

LEIGH PARISH COUNCIL

MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE LARGE VILLAGE HALL MONDAY 4TH OCTOBER 2021 AT 8.00PM

PRESENT: Cllr J. Kaye (Chairman), Cllr R. Britain, Cllr P. Croft, Cllr G. Marchant, Cllr B. Skipper, Cllr G. Rogers, Cllr S. Satterley and Cllr S. Smith
APOLOGIES: County Cllr McArthur and District Cllr Osborne-Jackson
IN ATTENDANCE: Mrs L. Kleinschmidt (Clerk). 3 members of the public attended the meeting for the Open Session only.

Open Session

Questions from members of the public

1. Caroline Howard said that she has spoken to the police about speeding issues in Leigh and has offered to help with any speed reduction measures. She is waiting to hear back and will advise the Clerk what the police suggest.
2. A resident asked about the current situation regarding the Affordable Housing project as his daughter is interested in a unit. Cllr Kaye reported that SDC has asked the Parish Council to carry out another call for sites in order to fully investigate all possible sites before approving a scheme on the site at Moorden. SDC will carry out a second stage housing needs survey in the autumn.

Members of the public left the meeting at 8.15pm.

Closed Session

71. **Apologies for absence** were received from County Cllr McArthur and District Cllr Osborne-Jackson.
72. **Declaration of Disclosable Pecuniary Interest/Non-Pecuniary Interest on matters to be discussed**
Cllr Smith declared a DPI in item 76(v) as she is the applicant for this planning application.
Cllr Kaye declared a DPI in item 76 (vii) as he is the applicant for this application for tree works.
Cllr Croft declared an NPI in item 77(iv)(i) as he knows one of the parties involved.
Cllr Croft declared a DPI in item 88(iii) as he has presented an invoice for payment.
73. **The minutes of the Leigh Parish Council Meeting held on 6th September 2021** were approved and duly signed. Proposed by Cllr Britain, seconded by Cllr Croft and all were in favour.
74. **To discuss and approve updates to Standing Orders**
The Clerk reported that the draft changes to the Standing Orders have been circulated. The changes are to remove the references to the The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Proposed by Cllr Britain, seconded by Cllr Croft and all were in favour.
75. **To discuss the vacancy on the Parish Council**
The Clerk reported that Richard Lake resigned from the Parish Council on 18th September. SDC has been advised of the vacancy and has commenced the process. If ten electors write to SDC and request an election, the Parish Council is obliged to hold one. If not, then the Parish Council is able to co-opt a new member, and will be advised by SDC on 14th October whether an election is required. Clerk to advertise vacancy in the November parish magazine, interviews will be held in mid November, and the successful candidate will be co-opted in December.
76. **Planning**
 - i. To consider applications received

- i. SE/21/03014/HOUSE: 5 Wyndham Avenue, Leigh TN11 8RB - demolition of rear extension. Erection of a single storey rear extension. Members had no comment to make on this application.
- ii. SE/21/03067/CONVAR: St Andrews Cottage, Scabharbour Road, Hildenborough TN11 8PJ - removal of condition 7 (permitted development rights) of 04/00633/FUL. Members had no comment to make on this application.
- iii. SE/21/03089/HOUSE: 21 The Green Lane, Leigh TN11 8QX - installation of new rooflights, obscure glass window and window, modification of window and door on rear elevation. Members strongly objected to this application as the proposal would result in an incongruous, intrusive form of development within the existing street scene. The proposal would constitute inappropriate development and create overlooking into neighbours' properties.
- iv. SE/21/02992/FUL: Hale Oak Barn, Hale Oak Road, Sevenoaks Weald TN14 6NQ - alterations to vehicle track and domestic curtilage realignment (adjoining parish consultation). Members had no comment to make on this application.
- v. SE/21/03179/HOUSE and SE/21/03180/LBCALT: Old Chimneys, The Green, Leigh TN11 8QL - conversion of existing barn to residential use. Adapt existing paths for disabled access with ramps. Adapt garage side door for disabled access. New fenestration and flue. Cllr Smith left the room whilst the application was discussed. Members had no comment to make on this application.
- vi. SE/21/03173/HOUSE: Woodside House, Peshurst Road, Peshurst TN11 8HY - removal of existing temporary entrance gate, and construction of new boundary wall with gates along existing site boundary (adjoining parish consultation). Members had no comment to make on this application.

