

PARISH COUNCIL MEETING

I hereby give you notice that a meeting of the Parish Council will be held in Shepherdswell Village Hall on Wednesday, 19 March 2025 at 1930hrs.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder.

Please note that these meetings may be sound recorded.

Dated 14 March 2025
Jan Rousell, Parish Clerk

AGENDA

To receive reports from the County and District Councillors, Community Warden, Community Beat Officer & Shepherdswell Green Spaces Committee. Public questions and comments on non-agenda items (this section will be limited to 15 minutes or otherwise at the discretion of the Chairman)

154/2025 Apologies for Absence

155/2025 Minutes of the meeting held on the 19 February 2025

156/2025 Matters Arising

157/2025 Declarations of Interest

A Councillor who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and not be able to speak or take part, unless a relevant dispensation has been granted. A Councillor who declares an OSI will be able to speak on the item, but will be required to leave the meeting for the vote

158/2025 Public participation limited to items on the agenda – 15 minutes in total

159/2025 Chair's Report

160/2025 Parish Clerk's Report

CiLCA Training

Update on SWC

Quote from Playdale

Date for plastering of small hall

Mill Lane new builds

Little Haynes

Coldred Green

161/2025 Finance

161-01 To approve the schedule of payments – please see attached finance report

161-02 To accept amended BYOD Policy

161-03 To consider a proposal to purchase laptops for Councillors

161-04 To consider appointing a Contractor to set up laptops for Council use

- 162/2025** Working Group Reports
- 162-01 Carbon Footprint Working Group
 - 162-02 Highway Improvement Plan Working Group
 - 162-03 Reed Meadow Working Group – report and proposal to adopt new plan
 - 162-04 Communication Working Group
- 163/2025** Community
- 163-01 Coldred – to consider a request for use of the village green
 - 163-02 Cemetery – to consider proposal to amend fees
 - 163-03 To consider a request from the Terrace Residents Association
 - 163-04 To consider a request from Shepherdswell VGA
 - 163-05 To consider a request from Approach Rd & Hill Avenue Residents Association
 - 163-06 Recreation Ground
 - i. To acknowledge Green Spaces Committee Constitution
 - ii. To acknowledge meeting minutes from 17-02-2025
 - iii. To consider part funding the replacement of the container used by Shepherdswell Spartans
 - iv. To consider a proposal for replanting of trees following the recent Tree Inspection Report
 - v. To consider a proposal from Green Spaces Committee to initiate investigations into the replacement of the play equipment at the recreation ground
- 164/2025** To resolve that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of confidential information.
- 164-01 Tree Inspection Report – to consider quotes received for remedial works
 - 164-02 Old Telephone Exchange – to consider works to be carried out by the Parish Council
- 165/2025** Date of the next meeting

This will be at 1930hrs on Wednesday 16 April 2025 in Shepherdswell Village Hall

PARISH COUNCIL MEETING

Wednesday, 19 February 2025 at 1930hrs

Shepherdswell Village Hall

MINUTES

To receive reports from the County and District Councillors, Kent Police Neighbourhood Beat Officer, Shepherdswell Green Spaces Committee, Speed Watch, Neighbourhood Watch and Community Warden. Public questions and comments on non-agenda items (this section will be limited to 15 minutes or otherwise at the discretion of the Chair).

Cllr David Beaney (KCC) addressed the meeting. KCC were not selected by the government for its Devolution Priority Programme. Concerns were raised by a resident at the end of last year regarding parking outside the Co-op, there is an onsite meeting next week with KCC Highways to attempt to address this issue. The Stagecoach Connect is currently funded by Section 106 monies which will soon run out, the district needs to consider funding for the future utilisation of this facility. KCC budget is in a good position, however Council Tax rates will go up by the basic rate of approximately 5%. The Dover Fast track bus service from Whitfield to the town centre has been in operation since November last year, usage is good but needs to increase as time goes on.

Nigel Baker, Chair of Shepherdswell Green Spaces Committee informed the meeting that the Committee have now adopted a Constitution. A Chair, Treasurer and Secretary have been appointed and the Committee will now be able to establish a bank account and start to look for funding opportunities. There is a report later in the meeting (available on the website).

Mike Pascall spoke on behalf of the Approach Rd & Hill Avenue Residents Association to thank the Parish Council for their contributions to the repair of the tarmac on Approach Road. The association would also like the Council to consider a contribution to the repairs of Hill Avenue – a written request will be submitted for consideration at the March meeting.

The Chair thanked everyone for their contributions.

PUBLIC QUESTIONS

None

141/2025 IN ATTENDANCE & APOLOGIES FOR ABSENCE

Present: Cllrs Mark Watson (Chair), Bradley Stauffer-Kruse (Vice Chair), Barry Crush, Lyn Symes, Sindy Denyer, Marien Elgar, Terry Hunt, Carole White, Keith Roberts, Sue Taber, John Bulaitis and Aidan Softley

06 Members of the public

Clerk: Jan Rousell

Apologies: Cllr Jamie Pout (DDC)

142/2025 MINUTES OF THE MEETING HELD ON THE 15 JANUARY 2025

Cllr Hunt proposed that the minutes of the meeting held on 15 January 2025 were agreed to be a true and accurate record, seconded by Cllr Symes. **Agreed with one abstention**

143/2025 MATTERS ARISING

None

144/2025 DECLARATIONS OF INTEREST

None

145/2025 PUBLIC PARTICIPATION LIMITED TO ITEMS ON THE AGENDA – 15 minutes in total.

None

146/2025 CHAIR'S REPORT

The Chair reported that a very successful 'catch up' meeting had been held between Councillors and one result of that was the need to remind everyone about meeting Etiquette. Councillors can refresh their knowledge by reading page 19 of The Good Councillor's Guide and referring to our Standing Orders.

For complete transparency and public knowledge, if items are not on an meeting agenda they cannot be voted for by Councillors. Please make sure that a report is forwarded to the Clerk for any items that you wish to receive a decision on.

147/2025 CLERK'S REPORT

A delivery of salt has now been delivered and EKR have kindly offered to store this one behalf of the Parish. This salt can be used to top up any salt bins that are owned by the Parish Council. Residents are encouraged to report any public salt bins that need refilling to KCC Highways.

Tree Surgeons have been contacted with regard to seeking quotes for the works to be carried out on Parish Council owned trees, as a result of the recent Tree Inspection. This will be on the March agenda.

The Clerk and Chair (Cllr Watson) met with Coldred Forum. Moving forward, all contact with Adonis Blue – the environmental consultants – will now be direct with the Clerk or Cllr Watson. Works are expected to recommence when the weather improves.

The Clerk has recently completed a training session on Burial Law & Management. The Cemetery Working Group have recently met. Proposals will be bought to the March meeting.

The Clerk and Cllr Hunt met with our tenant in The Old Telephone Exchange. The tenant is currently paying for the light which illuminates that area of the car park. Works are required on the window frames of the building. Proposals will be bought to the March meeting.

Following the report received from the Play Inspection Company regarding the equipment at the recreation ground a quote has been sought from Playdale, the manufacturers of the play equipment for the parts required to carry out the repairs to the play equipment. Playdale has specified that 'as long as installation instructions are followed so the equipment stays compliant with safety standards.' Clerk to order parts and then Council to consider requesting an interim inspection from the Play Inspection Company.

