

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT HORSMONDEN VILLAGE HALL  
ON MONDAY, 11 MARCH 2024 AT 7:30PM**

**Present:**

Cllrs March, Davis, Russell, Sheppard, Larkin, Jenkinson, Currie and Baxter-Smith

In attendance:

Lucy Noakes (Clerk)

Anna Blyth (Assistant Clerk)

3 members of the public

**1. Apologies for Absence and declarations of interest**

Cllr Richards. Cllr Currie proposed acceptance of the reasons for absence; seconded Cllr Larkin. Unanimous.

**2. Public Session (no decisions)**

One member had requested to speak in the public session regarding planning application 24/00078/HYBRID Bassett's Farm.

The speaker gave an overall update to the Council including a summary of key consultee comments and details of the latest representations from the Bassett's Farm Form (BFF). These included comments on conservation and design, highways issues, planning policy (and TWBC's interpretation of this) and landscape and biodiversity .

**3. Minutes of Parish Council Meetings**

The Minutes of the Parish Council Meeting held on 5 February 2024 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Davis, seconded Cllr Russell and voted for unanimously by those present at that meeting and signed by the Chair.

**4. Parish Council Finance**

**a. Agree payments listing up to 5 February 2024 as attached (Appendix 1)**

The Clerk showed a copy of the list of payments up to and including 5 February 2024 as a total of £10,109.77. Cllr Baxter-Smith proposed approval of the schedule of payments; seconded Cllr Davis. Unanimous.

Cllrs Jenkinson and Russell agreed to release and authorise payments from the bank this month.

## List of Payments made between 05/02/2024 and 10/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/02/2024	Microshade VSM	SO	195.14		Feb emails and Data
12/02/2024	British Gas Lite	DD	117.87		Electricity Toilets Jan
12/02/2024	British Gas Lite	DD	14.11		Electricity VG Box Jan
14/02/2024	Wellers Law Group	BACS	1,261.80		Legal fees play area lease
16/02/2024	AAC Studio- Architects & Desig	BACS	1,200.00		Outline construction spec
16/02/2024	Smart transport Hub	BACS	204.00		Traffic survey Goudhurst Road
16/02/2024	Envirocure Ltd	BACS	540.00		legionella training
16/02/2024	Kent Association of Local Coun	BACS	84.00		KALC planning conference
16/02/2024	HMRC	BACS	413.61		Staff Tax and NI Feb
16/02/2024	Castle Water	DD	17.39		Water supply Feb
17/02/2024	EE - BT	DD	60.38		Mobiles February
19/02/2024	P&F Cleaning services LTD	BACS	50.00		Graffiti & soap dispenser
21/02/2024	Peoples partnership	DD	197.14		Staff Pensions Feb
23/02/2024	Mrs L Noakes	BACS	147.20		Staff salary Feb
23/02/2024	Mrs L Noakes	BACS	-147.20		Staff Salary Feb
23/02/2024	Mrs L Noakes	BACS	1,471.20		Staff Salary Feb
23/02/2024	Anna Blyth	BACS	1,057.09		Staff Salary Feb
23/02/2024	P&F Cleaning services LTD	SO	476.66		Feb cleaning: toilets & shelter
29/02/2024	Mr J Couchman	BACS	83.09		Clock & Play area Feb
04/03/2024	Lloyds Bank PLC	DD	3.00		Credit card charges Feb
04/03/2024	SSE	DD	234.60		Street light energy Feb
08/03/2024	Alpha Surveys Ltd	BACS	540.00		asbestos Survey of Institute
08/03/2024	Kent Association of Local Coun	BACS	84.00		AB planning conference
08/03/2024	Capel Groundcare	BACS	729.91		February groundworks
08/03/2024	Mastercraft Roofing LTD	BACS	641.76		Repairs to rafters VH
08/03/2024	NPower Business solutions	BACS	170.52		Christmas Lights energy
08/03/2024	kent Pat testing LTD	BACS	262.50		PAT testing 24
<b>Total Payments</b>			<b>10,109.77</b>		

b. **Bank Reconciliation as at 29 February 2024**

The bank balance at 29 February 2024 was displayed with a total at £44,680.84.

