

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 3<sup>rd</sup> May 2016 in the committee room of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

#### Present:

Cllrs S. Munford (Chairman)  
P. Herrin  
S. Evans  
J. Skinner  
R. Martin  
J. Gershon  
K. Williams  
I. Ellis  
D. Smith

Parish Clerk  
2 parishioners

1. **Apologies:** Apologies were received from Cllrs Brown, Date and Whybrow. Apologies were also received from County Councillor, Gary Cooke
2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**  
No person expressed any intention of filming, photographing or recording any item

#### 3. Elections

##### 3.1 Chairman (& Chairman's Declaration of Acceptance of Office) :

Cllr Ellis nominated Cllr Munford as Chairman. This was seconded by Cllr Smith and a vote was taken. It was unanimously agreed that Cllr Munford take on the role of Chairman of the Parish Council for the next year. Cllr Munford and the clerk signed the Chairman's declaration of acceptance of office form.

It was agreed that a letter of thanks should be sent to retiring Councillors Wendy Clarke, Colin Bracking and Michelle Slater. It was noted that Cllr Clarke had been a member of the Parish Council for over thirty years and it was agreed to hold a reception to mark her years of service, also inviting other members who had recently left. Clerk to arrange. **CLERK**

It was noted that there were now three vacancies on the Parish Council although one person had submitted an application which would be considered at the Parish Council meeting in July. Cllr Ellis suggested an agenda item for the next meeting on how to attract new members to join the Council. **CLERK**

- 3.2 Vice Chairman : Cllr Skinner nominated Cllr Ellis as Vice Chair. This was seconded by Cllr Gershon, with all in favour.

- 3.3 The clerk handed new declaration of acceptance of office forms to members, for signing based on their new term of office commencing on 11<sup>th</sup> May. **ALL CLLRS**

#### **4. Appointments**

- 4.1 Planning & Licensing Committee - Chair, Vice Chair and members:  
Cllr Gershon nominated Cllr Smith as Chair. This was seconded by Cllr Skinner and agreed by all members.  
Cllr Smith nominated Cllr Gershon as Vice Chair. This was seconded by Cllr Evans and agreed by all members.  
Planning committee members would remain as Cllrs Smith, Gershon, Evans, Skinner, Date, Whybrow and Brown
- 4.2 KALC Representatives : Cllrs Ellis and Munford
- 4.3 Village Hall & Recreation Ground Committee Representatives : Cllr Gerson, with Cllr Martin assisting as required
- 4.4 Allotment Representative : Cllr Martin
- 4.5 Neighbourhood Watch Representative : Cllr Williams
- 4.6 Communication Co-ordinators : Cllr Gershon (website) and Cllr Date (newsletters and e-mail circle)
- 4.7 PACT Representative : Cllr Date
- 4.8 Bus Group Representative : Cllr Whybrow
- 4.9 Grants Co-ordinator : Cllr Brown
- 4.10 Highways Representative : Cllr Herrin
- 4.11 Footpaths Co-ordinator : Cllr Skinner
- 4.12 Tree Preservation Order Co-ordinator : Cllr Skinner
- 4.13 Litter Group Co-ordinator : Cllr Evans
- 4.14 Conservation Area Management Co-ordinator : Cllr Gershon

Cllr Munford thanked all those who had taken on the above roles for the next year

#### **5. Notification of late items for inclusion on the agenda**

No late items

6. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**

It was agreed that item 17.2 Parishioner of the Year should be an excluded item.

#### **7. Reports from Maidstone Police / PCSO and KCC Rural Community Warden**

PCSO Ed Money was not present at the meeting but had provided a brief report in advance. There had been 6 crimes during the last two month period. For the same period last year there had been a total of 10 crimes. The clerk had asked for a breakdown of these figures but this information had not been provided.

No report had been provided by KCC Warden, Liz Lovatt.

April and May update notes had been received from Kent County Councillor, Gary Cooke. These included information on primary school admissions, pothole repairs, review of KCC funded bus services, member funding of residents events, the potential Leeds / Langley relief road and other local highway matters. Specific to Boughton Monchelsea, Cllr Cooke had arranged for re-painting of speed bump

markings and white lines to the main entrance junction of the Joywood development. He noted that he was also working with highway officers to progress residents' calls for a 20mph zone in Joywood.

