

Committee, Group or Sub Group	
FINANCE & STRATEGY GROUP	
Meeting Date & Venue	
9.00am Tuesday 9 th July 2019, Parish Office, Staplehurst Village Centre	
Report Author	
Mick Westwood, Parish Clerk	
Report	
<p>Present: Parish Councillors Paddy Riordan (PR), Colin Bowden (CB), Joan Buller (JB), Sue Forward (SF). Deputy Clerk & Finance Officer Deborah Jenkins (DJ), Parish Clerk Mick Westwood (MW).</p> <ol style="list-style-type: none"> Apologies: Cllrs John Perry (JP) and Caz Walsh (CW). Not present: Cllr Sam Lain-Rose (SL-R). Declarations: PR declared an interest in Jubilee Field matters as Chairman of the Management Committee. It was AGREED to grant a dispensation to participate in discussion and voting in Group meetings until May 2023 in accordance with s33(2)(c) of the Localism Act 2011. Minutes of last meeting (29/04/2019): it was NOTED that they had previously been issued to Full Council and published on the PC website. <p><u>ARISING FROM PREVIOUS MEETING:</u></p> <ol style="list-style-type: none"> Youth Leader Project – a formal agreement to cover SPC’s financial support of the youth leader role will be pursued on completion of the site Management and Maintenance Agreement (currently with Youth Group trustees for signature). Jubilee Playing Field – It was NOTED that SL-R had advised Community Enhancement Group that he would continue to work on preparation of a Maintenance and Management Agreement between JFMC and SPC, which would be based on the model used for SPC’s support of the churchyard. PR reported that MBC had offered project management support for the proposed installation of floodlights. It was NOTED that £36k was allocated under MBC’s proposed Business Rates Retention (Pilot) scheme, subject to match-funding being found. Suggested sources: the football club’s committed expenditure or from S106 money. PR reported that there was continuing interest from the Dharma Gym in developing a facility at Jubilee Field, which would involve JFMC sub-letting land to DG (as it does for the Kathie Lamb Centre land to the Girl Guides). SPC’s approval would be required. <p><u>OTHER BUSINESS</u></p> <ol style="list-style-type: none"> Internal Auditor –DJ reported that she, PR and JP had met Tim Kendrick who would be producing a written report. He is satisfied with the procedures followed by SPC and commented positively on the way in which internet banking had been rolled out. DJ proposed follow-up actions which the Group RECOMMEND to Full Council: (i) due to the loss of some bank account signatories at the election, add a new signatory to SPC’s bank accounts and appoint Cllr Colin Bowden as that signatory; (ii) to facilitate the continuing independent reconciliation of bank statements, amend financial regulation 19, page 23, ‘Bank Reconciliation’, by inserting the italicised words as follows: ‘At least quarterly, <i>a third party or</i> a member (except those that are signatories or the Chairman of the Council) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO’. Former Cllr Gill Smith has confirmed she is willing to continue to carry out the reconciliation. S106 Agreements for Staplehurst Sites under Development – the Group NOTED the schedule produced by DJ (Appendix A), which showed the amounts and timings of S106 contributions payable for the three large developments in Staplehurst. 	

PR reported that the **Village Golf and Sports Club had requested support for the addition of three new fairways and greens to the golf course and proposed that SPC apply to MBC for use of £7,140 from the Taylor Wimpey S106 money towards the improvements.** The Group NOTED that the request was supported by a business case (Appendix B) and agreed to RECOMMEND that an application for allocation of S106 funds be made to MBC.

MW and DJ commented that SPC had previously identified capital expenditure projects potentially suitable for funding from S106 contributions. They had identified two such lists and proposed bringing them back for discussion at the next Group meeting.

