

12 November 2009

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 18 November 2009 at 8.00pm** in the **Margery Finzi Room**, at the Village Hall, Riding Lane.

Pam Gow

### Public Session

The Council is available for the Public to express a view or ask a question on relevant matters on the following agenda. The Public are welcome to stay and observe the rest of the meeting.

### AGENDA WEDNESDAY 18 NOVEMBER 2009

1. **Apologies and reason for Absence.**
2. **Declaration of Personal or Prejudicial Interests**
3. **Declaration of gifts and hospitality**
4. **Minutes of the Meeting held on 21 October 2009 for agreement and signature if a true record.**
5. **Matters arising from 21 October 2009 not covered elsewhere in the agenda**
6. **Reports from Committee Chairman**

#### 6.1 Finance

##### 6.1.1 Account Balances as at 31 October 2009

National Savings Account	£22,633.43
High Interest Bond	£13,051.75
Business Money Manager	£26,990.36
Current Account Statement	£2,521.94
<b>Total</b>	<b>£65,107.48</b>

##### 6.1.2 Payments made since 30 September 2009

Date	Cheque no	Payee	Reason	Amount £
5 Oct	807	Gaza Timber	Timber/ironmongery	32.14
5 Oct	808	KK Garden Construction	Mowing churchyard	212.75
5 Oct	809	Tonbridge & Malling BC	Insurance lighting cols.	170.21
23 Oct	810	SLCC Enterprises	Conference	56.35
23 Oct	811	BT	Clerk's phone	95.37
26 Oct	812	P King	Salary/expenses	346.09
26 Oct	813	PA Gow	Salary/expenses	825.83
31 Oct	814	HM Revenue & Customs	Tax/NI	225.75
9 Oct	815	Royal British Legion	Poppy wreath	19.00
2 Nov	814	EDF	Electricity	39.56
2 Nov	815	PLF	Lighting contract	100.91
2 Nov	816	SE Water	Water supply	13.97
2 Nov	817	Hostway Ltd	Website provider	102.93

##### 6.1.3 Draft budget 2010/11 - Recommendations to Parish Council (Appendix 1)

6.1.3.1 The precept for 2010/11 should remain at the same level as 2009/10

6.1.3.2 Special projects, if agreed during 2010/11, such as Mount Pleasant car park and drainage of the recreation ground should be funded from reserves.

6.1.3.3 If the car park project is not taken forward in 2010/11 the ring fenced funding of £12,500 should, if required, be diverted to the drainage project.

## 6.1.4 Recommendations to Parish Council

6.1.4.1 The revised Financial Regulations should be adopted

6.1.4.2 Donations should be given to the following:

Hospice in the Weald – Bereavement Support	£100
Citizens Advice Bureau	£100
Hildenborough Conservation Group towards Insurance cover	£100

6.1.4.3 Funding should be given for the fourth week of the Summer Playscheme organized by Tonbridge & Malling B.C£1,679.31

6.1.4.4 Financial support should not be given to:  
Kent BTCV – Pond Warden Scheme  
Kent BTCV – Tree Warden Scheme  
Victim Support

6.1.4.5 The club rents for 2010/11 should remain at the same level as 2009/10 (Appendix 2 – to be distributed at the meeting)

## 6.1.5 Renwal of High Interest Investment Bonds

### 6.2 Open Spaces

#### 6.2.1 Recommendations to Parish Council

6.2.1.1 It is recommended that the Parish Council confirm their agreement, in principle, to a youth facility on the previously agreed area, the Parish Council would be told of the equipment proposed to be provided, at a later date following analysis of the data to be gathered by PCSO Toni Matthew. The grouping of youth previously pursuing a Cycle Park find that they do not qualify for the Community Spaces Grant.

The Parish Council should undertake management of the youth facility project once a grant to fund it had been gained, pay for and manage its future maintenance.

6.2.1.2 The quotation obtained for refurbishing the old slide in West Wood for £1,520 (exl.vat) be accepted.

6.2.1.3 Up to three trees to be provided by a Member should be planted during the Breathing Spaces Tree O'Clock project in West Wood in the area along the land between the service road and the B245, ideally near to the bus shelter.

#### 6.2.2 Matters for discussion

6.2.2.1 Scouts Firework Event and comments in Keys

6.2.2.2 Should the standard recreation ground letting contract be amended in line with the latest non-scout recommendations from our solicitors?

