

# SHADOXHURST PARISH COUNCIL

Page 1450

## MINUTES 432

### Minutes of the Ordinary Parish Council Meeting held in The Pavilion on Wednesday 13 March 2019 at 7.30 pm

**PRESENT:** Mr D Ledger (Chair), Mrs S Ellis, Mrs C Procter, Mr K Carroll, Mr S Cass  
Mr R Crowley and Mr M Richmond Coggan

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLORS:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were 3 Members of the Public in attendance

1. **APOLOGIES FOR ABSENCE**

An Apology was received from Borough Councillor Bradford.

2. **APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

There were no Apologies for Absence.

3. **DECLARATIONS OF PECUNIARY AND SIGNIFICANT INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

There were no Declarations of Significant Interest.

**Updating of Declarations of Interest for the Code of Conduct**

**Councillors are reminded that they should update their Declarations of Interest with the Monitoring Officer if necessary.**

**Councillors are also reminded of their common-law responsibilities with regard to pre-determination and fettering of discretion in relation to agenda items.**

4. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 431 of the meeting held on 13 March 2019 were accepted and it was unanimously agreed that Mr Ledger should sign them.

**Proposed Mr Cass**

**Seconded Mrs Procter**

**5. MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no Matters Arising not covered on the Agenda.

**6. PUBLIC INTERVAL**

The meeting was opened to the Members of the Public from 7.36 – 7.51 during which time a member of the public present introduced the Stubbs Cross Action Group to the Council.

The Group was created in response to the increase in traffic and the general threat to the local environment by the new developments taking place in the area. Each application is looked at by Ashford Borough Council's Planning Department individually, whereas they need to look at the cumulative effect of these developments on an area.

Although it is not possible to stop these developments the idea is to work with other agencies to try and deal with potential problems at source, such as traffic generation, issues with HGV's pollution, light pollution, etc, rather than waiting until it is too late, and the only solution is to try and fix the problem. Members are open to ideas and although they want to retain a separate identity they would be happy to work alongside other groups such as Shadoxhurst Village Forum. The more separate action groups there are with common aims the greater the chance of being listened to.

Members were invited to attend the Shadoxhurst Forum meeting due to be held on 14 March.

Mr Ledger thanked the members of the Stubbs Cross Action Group for attending the meeting.

**7. PLANNING**

Please see attached list.

**Discussion and Decision on action to be taken on any other matters related to Planning issues within the Parish**

No other issues were brought to the attention of the Parish Council.

**Chilmington Green**

Drainage is still the big issue affecting this development. It dominates discussion at meetings but the problems have still not been resolved.

**8. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**

Clerk and Councils Direct  
Lloyds re Internet Banking  
The Open Space Society

**EMAIL CORRESPONDENCE BROUGHT TO THE ATTENTION OF THE MEETING****All emails are forwarded to all Councillors with email**

KALC  
ABC

Councillor Angell re complaint from a resident of Church Lane who is concerned about the fact that the road is being broken up by the large lorries using it for access.

**Received From PCSO Katherine Richard:**

**I would firstly like to apologise that I am unable to attend this evening due to other commitments.**

Can I also let residents aware if reporting a vehicle that they believe to be abandoned, that this goes through Ashford Borough Council. Abandoned vehicles and all the information is on their website.

I have also been keeping an eye on the junction of Woodchurch road and Church Lane, and if cars that I have seen are parked badly, I have been putting advice leaflets on them.

Below I have detailed the main crime for the area. Please see [police.co.uk](http://police.co.uk) for crime statistics.

**Crime Reports**

I have taken a look at the crime reports from the past month.

Crime remains low within Shadoxhurst.

We are also finding that things maybe occurring in the Village and residents are not reporting them via 101 or the online reporting system [www.kentpolice.co.uk](http://www.kentpolice.co.uk) report a crime. Emergencies is a 999 call. If this isn't be done we are unaware of any issues you may be having in your Village.

*Please be aware:*

Across rural Ashford we have seen a rise in burglary in households, outer houses and sheds so please be aware of this and take all appropriate steps to secure your property. Steps to securing your property are outlined below.

Also, a number of distraction burglaries across Ashford have been reported of late so please be aware of this.

**Fraud**

A growing concern is the amount of fraud related crimes being reported across Ashford as a whole. A number of people have been targeted by hoax callers claiming they are from respected companies ie. Bank, HMRC etc. The callers are asking for very personal information including bank details. Please be aware that these such companies will ***never*** call you and ask for this information so I urge you to not give any details over the phone. If you do receive any such calls please report them to the police on 101.