**8. Open Quarter:**

Nothing was discussed under this item however it was agreed to bring forward item 14.2 to allow Mr Euan Mitchell to speak to members

**14.2 Euan Mitchell : request for funding towards Tanzania 2017 Scouts Expedition**

The clerk introduced Euan to members and invited him to speak about his request. Euan spoke for several minutes regarding the project he will be involved in in Tanzania, helping to build a medical centre and attending an international scouts event. He explained that he lives in the north ward of the parish and as well as being an Explorer Scout, volunteers as a Young Leader, helping with the younger members of the scout group. He explained that he had already raised a significant sum towards his project by way of an Easter raffle, running a 'Murder Mystery' evening in the village hall and taking part in a Rotary Club sponsored walk.

Members agreed that Euan could advertise his project in the Parish Council's next newsletter and on the website. He could also have a free stall at the village fete in July and could speak about his project briefly at the Parish Council's Annual Parish Meeting on 17<sup>th</sup> May.

Cllr Ellis stated that it would not be possible as a Parish Council to award a grant for this project but that Euan could be engaged by the Parish Council in some way and paid for his services. It was agreed by all members that this payment would be set at £1000 and Councillors would need to meet and agree suitable work that could be carried out by Euan.

Cllr Gershon suggested a youth services role for Euan and it was left for him to think about the possibility of setting up a Youth Parish Council. It was agreed that Euan should attend the Parish Council meeting on 6<sup>th</sup> September to take forward this idea and discuss suitable services he could provide for the agreed payment of £1000.

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

Cllr Skinner declared an interest in item 16 Furfield Park methane monitoring.

The clerk reminded all members that they would be required to complete and submit new declaration of interests forms once taking up their new term of office on 11<sup>th</sup> May.

**ALL CLLRS**

**10. Matters outstanding from minutes (1<sup>st</sup> March) not included in agenda:**

Item 15.5 : Parish Council policies were now available on the website

Item 17.5 : Honour boards – Cllr Brown was not present at the meeting but Cllr Gershon noted that the village hall committee were keen to know where the honour boards would be located within the hall

**CLLR BROWN**

11. **Minutes of the meeting held on 3<sup>rd</sup> May 2016. Agreement of and signature by Chairman of the Parish Council :**

The minutes of the meeting held on 1<sup>st</sup> March were agreed as correct. Proposed by Cllr Evans, seconded by Cllr Smith and agreed by all members.

12. **Clerk's report**

The contents of the clerk's report were noted.

- 12.1 The clerk advised that the gates to the Church Street play area had recently been adjusted by MBC. It was agreed that further advice should be sought from the Borough Council on additional alterations to the existing gates and a price obtained for replacement gates **CLERK**

Cllr Williams noted that there had been recent fly tipping on Brishing Road which had been set fire to.

It was agreed that a further letter should be sent to relevant residents on the Furfield Park development who were dumping rubbish and household items outside their back gardens on to the Furfield Park open space. The tone of the letter should be that removal of tipped material takes up valuable funds that the Parish Council would much rather spend on the community. **CLERK**

13. **Finance Report:**

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

Parish Clerk	Clerk's net salary and expenses - Feb	889.07
HMRC	Employer / employee NI - Feb	41.07
RIP Cleaning Services	Dog bin emptying - Feb	51.84
Gill Turner Tucker	BMAT Legal Fees	990.00
Peter Skinner	40% deposit for new parish hut doors	616.00
Tantons Tree Surgeons	Tree surgery work to BMAT land at Pested Bars Road	1170.00
KALC	Dynamic Councillor Workshop	72.00
Village hall committee	Hall hire - Feb	7.50
Village hall committee	Parish office rent 2015 and 2016	1042.50
Kent County Council	A4 paper	14.99
EDF Energy	Electricity to parish hut	34.00
Parish Clerk	Clerk's net salary and expenses – Mar	883.45
HMRC	Employer / employee NI – Mar	41.07
Paul Waring	Landscape maintenance work 2015/16	7497.66
RIP Cleaning Services	Dog bin emptying – Mar	64.80
South East Water	Allotment water bill 12/10/15 to 6/4/16	22.20
Village hall committee	Hall hire – Mar	34.50
KALC	Annual subscription 2016/17	978.98
Kalkwik	Newsletter printing	244.00
L. Date	Newsletter delivery	150.00

