

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 4TH DECEMBER 2017 AT 8.00PM

PRESENT: Cllr P. Croft, Cllr A. Johnston, Cllr J. Kaye, Cllr G. Marchant, Cllr L. Provan,
Cllr S. Satterley, Cllr S. Smith and Cllr. C. Stratton-Brown

APOLOGIES: Cllr R. Britain

IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk) and members of the public. County and District Cllr Lake attended the meeting for the Open Session only.

Cllr Stratton-Brown wished to formally resign as Chairman of the Parish Council. Cllr Kaye had been elected as temporary Chairman and it was agreed that this would be discussed at the January Parish Council meeting. Cllr Kaye thanked Cllr Stratton-Brown very much for his commitment and the huge amount of work he has done during his time as Chairman, and said that it would be a difficult role to follow.

Open Session

Questions from Members of the Public

1. Bruce and Nicky Williams attended the meeting in order to raise concerns about the new planning application at Manor Buildings, Powder Mill Lane. Bruce thanked the Parish Council very much for its input on the previous application, which was refused. He added that when dealing with Local Development Certificates, SDC can only look at the facts of each individual case, and not matters of impact, such as traffic or noise. The Planning Authority is also able to choose to issue a Local Development Certificate with a different description to that applied for. The applicant must still comply with limitations set as part of any approval. Bruce said that he would be happy to assist the Parish Council in any way he can.
2. Mr and Mrs Rice attended the meeting in order to give their support for the proposal for a heritage phone box at the end of Church Hill.
3. Mr Rice asked whether 40mph could be painted on the road near the junction with Penshurst Road on the B2027. Clerk to make enquiries.
4. Chris Rowley attended the meeting in order to hear what members of the Parish Council had to say about the grant application made by the Historical Society, and to answer any questions arising thereof.

Report by District Cllr Lake

District Cllr Lake reported that the Brookside Barn application will be considered by SDC's Development Control Committee in January.

Report by County Cllr Lake

County Cllr Lake reported that he and the Clerk met Julian Cook and Allan Gibbons from Kent Highways to look at a list of highway problems in the parish. Julian has undertaken to revisit the parish to check whether the repairs have been carried out to the Parish Council's satisfaction. The application for yellow line parking restrictions will be considered by the Joint Transportation Board. As far as KCC's budget is concerned, KCC has to save £66m next year and £35m in the following year. KCC is trying to save essential services, but there will be cuts to subsidised bus contracts. This will be subject to a consultation in January 2018. It is hoped that the bus companies can be persuaded to provide a better service. School transport will not be effected in any way.

County and District Cllr Lake and four members of the public left the meeting at 8.35pm.

Closed Session

124. **Apologies for absence** were received from Cllr Britain and members accepted his reason for absence.
125. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Marchant declared a DPI in item 128(iv) as his company is providing a quote for the work.

126. The minutes of the Leigh Parish Council Meeting held on 6th November 2017 were approved and duly signed. Proposed by Cllr Marchant, seconded by Cllr Croft, and all were in favour.

127. Planning

i. To consider applications received

- i. SE/17/03570/HOUSE and SE/17/03571/LBCALT: White Post Oast, Tonbridge Road, Chiddingstone Causeway TN11 8JH - internal alteration, installation of bi-fold doors and installation of 5 new rooflights. Members supported this application.
- ii. SE/17/03629: St. Mary's Church, Leigh TN11 8RG - to remove existing stepping stones and replace with brick foot path. Members supported this application.
- iii. SE/17/03689/LDCE: Manor Buildings, Powder Mill Lane, Leigh TN11 9AS - continued use of the building and land for the sale of motor vehicles including pre-sales preparation and valeting. Members agreed that the Planning Committee should meet and discuss this application.
- iv. SE/17/03382/FUL: Chessenden, Greenview Avenue, Leigh TN11 8QT (amended application): demolition of existing garage and shed to facilitate the erection of a new dwelling house. Amendment to show corrected floor plan drawings to correspond with proposed elevations to show all proposed windows for the new dwelling. No comment required as the Parish Council's previous comments will be taken into consideration.
- v. SE/17/03724/HOUSE: 6 Wyndham Avenue, Leigh TN11 8RB - erection of a two storey side extension with bay window at front. Replacement roof on single storey rear extension with rooflights. Extension of porch roof at the front. Members supported this application.

ii. To report SDC planning application decisions

None.

iii. SE/17/01228/HOUSE: Brookside Barn, Eggpie Lane, Weald TN14 6NP

The Clerk reported that this application will be considered by SDC's Development Control Committee in January. Members agreed to consider who would speak on behalf of the Parish Council.