This was confirmed as correct against the respective bank statement and signed by the Chair.

c. **Consider transferring remaining amount from EMR for Play Area lease to General Reserves (upon recommendation from the Finance committee)**

Cllr Russell advised that there was an amount of £3,841 remaining under EMR for the play area lease. As the play area lease was now complete and the Solicitors invoice had been settled it was suggested that this amount could be transferred to General Reserves.

After discussion between Cllrs, Cllr Russell proposed that £3,841 be transferred from EMR to General Reserves; seconded Cllr Jenkinson. Unanimous.

d. **Consider costs of SLCC memberships for Clerk / Assistant Clerk**

The Clerk had circulated the cost of membership for the SLCC to Cllrs prior to the meeting, as follows:

Clerk - £284.00

Assistant Clerk - £183.00

The Clerk reminded Cllrs that her membership is required in order to retain the General Power of Competence for the Council, which provided them with additional power to spend in circumstances not catered for elsewhere in legislation.

Cllr Sheppard proposed acceptance of the costs as detailed; seconded Cllr Larkin. Unanimous.

e. **Confirm agreement from Chair and Vice Chair for renovation asbestos survey for Institute Building (for use with Clock tower works)**

The Clerk advised that the Chair and Vice Chair had already agreed the costs for an asbestos survey at The Institute Building as this needed to be done before the clock tower works began in order to ascertain the materials present.

The quote from Alpha Surveys Ltd was £450 plus VAT for a full refurbishment asbestos survey of the Institute and the clock tower. The Clerk confirmed that this did not include the clock tower roof as this was inaccessible at the time.

Cllr Baxter-Smith proposed acceptance of the costs for the asbestos survey (£450 plus VAT); seconded Cllr Sheppard. Unanimous.

The Clerk added that once the scaffolding is up an additional inspection of the roof may be required at a cost of £120 plus VAT.

f. **Retrospective agreement to painting of entrance hall and toilets at Village Hall as part of the insurance claim following a water leak**

The Clerk confirmed that all works are now complete following the water leak at the village hall however, retrospective agreement was required for the following costs:

Painting of the entrance hall - £1,135 (no VAT)

Carpet clean in entrance hall - £78 (no VAT)

These costs had been reclaimed under the Council's Insurance policy.

Cllr Sheppard proposed acceptance of the costs as detailed; seconded Cllr Russell. Unanimous.

g. **Clarification on responsibility of costs for painting lobby outside parish office**

The Clerk confirmed that the amount of £480 was agreed at the meeting on the 4<sup>th</sup> December 2023 under item 4f) as works required in order to resolve damp issues outside the parish office door. However, after discussion with Cllr Russell it was now considered that this amount should be paid by the Village Hall Committee as it was mainly redecorating which is the responsibility of the Village Hall committee under the terms of their lease.

Cllr Russell confirmed that this invoice has now been settled by the Village Hall Committee and will be agreed retrospectively at their next committee meeting.

Cllr Larkin proposed acceptance of the clarification on responsibility of costs for painting the lobby outside the parish office; seconded Cllr Davis. Unanimous.

