

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 6<sup>th</sup> November 2018 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

#### Present:

Cllrs I. Ellis (meeting Chair)  
R. Martin  
R. Edmans  
J. Gershon  
L. Date  
D. Smith  
B. Brown

Parish Clerk  
2 x residents

1. **Apologies:** Apologies were received from Cllrs Humphryes (holiday), Munford (MBC meeting), Redfearn (work), Whybrow (holiday), Herrin (illness) and Wilde (work). KCC Warden, Liz Lovatt also sent her apologies.

Cllr Ellis spoke regarding Cllr Steve Munford's extremely hard work and efforts as a Borough Councillor and proposed that the Parish Council write a letter of appreciation to him. Agreed by all members. **CLERK**

2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**  
No person expressed any intention of filming, photographing or recording any item.
3. **Notification of late items for inclusion on the agenda**  
No late items.
4. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**  
No excluded items.
5. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**  
PCSO Pete Gardner was not present at the meeting. A Police report had been compiled by the clerk using the E-watch.co website. During September and October there had been 2 crimes in south ward (items stolen from a shed and theft of a garden bench) and 4 crimes in north ward (attempted break in, straw bales set alight, log seats damaged and a stolen bicycle)  
KCC Warden, Liz Lovatt, had provided a written report which was circulated to Councillors prior to the meeting and is summarised as follows :
  - Residents are reminded not to agree to work or pay cash to doorstep callers. Any threatening behaviour should be reported to the Police

- Anti-social behaviour should be reported to the Police via 101 or online at [www.kent.police.uk](http://www.kent.police.uk). Residents can also contact Maidstone Borough Council on 01622 602000 to request an anti-social behaviour diary
- Welfare visits remain a priority
- Advice on bonfire night safety

## **6. Open Quarter :**

Both residents at the meeting spoke with concern about the possibility of new housing development at Campfield Farm. Cllr Ellis explained that MBC currently has a shortfall of 7000 houses that must be provided and as such they will be going out for a further 'call for sites' in the new year. Cllr Ellis noted that the developed land on the farm was owned by Firmans but the land surrounding it by Boughton Monchelsea Amenity Trust. He went on to explain the objectives of the trust and stated that trustees have a duty to adhere to these. It was noted that there is an ancient monument on the site.

Cllr Martin stated that he had received an approach from Loose Parish Council recently, asking if the two Parish Councils could collaborate on a response if and when any planning application comes in.

Cllr Smith spoke regarding the draft Boughton Monchelsea Neighbourhood Plan and explained that planning is fluid and therefore housing numbers do not remain static. It was noted that Borough Councillor, Steve Munford, was trying hard to get Boughton Monchelsea's designation as a larger village removed from MBC's Local Plan.

It was agreed to bring forward item 14.2.1 Request to erect polytunnels on individual plots

## **14.2 Allotments**

### **14.2.1 Request to erect polytunnels on individual plots**

The clerk noted that an allotment plot holder (present at the meeting) had contacted the Parish Council recently to request permission to erect a 12m x 3m x 2m high polytunnel on one of his three half plots, for the growing of more tender fruit and vegetables such as tomatoes and peppers. It was noted that this tenant had leased these plots for many years but had not been working them. The tenant advised that he was now retired and therefore had more free time. Cllr Martin stated that he had taken advice from a national allotment organisation who had suggested it would not be appropriate to consider this request until evidence of regular plot use had been shown. It was also noted that there was a communal polytunnel on the site which, although in use, had some spare capacity. It was agreed that the resident would need to work the plots he has for now and consider approaching the Parish Council again in the future. The clerk suggested that the unused area near the portacabin might be an appropriate place for a further communal polytunnel and might be a better alternative than permitting future tunnels on individual plots.

## **7. Declarations of Interest in Items on the Agenda / Declaration of Changes to the Register of Interests / Requests for Dispensations :**

As a governor of Boughton Monchelsea Primary School, Cllr Ellis declared an interest in item 12.2

As BMAT trustees, all members were given dispensation to discuss and vote on any items relating to Boughton Monchelsea Amenity Trust.