The Clerk reported that since the last meeting, the Planning Committee discussed the following application and submitted comments:

- vii. SE/21/02745/WTCA: Old Kennard's Hildenborough Road, Leigh TN11 8RE – works to trees in the Conservation Area. Members had no comment to make on this application.
- viii. SE/21/02698/HOUSE: Site of Eastwood Farm, Scabharbour Road, Hildenborough TN11 8PJ - repositioning of driveway, enlarged access. Members had no comment to make on this application.
- ii. To report SDC planning application decisions:
 - SE/21/02095/HOUSE: 10 Mill Stream Rise, Leigh - proposed garage conversion, landscaping and associated alterations. Application approved.
 - SE/21/02268/HOUSE: Tanglewood, Greenview Avenue, Leigh - single storey rear extension, loft room, demolish and re-build garage and Tudor style front gable. Application approved.
 - SE/21/01212/LDCPR: Land West of Moat Farm, Powder Mill Lane, Leigh TN11 8PY Lawful Development Certificate proposed for change of use of an agricultural building to a flexible commercial use. Application approved.
 - SE/21/02745/WTCA: Old Kennards, Hildenborough Road, Leigh TN11 8RE - works to various work to trees in the Conservation Area. No Objection Lodged.
 - SE/21/02576/AGDET: Leigh Park Farm, Coppings Road, Leigh - construction of manure store. Details relating to 21/02187/AGRNOT. Application approved.
 - SE/21/01928/LBCALT: South View, The Green, Leigh - internal insulation of the walls in bedroom. Application approved.

77. The Green

- i. To discuss Leigh in Bloom and the List of Projects
The Clerk reported that Leigh in Bloom achieved the Silver Gilt prize, and members congratulated the team of volunteers. Members considered the list of projects and agreed relevant responses.
- ii. To hear update regarding the maintenance of The Green near Porcupine House
The Clerk reported that Peter Croft cut the long grass and agreement was reached with a local farmer for taking the grass cuttings. The Leigh in Bloom team kindly raked up the cut grass. As agreed last month, the main area will be regularly maintained. The grass will not be cut until early June or when the daffodils have finished, the actual date for cutting will be agreed at the time.

The area to the left of the path to the church, as agreed last month, can have wild flowers next year. The Leigh in Bloom team has scarified the area, they will plant Yellow Rattle to choke the grass and will then sow wild flower seeds. The success of this will be discussed at the September 2022 Parish Council meeting.

iii. To hear report of the ACRK Coffee Caravan project on The Green

The Clerk reported that the Coffee Caravan's final visit was held on 24th September. The project was very successful, and ACRK did want to hold three sessions in the winter in the large village hall. However, unfortunately they are no longer able to do this so the hall bookings have been cancelled.

iv. To hear update regarding the request for a new memorial bench on The Green

i. Cllr Kaye reported that since the last meeting, when approval was given for a memorial bench with a plaque to be placed on The Green by Janet & Allan Middleton, the child's mother has contacted the Parish Council and did not give her approval for the bench and plaque. Janet & Allan Middleton have agreed to place an oak bench on The Green without a plaque. This is acceptable to the child's mother. Members agreed to rescind the approval given last month, in conjunction with the Parish Council's Standing Orders, and give approval for the oak bench to be placed on The Green without a plaque. It was agreed that in future any approval for a memorial plaque would be subject to a two week period to allow another family member to object to the proposal.

ii. The Clerk reported that she has not received a picture of the bench proposed in memory of Ian Stevens by Shirley Ottaway. Cllr Croft reported that he has seen the bench and it is appropriate and in keeping with the others on The Green.

v. To consider how the previously agreed Christmas Tree can be erected on the triangle

The Clerk reported that Jane & Roger Steare are happy to supply the electricity for the Christmas tree lights. Clerk to ask Welddone if they can make a sturdy base.

vi. To discuss recommendation to overseed the whole green in 2022

The Clerk reported that she and Cllr Kaye met Ian Bishop to discuss The Green. Ian has recommended that the whole green is overseeded in 2022, and suggested that the Parish Council earmark an additional £1,500 budget for this in 2022. Members agreed. Clerk to ask Ian Bishop to consider when the good time would be to do the work and which contractors could be asked to provide a quote.

vii. To discuss the refurbishment of the litter bins on The Green

Members agreed to refurbish all the bins in one go. Cllr Marchant to obtain a quote. Clerk to ask SDC if it is possible to borrow some plastic litter bins whilst the metal ones are being refurbished.

