



Meeting Notes

Community Enhancement Group

Notes of the Meeting held on 29 January 2018 from 19:30 to 21:30

Present: **Parish Councillors Joan Buller, Tom Burnham, Sam Lain-Rose (Chair), Barrett Manning, John Reardon, Paddy Riordan and Adele Sharp.**

1. Apologies for Absence

It was noted that apologies for absence had been received from Parish Councillors Smith, Claridge and Spearink. Resident Louise Brice was absent.

2. Councillor Declarations

There were no councillor declarations.

3. Agreement of the Previous Group Meeting Notes

Meeting notes of 05 October 2017 were AGREED by Members.

4. Matters Arising from the Previous Group Meeting

It was noted that the Group's recommendation to ratify Louise Brice as a Member of the Group was confirmed by the Council on 15 January 2018 (Min Page 1672).

Parish Councillor Buller enquired about the progress on the Parade Toilets. Parish Councillor Lain-Rose to make contact with Maidstone Borough Council's Officer to arrange a visit to the site with interested Councillors.

Jubilee Field Management & Maintenance Agreement was due to go to Full Council for implementation from 01 April 2018. It was not tabled previously, as it was dependent on the Finance & Strategy Group's recommended 2018-19 Budget being approved, which was approved on 15 January 2018 (Min Page 1671).

Parish Councillor Lain-Rose enquired about the progress of the Surrenden Field sponsor for the replacement gate. Parish Councillor Reardon explained that this still was ongoing.



5. Terms of Reference – Wimpey Field Sub-Group

Parish Councillor Lain-Rose introduced the item and explained that the Terms of Reference are drafted in line with the Council's standardised layout, with the exception that the sub-group will directly report to the Community Enhancement Group, not directly to Council.

Parish Councillor Lain-Rose, confirmed by Parish Councillor Riordan that Parish Councillor Spearink was content with the proposed Terms of Reference.

Parish Councillor Lain-Rose asked if there were any comments or wishes to amend or alter the Terms of Reference. There were no requests to do this and Members **AGREED TO APPROVE** the Terms of Reference 2018 for the Wimpey Field Sub-Group (Appendix A), effective from 01 February 2018, in accordance with Section 7(c) of the Group's Terms of Reference.

Members **AGREED** to the request that Parish Councillor Spearink is the Parish Council Liaison between the Wimpey Field Sub-Group and the Community Enhancement Group and **AGREED** that Parish Councillor Spearink will be invited to attend the Community Enhancement Group as the liaison representative; for the purposes of reporting from the Sub-Group.

Members **AGREED** for Parish Councillor Lain-Rose to forward the finalised Terms of Reference to Parish Councillor Spearink to circulate with the Wimpey Field Sub-Group members.

Members **AGREED** to recommend to the Council that the following residents are ratified as members of the Wimpey Field Sub-Group: David Charge, David George, Emily Wright, Janet Pink, Laura Stephens, Martin Ralph, Robert Roberts and Susan Forward.

Members **NOTED** that in May 2017 the Parish Council appointed Parish Councillors Claridge, Lain-Rose, Manning, Riordan, Sharp and Spearink and these remain members of the Sub-Group until May 2018. Thereafter, it will be the Community Enhancement Group's responsibility to appoint Parish Council representatives to the Sub-Group.

6. Summer Playscheme – 2018 Dates

Members discussed the Summer Playscheme and Parish Councillor Buller provided information on previous years success and general best practice. Members **AGREED** to recommend to Council that dates for 2018 are as follows: Open Day – 30 July 2018, Morning Sessions – 31 July to 3 August 2018 and Morning and Afternoon Sessions – 6 to 10 August 2018 and 13 to 17 August 2018.

In addition, Members **AGREED** to recommend to Council that the chosen venue for this year's Summer Playscheme should be Staplehurst Primary School and the chosen provider of the Playscheme should continue to be PlayPlace.



7. Bell Lane Toilet Cleaning Contract – Renewal

Parish Councillor Lain-Rose introduced the item and explained that the Deputy Clerk & Finance Officer did not have any comments or suggestions on changes to the specification supplied in 2015. Members were in general agreement that the specification remained appropriate.

