

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 1ST
FEBRUARY 2016

Present: Cllr March (Chair)
Councillors Stevens, Russell, Isaacs, Stanton, Holloway, and Jenkinson.
*The meeting commenced 8 minutes later than scheduled.

In attendance: Lucy Noakes (Clerk)
No members of the public.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited.
None were declared.

1. APOLOGIES FOR ABSENCE

Cllr Hughes, Cllr Davis.

2. PUBLIC SESSION (no decisions): Members of the public have the right to speak for up to three minutes at the Chairpersons discretion on issues concerning the Parish providing the Clerk has prior notification.

No public present. Sara Foster addressed the Council later in the evening regarding item 8.4 Music Festival.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council meeting held on 11th January 2016

The minutes for the meeting of 11th January had been circulated by the clerk beforehand. They were taken as read and proposed for acceptance by Cllr Holloway, seconded by Cllr Russell, unanimous.

4. MATTERS ARISING (no decisions)

Conservation area map

Nigel Foster was now making a new top for the plinth

Public Rights of way

The Clerk had now heard that there is currently a three year waiting list for this.

Litter Picking – Clean for the Queen campaign

The Clerk had received confirmation that approximately 40 people would be attending. Clerk to see if Mrs Murdoch wishes to sponsor the refreshments as she had offered her assistance. Clerk to put advertisements up.

Traffic consultant and Traffic action plan for Horsmonden.

The Clerk had sent out letters to three traffic consultants.

Computer training.

Jeremy Waters had said that he could carry out a 6 week course for up to 6 people at a cost of £35 per hour. Clerk to advertise on boards, school, Kindergarten and Kell's newsletters

Street Cruizer

Add to March agenda, as we have not yet received confirmation that the Kent Youth worker can attend, so the council may need to decide whether to run it without the youth worker or not.

Bus Service to Paddock Wood

Cllr Holloway had discovered that the 266 bus service on Tuesday and Thursdays allows one hour in Paddock Wood before returning to Horsmonden. However on Saturdays it travels to Paddock Wood

and comes straight back again, leaving no time in between. It was suggested that the clerk email Nick Peters at TWBC Overview and Scrutiny with this information, as it is not v helpful, as those wishing to shop end up having to get a taxi home again.

Trees on the village green.

Quaife Woodlands wish to come on 5th April to survey the trees, clerk to confirm this is ok. Jamie Tweddle to come and carry out the stump grinding and works to trees shortly. Tree planting to take place on the Village Green on 15th March .Clerk to invite TWBC mayor, representatives from the Kent Men of Trees, gardening society and school, plus Mr Jolley the tree warden. Cllrs Jenkinson and Holloway to organise refreshments for this.

5. PLANNING

i) Current applications awaiting consideration by the council:

Planning Application No:	TW/16/500024/FULL
Proposal:	<u>Replacement of four windows.</u>
Location:	Heath Court 5 The Heath Horsmonden Tonbridge TN12 8JE
Recommendation:	Approval
Proposed:	Cllr Isaacs, seconded Cllr Russell, unanimous.
Comments:	Recommended approval. It is appropriate to renew the windows in the same style as the existing windows.

Planning Application No:	TW/16/500025/LBC
Proposal:	<u>An application for Listed Building consent for the replacement of four windows.</u>
Location:	Heath Court 5 The Heath Horsmonden Tonbridge TN12 8JE
Recommendation:	Approval
Proposed:	Cllr Isaacs, seconded Cllr Stevens, unanimous.
Comments:	Approval. Assuming the style is to the conservation architect's approval.

Planning Application No:	TW/15/510638/FULL
Proposal:	Construction of a new operational base incorporating a helicopter landing pad, hangar, operational building, access road, parking and servicing areas, flood compensation works and landscaping.
Location:	Old Hay Airfield Willow Lane Paddock Wood Tonbridge Kent
Recommendation:	Neutral
Proposed:	Cllr Holloway , seconded Cllr Jenkinson, unanimous.
Comments:	Horsmonden Parish Council have the following comments: <ul style="list-style-type: none"> • They would like the site to be used for non-commercial flights only, should the application be approved. • They are concerned about potential noise • If the application be approved, they request that no night flying practices take place over Horsmonden • They are concerned about the potential fluvial flood risk which will impact on surrounding areas if the alleviating flood measures are taken • They would prefer the extra traffic not to come through Horsmonden.