8. Quotations for Recommendation to Full Council

1. Jubilee Field Sewage Pump – Inspection had shown pipe work was in poor condition and gate valves and non-return valves were recommended for replacement. **Quotation from Maclin Pumps to supply and install new PVC pipework and replace valves: £920 + VAT** which the Group RECOMMENDED for approval.
2. Footpath KM312 Tree Survey – it was NOTED that Community Enhancement Group had recommended acceptance of a **quotation of £360 from GRS Arboricultural Consultant**, which was SUPPORTED.
3. Hosted Exchange e-mails: The Group considered three options identified by SL-R and the Parish Office to provide SPC with a set of dedicated parish councillor and office staff e-mail addresses.

It was NOTED that the initiative followed advice from SPC's Data Protection Officer and industry practitioners that, whilst there was no requirement under GDPR to use domain-registered e-mail addresses, it was best practice to do so. The advantages would be: (i) helps guard against impersonation of addresses; (ii) creates a more professional impression; (iii) facilitates control by authorised persons; (iv) enables members to separate council business from personal correspondence. In the event of SPC receiving a subject access request or Information Commissioner Office investigation, without such separation an information search would extend to personal e-mails.

It was NOTED that SPC's Data Protection Officer had recommended 'that all electronic mail is held securely and controlled by the Council/Clerk (with the ability to add and remove councillors/staff when permitted. If you choose to use an external contractor (who potentially has access to e-mails etc.) then you MUST have a third-party data sharing agreement in place'.

After consideration of the identified plus and minus points for each option, the Group agreed to RECOMMEND that **Arron Services (local company and current provider of technical support to the Parish Office) be commissioned to provide the service on the following basis:**

- **Set-up charge, including e-mail migration: £350.00 (one-off charge)**
- **Annual Service Charge: £200**
- **Total Annual Charge for Mailboxes (15 Councillor and 4 Office): £1,425.00**
- **Remote and on-site support available in case of need at additional cost (remote: £20-£35 per session; on-site £20 call-out and £45 per hour).**

4. The Parade: PR discussed a proposal that he had drawn up for the recent Community Enhancement Group meeting, which had not been discussed. He proposed that the Parish Council co-ordinate work by local contractors and volunteers (including Community Payback) to: **(i) repaint the bollards, bins and benches; (ii) repair the defective parts of the bins; (iii) install two wooden planters on the Offens Drive pavement just north of the Spar entrance, to be maintained by volunteers; (iv) repair and clear the large planted areas, filling with material to be agreed (e.g. chippings, pebbles).** PR's detailed proposal is at **Appendix C. Estimated cost of the works would be £3,154 + VAT.** PR reported that he was discussing with Staplehurst Community Events Group whether it could contribute towards the cost of the work. It was agreed to **RECOMMEND Full Council's in-principle agreement to the project, whilst NOTING that enquiries of landlords and SPC's insurers would need to produce satisfactory results.** Project expenditure would need to be included under SPC's section 137 limit.

9. **Next Quarter Contract Reviews & Payments to be made** - A schedule of forthcoming contracts and subscriptions for renewal had been circulated to all Group members. It was agreed to recommend to Full Council the renewal actions set out in Appendix D.

10. **Date of Next Meeting** – 8th October 2019.

S106 DEVELOPER CONTRIBUTIONS**APPENDIX A**

	REDROW	DWH	BOVIS
OPEN SPACE	£14,568.75 (LT)(1)	£153,255(LT,SF,JF) (2)	£98,196 (JF) (3)
HEALTH	£157,068 (1) (SHC)	£126,360 (2) (SHC)	£93,060 (3) (SHC)
PUBLIC TRANSPORT	£155,400 (1)		£140,280 (3)
TRAIN STATION	£264,365 (1)	£357,250 (2)	£238,643 (3)
COMMUNITY LEARNING	£5,678.88 (1)		
LIBRARY	£8,882.93 (1)	£12,003.95 (2)	£13,145.03 (3)
YOUTH SERVICES	£1,596.78 (1)	£,2110.58 (2)	£1,409.86 (3)

