

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL HALL, HIGH STREET, LEIGH ON MONDAY 8TH JANUARY 2018 AT 8.00PM

PRESENT: Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr A. Johnston, Cllr S. Satterley, Cllr B. Skipper and Cllr S. Smith
APOLOGIES: Cllr P. Croft, Cllr G. Marchant and Cllr. C. Stratton-Brown
IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk). County and District Cllr Lake and members of the public attended the meeting for the Open Session only.

Closed Session

141. To appoint Chairman of Leigh Parish Council

Cllr Johnston proposed that Cllr Kaye stand as Chairman for the remainder of 2017/18. This was seconded by Cllr Satterley and all were in favour. Cllr Kaye agreed to stand as Chairman and was appointed with immediate effect.

142. To elect Vice-Chairman of Leigh Parish Council

Cllr Britain proposed that Cllr Smith stand as Vice-Chairman for the remainder of 2017/18. This was seconded by Cllr Satterley and all were in favour. Cllr Smith agreed to stand as Vice-Chairman and was appointed with immediate effect.

Open Session

Public Session

Mrs Linda Terry attended the meeting in order to update members about the proposal to raise funds and purchase a refurbished heritage phone box. Mrs Terry said that she placed a note in the parish magazine and has a few responses, which has been positive. She undertook to put another note in the next edition suggesting that even small donations would be welcome. There has been support for the use of the phone box to be a library as well as possibly housing a defibrillator. Cllr Britain said that it must be clear whether a defibrillator will be placed in the phone box. Cllr Smith suggested that Mrs Terry arranges a coffee morning or other fund raising event in order to spread the word and raise funds. Cllr Kaye said that there are many pressures on the Parish Council funds at the moment, but thanked Mrs Terry for her update.

Report by District Cllr Lake

District Cllr Lake reported that SDC has refused the application at Brookside Barn. The application at Manor Buildings, Powder Mill Lane, has yet to be decided and D.Cllr Lake said that he will ask for this application to be considered by the Development Control Committee rather than by delegation. D.Cllr Lake advised that he supports Jeremy Clark's revised drawings for the implementation of parking restrictions in the High Street and opposite the end of Powder Mill Lane and suggested that, if further measures are necessary, these can be considered at a later date. D.Cllr Lake also undertook to try and attend the meeting with Robin Hadley regarding the Well Close hedge.

Report by County Cllr Lake

County Cllr Lake reported that the Head of KCC Highways has made two visits to the district and things are beginning to be carried out. The senior engineer has also visited and has agreed to consider the extension of the speed restriction at Knotley Hall and at Station Road, Moorden. Speed surveys will be carried out and paid for by KCC. KCC is asking that highway faults are reported online at www.kent.gov.uk or on 03000-418181 in an emergency. The consultation on the proposal to reduce subsidies to bus companies will open on 18th January, and C.Cllr Lake said that he is meeting with Paul Carter to discuss this matter and to ensure that the situation is managed appropriately. School bus services will not be effected. Following the Government's announcement on 21st December, KCC is likely to increase the KCC portion of the council tax for 2018/19 to 3% in line with inflation, and there will be an additional 2% increase for social care. He added that KCC now has no traditional care homes in West Kent in its ownership, and they are all privately owned.

D.Cllr Lake and Mrs Terry left the meeting at 8.30pm.

Closed Session

143. Apologies for absence were received from Cllr Croft, Cllr Marchant and Cllr Stratton-Brown and members accepted their reasons for absence.

144. To co-opt new member onto Leigh Parish Council

Cllr Kaye welcomed Mr Skipper to the meeting and thanked him for putting himself forward for co-option. Cllr Kaye proposed that Mr Brett Skipper be co-opted onto the Parish Council with immediate effect. This was seconded by Cllr Satterley, and all were in favour. Cllr Skipper signed the declaration of acceptance of office form and completed the DPI and NPI forms which were given to the Clerk.

145. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed
None.

146. The minutes of the Leigh Parish Council Meeting held on 4th December 2017 were approved and duly signed. Proposed by Cllr Satterley, seconded by Cllr Johnston, and all were in favour.

