

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 2<sup>nd</sup> May 2017 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

#### Present:

Cllrs S. Munford (Chairman)  
I. Ellis  
S. Evans  
P. Herrin  
R. Martin  
J. Gershon  
N. Wilde  
B. Brown  
D. Smith

Parish Clerk  
3 residents

1. **Apologies:** Apologies were received from Cllrs Whybrow, Date, Williams and Skinner and from KCC Warden, Liz Lovatt
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 Brown 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.
  - 3.2 Vice Chairman : Cllr Munford nominated Cllr Ellis as Vice Chair. This was seconded by Cllr Evans, with all in favour.
4. **Appointments**
  - 4.1 Planning & Licensing Committee - Chair, Vice Chair and members:  
Cllr Gershon nominated Cllr Smith as Chair. This was seconded by Cllr Evans 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 were agreed as Cllrs Smith, Gershon, Evans, Skinner, Date, Whybrow, Brown and Martin. Cllr Ellis agreed to act as a substitute member if and when required
  - 4.2 Finance Committee : Committee members were agreed as Cllrs Munford, Ellis, Gershon, Smith, Martin and Brown

- 4.3 KALC Representatives : Cllrs Ellis and Gershon agreed to act as voting members
- 4.4 Village Hall & Recreation Ground Committee Representatives : Cllr Gerson, with Cllr Martin assisting as required
- 4.5 Allotment Representative : Cllr Martin
- 4.6 Neighbourhood Watch Representative : Cllr Williams
- 4.7 Communication Co-ordinators : Cllr Gershon (website) and Cllr Date (newsletters and e-mail circle)
- 4.8 PACT Representative : Cllr Date
- 4.9 Bus Group Representative : Cllr Skinner
- 4.10 Grants Co-ordinator : Cllr Brown
- 4.11 Highways Representative : Cllr Herrin
- 4.12 Footpaths Co-ordinator : Cllr Skinner
- 4.13 Tree Preservation Order Co-ordinator : Cllr Skinner
- 4.14 Litter Group Co-ordinator : Cllr Evans
- 4.15 Conservation Area Management Co-ordinator : Cllr Munford, assisted by Cllr Williams and Cllr Gershon, if required

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 Pete Gardner was not present at the meeting but a Police report had been received in advance. There had been 11 reported crimes in March and April, 9 in south ward, 2 in north ward. South ward crimes were 1 incident of criminal damage, 3 burglaries, 4 incidents of theft and 1 incident of attempted burglary. North ward crimes were 1 incident of theft and 1 incident of criminal damage. For the same period last year there had been a total of 15 reported crimes.

Members agreed that the clerk should remind the Police of the existence of the CCTV at the Church Street / Heath Road junction and ask for it to be checked by them for potential evidence when crime has occurred. It was suggested that CCTV evidence may be available relating to the recent theft of a motor vehicle from Park Lane

**CLERK**

Cllr Munford noted that the Police had apprehended somebody recently who was responsible for shed breaks in the area.

KCC Warden, Liz Lovatt was not present at the meeting but had provided a written report in advance, summarised as follows :

- Volunteer Support Warden role still being advertised. Closing date extended until applications are received.

Post meeting note : KCC have now received an application and will be conducting an interview on Monday 15<sup>th</sup> May

- Many welfare visits have been carried out, working closely with the NHS, Social Services and the Police
- Scam phone call received from a company offering an alarm that was reportedly endorsed by Kent Police and the local authority. This was not the case as recommendations are never made for these products.
- Power tools and scrap copper were stolen from a shed in Heath Road on 25<sup>th</sup> April. A hot water tank was stolen from a garden in Heath Road on the same date. Any information in connection with these crimes should be reported to Kent Police

**8. Open Quarter :**

Nothing to discuss

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

Cllr Munford declared an interest in item 17.1 Grants (as a member of the village fete committee). As trustees of BMAT, all members (except Cllr Munford) declared an interest in any item related to Boughton Monchelsea Amenity Trust.

**10. Matters outstanding from minutes of meeting on 7<sup>th</sup> March and not included in agenda:**

8 : Any information, articles or photos for the website should be sent to Cllr Gershon. **ALL CLLRS**

12.4 : It was noted that the Parish Council had not responded to the recent consultation on the government housing white paper.

15.6 : It was agreed that Cllr Evans would present a 'quiet lanes' powerpoint at the Annual Parish Meeting on 16<sup>th</sup> May.

15.7 : It was noted that the dog walking guide that had been produced by Cllr Skinner would be included in the next Parish Council newsletter. Copies were now available in the post office and other public places in and around the parish.