## 5. Planning

### a. Planning applications

<b>Planning Application:</b>	24/00350/FULL
<b>Proposal:</b>	<a href="#"><u>Installation of hardstanding and temporary change of use of land to car park for occupation by vehicles relating to the development of Bassetts Farm for a period of 2 years.</u></a>
<b>Location:</b>	Bassetts Farm, Goudhurst Road, Horsmonden Tonbridge Kent TN12 8AS
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Baxter-Smith; seconded Cllr Larkin. Carried.
<b>Comments</b>	The Parish Council recommend approval subject to: <ul style="list-style-type: none"> <li>- Sufficient pedestrian and vehicle segregation.</li> <li>- Retained access to the restricted by-way.</li> <li>- Safe access on and off the main road.</li> <li>- A suitable dust management plan.</li> <li>- Maintenance of the surface at an acceptable condition.</li> <li>- Speed restrictions for all users.</li> </ul>

Following a meeting with Voltalia on the 22<sup>nd</sup> February regarding the Bockingfold Solar Scheme, the Chair asked those present to provide an update to the Council. The meeting was attended by Cllr Davis, Cllr Russell and the Assistant Clerk and they gave the following update:

- The meeting was held with the overall Project Co-ordinator, Project Manager, Deputy Project Manager and the Construction Site Manager.
- Jess Anand will be the Community Liaison Manager and will be the main point of contact for the PC and for members of the public.
- There will be a website set up where residents can see updates, FAQs and a general email address for any concerns, which will be monitored by the Community Liaison Manager. It was agreed that once details of this are received the Assistant Clerk will advertise on the PC's website / Facebook pages.
- The overall construction period is expected to be 18 months and works will start in March with focus on the ground works and widening the entrance. This will involve temporary traffic lights.
- HGV routes have been agreed as per the Construction Traffic Management Plan.
- Cllr Russell mentioned that Lamberhurst Road can be particularly tricky for HGVs between Spelmonden Rd and Marle Place. Voltalia took a note of this but commented that KCC have approved all routes.
- All construction vehicles will have pre-programmed routes and drivers will not be able to take alternatives routes.

- Voltalia confirmed that all parking and deliveries will be on site. Construction workers are encouraged to car share. It was noted that there could be up to 100 workers on site per day but despite this Voltalia are confident that all parking will be within the site.
- The hedges at the front of the site will be maintained partly by the owner and partly by KCC.
- Highways Condition surveys will be carried out before and after construction and will be monitored during the construction period also.
- The Community Liaison Manger will be in touch regarding the community funding element.

<b>Planning Application:</b>	23/02204/SUB
<b>Proposal:</b>	<a href="#"><u>Submission of Details in relation to Condition 3 - (Construction Traffic Management Plan); Condition 6 - (Visibility Splays); Condition 7 - (Highway Site Condition Survey) of 22/02773/FULL</u></a>
<b>Location:</b>	Land at Bockingfold Farm, Maidstone Road, Horsmonden, Tonbridge, Kent TN12
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Jenkinson; seconded Cllr Larkin. Carried.
<b>Comments</b>	Recommend approval on the proviso that a 40mph speed limit is considered on Maidstone Road during the construction period.

<b>Planning Application:</b>	24/00365/FULL
<b>Proposal:</b>	<a href="#"><u>Change of use from a single dwelling to 2 dwellings (flats) (retrospective)</u></a>
<b>Location:</b>	The Flat the Heath Stores, Lamberhurst Road, Horsmonden, Tonbridge, Kent TN12 8LP
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Davis; seconded Cllr Larkin. Carried.
<b>Comments</b>	Recommend approval subject to compliance with Building Control regulations especially in respect of fire safety and exit.

<b>Planning Application:</b>	24/00372/FULL
<b>Proposal:</b>	<a href="#"><u>Variation of Condition 2 of 23/02068/FULL - Replace drawings to reflect proposed southward enlargement</u></a>
<b>Location:</b>	Shire Horse Barn, Yew Tree Green Road, Horsmonden, Tonbridge, Kent TN12 8HR
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Russell; seconded Cllr Sheppard. Carried.
<b>Comments</b>	Recommend approval as a reasonable extension to the existing property. All works should be carried out in line with Horsmonden Parish Councils Sustainability Policy.