78. Highways

i. Road Closures:

- Powder Mill Lane, Leigh - 11th October 2021 for up to 3 days. The road will be closed at the junction with Barnetts Road. The alternative route is via Leigh Road, Stocks Green Road, Hildenborough Road. It is planned that the road will be closed between 09:30 and 15:30 each day. This is to enable drainage works to be carried out by Kent County Council. Access for buses will be maintained.
- Ensfield Road, Leigh - 7th October 2021 for 1 day. The road will be closed between Hayesden Lane and Paul's Farm. The alternative route is via Hayesden Lane, Penshurst Road, Rogues Hill, Penshurst Road, High Street, Lower Green and vice versa. The closure is required for the safety of the public and workforce while works are undertaken by Openreach.
- Tonbridge Half Marathon - 10th October 2021. KCC has made an Order to temporarily prohibit through traffic for the safety of the public whilst the Tonbridge Half Marathon is being held on the highway. The event is planned to last 1 day between the hours of 0900-1430.

ii. Temporary Speed Limit:

B2027 Hildenborough Road, Leigh - 1st November 2021 for 29 days. Because of SGN works, Kent County Council intends to make an Order to temporarily impose a 30mph speed limit on part of B2027 Hildenborough Road, Leigh, on or after 1st November 2021 for up to 29 days or until the works have been completed. The restriction will be between the National Speed Limit Sign Post and The Farmhouse.

79. Rights of Way

- i. Cllr Kaye reported that Chris Rowley has asked if the Parish Council is interested in producing a Country Walks booklet for the walks around Leigh. Members felt that this information is readily available online and did not think that there would be much demand for a paper copy.
- ii. The Clerk reported that the Countryside Access Wardens have cleared the footpath over the airfield in Chiddingstone Causeway.

80. Leigh Railway Station

Cllr Britain reported that the South East Communities Rail Partnership is undertaking an engineering survey to see if enough water to fill a water butt could be generated from the shelter on the platform.

81. Powder Mills

- i. To discuss the licence for the new defibrillator for Old Powder Mills
Cllr Skipper reported that this is progressing, a draft licence has been received from Bellway but the Parish Council has been asked to delay for a couple of weeks whilst Bellway consider the design of the mounting and electrical supply for the defibrillator. Peter Clifton at Bellway has some meetings with the 1811 management company to agree the position, design and electrical supply for the defibrillator before the Parish Council purchase the equipment.
- ii. Vehicular use of Burton Avenue
Cllr Skipper reported that Bellway has requested a weight restriction on Burton Avenue, some bollards to stop vehicles mounting the kerbs and to make the road access-only for residents.

82. Charcott

None.

83. Aged Persons Dwellings

- i. To discuss and approve costs associated with the refurbishment of No.2 The Bungalows
 - i. Members agreed to increase the spend approval as given at the September Parish Council meeting from £10,000 to £15,000 for the refurbishment of No.2 The Bungalows.
 - ii. Members agreed to pay the Clerk for the additional hours she has spent on the refurbishment of both No.1 and No.2 The Bungalows.
Proposed by Cllr Satterley, seconded by Cllr Marchant and all were in favour.
- ii. To agree process of advertising the vacancy and selecting the new tenant
Members agreed to advertise the vacancy in the November parish magazine, website and social media. The rental would be 80% of open market rental, which is currently £850-£900 per month, as quoted by Helen Breeze. Members agreed that the monthly rental for the new tenant would be £700, annually reviewed, and for the lease to be arranged through Helen Breeze. Proposed by Cllr Britain, seconded by Cllr Satterley and all were in favour.
- iii. To discuss the lease renewal and rental level for No.1 The Bungalows
Members agreed to increase the rent at renewal in December by 1.67% to £700 per month. Proposed by Cllr Rogers, seconded by Cllr Smith and all were in favour. Members agreed to continue to use the services of Helen Breeze for the renewal of the lease.

84. Affordable Housing

To discuss the Parish Council's Call for Sites and Housing Needs Survey

The Clerk reported that it was agreed last month that the Parish Council's Call for Sites would be done now, with SDC carrying out a Second Stage Housing Needs Survey next September. Just after that meeting, SDC offered to carry out the second stage housing need survey in November 2021 which will tie in with the Parish Council's call for sites. This was agreed with the Chairman and members shortly after the last meeting. ACRK has quoted £57 for 790 copies of an A5 double sided full colour leaflet for the Call for Sites to go in the same envelope as the Second Stage Housing Needs Survey. No contribution towards postage required. Members agreed.