OPEN SPACE

(1) prior to 1st occupation of 50 dwellings

(2) before occupation of 50% of housing units in each phase

(3) prior to occupation of the development

HEALTH

(1) 1/3rd prior to 1st occupation of 50 dwellings, 1/3rd prior to 1st occupation of 100 dwellings, 1/3rd prior to 1st occupation of 150 dwellings

(2) before occupation of 50% of housing units in each phase

(3) 1/3rd prior to 1st occupation of 50 dwellings, 1/3rd prior to 1st occupation of 100 dwellings, 1/3rd prior to 1st occupation of 150 dwellings

PUBLIC TRANSPORT

(1) 1/3rd prior to occupation of any dwelling, 1/3rd prior to 1st occupation of 30 dwellings, 1/3rd prior to 1st occupation of 60 dwellings

(3) 1/3rd prior to occupation of any dwelling, 1/3rd prior to 1st occupation of 30 dwellings, 1/3rd prior to 1st occupation of 60 dwellings

TRAIN STATION

(1) 1/3rd prior to 1st occupation of 50 dwellings, 1/3rd prior to 1st occupation of 100 dwellings, 1/3rd prior to 1st occupation of 150 dwellings

(2) before occupation of 50% of housing units in each phase

(3) 1/3rd prior to 1st occupation of 50 dwellings, 1/3rd prior to 1st occupation of 100 dwellings, 1/3rd prior to 1st occupation of 150 dwellings

COMMUNITY LEARNING

(1) 50% prior to 1st occupation of 46 dwellings & 50% prior to 1st occupation of 92 dwellings

LIBRARY

(1) 50% prior to 1st occupation of 46 dwellings & 50% prior to 1st occupation of 92 dwellings

(2) before commencement of development

(3) £8,018.64 prior to occupation of the 42nd dwelling, £5,126.39 prior to occupation of 84th dwelling

YOUTH SERVICES

(1) 50% prior to 1st occupation of 46 dwellings & 50% prior to 1st occupation of 92 dwellings

(2) before commencement of development

(3) 50 % prior to occupation of 42 dwellings, 50% prior to occupation of 84 dwellings

APPENDIX B – VILLAGE GOLF AND SPORTS CLUB

Proposal by Cllr Riordan

The village golf and sports club are going to add 3 further fairways and greens to the 9 existing holes. They have already put a lot of time and effort into this already marking out the fairways and greens and landscaping the areas.

The cost of these works amounts to £7,140.00. Much of the non-specialist work will be carried out by the existing groundsman and volunteers.

This would hugely improve the facility and encourage new members of all ages.

I propose a funding application from Section 106 funds (Taylor Wimpey contributions) to finance the project.

See information provided by the trustees.

Background

The Village Golf and Sports club is a 'not for profit' community club. It is run entirely by volunteers who are trying to secure the long-term future of this facility which was left in trust to the village of Staplehurst and surrounding areas. It is very much a local club aimed at local people who want to learn golf and play at an affordable cost in a relaxed atmosphere and as such it is ideal for children, families and players new to the game. It is also ideal for older players who might find a full-size course too arduous and enables people to enjoy a game irrespective of their physical health.

The club very nearly closed in 2010/11 when the local companies who originally sponsored the club withdrew their financial support. Since then a small but dedicated committee made up of volunteers has worked very hard to maintain and improve the course. As a result of these efforts we have slowly increased our membership from 99 in 2010 to 180 last year.

In addition to our regular paying members, two local community groups use the course: Bower Grove Special Needs School in Maidstone and an adult Special Needs provision based in Maidstone. This year Bethany School in Goudhurst will also be using the course. Additionally, a club member voluntary provides junior coaching through the summer to introduce youngsters to golf and help them learn how to play.

Whilst the income from membership fees combined with a high level of voluntary work undertaken by the committee is sufficient to maintain the course 'as is' we find it very difficult to fund the purchase or replacement of expensive equipment or to undertake any major infrastructure projects.