8. **Matters outstanding from minutes (4<sup>th</sup> Septemer) not included in agenda:**

Item 8 / 6 War memorial : Cllr Brown to arrange a meeting with the resident.

**CLLR BROWN**

Item 8 / 12.1 New Speedwatch site on Brishing Road : Cllr Date advised that he had looked at this but there was nowhere appropriate to site the equipment due to parked vehicles and a speed change in the vicinity. No further action required.

Item 8 / 8 / 17.11 Rural litter bins : Cllr Munford was not present at the meeting but had agreed to set up a meeting with MBC's John Edwards to take this forward.

**CLLR MUNFORD**

Item 12.2 MBC Community Right to Bid : Cllr Martin to set up a meeting with other sub-group members (Cllrs Date and Whybrow) to take this forward.

**CLLR MARTIN**

Item 12.3 Statement of Community Involvement consultation : Cllr Munford and the clerk had responded to this on behalf of the Parish Council.

Item 12.4 Litter signage : Cllr Gershon advised that the group would be meeting on 12<sup>th</sup> November to take this forward.

**CLLR GERSHON**

Item 14.5 Speedwatch : Information on the new Speedwatch site on Heath Road had been added to the website by the clerk and Cllr Date would be including it in the next newsletter.

Item 15.2 Parkwood Farm reservoir : Cllr Edmans advised that the annual inspection would be taking place on 16<sup>th</sup> November.

Item 15.3 Furfield Park open space : The clerk noted that KCC Warden, Liz Lovatt, had visited the area but had found no evidence of rough sleepers.

Item 15.3 North Ward issues : Borough Councillors Matt Burton and Daniel Rose were not present at the meeting but the clerk advised that she would chase up the following items with them :

- Member fund – is it open yet for 'you decide' type applications?
- Progress regarding possible reinstatement of CCTV on Joywood rec (following continued anti-social behaviour)
- Progress regarding possible use of covert CCTV on Brishing Road (following continued problems with fly tipping)

Item 15.6 Interactive speed sign on Heath Road : Cllr Martin agreed to pursue this, as a resident

9. **Minutes of the meeting held on 4<sup>th</sup> September 2018. Agreement of and signature by Chairman of the Parish Council :**

The minutes of the Parish Council meeting held on 4<sup>th</sup> September were agreed as correct. Proposed by Cllr Martin, seconded by Cllr Ellis and agreed by all members.

10. **Clerk's report**

The contents of the clerk's report were noted. The clerk provided a further update as follows :

- Now keeping a log of RTC's on or involving Heath Road. A further accident had occurred on 3<sup>rd</sup> October, close to the zebra crossing. Three vehicles were involved with one ending up on its side. Police and ambulance had attended but thankfully nobody was seriously injured
- Cllr Munford and the clerk had met with MP Helen Whately on 2<sup>nd</sup> November to discuss the issue of responsibility for vehicles with no tax and MOT

Cllr Gershon spoke regarding the recent accident on Brishing Lane, close to the Heath Road junction. He added that the landlady at the Cock Inn had been very helpful, assisting with traffic management until the Police arrived. Clerk to phone her to express thanks on behalf of the Parish Council. **CLERK**

Cllr Martin thanked the clerk for all her hard work dealing with allotment issues. He noted that a communal plot had been set up recently to grow food for homeless people in the Maidstone area. A resident asked that the Parish Council do not mow over the closed down area of plots so that the wildflower seeds that had been planted could grow