148/2025 FINANCE

149/2025	Balances as 11 February 2025	£
Current A/C		4273.07
Business A/C		88696.20
INCOME		
M Wright – Rent (31/01/2025)		260.00

EXPENDITURE TO RATIFY	
Hugo Fox – Website (inv 10197)	23.99
Clerk’s Wages (February)	1124.62
NEST – Clerk Pension	60.23
Service Charge	6.00
EXPENDITURE TO APPROVE	
Clerk’s Expenses	110.39
Village Hall Fees	97.50
Harmers (inv 24566)	792.06
HMRC	99.02
Parish Online	115.20
Kent County Surfacing (Village Hall Driveway & Drain)	964.80
KCPFA Subscription	20.00
	£2198.97

Cllr Roberts proposed the schedule of payments be approved, seconded by Cllr Elgar. All Agreed

149/2025 PLANNING

Ref: 25/00046

Location: 21 Hazling Dane Shepherdswell CT15 7LS

Proposal: Fell to ground level two Sycamores (T1 and T2) and one double stemmed Beech (T3), all the subject of Tree Preservation Order No 1 of 1962 and followed by the planting of one 10ft Silver birch tree and one 10ft Oak tree.

Cllr Roberts proposed that this application be referred to the Tree Officer, seconded by Cllr Hunt. All Agreed

150/2025 SMALL WORKS CONTRACTOR

Cllr Hunt proposed that the agreement between the Parish Council and the Small Works Contractor be approved, seconded by Cllr Roberts. All Agreed

151/2025 WORKING GROUP REPORTS

151.01 Carbon Footprint Working Group – report circulated and available on the website.

151.02 Highway Improvement Plan Working Group – there will be a report at the next meeting.

151.03 Reed Meadow Working Group – there will be a report at the next meeting.

151.04 Communications Working Group – there will be a report at the next meeting.

152/2025 COMMUNITY

152.01 Request from The Terrace Residents Association

Cllr Roberts that this request is not supported, seconded by Cllr Denyer. Agreed by 5 with 6 against and 1 abstention. Not carried

Cllr Hunt proposed that more information is sought from the RA and presented at the next meeting, seconded by Cllr Softley. Agreed with 6 in favour, 1 against and 5 abstentions

152.02 Request from Shepherdswell Village Green Association

This item will be added to the March agenda following more information being received from the VGA.

152.03 Village Hall

Cllr Hunt proposed that the quote received for the remedial works in the small hall be accepted, seconded by Cllr Crush. All Agreed

152.04 Recreation Ground - to consider Green Spaces Committee Report

The subject of replanting trees was discussed, this is to be bought forward as a proposal at the March meeting.

152.05 Reed Meadow – to consider a proposal from WW Martin

Cllr Roberts proposed that the Council choose option two but seek clarification from WW Martin that area to be repaired is topsoil and turf, seconded by Cllr Crush. All Agreed

153/2025 DATE OF THE NEXT MEETING

This will be on Wednesday 19 March 2025 in Shepherdswell Village Hall at 1930hrs

DRAFT



Serving Parish & Town
Councils in Kent



This is an agreement between the trainer, the candidate and the council. It provides a clear statement of the responsibilities of each party with regards to the Certificate in Local Council Administration (CiLCA).

Name of the training organisation	KALC
Trainer's name	Alison Stevens
Mentor's name	
Name of the candidate	Jan Rousell
Name of the council	Shepherdswell with Coldred Parish Council

The training organisation (represented by the trainer) agrees to

- provide access relevant learning materials
- provide a trainer and (if relevant) a mentor to facilitate the study of CiLCA including a review of selected items of the candidate's work
- ensure that the candidate is supported in understanding the requirements of CiLCA enabling the award of CiLCA within an agreed timescale.
- provide a programme of learning, guidance and support
- ensure students are aware of their responsibilities
- help the candidate to manage time and remain motivated for studying CiLCA.

If the candidate withdraws from CiLCA, all fees paid are non-refundable. The training organisation will withdraw support if progress is not being made as agreed.

The candidate agrees to

- apply for CiLCA through the SLCC and acquire The Portfolio Guide from the SLCC
- attend the programme of training and support to facilitate completion within the agreed timescale
- regularly reflect on progress and report progress to the council
- accept that private study and research is an essential element of CiLCA
- treat the trainer/mentor and fellow students with respect at all times
- notify the trainer/mentor if it is difficult to make progress or attend sessions

- seek advice from the trainer/mentor if guidance on feedback from the assessor is needed.

The Council agrees to:

- support the candidate throughout their studies
- facilitate remunerated study time
- cover the costs of training and travel as required
- note updates on achievements and progress
- monitor the candidate's workload and limit new projects during the study process
- recognise the importance of CiLCA and its benefit to the council

This agreement is signed by:

Party	Name	Signed	Date
The trainer representing the training organisation	Alison Stevens		
Candidate	Jan Rousell		
Representative of the council	Mark Watson (Chair)		

Your Quote

Jan Rousell
Shepherdswell-with-Coldred PC
Bramley
Hill Avenue
Shepherdswell
Dover
Kent
CT15 7PA

Quotation Number: 0000100259
Quotation Date: 20-02-2025
Project for: Repairs Following 2024 Annual Inspection

Product Code	Product Name	Quantity	Unit Price	Total
Parts				
	Jukebox Shimmy			
F019s	M10 X 70mm S/S Coach Bolt	1.00	1.53	1.53
F110	M10 Washer 21mm O/D	1.00	0.10	0.10
F137	M10 Nylock Nut BZP	1.00	0.36	0.36
F601A	Plastic Dome Cap Washer	1.00	0.61	0.61
F601B	Plastic Dome Cap	1.00	0.58	0.58
	Junior Swing Cradle Seats			
CH27D	Cradle Seat	1.00	87.50	87.50
F400	Swing Bush	2.00	7.03	14.06
	Junior Swing Flat/Team			
JS004	Jun Swng Top Pole Inc Bushes & Shackles	1.00	747.31	747.31
F087	M12 X 100mm HT Hex Head Bolt	4.00	2.63	10.52
F115	M12 Washer 24mm O/D	8.00	0.19	1.52
F600A	Plastic Counterbore Housing Washer	8.00	1.03	8.24
F112	M12 Washer 32mm O/D	8.00	0.35	2.80
F138	M12 Nylock Nut BZP	4.00	0.32	1.28
F601C	Plastic Dome Cap (Long (M12))	4.00	0.64	2.56

CH53BB	Junior Swing Seat (Incl. 2 No. V Shaped Mounting Brackets and Nuts)	1.00	44.25	44.25
Delivery				
DEL003	Deliver Spares Only	1.00	312.00	312.00
			NET	GBP 1,235.22
			VAT	GBP 247.04
			TOTAL	GBP 1,482.26

All the above prices are subject to VAT and are valid for a period of one month.

This quotation is based on the information you have provided and assumes that the equipment has been installed and maintained in accordance with our instructions and guidelines.

Delivery costs are based on tracked courier service.

Please refer to our standard Terms & Conditions and our Additional Information.

Standard payment terms are 100% deposit paid within 7 days of placing an order.

Shepherdswell *with* Coldred Parish Council

Finance Report

19 March 2025

Balances as 11 February 2025	£
Current A/C	2124.26
Business A/C	88696.20
INCOME	
Spartans Youth Team	845.75
M Wright – Rent (05/03/2025)	260.00
EXPENDITURE TO RATIFY	
Hugo Fox – Website (inv 12492)	23.99
Clerk’s Wages (March)	1124.62
NEST – Clerk Pension	60.23
Service Charge	6.00
HMRC PAYE (Feb) – already approved	99.02
EXPENDITURE TO APPROVE	
Clerk’s Expenses	38.40
Village Hall Fees	95.50
Harmers (inv 24686)	792.06
HMRC	99.02
	£1024.98

Shepherdswell *with* Coldred Parish Council

BRING YOUR OWN DEVICE POLICY

INTRODUCTION

Shepherdswell with Coldred supports the use of personal devices such as personal computers, laptops, smartphones, and tablets, to enable access to council information. Using a personal device in this way is called Bring Your Own Device (BYOD).

There are increased information risks associated with BYOD, such as making sure that council information is kept secure even if your personal device is lost or stolen or is used by another person.

