

Local Government Act 1972



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

MINUTES OF THE FULL COUNCIL MEETING

Held at 7.30 pm on Monday 5th January in the Committee Room at Speldhurst Village Hall

MEMBERS PRESENT

Cllrs Curry (Chair), Rowe (Vice-Chair), Cleaver, Dickens (7.35pm), Ellery, Farley (7.48pm), Leach (7.35pm), Littlefield, Norton and Turner.

OFFICERS PRESENT

K Neve (KN) Clerk and H Chater (HC) Deputy Clerk and A Dry (AD) Parish Council Administrator (Minutes).

IN ATTENDANCE

County Cllr Moreland was in attendance. Borough Cllrs Sankey and Sharratt had sent apologies.

MEMBERS OF THE PUBLIC

There was one member of the public in attendance.

01/26 TO ENQUIRE IF ANYONE INTENDS TO RECORD THE MEETING

The meeting started at 7.30pm and the Chair advised that the Clerk had started an audio recording which would be used to ensure the accuracy of minutes, and that anyone who wished to speak should consider that their voice may be recorded and that the recording could be requested via freedom of information.

02/26 TO ACCEPT AND APPROVE APOLOGIES AND REASONS FOR ABSENCE

Apologies had been received from Cllr Tarricone (holiday).

03/26 DISCLOSURE OF INTERESTS

The Deputy Clerk declared an interest in the item regarding staffing matters.

04/26 DECLARATIONS OF LOBBYING

No declarations of lobbying were made.

05/26 MINUTES OF THE FULL COUNCIL MEETING HELD ON 1st December 2025

Councillors **RESOLVED** to approve that the minutes, previously forwarded to Members, be confirmed as a correct record and signed by the Chair. It was agreed that the Chair would sign the Minutes as a correct record at the end of the meeting unless objections were raised. No objections were raised.

06/26 PUBLIC OPEN SESSION

The Chair welcomed the member of public in attendance to the meeting who confirmed they did not wish to speak.

07/26 BOROUGH AND COUNTY COUNCILLORS' REPORTS

County Cllr Moreland reported:

- Kent County Council (KCC) Scrutiny Committee had approved a motion to establish a short, focused inquiry into recent water supply failures, including why previous recommendations had not been implemented and how similar issues could be avoided in future.
- The Ashurst Community Transport Survey: approximately 9–10 responses had been received to date. Further responses were encouraged before the survey closed shortly. The next stage would be to demonstrate demand before considering funding options.

Borough Cllr Sharratt had submitted a written update:

- The Local Plan had been adopted on 4 December, which was welcomed.
- The Budget Consultation Survey would close today.
- Concerns that had been raised previously regarding the proposed training camp in Crowborough being used for asylum seekers had been passed to the Chief Executive; no immediate impact on the parish was anticipated but it would be monitored.

Councillors noted that Site 231 (land west of Langton Road and south of Ferbies, Speldhurst), which had recently been included in the Local Plan, may attract development interest and could prove controversial.

08/26 LANGTON GREEN RECREATION GROUND (LGRG)

- To receive an update on progress of the Independent Review on the Pavilion

The Chair provided an overview from the Pavilion Review Committee noting:

- The replacement of unsafe chairs and that no further incidents had been reported of children falling off the new chairs.
- Updates were underway to the premises licence, with a new Licensing Committee formed to adopt responsibility for alcohol and related licenses for all SPC properties, including the Pavilion.

- To consider the Terms of Reference for the Licensing Committee

It was **RESOLVED** to approve the Terms of Reference and that Cllr Farley be appointed as Chair of the Licensing Committee.

- To consider an investment of equipment for the Pavilion to attract increased hire revenue

A proposal was presented to invest £4,750 in additional furniture and equipment to improve hire appeal and increase income. The investment was projected to repay itself within approximately 11.5 months through increased hire charges (rising from £10 to £12.50 per hour during the extension period). The increased charges had previously been discussed with the Community Interest Company (CIC) and agreed in writing.

Comparisons with equipment provided at neighbouring village halls had been discussed, together with funding source options within existing budgets. It was noted that the previously purchased chairs were excluded from this proposal.

It was **RESOLVED** to approve expenditure of up to £4,750 for Pavilion equipment and delegated authority be given to the Clerk and Pavilion Working Group to proceed with the purchase with expenditure from the agreed budget line, recognising it as investment rather than maintenance.

