

EAST PECKHAM PARISH COUNCIL

The Parish Office, Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent, TN12 5BT
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Minutes of an Assets meeting of the Parish Council on 23rd July 2025 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 6.30pm.

29.07.25 J. Perretta **Assistant Clerk of the Council**

1. **Apologies for absence:** Cllr T. Eastwood (holiday).
2. **Present:** Cllrs M. Joannes, D. Seal, M. Williams & Assistant Clerk J. Perretta
3. **Declarations of Interests and/or lobbying;**

*Suspend Standing Orders to enable members of the public to address the meeting.
(15 minutes will be available for this item, every speaker is limited to 3 minutes).*

4. **4.1** To receive correspondence from residents. A resident has asked when the community garden will open. See point 10.

4.2 To listen to issues from residents.
(Councillors will not have a discussion or debate on the resident's issues, however they will decide if the issue is to be placed on the agenda for the next full council meeting or if the Clerk could reply to the resident). No residents present.

Standing orders to reconvene

5. **To approve the Minutes of the meeting held on 12th February 2025;**
It was resolved that the minutes were a true & accurate record.
Proposed by; D. Seal, Seconded by; M. Joannes, Agreed with a show of hands.
6. **To appoint Chair & Vice Chair;**
It was agreed to appoint T. Eastwood as Chair;
Proposed by; M. Joannes, Seconded by; D. Seal & Agreed with a show of hands.
It was agreed to appoint M. Joannes as Assistant Chair;
Proposed by; D. Seal, Seconded by; M. Williams & Agreed with a show of hands.
7. **Update on completed works since the last meeting;**
7.1 Update on costs of completed works;
Street light repair in Golding Gardens = £130.39 INC VAT.
Vegetation cleared from residents fence = £250.00 + VAT
Cleaning of Solar Panels = £150.00 + VAT
Wooden slats removed from pump track = £40.00
Conversion of refs changing rooms – final cost to be presented at the next meeting regarding labour, fixtures & fittings..
8. **Update on Jubilee Hall public toilet works;**
8.1. To agree an annual budget for maintenance; It was agreed cleaning costs would be absorbed into the hall's normal cleaning costs. It was agreed any repairs would be covered under the building maintenance budget. A cost code is to be created in November when deciding next year's budget.
Proposed by; M. Joannes, Seconded by, M. Joannes, Agreed with a show of hands.

8.2 Update on CCTV;

CCTV has been installed outside of the Jubilee Hall public toilets, at a cost of £890.00

A new screen has been installed at the village public toilets; awaiting invoice.

Allotment camera updated; Awaiting invoice.

9. **To review Playground Operational Report & resolve required works;** The committee reviewed the report. They agreed no urgent works are required. 1 moderate works was highlighted in the report. The Assistant Clerk is waiting for a quotation to undertake these works. Other low risk works will be taken into account when the playground upgrade designs are put together..
Proposed by; M. Joannes, Seconded by; D. Seal, Agreed by a show of hands
10. **Community Garden Update;** It was agreed the remaining budget would be spent on a shed & wood to create planters & some seating. The shed would be for storage & to attach a solar panel for a future water feature. We can also attach guttering to aid collecting water in a butt. Paving slabs have been donated to put the shed on. The committee agreed to the location of the shed.
The Assistant Clerk will send bench options to the committee to choose which style can be purchased by residents.
Other decisions have been made under the Youth & Communities meeting.
Proposed by; M. Joannes, Seconded by; D. Seal, Agreed with a show of hands.
11. **To discuss & resolve future maintenance works;**
 - 11.1 **Hall heating system;** The Assistant Clerk has confirmed she is contacting commercial companies & will update the committee next time. T. Eastwood has created a job specification for these works.
 - 11.2 **Metal fencing around junior play area;** This was not identified on the Playground inspection report as a risk, therefore a decision was deferred until September.
 - 11.3 **Surfacing in play areas ;** It was agreed this would be taken into account when the playground upgrade designs are put together.
 - 11.4 **Village public toilet,** External surfacing works; It was agreed the AC would request quotes..
Proposed by; M. Joannes, Seconded by; D. Seal, Agreed with a show of hands.
12. **Update on Solar Export, change of tariff;**
 - 12.1 **Provide recent export figure;** Solar payback figures between, 12.04.25 & 28.06.25 is £400.20.with 3335KW generated.
 - 12.2 **To resolve any actions required;** As of 2nd August 2025, Scottish Power is changing the tariff price from 12pm per KWH to 6pm per KWH. It was agreed that the AC would look at any other options & check the tied in date.
Proposed by; M. Joannes, Seconded by M. Williams, greed with a show of hands.
13. **To approve, forthcoming Annual Legal Checks;**
 - 13.2 **Legionella Testing (due 01.07.25) – To ratify quote.**
 - 13.3 **Gas Boiler Service (due 07.08.25)**
 - 13.4 **Pat Testing (due 09.09.25)**
 - 13.5 **Tree Survey (due 23.09.25)**All above annual works were agreed by the committee.
Proposed by; D. Seal, Seconded by; M. Joannes, Agreed with a show of hands.
14. **To discuss perimeter path & resolve any actions;** It was agreed that the path area would be measured, surface material chosen & Full Council to decide on the path stages.
Proposed by, M. Joannes, Seconded by M. Williams, Agreed with a show of hands.
15. **To agree, to adopt Mrs Lawrence's bench at St Michael's Church;** It was agreed to adopt Mrs Lawrence's bench. D. Seal will continue to maintain it. D. Seal has agreed to send the Parish office a photograph for their records.
Proposed by; M. Joannes, Seconded by D. Seal, Agreed with a show of hands.

- 16. Update on any outstanding works;**
Village public toilet timeclock; outstanding.
Jubilee Hall corridor doors; outstanding.
Meeting room exit door; outstanding.
Jubilee Hall main door replacement; outstanding.
Uneven grounds outside the Village public toilets.
It was agreed the Assistant Clerk would request quotes.
- 17. To approve any quotes;** None.
- 18. Any matters of discussion for the next meeting;** Any unresolved points, updates on outstanding works, community garden update.
- 19. Next meeting date;** 24th September 2025 at 6.30pm
- Meeting Closed at;**