1. POLICY

1.1 This policy is intended to reduce the risks of BYOD by clearly outlining individual responsibilities, minimum requirements, and acceptable use.

1.2 This policy is for all employees, elected members and co-opted members who access the council's information using a personal device.

1.3 Breach of this policy may result in disciplinary action or, in the case of Councillors, a referral to the Monitoring Officer.

1.4 This policy shall take effect as of 19 March 2025.

2. DEVICE OWNER RESPONSIBILITIES

Any personal device used for Parish Council business may be subject to discovery in litigation. This means that your device could be used as evidence in a lawsuit against either yourself or Shepherdswell with Coldred Parish Council. The data on your device could be examined by any parties involved in such a lawsuit. This could mean that you may well be without your device for some considerable period of time. Your acceptance of this risk is confirmed by adoption of the BYOD policy.

2.1 If you use your personal device to access Council information, you are responsible for protecting the device. This includes taking reasonable efforts to ensure the device is not used by anyone else to gain access to Council information – even if you think the information is not confidential.

2.2 Device owners are expected to behave in accordance with Shepherdswell with Coldred Parish Council's policies whilst using personal devices to work for the Council.

2.3 It is strongly recommended that you set a pin of at least 4 digits to unlock your phone as a minimum. Using an additional step such as your fingerprint will improve the security of your phone. Similarly, a computer, laptop or tablet device would need a strong password to gain access.

2.4 As the device owner, you have some specific responsibilities:

- a) Do not lend anyone your device to access Shepherdswell with Coldred Parish Council information
- b) Before you sell, recycle, give away or otherwise dispose of your device, Council information to be removed securely

- c) Any private information or applications on the device are entirely your own responsibility
- d) Adhere to Council policies for working practice and information security when you use your personal device for BYOD
- e) Always take appropriate steps to maintain the security of Shepherdswell with Coldred Parish Council information
- f) You must take reasonable care when emailing sensitive or confidential information to an external recipient, noting that such information is confidential and to be treated as such.
- g) You must make reasonable efforts to protect the device from viruses, hacking, and security threats including installing and maintaining security software
- h) If you think that your access to Council information has been misused, or that Council information has been breached or shared inappropriately, you must notify the Clerk who acts as the Data Protection Officer.
- i) You are responsible for the safekeeping of your own personal data
- j) You will be responsible for paying any network charges you might incur whilst using your personal device for BYOD

2.5 It is recommended that you insure your personal device under your home contents insurance, however this is not mandatory.

3. SHEPHERDSWELL WITH COLDRED PARISH COUNCIL RESPONSIBILITIES

3.1 As a Data Controller, Shepherdswell with Coldred Parish Council is responsible for ensuring that all processing of personal data which is under its control, remains in compliance with the General Data Protection Regulation 2016 (GDPR).

3.2 Shepherdswell with Coldred Parish Council will respect the privacy rights of individuals and only implement security measures which are required to meet its obligations as a Data Controller.

3.3 Shepherdswell with Coldred Parish Council will not be responsible for covering the costs of damage to, or loss of, any personal device used for BYOD.

3.4 Shepherdswell with Coldred Parish Council will not be responsible for covering any network costs incurred when using a personal device for BYOD.

3.5 Shepherdswell with Coldred Parish Council cannot and will not monitor the private usage of your device.

This Policy was adopted by Shepherdswell with Coldred Parish Council on:

Date: _____

Signed: _____ **(Chair)**

From: [Bradley Stauffer-Kruse](#)
To: [Jan Roussel](#)
Cc: [lyn symes](#); [Susan Taber](#); [Keith Roberts](#)
Subject: Carbon Footprint Working Group minutes
Date: 10 March 2025 13:08:58

Hi Jan, see minutes below fyi. Please note a few queries/requests for you. Best, Bradley

CARBON FOOTPRINT WORKING GROUP

5 Mar 2025, 5.30pm @ The Bell

In attendance: LS, BSK, Sue Taber

Apologies: KR

Cycle Racks — Jan, can we please ask small works contractor to reinstate / move rack to correct location at VH (as discussed at previous PC meeting), and install rack (in Sue's garage) at Scout Hut / Rec Ground as soon as possible?

EV Charging Points — Ongoing, Jan and BSK coordinating with contractors and local resident.

Recycle Bins — we think the larger bins for outside by Mode would be best. Keith to follow up: possible location near Mode / follow up with Terry re. what areas are leased / possible partnership with recycling van. Or can Jan do this? Can we promote the refill van and recycling on social media and in Parish magazine?

Buildings — has there been a professional assessment re. VH best options, ie. solar, air source heat pump, etc? Jan, was anything previously decided re. paying for professional advice? We would recommend a full assessment and report on best options for energy efficiency.

Trees — Jan please put trees on next PC agenda. Sindy has been working on 2 crab apples for Reed meadow and a cherry tree for Scout Hut to commemorate the coronation. Sue still has saplings and is coordinating planting with the village school.

Projector — everyone seemed happy with how this worked at the last PC meeting, thanks to Jan.

Planning Applications — we reinforced our commitment to making energy efficiency a consideration in all new builds.

Dog poo bags — have these been ordered?

Future — BSK proposed adopting a “big project” that would be a major step in reducing the village's carbon footprint over the next 2-5 years. Such as a wind generator? We could ask for suggestions from villagers.

—

Bradley Stauffer-Kruse

bradley.stauffer-kruse@shepherdsweilcoldred-pc.gov.uk

Minutes Reed Meadow Working Group Meeting

3rd March 2025. 1pm SVH T42 Café

Attendees

Keith Robert's, Lyn Symes, Carole White , Marien Elgar , Sindy Denyer, Susan Taber (Parish Councillors)

Jonathon Sloggett (Allotment's)

Emma (Carpenters Yard)

Reviewed existing RM Plan (see attached)

Consensus agreed the Wild Meadow should now be cut regularly to enable to area to be used safely by the wider public

Parish Clerk to check contract with Harmers to ascertain any increase in cost .

Rees ,

Trees

Proposed , following discussion to recommend to the PC that 2 substantial crab apple t they are shallow rooted , be purchased (as agreed at previous PC meeting) and placed in triangulation near the existing WI bench/tree. Contact to be made with Ian Medgett who conducted the tree report for the PC to confirm suitability .

It is still intended to plant the saplings obtained from the Woodland Trust in a new Copse area adjacent to the overflow car park . .

Awaiting Shaun Fagg (Bomber) “ ploughing” the area . After which children from the Copsec Primary School will plant the twigs .Needs to be done by end of March .

Agreed that the saplings would be printed by Trent's plastic bottles .These will be recycled appropriately. Contact to n made with Mrs Moonnts to confirm .

As the Wild Meadow area is to be reduced it was suggested the triangular area from the copse to the pathway around the allotment, to the pathway around the allotments be considered for Wild Planting. Future meetings to discuss this further .

Possible further trees to be planted in the future in the large grass area, which will be mowed in future

Perimeter pathways hedging and allotments fencing

It was mentioned that the recently cleared pathway around the allotments has been left Uncleared and uneven .

Concerns raised regarding the fencing around the allotments .

Jonathon Sloggett to review and report back to the Group/Pc

To ensure it does not become overgrown again all members of the WG to report to PC if this is not maintained correctly.

The pathway to the right of the allotments becomes very muddy during the winter months . Possible solutions discussed and will be brought to the PC , maintainance to be priority and then maybe some kind of covering on the pathway . To be discussed further .

The hedging along right hand side needs cutting back as does the growth around the right hand gate . Query and additional cost or if to contract .

PC members confirmed that the area where WW Martin's container was sited will be cleared, reseeded as soon as possible this will restrict access whilst the grass establishes itself

Parish Clerk check contract and advise if additional Costs .

Memorial Benches

The possibility of parishioners being able to request memorial benches in Reed Meadow remains an option .