09/26 CLERK'S REPORT

The Clerk confirmed there were no new matters to raise since the December Full Council meeting.

10/26 GENERAL MATTERS

Actionable tasks which do not fall to a committee. All items complete.

	Existing	Owner	Created	Status
43/25	Establish Pavilion Licence Committee and confirm Tof R.	Clerk	06/05/25	Complete
76/25	Email nominations for 2026 KALC award.	All Councillors	06/10/25	Complete
90/25	Prepare extension to hire agreement for Pavilion.	Clerk	01/12/25	Complete
91/25	Undertake reinstatement valuation (IRV) of Pavilion.	Deputy Clerk	01/12/25	Complete
92/25	Update website regarding the Pavilion Review.	Administrator	01/12/25	Complete
93/25	Confirm defibrillator servicing contract.	Deputy Clerk	01/12/25	Complete
94/25	Confirm playground repairs.	Deputy Clerk	01/12/25	Complete
96/25	Update website and clrs' folder with the following policies: Co-option, Media, Training and Development and Video Meeting Policy and Guidelines.	Clerk	01/12/25	Complete
97/25	Prepare final budget proposal for January Full Council for precept confirmation.	Clerk	01/12/25	Complete
98/25	Include KALC Award final nomination for approval at the January FC meeting.	Clerk	01/12/25	Complete
99/25	Update planning decisions on TWBC Planning Portal.	Deputy Clerk	01/12/25	Complete
100/25	Send letter to owners of Burrswood.	Deputy Clerk	01/12/25	Complete
101/25	Include statement on website regarding Crowborough Army Camp.	Administrator	01/12/25	Complete
	New	Owner	Created	Status
1/26	Confirm terms of reference for Licensing Cttee and update website and Cllrs' folder.	Deputy Clerk	05/01/25	
2/26	Purchase new equipment for Pavilion.	Deputy Clerk	05/01/26	
3/26	Confirm quotations under Amenities item.	Deputy Clerk	05/01/26	
4/26	Include Clerk's contract and salary on Fin & Gov Agenda.	Clerk	05/01/26	
5/26	Undertake virement from the Grants Budget for the purchase of the replacement oven and chairs to the Pavilion Equipment budget.	Clerk	05/01/26	
6/26	Confirm precept with TWBC.	Clerk	05/01/26	
7/26	Confirm nomination for KALC award.	Clerk	05/01/26	
8/26	Committee Chairs to provide reports for APM to Dep Clerk.	Cte Chrs/Dep Clerk	05/01/26	
9/26	Submit responses for planning applications.	Cllr Curry/Dep Clerk	05/01/26	
10/26	Forward grant funding email from TWBC to Cllr Moreland.	Clerk	05/01/26	

11/26 COMMITTEE AND WORKING GROUPS (WG) AND OTHER REPORTS

To include any meetings held since the last Full Council meeting, the draft minutes having previously been forwarded to all Members.

a) Highways Committee

Cllr Norton reported that the meeting held on 8th December 2025 had been well attended, and included members of the public, the Headteacher of Langton Green Primary School, as well as an independent parent who had expressed strong concerns regarding road safety. The discussion reinforced the importance of this matter as a Highways Improvement Plan (HIP) priority.

It had been suggested that the most immediate improvement would be the recruitment of a school crossing patrol, and that the wider school community could be more actively engaged in supporting this. While there had been some initial resistance at the meeting, subsequent correspondence with both the Headteacher and the parent had been constructive, and efforts were underway to encourage a group of parents to step forward.

It had been noted that the school flashing warning lights had not been operating since the crossing patrol had ceased. The Clerk had established how the lights could be operated by the school and had communicated this information accordingly. Councillors had agreed that improving safety was a shared responsibility.

Additional highway concerns had been noted in Groombridge, including a high number of deer collisions.

The Committee had discussed the Highways grant from Tunbridge Wells Borough Council (TWBC) and agreed a grant would be welcomed. Preparatory work was underway to secure the parish's allocation. However, concern had been expressed regarding a lack of clarity over project management. An email from TWBC had requested submission of an application form and a business case by the end of January but did not name a contact officer. The Clerk had subsequently confirmed that Kent County Council (KCC) Highways was managing the projects, while TWBC held the funding.