Currently there are 9 holes on the course, but 3 of these can become unplayable in winter months due to waterlogging. Because the site benefits from additional land which is not currently utilised, we want to create 3 additional holes on this better drained area. The design of the additional holes is such that, not only will the course have 9 usable holes throughout the winter months, but anyone wishing to play only the original 9 holes can continue to do so whilst those who would like to play

the longer new holes can take advantage of the opportunity they present. It is hoped that this will attract more players, consequently helping to embed the long-term sustainability of the club.

As a group of volunteers, we are desperately keen to develop this fantastic local facility so that it is sustainable in the long term, whilst remaining financially accessible to all members of the community.

Any help you can give us to sustain this unique facility will be much appreciated and in turn will benefit so many vulnerable groups – the young, elderly and less well-off members of the local community.

Please visit our website for further information

www.villagegolf.org.uk

Membership Breakdown

Our membership at the end of last year stood at 180 paying members. However, members can bring guests to the club and last year this amounted to the equivalent of a further 450 visits to the course. Additionally, schools and special needs groups use the course on a regular basis.

We do not have any detailed information on the ages of the players (other than for children). However, we would estimate that the membership is made up of: -

27% - Families and children

48% - Retired

25% - Working Age Adults

APPENDIX C – THE PARADE

The parade is a matter of high importance to our residents and it seems no headway has been made for a significant amount of time, the Parish Council took it on themselves to deal with the parade nearly 2 years ago and it is a poor reflection that improvements have not been carried out.

History

The Parish Council took it on themselves to clear the main planted areas of the parade in August 2017, this was organised by Councillor Lain - Rose who liaised with the landlord and Councillor Riordan who utilised the payback team and organise local contractors' lorries to assist with removing foliage from site. This was carried out over one whole weekend.

The plan was to then request funding from all the local shops to finance the work to be progressed.

One local business made a contribution, however it is not clear of the outcome as to whether the other businesses were approached and what agreements were made. Apart from the one contribution no other funds have been received.

In 2018 the funds that have been donated were used to partly pay for the main planted areas to be cleared by a local contractor. It was my clear by the local contractor at that time that the fresh soul would very soon grow back a significant amount of weeds.

At the community enhancement group meeting on the 25th February 2019 the following action was decided.

"10. The Parade

Parish Councillor Lain-Rose updated Councillors on communications with the landlords and local businesses. Members AGREED that they wished to see an improvement in the area as quickly as possible and discussed at length the ways in which it could achieve the best outcome. It was AGREED that the concrete planted bedding wall nearest to the Car Park at the Parade would need to be moved further towards the A229, to minimise it being hit by cars and deteriorating the brickwork. It also AGREED that the bollards that are being knocked over should be removed, rather than being reinstated, as this is continuously causing safety issues in the area and the bollards do not deter situations that they were designed for.

Parish Councillor Lain-Rose will contact the land owners to see if there is any movement on improvements and their intended level of involvement of the Council."

Councillor Riordan provided an information pack in relation to his proposals for the parade and requested that this was put on the CEG agenda for 4th July 2019. The matter was pushed to item 10 on the agenda and the information pack was not shared with members of the group. Councillor Riordan subsequently emailed the information to individual members.

Whilst this matter was meant to be dealt with by the Parish Council "as soon as possible" in February of this year it would seem no further works have been carried out and he deems the matter is now of utmost importance and should be dealt with without delay.

If the funding is not available from SCEG funds should be resourced from elsewhere.

See below Councillor Riordan's information and request for funding.

I would like to make the following request for funding to SCEG. Perhaps you would be kind enough add it to your next meeting agenda.

One of the main issues for the residents of Staplehurst is the poor state of the parade.

It's very difficult for the Parish Council to take it on as it is owned by private landlords, however I have many volunteers who would be happy to help transform the look of the centre of the village.

I would like to give you the following information and request that you consider the funding application.

If you approve the funding application most of the materials could be acquired from Homeleights at favourable rates, I would request they kept an open invoice which could be settled when the work has been completed, therefore only actual costs would be required, The figures I have put our educated estimates which I have researched.