128. The Green:

i. To hear update regarding the programmed improvement works to The Green

The Clerk reported that the final works have now been completed on The Green, apart from one application of fertiliser that will be done in April. The final invoices are in for payment. The Clerk has applied to Sport England for their final payment of grant funding. Cllr Marchant said that it is great to see football being played on The Green again. Members agreed that the works were a success and they were delighted with the results of the project.

ii. To discuss grounds maintenance of The Green 2018

The Clerk reported that Landscape Services has sent their quote for the 2018 season, but the quote from Bourne Amenity has not yet been received. To be considered at the January Parish Council meeting. The Clerk reported that she asked Derek Furneaux as Chairman of Leigh Football Club for his opinion on whether the football pitch will require another cut or two before the start of the 2018 season. He said: "I think that the grass has now stopped growing. Over the last ten years the pitch has occasionally (about 3 times) needed some sort of cutting in late autumn and/or early spring. With the new grass I think it is "an unknown" at this stage. If it needs a trim, not always all over, we can with your permission using a light-weight sit-on mower manage this ourselves." Members were happy for Derek to cut the grass when required with a sit-on mower.

iii. To hear update regarding repair of bench on The Green

The Clerk reported that Bourne Amenity has repaired and returned the bench, and residents' comments have been very favourable.

iv. To consider quote for kerbing work on The Green

Cllr Marchant advised that the cost of the kerb stones has doubled since he prepared his quote, and so he will need to source another supplier. Item to be discussed at the January Parish Council meeting.

- v. To quote for work relating to the Chestnut Trees on The Green and Lime Tree in the Old Burial Ground
The Clerk reported that the quote has not been received yet from RWE.

129. To discuss the Leigh Cricket Pavilion, and how the Parish Council could become involved in assisting any possible refurbishment

The Clerk reported that she received the following advice from KALC: "I would say you have a wide range of powers here to purchase land/property and interests. The due diligence required is high so solicitor/IIA important. They will help you weigh up the options. Issues for me would be length of involvement/commitment and sustainability, and the need to see a business plan and be convinced regarding sustainability and long term funding. The issue of the lease is about control: advantages and disadvantages! Also who will actually manage the building." It was agreed that a meeting of the sports clubs should be arranged to see whether the clubs are in agreement with the formation of a Sports Association to manage the day to day running of the pavilion. Cllr Provan said that she would be very happy to help with this project. Members asked the Clerk to contact a solicitor to have an early discussion and to obtain a quote for legal work.

130. To discuss the purchase of a heritage red phone box to replace the modern phone box in Leigh

Cllr Provan reported that a newly refurbished phone box would cost £2,750 + VAT and delivery. Alternative options are available through ebay but most require a full refurbishment. Cllr Marchant undertook to investigate the footings of the current grey box and to see if new footings would be required. Clerk to investigate delivery costs. It was agreed that if residents are able to raise the majority of the funding required, they would be happy to support. The Clerk said that there are ten residents in favour of the proposal and one resident against the proposal.

131. Charcott:

To hear update regarding the possibility of a bus shelter on Camp Hill

The Clerk reported that Lambert & Foster has emailed to say: "With the principle of a new bus shelter now agreed, to progress matters please would you provide the following: 1) Confirmation that the Parish Council will meet all of the costs incurred by the Trustees in dealing with this matter, 2) A HM Land Registry compliant plan identifying the location of the new bus shelter along with the proposed design." and "I anticipate the costs to the Trustees will be predominantly in the form of professional fees. The fees will be calculated on a time basis so it will be difficult to estimate at this early stage. It will include our fees acting as the Trustees Agent and legal fees incurred for agreeing the surrender of the subject land from the farmers tenancy and potentially the fees for handling the sale of the land to the Parish Council, if this is deemed to be the most appropriate way to enable the project to go ahead. There is no urgency on the part of the Trustees." There was concern about spending large sums of money if the bus services are going to be cut. It was agreed to put this project on hold until the impact of the cuts to subsidised bus services is known.

132. Highways & Environment

- i. To hear report of the Bulk Refuse Freighter service on 2nd December
Members agreed that the service was well run again this time and well supported. It was agreed that this is a very beneficial service to provide for parishioners.
- ii. To discuss the hedge at Well Close
The Clerk reported that she asked RWE for their opinion of the condition of the hedge. KCC has carried out another hard cut of the hedge. Once the information has been received from RWE, the Clerk will contact KCC to say that the Parish Council believes that the hedge is in their ownership.
- iii. To consider request by Leigh School to reduce trees to the rear of the school playing field
The Clerk reported that the school has been asked by the residents to the back of the school playing field to do some work on the trees that are overhanging into their gardens. Clerk to find out what the details are of the planning covenant.
- iv. Proposal to apply for a speed restriction at Knotley Hall
The Clerk reported that Chiddingstone Parish Council is in the process of applying to Kent Highways for a speed restriction on the brow of the hill at Knotley Hall.