Councillors expressed unease at the absence of a named TWBC lead and the lack of final documentation from KCC. It was suggested that borough councillors be approached for clarification. The Clerk confirmed she was liaising with KCC and would continue to pursue the required information and submission.

- To consider Speldhurst Parish Council's response to a request to Kent County Council (KCC) to reduce the speed limit on the A264 (Langton Road/Rusthall Road)

The Council considered a request from a Rusthall resident, who had been lobbying for a reduction in the speed limit on the A264 and the provision of a pedestrian crossing or refuge near St Paul's Church. The matter had been discussed previously by the Highways Committee and had been reviewed again in December.

The Highways Committee had confirmed that, while it recognised the potential benefits of traffic calming measures in this location, it did not consider the proposal to be a Speldhurst Parish Council (SPC) Highways Improvement Plan (HIP) priority due to major highway issues elsewhere in Speldhurst parish. A draft letter had been prepared indicating conditional support but making clear that the scheme should not be treated as part of the Speldhurst parish HIP.

Councillors noted that the location lay within the Rusthall parish boundary and that Rusthall Parish Council had undertaken an extensive public consultation on the matter. It was confirmed that resident engagement within Speldhurst parish had not been undertaken, but views received informally had been mixed, with some residents in favour of a reduction and others considering it excessive.

It was reported that KCC had advised that a pedestrian crossing could not be installed at the current speed limit. While a pedestrian refuge had been approved in principle, a formal crossing was not anticipated.

Councillors discussed whether correspondence to KCC would be productive..

Following discussion, it was agreed that the draft letter should not be sent at this stage. It was acknowledged that the request represented resident-led action, but this did not align with the Council's established HIP process. The resident would be welcome to attend a Highways Committee meeting under the public open session.

Councillors also noted that responsibility for highways rested with KCC, with the Parish Council's role limited to lobbying and advocacy on behalf of residents.

b) Amenities Committee – Cllr Turner reported that there had been no further meeting.

- **To consider securing costs quoted for playground fencing, tree survey and the third phase of bollard replacement in the car park for 2026/27**

Councillors considered recommendations from the Amenities Committee regarding fencing and tree works and replacement of car park bollards discussed at previous Amenities, Finance and Governance and Full Council meetings.

The Amenities Committee had recommended securing the price now, with works to be undertaken in the next financial year if necessary. Councillors confirmed support for locking in the price.

A query was raised regarding the necessity to replace the fence around the playground. This item had been identified in recent playground inspection reports as being at the end of its serviceable life. Although the fence did not present an immediate structural failure, concerns had been noted regarding splintering timber and a particular risk associated with the gate mechanism. Temporary repairs had been undertaken over time, but the fence was no longer considered repairable.

It was **RESOLVED** to accept the following quotations, secure a price and confirm expenditure in 2026/27 as recommended by the Amenities Committee: Elm Fencing - £6,350 for playground fencing and £7,909.20 for replacement car park bollards and Living Forest - £1,380 for targeted tree survey.

- c) Environment Working Group (EWG) – Cllr Turner reported that there had been no meeting.
- d) KALC – The Chair confirmed that there had been no meeting.

12/26 FINANCE AND GOVERNANCE COMMITTEE

Report by Cllr Rowe from the meeting held on 24th November, the minutes having previously been circulated. The next meeting was scheduled for 26th January 2026.

- a) Councillors noted the detailed budget reports.
- b) Report on interim payments made since the last meeting.

Unity Trust Current A/c

Date Paid	Payee Name	Reference	Amount Paid £	Transaction Detail
02/12/2025	Forvis Mazars LLP	MT3093	1,638.00	External Audit
02/12/2025	Capel Groundcare	MT3094	3,347.03	Playground Repairs
02/12/2025	April Skies Accounting	MT3095	483.50	Interim Audit 25-26
04/12/2025	JLM Pest Control	MT3096	150.00	Pest Control
04/12/2025	Ryan Cousins	MT3097	* 615.00	Thank You Reception Catering
04/12/2025	Unity Trust Savings A/c	Transfer	30,000.00	Transfer into Unity Savings Ac
08/12/2025	Unity Trust Savings A/c	Transfer	30,000.00	From Current Ac to Savings Acc
08/12/2025	Speldhurst Village Hall	MT3098	45.58	Room Hire
08/12/2025	T.Bonard Electrical LTD	MT3099	*422.04	Oven Installation at Pavilion
08/12/2025	KALC	MT3100	60.00	New Cllr Training - Farley
09/12/2025	Zurich Management Services	MT3101	250.00	Valuation of Pavilion
10/12/2025	K & M Citroen Ltd	MT3102	*422.03	Service and MOT for SPC Van
10/12/2025	Ashford Security	MT3103	138.00	Service Maintenance Visit
16/12/2025	Unity Trust Mastercard	CreditCard	*1,512.94	To bring balance to zero