85. Aviation

- i. To discuss Gatwick Airport Ltd's consultation on their Northern Runway Project

The Clerk reported that Gatwick Airport's consultation is live, with a deadline for responses of 1st December. If approved, Gatwick's would expand from 45m passengers and 280,000 flights annually, to 76m passengers and 390,000 flights over the next 15 years, making it nearly the size of Heathrow. Members agreed to draft a response. The Clerk reported that GAL is holding a zoom meeting tomorrow at 6.30pm. Cllr Kaye and the Clerk undertook to attend.

ii. To discuss the event for Town and Parish Councils to be held on 18th October 2021

The Clerk reported that HWCAAG is hosting a meeting at 8pm on 18th October in the Causeway Hall. All Town and Parish Councils in the district have been invited. Cllr Kaye and the Clerk to attend.

iii. To discuss the meeting for public attendance on 9th November 2021

The Clerk reported that Gatwick Obviously Not is hosting a meeting in Penshurst Church at 8pm on 9th November.

86. To discuss the Leigh Village Halls

i. Filing of accounts

Cllr Satterley reported that the filing of accounts is up to date, they are filed with Companies House but if the deadline is missed with the Charities Commission it is not possible to file them late.

ii. Trustee Responsibilities

Cllr Satterley reported that the Village Halls Management Committee does have Trustees' Indemnity Insurance.

iii. Survey

Cllr Satterley reported that the Village Halls Management Committee has undertaken to get the two halls valued, and he will ask again for an independent survey to be carried out.

iv. Doctor's Surgery

Cllr Satterley reported that the lease for the room for the surgery has been renewed by the Hildenborough Medical Practice. The Clerk reported that the Practice Manager has responded to say "I regret to inform you that we will be unable to resume surgeries at the Village Hall for the foreseeable future, but we will of course update you as soon as that situation changes." Clerk to respond and ask for the proposed timescale for future surgeries in Leigh.

87. To discuss correspondence received

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

i. Item 4: Email from Jacqui Wordsworth: "I'm very sorry this is so late, but I wanted to formally thank you and the Parish Council for the Grant towards the Leigh Ladies choir concert. We have just finalised our annual accounts and I'm pleased to say that the concert made an overall profit of £614 of which we donated £500 to Leigh Primary School. It was a lovely event to put on and it was definitely made possible by the support of both Leigh Parish Council and SDAC. Please can you pass on our thanks at the next meeting – and ask everyone to save the date of December 12th for our Christmas concert!"

ii. Item 6: Kent Police: The Green, Leigh - on Monday 13th September at around 23:36, somebody broke into a garage at a residential property, stealing numerous items from inside. Crime Report No. 46/177146/21

iii. Item 7: Email from Chris Rowley: "We now have two days for the survey of the Moat – Saturday 2nd and Sunday 3rd October. I thought that Parish Council members might like to know that there will be a demonstration/talk at 2.30pm on the Saturday. Thanks again to the Council for the grant. We should have the formal report by mid-October, which we will forward to you."

iv. Item 9: KCC re: Covid 19 Grant Fund – Round 4: "I wanted to share with you that a new Covid 19 Grant round - Supporting Individuals and Communities to Self-Isolate - has now been launched. This round will be open for applications until 5pm on 18th October 2021. This is currently the only grant scheme that is open to receiving bids. This round hopes to support as many people as possible who need to self-isolate as a direct result of Covid 19, by offering this funding to local charities and or not-for-profit organisations. This could cover access to food, help with essential tasks and social and emotional support for hard to reach groups. See www.kent.gov.uk/leisure-and-community/community-grants-and-funding/coronavirus-covid-19-grant.