<b>Planning Application:</b>	24/00392/LBC
<b>Proposal:</b>	<a href="#"><u>Listed Building Consent: Variation of Condition 2 of 23/02069/LBC - Replace drawings to reflect proposed southward enlargement</u></a>

<b>Location:</b>	Shire Horse Barn, Yew Tree Green Road, Horsmonden, Tonbridge, Kent TN12 8HR
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Russell; seconded Cllr Sheppard. Carried.
<b>Comments</b>	Recommend approval as a reasonable extension to the existing property subject to the Conservation Architects endorsement. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.

**b. Update regarding Bassetts Farm application TW/24/00078/HYBRID**

- **Discuss ownership of Back Lane**
- **Consider comments submitted by KCC Highways**

The Chair asked Mr Andrew Winsor, Chair of the Horsmonden Development Advisory Group (HDAG) to provide an update to the Council regarding this item.

Mr Winsor explained that he had investigated the ownership of Back Lane and had obtained some relevant Land Registry documents for this area. The Land Registry maps confirmed that all of Back Lane up to the old railway bridge and including the path to the sports ground is owned by Upper Hayman's Farm (which is now under contract to Persimmon Homes subject to planning permission) but from the bridge to the school is unregistered land. It is believed that Persimmon Homes do not own nor have control over this part of their proposed emergency vehicle access.

KCC Highways have stated in their comments that Persimmon Homes must prove that they have a right of way across the private access road from school to the bridge and also prove that is wide enough for an emergency access.

The Chair commented that this access is also a Public Right of Way (PROW) which usually has to be a defined width with pedestrians being entitled to enjoy the whole width of the footpath. It was suggested that the PC could try and find out whether this PROW is a defined width from the Footpaths Officer.

It was noted that the comments from the PROW officer mention that public footpath WT338 (from WT341) which provides a link from the proposed development to the primary school would require improvements as well as an upgrade of rights due to increase of use from the development. In order to provide this improvement a developer contribution would be requested.

It was also noted that the path leading to the Sports Ground is not a public footpath however, the Clerk confirmed that the PC have been maintaining this path for the last 20 years. The Clerk advised that the PC could apply to KCC and ask them to register this path as a public footpath but this does take time (up to 5 years) and the PC would need to gather evidence from parishioners who have used this path for the last 10 years as part of the application process.

After discussion between Cllrs, Cllr Larkin proposed that the PC proceed with an application to register the footpath from Back Lane to the Sports Ground as a public footpath; seconded Cllr Currie. Unanimous.

Mr Winsor also provided an update to Cllrs regarding the proposed footway on Goudhurst Road, which needs to be in place before any construction takes place at Bassetts Farm. He confirmed that the Bassetts Farm Forum (BFF) have sent a further comment to TWBC

highlighting that the bank at Old Station Garage is protected land under EN22 of the 2006 Local Plan and also EN15 of the Submission Local Plan. The Clerk had circulated a copy of the BFFs comments to Cllrs prior to the meeting.

After discussion, Cllr Baxter-Smith proposed that the PC submit the full document, as written by the BFF, to the planning portal with the following comment:

“Horsmonden Parish Council fully support the comments submitted by the Bassett’s Farm Forum regarding the proposed footway on Goudhurst Road.”

This proposal was seconded by Cllr Currie. Unanimous.

**c. Consider quotation from Planning Consultant to provide further support to the PC in respect of application TW/24/00078/HYBRID Bassetts Farm**

The Clerk advised that a Planning Consultant had been approached but was unable to offer any further support to the PC at this time.

The Clerk had circulated a report to Cllrs written by the BFF regarding the comments submitted by the Principal Planning Policy Officer at TWBC on the 29<sup>th</sup> February 2024. This representation from the BFF was discussed and Cllr Baxter-Smith proposed that the PC make the following additional comment under application 24/00078/HYBRID:

In reference to the statement made by the planning inspectorate:

*“Looking at criterion 14 [for the medical centre]..ensuring the provision of these facilities might not just be through a legal agreement, and also making it clear, not necessarily where the doctors surgery would be because that can be determined through the master planning, but that it would be within the orange area as well...”*

(This last statement is at hearing 2hr 48min 30sec and is acknowledged by the Head of Planning Policy and the Landscape and Biodiversity Officer).