Cllr Munford advised that there had been insufficient content for the April edition of the Parish Council newsletter. It was agreed that the next edition should go out in June (copy date 1<sup>st</sup> June). The following members agreed to submit articles to Cllr Date for inclusion :

Cllr Herrin – reservoir update

Cllr Martin – allotment update

Cllr Wilde – update on footpath from Roman Way to the Parkwood shops

Cllr Smith / Cllr Ellis – BMAT update

Cllr Evans – updates on quiet lanes and litter

**CLLRS HERRIN, MARTIN, WILDE, SMITH, ELLIS, EVANS, DATE**

**11. Minutes of the meeting held on 7<sup>th</sup> March 2017. Agreement of and signature by Chairman of the Parish Council :**

The minutes of the Parish Council meeting held on 7<sup>th</sup> March were agreed as correct by members.

## 12. Clerk's report

The contents of the clerk's report were noted.

The clerk spoke regarding the planning condition relating to Linton Park School, whereby a reactive road sign should have been installed on Heath Road. MBC had looked into this and were now giving the applicant the opportunity to either install the sign or submit an application to have the condition removed. It was agreed that the clerk should write a letter to Linton Park school expressing concerns about road safety and asking them to comply with the condition and install the sign. **CLERK**

The clerk noted that the Parish Council's Facebook page was now up and running.

It was agreed to bring forward item 17.1

### 17.1 Grants for 2016/17 :

Three members of the public were in attendance at the meeting – Katy Abson, representing Boughton Monchelsea Helping Hands ; Derek Carpenter and John Huthwaite, representing Boughton Monchelsea Bowls Club.

Mrs Abson thanked the Parish Council for the grant that had been awarded to Helping Hands last year. She advised that the group now has 34 volunteers and has received 46 requests over the last year, from 17 residents. A quarter of the requests had been for regular help, a half had been for help with transport and 11 requests had been received for help in the home and garden. It was noted that the majority of clients are elderly. Mrs Abson advised that last year's grant had been used for marketing. In the next year it was hoped that ID and affiliation badges could be provided for volunteers and business cards purchased. A group Facebook page would also be created. Mrs Abson concluded by noting that over 150 hours of volunteering had been generated by the group since August 2016.

Mr Carpenter and Mr Huthwaite advised that since this time last year, the group had gained 4 new members. They noted that funds tend to drop in the summer however due to some members bowling at outdoor clubs during the warmer months. They advised that the group remains committed to hall hire costs throughout the year. The cost of this was noted as £11.50 per hour for 4 hours per week (2 x 2 hour sessions per week). The income generated was £2.50 per bowler per session therefore a minimum of 10 bowlers were required per session in order to break even.

The following grants were agreed by members :

- Boughton Monchelsea Brownies £200
- Boughton Monchelsea Friendship Circle £250
- Boughton Monchelsea Scouts £300
- Boughton Monchelsea toddler group £200
- Boughton Monchelsea Helping Hands £300
- Boughton Monchelsea Bowls Club £250

- St Peters Church £2500 contribution towards grass cutting. To be paid directly to Steve Waring at the end of the financial year.
- Royal British Legion £350 (to be paid via the church prior to remembrance day)
- Salvation Army £300 (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 2017/18
- 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
- Kent, Surrey and Sussex Air Ambulance £250

### 13. Finance Report:

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

Parish Clerk	Printer cartridge	76.88
RIP Cleaning Services	Dog bin emptying - February	43.20
Boughton Monchelsea village hall committee	Parish office hire for 2016	524.50
Boughton Monchelsea Mother & Toddler group	Grant	200.00
Maidstone Borough Council	Litter bin emptying – play area and village hall car park (quarterly invoice)	90.45
Gill Turner Tucker	BMAT legal fees	1,486.00
Tantons Tree Surgeons	Tree surgery work on the green	220.00
EDF Energy	Electricity to parish hut	55.39
Paul Waring	Landscape maintenance work 2016/17 (annual invoice)	8,837.05
RP Stroud	Fencing work to Beresfords Hill	700.00
Parish Clerk	Clerk's salary and expenses - March	934.59
HMRC	Employer / Employee NI - March	41.07
Gill Turner Tucker	BMAT legal fees	210.00
RIP Cleaning Services	Dog bin emptying - March	54.00
St Peters Church	Printing of dog walking leaflet	24.00
<b>** Maidstone Borough Council **</b>	Fitting electrical socket to lamppost for CCTV	145.00
Boughton Monchelsea village hall committee	Hall hire	34.50
Black & Veatch Ltd	Parkwood Farm reservoir consultants fees	535.00
KCC	A4 copier paper	15.24
GRS Arboricultural Consultant	Survey of trees on the green	396.75