### 6.3 Churchyard

6.3.1 Quotation for cutting yew hedge £84 (excl. vat).

### 6.4 Planning

6.4.1 Applications received

Applications reviewed since last meeting, for noting. Details of comments made are available from the clerk.

App. No	Address	Details	PCAction
1668/FL	Lucy's Farm Cot Lower St	land for recreation purposes	no comment
2538/FL	74 Riding Park	conservatory	comment
2314/FL	40 Bramble Close	onservatory	comment
2535/FL	Little Philpots Philpots La	onservatory	no comment
2545/FL	The Old Barn Stocks Grn Rd	convert pool/fitness rm to fenced private gardens	comment
2546/FL	The Old Barn Stocks Grn Rd	convert tea room to dwelling	comment
2547/FL	The Old Barn Stocks Grn Rd	erect cart lodge	no comment

## 7. Reports (for noting) from representatives on outside bodies

7.1 Crime Prevention Panel

7.2 Parish Partnership Representative (RM)

7.3 Village Hall Representative (TB)

7.4 Highways Coordinator –

7.5 GSK Transport Forum Representative (JS)

- 7.6 EVA and PACT (MN)
- 7.7 Oakhill House Transport Forum (JS)

**8. Correspondence**

**8.1 Correspondence requiring action not covered elsewhere (Appendix 3)**

- 8.1.1 KHS -Annual Tracking Survey
- 8.1.2 Kent Fire & Rescue Service – comments on plans for the future by 11 January 2010
- 8.1.3 T&MBC – request to nominate areas to target for untaxed vehicles
- 8.1.4 ACRE – invitation to Climate Change Communities Networking Event on 8 December, 2pm Lenham

**8.2 Matters arising from other incoming and outgoing correspondence**

**9. Report on street lighting**

**10. The Council should seek to develop its public profile, for example by individual Councillors actively seeking electors' views face to face. Any members so doing should make it clear that they do not represent the Council and cannot make commitments on behalf of the Council.**

**11. Up date on proposed Mount Pleasant Car Park**

**12. Annual Parish Meeting – responses from invitations**

**13. AOB**

**Finance Committee Meeting held on Wednesday 4 November 2009 in the Committee Room of the Village Hall at 8pm**

**Minutes**

**Present:** Mr M Baker (chairman) Mr T Barton  
Mr C Lewis Mrs J Shaw  
**Apologies:** Mr R Mountford Mrs A Scally

**1. Minutes of meeting held on Monday 15 December 2008**

These were agreed as a true record.

**2. Matters arising**

There were none.

**3. Expenditure review 2009/10**

Overall the projected outturn showed an underspend of almost £4,000. Savings had been made on Churchyard mowing and hedgecutting and the funding set aside for draining the recreation ground had not been spend. However, legal fees for registering the Parish Council land had resulted in Administration being overspent.

Queries were raised on the following expenditure cost centres:

What was included under Computer - *Hostway £89.50 and £57.75 Wrotham Computer Care in 2008/09; Hostway £89.50 with one outstanding for Wrotham Computer Care in 09/10, the projection is high as contingency against computer breakdown*

Why was there such a variation between the years for meeting rooms -

*08/09 included payments for previous year, the last payment in 06/07 was August 07, therefore 08/09 included room hire for eight months of the previous year*

Why was there a large expenditure for stationery etc. in 07/08. - *07/08 included the printing of the A-Z (£1,751).*

**4. Draft budget 2010/11**

4.1 The proposed draft budget, in line with that of 2009/10, was agreed to be presented to the Parish Council. It is recommended by the Finance Committee to the Parish Council that the precept should remain the same as in 2009/10.

4.2 There are three possible projects:

**4.2.1 The proposed car park in Mount Pleasant.**

It was agreed to not to add to the precept to cover any possible expenditure as there were no concrete proposals from Russet Homes.

**4.2.2 The drainage project for the recreation ground**

The Sports Association was applying for a grant for part of the expenditure and if successful would look to the Parish Council for some funding, probably around £15,000. It was agreed to recommend to the Parish Council support for this project when and if it was required.

4.2.3 An amount of £3,000 would be put into the budget for self closing gates for the new play area in West Wood. This amount would be adjusted if a quotation was recommended by the Open Spaces Committee prior to the setting of the budget.