I would like to remind all residents to be vigilant at all times and to report any suspicious activity via the Kent police non-emergency number 101.

**Rural Areas**

Across Ashford we are experiencing more and more attempted burglaries and theft of machinery. Below are some steps to help prevent this:

- Maintain hedges and fences to prevent unwanted visitors from entering your garden
- Close your garden gate and lock it from the inside
- Store bins and ladders carefully so they can't be used as climbing aids
- Store tools and equipment somewhere secure after use so they don't get stolen or used to break into your home
- Secure sheds and garages with suitable locks and consider fitting shed alarms and security lights
- Disable lawn mowers and other large machinery when not in use and chain items together or to a solid anchor point
- Security mark valuable items – taking photographs and recording details such as serial numbers and identifying marks can also help to identify items if they get lost or stolen.
- Consider registering valuables on a property database such as [www.immobilise.com](http://www.immobilise.com)

**Steps to secure your property**

- Keep front gate closed at all times
- Lock all external doors.
- Spotlights can help deter offenders.
- Alarm System- particularly those linked to the police can deter offenders and help police attend incidents swiftly.
- Timer switchers- for lights when you are out at night or on holiday.
- Keep windows closed particularly at night in the warmer months.
- Alarms for out buildings
- Lock sheds and garages
- Mount CCTV to deter and capture evidence of offences.

**EARMARKED RESERVES – PARISH COUNCIL**

	<b>Balance 13.02.19</b>	<b>+/- March</b>	<b>Balance 13.03.19</b>
Recreation Facilities	4000.00		4000.00
Bulb and Tree Planting + Planter	200.00		200.00
Bus Shelters	800.00		800.00
Contingency	957.31		957.31
Website	100.01		100.01
Millennium Sign	600.00		600.00
Tree Surgery	400.00		400.00
Recreation Field Drainage	2000.00		2000.00
<b>TOTAL</b>	<b>9057.32</b>	<b>NIL</b>	<b>9057.32</b>

**EARMARKED RESERVES – VILLAGE EVENTS ACCOUNT**

	<b>Balance 13.02.19</b>	<b>+/- March</b>	<b>Balance 13.03.19</b>
Error Fete Cash Payments	2657.72		
Village Events			
VAT Adjustment			
Sale of Food from Fete			
January Quiz			
Quiz Expenses			
VAT adjustment - Projector			
	<b>2657.72</b>	<b>NIL</b>	<b>2657.72</b>

**EARMARKED RESERVES – HALL AND PAVILION**

	<b>Balance 09.01.18</b>	<b>+/- February</b>	<b>Balance 13.02.19</b>
Village Hall Repairs added Nov 18	797.40		797.40
Pavilion Repairs added Nov 18	623.00		623.00
Decorating added Nov 18	1000.00		1000.00
	<b>2420.40</b>		<b>2420.40</b>

**Bank Reconciliation - Long Term Deposit account**

Opening Balance	<b>910.00</b>	Balance per Current Account	<b>910.00</b>
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**Bank Reconciliation - Village Hall and Pavilion Account as at last statement**

Opening Balance ex memorandum a/c	1000.00	Balance per Current Account	<b>13637.47</b>
Plus Receipts	<u>23358.60</u>	Plus Uncleared Receipts	<u>241.20</u>
	<b>24358.60</b>		<b>13878.67</b>
Less Payments	<u>15615.33</u>	Less Uncleared Cheques	<u>5135.40</u>
	<b>8743.27</b>		<b>8743.27</b>
Less Earmarked Funds	<u>2420.40</u>		<u>2420.40</u>
<b>AVAILABLE FUNDS</b>	<b>6322.87</b>	<b>AVAILABLE FUNDS</b>	<b>6322.87</b>

**Bank Reconciliation – Parish Council Treasurers Account as at last statement**

Opening Balance	52024.63	Balance per Treasurers Account	29377.88
Add Receipts	<u>34621.99</u>	Plus Uncleared Receipts	<u>0.00</u>
	<b>86646.62</b>		<b>29377.88</b>
Less Payments	<u>58530.92</u>	Less Uncleared Payments	<u>1262.18</u>
	<b>28115.70</b>		<b>28115.70</b>
Less Village Forum Account	<u>2657.72</u>		<u>2657.72</u>
	<b>25457.98</b>		<b>25457.98</b>
Less Parish Council Earmarked	<u>9057.32</u>		<u>9057.32</u>
<b>AVAILABLE FUNDS</b>	<b>16400.66</b>	<b>AVAILABLE FUNDS</b>	<b>16400.66</b>