11. **Finance Report:**

**Payments since last meeting ( incl VAT ) :**

Aspen Tree Services	Tree surgery work at Cliff Hill	780.00
Stocksigns	Play area signs	278.86
Parish Clerk	Clerk's salary – August	1,035.62
Parish Clerk	Clerk's expenses – August	53.91
HMRC	Employer / Employee NI + PAYE (August)	131.95
RIP Cleaning Services	Dog bin emptying – August	72.00
Remembered Trading Ltd	'There but not there' Tommy statue	750.00
Castle Water	Allotment water bill	264.35
PKF Littlejohn LLP	Accounts audit fee	360.00
EDF Energy	Electricity to parish hut	75.78
A. Humphryes	Materials for renovation of Gandys Lane sign	105.99
Parish Clerk	Clerk's salary – September	1,035.62
Parish Clerk	Clerk's expenses – September	62.16
HMRC	Employer / Employee NI + PAYE (Sept)	131.95
RIP Cleaning Services	Dog bin emptying – September	57.60
Colvin & Moggridge	Landscape masterplan / management plan	6,075.78
Royal British Legion	Donation (remembrance day)	350.00
Mrs Smith	Refund of allotment rent	17.50
D.A. Edwards	Refurbishment of Gandys Lane sign	300.00

A. Humphryes	Materials and plants for flower planters on Heath Road	152.81
RIP Cleaning Services	Dog bin emptying - October	57.60
Parish Clerk	Clerk's salary - October	1,035.62
Parish Clerk	Clerk's expenses - October	53.33
HMRC	Employer / Employee NI + PAYE (Oct)	131.95
<b>* Mr Kidner</b>	<b>Electricity to portacabin on allotment site</b>	58.44
<b>*Solmco Ltd</b>	<b>Repairs to roundabout</b>	240.00
	Installation of play area signs	
	Installation of 'Tommy' statue	

### **Receipts:**

Allotment leaseholders	Allotment rent	773.00
MBC	Parish Services Scheme – second instalment	823.08
MBC	Gandys Lane sign refurbishment	425.99

### **Balances as at 31<sup>st</sup> October 2018 :**

Current Account	81,365.87
Business Reserve	424.95
National Savings	301.14
<b>Total Financial Assets</b>	<b>82,091.96</b>

Note : Bold / asterisked items indicate payments made prior to authorisation by the Council but certified as to correctness and urgency by the Chairman and Clerk.

11.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted. Proposed by Cllr Ellis, seconded by Cllr Edmans and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 31/10/18 was included in the agenda papers and was agreed by all members.

### **12. Correspondence:**

12.1 Rifgin's Charity – Re-appointment of trustee : As a trustee of the Rifgins Charity, Cllr Ellis noted that there were 5 trustees in total. He added that Mr Tony Boden had been a trustee for the last 8 years and was seeking re-appointment. It was agreed that Mr Boden be re-appointed for a further term of office. Clerk to inform charity secretary.

**CLERK**

12.2 Boughton Monchelsea primary school – funding request for hi-vis vests : The clerk explained that the school had written to the Parish Council seeking a contribution towards the £348.25 cost of hi-vis vests for all the school children, to be used for village walks and walking to events at the church. Cllr Smith stated that he may be able to source these via his work. If this was not possible, Cllr Edmans proposed that the Parish Council award a grant of up to £250 to the school. This was seconded by Cllr Martin and a vote was taken with 5 members for and 1 member abstaining. As a school governor, Cllr Ellis did not vote. Motion carried.

**CLLR SMITH**

Cllr Gershon asked what the school's response to the idea of a walking bus had been. Cllr Edmans advised that this had been discussed by the head and members of the PTA but rejected due to :

- Perceived absence of a feasible site for drop offs
- Poor pathways around the village (the Albion crossroads being a particular danger spot)
- Parent desire to accompany their own children into school

Members were disappointed that the school had rejected more thorough investigation of this idea and it was agreed that further contact be made with the school to see what assistance the Parish Council may be able to provide. Cllr Gershon agreed to take this forward. **CLERK**

12.3 KCC – budget consultation 2019/20 : Following discussion it was agreed that the Parish Council would not be responding to this consultation.

