

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD REMOTELY VIA ZOOM MONDAY 2ND NOVEMBER 2020 AT 8.00PM

PRESENT: Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr S. Satterley, Cllr B. Skipper and Cllr S. Smith
APOLOGIES: Cllr P. Croft, Cllr R. Lake, Cllr G. Rogers and District Cllr Osborne-Jackson
ABSENT: Cllr G. Marchant
IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk). County Cllr Lake, Steven Hiscocks and Peter Kershaw from Magnum Opus Group and a member of the public attended the meeting for the Open Session only.

Open Session

Report by County Cllr Lake

County Cllr Lake reported as follows:

1. In its response to the latest lockdown, KCC has said that it is committed to maintain recycling centres, social care for children and adults, and business services. Schools, country parks and ROW will remain open. There is a team that advises businesses and residents on Covid-related issues, please see www.askphil.biz. Weddings and civil partnerships will not be allowed to take place over the lockdown period. There is a local track and trace system that supports the Government's track and trace system and this employs local people. Roger Gough, leader of KCC, is backing the Prime Minister's request for lockdown but wants to see it end on 2nd December.
2. A consultation started on 14th October and will run for six weeks which is seeking the views of residents on KCC's budget for 2021-22. The next year's budget will be extremely tight due to Covid funding this year and the consultation covers savings vs spending and the likely impact on council tax and business rates. There needs to be a sustainable social care system, education and children's services. Young asylum seekers in Kent are expensive as they need homes, education and also access to doctors, dentists and translators. The proposal is a 5% rise, which is a 3% rise in council tax and a 2% rise for social care. More funding needs to come from central Government. C.Cllr Lake said that he wants to keep council tax as low as possible.
3. KCC's drainage engineer, Emily Kinsella, visited Leigh last week to look at the drains on Powdermill Lane and Ensfield Road. Many developments in Leigh over the years were not properly connected to the mains drainage and this has caused blockages. KCC will carry out a camera survey to ascertain what the problems are in Powdermill Lane. All drains are due to be cleared of leaves at the end of this month. Cllr Britain said that he spent time with Emily looking at the drains under the railway bridge on Ensfield Road and also the drain maintained by Network Rail, which had recently been cleared.
4. Regarding the speed of traffic on the B2027, C.Cllr Lake and Tom Tugendhat MP have both pushed Michael Payne for an answer, which has not yet been received. Michael Payne has said that more than 1000 20mph zones across Kent have been implemented, but sadly none in this area. C.Cllr Lake suggested that residents should email Michael Payne at michael.payne@kent.gov.uk and express their concern about speed limits.

Report by District Cllr Osborne-Jackson

In the absence of District Cllr Osborne-Jackson, the Clerk read his report:

"The month ahead is going to be challenging and I want members to know they are not alone and my (virtual) door is always open. I am pleased the District Council has resumed partnership with "Care for our Community" and from tomorrow the request for help will be live again on the website and via the telephone. I understand from the Secretary of State for Communities and Local Government that the District Council will be providing the following support:

- Business Support – a new grant scheme for those businesses forced to close and a new discretionary scheme, there is promised funding for this.

- Shielding – the government expects a much smaller number of shielding households during this lockdown, circa 1-3%, they believe that particularly in respect to food deliveries the supermarkets now have greater capacity for home delivery, there will be no national food box scheme this time, the expectation is that we will support residents in need, there is promised funding for this.
- Wider Community Support – as with the previous longer lockdown there is clearly a role for us in wider community support, at the basic level this will be keeping the public informed, keeping services running, supporting the voluntary and community sector and our work with rough sleepers.

I am very proud that weekly refuse collections will continue as normal and I commend the outstanding work provided by our crews. I ask that garden waste is placed out by 6:30am to ensure it is collected (no change for the waste and recycling time of 7:00am). Missed collections can be reported via customer services. I am really pleased to report the Fleur De Lis pub will be staying open for a few more months. I am always happy to have a 1-2-1 on the phone with any resident or Parish Councillor at any time.”

Questions from members of the public

None.