4.3 The Finance Committee agreed to recommend to the Parish Council using funding from reserves if the car park or drainage projects were agreed during 2010/11. An amount of £12,500 had already been raised from the precept in previous years for the possible car park project. Should this not be taken forward, it is recommended that the funds should be diverted to the drainage project.

**5. Revision of Financial Regulations to include cheque payment protocols recommended by the Internal Auditor**

The Finance Committee recommend to the Parish Council the revisions in line with that recommended by the Internal Auditor.

**6. Donations/Sponsorship/Subscriptions**

It was agreed to recommend to the Parish Council the following donations and sponsorships:

Hospice in the Weald – Bereavement Support - £100

Citizens Advice Bureau - £100

Hildenborough Conservation Group – a donation of £100 towards insurance cover.

T&MBC funding for fourth week of Summer Playscheme - £1,679.31

It was agreed to recommend to the Parish Council not to support the following:

Kent BTCV – Pond Warden Scheme

Kent BTCV – Tree Warden Scheme

Victim Support

**7. Review Club Rents for 2010/11**

It was agreed to recommend to the Parish Council that the Club Rents remain at the same level in 2010/11 as in 2009/10. It was noted that Hildenborough Junior Football Club no longer had a seasonal rental agreement but would use the ground on five occasions at the reduced rate.

**8. AOB**

There was none.

**APPENDIX 1  
DRAFT BUDGET 2010/11**

**INCOME**

Item of Expenditure	Actual budget		Set budget	Budget projection at 31 Mar 10	Under / over spends 09/10	Total Budget	Draft budget
	2007/08	2008/09					
Precept	25385	29130	29130	30320	-1190	29130	30320
Section 136 T&MBC	12097	12525	12502	12502	0	12502	12502
Interest	1612	1505.09	1500	990	510	1500	450
Vat	2201	3769.69			0	3250	
Club rents	1210	1117.5	1195	1235	-40	1195	1120
Grants	0	55371.4	0	0	0	0	
Sundries	2214	485	0	19	-19	0	0
	44719	103904	44327	45066	-739	47577	44392

excluding vat

3250 12000

**SUMMARY EXPENDITURE**

Item of Expenditure	Prior Years Actual	2007/08	2008/09	Set budget	Budget projection at 31 Mar 10	Under/over spends	Total Budget	Draft budget
Administration		9882	7258.24	7895	11091	-3196	7895	9405
Salaries		9342	12385.8	13590	13047	543	13590	13255
Open Spaces		1403	1817.05	100	100	0	100	110
Vandalism		2170	64.33	1000	1000	0	1000	1200
Village Green		283	314.27	320	320	0	320	330
West Wood		578	2530.99	2073	1659	414	2073	5087
Recreation Ground		7040	3798.08	7666	4832	2834	7666	9030
Pavilion		859	552.45	1029	511	518	1029	1025
Churchyard		3581	10494.4	4625	2950	1675	4625	2635
Lighting		38	170.56	1566	1300	266	1566	1350
War Memorial		9	22.07	100	50	50	100	100
Footpaths		0	0	0	0	0	0	0
S133		0	1000	1000	1000	0	1000	1000
S137		3863	2041.08	2878	2878	0	2878	2900
Sundries		0	98.01	0	50	-50	0	0
Vat	N/A		3477.36			0	0	

Election contingency	176	0	500	0		500	500
	39224	46024. 8	44342	40788	3554	44927	47927
play area excluding vat			3250	50900 9883	-12000		

## ADMINISTRATION

Item of Expenditure	Prior Years Actual		Set budget	Budget projection at 31 Mar 10	under/overspends 2009/10	Total Budget	Draft budget
	2007/08	2008/09	2009/10				20010/11
Audit Fees	550	786.8	655	1055	-400	1070	1070
Annual Parish Mtg	9	0	180	180	0	180	180
Councillors Allowance	0	0	150	150	0	150	150
Pension/gratuity	0	see reserves		see reserves			
Computer/web update	187	147.25	436	420	16	700	700
Hire of meeting rooms	249	746.7	790	600	190	750	750
Legal fees	0	484	500	3270	-2770	500	500
Literature	35	0	57	55	2	60	60
Post/Stationery/copying/ computer ink	2298	956.98	372	660	-288	700	700
Rent - office	1140	1140	1140	1140	0	1140	1140
Subs	186	139	130	125	5	130	130
telephone	286	303.54	330	360	-30	375	375
Travel	348		355	100	255	200	200
training	90	45	200	100	100	200	200
Safety Inspection	156	313	400	526	-126	500	500
Insurance	1599	2165.33	2000	2200	-200	2550	2550
Sundries	189	128.65	200	150	50	200	200
	7322	7356.25	7895	11091	-3196	9405	9405