The PC believe this is inconsistent with the current proposal by Persimmon Homes as the medical centre falls outside the orange area.

This proposal was seconded by Cllr Currie. Unanimous.

It was agreed that this comment would be posted on the TWBC portal under application 24/00078/HYBRID prior to the deadline of the 19<sup>th</sup> March 2024.

**d. Discuss and propose two new street names with reasons for development of 20 dwellings at Bassetts Farm**

The Clerk had received a request from TWBC relating to street names and numbering for the development of 20 new houses at Bassetts Farm. The PC were encouraged to put forward their name suggestions for the two new streets within the development and include their reasonings behind the suggestions.

After discussion between Cllrs it was agreed that the following should be considered:

Red road – Captain Ralling (Close/Crescent/Avenue/Road) – Capt. Harold St. George Ralling was an important employer and local land owner (who the PC believe owned the farm when the station was in use). He also gifted the land for sports ground to the village.

Blue road – Old Station (Close/Crescent/Avenue/Road) – The development is right next to the old station in Horsmonden.

Cllr Davis proposed that the above suggestions be put forward to TWBC for their consideration; seconded Cllr Russell. Unanimous.

**e. Consider next steps for the Horsmonden Development Advisory Group (HDAG)**

Mr Andrew Winser, Chair of the HDAG had prepared a list of possible items for future discussion by the HDAG and the PC. The following points were discussed:

1. TWBC Planning Policy – PC to submit further comment as detailed under item 5c.
2. Medical Centre Delivery – To ensure surgery decision is made prior to occupation of houses - It was agreed that as part of the Patient Participant Group, Cllrs Larkin and Jenkinson would raise the Bassetts Farm application at their next meeting on the 25<sup>th</sup> April and try to obtain an update. Cllr Larkin asked Mr Winser if he would provide some points that need to be discussed / clarified.
3. Emergency Access – It was agreed that the PC should speak to Persimmon Homes and ask to be involved in any future discussions regarding highways.
4. Open Spaces – It was agreed that the PC should contact TWBC and ask to be involved in any future discussion regarding public open spaces
5. s106 requests – It was agreed that improvement to the footpath leading to the sports ground should be added to the PCs s106 requests and also resources for local village events such as the HoVEC Summer Festival.
6. Village Hall Development Plan – It was agreed that there needs to be more discussion regarding refurbishment of the existing village hall versus a new village hall in a different location.

Mr Winser mentioned that the PC could consider engaging with a Business Planning Consultant to help with a strategy for village growth.

**f. Consider updates to S106 listing – (costings for VH refurbishment & Electric Charging points? Index Linking or linking all costs to inflation?)**

It was agreed that this item would be brought back to the April meeting.

**g. Feedback from meeting with Volitalia regarding Bockingfold Solar Scheme**

This item was covered under item 5. Planning.

## **6. Parish Council Decisions/Administration**

**a. Parish Highways/footpath/street lighting/landscaping and tree works – consider dirty road signs for reporting to KHS**

Dirty road signs have been reported however KCC replied to say that they will only clean road safety signs and speed signs. Unfortunately, the village green fingerpost and village gateway signs would not be classed as a safety sign and therefore would not get cleaned by KCC.



No other issues were raised under this item.

**b. HIPS – updates and consider priorities for 2024/25**

The Clerk confirmed that a meeting will be held on the 21<sup>st</sup> March 2024 with Emma Tilbury from KCC. Further updates will be available after this meeting.

**c. Consider asbestos survey refurbishment report following survey at The Institute**

The Clerk had circulated the asbestos survey refurbishment report to Cllrs prior to the meeting. It was noted that no asbestos containing materials were identified to the internal areas of the Institute Building where works are planned.

