

## DUNTON GREEN PARISH COUNCIL

### MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 21<sup>st</sup> FEBRUARY 2017 at 7.30pm

#### PUBLIC SESSION

None.

#### 1. PRESENT / APOLOGIES

Present: Cllrs Bayley, Mrs. England, Hersey, Piper, Lapham

Apologies: Cllrs. Lockey, Mrs. Gomes-Chodynietki, Carrol

In attendance: Tracy Godden (Clerk), Kelly Webb (SDC)

#### 2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 10<sup>th</sup> January 2017 were approved as a true record.

Proposed - Cllr, Hersey Seconded - Cllr Mrs. England and Agreed.

The minutes of the meeting of the Pavilion Committee held on Tuesday 31<sup>st</sup> January 2017 were approved as a true record. Proposed - Cllr Mrs. England Seconded - Cllr. Piper and Agreed.

#### 3. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

#### 4. GENERAL ADMINISTRATION

4.1 Member Dispensations & Non-Pecuniary Interests: Requests for dispensations to be submitted to the Clerk for approval.

None.

4.2 Councillor vacancies / Co-option

No update.

#### 5. CLERK'S REPORT

Nothing to report not covered by the agenda.

#### 6. REPORTS OF URGENT ACTIONS taken by the Clerk in consultation with the Chairman.

There had been a requirement between the January & February meetings to write & have signed 15 cheques. Councillors, having reviewed the supporting documentation, signed these and urgency certificates to confirm the action. Details of the cheques and payees are available under 'Accounts for Payment', Item 9 below.

#### 7. COMMUNITY DEVELOPMENT & SAFETY

##### 7.1 Community Development Officers Report

Kelly Webb had provided a report for members and highlighted the following areas:

- Lunch Club - The volunteers coped well in February when the AgeUK chef was unwell and they had to prepare their own food at short notice. The volunteers are considering running a quiz at the March lunch club.
- Easy Netball - The sessions will commence on 1<sup>st</sup> March 2017 and the publicity has been distributed.
- Dunton Green Over 55's Social Club - The Community Development Officers are continuing to support the sustainability of this group by assisting them to draw up a constitution and in opening a bank account.
- Health Walk - A letter will be sent to all walk participants to inform them that the health walk project will not be continuing from March 2017 due to lack of interest in leadership training.
- Youth Dance - sessions started on 11th of January 2017 with 7 participants regularly attending. This has enabled one of the two sessions to be delivered. To be able to offer the

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Clerk

second session there would need to be more attendees. Of the 7 participants, 4 were happy to pay for the course in advance which has shown that they are happy to commit to the course. The Community Development Officers are proposing that the age range is extended to include younger participants in an attempt to increase participation in the sessions. The publicity will be altered accordingly.

- Film Night - Following the success of the last film night where 32 people attended it has been confirmed that another Dunton Green Parish Council film night will be held. The new BFG film will be shown.
- 8 to 12's Project -. This project was launched on Monday 9<sup>th</sup> January at an opening event. In attendance was SDC Chairman Simon Raikes, Cllr Hogarth, Dunton and the sessions have been well attended. At a meeting with Dunton Green Primary School, the Community Development Officers received very positive feedback about the scheme and heard how improvements have already been seen in some of the young people that attend.
- Free February Half Term Activities - In total 81 young people participated of which 60 live in Dunton Green. Feedback was very positive. Kelly to provide DGPC with numbers who attended (taking into account participation in more than one event).

KW

Kelly Webb would also follow up regarding the Business Forum as there had been no developments reported there for quite some time.

KW

## 7.2 PCSO Report

The PCSO had submitted a report for members as follows:

Crime reports from 25/01/2017 to 15/02/17 show 6 crime reports;

- Burglary - house to house has been completed and the crime report is in the process of being allocated to an officer to investigate. PCSO to visit the address.
- Criminal damage - damage to a garage on a dark country lane. The IP (injured party/victim) only wanted a report taken to make police aware and has already been provided with crime prevention advice.
- Criminal damage - damage to a fence. PCSO to contact the IP.
- Burglary other than dwelling - garage broken into. Crime prevention leaflets have been delivered in the area and PCSO will be trying to make contact with IP.
- Theft and criminal damage - both occurred at Donnington Manor Hotel. Theft crime report has been linked to the criminal damage report and is currently being investigated. PCSO liaising with the investigating officer regarding this.