#### **Receipts:**

MBC	Precept	60,237.00
Allotment leaseholders	Allotment rent	90.00
Friends of St Peters	Book sales	35.00

**Balances as at 25<sup>th</sup> April 2017 :**

Current Account	108,107.79
Business Reserve	424.69
National Savings	299.73
<b>Total Financial Assets</b>	<b>108,832.21</b>

Note : Bold / asterisked items indicate payments made prior to authorisation by the Council but certified as to correctness and urgency by the Chairman and Clerk.

- 13.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted. Proposed by Cllr Ellis, seconded by Cllr Smith and agreed by all members.

Cllr Ellis suggested that the Parish Council should approach the developer of the land at the Church Street / Heath Road junction regarding possible purchase and sale of 'Upon the Quarry Hills' books. **CLERK**

- 13.2 Agreement of Parish Council accounts for 2016/17 : Parish Council accounts for 2016/17 were approved by all members subject to internal audit (proposed by Cllr Ellis, seconded by Cllr Martin).

The annual governance statement on the Audit Commission annual return was approved by all members (proposed by Cllr Ellis, seconded by Cllr Martin). 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 2017/18 : A draft budget had been produced by the clerk following a meeting between Cllrs Munford, Ellis and Martin. Cllr Ellis proposed that the draft budget for 2017/18 be agreed. Seconded by Cllr Martin and agreed by all members.

14. **Correspondence:**

- 14.1 MBC - Consultation on proposed modifications to Local Plan : Cllrs Munford and Smith agreed to respond to this on behalf of the Parish Council.

**CLLR MUNFORD / CLLR SMITH**

- 14.2 KALC - Subscription for 2017/18 : The clerk advised that the subscription for 2017/18 would be £847.18 plus VAT. Cllr Ellis proposed that the Parish Council continue to subscribe to KALC. Seconded by Cllr Smith and agreed by all members except one member who voted against the proposal. Motion carried. Clerk to return payment to KALC. **CLERK**

- 14.3 Mr Perkins - Request to carry out metal detecting in Walk Meadow and Quarry Wood : Following discussion between members, Cllr Munford proposed that up to ten people at a time (but only those living at properties with a Boughton Monchelsea postcode) be allowed to carry out metal detecting on publicly

accessible Boughton Monchelsea Amenity Trust land. Seconded by Cllr Brown and agreed by all members. Cllr Brown agreed to produce a legal permission document that would need to be signed by anybody wishing to carry out metal detecting. It was noted that anything found on the land would remain the property of BMAT.

**CLLR BROWN**

14.4 MBC - Consultation on provision of hard copies of planning applications : The clerk advised that MBC were proposing to only provide hard copies of drawings in the future. Concern was expressed by the clerk and members that hard copies of design and access statements and highways assessments should also be provided as these contain important information that would need to be considered by the Parish Council's planning committee. It was felt that MBC should not be forcing parishes to spend time and money on printing these documents off and that if necessary, applicants should be made to provide further copies of the documents for the Borough Council to pass on to parishes. Clerk to respond to consultation.

**CLERK**

#### 15. **Planning Report:**

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

		<b>MBC notified</b>
17/500913	The Willows, Heath Road, Boughton Monchelsea Roof extension with dormer windows to front and rear elevations and velux windows to side elevations <b>DECISION :</b> No objection / comment	29/3/17
17/501053	Ard Carrig, 89 The Quarries, Boughton Monchelsea Single storey detached annexe <b>DECISION :</b> No objection / comment	29/3/17
17/501081	F G Barnes, Bircholt Road, Maidstone Advertisement consent for 3 x internally illuminated fascia signs and 5 x internally illuminated free standing signs <b>DECISION :</b> No objection / comment	29/3/17
17/501120 & 17/501124	Cliff House, Cliff Hill, Boughton Monchelsea Demolition of existing garage, erection of new ancillary accommodation and garage building for use by elderly relative (including listed building consent application) <b>DECISION :</b> The Parish Council would like to see the application refused for the following reasons : 1. The proposal would be detrimental to the setting of the adjacent listed building 2. The proposal is intended to be ancillary yet is impractically and unnecessarily remote from the existing building 3. The proposal is bigger than the existing property that it is supposed to be ancillary to. The scale of	29/3/17

the proposal is disproportionate in terms of footprint and height and the dwelling would be highly visible from the surrounding countryside

