2 ABC officers, had met 3 representatives of Barratt Homes. AH had also attended as an observer. Several problems on Brisley Farm had been discussed including the play area and the land reserved for a School. Another on-going problem on Brisley Farm had now been resolved and the Community Warden had been told about another relating to speeding. JH had also reported a drugs-related incident, which had been dealt with.

(c) Park Farm South Cllr. Wedgbury had nothing to report.

14. **Parish Ward Cllrs' reports**

(a) Kingsnorth village ward NS reported that the grass on the Village Sign green had not yet been cut this season and would soon be looking unkempt. The Clerk would contact Mr. Jarvis to find out if this was to be cut soon.

(b) Map of parish NS asked if a map could be obtained showing the extent of the parish. AH had a large AO-size map that had been provided by ABC but it would need a frame before it could be hung in the pavilion. An item to discuss this would be put on the next agenda.

(c) Park Farm South RG reported that there was a dog-fouling problem on the path at the Park Farm end of the playing field leading to the top of Primrose Drive. There was a dog waste bin nearby. As this was on the route to School, RG thought the problem ought to be addressed. The Clerk will contact ask the Community Warden to patrol this area and look out for the offending owner.

(d) Park Farm North TH reported that there had been a recent litter-pick along Roman Way and Bluebell Rd.

15. **Reports**

(a) Kingsnorth Recreation Centre Management Committee MC reported that there had been no representatives of Little Acorns at the recent Trustee's meeting, which was unfortunate as it had been hoped to discuss possible future developments with them. The Trustees were writing to their Chairman about this. There are currently 10 contracted members of staff at the Centre. There had been no requirement from ALT to pay the whole of the PC's subsidy in one payment in advance. The Trust was happy with quarterly payments. It was now understood that ABC had been paying insurance for the building since its inception. The Management Trustees had not been told this and had been insuring it themselves.

The Trustees had not approved the expenditure of £3,200 for a treadmill from the £40,000 s.106 payment. They thought the money had been found from the Cultural Services budget. TH proposed that the PC write to Mr. Kirkland to the effect that at no stage did the Parish Council or the Trustees agree to this sum being spent from the s.106 sum. This was seconded by NS and agreed.

MC thought that the PC had made payment of its subsidy in years 2 and 3 dependent on development plans being in operation by the end of year 1. This was not the case. The PC had made a binding commitment for a 3-year subsidy. However, it had been agreed in the minutes of the meeting on 14th Feb 2008 (6(c) p. 1492) that "Kingsnorth Parish Council should make a 3-year financial commitment to Kingsnorth Recreation Centre and that the Parish Council's contributions over the three years as stated in the fourth version of ALT's financial business plan should be capped as the maximum liability of the Parish Council. The accompanying proviso was that the Parish Council requests by the end of October 2008 at the latest, that the Trustees present to the Parish Council or a sub-committee of the PC their detailed recommendations for the investment of the available s.106 funding to create a new revenue stream or streams together with the detailed research that had gone into these recommendations." A letter had also been sent to the Chairman of the Trustees dated 19th February to this effect. This was to ensure that a business plan would be in place by the end of year 1, leaving 2 years to start generating

extra income in order to obviate the need for more subsidies after March 2011 as the PC was not willing to accept an open-ended commitment.

RG was concerned that ALT had entered into contractual obligations for the hire of equipment for a 5-year period from year 2, which would therefore extend beyond March 2011. He reminded Cllrs. that if ABC withdrew as they have stated at the end of 3 years, and the PC wishes the Recreation Centre to remain open, it could be faced with a subsidy of £40,000 a year if the problem of finding extra income streams is not addressed by the Recreation Centre Management Trustees now.

MC said that membership was increasing all the time, but slowly. There are about 130 direct debits at the moment. The Trustees had some ideas for extending existing facilities and using them more fully throughout the year, but these needed to be discussed first with Little Acorns.

- (b) Kingsnorth Village Hall Committee Nothing to report.
- (c) Kingsnorth Primary School Governors' meeting " " "
- (d) Furley Park School Governors' meeting " " "
- (e) Information Booklet AH is still awaiting quotes for printing the booklet.

16. **Items for next agenda**

- (a) Sports village proposals NS asked that the PC discuss whether the proposals for a sports village at Homelands, if an application was granted, would affect the viability of the proposed new pitch adjacent to the playing field and the Recreation Centre.
- (b) War memorial plaque NS asked that the PC discuss further at the next meeting whether to restore the duplicate war memorial plaque.

There being no further business the meeting closed at 10.05 p.m.

Chairman

Bank reconciliation as at 31.3.08Balances as per bank statements

Lloyds TSB Treasurer's account	10,241.78
Lloyds TSB 30 day account	31,686.50
Bank of Ireland	72,747.06
	<u>114,675.34</u>
Less uncleared cheques 1503, 1505-1510, 1512	-7,127.12
	<u>107,548.22</u>
Add payments in 2007-8	78,286.40
	<u>185,834.62</u>

Balance brought forward from 2006-7	106,938.21
Receipts in 2007-8	78,896.09
	<u>185,834.30</u>

Balance brought forward from 2006-7	106,938.21
Receipts in 2007-8	78,896.09
	<u>185,834.30</u>
Less payments in 2007-8	-78,286.40
Balance carried forward to 2008-9	<u>107,547.90</u>

The reconciliation is at present out by 32p. The Clerk hopes to correct this in due course.

Budget update:

Estimated income is now (this includes s.106 money for Village sign green/new pitch Plus balance from 07/08	81,810
	<u>107,547</u>
	189,357
Estimated expenditure (if all capital schemes carried out in 2008/9) & including 10% contingency	<u>141,770</u>
Amount uncommitted	47,587