**Accounts to be Paid**

PAYEE	CHQ NO	DETAILS	NET £	VAT £	GROSS £
Imperative Training	1095	Defib Case Defib Sign	425.00 25.00	85.00 5.00	540.00
Parish Clerk	1096	Salary Expenses General Admin	462.65 2.25 12.00		476.90
HMRC	1097	Income Tax	20.40		20.40
Colour Thirst	1098	Newsletter Printing	194.00		194.00

	<b>CHQ NO</b>	<b>DETAILS</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Bibby (Lodestar Cleaning)	043	Cleaning Caretaking – Hall Deep Clean - Pavilion	200.15 51.32 90.00	50.29 18.00	409.76
Cancelled Cheque	044				
Richard Stafford Ltd	045	Valuation of Hall and Pavilion	250.00	50.00	300.00
2 x Hirers of Hall	46/47	Deposit Refunds	200.00		200.00
ABC	48	Grass Cutting	1838.69	367.74	2206.43
MBK	49	Reps to V H Heaters	75.00		75.00
Castle Water	50	Water Hall Pavilion	75.49 45.61		121.10
ABC	51	Rates for Field	1001.11		1001.11
Bob Cooper	52	Ramp for Pavilion	25.00		25.00

**Resolution:** Councillors unanimously agreed to pay the above accounts and noted the Direct Debit Payment to EDF of £162.00 for the electricity for the Village Hall and £58.00 for the electricity for the Pavilion

**Proposed Mr Cass**

**Seconded Mr Carroll**

### **Internet Banking**

Councillors are in the process of setting up Internet Banking.

### **Setting up of Direct Debit with Castle Water**

Mr Ledger reported that he had still not completed the application form.

### **Insurance**

The Clerk will inform Came & Co that we now have a defibrillator.

### **Transparency**

Councillors were asked to monitor Shadoxhurst's Website to ensure that we comply with legislation. Information about the forthcoming election will be added.

### **Data Protection**

The February update from Satswana was forwarded to Councillors.

### **Lorry Watch/Speed Watch**

Mr Hills is going to email everyone who has expressed any interest to ensure that they complete the online training before attending a training session.

### **Conservation Area Review Group Report**

Mr Crowley reported that he has received correspondence from ABC. A new Conservation Officer has been recruited and the Group will work with the officer and revisit the appraisals and develop a strategy to take this forward.

**Utilities Advisory Group**

The following four actions and recommendations put forward by the Utilities Advisory Group were accepted by Councillors:

1. That SPC accepts the findings of the report and mandate the Author and Utilities Advisory Team to ensure the dialogue is continued at a senior level at ABC to affect a satisfactory outcome at the two current sites.
2. That SPC formally writes to the Director of Planning to ask what resources are available in the light of failings to deal with enforcement of conditions and a reluctance to tackle developers where clear breaches are identified, to confirm the level of service we can expect with future developments, to recommend a review of the detail of the requirements within individual conditions to ensure clearer obligation for Developer to employ “best practices” (incl. ABC or KCC guidelines where applicable) and meet all “statutory requirements”.
3. That SPC raise these failings and examples at the next KALC meeting to ask the other parishes for other examples where enforcing conditions are failing and to lobby for a Borough wide meeting to discuss the placement and enforcement of meaningful planning conditions on development sites.
4. That through KALC we talk to KCC Highways on a wider front to discuss the standards of enforcement relating to mud deposits on roads, as a means to understand, both the process and available solutions.

**Proposed Mrs Procter      Seconded Mr Cass**

**Village Forum**

The next meeting is due to be held on 14 March.

**Risk Assessment**

Mr Richmond Coggan amended the Risk Assessment and asked for comments by 21 March. A physical risk assessment of all the Parish Council’s assets is required by 25 April.

**NALC Legal Briefing L09-18 Public Sector Bodies Regulations 2018**

Nothing to report.

**Proposal to form Charitable Land Trust in Shadoxhurst**

Following receipt of the report Councillors unanimously agreed the following:

That Shadoxhurst Parish Council

1. Establish a Charitable Incorporated Organisation
2. Seek nominations for Trustees
3. Contact solicitors for preliminary discussions
4. Set up a bank account and begin fundraising
5. Through the Village Forum and April newsletter begin looking for support, donations to set up the trust and land for purchase.
6. Ask April newsletter readers for a name for the Trust

Mr Ledger and Mr Cass will progress this project

Greenvolt has asked to meet with Councillors to discuss their proposal for development in Shadoxhurst and it was agreed to arrange a meeting.