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i) Applications granted and refused.

None at this meeting.

iii) Other planning matters – discussion only (no decisions)

Cllr Stevens wished to put forward a suggestion for more parking to be required for each home in rural areas, as the current 1.5 parking spaces allocated to each household is not sufficient in practice. It was suggested that the clerk contact Jane Lynch head of planning and Kelvin Hinton of planning Policy to ask if the Local Plan could take this in to consideration and ensure that in rural areas there was more off street parking provided for each household because people in these areas rely more heavily on cars and private transport (as there is insufficient public transport) and therefore ideally there should be one car space per bedroom allocated.

Cllr Stevens proposed that item 7.1 be brought forward in the meeting; this was agreed by the Chair, seconded Cllr Stanton, unanimous.

7. HIGHWAYS AND GROUNDS MAINTENANCE

7.1 Highways issues – footpaths, trees, roads, signs, verges, and markings

Clerk to contact Edward Thompson Town and Country Housing area manager regarding the parking at Gunlands, as quite a few cars were parking on the grass verge near the entrance to the site, which was causing ruts and mud in this area. Clerk to suggest that the housing association may like to consider using grid work in this area to stop ground erosion. The same problem applies at Hoath Meadow where larger vehicle often park on the edge of the grass area and churn it up.

With regards to the tree planting on the Green the clerk read out the tree management plan sent to the Council by TCV, who were gifting the tree. It was proposed by Cllr Russell that the management plan be accepted after correcting the site location to say ‘opposite the former Highwayman public house’. Seconded Cllr Stevens, unanimous.

The Clerk should let Mr Jolley, the tree warden, know about the management plan.

The following wording for the tree plaque was proposed by Cllr Stevens, seconded by Cllr Holloway, and agreed unanimously: ‘This lime tree was planted with the support of the Kent Heritage Trees Project in March 2016 to celebrate the 90th birthday of her majesty the Queen’.

The Council were of the opinion that the Plaque should not be made out of brass or copper, which would hopefully avoid any temptation of theft. Supporting stakes should ideally be chestnut or hardwood, not soft wood as these rot very easily.

Cllr Holloway proposed that the council agree the cost of £105.85 net in respect of the delivery of the tree, provision of the watering tube, mesh wire protector and 3 rubber straps. Seconded Cllr Russell, unanimous.

The following problems were mentioned for the clerk to report to Highways:

- Large pot hole o/s side gate of primary school
- Multiple pot holes down centre of Back Lane
- Four large trees near Upper Hayman’s Farm need tree work to overhanging branches.

The Clerk was also asked if she could send an email to Chris browning at August Pitts Farm to ask How the signs were progressing and perhaps copy in Steven Noad (KHS)

7.2 Street lighting

No street lighting problems at present.

6. PARISH COUNCIL FINANCE

6.1 Agree parish council accounts to 31st January 2016 and settlement of invoices for this period. Chair to reconcile accounts with bank statement to 10th January 2016.

Cllr Russell proposed acceptance of the schedule of payments up to 31st January 2016 as shown below, seconded Cllr Jenkinson, unanimous.

Cllr March checked the bank statement against the last months accounting and signed the bank reconciliation up to 10th January 2016.