147. Planning

i. To consider applications received

- i. SE/17/03920/LDCPR: Coombe Firs, Powder Mill Lane, Leigh TN11 8PY - proposed single storey side and rear extensions to existing bungalow together with alterations to fenestration. Proposed rear dormer and insertion of roof windows for loft conversion. Members had no comment to make on this application.
- ii. SE/17/03914/HOUSE: 10A Well Close, Leigh TN11 8RQ - demolition of existing conservatory and erection of single storey extension with roof lights. Alterations to fenestration. Members supported this application.
- iii. SE/17/04012/HOUSE: 3 Lower Green, Leigh TN11 8RU - demolition of an existing wrap around store extension and erection of two storey side extension, single storey front extension, alterations to fenestration and loft conversion with enlarged rear dormer. Clerk to give plans to Cllr Marchant, and discuss whether a site visit is required.

The Clerk reported that, during the month, the Planning Committee submitted the following comments:

- iv. SE/17/03723/HOUSE: Cedar Court, Tonbridge Road, Leigh TN11 8HP - enclosure of existing car port to convert into a garage. Members supported this application.

ii. To report SDC planning application decisions

- SE/17/01228/HOUSE: Brookside Barn, Egg Pie Lane, Weald - erection of detached garage. Application refused. Reason: It is considered that the proposed enlargement of the residential curtilage and erection of the detached garage would equate to suburbanisation and incursion into the Green Belt, which would harm its openness and result in visual intrusion. Given the size, height and scale of the garage, it would not appear a subservient or ancillary building. As such the proposal is contrary to National Planning Policy Framework and Policy GB3 of the Sevenoaks Allocations and Development Management Plan.
- SE/17/03399/HOUSE: 1 Cherry Tree Cottages, The Green, Leigh - erection of a dropped kerb to create a new vehicular access and parking. Application approved.
- SE/17/03382/FUL: Chessenden, Greenview Avenue, Leigh - demolition of existing garage and shed to facilitate the erection of a new dwelling house. Application refused. Reason: The proposal would result in an incongruous, intrusive form of development within the existing street scene due to its roof design and bulk, as it fails to relate to the existing character or appearance of the street scene and local area. The proposal is therefore contrary to Paragraph 58 of the National Planning Policy Framework, policy SP1 of the Sevenoaks Core Strategy and policy EN1 of the Sevenoaks Allocations and Development Management Plan and the Leigh Village Design Statement Supplementary Planning Guidance.
- SE/17/03547/FUL and SE/17/03548/LBCALT: Hale Oak Farmhouse, Hale Oak Road, Sevenoaks Weald - conversion and extension of barn to create a two bedroom dwelling. Applications refused.

Reason: The proposed single storey wrap around extension would disrupt the simple clean building lines of the former cart barn, introducing harmful residential character to the detriment of the agricultural character of this curtilage listed building. The result of such an extension would harm the character and integrity of the curtilage listed building as well as the setting of the main listed building by diluting the relationship between the original farmhouse and the former ancillary agricultural barn. As such the proposal is contrary to policy EN4 of the Sevenoaks Allocation Development Management Plan and the National Planning Policy Framework.

- iii. KALC Planning Workshop – Wednesday 28th February at 6pm in Hever Village Hall.
The Clerk reported that Cllr Kaye, Cllr Marchant, Cllr Smith, Cllr Satterley, Cllr Britain and the Clerk are booked onto this event. (Clerk’s Note: Cllr Skipper now booked to take Cllr Smith’s place).

148. The Green:

- i. To hear update regarding the programmed improvement works to The Green
The Clerk reported that concern was raised by David Furneaux of Leigh Football Club about the water lying on The Green after heavy rain. He said: “With the recent heavy rain there is no doubt that some areas of the green would develop surface water at some point. What is slightly concerning though is that 95% of the pitch and surrounding areas are draining well but the bottom right hand corner has serious amount of standing water and doesn't dissipate as quickly. We did highlight the issues with the bottom right hand corner as the most problematic a number of times before works began and so from a football club perspective it’s vital we highlight this as a potential issue now. We are not suggesting we have any technical knowledge or whether this is even something to be concerned of but it I think should be noted and put to the pitch works team.” The Clerk advised that she has sent this email to Bourne Amenity and to TGMS for their comments but has not heard back. Cllr Satterley reported that the surface water was brushed off, and Cllr Johnston said that the water did drain away.