Regarding ASB; there is ongoing work being done regarding this. There have been 2 proactive action nights. The first resulted in an intelligence report for a vehicle and the second turned up no results as there weren't many people about. Resident calls regarding the smell of cannabis at the recreation ground were attended by two colleagues and all those there had their details taken. Those involved have also had house visits and have either been spoken to directly or we have spoken to their parents. A ASB warning letter has been issued to one individual and the PCSO and a member of the Community Policing Team are currently looking at arranging some more house visits.

## 7.3 Anti-Social Behaviour

As noted above under 7.2. Kelly Webb advised that she would arrange a follow up of the Task & Finish group.

KW

Kelly Webb is thanked for attending and leaves the meeting.

## 7.4 Youth Provision

The Clerk and the Vice Chairman had arranged to meet Play Place on 22<sup>nd</sup> February to discuss the current situation and plans for programmes up to the summer holiday.

Clerk  
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The Clerk had been made aware of alleged IT issues which had prevented Play Place being contacted by email since Christmas (and yet n-one had advised) or invoices from being issued since the autumn. There would be a report back to the meeting in March when it was hoped plans would have been formulated for new programmes.

## 8. FINANCE

8.1 The Clerk presented the Council with a summary Bank Reconciliation to 2<sup>nd</sup> February 2017, which was noted and approved (Proposed - Cllr. Piper, Seconded - Cllr. Hersey and Agreed).

Cash in hand 01/04/2016			59,171.32
<b>ADD</b>			
Receipts 01/04/2016 - 02/02/2017			123,647.88
			182,819.18
<b>SUBTRACT</b>			
Payments 01/04/2016 - 02/02/2017			95,583.35
<b>A: Cash in hand 02/02/2017</b>			<b>87,235.83</b>
Cash in hand per Bank Statements			
Current 02/02/2017		9,278.81	
Reserve 02/02/2017		78,980.62	
			<b>88,259.23</b>
Less unrepresented cheques			
4481: Travel	9.00		
4498: Donation	750.00		
4500: Donation	100.00		
4501: Grounds Maintenance	150.00		
4503: Refreshments	14.40		1,023.40
			87,235.83
Plus unrepresented receipts			0.00
<b>B: Adjusted Bank Balance</b>			<b>87,235.83</b>

## 8.2 Internal Auditor for 2016/17 accounts

The Clerk advised members that following the retirement of Kevin Funnell, the Parish Council's Internal Auditor (IA), it was necessary to appoint a new IA.

A possible successor had been identified and the Clerk provided members with some background information provided by Lionel Robbins to outline his competency to complete the task:

"Firstly, may I set out a little bit of my history so as to satisfy you that I am qualified to carry out the work. For most of my working life I was employed as a field auditor for the District Audit Service and most of that service was here in Kent. I have considerable experience of parish council audits. This was in the 1990s, before internal audit became compulsory for small bodies (such as parishes and Internal Drainage Boards). There was only the one (external) auditor. At the time a large part of the audit was work that is now done by internal auditors. More recently I have been working as the clerk to a medium sized parish council. This included, naturally enough, arranging for and managing the council's internal audit. Thus, I have experience of both being and employing an auditor. Since April 2016 I have been carrying out audits at a number of parishes in Kent."

It was agreed that as the employing Council decides the level and scope of audit coverage there was a requirement for the internal audit to cover the minimum consistent with the internal auditor being able to sign off the relevant part of the annual return. As the primary purpose of the audit appointment is to enable the Council to discharge its duty to maintain an internal audit as set out in the Accounts and Audit Regulations this leads to a minimum audit as follows:

The appointed auditor shall carry out only such reviews and testing as set out in Appendix 9 of the "Governance and accountability for smaller authorities 2016 a Practitioner's Guide" (commonly known as "the Practitioner's Guide") as will enable the auditor to certify the Council's annual return.

Additional reviews and testing may be carried out to meet a programme of work, previously agreed between the Council and the auditor, which goes further than certifying the annual return, or such additional reviews and testing may be carried out at the request of the Council.

