

**MINUTES OF A MEETING OF THE POLICY AND MANAGEMENT COMMITTEE OF BRENCHLEY
AND MATFIELD PARISH COUNCIL ON TUESDAY 25th JUNE 2019 IN MATFIELD PAVILION AT
10.30am**

Present

Cllrs. C. Woodley (Chairman) presided, R. Wickham (Vice-Chairman), Mrs. L. Butler, T de Guingand, K. Sparkhalls, G. Stevenson Ms. C. Brooks (Clerk).

1. To accept apologies for absence

None

2. To approve Minutes of the last meeting

The minutes of the meeting of 26th February 2019 were approved as an accurate record and were duly signed by the Chairman.

The Clerk reminded members that Committees of the Parish Council may only make recommendations to the full Parish Council and are not empowered to make resolutions.

3. Protocol for Meetings with Resident Groups

A draft document, previously circulated by the Chairman, was discussed. Some amendments were suggested, and the Chairman would incorporate these.

RECOMMENDATION: That the Parish Council adopts the Protocol for Meetings with Residents Groups, as amended.

4. Policies and Risk Management

The Committee reviewed the list of policies that had been adopted. Cllr. Mrs. Butler would be continuing to draft an HR Policy and this could be divided into specific statements. It was noted that the HR policy cannot conflict with Contracts of Employment but would be useful to provide further clarity on issues such as Lone Working.

Risk Assessments

Consideration was given to the need for risk assessments generally. To enable effective risk management the Clerk was asked to arrange a training session for Councillors, with the TWBC Risk Manager, in the autumn. The session would be offered to Cllrs. from Horsmonden (i.e. for the ward Parish Councillors).

The Clerk reminded the Committee that community events that were notified to the Borough Council would require risk assessment documentation uploaded to their EventApp portal online. This would likely include the events at Christmas, if taken under the auspices of the Parish Council.

5. Tenax Meeting outcomes

Minutes of the meeting between Cllr. Woodley and Cllrs. Mrs Warner with the Tenax Trust on 1st May were discussed.

Cllr. Mrs. Butler advised that it appears that information being provided to the CIC regulator, which states that the community is behind the project, is not accurate.

The Clerk was asked to enquire of the Tenax Trust regarding the current situation concerning the Chair of Governors at the School, and how this information was listed on the Brenchley 21 Ltd website.

6. Terms of Reference

6.1 NDP Steering Group

Cllr. Woodley had drafted a short amendment to the Terms of Reference for the Steering Group relating to interactions with developers, in terms of how communications were recorded.

It was agreed that the proposed amendment would be discussed with the Steering Group before being presented to the Full Council for adoption.

7. Council Priorities and Clerk's Workload

The Clerk reiterated that the Council had determined its priorities to 2020 but that her own workload prevents her undertaking these tasks without the active participation of the Councillors responsible for each area.

Brenchley Playground – A project with costed quotes had been obtained and Cllr. Mrs. Butler and the Clerk would be presenting this to the full Council at its next meeting. It was outlined that the area requires a much greater level of refurbishment than that which would be possible with the current budget.

Matfield Green – The Clerk had been required to undertake extensive review of the overflow outlet to the pond; this work is ongoing. It was agreed that no other major project on the green, such as the clearing of the south bank of the pond, would be undertaken this year.

Matfield Pavilion – This project had not yet been started though the Clerk had provided an outline of requirements. Cllr. Mrs. Butler, as Safety Officer, would contribute to the project in due course. It was agreed that the Clerk and the Chairman would review the Conditions of Use in the Autumn for putting in place next April.

Asset Register – Cllr. Stevenson had completed this project to the satisfaction of the Internal Auditor and all title deeds had been obtained electronically from the Land Registry.

Porters Wood – The Clerk had arranged for the reinstatement of the fence on the boundary with the property at 17 Porters Wood. KHWP would be asked to undertake a clear-up; however no further project would be undertaken this year.

Traffic – Cllr. Stevenson advised that the draft Highways Improvement Plan was well in hand and that data collection is progressing. The double yellow lines at Standings Cross had been requested in advance of this and the Clerk had requested a costing from KCC. The Chairman outlined that if this went ahead the cost would be precepted retrospectively.

Allotments – The Clerk had obtained relevant quotes for two projects at the allotment site: the cutting of the internal hedges; and the division of plot 25 into smaller plots. These would be reported to the Council at its next meeting and would be completed this year.

8. Date of next Meeting – Autumn 2019