**Proposed Mrs Ellis**

**Seconded Mr Crowley**

**Purchase of Box and Installation of Defibrillator**

Following the agreement at last month's meeting, a cheque was drawn during the month and the defibrillator and sign were delivered and are to be installed on 14 March.

Councillors unanimously agreed the quotation to install the defibrillator and sign at a cost of £280.00.

Mr Carroll will complete the form for SECAMB.

**Review of Blocked Road Gullies**

Some of the gullies reported have been cleared.

**Discussion about the Conduct of Meetings**

Mrs Procter will organise a separate meeting so that this can be given careful thought and discussion.

**9. CHAIRMAN'S REPORT**

The Hall and Recreation Advisory Team have met again and the notes from the meeting are being circulated separately. Stuart and I went to the Lenham Meadows Trust and this too is being circulated separately, including recommendations. The Utilities Team, notably Peter Finnis, has been very busy keeping on top of the lack of enforcement relative to the conditions placed on the Jarvis and Pentland sites. A number of emails have flown about to and from ABC. Again, this is circulated as a separate item, with action points.

**10. SHADOXHURST WEBSITE**

The Clerk will set up a gmail account which will be used solely for Village Hall and Pavilion bookings.

**11. VILLAGE HALL, PAVILION, RECREATION FIELD, VILLAGE GREEN AND SIGN  
Inspection of Village Hall and Pavilion before and following Hiring**

Mr Richmond Coggan in April

Mr Crowley in May

Mr Cass in June

**Adoption of Terms of Reference for Village Hall and Pavilion Working Group**

Defer to next meeting.

**Report from Village Hall and Pavilion Working Group**

Mr Cooper has made a wheelchair ramp for the Pavilion.

The water leak has been fixed.



The Clerk will contact Future Scholars and ask them for proof that they own the outside store by 1 April. She will also inform them the tables must not be moved from the area that they are currently stored in in the kitchen and ask that the small tables are secured. Staff will be reminded that it is an insurance requirement that children under 13 should not be allowed in the kitchen.

#### **General Issues relating to the Field/Car Park/Play Area/Village Sign/Village Green**

It was suggested that a sign prohibiting riders from taking horses onto the Recreation Field should be purchased.

The following was not received in time to be itemised on the agenda, but as it is urgent Councillors agreed to discuss at this point:

Following a report from the FA regarding the football pitches, Aspire was asked to quote to apply fertiliser to the field.

The quote is as follows:

To provide one treatment of selective herbicide application and liquid fertiliser application to the below pitches total treatment area approximately 2.15 hectares

1 x 11v11

1 x 9 v 9

1 x 7 v 7

1 x 5 v 5

Treatment Depitox & Prompt (selective herbicide)

Liquid Fertiliser (28:10:10)

Total Cost £598.00 + VAT

Aspire also has the ability to complete a number of the operations highlighted within the report, however they do not currently have a verti-slitter.

Councillors agreed that quotations should be requested from 2 other companies.

#### **Renovation of Village Pump, Seat and Sign**

Nothing new to report.

#### **Grass Cutting Specification**

Councillors will note when the grass is cut.

#### **Valuation of the Hall and Pavilion**

The Hall has been valued at £250,000.

The Pavilion has been valued at £50,000.

**Resolution: Councillors unanimously agreed adjust the insurance values to the above and ensure that the Contents for the Hall are insured for £5000.00 and the Pavilion for £2000.00.**

**Village Hall Heaters**

Defer to next meeting.

**Tree Inspection**

We are currently waiting for a report from a local Tree Surgeon.

**11. BOROUGH COUNCILLORS REPORT**

Councillors Hicks and Bradford were not in attendance at the meeting.

**12. COUNTY COUNCILLORS REPORT**

Councillor Angell was not in attendance at the meeting

**14. VILLAGE RESPONSIBILITIES****Condition of Byways in Shadoxhurst**

Following our emails to the PROW Officer the following was received:

I re-inspected the byway last Friday and found the condition similar to previous visits. The ongoing misuse of the land and ditches to the sides of the byway depositing material onto the paths surface. Until the landowner takes steps to address this activity there is little we can do to improve the situation. The byway itself has a solid base under the layer of mud and is still in much better condition than many of the other byways across the county.

I appreciate this is not the response you would have hoped for but if the Parish Council were minded to start negotiations with the adjacent landowners we would be happy to provide advice on what steps may lawfully be taken to restrict access to the adjacent land.

