

## LEIGH PARISH COUNCIL

### MINUTES OF THE LEIGH PARISH COUNCIL MEETING HELD IN THE SMALL VILLAGE HALL, HIGH STREET, LEIGH ON MONDAY 5<sup>TH</sup> JUNE 2023 AT 8.00PM

---

**PRESENT:** Cllr A. Backlog, Cllr R. Britain, Cllr G. Marchant, Cllr A. Holt, Cllr G. Rogers, Cllr S. Smith and Cllr B. Williams

**APOLOGIES:** Cllr J. Kaye (Chairman), Cllr S. Satterley, District Cllr M. Silander and County Cllr M. McArthur

**IN ATTENDANCE:** Mrs L. Kleinschmidt (Clerk). One member of the public attended the meeting until 8.25pm.

In the absence of Cllr Kaye, members agreed that Cllr Smith would chair the meeting.

#### **Open Session**

Report by County Cllr McArthur  
None.

Report by District Cllr Silander

In the absence of D.Cllr Silander, the Clerk read his report: "I have joined the Development Management Committee (formerly DCC) which decides on planning applications, the most interesting of note currently is the 800-950 house build in Sevenoaks, which was discussed on 1<sup>st</sup> June at the first Committee Meeting. I will also sit on the Finance & Investment Committee, meeting for the first time on the 19<sup>th</sup> June."

Questions from members of the public

A resident attended the meeting in order to seek clarification on the determination process of the application on land south of Greenview Avenue.

#### **Closed Session**

- 24. Apologies for absence** were received from Cllr Kaye and Cllr Satterley and their reasons for absence were accepted by the Parish Council. Apologies for absence were also received from District Cllr Silander and County Cllr McArthur.
- 25. Declaration of Disclosable Pecuniary Interest/Non-Pecuniary Interest on matters to be discussed**  
Cllr Backlog declared a DPI in item 28 (i)(iv) as she is a neighbour to this planning application site, and also item 36(ii) as she is a member of the Greenview Avenue Members Group.
- 26. The minutes of the Leigh Parish Council Meeting held on 23<sup>rd</sup> May 2023** were approved and duly signed. Proposed by Cllr Williams, seconded by Cllr Marchant, and all were in favour.
- 27. To review the following policies:**
  - i. Leigh Code of Conduct
  - ii. Social Media Policy
  - iii. Press & Media Policy
  - iv. Procedure for Handling Complaints
  - v. Procedure for Handling Anonymous Correspondence
  - vi. Pre-Planning Advice Policy
  - vii. Mourning Protocol
  - viii. GDPR:
    - i. Document Retention & Disposal Policy
    - ii. Email Data Privacy Notice
    - iii. Information & Data Protection Policy
    - iv. Inventory of Personal Data Captured, Stored and Processed

- v. List of Documents for Retention or Disposal
- vi. Management Transferable Data Policy
- vii. Members & Employee Privacy & BYOD Acceptable Use Policy

Members considered the policies and made amendments where required. Cllr Rogers proposed that the policies be approved, this was seconded by Cllr Backlog and all were in favour.

## 28. Planning

### i. To consider applications received

- i. SE/23/01448/HOUSE: 12 Old Orchard, Charcott TN11 8LN - demolition of existing shed with a single storey side extension. New boiler. Members had no objection to this application.
- ii. SE/23/01315/HOUSE: 1 Bungalows, High Street, Leigh TN11 8RP - replace existing flat roof area with gable end pitched roof to form first floor bedroom with gable end window, west facing roof light and south facing roof light in existing roof. Members objected to this application on the same grounds as the previous application, namely that the proposed extension, when combined with previous extensions to the property, results in disproportionate extensions to the original dwelling, both in scale and massing as well as exceeding the 50% threshold, which leads to harm to the spatial and visual openness of the Green Belt. As such the proposal would be contrary to policy GB1 of the Sevenoaks Allocations and Development Management Plan, the Development in the Green Belt Supplementary Planning Document and the National Planning Policy Framework.
- iii. SE/23/01521/WTCA: The Green, Leigh TN11 8QL - 1.75m overall reduction to Ash Tree. This is the Parish Council's application and members therefore support it.

The Clerk reported that since the last meeting, the Planning Committee considered the following applications.

