

# HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the Parish Council Meeting of Herne & Broomfield Parish Council held at Herne Mill, Wootton Room, on Thursday 14<sup>th</sup> November 2013 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Day, Cllr Blatherwick, Cllr Davis, Cllr Sargent, Cllr Taylor, Cllr Nicholson, Cllr Tobin, Cllr Tracey Jones.

Not Present; Cllr Robert Jones, Cllr Brealy, Cllr Harvey, Cllr Moore and Cllr Hobbs.

- 227/13 To receive apologies for absence and accept reasons.** Cllr Hobbs, who is unwell, Cllr Harvey who is in London, his dad is in hospital, Cllr Brealy away for day, Cllr Robert Jones visiting mother in Yorkshire, Cllr Moore who is unwell. County Cllr Alan Marsh is away from tomorrow and has asked the clerk to give his short report. City Cllr Sonnex has sent a written report. Cllr Nicholson will be late
- 228/13 To receive declarations of interest on items on Agenda.** Requests for dispensations have been received for 241/13 setting budget/precept from Cllr Day, Cllr Blatherwick, Cllr Davis, Cllr Taylor, Cllr Sargent, Cllr Nicholson, Cllr Tracey Jones and Cllr Tobin. These had all been granted.
- 229/13 The minutes of the meeting** held on 10<sup>th</sup> October 2013 were approved as a correct record.
- 230/13 To report on matters arising from the minutes,** not on the agenda, for information only. The response to the Boundary Commission Consultation should be ready next week, the final version will be sent to all members. Quinney's have been back to finish off the entrance to the allotment site and the fencing is complete.

## ADJOURNMENT FOR MEMBERS OF PUBLIC TO SPEAK

Members of the public to identify themselves, and confirm they are resident in the parish.

Two present none spoke

- 231/13 Chairman's Announcements.** The chairman said he wanted to send best wishes to Cllr Hobbs and that everyone wished her a speedy recovery.
- 232/13 Police Matters/Crime report.** PCSO Sue Radcliffe did not attend. Cllr Blatherwick reported that there had been attempts at fuel thefts from vehicles in the area and residents needed to be aware.
- 233/13 Warden's Report.** Michelle is on holiday. The clerk said she would like to record thanks to Michelle for attending the Remembrance Service, where she was tasked to stop the traffic, as she was officially on holiday.
- 234/13 To receive reports from County Cllr Marsh & City Councillors.** County Cllr Marsh just wanted to thank all those involved in the Remembrance Service on Sunday, it was well supported and a great success.  
*City Cllr Sonnex reported Sunday's Remembrance Service at Herne Church was a resounding success. Each year, it goes from strength to strength and all those involved in making it happen should be congratulated.*  
*There are now issues with larger and larger commercial vehicles being parked in residential areas. More people are being expected to bring their vehicles home each night, and apart from the obvious unsightliness, having such vehicles blocking vision splays for people emerging from their drives or parking near junctions, is proving problematic. Technically, whilst they are taxed and legal they are not actually breaking any laws, but I understand they may be contravening certain by-laws. Cllr Andrew Cook as portfolio holder for parking enforcement, is looking into ways this can be dealt with satisfactorily with a positive outcome for all parties concerned.*  
*The sad story of the lamp post still continues! We were advised a new lamp post was needed as the old one was corroded. This was replaced on the 17<sup>th</sup> September, we were advised a new electricity supply needed to be connected. This would necessitate in the road being closed which was cost prohibitive. After months of phone calls, I was advised yesterday Highways now intend to uproot the new lamp post and reposition it on the opposite side of the road !!!*
- 235/13 Highways** The highways officer has requested that if residents can provide photographic

evidence of vehicles running over and damaging pavements and kerbs, it would enable them to recoup some of the expenditure for the repairs.