4. We believe that the proposed new building is not within the confines of the garden land of the existing house. The land the proposal is sited on appears to have been purchased as agricultural land and we suggest the Borough Council checks this before deciding on the application
5. Boughton Monchelsea Amenity Trust own land immediately adjacent to the site (known as 'Walk Meadow') yet have not been consulted on this application

17/501251	Stable Cottage, Wierton Hill, Boughton Monchelsea Internal alterations to existing dwelling including two new rear dormer windows to match existing, removal of existing conservatory and erection of a new raised decking area to rear of ground floor <b>DECISION :</b> No objection / comment	29/3/17
17/501291	Spindlewood, Wierton Hill, Boughton Monchelsea Alterations to as built dormers to remove flat roofs and add tiled pitched roofs <b>DECISION :</b> No objection / comment	29/3/17
17/501904	Land at Langley Park, Sutton Road, Maidstone Reserved matters application for 96 dwellings, access roads and paths, hard and soft landscaping and public open space pursuant to condition 1 of Outline permission reference 13/1149. (Appearance, Landscaping, Layout and Scale being sought) <b>DECISION :</b> Not yet decided	--
17/501764	Poplar Barn, Brishing Lane, Boughton Monchelsea Erection of a single storey rear extension and attached single garage with external and internal alterations. Change of use of land to residential and relocation of existing oil storage tank and treatment plant. (Amendment to previous application 14/502481) <b>DECISION :</b> Not yet decided	--

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

17/500806	27 Church Street Proposed single storey side and rear extensions
17/500267	Mercedes Benz, Bircholt Road, Maidstone Advertisement consent – installation of 1 no. illuminated fascia sign, 1 no. illuminated pylon and 1 no. flagpole with signage
17/500022	16 Cherry View, Green Lane, Boughton Monchelsea Certificate of Lawful Development (proposed) for erection of front porch and insertion of dormer extension to roof

- 17/501053 Ard Carrig, 89 The Quarries, Boughton Monchelsea  
Single storey detached annexe
- 17/500739 47 Roman Way, Boughton Monchelsea  
Erection of a single storey rear extension
- 17/500740 The Cart Lodge, The Nursery, Wierton Hill Farm, East Hall Hill, Boughton Monchelsea  
Prior notification for the change of use of land and single storey building to form a single dwelling
- 16/508419 3 Harling Close, Boughton Monchelsea  
Retrospective application for wooden summerhouse converted for sole use of dog grooming only and storage of domestic items (bicycles)

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

- 17/500012 4 Lockham Farm Avenue, Boughton Monchelsea  
Lawful Development Certificate (Proposed) to erect a conservatory to the rear of the property
- 17/500734 Norrington, Heath Road, Boughton Monchelsea  
Outline application for three new family homes (with all matters reserved)

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

- 17/500293 Stable Cottage, Wierton Hill, Boughton Monchelsea  
Internal alterations to existing dwelling including two new rear dormer windows to match existing, removal of existing conservatory and erection of a new raised decking area to rear of ground floor, and erection of a new front porch to entrance

**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 Cllr Smith advised that there had been a change of advisor relating to the land at Lyewood Farm and that he would be attending a focus group in the near future.

**CLLR SMITH**

- 15.2 Cllr Munford advised that MBC will need to confirm the TPO on the trees on the green via their planning committee. He added that the Parish Council would be advised of this and be given the opportunity to speak in objection.

- 15.3 Cllr Smith advised that he would be meeting the Parish Council's new Neighbourhood Plan consultant, Anna Cronin, during early May.

**CLLR SMITH**

**16. Representatives' Reports:**

- 16.1 KALC: Cllr Ellis had nothing to report

16.2 Allotments : Cllr Martin spoke regarding the possibility of the Parish Council installing a limited number of raised beds, for lease to residents with health or mobility issues that prevent them from working a traditional plot. Clerk and Cllr Martin in investigate this further with a view to bringing a more detailed proposal to Councillors for consideration.  
**CLERK / CLLR MARTIN**

16.3 Village Hall & Recreation Ground : Cllr Gershon advised that the village hall toilets have now been refurbished. The clerk noted that a resident had been in touch to ask whether the basketball court was still accessible to the public as when she had tried to use it with her children recently it had been locked. Cllr Gershon stated that the court should be open when not in use by the pickle ball club.

Cllr Brown reminded the clerk that new signs were required to the play area gates. The signs had been taken away by MBC when the old gates were removed.