**Receipts:**

MBC	Precept	56555.00
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Friends of St Peters	‘Upon the Quarry Hills’ book sales (50% to Friends of St Peters, 50% to PC)	60.00
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**Balances as at 26th April 2016 :**

Current Account	123,327.21
Business Reserve	424.51
National Savings	297.94
<b>Total Financial Assets</b>	<b>124,049.66</b>

13.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted.

13.2 Parish Council accounts for 2015/16 :  
Parish Council accounts for 2015/16 were approved by all members subject to internal audit (proposed by Cllr Ellis, seconded by Cllr Williams).

The annual governance statement on the Audit Commission annual return was approved by all members (proposed by Cllr Ellis, seconded by Cllr Williams). The clerk confirmed that the internal audit would now be completed and then the Annual return submitted to the Audit Commission by the required deadline. **CLERK**

13.3 Agreement of budget for 2016/17 : A draft budget for 2016/17 had been produced by the clerk and Chairman. Cllr Munford proposed that this be accepted. Seconded by Cllr Smith and agreed by all members.

**14. Correspondence:**

14.1 David Bissell - Application to become a Parish Councillor : It was agreed to defer this item until the next meeting. Following advice from the Borough Council it was agreed that it was not appropriate to consider co-option of new members until after current Councillors’ new term of office commences on 11<sup>th</sup> April.  
Post meeting note : Mr Bissell has since advised the Council that due to other commitments he no longer wishes to be considered for co-option to the Council at this time.

**15. Planning Report:**

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

**MBC notified**

16/502065	35 Lewis Court Drive, Boughton Monchelsea First floor side extension together with alterations to provide additional living accommodation <b>DECISION :</b> No objection / comment	6/4/16
16/501940	The White House, Heath Road, Boughton Monchelsea Demolition of existing pitched roof side extension and erection of replacement orangery <b>DECISION :</b>	6/4/16

15/509907	<p>No objection / comment, assuming the property is not listed. Land south of Sunny Brae, Hubbards Lane, Loose Outline application for the erection of 8 dwellings (access and layout being sought)</p> <p><b>DECISION :</b> The Parish Council wish to see the application approved.</p>	6/4/16
15/509015	<p>Land south of Sutton Road, Langley Outline application for residential development..... (ADDITIONAL / AMENDED DETAILS ONLY)</p> <p><b>DECISION :</b> The Parish Council would like to comment on the additional / amended information as follows :</p> <p>Whilst the new information addresses some of our minor concerns with the application, such as protecting building in the valley area and the Langley Church environs, it fails to respond to the major issues cited in our original request for the application to be refused.</p> <p>We wish to reiterate our original concerns with regard to anti-coalescence, sustainability and the huge impact the developments would have on the existing inadequate road network and infrastructure in the south east of Maidstone. In addition, our concerns regarding flooding downstream of the development have not been addressed.</p> <p>In summary, the revised information that has been submitted by the applicant is merely 'tinkering at the edges' and has not addressed our major issues of concern at all. As advised previously, the Parish Council wish to see the application refused and I have attached a copy of our original detailed response, for your information.</p>	15/4/16
16/500991	<p>94 The Quarries, Boughton Monchelsea Demolition of existing garage. Erection of a single storey rear extension with a velux window to side. Loft conversion with dormer windows to front and rear and a velux window to side</p> <p><b>DECISION :</b> No objection / comment</p>	27/4/16
16/502734	<p>10 Brishing Road, Boughton Monchelsea Loft conversion with hip to gable roof extension, 2 no. pitched roof dormers to rear elevation and 1 no. pitched roof dormer and velux window to front elevation</p> <p><b>DECISION :</b> No objection / comment</p>	27/4/16
16/502024	<p>South Lodge, Wierton Hill, Boughton Monchelsea Refurbishment of existing garage. Removal of cladding and replacement with cedar cladding and a new sedum roof. Conversion of one of the garages to additional accommodation incidental to dwelling</p>	27/4/16