## SALARIES

Caretaker Salary (gross)	2542	2653.56	3000	2697	303	2747	2747
NI	2560	2336.28	600	528	72		538
Clerk Salary (gross)	6800	7396	9990	9822	168	9970	9970
	11902	12385.8	13590	13047	543	13255	13255

## WEST WOOD

maintenance	97	288.01	392	350	42	400	400
mowing	396	321.9	431	424	7	432	432
play equipment	85	866.08	250	250	0	255	3,255
tree surgery	0	1055	1000	635	365	1000	1000
	578	2530.99	2073	1,659	414	2087	5,087

### RECREATION GROUND

Item of Expenditure	Actual budget		Set budget	Budget projection at 31 Mar 09	under/over spends 2009/10	Total Budget	Draft budget
	2007/08	2008/09	2009/10				2010/11
drainage	4445	850	4000	850	3150	5000	5000
hedges	263	2407.05	404	398	6	406	406
mowing	2091		2016	1988	28	2028	2028
play equipment	85	133	300	300	0	300	300
tree surgery	125	0	526	526	0	526	526
maintenance fences/seating	31	408.03	420	770	-350	770	770
	7040	3798.08	7666	4832	2834	9030	9030

### PAVILION

maintenance	461	193.38	526	100	426	500	500
cleaning materials	57	125.1	152	50	102	150	150
electricity	109	128.99	160	160	0	170	170
fire extinguisher service	30	43.25	55	65	-10	65	65
water	202	61.73	136	136	0	140	140
	859	552.45	1029	511	518	1025	1025

### CHURCHYARD

hedges	932	642.59	1609	900	709	655	655
mowing	2199	1661	2796	1800	996	1730	1730
tree surgery	450	8190.84	220	250	-30	250	250
	3581	10494.4	4625	2950	1675	2635	2635

## **FINANCIAL REGULATIONS**

### **Accounting Records and Systems of Internal Control**

a.i) The Responsible Financial Officer shall be responsible for the proper maintenance of accounting procedures within their sphere of responsibility and for the security and integrity of data held in their service.

a.ii) All new or amended systems, procedures or practices with a financial implication shall be agreed with the Finance Committee prior to implementation.

a.iii) The Responsible Financial Officer shall compile all accounts and accounting records of the Council. All financial transactions of the Council shall be properly accounted for and the Council's accounts shall be maintained in accordance with statutory requirements and professional standards.

a.iv) The Responsible Financial Officer has responsibility for discharging the Council's internal audit responsibilities.

a.v) The chairman of the Finance Committee carries out a half-yearly internal audit.

### **Banking Arrangements**

The RFO is responsible for maintaining the bank accounts agreed by the Parish Council. The account balances, payments and returned cheques will be checked and initialled by the Finance Committee Chairman prior to every Parish Council Meeting and agreed by the Council.

### **Payment of Accounts**

Two signatories are required on every cheque and cheque stub. Blank cheques are not issued.

Entries onto the Parish Council's spreadsheet are made as soon as cheques are issued/payments received. The number of the cheque issued against an invoice is recorded on the invoice and initialled by the signatories. Orders or quotations, if issued, are attached to the invoice.

### **Salaries**

A record of employee's salary rates are recorded in the Parish Council minutes. The RFO completes all documentation including, monthly payslips and that are required by HM Revenue and Customs monthly or annually.

### **Assessment and Management of Risks faced by the Council**

b.i) A Risk Assessment report document shall be produced by the Responsible Financial Officer and reviewed and minuted on an annual basis.

### **The Internal Auditor**

c.i) The Council will maintain an adequate and effective internal audit in accordance with statutory requirements and professional standards on an annual basis.

### **Financial Reporting Requirements**

d.i) Notice and Advertisement of the Annual Audit for the year end shall be carried out as instructed under The Audit Commission Act 1998 as amended, the Accounts and Audit Regulations 2003 and The Code of Audit Practice.