- ii. To discuss grounds maintenance of The Green 2018

The Clerk reported that Landscape Services and Bourne Amenity have provided details of their rates for the 2018 maintenance of The Green:

	Maintenance	Landscape Services	Bourne Amenity
1.	To gang mow green on 21 occasions	£845.60	£4,725.00
2.	To spike the football pitch on 3 occasions	£122.01	£880.00
3.	To quad play the pitch on 1 occasion in April (brush and level) (not required)	£58.27 -£58.27	
4.	To roll the whole green in both directions in April	£221.81	£450.00 (slit and roll)
5.	To contravate (shallow lines are dug in the goal mouth and grass seed sown) the football pitch in April	£398.81	£750.00 (includes 3 bulk bags clay loam + compost + seed)
6.	To fertilize the whole green on 1 occasion in April	£286.51	£400.00
7.	To vertidrain the football pitch on 2 occasions	£480.00	£880.00
	Total	£2,354.74	£8,085.00

Cllr Kaye proposed that the maintenance contract, including the vertidrainning, be awarded to Landscape Services, this was seconded by Cllr Britain and all were in favour.

- iii. To consider quote for kerbing work on The Green and consider request for hard-wearing paving
The Clerk reported that the following quote has been received from R Marchant & Sons: To excavate for new kerb run from existing kerbing at Greenview Avenue to the eastern edge of driveway to Elizabeth Cottage (51 linear metres). To supply and place Countryside kerbs bedded on 200mm bed of C20 concrete and haunched with C20 concrete. To supply and spread topsoil to rear of new kerblines, well compacted. Reinststate to front edge of kerbing.

Allow for dropped kerb at footpath to Elizabeth Cottage. Price: £4,625.00 + VAT. Members approved the expenditure and asked the Clerk to apply to C.Cllr Lake's members fund for the whole amount.

The Clerk reported that two emails have been received from a resident: (i) "I am writing to ask what, if any, action might be taken in respect of parts the village green boundary which is rapidly being ruined. A combination of weather, bad driving habits, bad parking and, ever increasing vehicle sizes is making negotiation of the perimeter road tricky and causing vehicles to mount the grass verge (or deep muddy ruts as they are now). It looks a real mess. Also when vehicles are not always well parked it is virtually impossible for larger vehicles such as refuse lorries to make their way around without going onto the grass, but in places now there is no kerb to speak of, and as it gets worse some people seem to think it's now ok just to drive on it anyway, whether they need to or not. It's just a suggestion but could we look at putting in some attractive but hard wearing cobbles/paving around the affected sections, which would improve the appearance considerably, but still allow larger vehicles to drive on it when they need to without wrecking the green in the process. The existing style stone would be a good example of the type of thing I'm thinking of, but more of it and set into a better foundation. (ii) "Thanks very much for the reply. It's worth saying that the proposed repairs you mention, while being well intentioned, are probably a waste of time and money. Unless something actually stops the traffic mounting the verge, my bet is that with hours of the repairs being complete, the verge be will be damaged again. The worst culprit is the Thursday refuse lorry, the drivers go where they want to, and most of the current damage is from them. Delivery drivers and some school parents come a close joint 2nd. But now the wooden bollard has gone from the edge between The Green and Powdermill Lane, other vehicles have now ruined this corner as well. I don't think there is a risk of urbanisation if the correct materials are used, it could look quite attractive, perhaps combined with some grass sections left wild, though I understand there is a significant cost issue. But long term something more needs to be done than just re-edging and grassing over." Members agreed to consider this further next month, including the possible reinstatement of the oak post on The Green.

iv. To discuss The Original Tree Surgeon's report on condition of veteran Oak Tree on The Green