	<b>DECISION :</b> No objection / comment	
16/503177	Cherry-Tree Park, Church Hill, Boughton Monchelsea Application for the variation of condition 3 (no of caravan / lodges in accordance with approved plan) and 6 (approved plans) of permission 16/500987/FULL – in order to increase the size of lodge 12	27/4/16
	<b>DECISION :</b> The Parish Council objected to planning application 16/500987 based on the fact that the additional lodge would represent unacceptable intensification of the site, resulting in a detrimental effect on the countryside and nearby Greensand Way. The Borough Council approved this application and we are disappointed that the applicant is now requesting further intensification of the site by increasing the size of lodge 12. Original planning application MA/09/2004 allowed only 10 lodges on the site and this is now the third request to add more lodges / increase their size.	
	The site is now full to capacity and we trust that if the Borough Council are mindful to approve this application then there will be no further amendments to conditions allowed. The conditions were put in place by the Borough Council for a reason and it is wholly unacceptable for them to be altered every time a new application is submitted.	
16/502735	Boughton Service Station, Heath Road, Boughton Monchelsea Retrospective application for the siting of a temporary portable cabin	28/4/16
	<b>DECISION :</b> The Parish Council wish to see the application refused for the following planning reasons : <ul style="list-style-type: none"> <li>• The siting of the cabin is inappropriate at the gateway to the village and would cause visual harm to the setting of the adjacent conservation area</li> <li>• The Borough Council’s emerging Cock Street conservation area management plan states : <ul style="list-style-type: none"> <li>4.2.1 ‘The petrol station and its signage still dominate views into and out of the area to the east’</li> <li>4.3.1 ‘Negative impact of the petrol station on the setting of the conservation area’</li> </ul> The Borough Council should therefore seek the views of the conservation officer prior to deciding the application</li> </ul>	
16/502736	Boughton Service Station, Heath Road, Boughton Monchelsea Advertisement consent for 1 no. non-illuminated ‘V’ board hoarding sign	28/4/16
	<b>DECISION :</b> The Parish Council wish to see the application refused for the following planning reasons : <ul style="list-style-type: none"> <li>• The large size and graphics of the sign are inappropriate</li> </ul>	

at the gateway to the village and would cause visual harm to the setting of the adjacent conservation area

- Point 4.3.6 of the Borough Council's emerging Cock Street conservation area management plan states :  
'The very large illuminated signs associated with the petrol station immediately outside the CA boundary (Fig.3) are very prominent in views into and out of the conservation area from the east, and detrimental to its character and appearance. As and when the opportunity arises, every effort should be made to reduce the visual impact of signage on this site, and/or to secure a use that is more sympathetic to the setting of the conservation area' The Borough Council should therefore seek the views of the conservation officer prior to deciding the application
- The emerging conservation area management plan also states :
  - 4.2.1 'The petrol station and its signage still dominate views into and out of the area to the east'
  - 4.3.1 'Negative impact of the petrol station on the setting of the conservation area'
  - 4.3.2 'The following have been identified as key opportunities for enhancement of the area.....reduction in density of road signage'The above points must be taken into account prior to deciding the application

16/503052

The Yard, Hermitage Lane, Boughton Monchelsea  
Demolition of existing building and erection of 4 no. semi detached cottages with amenity space and access

27/4/16

**DECISION :**

Response sent to case officer :

Parish Councillors have considered the above planning application and would like to comment as follows :

- We feel that the proposed street view elevation drawing (DHA/11144/16) is misleading, with the proposed new dwellings not appearing to be shown to scale.
- The proposed street elevation drawing (DHA/11144/08) needs to be completed and drawn accurately to fully show the relationship between the new and existing buildings. We have concerns that the new dwellings may dominate the existing cottages but we are not able to have a proper view on this with the limited information provided
- The site location is quite clearly rural and therefore any implications made in the documents that the proposal is on the edge of an urban area are misleading

In summary, members feel unable to comment formally on the application at this stage. The online comments system requires

that the Parish objects, supports or remains neutral on the application. We do not feel able to comment in full until the above issues have been addressed.