- v. Item 15: KALC: Notice of the KALC 2021 AGM, which is being held virtually on zoom on Saturday 13th November 2021.
- vi. Item 16: The Police and Crime Plan Survey is an opportunity to have your say on various topics, such as your feelings of safety, your experiences of being a victim and road safety, amongst others. Responses will shape the next Police and Crime Plan, see www.smartsurvey.co.uk/s/PCC2021/.
- vii. Item 17: SDC: Welcome Back Fund: We are seeking ideas from each parish for projects or activities if you were able to access up to £2000 - £3000 worth of funding. Members agreed to request 4 wooden planters, two for Leigh, one for Charcott and one for Powdermills.
- viii. Environment Agency: The Environment Agency (EA) applied to vary the Scheme for the operation of the Leigh Flood Storage Area (FSA) which operates under the River Medway (Flood Relief) Act 1976 (the 1976 Act). The application seeks to increase the maximum stored water level from 28.05m Above Ordnance Datum (AOD) to 28.6m AOD (the Revised Scheme). The Secretary of State for the Environment, Food and Rural Affairs considered that because there were outstanding objections that had not been withdrawn a local public inquiry should be held. The Revised Scheme will increase the stored water level from 28.05m AOD to 28.6m AOD pursuant to section 17(3) of the 1976 Act. The Inspector has recommended at IR345 and 346 that the FSA should be confirmed without modification. The Inspector was satisfied that the extra flood storage could not be implemented other than by the implementation of the variation to the FSA. The Secretary of State has also given careful consideration to the Inspector's report and the submissions of the parties. He accepts the Inspector's findings of fact and agrees with her conclusions. He accepts that a compelling case in the public interest for confirming the Revised Scheme has been made. The Secretary of State has therefore decided to accept the Inspector's recommendation and to confirm the Revised Scheme for the enlargement of the Leigh Flood Storage Area without modification.
- ix. Queen's Platinum Jubilee Weekend 2nd to 5th June 2022: beacon lighting and associated activities will take place throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and, for the first time, in each of the Capital Cities of all the Commonwealth Countries on 2nd June 2022. See www.queensjubileebeacons.com. Members agreed to have a bonfire on The Green on Thursday 2nd June.

88. Finance:

- i. To hear report of the Parish Council External Annual Audit 2020-21
The Clerk reported that the External Audit was signed off with the following comment:
Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.) and items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority are not staff costs for the purpose of completion of the AGAR in accordance with proper practice.
The Joint Panel on Accountability and Governance Practitioners' Guide issued March 2020 requires staff costs to be classified in this way and for the prior year comparative figures to be restated on a consistent basis. Please restate Boxes 4 and 6 in next year's prior year comparatives.
- ii. To consider CIL projects for 2021/22
 - i. Members agreed to refurbish all the metal litter bins on The Green.
 - ii. Cllr Marchant undertook to consider whether additional grasscrete or kerbing is required on The Green.
 - iii. Consideration as to whether the pavement could be extended along Hildenborough Road on The Green by Porcupine House will be discussed at the next Parish Council meeting.
- iii. To approve list of payments
Cllr Skipper proposed that the list of payments be approved. This was seconded by Cllr Marchant and all were in favour. Cllr Kaye and Cllr Britain to authorise the online payments. Cllr Croft declared a DPI in this item.

89. Items for reporting or inclusion in future agenda

Application for grant by Leigh in Bloom to be discussed at the November Parish Council meeting.

Next meeting Monday 1st November in the Small Village Hall at 8.00pm

The meeting closed at 10.20pm.

Signed

Date

**LEIGH PARISH COUNCIL
LIST OF PAYMENTS
October 2021**

Date	Payment Number	Payee	Detail of payment	Amount Inc. VAT	VAT
04.10.21	386	Clerk	Salary	£867.65	
04.10.21	387	HMRC	PAYE	£346.36	
04.10.21	388	Clerk	Mileage, petty cash & work from home allow	£161.64	
04.10.21	389	KCC	Pension contribution	£449.54	
04.10.21	390	Dave Cole Electrical Installations Ltd	APD electrical work	£342.00	£57.00
04.10.21	391	SDC	Dog bin emptying Jul-Sep 2021	£563.16	£93.86
04.10.21	392	SDC	Dog bin emptying Jan-Mar 2020 (outstanding)	£563.16	£93.86
04.10.21	393	PKF Littlejohn LLP	External Audit charge	£360.00	£60.00
04.10.21	394	Peter Croft	Mowing, repair VE bench £296, long grass £90	£521.00	
04.10.21	395	Leigh Village Halls	Hall hire 06.09.21	£9.00	
04.10.21	396	Luke Saunders	Interim payment work to APD2	£1,337.50	
				<u>£5,521.01</u>	<u>£304.72</u>

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