County Cllr Lake and the member of the public left the meeting at 8.20pm

Cllr Kaye welcomed Steven Hiscocks and Peter Kershaw from Magnum Opus Group, who attended the meeting to discuss the development on the Leigh Service Station site, Lower Green, Leigh. Steven said that the area of public realm at the top of the site, nearest the Fleur de Lis, will comprise of a grassed area, a raised tiered planter and an oak tree in the centre. These details have been approved by SDC. He said that he wanted this area to look attractive and be well maintained with the hope that, one day, the whole development will be included in the Leigh Conservation Area. There are two options for the land:

- i. the land is put into a management company which will comprise all future residents of the 7 houses, and the stake in the management company will transfer to future owners of each property. A robust management plan will be drawn up, or
- ii. gift the land to the Parish Council who could retain the land and maintain it in perpetuity for the residents of Leigh. This will allow the Parish Council to control and manage the area.

Cllr Kaye said that if the land is gifted to the Parish Council there will be future maintenance costs to incur. Cllr Satterley said that he felt that remuneration for future costs should be passed to the Parish Council if it was to take it on. Cllr Skipper asked if there would be any fencing around the area of public realm to stop vehicles parking on the grass or driving over the area. Steven said that there would be raised kerbs which would make it difficult for vehicles to drive over. Cllr Smith said that this was discussed previously and it was felt then that this is not the responsibility of the Parish Council and said that other developments in the parish already have management committees in place to maintain communal areas. Cllr Britain said that he feels that this piece of land will always be challenging to manage as it is located right next to the pub and people are likely to sit in this area with a drink, and it could become noisy for residents. Members agreed that the area would be much better policed by residents of the dwellings rather than the Parish Council, and it would be right for the residents to own the community area.

Cllr Kay thanked Steven and Peter for taking the trouble to attend the Parish Council meeting and said that members would discuss this further in the closed session. Steven said that he is grateful to the Parish Council for listening, and Peter said that the development company was trying to be generous to the Parish Council as the two options would be cost neutral. Steven Hiscocks and Peter Kershaw left the meeting at 8.45pm.

Closed Session

- 79. Apologies for absence** were received from Cllr Croft, Cllr Lake and Cllr Rogers and members accepted their reasons for absence. Cllr Marchant was absent. Apologies for absence were also received from District Cllr Osborne-Jackson.
- 80. Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
None.

81. The minutes of the Leigh Parish Council Meeting held on 5th October 2020

- i. Cllr Britain requested that the following words are removed from item 66(i)(ii)(i) "The relevant extract from the policy wording is set out below". Members agreed. With this change the minutes were approved and will be signed when the Parish Council is able to meet again in person. Proposed by Cllr Britain, seconded by Cllr Smith and all were in favour.
- ii. Cllr Britain said that the minutes of the meeting held on 5th October, item 68, state "Cllr Kaye reported that he and Cllr Croft met Jane and Roger Steare to discuss the area of The Green by Porcupine House. It was agreed that the Parish Council wouldn't cut the daffodils in future until they have started to die back. It was also agreed that the Leigh in Bloom team would plant wildflower seeds on the area of grass in front of Jessica's Hall as a pilot to see how it works." Cllr Britain said that he saw the Leigh in Bloom team planting more bulbs on The Green by Porcupine House and questioned whether they had received permission to do this. Cllr Kaye said that Jane and Roger Steare mentioned to him that they would be planting more bulbs there, and he was pleased that the Leigh in Bloom team have discounted the idea of planting this area as a wildflower meadow. The daffodils would be allowed to grow in future and the area not cut until all the daffodils have died back on a mutually agreed date.

82. Planning

- i. To consider applications received

In the absence of Cllr Marchant, the Clerk reminded members of the current applications, and it was agreed that the Clerk would circulate Cllr Marchant's comments to members and responses agreed via email.