16/503176 22 Lewis Court Drive, Boughton Monchelsea 27/4/16

Erection of a single storey side and rear flat roof extension to replace existing conservatory (revised scheme to MA/14/0522)

**DECISION :**

No objection / comment

16/503383 71 Haste Hill Road, Boughton Monchelsea --

Conversion of roof space into additional living accommodation including the installation of dormer windows to the front and rear elevations.

**DECISION :** Not yet decided

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

16/500987 Cherry-Tree Park, Church Hill, Boughton Monchelsea

Application for the variation of condition 5 of permission MA/12/1130 (Condition 5 states: No more than 10 caravan/lodges shall be provided on site in accordance with the details approved under MA/09/2004) - being no more than 12 caravan/lodges shall be provided on site

16/500391 2 Haste Hill Close, Boughton Monchelsea

Erection of a part single / two storey rear extension with Juliette balcony, single storey front extension, new roof over existing garage with window to replace garage door and insertion of window in first floor south elevation

16/500066 11 Petlands, Boughton Monchelsea

Demolition of attached garage and erection of single storey side extension

16/507259 Land adj Rock House, Boughton Lane, Boughton Monchelsea

Erection of a new single storey, contemporary residential dwelling and detached garage / workshop block with associated landscaping, parking and access

16/501423 The Barn, The Nursery, Wierton Hill Farm, East Hall Hill, Boughton Monchelsea

Prior notification for change of use of an agricultural building to a dwellinghouse (use class C3) together with building operations which are reasonably necessary to convert the building.

For its prior approval to :

- Transport and Highways impacts of the development
- Contamination risks on the site
- Noise impacts of the development
- Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change as proposed
- Design and external appearance impacts on the building

Note that prior approval has been granted by MBC

16/500058 Barnview, Church Hill, Boughton Monchelsea

Siting of permanent residential timber cabin for occupation in connection with the operation of Barnview Chickens

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

None

**The following application(s) have been notified as WITHDRAWN**

None

**The following APPEALS have been notified:**

None

**The following APPEAL DECISION(S) have been notified :**

None

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

None

15.1 A vote of thanks was recorded for Cllr Gershon for all his hard work on the Wierton Place planning application. Cllr Gershon advised that he would be monitoring the situation and would report back to members accordingly.

15.2 Members discussed MBC's Local Plan and 5 year housing supply at length.

**16. Representatives' Reports:**

16.1 KALC: Cllr Ellis had nothing to report.

16.2 Allotments : The clerk noted that there were now a number of vacant full and half plots. Two of the water tanks on the site are broken and need replacing. Letters had been written to several plot holders regarding the condition of their plots and unauthorised growing of fruit trees. Following the resignation of Cllr Bracking from the Parish Council, Cllr Martin agreed to take on the role of allotment representative.

16.3 Village Hall & Recreation Ground : Cllr Gershon advised that the committee now has a new chair, Rachel Newcomb, with Angela Whybrow taking on the role of Vice Chair. Improvements to the tennis court were planned. Cllr Gershon complimented committee member, Carl King, on his hard work in obtaining good deals for gas, electricity etc

16.4 Neighbourhood Watch : Cllr Williams had nothing to report.

16.5 PACT : Cllr Date was not present at the meeting.

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

**17. Items for Discussion:**

17.1 Grants for 2016/17 : The following grants were agreed

- Brownies £200
- Friendship Circle £250

- Scouts £300
- St Peters Church £2500 contribution towards grass cutting. To be paid directly to Steve Waring at the end of the financial year. In addition a further £200 grant was again to be offered for the provision of litter and compost facilities in the south west corner of the existing graveyard or the new graveyard.
- Royal British Legion £350 (to be paid via the church prior to remembrance day)
- Salvation Army £275 (to be paid following Carols on the Green in December)
- Boughton Monchelsea village fete committee £200 towards advertising costs
- Boughton Monchelsea pantomime group : £200 for any production taking place in 2016/17
- North ward community activity £200. It was agreed that this grant would be paid for any activity with good access for residents living in north ward. Cllr Williams to advise further on this

17.2 Final details for Annual Parish Meeting including recipient of Parishioner of the Year 2016 : exempt item

17.3 Parkwood Farm reservoir update : Cllr Herrin advised that the reservoir remedial works would need to take place after the farm's summer crop irrigation.