- iv. SE/23/01292/NMA: 21 The Green Lane, Leigh TN11 8QX - Non material amendment to 21/03994/HOUSE. Alteration of clean water outlet from seasonal soakaway and ditch to drainage field. Members agreed the following response: Leigh Parish Council has some serious concerns about this application. When the previous application was made, the Parish Council asked for an independent expert to advise, and subsequently we reported our concerns to SDC, in particular that the application did not comply with the Environment Agency 'General Binding Rules'. Despite our concerns, the previous application was approved. The Parish Council has been advised by our independent expert that this current application can only be considered if the applicant has carried out porosity tests of the ground, in accordance with the required British Standard, where it is proposed to install a new drainage field. These porosity tests need to be carried out by a competent person and signed off showing the area/extent of drainage field necessary. The porosity tests should be carried out in normal winter conditions as the test needs to show that the drainage field will be successful year-round. The area specified for the proposed new drainage field gets very wet during the winter. The Parish Council has serious doubts that the ground will prove suitable and the area of drainage proposed sufficient.
- v. SE/23/01350/HOUSE: 1 Waterworks Cottages, Kiln Lane, Leigh TN11 8RT - proposed single storey side and rear extensions. Addition of first floor extension to existing single storey rear extension and existing two storey semi detached dwelling. Covered porch area. Removal of chimney. Internal alterations. Alterations to fenestration. Rooflights. Members had no objection to this application.

### ii. To report SDC planning application decisions:

- SE/23/01018/HOUSE: 18 Powder Mills, Leigh – two storey rear extension with alteration to roof and fenestration. Application approved.
- SE/23/00893/HOUSE: Primrose House, Charcott - single storey rear extension with first floor extension to the rear and internal alterations. Alterations to fenestration. Alterations to roof. Rooflight. Application refused. Reason: The application site lies within the Green Belt where strict policies of restraint apply. The proposal would be inappropriate development harmful to the maintenance of the character of the Green Belt and to its openness.

This it will result in a disproportionate addition over and above the size of the original dwelling of which no very special circumstances have been advanced. The proposal would therefore be contrary to policy GB1 of the Sevenoaks Allocations and Development Management Plan, Section 5 of the adopted Development in Green Belt Supplementary Planning Document and the aims and objectives of the National Planning Policy Framework.

- SE/ 23/01513/W5DAY: The Green, Leigh - fell one dead Horse Chestnut tree. Decision: No objection.
- iii. To discuss the review of the Leigh Village Design Statement  
None.

The member of the public left the meeting at 8.25pm.

## 29. The Green

- i. To consider quotes for maintenance of the Parish Council owned land  
The Clerk reported that she has sought quotes from seven local gardening and landscaping companies but only one has submitted a quote. This is Hever Landscapes. Members were satisfied that due process had been applied and approved Hever Landscapes' quote for this season and members to review for next year. Proposed by Cllr Rogers, seconded by Cllr Williams and all were in favour.
- ii. Bracing on veteran oak tree:  
The Clerk reported that Original Tree Surgeons have reviewed the bracing on the Veteran Oak tree and recommend that three more cables are added to balance the weight distribution. Drawings of the new bracing have been supplied. Price: £725 + VAT. Members were satisfied with the proposal and approved the quote. Proposed by Cllr Marchant, seconded by Cllr Williams and all were in favour.
- iii. Felling of dead Horse Chestnut Tree on The Green  
The Clerk reported that an application to fell the tree was made to SDC under a 5 day notice. This was approved and the tree will be felled tomorrow.
- iv. To discuss and approve timing of the grass cutting on The Green near Porcupine House
  - i. The Clerk reported that although a good amount was cut early on 28<sup>th</sup> April without the Parish Council's permission, members now need to decide when to cut the whole bank in front of Porcupine House to the east of the path. Leigh in Bloom is happy for this to be cut now, but not too short. Members agreed.
  - ii. The Clerk reported that Leigh in Bloom has asked that the Parish Council does not cut the area to the west of the path, this area is successfully growing wild flowers. Leigh in Bloom will cut it in August and remove all cuttings. Members agreed.
- v. The Triangle at the end of Church Hill  
The Clerk reported that Mr and Mrs Steare have asked for permission to maintain The Triangle hedgerow. Members agreed providing the current height is maintained. There are a couple of hedging plants that have died and there is a suggestion to replace these with hawthorn. Members agreed to consider this cost upon receipt of a quote for the replacement plants.
- vi. To discuss cost of hedgecutting at Barden Cottages and removal of benches
  - i. The Clerk reported that the Barden Trust, at the Parish Council's request, cut back the hedge to the right of the Cook's driveway. The Barden Trust asked Gimbles Tree Works to undertake this after receiving quotes from them and from RWE. The bill came to £500 + VAT. Members agreed to give a contribution of £200 towards this work.
  - ii. The Clerk asked about the two benches, the metal and wooden one that has been removed from the hedge area, and also the lichen covered one outside Barden Cottages. Members agreed that these should both be re-located in the Old Burial Ground. Cllr Marchant undertook to ask Hodge Landscapes to fix them in place.
- vii. Maintenance of non-Parish Council owned land on the edge of The Green
  - i. Members were concerned about the deposit of grass cuttings on The Green near the War Memorial. Clerk to write to ask for these grass cuttings to be disposed of elsewhere.