 - i. SE/19/02952/HOUSE: Charcott Place, Charcott TN11 8LJ - demolition of front and back porches, erection of new front porch and a two storey extension, replacement of existing timber cladding with brickwork to match existing, erection of a chimney to East elevation and alterations to fenestration.
 - ii. SE/20/02892/FUL: Sevton, Powdermill Lane, Leigh TN11 9AR - proposed retention of existing farm building and change of use to enable horse cremation facility. Cllr Skipper reported that there has been much concern in the Powder Mills area regarding this proposal, due to the proximity of the site to residential dwellings and the difficulty for large vehicles to access the site.
 - iii. SE/20/02941/NMA: Pauls Farm Oast, Ensfield Road, Leigh TN11 8RX - non material amendment to SE/19/00774/HOUSE (proposed two storey extensions)
- ii. To report SDC planning application decisions
 - SE/20/02281/FUL: Land West of Meadow Bungalow, Powder Mill Lane, Leigh - proposed erection of a stable block (comprising 3 stables, hay store and tack room) above concrete hardstanding, and 2 manure stores for private equestrian use and proposed change of use land to equestrian use. Application approved.
 - SE/20/02440/HOUSE and SE/20/02441/LBCALT: Home Farm Cottage, Hildenborough Road, Leigh - demolition of lean-to extension and construction of new kitchen extension with link building and external paving works. Application refused, reason: The proposal, by virtue of its size, scale, design, mass and bulk, would not form a sympathetic or proportionate addition to the host dwelling and as such would be harmful to the significance and setting of the Grade II Listed Building, contrary to policy EN4 of the Allocations and Development Management Plan and chapter 16 of the NPPF.
 - SE/20/02078/HOUSE and SE/20/02079/LBCALT: 14 Home Farm Close, Leigh - ground floor extension. Application approved.
 - SE/20/01898/HOUSE and SE/20/01899/LBCALT: South View, The Green, Leigh - removal of 3 windows, insertion of replacement double glazed units to match existing. Application withdrawn.
 - SE/20/02428/FUL: Yew Tree Cottage, Egg Pie Lane, Weald - change of use of existing garden building, used as ancillary residential accommodation, from C3 to C1 use to create a self-contained holiday rental. Internal alterations, installation of roof lights and other minor alterations to the fenestration. Application approved.
- iii. The Clerk reported that application SE/20/02543/HOUSE at 7 Wyndham Close will be determined by the SDC Development Control Committee.

- iv. To discuss the ownership of the triangle of community land which is part of the new development on the Leigh Service Station site on Lower Green

See Open Session above. Members agreed that the area of public realm should be the responsibility of the future residents of the site, through a management company, and not the Parish Council. Clerk to notify the developers accordingly, and to ask that a comprehensive maintenance plan for the management company is drawn up that reflects the control and obligation to maintain the land as mentioned in the Open Session. Members said that they would also be happy for the site to be included in the Conservation Area in future. Proposed by Cllr Britain, secondly by Cllr Smith and all were in favour.

83. To discuss the Community Right to Bid, including the application to list The Fleur de Lis public house as an Asset of Community Value

The Clerk reported that approval was given via email since the last meeting to apply to SDC for the nomination of The Fleur de Lis Public House as an Asset of Community Value under the Community Right to Bid. This was an emergency decision because it was felt that the pub is at risk. SDC has acknowledged receipt of the Parish Council's nomination and has advised that SDC members will make a decision on whether to list the asset no later than 11th December 2020, eight weeks from the date that the application was received, as required by legislation. SDC is required to inform the owner and occupier of the nominated asset that the nomination has been received and to request their comments. Cllr Satterley reported that the tenants have been given an extension on their lease until March.

84. The Green

- i. To discuss unauthorised encampments on The Green and preventative steps that could be taken including quotes for a new fence around the perimeter of The Green

Cllr Kaye reported that he and Cllr Marchant walked around The Green and measured the perimeter, which was 465m around the main area of The Green and 95m around the Vicarage Green. It was agreed that a piece will be put in the December parish magazine asking for residents views about fencing the perimeter of the area. The Clerk reported that Gary Ahmed at SDC said that District wide injunctions have been thrown out of court on several occasions and Bromley fought a long and costly legal battle only to ultimately fail.