The Clerk reported that Bob Noakes from OTS Ltd has emailed to say: "Just before Christmas we re-inspected the veteran Oak on The Green in Leigh to measure the width of the split. The gap is now less than when we first measured it due to the tree having no leaves. There is less weight and stress on the split. The great news is that it has not got any worse than when we first measured it. In spring once it is in leaf again we will measure the gap and compare our findings. At this stage though all looks good."

v. To consider RWE Rural Services Ltd recommendation to fell one Chestnut Tree on The Green

The Clerk reported that she received a phone call from Ben at RWE just before Christmas to say that the smaller of the two Horse Chestnuts on The Green needs to be felled. Ben said that there is no urgency and at the moment the tree is unlikely to fall however their recommendation is that it is felled. The Clerk has asked for a written report which has yet to be received. (Clerk's Note: since the meeting, the Clerk has spoken to RWE and it has been agreed to leave the small Horse Chestnut tree until the spring to see how it responds to the new season. RWE reiterated that the tree is not at risk of falling and there are no safety issues evident for members of the public).

vi. To discuss quote for work relating to the Chestnut Tree on The Green and Lime Trees in the Old Burial Ground

i. Lime tree in the Old Burial Ground: reduce height by approximately 4m and lateral growth by 1m. Crown lift to 5m and remove the large epicormic limb. Price £375.00 + VAT. Members approved this work.

ii. (a) Small Horse Chestnut on the Village Green: dismantle and fell to ground level. Grind out the remaining stump as access allows. Members decided to wait until the spring to see how the tree recovers. (b) Large Horse Chestnut to the right hand side of the small Horse Chestnut when looking from the road: reduce height by approximately 4.5m and lateral growth by 2m. Members approved this work. Price: £750.00 + VAT (to be reduced due to (a) above not required at this time.)

Members agreed that the Clerk should seek approval from SDC for these works.

- 149. To discuss the Leigh Cricket Pavilion, and how the Parish Council could become involved in assisting any possible refurbishment**
Cllr Kaye gave a brief synopsis of the background of this matter. Members discussed how the project could be financed, including making grant applications to Sport England and the Big Lottery Fund. Cllr Johnston suggested that the Parish Council should allow the Cricket Club to lead on this possible project and to wait and see what they suggest. The Clerk reported that she has emailed Rob Swallow to ask if he would be willing to attend a meeting with the sports clubs, and he said he would be happy to attend if he can. The Clerk has also emailed a property lawyer to ask for an estimate of her charges relating to this matter. Members agreed to arrange a meeting with the sports clubs and to then wait and see how the Cricket Club wants to proceed.
- 150. To hear update regarding the possible purchase of a heritage red phone box in Leigh**
It was agreed that the Clerk should discuss the location of the existing two defibrillators with Mrs Charlesworth and to see whether one could be moved to the new heritage phone box, if enough funding is raised.
- 151. Charcott**
None.
- 152. Highways & Environment**
- i. To discuss the hedge at Well Close
The Clerk reported that RWE looked at the hedge and said that, in their professional opinion, the hedge will not recover. The Clerk has contacted Robin Hadley at KCC who said that he would be happy to meet and discuss this further. Cllr Britain, C.Cllr Lake and the Clerk undertook to attend.
 - ii. To consider request by Leigh School to reduce trees to the rear of the school playing field
The Clerk reported that she has emailed SDC to ask about the covenants imposed on these trees as part of the Hollow Trees Drive development but has yet to hear back.
 - iii. To hear update regarding the proposal to initiate double yellow lines in Leigh
The Clerk reported that the two sites in the High Street, one opposite the end of Powder Mill Lane and one opposite the hairdressers have been drawn up by SDC. SDC hope that these proposals will be included in the statutory consultation for the next parking amendment order that SDC will be promoting early in the new year. The Clerk reported that Jeremy Clark emailed this afternoon to say: "Arguably, the proposed restrictions for High Street, Leigh would be best placed on the south east side outside the school and Orchard House as parking in this location restricts forward visibility through the slight bend in the main road, and from the side road nearby. It also restricts the visibility of pedestrians, especially school children, using the south eastern footway and crossing at The Green. However, Geoff Bineham and I have discussed the Parish Council's request, and would be agreeable to installing restrictions on the opposite side of the High Street, provided that new restrictions are also included to protect the junction with The Green. I have attached a plan showing this revised proposal for the Parish Council's consideration." Members agreed to proceed as per the amended plan and to extend the parking restrictions in future if necessary.
- 153. Rights of Way**
To hear ROW committee report
None.
- 154. Affordable Housing**
To hear update regarding the Leigh Affordable Housing Scheme
The Clerk reported that she has chased SDC regarding their report as to the eligibility of the sites on the Parish Council's long list.
- 155. Aviation**
To hear report of the High Weald Councils Aviation Action Group
None.