16/12/25	Talk Talk	DD	27.26	Phone/Broadband Office/Pavilion
18/12/2025	Castle Water	DD	28.52	Pavilion Water
19/12/2025	N.E.S.T. Pension Scheme	DD	725.41	Pensions
22/12/2025	Octopus Energy	DD	764.28	Security Deposit
22/12/2025	Mrs Alison Dry	MT3104	113.20	Salary Balance
28/12/2025	Veolia	DD	275.72	Waste and Recycling
31/12/2025	Unity Trust Bank	DD	0.30	Bank Charges

Unity Trust Mastercard

Date Paid	Payee Name	Reference	Amount Paid £	Transaction Detail
02/12/2025	Unity Trust Bank	DD	9.00	Monthly Credit Card Fee
08/12/2025	Nisbets	MC506	*748.00	Chairs for Pavilion
19/12/2025	Sevenoaks District Council	MC507	10.50	Premises Licence Amendment

c) Councillors noted decisions made under delegated authority, starred above.

d) To provide an update on the staff vacancy

The Chair confirmed that the current Clerk's resignation had been submitted as noted at the December Full Council meeting. An estimated end date had been agreed, with a proposal that the outgoing Clerk remain in post for a handover period to ensure continuity and knowledge transfer.

Councillors were advised that recent experience in recruiting externally had indicated that suitably qualified Certificate in Local Council Administration (CiLCA) clerks currently available on the market were limited, and the Council's preference was therefore to develop internal capacity.

The Chair proposed that the current Deputy Clerk, Mrs Helen Chater, be appointed as Acting Clerk and Responsible Financial Officer (RFO). Her capability, professional background, and performance to date were highlighted, together with a structured plan for training and progression. The approach would place the Deputy Clerk into the new role immediately, supported by the outgoing Clerk during the handover period. It was confirmed that the Parish Administrator was also happy with the proposal and did not have the capacity to increase her hours due to her other part-time employment.

It was **RESOLVED** that:

- The Deputy Clerk be appointed Acting Clerk and RFO as soon as practical, subject to the formal contract being agreed retrospectively, and that she be required and supported to undertake the CiLCA qualification, with a further salary review upon qualification. A salary uplift would be applied on appointment as Acting Clerk and RFO, with details to be considered by the Finance and Governance Committee later in January.
- The Acting Clerk lead the recruitment of a new Deputy Clerk, with the intention of appointing a 24-hour a week post. The new Deputy Clerk would also be required and supported to undertake a CiLCA qualification. The contract and salary to be considered by the Finance and Governance Committee in January.

This approach would ensure the Council retains a CiLCA-qualified Clerk by the next election in 2027, maintaining General Power of Competence.

Clarification was provided regarding staffing hours. It was confirmed that while the Deputy Clerk was currently contracted for fewer hours (18 hrs) and could increase to a maximum of 24 hours per week, the combined staffing hours (Clerk/RFO and Deputy Clerk) would total approximately 48 hours per week, broadly equivalent to the current arrangement.

Councillors discussed the workload and transitional pressure during this period. It was confirmed that recruitment of the Deputy Clerk would begin promptly to mitigate this.

It was noted that the role of Data Protection Officer (DPO) would need to be considered. Councillors also agreed that the Council website should be updated to refer to “the Clerk” rather than naming an individual during the transition period.

The Deputy Clerk left the meeting during the discussion and returned at 8.20 pm.

To consider approval of renewing the authority to use Direct Debits and Bank Transfers (BACS)
Cllr Rowe confirmed that the authority to use these methods of payment required renewing every year.

RESOLVED to approve the list of payments and to continue the use of Direct Debits and Bank Transfers (BACS) as a method of payment.