**CLERK**

16.4 Neighbourhood Watch : Cllr Williams was not present at the meeting.

16.5 Police Liaison : Cllr Date was not present at the meeting.

16.6 Bus group : Nothing to report. Cllr Skinner to report back to the Parish Council following the next bus group meeting.  
**CLLR SKINNER**

Cllr Munford proposed that Cllr Whybrow be allowed to continue in the role of Parish Councillor; extending her leave of absence due to sickness until she feels ready to return to duties. Agreed by all members. Members wished Cllr Whybrow well in her recovery.

## 17. **Items for Discussion:**

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

- Boughton Monchelsea Brownies £200
- Boughton Monchelsea Friendship Circle £250
- Boughton Monchelsea Scouts £300
- Boughton Monchelsea toddler group £200
- Boughton Monchelsea Helping Hands £300
- Boughton Monchelsea Bowls Club £250
- St Peters Church £2500 contribution towards grass cutting. To be paid directly to Steve Waring at the end of the financial year.
- Royal British Legion £350 (to be paid via the church prior to remembrance day)
- Salvation Army £300 (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 2017/18
- 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
- Kent, Surrey and Sussex Air Ambulance £250

17.2 Final details for APM including recipient of 'Parishioner of the year 2017 :

The APM agenda / running order was agreed as follows :  
Address by Parish Council Chairman, Steve Munford  
Borough Councillors  
County Councillors  
Kent Police  
KCC Warden  
Presentation on quiet lanes by Cllr Evans  
Village organisations

Cllrs Gershon and Martin noted their apologies for the APM

Parishioner of the year – EXEMPT ITEM

17.3 Parkwood Farm reservoir update : Cllr Herrin advised that the reservoir is now complete and in working order, should the authorities choose to use it in the future. He advised that ongoing costs would be annual inspections and regular grass cutting. The Parish Council would also need to carry out monthly inspections into the future.

17.4 North Ward update : Cllr Wilde advised that the CCTV camera had now been put back into position on Lockham Farm Avenue.

17.5 Health & Safety Issues : Nothing to report

17.6 Community Assets : The possibility of registering Boughton Monchelsea social club as a community asset was discussed. Cllr Munford agreed to look into this.

**CLLR MUNFORD**

17.7 CCTV : It was noted that CCTV cameras were now in place at the Church Street / Heath Road junction. Members felt that more signage was required, to act as a deterrent. Cllr Munford to speak to MBC about this.

**CLLR MUNFORD**

17.8 Trees on the green : Following lengthy discussion between members, Cllr Munford proposed that if MBC are unsuccessful in imposing the TPO then the trees should be replaced with 3 no. semi mature trees, suitably located on the green.

17.9 BMAT funding : Cllr Ellis suggested that BMAT land should be leased to the Parish Council for a peppercorn rent and that BMAT funds be kept as a permanent endowment. Following lengthy discussion, Cllr Martin proposed that if BMAT were to come to the Parish Council with a proposal to lease their land to them then the Parish Council would look on this favourably. The proposal was seconded by Cllr Evans and a vote was taken with 8 for and 1 abstention. Motion carried.

**18. Deferred items schedule :**

18.1 Furfield Quarry : Nothing to discuss.

**19. Any Other Business**

19.1 Cllr Herrin advised of a car that is being inconsiderately parked in The Quarries. The clerk stated that she would speak to the KCC Warden about this if Cllr Herrin could provide further details.  
**CLLR HERRIN / CLERK**

19.2 Cllr Evans spoke regarding a public consultation on proposed changes to train frequency from Marden, Staplehurst and other wealden town railway stations. Consultation deadline is 27<sup>th</sup> May [www.gov.uk/government/consultations/future-of-south-eastern-rail-services](http://www.gov.uk/government/consultations/future-of-south-eastern-rail-services)

19.3 Cllr Gershon spoke regarding overgrown vegetation affecting highway safety. Clerk to report this to KCC once further details have been received.  
**CLLR GERSHON / CLERK**

19.4 Cllr Munford spoke regarding the Victorian greenhouse at Wierton Place.

19.5 The clerk noted that an application had been received from a resident in The Quarries for the Parish Councillor vacancy on south ward. This would be considered at the next Parish Council meeting in July.

**20. Date of Next Meeting:**

The next full Parish Council meeting will be held on Tuesday 4<sup>th</sup> July at 7pm in the village hall.

There being no further business the meeting closed at 10pm

## MINUTE 18 (Parish Council meeting 2 May 2017)

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

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 2 May 2017
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, 5/7/16). Meeting with John Taylor has now taken place. Further information on whether the funds will meet anticipated future costs is expected at the end of 2018 (6/9/16)</p>