Picnic Benches

Initially 5 picnic benches were ordered for RM .

Once the existing 2 benches are moved and the crab apple trees installed the Group will request further benches as previously approved .

As previously stated , where a WW Martin had their containers is to be re cleared , reseeded , in the near future . Once this has been done the area will be kept mowed in accordance

In line with the maintenance agreement.

It is anticipated that a further Bench and possibly tree will be placed in this area at a later date.

The condition of the existing picnic benches was mentioned, and we agreed that this will be added to the work schedule for the new date appointed Small Works Contractor.

Kissing Gate

Whilst this was proposed in the original plan this will not be taken forward in the immediate plans for the area . This will be discussed further at a later date .

In the meantime

- A) The hedge by the gate needs cutting back
- B) The existing bike rack be resisted as cars park up to the bike rack impeding those with buggies etc .

Parish Clerk to pause with Harmers

Wild Meadow

It was discussed that the area of the copse and the triangular section up to the allotments become the wild meadow. (map to follow) This will need to be investigated further, costing for the seating, etc., and possibly some kind of bordering to ensure this area is not mowed .

This will be discussed a further meeting investigations made in the meantime.

Further ideas for improving Reed meadow

Possible

Tepees et

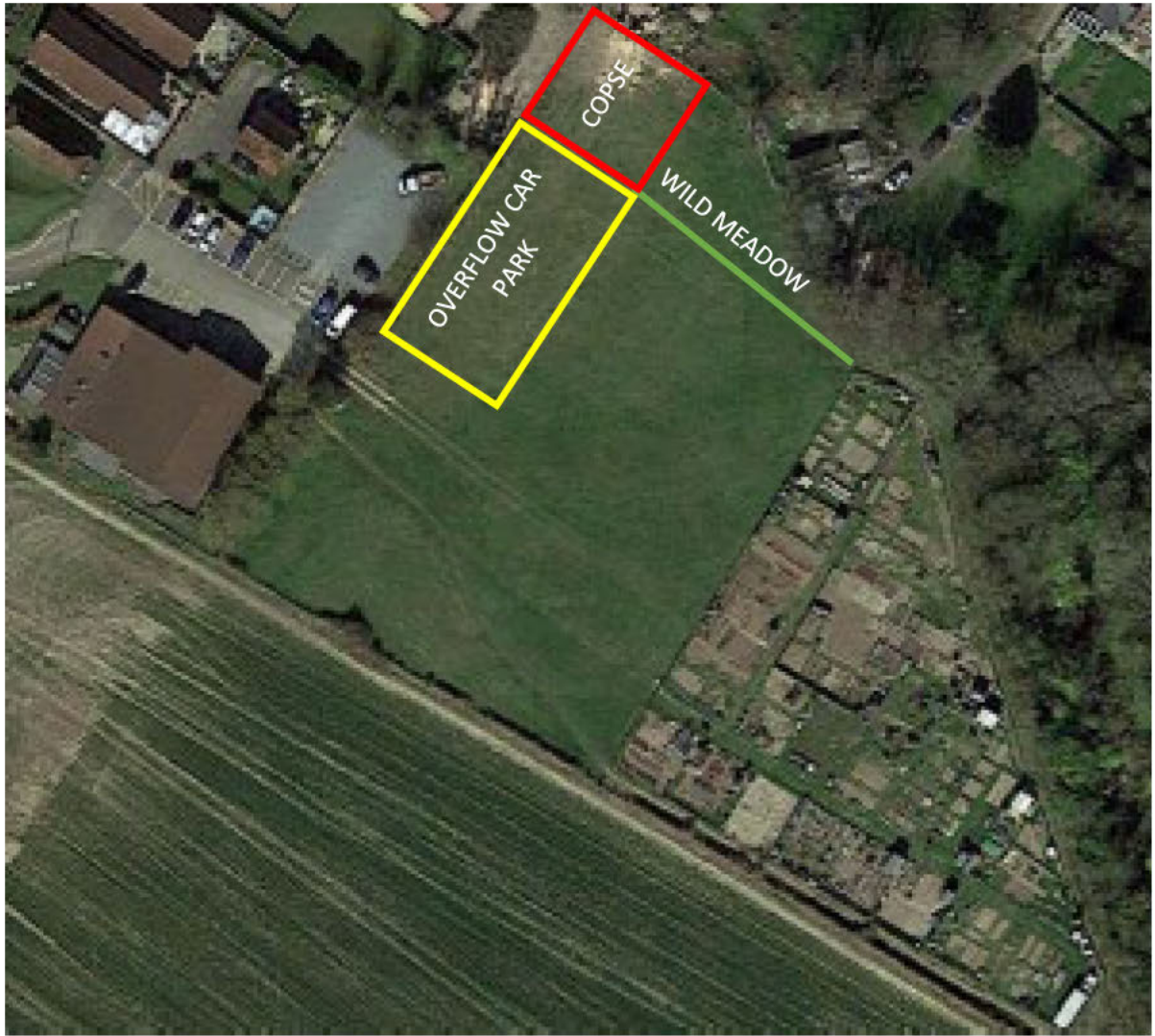
To be referred to Green Spaces Group as they are looking at ideas .

Proposal

Parish Council agree to the new report and support the plan

Purchase 2 substantial crab apple trees for Reed Meadow

Publish this report on PC Website/Facebook and Village Magazine



From: [Aidan Softley](#)
To: [Jan Rousell. Clerk](#)
Subject: Coldred village green
Date: 04 March 2025 14:31:37

Jan

Could I ask for an agenda item for the coldred fete to take place on the coldred green on Friday 27 June 2025

As it is the 100th anniversary of the fete the likelihood is the fete will maximising the use of the full green (both sides of pond) for the fete.

From: [Alaric King](#)
To: [Jan Rousell](#)
Subject: Re: Contribution to the maintenance costs for our road
Date: 14 March 2025 10:06:12
Attachments: [TTRA AGM Minutes 7-3-23.docx](#)
[TTRA AGM 2024.docx](#)

Hi Jan,

Please find attached:

- x2 minutes from our AGMs in 2023 and 2024, recording the maintenance we've done on the road
- x2 invoices for materials and labour covering the maintenance of the road from 2023 and 2024

I believe these accurately portray the commitment and investment we make in the road.

The only arrangement i'm aware of is the public right of way to the station, on foot, via the terrace. This written in the house our deeds of the residents. There is however no formal arrangement with Network Rail.

Many thanks,
Al

The Terrace Residents' Association

Minutes of the Annual General Meeting held at 1 The Terrace, on 7 March, 2023

Present: Al King (Chair) (No. 8), Nick Austin (No. 2), Dinah Sloggett (No. 1), Jonathan Sloggett (No. 1), Debbie Kerry (No. 3), Angie Chapman (No. 5), Bernard Porter (No. 10), John Little (Inly House), Michele Greenstreet, (Upton Lodge), Peter Greenstreet (Upton Lodge)

1. **Apologies for absence** are received from Ray Brown (No. 9) and Richard Williamson (No. 6)
2. **The minutes of the last General Meeting, held on 23 February, 2022** are accepted as a true record.
3. There are no **matters arising from the minutes.**
4. The **Chairman's Report** is presented by Al King.
 - a. We recognise the sad passing of our dear friend and neighbour, Sandra Price from No. 4. Her cheer and community spirit will be greatly missed.
 - b. We all celebrated the Queen's Jubilee at the beginning of June by having a party in the Greenstreet field. Official reports say it was the best party in the village.
 - c. We had 2 Road Days in 2022, one in the spring and one in the autumn. We used up all the remaining stone to fill holes, and installed 2 speed signs, one at the entrance to The Terrace and the other near the bend in the road leading to Upton Lodge.
 - d. During February this year we completed our first residents' survey. The aim was to collect people's thoughts on the road condition and the Association. The survey questionnaire had 12 questions and was distributed to 14 households. There were 12 responses, which we believe is a representative sample. Residents are generally happy with the annual fee, and maintenance being carried out by a volunteer workforce. Views on the condition of the road are subjective, and the majority of residents would like a better understanding of their legal responsibilities. The TTRA has an opportunity to increase engagement and attendance if it improves the format of its meetings and how it communicates with residents. More social events would be welcome. The committee will discuss how to move forward taking the results into account. Al thanks all those who completed the survey.
5. The **Treasurer's Report** is presented by Nick Austin
 - a. The Accounts for the year ending 31 December, 2022 have been circulated. These have been audited by Anna Gorczynska.
 - b. There were total outgoings of £178.08, comprising building materials, road signs and bank charges.

