

# Aylesford Parish Council

## Policy & Resources Committee

### Minutes of the Meeting held via in the Capel Morris Centre on Tuesday 7 December 2021

**Present:** Councillor Shelley (Chairman) and Councillors Balcombe, Mrs Eves, Fuller, Mrs Gadd, Gledhill, Rillie, Sharp, Smith and Winnett.

**In Attendance:** Melanie Randall (Clerk)

**Apologies:** Councillors Beadle, Ms Dorrington, Ms Oyewusi, Sullivan, Walker and Williams.

\*\*\*\*\*

#### 1. Apologies for Absence

Apologies of Absence from Councillors Beadle, Ms Dorrington, Ms Oyewusi, Sullivan, Walker and Williams were received, and the reasons for absence agreed.

#### 2. Declarations of Interest

There were no declarations of interest additional to those contained in the Register of Members Interests, except for Councillor Fuller declared an interest in item 19 as he is the Chairman of the Football Club and Mrs Gadd item 21, one of the companies providing a quote is known to her, they took no part in the discussion or decision.

#### 3. Minutes of the last meeting held on 2 November 2021

It was **Agreed** that the Minutes of the meeting held on 2 November 2021 be approved as a correct record and signed.

#### 4. Accounts for Payment

The Council considered the Payment Schedule attached to the Agenda and Councillor Fuller proposed and Councillor Balcombe Seconded and it was **Agreed** that 27 payments totalling £12,984.10 be made.

#### 5. Finance Advisory Sub Committee

It was **Agreed** to note the Minutes of the meeting held on 23 November 2021.

## **6. Law and Order**

### **6.1 CCTV in the High Street, Aylesford**

The Clerk reported that KCC have requested the company must have a G39 certificate/qualification to work on streetlighting furniture. The company is fully NIC qualified and have everything they need apart from working on petrol forecourts. However, as this is a requirement from KCC they have agreed to do the one days' course. The Clerk will continue to progress this.

**Ongoing**

### **6.2 Police Report**

The Committee noted the November report as attached to the agenda.

## **7. KALC**

It was noted that the next meeting of KALC was on Thursday 9 December 2021.

**Noted**

## **8. TMBC/Parish Partnership Panel Meeting**

It was noted that the next meeting is due to take place in January 2022.      Noted

## **9. Council Vacancies**

It was Noted that the current Vacancies are

1 – Aylesford South

## **10. Public Convenience Review**

The Clerk reported that TMBC have produced a draft of works and were meeting their building control team to discuss. They will send a final version to the Clerk when its ready, then there will be a site meeting between TMBC, the Parish Council and the School's Head Teacher.

**Ongoing**

## **11. The Governments Welcome Back Fund**

The Clerk reported that the two planters she has ordered are due to arrive this week despite initial delivery suggesting there was a 6–8-week delay.

**Ongoing**

## **12. RBLI Base Camp**

The Clerk reported that the latest update she has received from Thomas Foreman the Head of Housing and Communities from the RBLI was that they are in the latter stages of finalising the re-opening of the Base Camp Café aiming for early to mid-January. They are exploring the possibility of soft opening for a short period in the run up to Christmas.

**Ongoing**

### **13. Adoption of Aylesford Station**

The Chairman reported that progress is being made. The children from the school all had very good ideas on how to improve it, e.g., a flower bed by the station building, murals on the walls, a story board about Aylesford Station. The Clerk will contact Ray Sturgeon to ask if he would like to write something then the Station Adopters can take form it what they want for the story board.

**Ongoing**

### **14. KCC – Contain Outbreak Management Fund**

The Clerk reported that she had applied for £5,807.51 and was waiting to hear if the Council had been successful. The outcome is not expected until mid-February 2022.

**Ongoing**

### **15. Aylesford Christmas Market**

The Clerk informed the Committee that this event was very successful and was well attended. There will be a de-brief meeting in the coming weeks, hopefully before Christmas. She reported that the feedback on social media was very positive, stall holders done really well and there are already talks of this much enjoyed community event being put on again in 2022. Members thanked the Clerk for the extra work she carried out in support of the event and for her dedication to what was a great Christmas Market sponsored by Gallaghers. The Clerk was asked to write to the Gallagher family to thank them for their huge generosity.