- ii. To discuss future maintenance of The Green

Cllr Kaye reported that the Parish Council is still waiting to hear back from Ian Bishop with his recommendations for a future maintenance contract.

- iii. To hear update regarding the refurbishment of the village sign

The Clerk reported that photos of the refurbished sign have been sent by Toad Hall Designs and the new sign looks very good.

- iv. To hear update about the parish litter pick

Cllr Kaye reported that SDC is not lending out the equipment and do not recommend that litter picks are held at the moment as it may not be possible to exercise social distancing.

- v. To discuss requests to use The Green for community events

i. Table to sell poppies for two weeks from 24th October until 7th November.

ii. Leigh Performing Arts – Friday 18th December 3.30-6pm. Victorian Christmas Fayre.

Members approved both requests providing social distancing is practised and Government guidelines are adhered to.

- vi. The Clerk reported that the annual tree survey will take place on Wednesday 4th November.

85. Highways

- i. To discuss the speed of vehicles along the B2027

As discussed in the Open Session, residents and the Parish Council are encouraged to write formally to Michael Payne requesting a lower speed limit.

- ii. To hear update regarding drainage issues along Powdermill Lane

The Clerk reported that the drainage engineer attended Powdermill Lane last week and met Cllr Marchant and C.Cllr Lake, plus two residents. KCC plan to carry out a camera survey and then will programme work in to rectify the problems at various points on Powdermill Lane. The Clerk has also reported blocked drains at The Forstall.

- iii. To hear update regarding the drains under the railway bridge on Ensfield Road
The Clerk reported that the drainage officer said that, after meeting Cllr Britain on site last week, she has raised a 7 day order to have all the gullies cleansed and pipework jetted around the railway bridge. The drainage officer asked the Parish Council to log an enquiry in between the twice annual cleansing if the gullies start to block again. Network Rail has been back and cleared more of the ditch and the grate on their land.
 - iv. Kent Rail Consultation
Cllr Britain reported that there is a consultation regarding rail travel in Kent, with a deadline for responses of 17th November. He undertook to respond on behalf of the Parish Council.
- 86. To hear update regarding Leigh Volunteers initiative, including the Leigh Legacy project and request for grant towards website costs: £136.50**
Cllr Kaye reported that it is likely that the volunteers will be needed again during the second lockdown. Cllr Satterley proposed that approval is given to give a grant towards the costs associated with the website for the Leigh Legacy Project, this was seconded by Cllr Smith and all were in favour.
- 87. To hear update regarding the refurbishment of Leigh Cricket Pavilion**
Cllr Kaye reported that feedback is still due from the Cricket Club. The Clerk reported that the next CIL Spending Board meeting is on 10th March, but applications are required by 30th November, and undertook to advise Cllr Rogers accordingly.
- 88. Rights of Way**
- i. To hear update regarding the application to divert SR427 to join SR426 between Killick's Bank Cottage and Ensfield Road
The Clerk reported that a zoom meeting with Ben Thomas, the General Manager at Penshurst Place, and Cllr Kaye is on Friday to discuss the application in more detail.
 - ii. Footpath maintenance
Cllr Kaye reported that the footpaths that are on the schedule have had a second vegetation cut by KCC, and KCC has asked whether the CAWs could check whether they think that the work has been done well. The Clerk said that a resident of Charcott has congratulated the Parish Council on the improved maintenance of the footpath across the airfield in Chiddingstone Causeway.
- 89. Powder Mills**
Cllr Skipper reported that the Clerk has chased Bellway twice this month regarding the provision of the defibrillator but heard nothing back.
- 90. Charcott**
None.
- 91. To discuss correspondence received**
- i. Item 2: KALC: MHCLG (Ministry of Housing, Communities and Local Government) is looking to refresh the Right to Contest process, looking at its effectiveness and usefulness and have engaged with NALC to work with local councils. Essentially the Right to Contest is a right that any member of the public or body has to 'contest' any land owned by a public body that is unused or underused which could be brought back into use. The Right to Contest was previously known as the Community Right to Reclaim Land. The Right to Contest has two strands: strand 1 covers central government bodies on a voluntary, non-statutory basis, and is administered by the Cabinet Office. Strand 2 covers bodies (local authorities and other certain public bodies) set out in Schedule 16 of the 1980 Act, and is administered by MHCLG. Where a request is made under Strand 2 of the Right to Contest about a particular piece of land, MHCLG will communicate with the relevant landowner to identify its status. The decision on whether to direct that the land be released will be made on the basis of whether the land or property is in use or whether it is likely to be used in a suitable period of time.