- c. The balance was £928.20.
 - d. Members are encouraged to pay subscriptions by bank transfer to minimise bank charges.
 - e. It would be advisable to set a subscription for 2023 and future years.
- 6. Election of Officers**
- a. The Secretary, Dinah Sloggett, is resigning her position.
 - b. Michele Greenstreet has volunteered stand for election as Secretary.
 - c. The Chair and Treasurer have indicated that they are prepared to stand again for election.
 - d. There are no other volunteers for any position.
 - e. Jonathan Sloggett proposes that the 3 nominees should be elected, and this is seconded by Peter Greenstreet.
 - f. The Officers are elected unopposed.
 - g. The Officers for 2023/2024 are:
 - i. **Chair:** Matthew Alaric King
 - ii. **Treasurer:** Nicholas Austin
 - iii. **Secretary:** Michele Greenstreet
 - h. Al King proposes a vote of thanks for the work of Dinah over a number of years.
7. The Secretary has circulate a proposed revised **Constitution**.
- a. The main changes relate to the eligible properties, substitution of the word Chairperson for Chairman, and allowing the Annual General Meeting to be held during February or March.
 - b. Al King proposes that the new constitution be accepted, and this is seconded by Bernard Porter.
 - c. The proposal is accepted unanimously.
 - d. The new constitution is appended to these minutes.
8. The proposed **Road works for the year 2023/2024** are discussed.
- a. It is resolved that Peter be asked for a quotation to scrape the surface, fill holes and roll. Volunteer labour will be used where safe.
 - b. No date is fixed for the work, but aim for April if availability of equipment allows..
 - c. Gravel will be needed, as well as the hire of a digger and possibly a vibrating roller.
 - d. Estimated costs to be supplied by Peter.
9. Possible **Social Events** are discussed.
- a. For the Coronation, it is agreed to hold a party on Sunday, 7 May.
 - b. Peter and Michele offer to have the event in their garden at Upton Lodge.
 - c. Michele will invite residents to help plan and organise the event.
- 10.The **Annual Subscription** is discussed.
- a. Nick proposes that the subscription be set at £40 for each eligible property, and an additional £1 for an extra adult at the address.
 - b. This is agreed unanimously.
 - c. It is hoped that this subscription can be continued in future years.
- 11.Any Other Business
- a. Jonathan raises the issue of public liability insurance, and residents' legal duty to maintain the road.

- b. The committee will look into this matter and take appropriate steps. If necessary, an additional annual fee will be collected for an insurance policy premium, when only those frontagers who contribute will be covered by the insurance policy.

The Terrace Residents Association Annual AGM Agenda
Monday 11th March 2024

	Present Al King/Nick Austin/Michele Greenstreet/Peter Greenstreet/John Little/Debbie Kerry/Neil Cannon/Bet & Bern Porter/Angela Chapman
	Apologies Ray (No9) Dinah & Jonathan (No1) Richard & Arielle (No5)
1	Minutes AGM 2023. Minutes of last AGM held on 7 th March 2023 are accepted as a true record. Proposed by: Bet Porter Seconded by : Debbie Kerry. Matters arising. NONE
2	Chairman's Report Alaric King 1 Welcome to Neil Cannon, already a friend of the neighbourhood, on moving into No4. 2 We put on a successful "King's coronation Party". Everyone contributed to food, entertainment, and decorations. 3 Al and Anna got married (No8). 4 We had one road day on 22/4/23 and tried a new approach – removing all vegetation along the fence line/scraping away a layer of the existing road introducing a slight camber towards the fence line/compacted the surface down and adding a layer or crushed chippings. This has been a success despite the relentless wet weather this year. Thank you to all volunteers that helped to make this happen, along with the refreshments. 5 Opened a new community bank account with METRO bank. Saying goodbye to HSBC will save us £60 a year in fees. 6 We will continue to renew our existing public liability insurance, those who pay their subscription fees will continue to benefit from its protection.
3	Treasurer's Report Nick Austin 1 New bank account with METRO – signatures are Al King and Nick Austin. Mostly online, no fee charges, can perform up to 200 transactions free of charge a month! 2 12/16 homes paid subscriptions last year £40+£1 - Treasurers prediction is that if the 12 households paid £40+£1 again this year, 2024, then there will be enough money for insurance/road costs and eventualities. 3 We had a large amount go to the road works, then insurance and then bank charges. Despite this we are in the black. 4 HSBC account will be closed, paperwork needs completing by Al and Nick, monies will be transferred to METRO account.
4	Election of Officers No stand downs no election of officers – Al King will remain as Chairman. Nick Austin will remain as Treasurer. Michele Greenstreet will remain as Secretary for 2024.
5	Proposed Road works for the year 2024 1 Need a small amount of gravel to maintain the road for 2024 as last year's works were a success. 2 Peter will ask MaCavis/Gallaghers about availability.

The Terrace Residents Association Annual AGM Agenda
Monday 11th March 2024

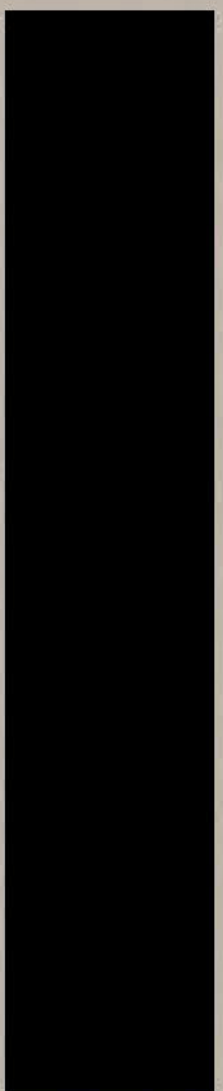
	<p>3 Residents to encourage the foliage to be minimal along the fence line of the road.</p>
<p>6</p>	<p>Social Events</p> <p>1 BBQ proposed by Debbie – 1st weekend of July – Saturday 6th July was discussed and preferred. Greenstreet’s agreed to host. Bring your own food – BBQ will be available for use.</p> <p>2 Memorial to Sandra - a Tree/Cherry blossom suggested by Deb Kerry. To be put opposite John Littles shed/railway/path suggested by Peter Greenstreet, as all the Terrace residents can see it from their frontage. Agreed by those in the meeting. Donations for the tree will be asked for. Donations to be put in an envelope marked “Sandra’s Tree” to Nick (No2.) No names of who it is from needed on the envelope. Debs/Neil/Peter to select tree (September 24). To be planted at Christmas along with mulled wine and Carols. Date TBC nearer the time.</p>
<p>7</p>	<p>Annual Subscription & Insurance</p> <p>1 New details of METRO bank account given out so that Residents can pay their subscriptions for 2024.</p> <p>2 Insurance still £288.00 those present all agreed to keep the insurance. Question (Bet) who is insured? Those that pay their subscription are covered. Those uninsured are personally liable if a claim is made by members of the public going to the station. Need clarification on how much frontage is covered outside everyone’s home. Insurance is not an extra it is included in our subs.</p> <p>3 Subscriptions to remain at £40+£1 for 2024. METRO BANK sort code 23-05-80 Ac no 53562019</p>
<p>8</p>	<p>Any Other Business</p> <p>1 AI - Rat problem towards the end of The Terrace - No7 to Samuel’s Cottage and John Littles Garden, he has seen them coming from the railway. This is more for your information – AI will ask the neighbours to come together to resolve the issue and let the network rail know that rats are coming from the railway.</p> <p>2 Parish Council Request – AI/Nick will ask for a potential payment towards the road as The Terrace is a thoroughfare for foot passengers to the station. This has been done elsewhere in the village and been granted.</p> <p>3 There is still a problem with cars dropping off/parking near the station by John’s house – Need a sign to say that it is walking access only/Private Road. – Michele volunteered to investigate how much a sign would be and get permission – Debs will speak to Keith Roberts about it.</p> <p>4 Discussion on the proposed building of a small house/Chalet on Westcourt Lane – near to The Terrace. The resident has been aggressive to a member of The Terrace – objections to the building have been raised.</p> <p>5 Les and Debbie Kerry are kindly donating their Gazebo to The Terrace resident’s association for social events. It is currently being stored at The Greenstreet’s. Deb was thanked for their generous gift.</p>