It was noted that, consistent with Mr Funnell, Mr Robbins would be prepared to carry out the internal audit for £50 per hour. This would cover hours attended at DGPC premises; travel and the production of reports would be the responsibility of the auditor (and included in the price charged per hour on site). If, exceptionally, it was felt that additional work was necessary Mr Robbins would seek DGPC approval before starting it - as indicated above. Mr Robbins would also be prepared to provide advice by phone or e-mail within the agreed fee.

It was Proposed - Cllr. Lapham, Seconded - Cllr. Piper and Agreed that Mr Lionel Robbins be appointed to audit the 2016-17 accounts. A decision regarding an ongoing appointment would be made following the audit.

Clerk

## 9. ACCOUNTS FOR PAYMENT

9.1 It was resolved (Proposed - Cllrs. Piper, Seconded - Cllr. Lapham and Agreed) to approve for payment a list of cheques (with supporting documentation) as detailed below.

### Payment Details:

4498	UC 001/2017 <i>Dunton Green Primary School Donation towards capital project</i>	750.00		750.00
4499	UC 002/2017 <i>Tunbridge Wells &amp; District Samaritans Donation</i>	50.00		50.00
4500	UC 003/2017 <i>Sevenoaks Volunteer Transport Group Donation</i>	100.00		100.00
4501	UC 004/2017 <i>Alan J Davies grounds Maintenance Nov/Dec 2016</i>	150.00		150.00
4502	UC 005/2017 <i>Clerk's expenses: postage / computer mouse</i>	38.03		38.03
4503	UC 006/2017 <i>Mr I Bayley Refreshments for film night</i>	14.40		14.40
4504	UC 007/2017 <i>Automated Ltd Supply &amp; installation of projector screen</i>	945.00	189.00	1134.00
4505	UC 008/2017 <i>Automated Ltd Supply of audio equipment</i>	1750.00	350.00	2100.00
4506	UC 009/2017 <i>SDC Cleaning of Mill Rd &amp; Recreation Ground Jan '17</i>	123.00	24.60	147.60
4507 / 4508/ 4509	UC 010/2017; UC 011/2017; UC 012/2017 <i>Staff salaries &amp; expenses: (123-reg email mailbox subscription / Office 365 Business Premium subscription)</i>	2129.74		2129.74
4510	UC 013/2017 <i>Mark Knight / Getting IT Working IT Support</i>	300.00		300.00
4511	UC 014/2017 <i>Pulse Cleaning Systems Ltd February pavilion cleaning</i>	462.32	92.46	554.78
4512	UC 015/2017 <i>Pulse Cleaning Systems Ltd window cleaning (Feb '17)</i>	104.21	20.84	125.05
4513	Mrs A Gomes-Chodynietcki Travel expenses (2 <sup>nd</sup> replacement cheque: replaces 4481 which has been lost)	9.00		9.00
4514	KCC Photocopier leasing to 28/02/17	120.19	24.01	144.23
4515	Play Place Innov8 CIC Three youth programmes Sep 16 to Feb 17 inclusive	1764.00		1764.00
DD	SAGE UK Ltd Payroll software (due 16/02/17)	5.00	1.00	6.00

DD	B&CE HSM Ltd (The People's Pension) (due 16/02/17)	191.13		191.13
DD	BT Telephone & Broadband (due 08/02/17)	66.07	13.21	79.28
DD	E.On (UMS elec for street lighting Jan 2017 (due 22/02/17)	253.53	50.71	304.24
DD	E.On Gas (pavilion Dec Jan due 06/02/17)	149.70	29.94	179.64
DD	E.On Electricity (pavilion Dec Jan due 06/02/17)	71.36	3.57	74.93

10. **PLANNING**

10.1 CURRENT PLANNING It was Proposed - Cllr Mrs. England, Seconded - Cllr. Lapham and Agreed to **ratify** recommendations made following Council consideration outside of a full Council meeting (as a result of deadlines for response):

<b>10.1a</b>	
Application Number:	17/00084/HOUSE
Location:	3 Shabhall Cottage Morants Court Road
Development:	Erection of rear dormer
Recommendation:	No Comment
<b>10.1b</b>	
Application Number:	16/03313/HOUSE
Location:	20 Lennard Road
Development:	Demolition of existing garage to facilitate the erection of a two storey side extension, single storey conservatory and extension of the front porch
Recommendation:	No Comment