Cllr Baxter-Smith proposed that the PC note and accept the contents of the asbestos survey report; seconded Cllr Currie. Unanimous.

**d. Consider quarterly play area inspection report**

The Clerk had circulated the quarterly play area inspection report to Cllrs prior to the meeting and confirmed that there are no further actions required on this occasion.

Cllr Baxter-Smith proposed that the PC note and accept the contents of the quarterly play area report; seconded Cllr Currie. Unanimous.

**e. Consider plans for future Christmas Lights (removal, storage and installation)**

Following problems with the installation of the 2023 Christmas lights, the Clerk confirmed that Blachere have accepted some responsibility and offered a reduction of £625 from the take down fee (which totalled £798). The PC now need to consider whether they feel this is acceptable compensation and also decide the future plans for the lights.

The Clerk confirmed that a meeting has been arranged with another supplier on the 18<sup>th</sup> March and it was therefore agreed to bring this item to the April meeting for further discussion.

**f. Consider Hop Picker Line Heritage Group representative for Horsmonden**

The Clerk had circulated a letter received from The Hop Pickers Line Heritage group (HPLHG) to Cllrs prior to the meeting. Within this letter, the HPLHG had asked the PC if they will support Peter Bird's standing for re-election to HPLHG on 27<sup>th</sup> March 2024, and whether they will continue to support him in this role, as defined between the HPLHG and the PC in 2019.

Cllr Russell proposed that the PC will continue support Peter Bird; seconded Cllr Currie. Unanimous.

**g. Do the PC still wish to receive Ready Call totals for each quarter? How do we wish to collate these for future use?**

The Clerk asked Cllrs if they still wish to receive data from Ready Call each quarter and if so how do they wish this data to be collated for future use.

Cllr Larkin proposed that whilst Ready Call provide a very worthwhile and valuable service to the community it is not necessary for the data to be provided to the PC each quarter; seconded Cllr Currie. Unanimous.

**h. Permission to allow signage on the Village Green for advertising Open Gardens in Horsmonden in June 2024**

The Clerk had received a request from St Margaret's Church who are considering holding a fundraising Open Garden event in the village on the 15<sup>th</sup> or 16<sup>th</sup> June. St Margaret's Church have asked for the PCs permission to put up a poster on the village green advertising the event.

Cllr Larkin proposed that the PC allow permission to St Margaret's Church for signage subject to them liaising with HoVEC as the advertising banner for the Summer Festival will already be up on the village green; seconded Cllr Currie. Unanimous.

**i. Agree Clerks holiday to be carried over to the next financial year**

It was noted that the Clerk and the Assistant Clerk both have some holiday left to take before the end of March 2024. The Clerk had calculated that she has a week left to take and the Assistant Clerk has 2 weeks, however the Assistant Clerk has holiday booked during the first week of April. The Clerk asked for the PCs consideration to allow this holiday to be carried over into next year's holiday entitlement.

Cllr Russell proposed acceptance to the Clerk and the Assistant Clerk carrying over holiday as detailed; seconded Cllr Sheppard. Unanimous.

## 7. Consultations

a. **KCC Adult Social Care Charging Consultation [www.kent.gov.uk/adultsocialcarecharging](http://www.kent.gov.uk/adultsocialcarecharging) ends 7 April 2024**

Cllr Larkin agreed to complete this consultation on behalf of the PC.

b. **TWBC Draft Strategic Plan 2024-29 - <https://talkingpointtunbridgewells.uk.engagementhq.com/strategic-plan> ends 15 March 2024**

It was agreed that the Clerk will ask Cllr Richards to complete this consultation on behalf of the PC.

c. **TWBC Town Centre Plan Draft Vision ends 15 April 2024 <https://consult.tunbridgewells.gov.uk/kse/>**

The PC agreed that they did not wish to comment on this application.

**There being no further business the meeting closed at 10.29pm**