The Terrace Residents Association Annual AGM Agenda
Monday 11th March 2024

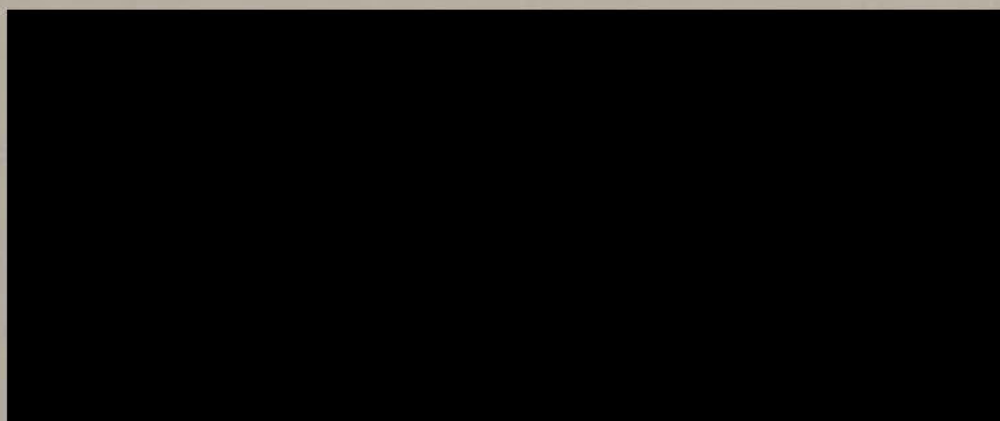
6	The alleyway – There have been people trespassing in the alleyway should we consider having a gate put up (as there was one before) to deter this. However, this might not include No1's back gate as there is a path to the co-op in the way. It will be investigated and discussed further throughout the year.
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7	AI has offered to host the next AGM 2025.
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Greenstreet Design



20 07 2023



Dear Alaric,

Re: For works completed to The Road

INVOICE 199

For stripping approximately 75mm of gravel and Type 1 off the road surface and transport to storage. For levelling the surface and grading to a fall. For rolling the surface to a tightly compacted finish. For supplying and laying 10 tons 11-16mm crushed limestone gravel.

For the sum of £1120.00

Bank Sort; 60 04 27 Acct; 90757718

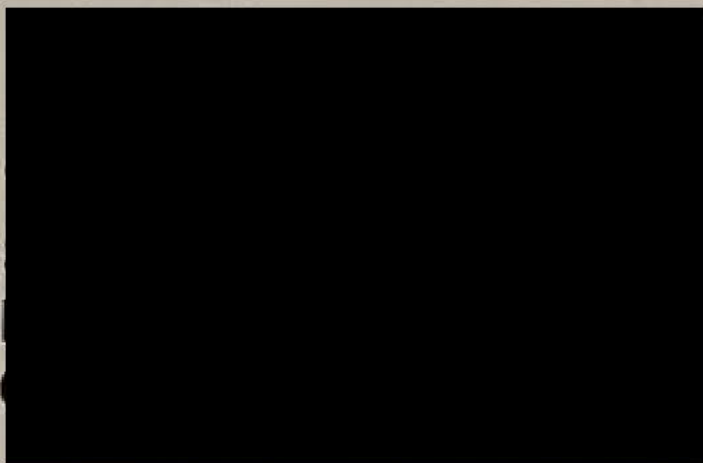


Travis Perkins

Travis Perkins

Travis Perkins Trading Company Limited
VAT Registration Number : GB 408 5567 37
Cheques Payable to : Travis Perkins Trading Co Ltd.
P O BOX 5227

NORTHAMPTON , NN5 7ZE



INVOICE 3288 AKE527

INVOICE/TAX DATE : 21/11/22
DELIVERY NOTE : F91110
DELIVERY DATE : 21/11/22
ORDER NO. :
ACCOUNT NO : JX8495
REGION : 001

DELIVERED TO :
**INLY HOUSE THE TERRACE
SHEPHERDSWELL
DOVER
CT15 7PX**

Page 1 of 1

ITEM CODE	DESCRIPTION OF GOODS	QUANTITY PER	PRICE PER	VALUE £	VAT %
938251	MOT TYPE 1 BULK BAG.	1.00 BAG	62.42 BAG	62.42	20.00
242541	MINIMUM ORDER CHARGE	1.00 EACH	16.67 EACH	16.67	20.00

Branch :
**DOVER TP
TRAVIS PERKINS TRADING CO. LTD
UNIT 2 WHITE CLFS BUSINESS PAR
WHITFIELD
DOVER
CT16 3PT
01304 829912**

GOODS AMOUNT	79.09
VAT TOTAL	15.81
INVOICE TOTAL	94.90

TERMS NET MONTHLY

Health & Safety: For information on products (e.g. COSHH) please visit www.travisperkins.co.uk. Contact the H&S Dept. during office hours on (01604) 752424 if data not available.

Pay your account balance online at:
www.travisperkins.co.uk

Registered in England No. 733503. Registered Office : Lodge Way House, Lodge Way, Harlestone Road, Northampton, NN5 7UG

From: terry.hunt@shepherdswellcoldred-pc.gov.uk
To: [Mark Watson](#); [Parishclerk](#)
Subject: Shepherdswell Village Green
Date: 22 February 2025 10:18:27

At the last Parish Council meeting I was asked to provide further information regarding the request from the VGA to erect a permanent "Christmas type tree" on the Village Green.

For several years the VGA have undertaken the task of purchasing a Christmas Tree and arranging decoration of the tree. The cost of this has been supported by the Parish Council but the cost of this has been increasing steadily every year; we consider that this is not a wise use of funds and not environmentally friendly as the tree is disposed of every year.

This year (2024) the switching on ceremony was very well attended and the VGA provided hot drinks and mince pies ; we also sang carols around the tree. All profits were donated to the church.

We now consider that we should purchase a "living" type of tree that we could use every year and with permission of the VGA I have spoken with several specialist tree nurseries to find out what type of tree will best suit our requirements. We were given several suggestions but they all recommended that a Nordmann Fir would be more than suitable.

The Nordmann Fir is a relatively slow growing tree with good resistance to poor weather and disease. It is also a very long lasting symmetrical tree which will require little maintenance over the coming years.

It is considered that the best place for this is more or less in the middle of the Green- this will not impact on any future events that would be held as we no longer use a large marquee rather smaller units.

We do not suggest placing the tree in the corner of the green as growth would be restricted by the close proximity of the existing trees.

We would intend erecting a small fence around the tree to protect it until it became more established.

We will be holding a garage sale in April to help raise funds for the purchase of the tree. We expect the cost will be around £1400 for a large container grown specimen which would be approximately 12 foot high.