10.2 CURRENT PLANNING To consider the applications and to resolve to agree recommendations.

<b>10.2a</b>		
Application Number:	17/00232/HOUSE	
Location:	Trenley 68 London Road	
Development:	Proposed front dormer window. Removal of chimney. Pitched roof to existing rear dormer. Additional velux window on the left flank elevation at first floor level	
Recommendation:	Support Proposed Cllr. Hersey, Seconded - Cllr Mrs. England and Agreed (one No Comment)	Clerk
<b>10.2b</b>		
Application Number:	17/00347/HOUSE	
Location:	34 Hillfield Road	
Development:	Detached garage with store over (within roof space)	
Recommendation:	No Comment Proposed - Cllr. Bayley, Seconded - Cllr. Hersey and Agreed	Clerk
<b>10.2c</b>		
Application Number:	17/00339/HOUSE	
Location:	23 London Road	
Development:	Single storey rear extension	
Recommendation:	No Comment Proposed - Cllr. Hersey, Seconded - Cllr. Lapham and Agreed	Clerk
<b>10.2d</b>		
Application Number:	17/00293/FUL	
Location:	24 Hillfield Road	
Development:	Demolition of shed. Erection of a 2-bedroom dwelling	
Recommendation:	Objection Proposed - Cllr. Hersey, Seconded - Cllr Mrs. England and Agreed  The Parish Council has several concerns about this application. Firstly, the application form submitted with the plans appears to be incomplete and it is unclear how the application could have been accepted. Additionally, the plans appear to show the house reversed - the rear elevation looks as if it is the front elevation and vice	Clerk

	versa? Secondly, there is serious concern about the impact on parking of the proposal. There would be a significant impact on the road - the area is used for on road parking by a number of residents and this would be lost. The application itself provides for insufficient off road parking spaces for the new dwelling and the proposal to build a new dwelling appears to remove any and all parking opportunities for the existing house (24 Hillfield Road) where there is no provision for off road parking and reduction of on road spaces.
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**10.3 PLANNING NOTIFICATIONS** It was resolved to note the decisions from SDC or the Planning Inspectorate.

<b>10.3a</b>	<b>GRANT OF PLANNING PERMISSION</b>
Application Number:	16/03843/HOUSE
Location:	Ladymead 4 Station Road
Development:	Erection of a single storey side extension with a roof light and a single storey rear extension with a flat roof and roof lantern
Grant:	Subject to conditions
<b>10.3b</b>	<b>GRANT OF PLANNING PERMISSION</b>
Application Number:	16/02900/MMA
Location:	Former West Kent Cold Store Rye Lane
Development:	Minor material amendment to application SE/16/00954/MMA relating to the redevelopment of the site comprising of 500 residential units, 2,300sqm of commercial floorspace and a 460 sqm medical facility together with associated access roads, car parking, landscaping and open space. Proposed amendments to show design and layout material amendments to Phase 8A.
Grant:	Subject to conditions
<b>10.3c</b>	<b>WITHDRAWAL OF APPLICATION</b>
Application Number:	16/01850/LBCALT
Location:	Donnington Manor Hotel London Road
Development:	The erection of replacement 1.8m fencing around the North Western, North Eastern and South Western boundaries and the provision of hedgerow planting. The erection of five replacement floodlight columns and the installation of fence mounted lighting units
<b>10.3d</b>	<b>GRANT OF PLANNING PERMISSION</b>
Application Number:	16/03404/FUL
Location:	104 London Road
Development:	Minor material amendment to application SE/16/01173/FUL for the replacement dwelling to show a set of 5m patio doors positioned centrally across the rear wall
Grant:	Subject to conditions
<b>10.3e</b>	<b>GRANT OF PLANNING PERMISSION</b>
Application Number:	16/03652/HOUSE
Location:	21 Donnington Road
Development:	Ground floor rear and side extension. Loft conversion and side dormers
Grant:	Subject to conditions

**10.4 Letter Cobden Architectural Design Ltd re: Proposed development to land r/o 10 & 11 Hillfield Road**

A letter had been received outlining a proposal for a development at the properties indicated. The access to the site (and/or parking requirements) requires land in the ownership of the Parish Council to make it viable. A set of scheme drawings had been provided and there was a request to discuss these with the council.