156. Leigh Village Halls report

None.

157. Aged Persons Dwellings

None.

158. To discuss attendance at the KALC Sevenoaks Branch meetings

The Clerk reported that the 2018 meetings will be from 7pm to 9pm in Sevenoaks Town Council offices on the following dates:

Friday 9th March

Tuesday 29th May: Cllr Satterley and Cllr Skipper undertook to attend

Tuesday 31st July: Cllr Kaye undertook to attend

Friday 12th October

Thursday 29th November: Cllr Stratton-Brown/Cllr Kaye undertook to attend.

159. 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 2: NALC Newsletter: Learn about GDPR from the ICO: the Information Commissioner's Office will attend the Making Local Economic Growth Work conference. GDPR is such a hot topic at the moment you will be able to benefit from gaining a better understanding of the impact of the new data protection requirements on your council. Smaller Councils' Committee: Cllr David Francis was elected chairman and elections for the vice chairman would be held shortly; the Committee welcomed the three new directly elected members of the committee. The Committee's focus and work programme over the coming months includes the governance review, creation of template documents and rural issues that affect smaller councils such as affordable housing. SAAA email auditor appointment notifications: Individual email notifications of external auditor appointments, made during 2016 for the 5 year period commencing with the financial year 2017/18, have been sent out by Smaller Authorities Audit Appointments (SAAA) during November to nearly 10,000 smaller authorities. Local government pay offer: The National Employers for Local Government Services has offered council employees a two-year pay increase from 2018. The majority of employees – those on salaries starting at £19,430 per annum – would receive an uplift of 2 per cent on 1 April 2018 and a further 2 per cent on 1 April 2019, with those on lower salaries receiving higher increases. The offer, which will affect around 1 million employees, also includes the introduction of a new national pay spine on 1 April 2019."
- ii. Item 3: KALC Parish News. Circulated to all members.
- iii. Item 4: Kent Police: "The public can now report crimes and incidents as well as non-injury road traffic collisions online directly to us through our website (www.kent.police.uk). Once a report is made to us online, the user will receive a unique reference number and a return email confirming receipt. We are promoting both as a pilot at this stage. At the end of each form is the opportunity for the public making a report to give us feedback on using the forms. The overall aim is to provide another choice for how the public can report crime or incidents as well as try to reduce the number of people calling 101 on non-urgent issues that could easily be dealt with through digital contact which increasingly a lot of people prefer and have asked us to provide."
- iv. Item 13: KALC: invitation to a Dynamic Councillor event for the New Councillor and those who might need a refresher at Minster-on-Sea Parish Council, near Sheerness on Tuesday 16 January 1pm to 4:30pm. There will be a light sandwich lunch at the beginning of session. Cost: £60 + VAT.
- v. Item 14: KALC: "Please see the attached invitation to The Lord Lieutenant of Kent's Civic Service on Tuesday 20th March 2018 at Canterbury Cathedral. The invitation is for the member Council and a guest of your choice. Tickets are only available online."
- vi. Item 19: SDC: Sevenoaks District Council Big Community Sing: "In previous years we have run our 'Making it Happen' Voluntary and Community Awards. This year we are hosting the Big Community Sing. Choirs, quartets, rock and acapella groups and glee clubs are invited to showcase their musical talents at the 'Big Community Sing' concert next summer.