I would request that this information is distributed to council members as we are keen to progress this matter to ensure that we can use the new tree for next Christmas.

If there are any questions that Councillors have I would be pleased to answer them.

Kind regards

Terry Hunt

From: [mike](#)
To: parishclerk@shepherdsweelcoldred-pc.gov.uk; mark.watson@shepherdsweelcoldred-pc.gov.uk
Cc: [Steven Durbidge](#); [Garrett Gorman](#)
Subject: Hill Avenue Road Repairs.
Date: 20 February 2025 14:54:27

To the Parish Council,

Would the Parish Council consider a request from Approach Road and Hill Avenue Residents Association for funding of 3 bags of Type 1 road material for repairing pot holes along Hill Avenue. The work of filling in the pot holes will be carried out by the residents,

Kind Regards,

Mike Pascall,

Chairman of Approach Road and Hill Avenue Residents Association.

CONSTITUTION OF THE SHEPHERDSWELL GREEN SPACES GROUP

The name of the Organisation is 'Shepherdswell Green Spaces Group' - called 'the group' in these rules. The group operates as a reference group of the Shepherdswell with Coldred Parish Council, which acts as the decision-making and responsible body in all matters relating to public spaces in the local community.

Aims of the group

- *To protect, maintain and develop public green spaces for the community of Shepherdswell and Coldred in Kent*
- *Research, inform, advise and challenge the Parish Council in matters relating to public green spaces*
- *To improve the habitat value of the green spaces*
- *To secure funds to improve the infrastructure of green spaces*
- *To campaign for improving green spaces, ensuring they are safe, inclusive and accessible for use by the local and wider community*
- *Any other aims the group wants.*

Powers

To further these aims, the group may exercise the following powers:

- *Raise funds and receive contributions, donations and otherwise, provided that the group shall not undertake any permanent trading activity;*
- *Bring together representatives of voluntary and statutory organisations, government departments and individuals;*
- *Produce leaflets/ posters to publicise group activities;*
- *Hold meetings;*
- *To undertake any other lawful activity to further the group's aims.*

Note: Any part of this document can be deleted, amended or added to, or additional parts added to it at the next AGM. Details of the proposed changes should be circulated with the notice of the AGM.

Membership

Membership of the group shall be open to all persons in sympathy with the group's aims and willing to abide by the group's constitution.

Each member will have one vote and will be eligible to stand for election onto the committee.

The group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

Management Committee

The group shall elect a committee of four members who will direct the policy and management of the group. They shall be elected to serve for one year after which time they may stand for re-election. The committee will comprise of Chair, Vice-Chair, Secretary and Treasurer.

The Chair will have a casting vote in the event of a tie.

The committee will have the power to co-opt members if it wishes to use this power.

The committee will meet a minimum of three times a year. The quorum level will be set at three members.

Meetings

General meetings will be held as often as necessary and at least six times a year.

An Annual General Meeting (AGM) of the group shall be held every year in the month of May. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the AGM will include electing the committee; reporting on the activities during the year, amendments to the constitution and approval of the group's accounts.

An Extraordinary General Meeting (EGM) can be held at the Chair's discretion or by a written request to the Chair of not less than five members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members. An Extraordinary General Meeting should only consider the business specified in the request.

Finances

- Any money raised shall be used to further the aims of the group and for no other purpose;
- A bank account will be opened in the name of the group;
- The account will require two signatures on any cheque or other bank document (except paying in slips). There will be four signatories available to the treasurer for signing cheques. The group shall decide the signatories to any account set up in the name of the group.
- A simple written note of the group's financial position will be produced and available at committee meetings;

- A statement of accounts verified by a competent person who is independent of the group shall be tabled at the AGM;
- No member shall derive any financial benefit from the group, except for payment of 'reasonable expenses';
- No money will be paid out in the name of the group without a receipt being presented.

Amendments to the constitution

If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of members.

Dissolution

If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 14 days notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

Adopted on theday of20...

Signed(Chair)

Signed(Treasurer)

Signed(Secretary)

SHEPHERDSWELL GREEN SPACES GROUP

MINUTES OF MEETING HELD ON MONDAY 17 FEBRUARY 2025

VILLAGE HALL

Attendees

Nigel Baker (Chair), Luca Jones, Aidan Softley, Denise Baker, David Cox, James Perfect, Barry Crush, Sindy Denyer, Carole White, Julia Harper, Bomber Fagg, Sue Taber, Kat McArdle

Apologies

None.

Gemma Caister-Softley has withdrawn from the group.

Minutes of last meeting held on 20 January 2025

Agreed as a true record.

Updates from previous minutes

Small Works Contractor to be approved at PC meeting on Weds 19 February, after which seeding of all four goalmouths should take place.

Confirmed that there are four dog poo dispensers in the community – three in Shepherdswell and one in Coldred. Still awaiting bags for Shepherdswell. Coldred get their supply direct from DDC.

Mark Watson (Chair of PC) is very happy with the Group's draft Constitution.

Nigel noted that Canterbury City Council have recently refurbished two of their play areas – at a cost of £120,000; Sindy suggested that we enquire where this funding came from.

Nigel has submitted an item for March edition of PC Magazine, inviting new members of the community to join the Group.

Nigel confirmed that there is no item relating to the Cricket Square on this week's PC Agenda.

Review and agree Constitution for SGSG

With one small amendment, the draft Constitution was agreed by all members of the Group. Official copies will be signed by elected Officers as soon as possible – a copy will almost certainly be required when opening a bank account. Chairman will retain a file copy, and a further copy will be forwarded to Parish Clerk.

Election of Officers

Following election of Chair at last meeting and agreement of new Constitution, the following members were elected by unanimous vote. Elected to serve for 12 months, all will be required to stand for re-election at an Annual General Meeting to be held in March 2026.

Chair Nigel Baker

Vice-Chair Kat McArdle

Secretary Luca Jones

Treasurer David Cox

These four members comprise the Group's Management Committee, and will meet a minimum of three times per year.

In addition, Denise Baker has agreed to undertake the role of Minute Taker for the Group.

Bank Account for SGSG

A Community Account will now be opened, with two from four signatories to be utilised (Chair, Vice Chair, Secretary, Treasurer).

Nigel will undertake an initial survey of accounts available in the following banks – Metro, Nationwide, Lloyds. Will make final decision via email. Timescale of two weeks.

Update on meeting with Funding Advisory Company

David provided a brief update on his recent virtual meeting with a charity which supports voluntary/charity groups in their efforts to secure funding grants from external bodies. Further discussions will be undertaken once bank account is in place.

Review Report: Annual Inspection of Recreation Ground 2024

Following brief discussion, it was agreed that the Group needs to flag up the critical high risk item that has been identified in the latest report. Nigel will raise at the PC meeting later this week.

The Group also proposed that a repair/replace strategy is put into place by the Parish Council so that a regular maintenance programme can be established. This will allow a focus on items that have been flagged as Moderate Risk before they become a more urgent problem.

Opportunity to plant new trees

David presented his brief report, exploring options for replacing trees that will soon be felled following PC decision. The Group agreed that more mature trees should be planted as a replacement (i.e. at least 1.5 metres) and include a variety of species. Aidan outlined one

possible nursery that could be approached – he has used before – and he will forward details to Nigel.

Sindy suggested the tree to be felled adjacent to Scout Hut should be replaced with a tree commemorating King Charles' Coronation. All agreed that this would be a good idea.

As a general point, David stated that the general condition of The Plantation requires remedial attention. There is space for additional trees to be planted on the lower part of the Plantation.

James suggested that felled trees should be chipped and spread along the pathway to make it more stable.