This is because pedestrians cross the road from the permissive path installed behind the field hedge which is extremely dangerous. Members were supportive of this proposal.

133. Rights of Way

To hear ROW committee report

Cllr Kaye reported that he, Rachel Valentine, Jonathan Cook and Joe Staffurth have undertaken training as Countryside Wardens with KCC PROW. Each Countryside Warden was given a very comprehensive range of tools and equipment. Cllr Kaye said that Kent PROW run a very businesslike operation. They are grateful to Leigh for undertaking this work on their behalf, and they want Leigh to cover the area from Leigh to Edenbridge. Countryside Wardens have to log the work they carry out on the KCC website. Nicky Biddall from Kent PROW will send details of any issues to Cllr Kaye for the Countryside Wardens to rectify. There is an additional two day course on strimmer use if required. Members were grateful to Cllr Kaye and the others for undertaking this training and becoming Countryside Wardens.

134. Affordable Housing

To hear update regarding the Leigh Affordable Housing Scheme

Nothing to report.

135. Aviation:

To hear report of the High Weald Councils Aviation Action Group

Cllr Stratton-Brown reported that the last HWCAAG meeting was held on Monday 27th November. The group generally believes that the Noise Management Board is not effective. There is an open meeting at Gatwick Airport on 7th December if anyone would like to attend.

136. Leigh Village Halls report

None.

137. Aged Persons Dwellings

i. Path and step

The Clerk reminded Cllr Marchant and Cllr Croft to inspect the path and step at No.2 The Bungalows.

ii. Minimum Energy Efficiency Standards

The Clerk reported that she has yet to arrange for the reports to be carried out.

138. To report on correspondence received

The Clerk reported that lists of correspondence received have been circulated, and drew members' attention to the following:

- i. Item 1: Email from Sean Mitchell, SDC Planning Officer re: closure of access into new Powder Mills development from existing Powder Mills dwellings: "In respect to your recent query in regard to the closure of an access, I have spoken to Bellway Homes. At present there is an orange temporary barrier in place and this is only a temporary measure. I have been reassured by Bellway that the barrier is in place as there are road works in the vicinity that have not yet been completed. It is expected that the works will be completed around February/March 2018 when the road will be permanently terminated and cannot be used as a through road."
- ii. Item 2: KALC: planning publication issued by LGA: A Councillor's Workbook on Planning, copied to all members.
- iii. Item 3: DfT: On 25 October 2016, the Government announced that its preferred scheme for adding new airport capacity in the South East of England was through a Northwest Runway at Heathrow Airport and this would be subject to consultation through a draft Airports National Policy Statement. The Government's consultation on the draft Airports NPS took place between 2 February and 25 May 2017. In order to assist consultees the Government has published a consultation document summarising the key updates made. The period of further consultation lasts for eight weeks and will end on 19 December 2017. (i) www.gov.uk/government/consultations/heathrow-expansion-revised-draft-airports-national-policy-statement. (ii) www.gov.uk/government/publications/draft-airports-national-policy-statement.