There was some discussion about the proposal and the principle of selling off or leasing publicly owned land. It was Proposed - Cllr. Lapham, Seconded - Cllr. Piper and Agreed (1 vote against) that the Parish Council is not inclined to sell land, particularly for private enterprise, and given that the land in question was gifted to the Parish Council as public open space with restrictions on what can and cannot be done with it the Parish Council is not willing to consider its sale.

Clerk

**10.5 SDC - Local Plan: Open Space, Sport and Leisure Study** request for confirmation of details Clerk to provide confirmation of site names and accuracy of boundaries (for DGPC owned land).

Clerk

#### **10.6 SDC Local Plan - Call for Brownfield Land**

Members agreed that there were no further brownfield sites within Dunton Green that could be put forward.

#### **10.7 Green Belt reassessment**

Information provided to members by the Clerk between meetings was noted and is detailed below: When there was a call for sites for possible housing development in the district there were a number identified in Dunton Green and these have now been considered (along with all of the sites put forward). There was a meeting of the Planning Advisory Committee on 17th January and whilst minutes are not yet available the conclusions of the various reports presented (and presumably agreed) at the meeting have been reported in the press.

Of note, it would seem that the land adjacent to the recreation ground has been identified as being an 'exceptional case' for development in the Green Belt. The area encompasses the Green Belt block that lies east of the main road, south of the M26, west of the railway line and north of Lennard Road. It therefore includes the land behind the village hall, John Dinnis's agricultural land, the recreation ground and the school.

There is a specific paragraph from an online news report about Dunton Green:

#### **North of Dunton Green**

A plot of land measuring 18.4 hectares north of **Sevenoaks and Dunton Green** should be judged an "exceptional case" for green belt development, because it plays only a limited role in preventing urban sprawl. It is bound by the M26 to the north and the South Eastern main line to the east. Possible development should be considered further "due to its enclosed nature and scale, limited connection to the wider countryside and lesser role in preventing encroachment."

It was also noted, from a recent KALC meeting, that all of the Green Belt in the Sevenoaks District met at least one criterion for being designated as Green Belt. This was, however, a matter that should continue to be monitored.

## **11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES**

### **11.1 Pavilion**

- a) WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project  
No updates to report on.

### **11.2 Recreation Ground**

The only item to report on was the overdue maintenance to the pitch goal mouth area. Clerk to chase contractor again.

Clerk

### **11.3 Grounds Maintenance**

As indicated in Item 11.2 above.

It was noted that SDC would be undertaking some tree and hedge maintenance at St John's Churchyard and that work on the tress at the extreme ends of the village green had already been undertaken.

## **12. ALLOTMENTS**

**12.1** It was noted that Social Club is to re-issue the lease agreement with DGPC having not updated it previously. Both the Clerk and Cllr. Hersey (on separate occasions) had met with David White from the Social Club and it seemed that there were likely to be some changes with a new administration at the Club. As soon as details were forthcoming from the Club the Clerk would advise.

Clerk

### 13. FOOTPATHS (Public Rights of Way)

13.1 It was noted that there had been some KCC repairs to footpath in recreation ground. These had amounted to old worn tarmac areas being ground out and replaced with new tarmac in a somewhat haphazard fashion.

### 14. HIGHWAYS AND TRANSPORT

Nothing to report.

### 15. LIGHTING

Nothing to report.

### 16. EVENTS / ACTIVITIES

#### 16.1 DGPC Events for 2016: feedback &/or progress updates (where applicable)

##### a) Events Working Group

##### i. APM (22<sup>nd</sup> March)

The date had already been agreed and speakers (Alan Williams & Ed Thompson) had been booked as per the December meeting.

##### ii. Events from April 2017:

##### a. Fireworks

The Clerk had contacted Pyrovision for possible September dates and had also been provided with information about dusk times. It was agreed that the 2017 display should take place on Saturday 30<sup>th</sup> September (with beacon lighting at 7.15pm and fireworks at 7.30pm). The Chairman asked that members reserve the date now as everyone was needed, where possible, to assist on the day of the event.

Clerk

##### b. Carols around the Christmas Tree: Monday 18<sup>th</sup> December at 7pm.

It was confirmed that the tree would be put up on Saturday 2<sup>nd</sup> December. Cllr. Hersey also advised that two light controllers were not working and that he would investigate. However, it might be necessary to purchase new lights this year (something which would ideally need to be done well before the autumn when prices could be expected to increase in the lead up to Christmas).