Parish Councillor Riordan raised the suggestion that Parish Councillor Lain-Rose made about toilet facilities to himself and Parish Councillor Burnham. Parish Councillor Lain-Rose explained that he felt that the cost of maintaining the block of toilets in Bell Lane was expensive, as well as, the possible expenditure on re-opening the disabled toilets in the Parade.

Parish Councillor Lain-Rose's suggestion was to implement a similar system that is used elsewhere, which would make payment to businesses that would allow for residents to use their toilet facilities in their premises. In discussion, Parish Councillor Lain-Rose explained that it could make a considerable saving. Parish Councillor Riordan explained that it would also support the businesses as it would increase footfall into their premises. Parish Councillor Sharp expressed concerned that majority of the premises would not be appropriate for the less mobile. Parish Councillor Lain-Rose explained that as part of this scheme, it would release funds to enable the re-opening of The Parade's disabled toilets. Members were interested to explore this scheme and learn from other authorities on management and implementation.

Members **AGREED** to recommend to Council that the Bell Lane Toilet Cleaning Contract Specification (Appendix B) is approved for tender and that the contract period should be for 1 year, ending on 31 March 2019. The tendering process should be managed by the Deputy Clerk & Finance Officer.

8. Street Sweeping Provision – Review

Members discussed the Street Sweeping contract, as it was suggested by Parish Councillor Perry at the Finance & Strategy Group's meeting on 08 January 2018 that the provision is reviewed. This was noted by the Council on 15 January 2018 (Min Page 1671).

There was much discussion about the provision and it was noted that the Borough Council has been sweeping more regularly within the Parish recently. It was noted that there has been a breakdown in communication between the Borough Council and our supplier to minimise duplication.

Members **AGREED** that this service would need to be reviewed at the next Group meeting, especially as it is not the Parish Council's responsibility and there is a substantial cost. However, Members wanted to ascertain (a) where has Maidstone Borough Council been street sweeping in the Parish over the past year, and how regularly; (b) where has our supplier been street sweeping over the past year and (c) the amount of waste from the roads (in weight) has been disposed of by our supplier in the past year.



9. Street Light Columns Plug & Play Upgrades

Parish Councillor Lain-Rose explained that there had been discussion about increasing the plug and play upgrades to the street lighting columns to enable the Parish Council's CCTV cameras to be moved and possible extension of the Christmas Lights in the future.

There was much discussion on locations and Parish Councillor Lain-Rose asked that Members thought about possible locations and brought their suggestions to the next Group meeting, where it was **AGREED** to be on the agenda for recommendation.

10. Any Other Business

(a) Wimpey Field – Extension of the Path

Parish Councillor Lain-Rose explained that last year the completed work was two footpaths 106m and 16m. 4 inches deep and 2 meters wide totalled £2,800. Parish Councillor Spearink has proposed to excavate the new footpath as before, lose spoil in holes within the field, approximately 70m long, 2m wide; lay down a membrane and back fill using type 1 road stone, compact stone using a vibrating roller to make level. The extension would follow the line of the 'Colonnade' in a southwest direction until it meets the path label 'Way through the Wood'. The total cost of this proposal is £2,100, quoted by Southeast Groundworks as before.

Parish Councillors Riordan and Burnham commented in support of the extension and explained that the increased footfall has made the area extremely boggy muddy. Parish Councillor Manning explained that the current situation is a safety issue.

Parish Councillor Reardon explained that he had reservations on the original path and commented that the area has been cultivated and is not particularly natural.