- (iii) www.gov.uk/government/publications/air-quality-plan-for-nitrogen-dioxide-no2-in-uk-2017.
- iv. Item 4: Hever Parish Council is considering hosting a KALC Planning Information training event on Wednesday 28th February. Draft agenda: The purposes of the planning system, The plan-led system, The main players in the planning system, What is “development” and the need for planning permission, How planning decisions are made, Making your views count on planning applications, Special types of planning control, Enforcing planning control, Where to find out more, Permitted development in the Green Belt on properties that have already been extended to their limit. Cllr Kaye, Cllr Marchant, Cllr Smith and Cllr Satterley all undertook to attend.
- v. Item 5: Agenda for the Sevenoaks Area KALC meeting held on Friday 1st December, Kent’s new police District Commander will be present.
- vi. Item 6: SDC: October’s version of the ‘Your Local Services’ booklet; an extensive list of the support services throughout the Sevenoaks District.
- vii. Item 7: Action with Communities in Rural Kent – Oast to Coast magazine, winter 2017.
- viii. Item 8: SDC News Releases: (i) Tandridge District Council has dropped a proposal to more than double the size of Edenbridge after Sevenoaks District Council opposed the idea. Neighbouring Council Tandridge had put forward a proposal to build a new garden village of some 6,000 homes partially in Surrey and partially in the Sevenoaks District adjoining Edenbridge. But in a letter sent to Sevenoaks District Council on 7 November 2017, Tandridge said it had shelved the plans after Sevenoaks objected to the idea. (ii) SDC Leader, Cllr Peter Fleming scooped a huge accolade as he was crowned the Leader of the Year at the Cllr Achievement Awards at London’s Guildhall on 7 November. Cllr Fleming, a member for the Sevenoaks Town and St John’s ward, was commended for his outstanding commitment to his role and his leadership in transforming the Council to becoming the first financially self-sufficient authority in the country. With his work also recognised nationally with an OBE, Cllr Fleming was also praised for his strong relationships with community groups and Council partners and his role as a Deputy Chairman at the Local Government Association, acknowledging in particular his significant contribution to the improvement of local government as a whole. Other recent successes for SDC: ‘Finance’ and ‘Overall Winner’ categories at the Guardian Public Service Awards last November; ‘Council of the Year’ trophy at the Local Government Chronicle Awards in March; ‘Public Finance Innovator of the Year’ and the ‘Grand Prix’ award at a ceremony on 20 April; ‘Commercialism in Property Estate’ and ‘Innovation in Finance’ from the Municipal Journal awards in June.
- ix. Item 9: KALC: An invitation to take part in the PCC’s Annual Policing Survey - Kent’s Police and Crime Commissioner, Matthew Scott, sets the strategic priorities for Kent Police. Earlier this year he published Safer in Kent: The Community Safety and Criminal Justice Plan. The plan is kept under constant review and is regularly updated.
- x. Item 10. Gatwick Airport Ltd (GAL) and the Noise Management Board (NMB) would like to invite you to their annual Airspace and NMB public meeting to be held on the morning of Thursday 7th December. This public meeting will be an opportunity to:
- hear about the progress of the NMB;
 - learn more about the work Gatwick Airport has been undertaking with its industry and community partners;
 - have a chance to see at first hand specialist interactive noise tutorials including, for example, a Virtual Community Noise Simulator and from pilots and air traffic control;
 - and a Question and Answer session for guests to ask questions of our panel made up of community noise groups from the NMB and industry players such as NATS, DfT and CAA, and Gatwick Airport.
- Places are available on a first come first served basis and if you would like to secure your place for the morning, please email arrivalsreview@gatwickairport.com with your name and address. Ascot Suite, Hilton Hotel, South Terminal, Gatwick Airport, 0900 registration, 0930 start, 1300 finish. Car parking available free of charge in Gatwick Airport’s Short Stay car park.
- xi. Item 12: Shaylers Fun Fair – request to return to Leigh in 2018. The fun fair will be open on 15th, 16th and 17th June but they wish to use The Green from Monday 11th to Monday 18th June. Members asked the Clerk to seek advice from Bourne Amenity about large vehicles accessing The Green, and to forward any recommendations onto Shaylers Fun Fair. If Bourne Amenity have no objection to the fun fair operating from The Green, members asked the Clerk to give approval.

- xii. Item 13: Email from resident about parking on the pavement: "I know the Parish Council has been looking at yellow lines along certain roads in the village - and I think I recall that the area around the bend in front of South View, opposite the Powder Mill Lane junction has been discussed - therefore I thought I would send you a photograph I took this evening (22.11.17) at about 4.15pm of a car parked up on the pavement, at the bend opposite the entrance to the vicarage. Another example of appalling parking and incredibly dangerous - I know the Parish Council is not responsible for people breaking the Highway Code for parking on bends (and there are no lines telling people that they should not park there) however, you would think some common sense would be used, but no. I thought the picture is an example of which Highways should be aware before a nasty accident does happen."
- xiii. Item 14: Response from PCSO Simon Humphreys: Thank-you for your email, as a Police Community Support Officer all I can do is place advisory notices on such vehicles. If a vehicle is parked on a pavement which could potentially cause an accident as in the illustrated photograph, I would suggest that they should be reported to us at the time so that relevant enquiries can be made to trace the owner. For a longer term solution, I would suggest speaking to KCC Highways."
- xiv. Item 15: SDC: Agenda for the Joint Transportation Board meeting to be held on 5th December, which includes the Statutory Consultation - Minor On-Street Parking Proposals - Various Locations - TRO 2013 Amendment 25, including the proposal for parking restrictions at the end of Crandalls, both sides of the road.