ALL

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##### c. Photographic competition

After some discussion, it was agreed that the exhibition should take place on the day of the firework display as this would attract people to come in and view the photographs either before or after the display. This being the case there was a need to establish the dates for submission of entries (and a theme) so that this information could be included in the Summer edition of the newsletter.

Clerk  
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##### d. Village Picnic

The date for this event was agreed for Sunday 9<sup>th</sup> July. Again, more details about the nature of the event were needed in good time for the Summer newsletter.

##### e. Remembrance Sunday: 12<sup>th</sup> November

##### f. Litter pick: Sunday 19<sup>th</sup> March

The Chairman advised that he would not be available for this and that it would be necessary for another councillor to take the lead.

ALL

#### 16.2 Other events

It was noted that plans to hold a Parish Reception in the current financial year had been shelved as it had not been possible to set a date with the Donnington Manor Hotel who had offered to host an event. A review of if and when in the 2017/18 financial year an event should be hosted would need to be undertaken.



**17. COMMUNICATION****17.1 Newsletter**

There had been issues this quarter with getting copy in time for the deadline and the preparation of Dunton Green News was behind schedule. Several suggestions for additional items were made which the Clerk noted. She would aim to have completed the newsletter, with input from the Chairman, as soon as possible to allow sufficient time for deliveries before the first events advertised in the newsletter. The Clerk would also organise the delivery arrangements (with as much as assistance from members as possible).

Clerk  
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Clerk

**17.2 Website / Media / Technology**

IT support had been required to resolve several issues with the Parish Council's IT (including networking issues, Office 365 licencing issues (due to a major problem at Microsoft's end), file sharing and more). Mark Knight of Getting IT Working had found solutions for all of the Parish Council's current issues (having spent quite some considerable time working on the issues to resolve them) with the exception of the poor internet connection which was a result of the inability to upgrade to superfast broadband due to no spare capacity in the cabinet. This was an issue that the Clerk had been chasing for almost two years now with no real end in sight (although SDC had recently been informed that additional capacity was likely by the end of March). A report had been provided for members so that possible improvements to the IT infrastructure might be considered once a more reliable broadband service was installed.

Clerk

The Clerk would work on the new website platform with a view to this being launched by the end of March.

**18. CORRESPONDENCE  
FOR DECISION / ACTION**

The National Allotment Society	Invitation to 2017 AGM Saturday 1 <sup>st</sup> April 2pm Tunbridge Wells Cllr. Hersey would attend. Clerk to forward details.
UK Power Networks	Re: Help vulnerable people in your community access free extra support during a power cut Noted
KALC	Annual KALC Membership & Training Survey 2017 Clerk to complete

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Clerk

Clerk

**FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS**

Kent, Surrey & Sussex Air Ambulance Trust	Donation request It was Proposed - Cllr. Piper, Seconded - Cllr. Lapham and Agreed that a donation of £100 should be made
West Kent Mediation	Donation request It was Proposed - Cllr. Piper, Seconded - Cllr Mrs. England and Agreed that a donation of £50 should be made

Clerk

Clerk

**FOR INFORMATION**

The items of correspondence below were NOTED by the Parish Council:

Sevenoaks Volunteer Transport Group	Letter of thanks
Dunton Green Primary School PTA	Letter of thanks
Tunbridge Wells & District Samaritans	Letter of thanks
Dunton Green Primary School	Letter of thanks
Local Councils Update	Jan/Feb 2017
KALC	Kent Estates Partnership Board - membership of KALC on the board

**19. INFORMATION PURPOSES**

Saturday Freighter: 25<sup>th</sup> February 2017 (there had been a mix up at SDC and the scheduled collection on 11<sup>th</sup> February did not take place; this had then been reorganised for 18<sup>th</sup> February but Halstead PC had vetoed this and the date had been agreed as 25<sup>th</sup>).

20. **DATE OF NEXT MEETING**

**20.1** Date of next meeting

Scheduled: Tuesday March 14<sup>st</sup> 2017 at Dunton Green Pavilion

**PUBLIC SESSION**

None.

The meeting closed at 9.35pm.