

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
Strategy & Policy Group	
Meeting Date & Venue	
18 th May 2016, 3.00pm, Village Centre Committee Room	
Report Author	
Mick Westwood, Parish Clerk	
Report	
<p>Present: Councillors Lain-Rose (SL-R), Perry (JP), Riordan (PR) & Silkin (RS); Parish Clerk Mick Westwood (MW)</p> <p>1. Apologies: Councillors Burnham, Butcher, Claridge & Kelly.</p> <p>2. Report of Last Meeting: Held on 29th June 2015. A report with proposals for new groups and representatives was made to Council on 6th July 2015 (Min1449) and approved. Noted by S&P Group.</p> <p>3. Affordable Housing: The topic was discussed as directed by Full Council on 3rd May 2016 (Min1529). Agreed actions:</p> <ul style="list-style-type: none">a) Produce a draft policy using the Neighbourhood Plan Policy H3 para 13.14 as a starting point (RS, plus input from PR)b) Recommend to Full Council the organisation of an information event on a Saturday morning in autumn. Source information and representatives from MBC, Golding Homes, Citizens Advice Bureau, Developers (MW) <p>4. Recording of Parish Council Meetings: In November 2014 SPC had amended its standing orders to reflect a legislative change which meant that recording of meetings could no longer be forbidden. SPC had referred consideration of procedural and strategic issues to S&P Group (Min1394). The Group discussed MW's report and examples of protocols in use (MBC and Marden PC). Discussion highlighted the following points: the right to record should be acknowledged at meetings (verbally in public forum/written notice?); attendees had a right to know recording would be taking place; recording should be non-intrusive; it should be used in a way that gave a fair representation; Data Protection rights of those attending meetings, including staff, must be respected. Agreed actions:</p> <ul style="list-style-type: none">a) Produce a draft policy (RS).b) Contact Marden PC to discuss using its policy as a basis (MW).c) Recommend to Full Council the introduction of the following measures for Council meetings: (i) display notice asking attendees to advise any intention to record; (ii) add similar wording to public forum section of agendas; (iii) Chairman to ask for intentions to record to be declared in public forum (RS & MW) <p>5. Full Council Meeting Agendas: There had been comments that Full Council agendas were too long. The Group discussed a draft new agenda (MW) and a reporting schedule for SPC Groups and Community Group representatives (RS) and suggestions were made. Agreed actions:</p> <ul style="list-style-type: none">a) Seek advice from KALC about including 'Urgent Items' on agendas (MW)b) Revise draft agenda (MW)	

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c) Revise schedule of SPC and Community Groups (RS).

6. **NALC Parishes 2025 Survey:** NALC had issued a general invitation to answer a short questionnaire to inform a SWOT analysis of the parish sector to inform NALC's strategic plan (deadline 27th May). Given the open nature of the questions and short timescales the Group agreed simply to note the invitation.

Deferred Items: the items below were deferred for discussion at the next meeting.

7. Number of Full Council Meetings – Proposal to reduce the number of full council meetings from 24 to 21
8. Publication of Payments Information – Proposal to publish a summary of payments made
9. Electronic Distribution of Information – Proposal to encourage take-up of electronic copies of agenda information and reduction in paper copies
10. Four Day Working in Parish Office – To consider new office times
11. Community Assets – Discussion of whether SPC should have a policy on seeking listing for assets of community value
12. Street Naming Policy – Review of informal policy with a view to formalisation
13. CCTV Policy – Proposal for a policy to cover SPC's CCTV cameras
14. Youth Club – Proposal for establishment of joint working group to deliver a working agreement between SPC and Staplehurst Youth Group to cover Youth Club site and building

Meeting closed at 5.00pm.

Date & Venue of next meeting

Wednesday 8th June, 10.00am, Village Centre Committee Room