

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL  
held at Staplehurst Village Centre on  
Monday 17<sup>th</sup> June 2013 at 7.40 p.m.

**PUBLIC FORUM:** Before the meeting Chris Wheal, a volunteer with special involvement in rural safety with Kent Fire & Rescue Service, gave a short talk about home safety visits and fire hydrants. Free home safety advice and services are available by calling KFRS on 0800 923 7000. Response times to calls can sometimes be 10-15 minutes and it is important that on arrival fire-fighters can locate and access hydrants. Over time hydrant markers can be obscured or damaged and changes in manning arrangements mean that local knowledge is not always on hand in attending crews. KFRS would like help from local residents who can report problems to the KFRS Water Services Department (details were provided in the Spring 2013 Village Update and will be posted on the village website). Mr Wheal will ascertain whether a map of hydrant locations may be published on the website. Residents may also notify the department of other available water sources, such as swimming pools, for adding to its database.

**PRESENT:** Councillors Ashby, Buller, Burnham, Butcher, Green, Kelly, Lain-Rose, Manning, Reardon, Sharp, Silkin, Spearink and Perry who was in the Chair.  
Parish Clerk: Mr MJ Westwood

**APOLOGIES:** Councillors Gosling and Kemp whose apologies were accepted.

**URGENT ITEMS:** - No items were requested.

**COUNCILLOR DECLARATIONS:**

Lobbying – Councillors Buller, Burnham, Lain-Rose and Sharp declared they had been lobbied about supermarkets. Councillors Buller and Sharp declared they had been lobbied about the Health Centre. Councillor Buller declared she had been lobbied about the Neighbourhood Plan.

Changes to the Register of Interests – none declared.

Interests in items on the agenda – none declared.

Requests for dispensation – none requested.

**APPROVAL OF FULL COUNCIL MINUTES** Pages 1272-1274 of 3<sup>rd</sup> June 2013 were proposed for approval by Councillor Butcher, seconded by Councillor Ashby, approved by councillors nem con, signed by Chairman Perry and made available at [http://staplehurstvillage.org.uk/minutes\\_of\\_the\\_last\\_meetings.aspx](http://staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx).

**ACCOUNTS & FINANCES**

1. Summation of Accounts to 6<sup>th</sup> June 2013 was circulated and noted. Chairman Perry observed that the Skate Park maintenance was higher than expected due to the increased cost of paint and that the Parish Services grant received was higher than budget although the exact amount due and the Parish Services agreement were to be resolved.
2. Accounts for payment for approval. Proposed by Councillor Manning, seconded by Councillor Butcher the list of accounts for payment was approved (Councillor Kelly abstaining).
3. Invoice for approval: Councillors agreed to renew subscription to the Parish Online service at a cost of £60. It was noted that the company had confirmed it could be used by members of Rural Settlement Group (such users to be advised to the Parish Office).

Councillors also suggested in the light of the KFRS presentation that fire hydrant locations could be recorded.

**CORRESPONDENCE & CURRENT ISSUES for noting or decision:-**

1. Caretaker's Reports – the Clerk advised the Caretaker had cleared litter at Surrenden Field, some arising from the 10K race on Sunday.
2. Carnival & Fete – A rota was circulated for volunteers to man the Parish Council stall at the Fete on 29<sup>th</sup> June. Councillor Buller said she had gazebos in store.
3. Churchyard Agreement – Chairman Perry reported on a positive exploratory discussion with the Rector about the Churchyard. Councillor Kelly said that the Parish Council had made a payment towards this year's Churchyard maintenance budget. Councillors agreed that Councillors Green and Silkin should produce a heads of agreement document for Council's consideration.
4. County Councillor Meeting – Chairman Perry reported on a meeting with County & Borough Councillor Hotson covering a range of issues including highways, Clapper Farm Lane, The Parade (the Clerk has written to the landlord about conditions there), parking problems and CCTV at the school.
5. Duckhurst Farm Motocross – Councillors noted MBC's letter of 30<sup>th</sup> May regarding statutory noise nuisance and permitted development at the site.
6. Health Centre – Councillor Silkin advised that the new health service contract was yet to be signed and that the planned PPG public meeting was on hold for the time being.
7. Legislative Update – Councillors noted KALC's update on the introduction of extended permitted development rights.
8. Library Surgery – Councillor Silkin advised that a resident had reported the installation of a 'kissing gate' which was too small for buggies and wheelchairs on the footpath from Frittenden Road through to the care home. Councillors agreed to investigate and if appropriate write to the landowner.
9. Neighbourhood Plan – To consider appointment of consultant. *Chairman Perry closed the meeting to allow a contribution from the Chair of the Rural Settlement Group.* The RSG Chair stressed the importance of engaging the community in development of the neighbourhood plan. He believed professional help was required not only to secure engagement but also to provide a critical and independent view. He said that both council and resident members of RSG had been impressed by the work of Feria Urbanism for Harrietsham Parish Council's neighbourhood plan. Following his telephone discussion with the company it had submitted the proposal circulated to councillors on 3<sup>rd</sup> June. Councillors discussed the timeline towards the proposed autumn publication by MBC of its findings in respect of sites submitted in response to its land call. Most shared the view that this context necessitated action now by the Parish Council although Councillor Kelly expressed concern that this may be premature. Councillor Green noted that Council had already agreed the principle of using consultancy services and said that, whilst ideally a measured tender process would be followed, in this case time was of the essence and options were few. Councillor Silkin said accepted public procurement practice for specialist services recognised the often limited possibilities when seeking to source such items and Chairman Perry referenced the Parish Council's own financial regulations (clause 11.1(a)(ii)) which similarly covered the situation. *Chairman Perry reopened the meeting.* Chairman Perry proposed, seconded by Councillor Silkin, that the services of Feria Urbanism be engaged in accordance with its June 2013 proposal, as refined by subsequent information in response to questions from the RSG Chair, at a cost of £6,200 for the first of two parts. Councillors voted by majority to approve this proposal (Councillor Kelly against). It was also agreed that the RSG Chair should send to Feria Urbanism the Parish Council's Statement of Intent (as circulated to councillors on 14<sup>th</sup> June) and should discuss the contract terms with input from Councillors Silkin