## **Procurement Policies**

Where the contract has an estimated value of less than £30,000:

e.i) Unless the Council consider it uneconomic or impractical, quotations must be sought in accordance with the following requirements:

- . If the cost is less than £5,000 a verbal quotation is to be sought from a source known to reputable and competitive. If no such source is known to the Responsible Financial Officer then three verbal quotations should be sought.

- . Between £5,000 and £15,000 three verbal quotations are to be sought, the details of which must be recorded in writing.

- . Between £15,000 and £30,000, three written quotations must be obtained.

e.ii) Above £30,000 the purchase must be conducted in accordance with the tendering procedures set out by Tonbridge & Malling Borough Council.

Orders must not be broken down into smaller components in order to avoid compliance with the Contracts Procedure Rules.

November, 2009

**Open Spaces Committee meeting on Wednesday 11 November 2009 meeting in the  
Committee Room of the Village Hall at 8.00pm**

**MINUTES**

Present: Mr M Baker (chairman)      Mr T Barton      Mr P Lane  
          Mr C Lewis                      Mr R Mountford      Mrs A Scally  
          Mr G Watts  
          PCSO T Matthew attended for item 3.2

**1. Minutes of previous meeting held on Wednesday 7 October 2009**

These were agreed as a true record.

**2. Matters Arising**

- 2. 4.1 The holes had yet to be infilled in the Recreation Ground.
- 3.11 The firework display went off well and no damage had been reported.
- 5.4 It was requested that the border in front of the war memorial be left for crosses only next year and that plants should be confined to the side borders until after the Remembrance Day Parade.

**3. Recreation Ground**

**3.1 Condition of Monkey Frame**

It was agreed to ask Landscape Services to inspect the monkey frame to ensure it was safe.\*

**3.2 Youth project**

PCSO Toni Matthew said, after further discussion with the youth group, she was concerned that the cycle park would only satisfy the needs of a minority of boys in the club and they were also concerned that it would act as a magnet to bikers from other areas which the Parish Council had expressed concern over at an earlier meeting. She had also ascertained that it would not be possible to obtain a grant from the Changing Spaces scheme as the youth group would not be able to manage the process of applying for a grant, planning permission, installation and maintenance of such a park.

She requested the agreement, in principle, of using the previously agreed piece of land for a youth facility. This would include a shelter and some other activity. She had been looking into an outdoor gym which would be of benefit to 14+ age group. She was now seeking to find out what the 12-14 age group really wanted and was going to undertake a survey. She also requested the Parish Council manage the project once a grant had been obtained. The Committee agreed to recommend to the Parish Council that, in principle, the youth group should be allowed to have a youth facility on the previously agreed area, the precise nature of this plan would be presented to the Parish Council at a later date following analysis of the data gathered by PCSO Toni Matthew and they would undertake management of the project once a grant had been obtained..

**3.3 Progress on drainage project grant**

There had been a meeting of the Sports Association and they were going ahead with the initial application for a grant from Changing Spaces. The process will take some months but, if the application was successful, it was hoped to go ahead during Autumn 2010.

**4. West Wood**

**4.1 Old Slide – to consider safety report and refurbishment**

It was agreed to recommend to the Parish Council to accept the quotation received from R.A. Mason & Son for £1,520 (exl.vat), it being the most competitive.

#### **4.2 Condition of Service Road**

It was agreed to obtain a quotation for patching the service road between the notice board and the gate to Leigh Road and for infilling the dip on the play area side of the road.

#### **4.3 Self closures/self closing gates on new play area.**

It was decided to wait for the outcome of discussions with Monster Play on the suitability of the current closures. Their response was expected during the week beginning 16 November.

#### **5. Kent Probation Community Payback – to consider areas where a work project might be applicable.**

Concern was expressed on the expectation of supervision from the Parish Council. PCSO Toni Matthew had said the teams were supervised but the wording of the literature indicated that only 48% of jobs were supervised. It was agreed that at the present time there were no jobs outstanding that would not normally be undertaken by one of the LEA agencies.

#### **6. Tree Projects**

##### **6.1 BTCV – Kent Heritage Trees Project**

There was funding available for training to undertake a survey of trees in the area to identify trees of merit/mature trees. This would be given to the Conservation Group.

##### **6.2 Breathing Spaces Tree O'Clock project**

Mr Lane offered, at his expense, to plant up to three oak and/or field maple trees for this project, the aim of which was to break the record for planting trees in open spaces. It was suggested the area in West Wood between the service road and the B245, the Leigh Road end would be a suitable location. This would be discussed with Mrs L Flower.