12.4 KCC – community transport scheme : Cllr Ellis felt that this was a good idea but a committed group of volunteers would be required to manage and take this forward. It was agreed that the Parish Council do not have the time or resources to do this but would be supportive of any individual or organisation who wished to do so.

12.5 MBC – Loose Neighbourhood Plan : Following discussion it was agreed that the Parish Council would not be responding to this consultation.

### 13. **Planning Report:**

The following applications had been considered by the Planning and Licensing Committee:

		MBC notified
18/503972	47 The Quarries Detached cart lodge <b>DECISION :</b> The Parish Council would like to comment on the application as follows : <ul style="list-style-type: none"><li>• The Borough Council should ensure that there is no negative impact on the adjacent listed building</li><li>• The Borough Council should consider whether screening to neighbouring properties is required</li></ul>	28/8/18
18/504246	Langley Park Centre, Laight Road, Maidstone Advertisement consent for 4 no. illuminated graphic vinyls <b>DECISION :</b> No objection. The Parish Council is pleased that the proposed signs are non illuminated	28/8/18
18/504539	Boughton Bottom Farm, Lower Farm Road, Boughton Monchelsea TRO application to re pollard the line of poplars to south side of house <b>DECISION :</b> The Parish Council would like to comment on the application	28/8/18

as follows :

- Prior to deciding the application, the Borough Council's tree officer should confirm the accuracy of the tree surgeon's report and should assess whether the work is necessary

18/503958	The Old Farmhouse, The Green, Boughton Monchelsea Listed building consent for re-roofing and roof overhaul works <b>DECISION :</b> The Parish Council would like to see the application approved and welcome the restoration of this historic building	25/9/18
18/503955	The Old Farmhouse, The Green, Boughton Monchelsea Listed building consent for replacement of all 32 no. existing timber casement windows <b>DECISION :</b> The Parish Council would like to see the application approved and welcome the restoration of this historic building	25/9/18
18/504386	73 Lewis Court Drive, Boughton Monchelsea Demolition of existing garage, porch and bathroom. Erection of two storey side extension, with extension to existing rear first floor dormer <b>DECISION :</b> No objection provided the work carried out to the adjoining property creates minimal disturbance to the neighbouring residents	25/9/18
18/504617	36 Morris Close, Boughton Monchelsea Erection of a single storey rear extension <b>DECISION :</b> No objection / comment	25/9/18
18/504273	Former Whatman Building, Parkwood Industrial Estate, Bircholt Road, Maidstone Proposed external material alterations, window and door reconfiguration, entrance extension, external signage and installation of 60 solar photovoltaic rooftop modules <b>DECISION :</b> No objection / comment	25/9/18
18/505066 and 505098	Gravitts Farm, Peens Lane, Boughton Monchelsea Erection of single storey rear extension. Conversion of garage with internal alterations to ground floor and stairs. Including listed building application <b>DECISION :</b> The Parish Council would like to see the application approved as the proposal appears to represent a considerable improvement to the overall composition of the building, removing low grade 60's and 70's additions, with plans for high quality materials and workmanship. We wish to comment further as follows : <ul style="list-style-type: none"><li>• The conservation officer should ensure that the proposal does not harm the significance and style of the existing listed building</li></ul>	25/10/18