and Perry. Councillor Burnham recommended attendance at the Marden Neighbourhood Plan Open Day on 22<sup>nd</sup> June. Councillors recorded their thanks to the RSG Chair for his efforts in driving forward this work.

10. Supermarkets Update – Councillor Butcher advised that the date for requesting a judicial review of the Sainsbury planning application had passed. Councillors noted that work had begun at the petrol station site.
11. Surrenden Playing Field – Chairman Perry commended Councillor Silkin's report on future options for the lease of Surrenden Field and asked councillors to consider it carefully for discussion at the next meeting.
12. UpRockin – Councillors voted nem con to approve the Event Management Plan and recorded their thanks to the RFO for her hard work in producing an excellent document.

### **COMMITTEE & FOCUS GROUPS** – Reports and recommendations:-

1. Local Transport (TB, BM, PS) Next meeting 21/06/13. Report of meeting 19/04/13 awaited. [http://www.staplehurstvillage.org.uk/hawkhurst\\_transport.aspx](http://www.staplehurstvillage.org.uk/hawkhurst_transport.aspx)
2. Staplehurst Emergency Help Team (JB, PB, RS, PS) Report of meeting 13/06/13 awaited [http://www.staplehurstvillage.org.uk/kcc\\_emergency\\_planning\\_group.aspx](http://www.staplehurstvillage.org.uk/kcc_emergency_planning_group.aspx)
3. Planning Committee (PB, MA, JB, TB, AG, SG, PK, NK, JP, PS) [http://www.staplehurstvillage.org.uk/minutes\\_of\\_the\\_last\\_meetings.aspx](http://www.staplehurstvillage.org.uk/minutes_of_the_last_meetings.aspx)
4. Allotments Project Group (JP, TB, PK, JB, BM) Next meeting? [http://www.staplehurstvillage.org.uk/sub\\_groups\\_1.aspx](http://www.staplehurstvillage.org.uk/sub_groups_1.aspx)
5. Strategy & Policy Group (JP, TB, PK, PB, SL, SG, RS) Next meeting 24/06/13 [http://www.staplehurstvillage.org.uk/policy\\_group.aspx](http://www.staplehurstvillage.org.uk/policy_group.aspx)
6. Finance Group (JP, TB, PK, PB, SG, SL, JR) Next meeting 24/06/13 [http://www.staplehurstvillage.org.uk/finance\\_group.aspx](http://www.staplehurstvillage.org.uk/finance_group.aspx)
7. Playscheme (TB, JB, NK) Next meeting 25/06/13 [http://www.staplehurstvillage.org.uk/youth\\_activities\\_1.aspx](http://www.staplehurstvillage.org.uk/youth_activities_1.aspx)
8. Publicity & Website Group (JP, TB, PK, MA, JB, NK, SL, JR) Next meeting 02/07/13 [http://www.staplehurstvillage.org.uk/publicity\\_website.aspx](http://www.staplehurstvillage.org.uk/publicity_website.aspx)
9. Rural Settlement Group including Neighbourhood Plan (JP, MA, JB, AS) Next meeting 10/07/13. Report of meeting 12/06/13 posted at [http://www.staplehurstvillage.org.uk/rural\\_settlement\\_group.aspx](http://www.staplehurstvillage.org.uk/rural_settlement_group.aspx).
10. Surrenden Playing Field Group (TB, BM, JR, AS) Next meeting? <http://www.staplehurstvillage.org.uk/others.aspx>  
Councillor Burnham commented that the defective spinning disk had been removed and the surface made good to an adequate standard. Councillor Reardon advised that he was pursuing two quotations for the resurfacing of all areas around the play equipment.
11. UpRockin 2013 (JP, PB) Report of meeting 12/06/13 awaited. Next meeting?
12. Village Enhancement Group (JP, TB, PK, JB, PB, SL, JR, AS) Next meeting? [http://www.staplehurstvillage.org.uk/sub\\_groups.aspx](http://www.staplehurstvillage.org.uk/sub_groups.aspx) . Councillor Buller voiced thanks to resident Robin Oakley for cleaning the parish map at the Bell Lane car park.