Name	Frequency	Last Paid	Amount	Last Payment
BT/EE – Office Mobile	Monthly	10/12/25	£28.64	£28.64
Pavilion Broadband and Office Broadband / Phone	Monthly	10/11/25	£24.69 £32.95	£69.17
Castle Water – Pavilion	Monthly	18/12/25	Variable	£28.52
Data Protection	Annually	04/08/25	£47.00	£47.00
EDF – Pavilion Electricity Changing to Octopus Energy	Monthly Monthly from Jan 26	20/12/25 -	£909.16 Variable	£909.16 -
Hugo Fox – Website	Monthly	28/12/25	£9.99	£9.99
KCS – Photocopier	Monthly Quarterly	10/12/25 15/10/25	Variable £126.95	£38.10 £126.95
Lloyds Bank Corporate – Mastercard	Monthly (incl £9 monthly charge)	16/12/25	Variable	£1,512.94
NEST – Pensions	Monthly	11/12/25	Variable	£725.41
Npower Commercial – Street lights	Annually & servicing	24/04/25	Variable	£109.14
Public Works Loan – Office	6 monthly ends May 26	27/11/25	Variable	£2,252.90
Public Works Loan – Pavilion	6 monthly	26/11/25	Variable	£15,338.38
Rentokil Initial – Pavilion	Annually	27/12/25	Variable	£76.43
Talk Talk – Pavilion Broadband	Monthly	10/12/24	£27.54	£27.54
Veolia ES (UK) Ltd	Monthly	28/12/25	Variable	£275.72
Unity Trust Bank – Bank Charges	Monthly	31/12/25	Variable	£11.25

e) To note the Internal Auditor's Report

Cllr Rowe confirmed that interim report from Internal Auditor had been received and he thanked the Clerk. He stated that there were two minor recommendations which would be discussed at the next Finance and Governance Committee meeting. These included a new IT Policy as part of Assertion 10 requirements of the External Audit and confirmation of evidence from Cloudy IT of a successful test of backups at least annually.

f) To consider a virement for the replacement oven and chairs at the Pavilion

Councillors considered a virement to cover the purchase of the replacement oven and chairs at the Pavilion. The expenditure had already been approved, but the source of funding was required. It was discussed that the cost, approximately £2,000, could be taken from the underspend in the Grants budget. The actual cost of the oven had been slightly lower than previously estimated. It was **RESOLVED** to make a virement of £2,000 from the Grants budget to the Pavilion Equipment budget.

13/26 ACCOUNTS FOR PAYMENT

It was **RESOLVED** that the invoices as listed below and checked by Cllr Dickens be paid.

Date	Payee Name	Reference	Amount £	Detail
06/01/26	The Play Inspection Company	MT	474.00	Triax Testing
06/01/26	Viking Direct	MT	206.35	Toilet Roll for Pavilion
06/01/26	CPRE	MT	60.00	Membership
06/01/26	NALC	MT	42.00	Training (AD)
06/01/26	Alison Dry	MT	17.37	Travel Expenses
10/01/26	BT/EE	DD	28.64	Office Mobile
10/01/26	Talk Talk	DD	19.20	Phone and Broadband
13/01/26	Talk Talk	DD	111.06	Phone and Broadband
15/01/26	Tivoli	MT	162.20	Canine Waste Removal
20/01/26	HMRC	MT	1,798.03	HMRC
20/01/26	Employees	MT	5,271.51	Salaries
28/01/26	Hugo Fox	DD	11.99	Website Administration
28/01/26	Veolia	DD	352.85	Waste and Recycling
31/01/26	Unity Trust Bank	DD	12.45	Monthly Bank Charges

14/26 PRECEPT 2026/27**To confirm the precept amount for 2026/27**

At the last Full Council meeting councillors had expressed an appetite to keep the increase below 5%. The figures provided by the Clerk/RFO had amounted to £258,912 and with the new tax base provided by TWBC, this figure equated to an overall increase of 4.8%.

It was **RESOLVED** that the precept request would be £258,912 based on a Band D equivalent, an increase of 4.8%. A copy of the agreed budget is attached as an appendix to these minutes.