This event takes place at the Stag Theatre in Sevenoaks on Thursday 21 June from 7pm. Singing groups can enter for free. Application forms are available by emailing communities@sevenoaks.gov.uk or calling 01732 227000. Successful applicants will be notified by Thursday 1 March 2018. Tickets to watch the Big Community Sing cost £5 with the funds being used to support local mental health services. Tickets go on sale from 1 April 2018 at the Stag Box Office by telephone 01732 450175 or online booking www.stagesevenoaks.co.uk.” Copied to Leigh Ladies Choir.

160. Finance:

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

Members considered this in detail at the last meeting.

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

Members considered the budget and precept requirements. Cllr Kaye proposed that the Parish Council precept should be increased to £35,000 which is a 3.7% increase. This was seconded by Cllr Britain and members were unanimously in favour. Clerk to inform SDC accordingly.

- iii. To consider grant application towards tennis coaching for Leigh Primary School children

The Clerk reported that an email has been received from the Chairman of Leigh Tennis Club: “As you are aware Leigh Tennis Club continues to support Leigh village school with the use of the courts to play netball and tennis. We also to provide the children with tennis coaching on Wednesday afternoon and evenings in addition to the three junior club sessions on a Saturday morning. This has continued to be successful in encouraging as many children as possible to join in these activities and to provide opportunities for those who excel to progress through development squads into the County set up. We are proud that our small village is achieving comparable success to the much bigger clubs around the county. The club absorbs the cost of providing children’s equipment such as rackets and de-compressed balls and to having the courts marked out for junior tennis and netball. The cost of providing the coaching to the village school is around £1,755 and whilst our membership is happy to support this activity we would greatly appreciate any contribution which you might be able to make towards the continuation of this activity.” Members agreed that this is a very worthwhile activity and Cllr Britain proposed that a grant of £875 be given to Leigh Tennis Club. This was seconded by Cllr Kaye and all were in favour.

- iv. To consider grant application from Home Start South-West Kent

The Clerk reported that emails have been received from Home-Start South West Kent: “I am writing to enquire if it would be possible for Home-Start South West Kent to apply to the Leigh Parish Council for a contribution towards the work we are doing with a disadvantaged family in Leigh. We are a registered charity and we support disadvantaged families in South West Kent who have at least one child aged five and under. The families we work with face many disadvantages. They are struggling to cope because of their children’s development or behaviour, or their own poor mental health, or poor physical health and disabilities in the family. We match families with a trained local volunteer who visit them in their own home and provide practical and emotional support. We are currently supporting one family in Leigh, and the work that we do brings significantly measurable benefits to children and their families. We do not receive any statutory funding, and the national charity Home-Start UK does not provide us with any funding.” Members did not feel that they were able to make a contribution at this time.

- v. To approve payment of cheques

Cllr Satterley proposed that the list of cheques be approved. This was seconded by Cllr Johnson and all were in favour.

161. Items for reporting or inclusion in future agenda

- i. The Clerk reported that she will be attending a training workshop on the new requirements under the General Data Protection legislation on Thursday in Lenham. Costs will be shared with Chiddingstone Parish Council.

- ii. Members agreed to discuss the APD rental for 2018/19 at the February Parish Council meeting.
- iii. Members agreed to discuss the Annual Parish Meeting format, including ideas for the speaker, at the February Parish Council meeting.

The meeting closed at 9.40 pm.

Signed

Date

**LEIGH PARISH COUNCIL
LIST OF CHEQUES
January 2018**

Date	Cheque	Payee	Detail of payment	Amount Inc. VAT	VAT
08.01.18	1897	Clerk	Salary January	£718.55	
08.01.18	1898	HMRC	PAYE	£276.08	
08.01.18	1899	KCC	Pension contribution	£288.10	
08.01.18	1900	Clerk	Mileage & work from home allowance	£78.20	
08.01.18	1901	R. Marchant & Sons Ltd	Installation of oak posts on Charcott Green	£530.40	£88.40
08.01.18	1902	SDC	Emptying dog bins Oct-Dec17	£480.48	£80.08
08.01.18	1903	SDC	Bulk Refuse Freighter hire 02.12.17	£93.60	£15.60
08.01.18	1904	Leigh Tennis Club	Grant	£875.00	
				£3,340.41	£184.08

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