- ii. Item 3: The Sevenoaks District Council Community Grants 2021/22 application process is now open. This year it has moved to an online application process with two forms, one for those seeking a grant up to and including £500 and one for applicants wishing to apply for a grant between £501 and £5,000. For more information including the criteria and guidelines, see www.sevenoaks.gov.uk/info/20026/your_community/43/community_funding
- iii. Item 4: Email from Sevenoaks Branch of KALC regarding the “Government’s position on the question of possible reform of multi-tier local government. The government is not taking a unilateral decision to enforce it. Although some think-tanks might have advocated replacing (amongst others) Kent County Council and all of the Districts & Borough Councils in Kent with a Unitary Authority model, and while KCC and most of our Districts & Boroughs don’t, this Government letter confirms that central government will not impose such a restructuring where it is not wanted. The Government recognises that any such reorganisation could only happen if the local authorities in an area requested it first, as it is appreciated that the local authorities have the better understanding of what works locally and what doesn’t (but see Cumbria, North Yorkshire and Somerset).”
- iv. Item 5: SDC: “Sevenoaks District Council will be running a virtual training session via Zoom on the topic, “Changes to Use Classes Order and the General Permitted Development Order” at 4pm on Wednesday 4th November and 4pm on Wednesday 11th November.” SDC has reserved one place for Leigh at 4pm on Wednesday 11th November 2020 for 2 hours.
- v. Item 6: ACRK – free virtual workshop on Delivering Affordable Housing on Friday 27th November from 12.30pm to 1.30pm. Cllr Kaye, Cllr Britain and the Clerk are booked onto the event.
- vi. Item 7: SDC: “We would like to invite you to become a Community Connector to help communicate the key Public Health England safety messages that are in place to reduce the spread of the COVID-19. By establishing a network of Community Connectors across the district, we can help people get clear information on how to stay safe, reduce the risk of getting and spreading the infection. Community Connectors will help to:
 - share the latest COVID-19 safety messages and testing availability to their local communities
 - keep those at risk safe and healthy
 - promote local support services
 - promote positive lifestyles messaging, including healthy eating, mental wellbeing and physical activity
 - raise local community issues to Sevenoaks District Council
 Community Connectors will receive the latest Public Health updates about how to stay safe during the pandemic and asked to share advice with their local networks. This could be through conversations with people they are in contact with, social media posts, local newsletters or through other community networks they may be part of. We will support our Community Connectors with all the necessary materials, to provide a consistency of messages and local services to all Sevenoaks District residents. Every week, the Community Connectors will be emailed a newsletter, which details the current facts and figures about COVID-19 in the Sevenoaks district, alongside key safety messages. They will also be invited to attend regular online meetings, which will give us the opportunity to hear any issues from the community.”
- vii. Item 8: KALC: The 2020 KALC AGM is taking place on Saturday 28th November via zoom. Registration is from 9.20am, with the AGM starting at 10.00am.
- viii. Item 9: SDC: notification that the next CIL Spending Board meeting will be taking place on Wednesday 10th March 2021. “I would like to invite your Town/Parish Council to bid for funding to help delivery local and/or strategic infrastructure projects which will benefit the local community. Deadline for applications: 5pm on Monday 30th November 2020. See <https://planningconsult.sevenoaks.gov.uk/consult.ti/CILBoard/>
- ix. Item 11: SDC: temporary road closure order, which the District Council has made under Section 21 of the Town Police Clauses Act 1847, after consultation with the Police and the highway authority, Kent County Council, in connection with a Remembrance Day Parade due to take place on Sunday, 8th November 2020 in Leigh.
- x. Item 13: Email from Emma Coffin, Planning Policy Officer SDC: “Please see the video links below to 5 briefing presentations setting out the changes proposed in the ‘Planning for the Future’ White Paper consultation. Links to Video Presentations:
 Planning White Paper Introduction: <https://youtu.be/Nva60rETTFc>