Parish Councillor Lain-Rose explained his concerns on the proposal, which were (a) the original path's objective agreed by Council was to maximise the inclusiveness of the site; (b) as it stands the projected Wimpey Field expenditure for this year (not including this item) stands at £12,700, with £3,000 to offset the expenditure received in donations; (c) Mark Pritchard of Medway Valley Countryside Partnership provided the Council with an estimate that the cost of implementing the management plan would be, including allowance for inflation and contingency, which estimated that the £25,000 would last 5 years; (d) the extension of the path would in Parish Councillor Lain-Rose's opinion will be taking a step further away from being a nature reserve; (e) further paths should be part of a long-term plan and the fear of further extension after this is agreed would not be cost effective or value for money; (f) that the area that is particularly an issue has always been muddy, long before the housing estate was built and that users of the field should wear the appropriate footwear/clothing and (g) that it should be expected that the field is particularly muddy during the winter months and the concerns that footfall and users of the field may avoid it during this period should be a positive to allow for the area to regenerate.



Parish Councillor Buller wished that the Council should note the current financial position of the Wimpey Field reserve/revenue budgets.

Parish Councillor Sharp was supportive of the extension of the path and wished to request that the Wimpey Field Sub-Group details any long-term plans to further extend paths on the land into a master plan/map and provide to the Community Enhancement Group. Parish Councillor Lain-Rose commented that the Council had on several occasions in the last year requested that the Wimpey Field Group presented a plan of work to the Council and this has not previously been completed. Parish Councillor Riordan explained that the new Sub-Group has been working well and this could be achieved.

Members were in agreement that the leisure area path should be included in the recommendation, if required.

Members **AGREED** by majority to recommend to the Council that the extension of the path is approved. Parish Councillor Lain-Rose to write the report for the Council meeting on 05 February 2018.

Members **AGREED** to recommend to Council that the current financial position of the Wimpey Field reserve/revenue budget is noted and that the Wimpey Field Sub-Group should be reminded that the remaining balance is to last until 31 March 2021.

(b) Jubilee Field's Financial Position

Parish Councillor Riordan explained to Members that when taking over the Chairmanship of the Jubilee Field Management Committee in 2015 that he had inherited a committee that was working with a budget of nil and that the operations of the committee was working hand to mouth. He wished to understand the feeling of Members on the Jubilee Field Management of approaching the Council to assist financially and how this could be achieved.

Parish Councillor Lain-Rose explained that prior to Parish Councillor Riordan leading the management of the committee, it was due to collapse and the responsibility of the field would be transferred back to the Parish Council. This scenario would have resulted in the Parish Office dealing with the expenditure of the land and premises directly, as well as, managing the football bookings in the short-term until an arrangement was put in place. Therefore, in Parish Councillor Lain-Rose's opinion, he felt that the collapse of the committee would not have been the best situation.

After much discussion, Members **AGREED** to recommend support for the Jubilee Field Management to approach the Council directly for a short-term financial grant to enable it to make immediate improvement up until 31 March 2018.



Members **AGREED** that the Jubilee Field Management should write a business case to the Community Enhancement Group in the first instance for longer-term financial support, in the way of a loan, that would be repayable to the Council over an agreed period at no interest (similar to the scheme provided to the Village Centre with the former contingency fund). The business case should be presented to the Group at its next meeting for discussion and possible recommendation to the Council, to enable it to be agreed prior to 1 April 2018.

7. Confirmation of the Date of Next Meeting

Members CONFIRMED the next meeting of the Group would be 26 February 2018 at 19:30. The meeting will be held at Village Centre, High Street. Meeting agenda and papers aim to be circulated week commencing 19 February 2018.

Terms of Reference 2018 Wimpey Field Sub-Group

1. PURPOSE

The purpose of the Wimpey Field Sub-Group is to make recommendations to the Community Enhancement Group in relation to the Wimpey Field land, acquired by the Council from Taylor Wimpey in 2017, executing developments in line with the agreed Management Plan and other works as necessary.

2. REVIEW POINT

The Terms of Reference of the Group may be reviewed at any time by Community Enhancement Group to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To oversee the management and development of the Wimpey Field, in line with the agreed Management Plan and the Community Enhancement Group's objectives for the Wimpey Field.
- (b) To work with external partners and agencies to ensure cohesive developments are made, protecting the nature and allowing open access to the wider public.
- (c) To work with suppliers and contractors to ensure that work carried out are to specification, protecting the nature and public.
- (d) Make recommendations to the Council's Community Enhancement Group on expenditure relating to the sub-group's activities.
- (e) To take up any additional tasks assigned to it by the Community Enhancement Group, as appropriate.