139. Finance:

- i. To consider grant request by Leigh Historical Society for village archive
 The Clerk reported that an email has been received from Chris Rowley with an application to the Parish Council for a grant towards a Village Archive Store. "As Parish Council members may remember, the Historical Society has been trying for a good number of years to find a place in the village where we can store the archives not only for the Historical Society but also for other village organizations. Background: We have at last found a place – which the Village Halls Committee has kindly allowed us to have ("99% certain"). However, the space in the small room next to the Large Village Hall cannot be provided for us until alternative space is found for bowls equipment. When the space becomes available, we wish to install a purpose-built storage and study area. It would be made largely of MDF (more fire resistant than ply); it would have extra secure locks – although it will be in a lockable room; it will have shelves designed to fit our archive boxes and a specially built map drawer which will have a large table top on it for study purposes. Cost of Construction: So far we have only asked one respected Leigh carpenter for an initial quote based on some early plans. However, although we have used this figure in our fundraising, we are in the process of getting three more formal quotes. Funding: The Historical Society has been saving towards the cost and would allocate £450 out of our reserves of £1,600 approximately. We have also decided to raise extra funds including a raffle at our Christmas Party and are aiming to have a further £200-£300. We have asked Sevenoaks District Council for £250 grant. Their deadline was 24 November. However, we will not know until April whether we are successful. The District Council form asks whether we have applied to others for grants and we have said that we will be applying to the Parish Council. Request to the Parish Council: Because we have told the District Council we are applying to the Parish Council, this request to you comes earlier than we intended and without the full financial details. The maximum request for a grant from the Parish Council would be £750. The minimum would be £400. If the Parish Council was prepared to say that a grant around these figures was agreed, the Society would not need any actual money until February or March." Members agreed that it is important to keep Leigh village records safe and in the parish. It was agreed that the Parish Council will look favourably on this grant request, but will await to hear further from Chris Rowley once details of their grant application to SDC is known.
 Chris Rowley left the meeting at 9.40pm

- ii. 2017/18 Accounts:
 - i. Actual and Year End Forecast
 - ii. Earmarked Reserves

Members considered the actual accounts versus year-end forecast in some detail, and also the Earmarked Reserves. Members agreed to move £23,562.50 to a new CIL reserve.

- iii. 2018/19 Accounts:
 - i. Draft Budget and Precept requirements
 - ii. Draft Earmarked Reserves Budget

Members considered the budget and precept requirements, which will be finalised at the January Parish Council meeting, once details of the tax base are known.

- iv. To consider online banking and discuss the necessary controls required

The Clerk reported that the Finance Committee considered whether the Parish Council should resolve to commence online banking. Members agreed the following procedures:

- i. The Clerk circulates as normal the list of payments at Parish Council meetings. This list is approved at the meeting and duly minuted. The list of payments is signed by two members.
- ii. The Parish Council elects an Administrator and several Users on the bank account.
- iii. The Administrator sets up the payments online as per the approved list.
- iv. Two Users log on and authorize the payments with their own log in and passwords.
- v. The Parish Council use KeyCode, which means that passwords for the Administrator and Users are texted to them prior to use and are a once-only password.

Cllr Stratton-Brown proposed that the Clerk apply for online banking, this was seconded by Cllr Satterley and all were in favour. Members agreed that the Clerk would be the Administrator and Cllr Kaye, Cllr Stratton-Brown, Cllr Johnston, Cllr Smith and Cllr Marchant would be registered as Users of the account. Clerk to update the Finance Regulations and Standing Orders accordingly.

- v. To approve payment of cheques

Cllr Stratton-Brown proposed that the list of cheques be approved. This was seconded by Cllr Johnston and all were in favour.

140. Items for reporting or inclusion in future agenda

Cllr Kaye thanked Cllr Provan for all she has done during her time as a Parish Councillor and members wished her well for the future.

The meeting closed at 10.05 pm.

Signed

Date

LEIGH PARISH COUNCIL LIST OF CHEQUES December 2017

Date	Cheque	Payee	Detail of payment	Amount Inc. VAT	VAT
04.12.17	1889	Clerk	Salary December	£718.55	
04.12.17	1890	HMRC	PAYE	£276.08	
04.12.17	1891	KCC	Pension contribution	£116.90	
04.12.17	1892	Clerk	Mileage & work from home allowance	£288.10	
04.12.17	1893	KALC	Cllr training session 08.11.17	£216.00	
04.12.17	1894	Bourne Amenity	The Green project final works	£4,494.00	£749.00
04.12.17	1895	Bourne Amenity	The Green project final retention charge	£1,890.17	£315.03
04.12.17	1896	Mr P. Croft	Mowing	£125.00	
				£8,124.80	£1,064.03