#### **Planning Matters**

- 236/13** To receive minutes of Planning & Highways meeting held on 5<sup>th</sup> November 2013. Cllr Blatherwick reported that there wasn't anything controversial that came up at the meeting. There was a request for double yellow lines in School Lane which the committee did not think appropriate and also double yellow lines in Dove Close, Cllr Moore had offered to talk to residents in Dove Close to get their views and was due to report back at the full council meeting but was absent. The appeal for 65 Strode Park Road had been dismissed.

#### **237/13 Finance**

To ratify payments made since last meeting. None

To approve payments presented at this meeting; schedule and bank reconciliation supplied. All payments were approved.

To report on income received. VAT refund £619.63, Adverts £500, Bank Interest £193.19, Hall hire £1,003.12, Donation £10, Calendars £23.33 Total £2,349.27

- 238/13 Clerk's Report/Correspondence.** The clerk thanked Cllrs Taylor and Davis for covering while she was on holiday. As members will be aware there have been several meetings in the last couple of weeks. The reports from the meetings have been circulated, Open Spaces Strategy, Epps, Andrew Walker and Hollamby Estates. There have also been Planning and Finance meetings. The clerk reported that she has at last found someone willing to do the Christmas lights at Herne Church. The cost is £390 plus VAT. County Cllr Alan Marsh has agreed to cover the cost of this from his members' allowance, and the forms have been completed and returned. The clerk reminded members that the parish council is having a stall at the Strode Park Christmas Fair on 30<sup>th</sup> November. Strode Park were looking for some additional volunteers to help on the day, Cllr Davis has already offered to help on the tombola, Cllrs Day, Tobin and Nicholson said they would help. The thank you and cheque presentation for helpers is on 24<sup>th</sup> at 3pm at Community Centre and the Children's Christmas Party is on 8<sup>th</sup> December. The float will be going out on 15<sup>th</sup> & 22<sup>nd</sup> December; Cllr Nicholson is checking lights and helpers ready for the outings with the float. The clerk has been busy contacting the newsletter deliverers as the Winter edition of the newsletter is at the printers and will be distributed next week. The clerk thanked Cllr Davis for all her hard work getting it ready for printing. Flowers have been sent to Cllr Hobbs and she has asked the clerk to thank the council on her behalf.

#### **Correspondence**

An email was received reporting that a bus had failed to stop at the zebra crossing in Herne. The driver did apologise to the resident that was on the crossing at the time. The clerk passed the information on to PCSO Sue Radcliffe.

- 239/13 Environmental Issues including Tree & Pond Warden's Report.** Cllr Davis reported that she had been asked to look at some proposed tree works in Busheyfields Road. She has also sent a response to the Environment Strategy Consultation.

- 240/13 Reports from council representatives on outside bodies (KALC, Street monitors, etc).** Cllr Day reported that he and Cllr Harvey had attended a meeting on speed watch there were a lot of statistics but it was evident that it did work. Only 40% of those originally contacted for speeding offended a second time and of those only 5% offended a third time. The clerk reported that the warden had started a Speedwatch team in the parish and the first one was Friday 15<sup>th</sup> in Broomfield Road. It is hoped that they will use the equipment, which is loaned from CSU, on a regular basis. Cllrs Davis & Taylor attended the Open Spaces Strategy meeting and a report on that meeting has been circulated. Cllr Davis reported that Cllr Harvey had attended the Allotment Society meeting, the paperwork was virtually in place and things were moving forward.

- 241/13 To receive minutes on Finance meeting and discuss recommendation for setting the precept.** To agree the precept for 2014-15. The committee had recommended an increase in the cost of advertising in the parish news; for 4 editions an 1/8 page advert would now cost £60 plus VAT, and a one of £18 plus VAT, other sizes pro-rata. Members approved this increase. The committee had also recommended that the clerk should receive an annual increment as she had not received one for 4 years. Cllr Day told members he thought it fair that this should be implemented. Members approved this increase which would apply from April 2014. The other budget items were discussed, particularly the £15,000 set aside for the new parish office. Cllr Day told members that although the land was being donated the building would need alteration and planning consent and the parish council needed to budget for that. If for any reason this did not go ahead the funds could

be vired for something else such as the Community Centre. It was agreed to approve the budget as recommended by the Finance & Resources Committee. The increase would be just under 3.5%. Band D expected to be approx. £32.97pa about £1.11 increase over the year. Cllr Davis told members that Herne & Broomfield parish precept is about half the national average.