4. MEMBERSHIP

- (a) The Sub-Group can consist of residents and Staplehurst Parish Councillors.
- (b) The maximum number of Staplehurst Parish Councillors should be 7, appointed by the Community Enhancement Group. A minimum of 1 Parish Councillor shall be a member of the Community Enhancement Group appointed to the Sub-Group
- (c) The membership of the Sub-Group will be ratified by the Council and may be reviewed at any time by Community Enhancement Group.

5. CHAIR

- (a) Sub-Group Members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair of the Sub-Group for the following year.
- (b) The Chair of the Sub-Group will be invited to meetings of the Council's Community Enhancement Group. If the Chair of the Sub-Group is not a member of the Community Enhancement Group they will not be afforded voting rights at Community Enhancement Group meetings.

6. REPORTING

The Sub-Group will report directly to the Community Enhancement Group on a regular basis by providing meeting notes of all meetings; where appropriate, the Sub-Group will provide a report with specific recommendations providing sufficient detail to enable the relevant Group to make an informed decision.

The Community Enhancement Group will report to the Council on the Sub-Group's activities on a regular basis by providing meeting notes of all their meetings; where appropriate, the Group will provide a report in regards to the Sub-Group's activities with specific recommendations providing sufficient detail to the Council to make an informed decision.

7. POWERS

- (a) The Wimpey Field Sub-Group is established as a working group of the Parish Council in accordance with Standing Order 4d. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment except as set out in 7(b) below.
- (b) The exception to 7(a), is where the Council has delegated powers and/or authority for a specific purpose, or as otherwise allowed by the provision of the Council's Standing Orders and Financial Regulations.

Toilet Cleaning Specification for Staplehurst Parish Council Tender Invitation to be returned by 5th February 2015

Public Toilet Block – Bell Lane – Staplehurst – 7 days per week

1. Cleaning to be carried out every evening between 6-8 p.m.
2. To lock the toilets following cleaning.
3. To provide all cleaning materials and protective equipment for cleaning staff to use.
4. To provide a sharps box and ensure any needles found are correctly disposed of.
5. To supply and replenish soaps, toilet rolls & waterless urinal tabs when required (cost to be included in overall quotation).
6. The contractor must maintain Public Liability Insurance throughout the contract at a minimum cover of £1M.
7. Documentary evidence of the insurance cover to be provided annually on renewal of the policy to Staplehurst Parish Council, Parish Office, Village Centre, High Street, Staplehurst. TN12 0BJ.
8. Length of Contract one year from Friday 1st May 2015 with an option to extend if performance is considered good by Staplehurst Parish Council.

Daily:-

- Clean stainless steel toilets and cubicle fittings (one in Gents, two in Ladies).
- Wash down Urinal (Gents only).
- Clean sinks, taps and associated fittings.
- Remove sundry rubbish and dispose of correctly.
- Clean all internal door furniture.
- Check presence of soap, toilet rolls and waterless urinal tabs and replace as required.
- Keep a daily log of work done/problems encountered/defects to building or fittings/vandalism damage or loss of water or electricity supply and forward a copy with the company's monthly invoice to Staplehurst Parish Council.
- Advise Staplehurst Parish Council immediately (Tel: 01580 891761) if any such defects above require urgent attention or closure of the toilets.
- Advise Staplehurst Parish Council by email clerk@staplehurstvillage.org.uk of any non-urgent defects or if sharps have been found.

Every other day – (or more often if necessary):-

- Wash/mop floors.

Monthly:-

- Clean down and sanitise all internal tiled walls and Floors (or more often if necessary).
- To read the electricity meter monthly and provide the reading in writing to Staplehurst Parish Council.

Optional Extra:-

- You may quote separately for unlocking the Toilets every day no later than 9 a.m. (SPC will make other arrangements if you are unable to do this or the extra cost is not accepted).

Mr M Westwood
Parish Clerk
16th January 2015