All items are to be Community projects, which do not require the council to take on any future maintenance.

This work would completely transform the centre of The Village and I think it would be a very healthy thing for SCEG to fund, which the whole community would benefit from.

The proposed work on the parade are the most cost-effective maintenance free manner of making improvements, many people would have many different ideas of how they would like the parade to look however I think it is most important that we get it tidied up at the earliest possible opportunity. Other more dramatic suggestions would result in nothing happening due to the fact it would need to go back to landlords.

Note: All prices EXCLUDE VAT

1. The Parish Clerk & Myself met Susan Laporte from KCC at the Parade, she was very helpful, the damaged bollard is on the list to be repaired.

We would like to install Planters (similar to the mock up picture), If planters are installed, I would expect maintenance to be carried out by local residents or offer it to the Horticultural society, who have shown an interest.

There are certain restrictions in relation to the planters,

Max height 450mm

they must not be within 1.5m of service manholes.

We have railway sleepers which have been donated.

Costs: Estimated: £150.00 for top soil, TERRAM and plants.

2. Arrange for painting of all Bollards, bins and benches with Hammerite paint and suitable stain for the wooden part of the benches.

Costs: Paint £200.00

3. Repair the top of the bins with suitable curved metal.

Costs: Metal fabrication £200.00

4. Main planted areas.

This project would be largely carried out by Community volunteers, Payback team and some works by local contractors which would incur costs.

Clear weeds and skin off top of soil with large machine and transport waste to tip at Jubilee field.

Replace brickwork at lower level, in same position in order that it is not damage in the future by vehicles reversing.

Install TERRAM weed block over whole site.

Install Sleepers along the lower bank of the planted areas and fill the whole area with pebbles. We have a supply of sleepers. This could then be planted in areas if we wished (Horticultural society?)

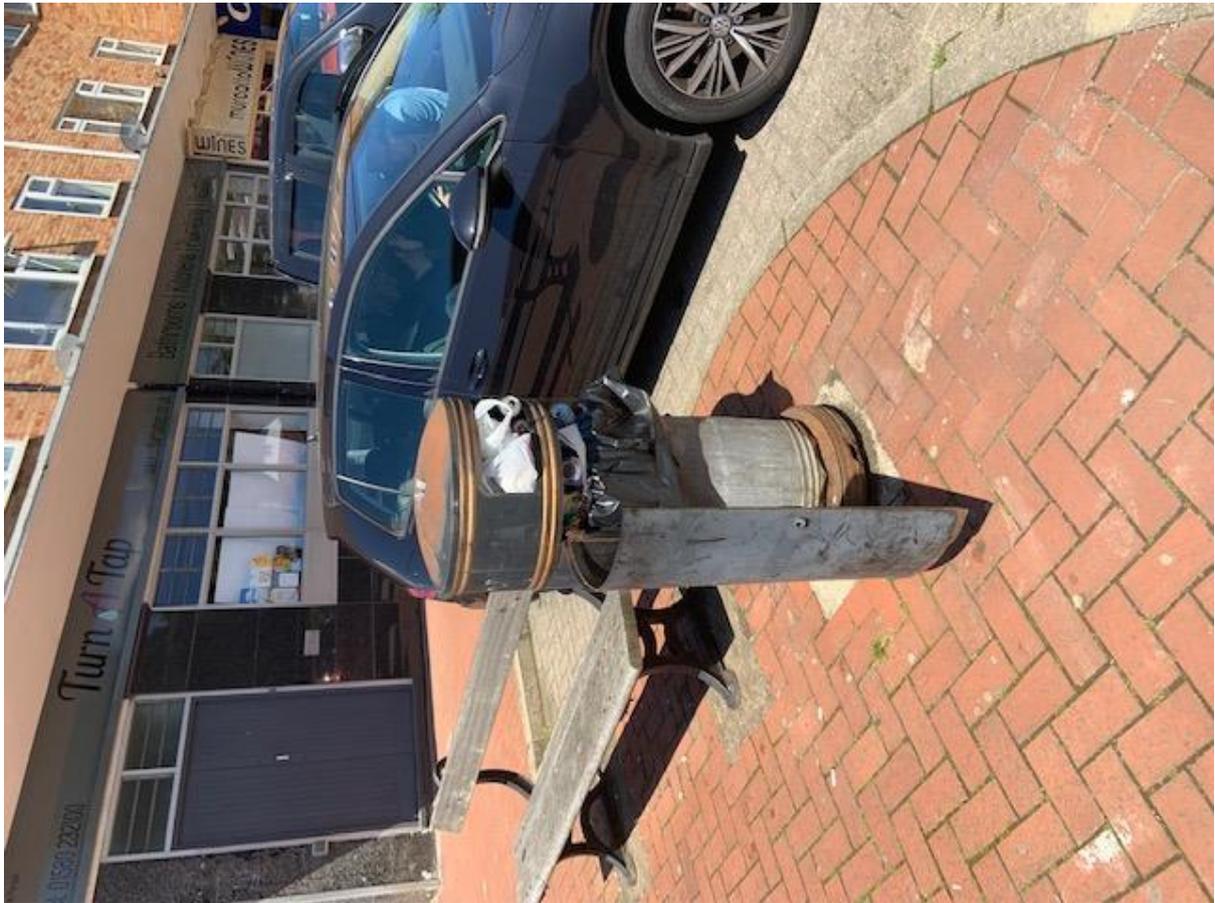
Costs:

