

MILTON CREEK COUNTRY PARK TRUST

Minutes of AGM on 22nd January 2024

At Kemsley Community Centre, The Square, Ridham Avenue, Kemsley, ME10 2SL

Present:

Trustee; Councillor Mike Dendor (Chairman), Lynda Marshall (Fundraiser/Treasurer), Councillor Tony Winckless, Steve Davey, Chris Andrews, Sue Gent, Nick Vickers, Janet Williams (Minutes Secretary)

Swale Borough Council; Kris Staples (Park Ranger),

Volunteers; Graham Kirk, Audrey Carey, John Carey

Others; Josh Marshall, Angela Gladwin

1. Welcome & Introductions:

The meeting opened at 18:05hrs and the Chairman welcomed everyone to the AGM.

Mike Dendor apologised for the late circulation of minutes and any inaccuracies.

2. Apologies:

Councillor Derek Carnell, Caroline Crumley, Peter Dormedy, Steven Gale, Jay Jenkins, Daegan Martin, Councillor Angie Valls, Councillor Ashley Wise.

3. Approve minutes of AGM 20 February 2023:

AGM Minutes agreed.

Committee meeting minutes 13th November 2023 agreed with the following amendments:-

page 4, paragraph 6 should read parking policy.

Page 5, paragraph 3 should read Monday.com.

Page 5, paragraph 9 should read Kris Staples and Kerry Briffitt.

4. Matters Arising:

Actions agreed at last meeting to be reviewed.

Car park CCTV funding – Graeme Tuff/Tony Winckless – to be discussed later.

Increase Liability Insurance to £10m – Lynda Marshall – outstanding.

Status of Environment Gant – Tony Winckless – no answer yet.

Possible grants from Jackson Civils/Graham Construction – Mike Dendor – outstanding.

Change feedback form design – Josh Marshall – to be discussed later.

Follow up with KCAPS on newsletter and website – Mike Dendor – to be discussed later.
Visits by Seashells and Sheppey Matters – Mike Dendor – outstanding.
Complaint to STG – Graham Kirk/Mike Dendor/Tony Winckless – outstanding.
Order Groundworks – Mike Dendor/Nick Vickers – outstanding.
Project Plan – Graham Kirk/Lynda Marshall/Mike Dendor – to be discussed later.
Complaints Policy – Mike Dendor – to be discussed later.

5. **Election of Officers:**

- a. **Chairman;** Unanimously voted as Mike Dendor
- b. **Vice Chairman;** Unanimously voted as Tony Winckless
- c. **Treasurer;** Unanimously voted as Lynda Marshall
- d. **Fundraiser;** Unanimously voted as Lynda Marshall
- e. **Minutes Secretary;** Unanimously voted as Janet Williams

6. **Chairmans Report:**

KCAPS are planning to have a work party on the first Sunday of every month. 8 guys turned up this month so rather than do repairs, they replaced a whole standing.

The complaint for STG will be dealt with during Graham Kirk's report.

The 2022/23 Annual Report was agreed for submission to the Charity Commission

7. **Fundraising/Finance Report:**

The Financial Statement for 1st October 2022 – 30th September 2023 was agreed for submission to the Charity Commission

Steve Davey thanked Lynda Marshall for the work done, which Tony Winckless agreed with.

Lynda Marshall asked if everyone had completed the survey form for Josh Marshall; yes.

Room has now been purchased but needs some work/maintenance doing to it. It now has electricity.

People post code lottery have asked how the money they granted has been spent. There has been a year delay with the money being held in the reserve account (it's currently earning £95 pm interest)

8. **Park Rangers Report:**

Steve Davey asked who funded the ramps, Kris Staples replied that Swale Borough Council did.

Judging this year for the Green Flag award will be for the next level. Kris hopes that the entry level was the worst one.

There is a felling course in mid-February.

JTI Ltd want to use the park as their go to site 5 times a year.

Steve Davey asked if there were any difficulties with the schools doing their Duke of Edinburgh awards, Kris replied no.

Clare Geeves from Oasis Academy wants to get 50 schools together for a cross country competition in the country park.