Pillar One: <https://youtu.be/GVpTBW1gBD8>

Pillar Two: <https://youtu.be/b6BqQR91Gpk>

Pillar Three: <https://youtu.be/zxD0TjkdNRk>

Conclusion: <https://youtu.be/WMLnKfKkIN0>

Our proposed response to the 'Planning for the Future' White Paper consultation was presented to Development and Conservation Advisory Committee on Tuesday 19 October 2020 and will be presented to a Cabinet Meeting on Tuesday 27 October 2020."

- xi. Item 17: KCC Pensions: "On 7th September 2020 MHCLG published a consultation on reforming local government exit pay. The consultation seeks views on proposed changes to the LGPS and compensation regulations in England and Wales to introduce the exit payment cap and further reform of exit payments. On 28th October 2020 the LGA published its draft response to the MHCLG consultation. The consultation closes at 11:45pm on 9th November 2020." Members supported the proposal.

92. To discuss quote to upgrade the Parish Council website

Members agreed that the Clerk will liaise with Cllr Satterley about the format of the new website.

93. To discuss the Rural Swathe & Visibility Cutting contract

Members agreed to a third full cut which will be done at the end of November.

94. Aged Persons Dwellings

- i. To discuss the lease renewal on no.1 The Bungalows including rental level from 17th December 2020

Members agreed to use Helen Breeze to draw up the new lease for the existing tenant with a 2% increase in rental. The Clerk reported that the tenant has said that she wishes to renew.

- ii. To discuss the rental level for no.2 The Bungalows from 1st April 2021

Members agreed to consider the existing lease and consider whether this needs updating. The Finance Committee will make a recommendation regarding the level of rental.

95. Finance:

- i. To discuss funding received from the sale of Garden Waste Sacks

The Clerk reported that she has raised £160.20 so far from the sale of garden waste sacks. Members agreed that the funding should be reserved for the Leigh in Bloom team for the purchase of a planter or similar.

- ii. To discuss KCC's draft budget consultation 2020-2021

See Open Session above.

- iii. To approve list of payments

Cllr Skipper proposed that the list of payments be approved. This was seconded by Cllr Satterley and all were in favour. Cllr Kaye and Cllr Britain to authorise the online payments.

96. Items for reporting or inclusion in future agenda

- i. Cllr Satterley reported that the Village Halls Management Committee worked really hard to get the halls open under Covid guidelines after the last lockdown and it is a shame that they will have to close again under the second lockdown.

- ii. Cllr Kaye reported that the church clock has been altered so that the bells ring a little louder as requested by the Parish Council. There may be an additional charge for the second call out.

The meeting closed at 10.15pm.

Signed

Date

**LEIGH PARISH COUNCIL
LIST OF PAYMENTS
November 2020**

Date	Payment Number	Payee	Detail of payment	Amount Inc. VAT	VAT
02.11.20	292	Clerk	Salary inc hourly rate increase backdated to 01.04.20	£1,005.70	
02.11.20	293	HMRC	PAYE	£449.28	
02.11.20	294	Clerk	Mileage & work from home allowance	£101.30	
02.11.20	295	KCC	Pension contribution	£545.25	
02.11.20	296	Teambase	Stationery	£67.88	£11.31
02.11.20	297	Original Tree Surgeons	Tree work Old Burial Ground	£384.00	£64.00
02.11.20	298	Commercial Services Trading	Two cuts & Two verti-draining on The Green	£764.89	£127.48
Total				<u>£3,318.30</u>	<u>£202.79</u>