#### **7. AOB**

The problem of litter along the B245 through Hildenborough to Morley's Roundabout would be taken up with KHS in the first instance to identify who was responsible for clearing it.

**APPENDIX 3  
CORRESPONDENCE RECEIVED SINCE 21 OCTOBER 2009**

<b>Date</b>	<b>Sent/ Rec'd</b>	<b>Contact</b>	<b>Subject</b>	<b>Agenda item</b>
22 Oct	R	T&MBC	Playbuilder funding opportunities with KCC	
23 Oct	R	Record RSS	Information on playground inspections	
26 Oct	S	T&MBC	Planning enforcement Rings Hill query	
26 Oct	S	T&MBC	Nominees for Probitiy in Planning awareness session	
26 Oct	S	BT	Request to refurbish payphone in Leigh Road	
<b>26 Oct</b>	<b>R</b>	<b>Hildenborough Conservation Group</b>	<b>Request for financial support for insurance</b>	<b>6.1.4.2</b>
26 Oct	S	A&C Play	Declined offer to manage play project	
27 Oct	S	Sir John Stanley	Request to support Sustainable Communities Act Amendment	
27 Oct	S	Marks & Spencer	Request to consider delivery times to BP Garage	
27 Oct	S	KCC	Bus stops – request for timetables/bus stop at Bank Lane/after bus from Tun Wells	
28 Oct	R	Communities and Local Government	Consultation responses on Byelaws	
28 Oct	R	T&MBC	Response to enquiry on litter enforcement – no penalties this year, enforcement session 13 November	
28 Oct	R	T&MBC	Enquiries to be made on lighting on facia at J Millard	
28 Oct	R	T&MBC	Crime Prevention event to be held on 30 Oct in Morrisons in Larkfield	
29 Oct	S	C Rowley	Invitation to APM	
29 Oct	S	Fidelity	Invitation to APM	
29 Oct	R	KHS	Maintenance and drainage information	
30 Oct	R	T&MBC	Parish Partnership minutes and agenda	
30 Oct	R	GSK Transport Forum	Report of last meeting and date for next – 5 March 3010	
30 Oct	R	Victim Support	Request for donation	To Fin Com
<b>30 Oct</b>	<b>R</b>	<b>Hever Landscapes Ltd</b>	<b>Quotation for CY 2010 + yew hedge</b>	<b>6.3.2</b>
2 Nov	R	T&MBC	Community Safety Partnership monthly bulletin	
<b>2 Nov</b>	<b>R</b>	<b>T&amp;MBC</b>	<b>Contribution to 2010 Play Scheme</b>	<b>6.1.4.3</b>
2 Nov	R	KCC	Details of subsidised local bus services	
<b>2 Nov</b>	<b>R</b>	<b>KHS</b>	<b>Annual tracking Survey</b>	<b>8.1.1</b>

5 Nov	S	T&MBC	Report for BLF on West Wood play area	
5 Nov	S	Poppy Appeal Organiser	Payment for wreath	
5 Nov	R	Hildenborough Junior FC	Signed contract and payment	
5 Nov	R	KHS	Road closure Scabharbour Road to Lower Street 11 Jan for two weeks	
<b>9 Nov</b>	<b>R</b>	<b>Kent Fire &amp; Rescue Service</b>	<b>Views sought on Making Kent Safer by 11 Jan</b>	<b>8.1.2</b>
10 Nov	R	BT	Payphone Customer Service team are assessing refurbishment on payphone in Leigh Road	
<b>10 Nov</b>	<b>R</b>	<b>HSBC</b>	<b>High Interest Bond renewal due 9 December</b>	<b>6.1.5</b>
<b>10 Nov</b>	<b>R</b>	<b>T&amp;MBC</b>	<b>Nominate areas to target for untaxed vehicles</b>	<b>8.1.3</b>
<b>10 Nov</b>	<b>R</b>	<b>ACRK</b>	<b>Invitation to Climate Change Communities Networking Event on 8 December, 2pm Lenham</b>	<b>8.1.4</b>
<b>12 Nov</b>	<b>R</b>	<b>Sir John Stanley</b>	<b>Has signed EDM 1064, will inform PC of response from Sec of State for Communities and Local Government</b>	