**242/13 Update on Community Centre including access from School Lane car park.**

Meetings have been held with Epps and Andrew Walker. Albert Walton from Epps has provided a Pre-Construction Services Agreement. All members have received a copy of the report on that meeting. Cllrs Blatherwick, Davis and the clerk met with Albert Walton from Epps on 7<sup>th</sup> November 2013.

Albert brought in a copy of JCT Pre Construction Services Agreement 2011, he went through the form explaining how it needed to be completed. Once this is done and signed both Epps and the parish council will retain a copy. The parish council will then need to start paying for some of the costs. The initial sum is £22,060.19, this will be split into 4 payments. The first will be £4,412.04 towards architects costs and pre planning advice etc, the second will be £8,824 for planning approval, submission of planning application, etc. The third is £4,412.04 to cover initial budget setting, etc and the final one £4,412.04 to formalise the budget, etc. These figures cover reports, surveys, planning and building control fees, some of the architects fees. Albert advised that we go for a JCT contract for Design & Build rather than a partnering agreement. This will still include all the partnering issues i.e. if costs are lower the difference would be split 50/50 but there would be no increase to the parish council if the cost rose. The company would expect to make a profit of 7%. A further meeting will need to be arranged with the Quantity Surveyor, CDM rep, architect and Albert Walton along with the parish council representatives.

The parish council needs to approve the above expenditure and agree the submission of the planning application following pre application discussions. It is hoped that a meeting will be held with a planning officer in the next week or so.

A meeting was held on 13<sup>th</sup> November with Cllr Blatherwick, the clerk and Andrew Walker. Andrew lives locally and is a director of Betteridge & Milsom.

He could be the Quantity Surveyor and Employers Agent for the new Community Centre. He would provide a set of employers requirements, a cost plan, tender documents, pricing details and build conditions. He would also be responsible for checking the ongoing works and agreeing when payments should be made. He would help to negotiate costs where applicable and would attend meetings on behalf of the parish council when required.

Andrew has agreed to give some of his time free of charge as he lives in the parish and wishes to contribute to the project. He has suggested that it might be possible to prune a small amount off the cost of the architects fees and negotiate the % that Epps require down slightly. It was a productive meeting and he is keen to be involved. He is happy to work with the CDM consultant and advised that the parish council may need to pay a token fee to ensure that his insurance covers him. Once the build is up and running there would be regular design team meetings, and monthly financial reports. The cost of hiring someone to do this work would be on a percentage of the contract sum. As we need to appoint someone fairly quickly would members give the clerk permission to obtain 2 or 3 quotes and appoint the company who gives the lowest quote.

We have been advised that the removal of the slow worms will be part of the planning conditions and it would be better to wait until that has been agreed before going any further.

Cllr Day told members there were two issues that needed to be dealt with the first was agreement to spend funds to move the project forward in order to get planning consent. Cllr Blatherwick explained to members how the Design & Build worked and why payments were split into stages. Members agreed that Cllr Blatherwick should be closely involved and be the point of contact for any issues that arose. It was agreed to approve an initial sum of £25,000 for this. The second issue is that of appointing a Quantity Surveyor and Employers Agent. Cllr Blatherwick again explained what the role was, as it is something she is very familiar with, part of the role is to help save money and to work on behalf of the council to make sure that we were getting what we pay for. Again members agreed that Cllr Blatherwick needed to be closely involved because of her experience in this area. With regard to who to employ it was agreed that at least one other quote should be obtained and two if possible and Cllr Blatherwick and the clerk would decide on behalf of the council, which was best value and who should be appointed.

**Car Park.** The next stage would be for the parish council to enter into a contractual

agreement with the Council.