Kris Staples thanked all the volunteers for their help. Mike Dendor said on behalf of the committee, without Kris Staples, we wouldn't have a country park.

Tony Winckless said the complaint from Saffron Way has been sorted as the person has been pacified by the clearing of the bushes and shrubs and thanked Kris Staples.

Mike Dendor noted that the tables provided in the report are very useful.

9. Facilities/Development:

Still nothing from STG. The deadline was met and was told the officer would deal with, within 20 days.

When calling to query what is happening, told that the work can continue as long as the conditional notice has been covered. The conditional notice was 14 questions that STG asked in June 23, that were answered. It has now been 84 working days since submission but still no response. Tony Winckless spoke to them too. Receptionist will email Derek Base. There is a complaints procedure and a time to do formal complaints. Mike Dendor said that SBC planning department is the boss of STG. Next step is to refer to the Secretary of State. Essence of the letter will be non-determination. Tony Winckless rang STG wanting information, but they wouldn't discuss it with him, even as a trustee. Graham Kirk has had the same response from the number that Tony Winckless gave him.

Can start on the drainage work as the conditions don't mention them. Can't order anything if something is wrong and parts ordered can't change. Can't do groundworks in winter as tracked vehicles would tear up the parl. Southern Gas Networks need a risk assessment and method statements from the contractor. Have a risk assessment statement from Swale Borough Council, it needs committee agreement and covers method statements.

Tony Winckless asked if Mike Dendor was going to do the complaint as chairman. Mike Dendor said yes and also as a Kent County Council councillor.

Graham Kirk said that the container company can install concrete pads in a day at short notice.

Lynda Marshall said that the lady from Eurovia has gone on maternity leave and the chap hasn't replied yet. Their M2 contract has been delayed.

Mike Dendor asked if the groundworks and hardstanding can be done without Building Regs. Graham Kirk replied yes, but the drainage needs to be done before the hardstanding and concrete blocks before that. Graham has contacted a guy in Teynham doing the floors and ceiling for an update but hasn't heard back yet.

The committee thanked Graham Kirk for his hard work.

Heads of Terms (Mike Brown) enclosed blue line showing entirety of the park and there was some discussion about this and the boundary lines. Tony Winckless said that the wiggly line was 20/25 years ago and is part of the land claimed for Swale Way.

Mike Dendor is working with Nick Vickers on placing an order.

10. Health and Safety:

Mike Dendor will get on with this along with risk assessment from Kris Staples and Graham Kirk.

The committee agreed that Josh Marshall will be the customer services representative and will escalate to Mike Dendor. Josh Marshall is the first point of contact for the Trust. Kris Staples will pass complaints on that refer to the Trust, not those that go to Swale Borough Council. Mike Dendor will use Mail Basic to create an email address 'customerservice@miltoncreek.co.uk' for this and asked Lynda Marshall if any other email addresses needed to be set up. Discussion ended with email addresses being set up as needed.

Mike Dendor asked if the website link completed to a complaints form. Lynda Marhsall replied no, just the email address. It will need to have timescale in working days. Change last time frame to 20 working days.

11. Any Other Business:

Tony Winckless mentioned charging for the country park car park, Martyn Cassell had said no charge, but it needs to go to policy in February.

Steve Davey has some local calendars at £5.00.

The Trust is lobbying hard for CCTV in various parts of the park and should have a concrete answer for the next meeting. Kris Staples said that there is a small amount of money spare but waiting for Space in the Park. Mike Dendor asked if the money was ring fenced, Kris Staples answered yes.

12. Date of next AGM:

AGM provisionally on 27 January 2025, 18:00 hrs at Kemsley Community Centre, The Square, Ridham Avenue, Kemsley, ME10 2SL.

Board meetings at Kemsley Community Centre, The Square, Ridham Avenue, Kemsley, ME10 2SL”

Monday 8 Apr 2024 15:30 hrs

Monday 24 Jun 2024 15:30 hrs

Monday 9 Sep 2024 15:30 hrs

Monday 18 Nov 2024 15:30 hrs

The meeting ended at 19:32 hrs.