Cllr Rowe had highlighted the following key points:

- Personnel Costs:** Personnel costs might vary from budget depending on the arrangements agreed for the replacement of the Clerk. Any overlap costs, such as training, were likely to fall within the current financial year, with the Clerk's departure anticipated before the end of March.
- Pavilion:** The Pavilion was currently budgeted to operate at a deficit for a full year. The budgeted Hub Rental Income was conservative; any shortfall could increase the deficit. The current budget only covered normal operational costs and did not allow for capital spending or investment in equipment, furniture, or fixtures. Cllr Rowe suggested that the Pavilion Review model financial scenarios, as certain outcomes could place additional strain on the Council's reserves and have implications for future precepts. External grants or higher-than-expected hire income could improve the financial position.
- Replacement Van:** No funds had yet been allocated for a replacement van. Alternative options, such as a leasing arrangement inclusive of costs, might be considered to avoid an upfront capital expenditure.
- Playground Matting:** No provision has been made in the budget for replacement playground matting, which had been identified as potentially requiring attention, with an estimated cost of £10,000–£15,000. Further investigations were ongoing to determine immediate obligations.
- Reserves:** The budget did not provide for any increase in General or Ear-Marked Reserves. This will need careful monitoring, particularly as the end of the financial year approaches, as any under- or overspend would impact General Reserves. Cllr Rowe suggested that the level of Reserves be reviewed and commented on by the Internal Auditor during the end-of-year audit.

Key items of expenditure included:

£6,350	Replacement outer fence around children's play area
£7,909	Next tranche of replacement bollards
£1,380	Tree Survey
£1,000	Defibrillator Servicing
£15,000	Highways budget
£920	Rialtas Closedown
£2,500	Towards possible Bus Shelter refurbishment
£5,000	For Village Halls and Schools Grant
£5,000	Contingency

15/26 UPDATE ON VACANCIES ON THE COUNCIL

The Clerk confirmed there was nothing new to report.

16/26 KALC COMMUNITY AWARDS SCHEME 2026

RESOLVED to make the nomination as suggested in the meeting pack.

17/26 ANNUAL PARISH MEETING 2026

The Deputy Clerk confirmed the venue as the Pavilion on Monday 13th April 2026. The Chairs of committees were asked to prepare a short PowerPoint presentation to be played on the tv screens at the Pavilion and should be available for questions if in attendance. Cllrs Dickens and Norton advised they would be away on holiday. The Deputy Clerk stated that she would be able to assist councillors with the preparation of the presentations.

18/26 PLANNING COMMITTEE

Cllr Curry confirmed that the next meeting was scheduled for 19th January.

- **Planning applications for consideration**
 - **25/02771/FULL – 6 Little Footway, Langton Green**
Proposal: First floor rear extension
Decision: It was **RESOLVED** to delegate authority to Cllr Curry, in consultation with the Planning Committee to submit a response.
 - **25/02780/TPO – 20 The Boundary, Langton Green**
Proposal: Trees: Oak (T1) – Reduce overall canopy by 4-5m
Decision: Remain neutral, leave to Planning Officer.
- **To note the final letter sent to the owners of Burrswood and their reply.**
Councillors noted the acknowledgement received from Burrswood in response to the letter raising concerns regarding the site and surrounding trees, which confirmed a commitment to retaining the Burrswood building and to sharing proposals once they become available.

19/26 DIARY DATES

The Clerk confirmed the following meeting dates:

- 19th January – Planning Committee
- 26th January – Finance and Governance Committee
- 2nd February – Full Council
- 16th February – Planning Committee
- 23rd February - Highways Committee

20/26 ITEMS FOR INFORMATION

- Councillors noted the following correspondence:
 - KALC News December 2025
 - GACC Newsletter 150 – December
 - GACC Newsflash
 - Community SpeedWatch Thank You Letter
 - TWBC 2026/27 Budget Survey
- Cllr Rowe confirmed that next month would be his final meeting, concluding 7.5 years of dedicated service. He said that now relationships between SPC and Langton Green Community Sports Association (LGCSA) had improved and continued to develop positively, and that the Speldhurst Community Shop project had been successfully delivered, it was an appropriate time to step down. The Clerk advised that a new Vice-Chair would need to be appointed. Councillors and staff expressed their gratitude to Cllr Rowe and said that he would be greatly missed.
- County Cllr Moreland requested that the Clerk forward a copy of the relevant email regarding the TWBC Rural Highways Grant application , which included reference to a business plan, so that he could follow this up.

With nothing further to discuss, the meeting closed at 8.32pm

Chair