**Suggested Reclassification of Hornash Lane Byway**

Mr Crowley will forward the information he has regarding the procedure to be followed in order to reclassify the Byway to Councillors

**Emergency Planning**

Remove from future agenda.

**15. ITEMS FOR INCLUSION ON THE NEXT AGENDA**

No items were put forward for inclusion.

**16. KENT HIGHWAYS/PROW****Speed Limit**

The Clerk will contact KCC and inform them that Councillors would like the speed limit to be reduced to 40mph from the end of the 30mph in Hornash Lane to Bromley Green Crossroads and from the end of the 30mph limit to Jenkey Farm, Church Lane. She will copy Councillor Angell into the correspondence.

Councillors will request KHS that signs be installed warning drivers of horses and riders in Church Lane and Hornash Lane.

**KCC Footpath Review**

An email from the Volunteer Parish Footpath Observer for the Ramblers [PROW in Kingsnorth] Volunteer Local Footpath Officer for the Ramblers [PROW in the Parishes of Kingsnorth, Shadoxhurst, Great Chart and Stanhope] was received and forwarded to Councillors.

The Clerk will thank her for taking the time to respond and will ask for sight of any reports regarding Shadoxhurst.

**Items to be reported to KHS/PROW**

No items were put forward.

**Painting of Yellow Lines in Woodchurch Road Bus Stop Lay By**

Mr Ledger will write to the Housing Department regarding this.

**Parking outside Rectory Bungalows**

The PCSO is monitoring the situation and putting advice leaflets on badly parked cars.

**17. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Councillors completed their Nomination Forms for the forthcoming election for Delivery to Ashford Borough Council.

The Village Litter Pick is due to take place on 16 March.

There being no other business the meeting closed at 9.56 pm.

Signed..... Dated .....  
Chairman

# SHADOXHURST PARISH COUNCIL

## RECORD OF PLANNING APPLICATIONS

2019

### MARCH 2019

15/01496/AM04/AS Land rear of the Kings Head, Woodchurch Road, Shadoxhurst, Kent  
Revisions to change car barn to garage on Plot 1 & Plot 19 on planning permission 15/01496/AS, for the residential development comprising 19 dwellings including 15 x 2 storey dwellings and 4 x 1 bedroom flats with associated infrastructure and services including garaging/provision for parking, open space, landscaping and a sustainable urban drainage system.

**Parish Council: No Comment**

19/00181/AS Maryville, Bethersden Road, Shadoxhurst, Ashford, Kent, TN26 1LH  
Partial front extension and to raise the roof height to allow loft conversion, including dormer and Velux roof windows and first floor side facing window to east elevation.

**Parish Council: Support**

19/00202/AS 83 Tally Ho Road, Shadoxhurst, Ashford, Kent, TN26 1HW  
Demolition of detached garage and the erection of side and rear extensions

**Parish Council: Support**

### Decision Notices received from ABC

18/01707/AS Frog Hollow, Church Lane, Shadoxhurst, Ashford, TN26 1LY  
Reserved matters for House Style, House Size, Location on Site, Landscaping, Approval of new entrance location from road in accordance with new dwelling permitted under outline application 17/1153/AS

**WITHDRAWN BY APPLICANT**

## **Parish Council March 2019 Meeting Report Setting up a Shadoxhurst Countryside Charitable Trust**

### **Introduction**

SPC has an aspiration to establish a Trust in order to safeguard and preserve our valuable green spaces and this mechanism can be used to accept gifted land or to purchase key buffer land. It can also be a mechanism to negotiate land gifted by developers. This has been further investigated and we report as below.

### **Lenham Meadows Trust**

This Trust is a good model to follow and they were set up some 12 months ago when there was an opportunity to have land gifted as part of a new development. They have only just taken on the responsibility for their first piece of land, which includes the Lenham Village pond.

SC and DL recently met the Chair of the LMT and had a very useful meeting. They initially set it up with four Trustees, (though are constituted to have up to ten). They established it as a Charitable Incorporated Organisation (CIO), so that the Trustees have no direct liability. They set it up with money donated by two residents. They considered the maximum amount needed for establishment was £1,500, mainly to cover legal fees. They gave us the contact details of a solicitor they use in Maidstone, he is well versed in land transactions.

The Objects of the CIO are the important thing to get right, and this took them three months. The Objects of the LMT are included below to give a flavour of their conclusions. They since sent us the copy of their constitution, which is a long document and would make a good basis for establishing our own Trust.