17.4 North Ward update :

It was noted that due to the hard work of Cllrs Williams and Munford, MBC had agreed to put in a new path from the Roman Way development to the play area at Park Wood.

Cllr Williams advised that there had been a number of garage burglaries recently and that lack of parking on the development was still causing big problems amongst residents.

17.5 Health & Safety issues : Nothing to report

17.6 Public access defibrillator site : The clerk advised that Cllr Hotson had agreed to give £1000 towards the cost of the defibrillator. The clerk would be making a further grant application in the hope of funding the remainder. The funds that the Parish Council had agreed previously would allow the installation of the red phone box to go ahead. Clerk to place order. **CLERK**

17.7 Queen's 90<sup>th</sup> birthday event : Cllr Martin advised that there would be a church service on the recreation ground on Sunday 12<sup>th</sup> June, commencing at 11am. This would be followed by a picnic / BBQ. Hall hire had been arranged, in case of bad weather. The event would be open to all parishioners and would be advertised with posters and flyers.

Members agreed that the Parish Council would pay 50% of the cost of the event, up to £300

**18. Deferred items schedule :**

- 18.1 Furfield Quarry : Cllr Ellis advised that each year the Parish Council requests confirmation that the sum of money held by the custodian trustee is adequate for maintenance of the methane monitoring facility. It was agreed that the clerk should write to John Taylor requesting information on the maintenance costs compared to the capital sum available. **CLERK**

**19. Any Other Business**

- 19.1 Cllr Skinner stated that a resident had complained to her about parking in Meadow View Road. It was noted that KCC Warden, Liz Lovatt, had looked into this but the cars are parked legally as long as they are taxed and therefore no action can be taken.

- 19.2 The clerk stated that following the recent resignations, more Councillors would need to become bank signatories. Cllrs Skinner and Gershon agreed to this. Clerk to obtain bank forms. **CLERK**

- 19.3 Cllr Munford noted that a new Chair would be required for Boughton Monchelsea Amenity Trust, following Wendy Clarke's retirement. To be agreed at next Amenity Trust meeting.

**20. Date of Next Meeting:**

The next Parish Council meeting will be held on Tuesday 5<sup>th</sup> July 2016. There being no further business the meeting closed at 9.30pm

## MINUTE 18 (Parish Council meeting 3 May 2016)

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

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 3 May 2016
16.1.07	Furfield Quarry	Methane monitoring	<p>Update reports obtained &amp; passed to Cllr Fuller / meeting of Custodian Trustees. Need to write to planning authority asking whether methane is being monitored (4.3.08, 6.5.08, 15.7.08). Up to date report received. Ensure reports requested annually (2.9.08). Clerk to request latest report (6/7/11, 6/9/11). Latest report requested. Page &amp; Wells to set up meeting with relevant parties to discuss (1/11/11). Meeting took place 9/12/11. Next meeting due December 2012. Clerk to request financial information from MBC (3/7/12). Correspondence received 23/7/12. Cllr Ellis to arrange further meeting with relevant parties (4/9/12, 6/11/12). Clerk to arrange further meeting (8/1/13). Meeting with MBC arranged for 17<sup>th</sup> June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5<sup>th</sup> September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5<sup>th</sup> Sept (5.11.13). Clerk to arrange further meeting (6/5/14, 1/7/14). Contacted MBC's Duncan Haynes 12/8/14 to arrange meeting. My Haynes has advised that he will be meeting with the consultant who manages the methane monitoring system on site in September and will arrange a meeting following this (2/9/14). Meeting with Duncan Haynes arranged for Weds 10<sup>th</sup> Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10<sup>th</sup> Dec. Borough Council officer, Duncan Haynes is now arranging an annual meeting between MBC, the Parish Council and trustees of the Skinner Trust. Awaiting confirmation of date (13/1/15, 3/3/15, 5/5/15). Clerk to write requesting financial information on cost of maintaining facility compared to capital sum available (12/1/16, 1/3/16, 3/5/16)</p>