**Ongoing**

### **16. SLCC Membership**

The Clerk reported that the Councils annual membership was due for renewal and requested authorisation to renew at a cost of £294.00. it was **Agreed** to renew the membership.

**Closed**

### **17. Parking in the Council's Car Park**

The owner of the Village Panty in Aylesford High Street has asked the Council if she can park her car in its private car park as she is allegedly being targeted by someone who is causing damage to her vehicle and also to her business premises. The Clerk expressed her concern for the person however explained to members that should the council be minded to agree to the request then it is possible the trouble will follow the vehicle into its own car park which would then cause problems in there for the Parish. While the Council supports local businesses unfortunately after some discussion it was **Agreed** that this request be **refused** due to the concerns raised by the Clerk and the members.

**Closed**

## **18. Section 106 Wish List**

The previously agreed document that was submitted to TMBC on 6 April 2021 was put together for what was the proposed Gladman's development, now Land East of Hermitage Lane. The Clerk suggested that a generic Section 106 Wish List be put together for the Parish as a whole so that when the time comes when the applications are submitted, she already has a list of improvements the Parish Council has agreed that can be sought for inclusion under the S106 Agreement for each proposed development. The Clerk suggested that she work with Councillor Fuller to produce the document which was **Agreed**. The document will be put together and be brought back to this committee in due course. **Ongoing**

## **19. Aylesford Football Club Update – 3G Pitch and Lease**

The Clerk wanted to revisit this as it has been a while since it was last discussed. After brief discussion it was **Agreed** that the Parish Council grant a 50-year Lease for the land needed, it pays the legal fees for the Lease currently estimated at £2,000 plus vat plus disbursements and to register the Lease with the Land Registry for a nominal fee of £200 plus vat. The Clerk will start the process of obtaining the information required to instruct its Solicitor to draw up a draft lease. She will report back to this committee in due course. **Closed**

## **20. Maintenance Contract Proposal for the Councils Annual Safety Tests.**

The Clerk reported that she has sought a quote from the Council current contractor in a bid to simplify the budgeting process. Everything that is included has to be done annually and it makes sense to have a contract that includes a number of call outs as well. It was **Agreed** to accept the quote. **Closed**

## **21. Drainage works to Parish Car Park & Installation of New Gate**

The Clerk reported that there is an issue around one of the bollards at the side leading to the overflow car park in that it floods meaning the padlock becomes submerged in rain water which is dirty due to the mud etc that accumulates inside it. It is also not very nice for anyone who has to operate the bollard. One option is to put more drainage in at a considerable cost, the other is to install a metal gate slightly in front of the existing bollards far enough down that the puddle is avoided. The bollards will become obsolete. Two quotes were obtained for the installation of the gate

Contractor A - £1,180 + vat

Contractor B - £1,300 + vat

After some discussion it was **Agreed** that Contractor B be chosen due to them being able to supply and fit the item. Contractor A would have to source the gate from elsewhere, members felt that for simplicity it is better if one company does the whole thing. **Closed**

In addition, the concrete path that belongs to Aylesford Football Club has cracked due to the tree roots that belong to the Council. the crack has now extended into three parking bays in the car park. The Clerk will discuss this further with the Chairman of the Football Club as it is likely the offending tree will need to be felled. Members

asked if it was possible to remove the offending root and repair the concrete in order to try to retain the tree.

The Clerk informed them that felling the tree was the recommendation of the Councils Tree Surgeon but she will certainly ask the question. **Ongoing**

## **22. Local Government Boundary Commission Review – Draft Borough Warding Pattern Proposals**

The Clerk reported that any comments need to be made by the 13 December 2021. After brief discussion it was **Agreed** to note the proposed Warding Pattern. **Closed**

## **23. Any Other Correspondence**

There was no Any Other Correspondence

7.42pm to 8.43pm