*The Objects of the [Lenham Meadows Trust] CIO are:*

- (1) To promote the conservation, protection and improvement of the physical and natural environment of the area known as Lenham and the surrounding area in the Parish of Lenham ("the area of benefit").*
- (2) To provide or assist in the provision of facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for those living or working in the area of benefit.'*

In terms of the Trustees, they suggested one be nominated by the PC, such that if all the others resigned for one reason or another, there would be one that could carry on until others were found. They are working on the premise that Trustees are elected for four years.

We were advised that some 40% of land in a development should be devoted to open space. But Maidstone BC are trying to encourage developers to give them money in lieu of this open space. When land is transferred to the Trust in the future, it is advisable to negotiate with developers to get them to pay the legal transfer fees (in the order of £750).

They have begun fundraising with a direct debit membership scheme of £25 per year with gift aid. However, after setting up a year ago, as stated above, the first piece of land has only just been signed over. So it was difficult to get members until something tangible was begun. They provide a membership pack, newsletter and have a Facebook page, but are fortunate as they have two IT people who champion this. They also promote the Trust through festival and fete stands.

### **Conclusions**

We believe that we take this forward with all speed and suggest SPC agree the following recommendations at the Parish Council meeting on the 13<sup>th</sup> March.

### **Recommendations ... That Shadoxhurst Parish Council**

7. Establish a CIO
8. Seek nominations for trustees
9. Contact solicitors for preliminary discussions

10. Set up a bank account and begin fundraising
11. Through the Forum and April newsletter begin looking for support, donations to set up the trust and land for purchase.
12. Ask April newsletter readers for a name for the Trust

David Ledger and Stuart Cass 11/03/19

## Notes of the Meeting of the Hall and Pavilion Advisory Team 28<sup>th</sup> February 2019

Present: Stuart Cass (SC), Sheila Ellis (SE), Colin Carroll (CC) and David Ledger (DL)

1. We reviewed the notes from the previous meeting
2. The Terms of Reference were recirculated.
3. Cleaning / Caretaking, Judith wrote to Gary about the cobwebs and litter. There was discussion about the caretaking, which needed basic skills, other tasks would require ad hoc handyman skills. We could add in the before and after party visits. The cleaning should be left to Lodestar. There was no response from the newsletter appeal. We would ask Judith to tidy up the notes and tender and have cleaning checklists / time sheets
4. Public liability documents now displayed.
5. Heating, Colin had got Peter in to look at the options. The current heaters are 3Kw, we could change them to 1.5 Kw as now more efficient, and cheaper to run. It was suggested the kitchen run on a separate system. It was suggested that the thermostat setting be at 10 degrees, so that it is more efficient to raise the temperature when needed. We would look at having a timer setting too as bookings could be set for an hour or two as necessary. The existing protective grills to be left in place. We await a price for this work. It is suggested that we change some more of the 'Crittall' windows to improve the hall's insulation. These have been changed gradually to avoid largescale cost.
6. Lighting, there was an option for Mark to come in next Tuesday to look again at the lighting problem. As Peter the other electrician was quoting it was felt that we should stand Mark down for the time being. David to contact him and let him know.
7. List of Suppliers, there were still gaps in our knowledge. SC to ask Judith for other information. We may need a roofer, and as Les has still not sorted the overflowing leak on the water heater, we need a new plumber.
8. The Garage at the rear was again discussed. The letter had gone to Sarah. Had the then Village Hall Committee given permission? Judith had asked Sarah to put her reply in writing. We need to plan for future action.
9. Cupboards and tables, during the meeting, the long tables were relocated to the kitchen.
10. Valuation information received from Stafford & Perkins.
11. Health & Safety, we need to check with Martin re progress.
12. Booking charges will be reviewed at some point after April.
13. Car Park problems, it was agreed to put an item in the newsletter. It was also agreed to look at either replacing the current sign or have a second sign erected. If we continue to have problems, we would put notices on the regular offenders.
14. AOB: we need to look into online booking for the hall, plus it was agreed to recommend moving the key box from Judith's house. We need to ensure Sarah switches the light off in the bar area as we have found it left on and may be contributing to the kitchen lights tripping out. CC reported that we need to buy more compost for the planters in the car park. It was agreed that the disabled ramp be made of concrete rather than wood, although Bob is progressing with the latter as a temporary measure. He can't concrete when the weather is cold.

David Ledger

Next meeting 4<sup>th</sup> April 2019 at 10.00 in the pavilion