Next Steps/Action Plan/Decision Log

STORAGE CONTAINER (for Spartans FC): initial searches have flagged an opportunity to apply for 75% funding from the Football Foundation. This will be followed up by Denise, in consultation with James and Bomber. The 25% balance will be sought from the PC. Two quotes will be obtained; one already in place, suggesting £6,000 which includes dismantling old, purchase and installation of new. Further, a letter of support will be required from the PC, confirming their consent as landowner. Possible funding avenues from KCC (David Beaney) and DDC (Jamie Pout) will also be pursued.

PLAY AREA: further thought required for this, and a small Working Group will be established to research further and undertake a more detailed proposal. The PC Chair supports our position that this is a longer term project, requiring funding over more than one financial year.

REED MEADOW: Sindy suggested two further trees to be planted alongside the cherry tree already in place adjacent to the WI Bench. Sue confirmed that there is a working group meeting on 3 March at 1:00pm if anyone wishes to attend.

MEADOW VIEW: Proposal for two cherry/maple trees to be planted

COLDRED FORUM: Mark Watson is facilitating a meeting between Nigel and the Chair of the CF to explore how we might collaborate, or at least understand our respective roles.

SCOUT & GUIDES HUT: Bomber circulated plans prepared by Jenner; costings increased by 5% for inflation now total £135,000. However, this takes no account of the possibility of including a bunk area for the Scouts; this will require a joint meeting between Spartans FC and the Scouts before any further action can be taken to try and move this forward as a viable project.

Moving forward, an Action Plan and Decision Log will be compiled for SGSG. This 'live' document will be presented at every meeting, along minutes, as a mechanism to track progress with developing work streams. Hope to have a first draft ready for the Group's next meeting in March.

Any Other Business

Nigel will circulate the statement that he has prepared for the Parish Magazine, so that Mrs Moon from Sibertwold Primary can encourage parents to become involved.

Mrs Moon to be invited to the group's next meeting in March.

Dates of Future Meetings

All starting at 7:00pm

Monday 17 March (Village Hall)

Monday 14 April (Village Hall)

Monday 19 May (venue tbc)

Monday 16 June (venue tbc)

From: [Nigel Baker](#)
To: [Jan Rousell](#)
Cc: [Mark Watson](#)
Subject: SPSG MINUTES & REQUEST FOR PC FUNDING
Date: 05 March 2025 18:07:26
Attachments: [MINUTES_170225_FINAL.docx](#)

Hi Jan

1. I attach copy of minutes from our last meeting held on 17 February for your file and circulation.
2. SPSG asks that the following request be presented at the next PC Meeting on 19 March **for decision:**

‘The Parish Council will be aware that the Shepherdswell Green Spaces Group is pursuing a bid to the Football Foundation for a new or pre-owned/refurbished 20’ Storage Container to replace the current one that has fallen into significant disrepair and is no longer fit for purpose. If pre-owned/refurbished, the Container will be supplied with a minimum one year warranty. The new Container would be located on the same footprint as the current one, and would be partially shielded by hedges.

Any successful application to the Football Foundation will need to demonstrate an element of partnership funding, and SPSG is seeking a contribution of up to £2000 from the Parish Council - final amount will be confirmed as soon as all project costs are known. In addition, the Parish Council is asked to provide a letter to the Football Foundation giving its consent to these works’

If you require anything further regarding Point 2, please let me know. I will be attending the PC meeting and would be happy to answer any questions.

Thanks

Nigel

[Sent from Yahoo Mail for iPad](#)

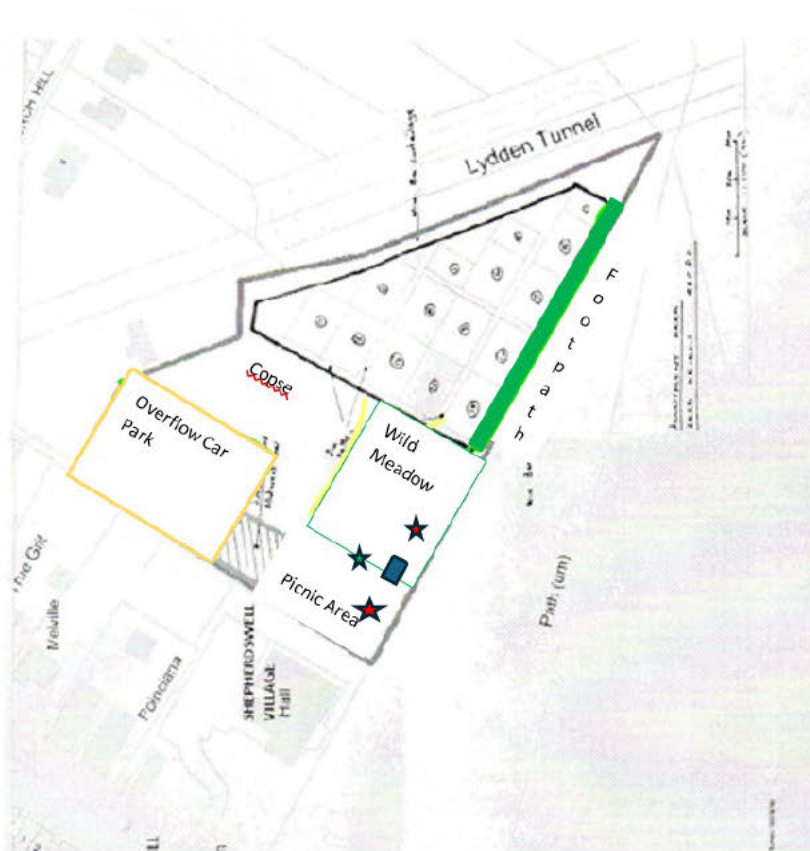
Proposal to Purchase and Plant Two Crab Apple Trees in Reed Meadow

To consider a proposal submitted by Sindy Denyer to the Parish Council to purchase and plant two crab apple trees in Reed Meadow. The trees will enhance the local environment and provide fruit for wildlife. The proposal includes purchasing two containerized trees, planting them near the WI bench, and ensuring their maintenance. The estimated cost is £200.

Proposal Details:

1. Further to motion 137/2025.1 Tree Inspection Report the Council agreed to a tree replacement policy for any tree to be removed as a result of the inspection.
2. Purchase of two 6 to 9 foot containerised crab apple trees, including necessary planting materials (stakes, guards, compost, etc.).
3. Planting Location: to be placed either side of the WI bench in a triangulation pattern with the WI Cherry tree. Crab apple trees are shallow rooted so suited to Reed Meadow soil conditions, and grow to a moderate height & spread of 4 to 5 metres offering a good spacial fit within this corner of Reed Meadow.- see Figure 1
4. Maintenance: The Parish Council to ensure the trees are properly cared for, including watering, pruning, and protection from pests.

Figure 1. Reed Meadow Proposed Planting Plan



From: [Nigel Baker](#)
To: [Jan Rousell](#)
Cc: [Mark Watson](#)
Subject: SGSG - another item for next PC Meeting
Date: 10 March 2025 14:36:55

Hi Jan

In order to secure the PC's agreement to move forward with developing plans for the Recreation Ground, would you look at getting this added to the Agenda for next week's meeting please.

'As part of its developing action plan, the Shepherdsweil Green Spaces Group is committed to a refurbishment of the Children's Play Area located at the Recreation Ground, supported by the Community Development Team at Dover District Council.

The preliminary steps for this project would involve:

- i. exploring external funding opportunities;
- ii. making contact with potential suppliers of play equipment;
- iii. engaging with the local community to seek their views on design;
- iv. presenting costed design options to PC for decision.

SGSG is seeking permission from the Parish Council to initiate this project and to proceed as described above.

The Group will report back to the Parish Council on a regular basis, and will return with costed options in due course to allow further decisions to be made. This project will only succeed if the Group is able to secure external funding, supported by an element of match funding from the Parish Council'

Many thanks

Nigel

[Sent from Yahoo Mail for iPhone](#)