- MBC should ensure that there is adequate alternative parking on the site
- 18/504969 Amber Green Cottage, Back Lane, Boughton Monchelsea 25/10/18  
Removal of conservatory to provide a flat roof single storey rear extension  
**DECISION :**  
No objection / comment
- 18/505205 Boughton Service Station, Heath Road, Boughton Monchelsea 25/10/18  
Change of use of redundant petrol station forecourt to car wash and valet services (resubmission of 18/501945)  
**DECISION :**  
The Parish Council wish to see the application refused and request that it is taken to MBC planning committee for decision. The grounds for objection are as follows :
- We have concerns regarding road safety due to the lack of queueing space for drivers waiting to have their vehicles cleaned. The documents state that 10 spaces will be provided however only 6 spaces (for wait / wash / valet) are marked as such on the drawings. Other unmarked spaces appear to be located outside the change of use site marked in red. As a Parish Council we are very aware of the increased quantity and speed of traffic on Heath Road and the accidents that have occurred, most recently the serious RTC at the zebra crossing next to the primary school, where a child sustained a fractured skull after being hit by a car. Boughton Service Station is located in close proximity to the hazardous Heath Road / Brishing Lane / Green Lane junction.
  - In light of the above, the Parish Council is also concerned about the additional risk of water being transferred onto this busy B road, adding an additional problem for passing traffic, particularly during the winter months.
  - We feel that the proposal would intensify the use of the site to an unacceptable degree
  - Proposed access and egress to the site appears to be inconsistent with the existing business operations (garage / car sales / shop). Cars waiting to be washed and in the process of being cleaned would be blocking access to the site for vehicles trying to access other businesses on the site. Without a pedestrian space at this site this would add hazards for other road users.

- The blue 'other ownership' line on the drawings is not clear and it is therefore not possible to establish the extent of this from the information that has been provided
- Point 4.3.6 of the Borough Council's emerging Cock Street conservation area management plan states :  
'The very large illuminated signs associated with the petrol station immediately outside the CA boundary (Fig. 3) are very prominent in views into and out of the conservation area from the east, and detrimental to the character and appearance. As and when the opportunity arises, every effort should be made to reduce the visual impact of signage on this site, and/or secure a use that is more sympathetic to the setting of the conservation area'. The Borough Council should therefore seek the views of the conservation officer prior to deciding on this application
- The emerging conservation area management plan also states :  
4.2.1 'The petrol station and its signage still dominate views into and out of the area to the east'  
4.3.1 'Negative impact of the petrol station on the setting of the conservation area'  
4.3.2 ' The following have been identified as key opportunities for enhancement of the area.....reduction in density of road signage'  
The above points should be taken into account prior to deciding the application

18/505118      Yard Cottage, Wierton Hall Farm, East Hall Hill, Boughton Monchesea      25/10/18

Erection of a single storey extension to the existing annexe

**DECISION :**

The Parish Council wish to comment on the application as follows :

- Use of the annexe should remain ancillary to that of the main building. It is noted that there is no vehicular access to this annexe
- External building materials used should be sympathetic to the existing surrounding buildings
- MBC should ensure that this application does not represent 'stealth' development

18/505178 30 Church Street, Boughton Monchelsea 25/10/18  
Demolition of existing side and rear extension and erection of a two storey side and single storey rear extension  
**DECISION :**  
No objection. We note that this is a very large extension on a small house on a reasonable size plot but believe it would be in keeping with the properties surrounding it.

**The following applications have been APPROVED by MBC:**

18/503668 The Mulberry Tree, Hermitage Lane, Boughton Monchelsea  
Conversion of existing first floor dwelling to 4 no. en-suite guest rooms (C1). Conversion and extension of existing outbuilding to provide 1 no. dwelling with parking and landscaping. Reconfiguration of restaurant car park layout (re-submission of 15/507427/FULL)

18/503633 Gable Ends, 24 The Quarries, Boughton Monchelsea  
Erection of ground and first floor side extension

18/502683 Lyewood Farm, Green Lane, Boughton Monchelsea  
Demolition of the existing chicken sheds and associated structure, the erection of 85 residential dwellings, together with associated access, parking, landscaping and drainage

18/504273 Former Whatman Building, Parkwood Industrial Estate, Bircholt Road, Maidstone  
Proposed external material alterations, window and door reconfiguration, entrance extension, external signage and installation of 60 solar photovoltaic rooftop modules

18/504246 Langley Park Centre, Unit 6, Laight Road, Maidstone  
Advertisement consent for 4 no. non illuminated graphic vinyls

18/504058 11 Lockham Farm Avenue, Boughton Monchelsea  
Erection of a single storey rear extension and first floor front extension, with alterations to fenestration to the front elevation and conversion of the hipped roof ends into gabled (re-submission of 18/502155)