Machine/lorry for one day £500.00
TERRAM £357.00
Sand/Cement £60.00
Replacement Engineering Bricks £437.04
Pebbles £1,250.00

Mock up picture of planters and photos of bins, benches and bollards & also a mock-up of the larger planted area - see below

Total requested £3,154.04 plus VAT £630.81 Total: £3,784.85





Councillor Riordan's request is that this matter is for decision

APPENDIX D - SPC FORTHCOMING CONTRACT REVIEWS/RENEWALS

Activity	Company	Annual Value	Cost per Unit	Contract End Date	Notes	Actions
Office Telephone & Broadband	BT	£671.88	£55.99 per month	23/06/2021	Agreed by F&SG by email, reported orally to FC 24/06/19, for Approval by FC	NOTED
Surrenden Field Premises Licence	Sevenoaks DC	£75.00	£75.00 p.a.	30/06/2019	For recommendation to FC for Approval	REC.
Domain Name Registration	Easyspace	£24.83	£24.83 p.a.	01/07/2020	Auto renewed. For noting & Approval by FC	NOTED
Jubilee Pavilion Fire Alarm Maintenance	County Fire Protection	£80.00	£80.00 plus incidentals	01/07/2019	For recommendation to FC for Approval	REC.
Data Protection Registration	ICO	£35.00	£35.00 p.a.	31/07/2019	Auto renew. For noting & Approval by FC	NOTED
Wimpey Field Mowing & Strimming	Contrast Garden Maintenance	£640.00	"20.00 per cut	20/08/2019	Increase from 16 cuts to 32 cuts per annum	REC.
Jubilee Field Premises Licence	Sevenoaks DC	£180.00	180.00 p.a.	31/08/2019	For recommendation to FC for Approval	REC.
Office Accounts Software Package	Sage	£168.00	£168.00 p.a.	31/08/2019	Annual Renewal for recommendation to FC for Approval	REC.
Office Payroll Software	Sage	£189.00	£189.00 p.a.	31/08/2019	Annual Renewal for recommendation to FC for Approval	REC.
Parish Street Light Energy	E-on	£619.20	£51.60 per month	30/09/2019	Ongoing annual rollover for Approval by FC	REC.
Parish Council Insurance	Zurich	£2,986.84	£2,986.84 p.a.	30/09/2019	For noting (quotes to be sought and F&SG to agree before going to FC on 23/09/19)	NOTED.