- ii. Members were concerned about the hedge overgrowing the footpath across The Green in front of The Vicarage. Clerk to ask the churchwardens to arrange for the hedge to be cut back.
  - iii. Members were concerned about the hollyhocks growing over the pavement opposite The Green as this narrows the pavement and makes it difficult for pedestrians to pass. Clerk to write.
  - iv. Members discussed some hardcore that had been deposited under the Yew tree by the recycling banks by builders who were working at the school, this was then transported up to the school when required. Members discussed whether a parking area could be created on this area, but agreed that it is not possible under the Yew tree. It was discussed whether this area could be used more efficiently.
  - viii. Cricket Club's use of The Green
    - i. Members were concerned about the enlargement of the cricket square from 8 wickets to 10 wickets without permission. Members believed that this is because of thriving weekend youth cricket usage which is to be encouraged, but a formal request to increase the cricket square should be made to the Parish Council.
    - ii. Members were also concerned that the Cricket Club is not displaying A boards warning road users that a cricket match is underway on all roads around The Green, there are some around The Green but not on Powdermill Lane or The High Street. This was a requirement of Kent Cricket Board.
    - iii. Members were concerned about cricket spectators parking on The Green which is causing a safety issue for other users of The Green. An email from a resident stated that last Saturday her family were playing on The Green while a cricket match in play. There were other children playing football and a toddler running around with her parents. A car which was parked on The Green opposite the bus stop started to leave and drove towards the family in order to get off The Green by the school. There was almost a very serious accident. There has also been a report of another car which drove onto The Green by the school and drove right across to the tree opposite the war memorial.
- Clerk to write to the Cricket Club about these concerns.

### **30. Highways & Rights of Way**

- i. To discuss road safety in Charcott  
Cllr Holt reported that a car lost control in Charcott recently and caused an accident and damage to cars. Clerk to investigate a village sign to be placed on Charcott Green asking people to drive carefully.
- ii. To discuss blocked drains on Powdermill Lane  
The Clerk reported that a resident has been in touch again about blocked drains outside Keepers on Powdermill Lane. This was forwarded onto the drainage officer at KCC for action.
- iii. To discuss Rural Swathe & Visibility Cutting  
The Clerk reported that she contacted KCC about the lack of verge cutting and was told: "The funding provided for the second cut last year was withdrawn as part the financial savings the council needed to make. The swathe cut starts 1<sup>st</sup> June and should be completed by mid-July. We don't have specific programmed dates for the cluster area yet. Visibility cuts remain at 3 cuts per annum. May, July and September." Clerk to contact other Parish Councils in the cluster to see if they are interested in considering taking the contract back next year.

### **31. To hear report of the Coffee Corner project held in the Leigh Scout Hut**

The Clerk reported that the last event held on 2<sup>nd</sup> June was well attended. The next dates are  
 Friday 14<sup>th</sup> July 10.30am to 12.00pm  
 Friday 11<sup>th</sup> August 10.30am to 12.00pm  
 Friday 15<sup>th</sup> September 10.30am to 12.00pm  
 The Clerk has contacted other parish groups to see if they would like to run one of the sessions.

### **32. Affordable Housing**

None.

### **33. Aged Persons Dwellings**

Members discussed a concern that had been raised.

### **34. The Old Burial Ground**

Cllr Holt and Cllr Marchant undertook to discuss the possible provision of a path through the Old Burial Ground. Hever Landscapes to be asked to provide a quote for cutting the grass. The Clerk reported that the Field Maple tree is growing over the neighbour's garage and Clerk to ask the tree surgeons to provide a quote to reduce a branch, and also to reduce the height of the Holly and Laurel hedge.

