



NEW ASH GREEN VILLAGE ASSOCIATION LTD

Registered Office: Centre Road, New Ash Green, Longfield, Kent DA3 8HH

Meeting of the Council of Management of the New Ash Green Village Association Limited Held on 24th November 2021 at New Ash Green Sports Pavilion

Time: 2000

Present:

Bruce Clarke – Chairman (Consultant Member) (BC)

- Sharon Brine (SB)
- Cameron Clark (CC)
- Muriel Galinis (MG)
- Dean Gorton (DG)
- Dick Joel (DJ)
- Duncan Mackway-Jones (DMJ)
- Ray Viney (RV)
- Terry Vivian (TV)

Apologies for absence

Received from:

- Jerry Ash
- Bob Ashford
- Steph Clarke

Matters Discussed

Action

Confidential Staffing Matter

BC verbally reported on a staffing matter. The report was received by CoM

Meeting of CoM and the Parish Council

It was known by some members of CoM that comments were being made that CoM had not reported back to the Ash-cum-Ridley Parish Council (ACRPC) after the joint meeting in September. BC reported that he had not received minutes/notes from the ACRPC from the meeting and was therefore not able to fully respond. It was noted that at the next meeting with the Resident Societies Chairman/Representatives, members of the ACRPC could attend as observers and would receive copies of the minutes of this meeting.

Millfield Lane Parking

CC reported on the progress of the planning application for an additional 17 parking spaces on the verges of Millfield Lane. Sevenoaks District Council (SDC) validated the application on 27 October and consulted with affected residents. At the time of this meeting 5 supporting comments have been received from 3 households. The deadline for comments is 7 December and a decision is expected from SDC by the latter part of December.

CC met with an ACRPC Councillor on site on 12th November to explain the scheme and residents most likely to be impacted by the scheme

were spoken to. As a result, the ACRPC's previous objections were not maintained for this application, and this has now been confirmed to SDC. KCC Highways have also responded to the planning consultation and whilst not raising any objection they have requested a condition on any approval which conforms with KCC 's policy on EV charging facilities.

TV & DMJ to obtain quotes for necessary tree works and parking bay construction

Finger Signs

TV and DMJ reported on the recently erected finger signs. It was noted that the company who made and erected the signs had not made them to our specification - they are also not Highway compliant. No money has been paid to the company and none will be paid. The Company will be asked to remove the signs. An audit of the signage required is taking place within the existing Highway compliant rules.

TV & DMJ to complete audit for review by CoM and obtain quotes for Highway compliant signs

Discussion took place on the new lighting at Olivers mill bus stop. There was also discussion on the use of LED lights and being able to choose different colours.

Woodland Management Report

Still in draft form

Residents Society Liaison

DJ and SB took CoM through their report which sets out a series of action points and target dates that are needed to be taken by

- Amenity Committee
- Residents Societies
- CoM
- IT
- Electric Vehicle Charge Points- VA Technical Working Party

DJ and SB will progress the work to be done and update the spreadsheets for each CoM meeting. There was also discussion of the effect on the working practices and procedures of the Office stemming from the many changes being and will be implemented over time.

Therefore, such review should be last in the timing of the reviews. The timing of the other reviews was tentatively set at 2022 as:

- Communications January
- Greenlands. March
- Hardlands June
- Finance August

Electric Vehicle Charge Points (EVCPs)

CC reported on the present situation regarding the proposal to install 2 EVCPs at each of the Village Hall and Sports ground car parks. The VA, Parish Council and the local County Councillor each agreed to put in £2,000 to facilitate this scheme. KCC has appointed Connected Kerb as its supplier for this and other EVCP projects throughout the County. A final version of the agreement for the scheme has been received from KCC for VA's signature. It had been agreed previously that the document should be referred to a specialist lawyer to ensure it contained no pitfalls for the VA as landowner.

After discussion it was agreed to obtain technical advice from Malcolm Rich (Chair of Westfield) who has many years of experience in this field in advance of getting legal advice on this project.

In terms of the wider project to investigate how to respond to the growing need for EVCPs in neighbourhoods where residents are unable to install personal EVCPs it was agreed to accept the offer from Connected Kerb of a meeting with Resident Societies.

To arrange a meeting with Connected Kerb & RS' as soon as practicable

To arrange a meeting with Malcolm Rich

Eco Hub

It was agreed to arrange a meeting with Laura Manston

Finance

The Treasurer circulated the Management Accounts up to 30th September 2021 and verbally reported on the three bank accounts which stood at

Business Account	£139,226.74
Capital Account	£100,094.79
Insurance Account	£25,001.62

Communications

CC reported on the progress of the first draft of the Communications Strategy. Electronic and paper surveys were prepared and were then sent out in early August. Results of the survey were considered by CoM in September when it was agreed that communication via email and the website are the preferred options. It was also noted that hard copies need to be available for those that need them. It was further agreed to look into creating a GDPR compliant email database and to include a request with the October statements to start to gather residents email addresses for this purpose. This was not achieved.

CC proposed that a communications Committee be established with terms of reference to review VA communications, to prepare a strategy for CoM's approval and to oversee the implementation of the strategy once it is approved.

It was agreed that the following members of CoM should form the Communications Committee and that others not necessarily from CoM could be invited: -
CC, SC, DG and RV

It was further agreed that minutes of CoM and other meetings should appear on the VA website and that this change should commence from the last AGM. DG was asked to see how this could be achieved as soon as practical. The format of minutes to be determined by the Chairman who is at present working on the draft minutes of the AGM. DG also spoke about putting other pieces of information on the website including the Memorandum and Articles of Association and copies of Rules from Resident Societies. There was discussion on the production of a VA mailing list which DG will investigate and liaise with the Office Manager.

Office Manager to ensure that Companies House has updated information arising from AGM

BC gave information on the following and invited comments: -
His continuing approaches and meetings with people who have shown an interest in helping the VA and the variety of skills that he has seen which could be of help.
He is still considering the role and purpose of a Vice Chair.
The review and possible changes to Byelaws and Covenants which will bring massive legal problems, and which should not be underestimated.

MG referred to the H&S review which will be carried out on the Depot and the Office and asked DMJ for his technical help in evaluating the subsequent report. This was agreed.

The meeting ended at 10:50 pm