This agreement would allow us to remove two spaces from the car park to gain access across them, for the sum of £342 per annum (plus a one off admin of fee of £75 up front), and would contain a number of conditions such as:

- We would be responsible for the removal of the spaces from the car park, including suitable re-painting, and for the removal of any dividing wall/fence between the car park and the hall
- Upon termination of the agreement, we would be responsible for re-instating the car park and any boundaries to their former state.
- The agreement will enable us to access across the car park, but will not permit us to park within the car park without purchasing a ticket
- The agreement can be terminated with immediate effect if we do not pay the appropriate sums on time, or if any terms of the agreement are breached.

The above is not an exhaustive list, merely an idea of the type of terms the agreement will contain. A draft agreement will be sent so that we can familiarize ourselves with what will be requested of us and ask any questions about the terms? Cllr Day told members that this was controversial as some residents did not think it was right to lose two parking spaces. He pointed out that much of the time there was plenty of space in the car park so he did not feel this would be an issue. It was also pointed out that the new hall would have more parking which meant that those using the hall would park in that rather than the public car park.

It was approved that the following item was deferred to the end of the agenda.

**This item may be discussed without the public or press present, Under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business being discussed.** Members approved hearing this item in Closed session.

The clerk reported that she had received a phone call that morning from the owner of the allotment plot adjacent to the hall. He is willing to sell the area of land for no less than £10,000 plus solicitors fees. Cllr Davis told members that although the hall could go ahead without this area it would be beneficial in giving addition outside space. There were discussions on whether the price should be negotiated, Cllr Tracey Jones said she thought it was well worth the money and Cllr Blatherwick told members that that figure was in line with what the original hall had cost. The chairman put the resolution to the vote and it was agreed to purchase the land for no more than £10,000 plus costs. Cllr Davis told members that she should be able to do much of the legal work required to transfer the land.

- 243/13 To discuss quote for repairs to MUGA.** The clerk reported that only one quote has been received, so this will need to be postponed until the next meeting.
- 244/13 Loan of float to Herne Bay Pier Trust and Rotary.** Cllrs Robert Jones and Harvey will drive the float on behalf of Herne Bay Pier Trust and Cllr Brealy will drive the float on behalf of Rotary. After some discussion it was agreed both could use the float.
- 245/13 Request by KCC Warden for funding to help start up a Community Coffee morning.** Michelle would like to start up a coffee morning for residents with the view that they will eventually take it over similar to the Over 50's. She is requesting use of the Community Centre for 2 hours on a Friday morning and £50 to purchase refreshments, once it is up and running the idea is that it will be self funding. Members supported this and agreed that the hall could be used free of charge and that £80 would be allocated towards tea, coffee etc. This would be for a 6 month period after which it was hoped that it would be self funding.
- 246/13 Members Reports.** Cllr Tobin reported that the fence near Little Acorns had been tied up. Cllr Nicholson apologised for being late and thanked all members and the clerk for their support regarding the disabled access at Herne Bay station. Cllr Blatherwick reported that there were brambles growing over one of the benches in Curtis Wood and that the dog bin needed something on the ground to stop it being so muddy in that area. Cllr Davis will deal with this. Cllr Taylor reported that some of the brambles on the footpath from Woodrow Chase to School Lane had been cut back, she would monitor the situation. Cllr Davis reported some of the signs at the roundabout on Canterbury Road at Eddington were overgrown. Cllr Sargent reported that he had been questioned by a poppy seller in Herne Bay regarding the fact that the parish council were going to spend £15,000 on a new parish office, he pointed out that the land was being donated and that the money was for conversion. He also reported that an Ecology Walk was planned for Strode Farm in the next few weeks. Cllr Day also told members that following the meeting with Hollamby

representative Chris Crook, it was clear that if the infrastructure proposals were not achievable then he would advise that the development should not go ahead.

**247/13 The next meeting of the parish council will be on 12<sup>th</sup> December 2013 at 7-30pm at Wootton Room Herne Mill.**

Meeting closed 8.45pm