### **35. 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 2: SDC News Releases: (i) the new Chairman at SDC is District Cllr Alan Layland, who represents the Edenbridge South & West ward. (ii) Cllr Julia Thornton was elected as SDC's new Leader, and announced the appointment of portfolio holders to the Cabinet as follows:  
Cllr Julia Thornton – Leader of the Council and Portfolio Holder for Improvement & Innovation  
Cllr Perry Cole – Deputy Leader and Portfolio Holder for Housing & Health  
Cllr Kevin Maskell – Portfolio Holder for Finance & Investments  
Cllr Lesley Dyball – Portfolio Holder for People & Places  
Cllr Margot McArthur – Portfolio Holder for Cleaner & Greener  
Cllr Simon Reay – Portfolio Holder for Development & Conservation."
- ii. Item 4: Agenda for KALC Sevenoaks Branch meeting to be held on 9th June 2023 at 7pm at Sevenoaks Town Council's office.
- iii. Item 6: Hildenborough & Tonbridge Medical Group: We hereby advise that the GP Partners have decided to place a formal request to the NHS to not re-open Leigh and Weald Satellite Surgeries. Over the last month or two, we have been working on a vast amounts of paperwork and box ticking to submit our request for not reopening of the satellite surgeries. This has now been submitted and we await formal confirmation which is expected around mid-May 2023. In answer to your question, we did not want to cancel the lease with Leigh before receiving final confirmation or non-reopening, however after being advised that Leigh were expecting a 3 month notice period, the GP's took the decision to go ahead and request non-renewal of the Lease. Regards the offer of a Leigh representative to sit on the PPG – that would be wonderful. If you could advise their details, I would be most delighted to send them the information for our next meeting which is set for June 2023." Members agreed that they would be interested in nominating a Patient Participation Group (PPG) Leigh representative and Cllr Rogers undertook to obtain more information on what the role would involve.
- iv. Item 7: notification that the Leigh Village Halls Management Committee Annual General Meeting will take place on Tuesday July 4<sup>th</sup> at 8.00 pm in the Small Village Hall.
- v. Item 8: GACC Agenda and Accounts for the GACC AGM to be held on Monday 5<sup>th</sup> June at 7pm in the Stanhill Court Hotel.
- vi. Item 9: Email from Leigh School with a request for a grant. Item to be discussed at the July Parish Council meeting.
- vii. Item 10: AEF: The Airspace and Noise Community Forum's mid-year meeting will be taking place virtually on Tuesday 18<sup>th</sup> July at 2pm. The meeting will cover noise action plans and noise envelopes, as well as an activity update. The meeting will last approximately 90 minutes.
- viii. Antisocial behaviour in Powdermill Lane – the Clerk reported that correspondence has been received about skips and a damaged fence. Clerk to obtain further information and contact SDC.

### **36. Finance:**

- i. To sign a quarterly bank reconciliation  
The Clerk reported that this is a recommendation made by the Internal Auditor and a bank reconciliation together with the associated bank statement will be signed once a quarter. Cllr Smith signed both items.
- ii. To consider request for a contribution towards planning consultant's costs relating to the outline application on land south of Greenview Avenue

The Clerk reported that it was agreed that the Greenview Avenue Residents Group should be asked to investigate potential highway consultants who could advise the group. Members agreed that at that time the Parish Council will decide whether it feels it is necessary to contribute towards the cost of the highway consultant, and the Finance Committee would have the delegated authority to decide the level of contribution. Proposed by Cllr Britain, seconded by Marchant and all were in favour.

iii. To approve list of payments

Cllr Holt proposed that the list of payments be approved. This was seconded by Cllr Marchant and all were in favour.

**37. Items for reporting or inclusion in future agenda**

None.

**The next Parish Council Meeting will be on Monday 3<sup>rd</sup> July 2023 in the Small Village Hall at 8.00pm**

The meeting closed at 9.45pm.

**LEIGH PARISH COUNCIL  
LIST OF PAYMENTS  
June 2023**

<b>Payment</b>				<b>Amount</b>	
<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Detail of payment</b>	<b>Inc. VAT</b>	<b>VAT</b>
05.06.23	620	Clerk	Salary	£1,134.76	
05.06.23	621	HMRC	PAYE	£480.48	
05.06.23	622	Clerk	Mileage, petty cash & electricity contribution	£154.29	£9.24
05.06.23	623	KCC	Pension contribution	£648.13	
05.06.23	524	Leigh Scouts	Hall Hire	£20.00	
				<b><u>£2,437.66</u></b>	<b><u>£9.24</u></b>

Signed .....

Date .....