18/503972 47 The Quarries, Boughton Monchelsea  
Detached cart lodge

**The following applications have been REFUSED by MBC:**

18/505095 92 The Quarries, Boughton Monchelsea  
Lawful Development Certificate for proposed garage

18/504539 Boughton Bottom Farm, Lower Farm Road, Boughton Monchelsea  
TPO application to re pollard the line of Poplars to south side of house

18/504032 Land at Nuthatch, Back Lane, Boughton Monchelsea  
Proposed all weather riding surface

**The following applications have been notified as WITHDRAWN :**

None

**The following APPEALS have been notified:**

None

**The following APPEAL DECISIONS have been notified:**

None

**The following APPEALS have been notified as WITHDRAWN:**

None

13.1 Neighbourhood Plan : Cllr Smith stated that he would be meeting with MBC in the next couple of weeks to discuss the latest draft of the Neighbourhood Plan. Cllr Ellis thanked Cllr Smith on behalf of the Parish Council for all his hard work.

It was noted that Cllr Date was putting together a schedule of non-listed heritage assets and is in the process of photographing each of these. **CLLR DATE**

**14. Representatives' Reports:**

14.1 KALC: Cllr Humphryes was not present at the meeting.

14.2 Allotments : Covered above

14.3 Village Hall & Recreation Ground : Cllr Edmans advised that the car park gates were now being locked each evening, to deter anti-social behaviour. Drug paraphernalia had been found in the recreation ground. Tree inspections would be discussed at the next committee meeting.

14.4 Neighbourhood Watch : Nothing to report.

14.5 Police Liaison : Cllr Date advised that there had been no recent police liaison meeting.

14.6 Bus group : Cllr Whybrow was not present at the meeting.

**15. Items for Discussion:**

15.1 Health and Safety Issues : Nothing to report.

15.2 Parkwood Farm reservoir update : Cllrs Edmans advised that the annual reservoir inspection would be taking place on 16<sup>th</sup> November.

15.3 North Ward update : Cllr Wilde was not at the meeting.

15.4 Local needs affordable housing : It was agreed that this would be advertised in Boughton Monchelsea initially but would be extended to neighbouring parishes in the future

15.5 Tree policy and inspection regime : The clerk advised that she had carried out some preliminary research and had identified some good examples of tree policies and inspection regimes. Cllr Smith suggested that Colvin & Moggridge might be engaged to provide further specialist advice. Clerk to forward relevant correspondence to Cllr Smith. **CLERK / CLLR SMITH**

The clerk advised that alongside the new policy, the Parish Council would need to engage an arboricultural consultant to carry out an inspection of all the trees on BMAT land that could present a risk to the public. She added that in order to obtain quotes a scope of work would be required. It was agreed that Cllrs Martin, Ellis Edmans and Humphryes would take this forward with Cllr Martin taking the lead.

**CLLR MARTIN**

15.6 Heath Road speed limit : The clerk had produced a draft letter to Cllr Eric Hotson, requesting KCC officer input on both the proposed Heath Road speed limit reduction and the 20mph zone TRO application. Following further discussion, led by Cllr Edmans, the draft was agreed by all members. **CLERK**

15.7 Furfield Park open space – log seats : The clerk advised that two large log seats had been ordered from the wood yard at a cost of £80 each. This spend had been agreed by the clerk and Chairman under the BMAT grant budget head. Approved.

15.8 Parish Council newsletter : Cllr Date advised that copy was required by 12<sup>th</sup> November. **ALL CLLRS**

15.9 Carols on the green, Monday 10<sup>th</sup> December at 7.30pm :  
Cllr Ellis agreed to sort the Christmas tree. It was agreed that the tree would be erected on Saturday 8<sup>th</sup> December at 9am. Cllr Brown agreed to source a sound system. Clerk to arrange refreshments. **CLLR ELLIS / CLLR BROWN / CLERK**

#### **16. Deferred items schedule :**

16.1 Cllr Ellis advised that he was in the process of setting up a meeting between BMAT and John Taylor.

16.2 The clerk advised that MBC had agreed that planting of the replacement tree on the green could be deferred until 2019.