### **REPORTS FOR NOTING** from local community groups:-

1. Carnival & Fete (SL, BM) Report of meeting 29/05/13. [http://www.staplehurstvillage.org.uk/staplehurst\\_carnival\\_fete\\_committee.aspx](http://www.staplehurstvillage.org.uk/staplehurst_carnival_fete_committee.aspx)
2. Churchyard Liaison (PB, PK) Next meeting? [http://www.staplehurstvillage.org.uk/sub\\_groups\\_2.aspx](http://www.staplehurstvillage.org.uk/sub_groups_2.aspx)
3. Village Sports & Social Club (PB) Next meeting? [http://www.staplehurstvillage.org.uk/ot\\_hers.aspx](http://www.staplehurstvillage.org.uk/ot_hers.aspx)
4. Headcorn Aerodrome Consultative Committee (JP, BM) Next meeting 01/10/13. Report of meeting 04/06/13 posted at [http://www.staplehurstvillage.org.uk/headcorn\\_aerodrome.aspx](http://www.staplehurstvillage.org.uk/headcorn_aerodrome.aspx)
5. Jubilee Field Management & Users Group (JP, PB) Next meeting 27/06/13. [http://www.staplehurstvillage.org.uk/jubilee\\_fields\\_users\\_group.aspx](http://www.staplehurstvillage.org.uk/jubilee_fields_users_group.aspx) Councillor Burnham advised that the Guides had picked litter on the field.
6. KALC Area Committee (JP, PB, PK, RS, PS) Next meeting 19/06/13 (AGM). [http://www.staplehurstvillage.org.uk/kent\\_association\\_of\\_local\\_councils.aspx](http://www.staplehurstvillage.org.uk/kent_association_of_local_councils.aspx) Chairman Perry advised that appointments to KALC Committee would be made on 19<sup>th</sup> June.
7. Knoxbridge A229 Residents' Group (BM, NK, PS) Next meeting? Report of meeting 29/05/13 awaited.
8. McCabe Day Centre (JB) Next meeting 11/07/13. Report of meeting 23/05/13 posted at [http://www.staplehurstvillage.org.uk/mccabe\\_day\\_centre.aspx](http://www.staplehurstvillage.org.uk/mccabe_day_centre.aspx)
9. Neighbourhood Watch (JB) [http://www.staplehurstvillage.org.uk/police\\_liaison.aspx](http://www.staplehurstvillage.org.uk/police_liaison.aspx)

10. Police/Parish Liaison (PB, PS) Next meeting 4/07/13. [http://www.staplehurstvillage.org.uk/police\\_liaison.aspx](http://www.staplehurstvillage.org.uk/police_liaison.aspx)
11. Sobell Cheshire Home (JP, PS) Report of meeting 05/03/13 awaited. Next meeting 02/07/13. <http://www.staplehurstvillage.org.uk/others.aspx>
12. Speed Watch (JB) <http://www.staplehurstvillage.org.uk/speedwatch.aspx>
13. Staplehurst Community Hub (JB) Next meeting?
14. Staplehurst Patients' Participation Group (JB, RS, PS) Report of meeting 13/03/13 awaited. [http://www.staplehurstvillage.org.uk/patient\\_participation\\_group\\_at\\_health\\_centre.aspx](http://www.staplehurstvillage.org.uk/patient_participation_group_at_health_centre.aspx)
15. Staplehurst Primary School Liaison (SL, BM, JR)
16. Staplehurst Village Centre Trust (SL & PB) Next meeting 02/07/13. Report of meeting 04/06/13 to be posted at [http://www.staplehurstvillage.org.uk/village\\_centre\\_trust.aspx](http://www.staplehurstvillage.org.uk/village_centre_trust.aspx)
17. Youth Club (SL, PK) Next meeting? [http://www.staplehurstvillage.org.uk/staplehurst\\_youth\\_club.aspx](http://www.staplehurstvillage.org.uk/staplehurst_youth_club.aspx)

Chairman.....

**PUBLIC FORUM:** No other items were raised.

**POLICE REPORT:** PCSO Gardner's report listed four crimes in the last five weeks: one criminal damage, one burglary, one attempted burglary, one attempted theft. Average crimes per month are down on last year.