#### **17. Any Other Business :**

17.1 Cllr Edmans stated that he would soon be organising the autumn litter pick. Date to be included in next newsletter. **CLLRS EDMANS / CLLR DATE**

17.2 Cllrs Martin and Gershon advised that they had attended the recent MBC strategic plan meeting but had been very disappointed with what had been presented.

17.3 Cllr Date advised that the gate post at the end of the higher level Beresfords Hill footpath was rotten and in need of repair. Clerk to report to KCC. **CLERK**

17.4 Cllr Gershon spoke regarding the construction works at Wierton Place and alleged that the contractor had been burning plastics on site. He added that he had reported this to MBC.

**18. Date of Next Meeting:**

The next full Parish Council meeting will be held on Tuesday 15<sup>th</sup> January 2019 at 7pm in the village hall.

There being no further business the meeting closed at 9.00pm.

## MINUTE 16 (Parish Council meeting 6<sup>th</sup> November 2018)

### SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 6 <sup>th</sup> November 2018
16.1.07	Furfield Quarry	Methane monitoring	<p>Update reports obtained &amp; passed to Cllr Fuller / meeting of Custodian Trustees. Need to write to planning authority asking whether methane is being monitored (4.3.08, 6.5.08, 15.7.08). Up to date report received. Ensure reports requested annually (2.9.08). Clerk to request latest report (6/7/11, 6/9/11). Latest report requested. Page &amp; Wells to set up meeting with relevant parties to discuss (1/11/11). Meeting took place 9/12/11. Next meeting due December 2012. Clerk to request financial information from MBC (3/7/12). Correspondence received 23/7/12. Cllr Ellis to arrange further meeting with relevant parties (4/9/12, 6/11/12). Clerk to arrange further meeting (8/1/13). Meeting with MBC arranged for 17<sup>th</sup> June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5<sup>th</sup> September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5<sup>th</sup> Sept (5.11.13). Clerk to arrange further meeting (6/5/14, 1/7/14). Contacted MBC's Duncan Haynes 12/8/14 to arrange meeting. My Haynes has advised that he will be meeting with the consultant who manages the methane monitoring system on site in September and will arrange a meeting following this (2/9/14). Meeting with Duncan Haynes arranged for Weds 10<sup>th</sup> Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10<sup>th</sup> Dec. Borough Council officer, Duncan Haynes is now arranging an annual meeting between MBC, the Parish Council and trustees of the Skinner Trust. Awaiting confirmation of date (13/1/15, 3/3/15, 5/5/15). Clerk to write requesting financial information on cost of maintaining facility compared to capital sum available (12/1/16, 1/3/16, 3/5/16, 5/7/16). Meeting with John Taylor has now taken place. Further information on whether the funds will meet anticipated future costs is expected at the end of 2018 (6/9/16). Annual meeting with John Taylor now due (4/7/17). Meeting will be held in June, awaiting confirmation of date from Duncan Hayes (6/3/18). Meeting took place on 5<sup>th</sup> June, attended by Cllrs Ellis and Martin (3.7.18). BMAT to write to MBC's Duncan Hayes requesting further information (4.9.18). MBC advised they cannot insist on a meeting therefore Ian Ellis arranging meeting directly with John Taylor (6.11.18)</p>
3.5.18	The Green	Replacement trees	<p>To agree replacement trees to be planted in place of the beech tree that was felled earlier in the year. MBC have approved a walnut tree at present. To be discussed further in October 2018. Discussed at PC meeting 4.9.18 where it was agreed to defer tree choice and planting until completion of the Neighbourhood Plan and Landscape Management Master Plan (4.9.18). MBC tree officer confirmed OK to defer tree planting until next year (6.11.18)</p>