Horsmonden Parish Council Accounts as at 31st January 2016

	Balances
Current account b/fwd 11.01.2016	£ 57,206.26
Deposit account b/fwd 11.01.2016	£ 60,004.37
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
Mrs L D Noakes- salary for January 2016	S/O		£ 880.90
Mr C J Couchman- clock and play area Jan	401671		£ 103.85
HM Revenue and Customs Tax and NI L Noakes	401672		£ 69.17
EJP Fire protection - VH check on fire extinguishers	401673		£ 44.40
TMS - emergency plan letters to parishioners	401674		£ 250.00
SLCC Enterprises Ltd - training	401675		£ 82.80
SSE contracting Ltd January street lights	401676		£ 71.26
Specialist Hygiene services Ltd - toilet cleaning January	401677		£ 187.20
Donation from social club to music festival		£ 1,000.00	
Refund form Village Hall committee for light and fire alarm works		£ 107.60	
Current Account as at 31.01.16			£ 56,624.28
Deposit Account as at 31.01.16			£ 60,004.37
			TOTAL BANK: £ 116,628.65

Cllr Russell proposed that the PC write off the bill for electricity used by the Farmers Market during summer 2015 which amounted to £48.77, as the market had now ceased to exist and it was unfair to expect Mr Goff to settle this invoice on their behalf, seconded Cllr Stanton, unanimous.

6.2 Quotation for conservation area map

The quote from Mr Foster for £190 net had been accepted and agreed by the Chair and the clerk, as it was within the limit which they were able to agree outside meetings. Mr Foster was already making the map plinth, as instructed.

6.3 Quotations for two additional litter bins

Steve Smith at TWBC client service had managed to source two second hand bins which the Council could have for free, however they would need refurbishing. He also confirmed that the bins could be emptied on the normal rubbish collection round. The council was in agreement with obtaining the bins and Cllr Isaacs confirmed that they could be delivered to him at Stiles Oast. The council would consider how they should refurbish the bins and secure them once they had acquired them.

6.4 Parish Council insurance .Quotation for revaluation of parish owned buildings for insurance Purposes

The clerk had obtained quotations for revaluing the parish owned buildings for insurance purposes, from Lambert and Foster, Backetts and Lawson Queay. Councillor Jenkinson proposed that the council accept the quotation from Lambert and Foster for a price between £500 and £600 net for the three, as it was the cheapest of the quotations. Bracketts quoted £750 net and Lawson Queay quoted £1250 net. Seconded Cllr Stevens, unanimous.

It was proposed by Cllr March that item 8.4 be brought forward as Mrs foster was waiting .Seconded Cllr Russell, unanimous.

8.4 Village Celebration fund- legal fees- and constitution

Mrs Foster was permitted to speak for up to three minutes as she could not be present in the public session and wished to address the council on the Music festival constitution.

Mrs Foster said that the committee were happy with the agreement and the changes put forward by the legal adviser from KCC legal dept. Cllr Russell proposed that as the council were also happy with these amendments and suggestions, KCC Legal should be asked to prepare a final draft for the Horsmonden village events charity and that the council should agree the legal costs associated with this. Seconded Cllr Isaacs .Unanimous.

The clerk should also prepare and circulate to the council members and Mrs Foster a document which finalises the amount of funds held by the council to be handed over to the charity once set up. This can then be agreed at the next HPC meeting.

8. ADMINISTRATION

8.1 The Council's Risk Assessment 2016/17

The risk assessment had been prepared and circulated to Council members before the meeting. It was suggested that the following amendments be made to the Risk Assessment. Note that the Council/Clerk are working on play area and Institute leases. Confirm that the clerk will request a statement policy or method statement for all contractors carrying out works to council property or on council behalf. Cllr Stanton proposed that the Risk Assessment be approved with the above amendments. Seconded Cllr Russell. Unanimous.

8.2 Crosses on the green for Easter.

David Bell had completed a Village green booking form and provided the church's public liability insurance. The Church wished to put up the crosses for three days from 25th March to 27th March. The clerk should check when the crosses will be removed (27th or 28th March?)as this was not clear. Cllr Stevens proposed that the booking should be accepted subject to the church providing a method statement explaining what safety precautions they would take to ensure the safety of the public and those dealing with the crosses and themselves during erection and lowering of the crosses as well as whilst they were in situ. Seconded Cllr Holloway. Unanimous.

8.3 Request from Stay and Play to put shed for storage outside the village hall.

The Stay and Play providers had requested that the Village hall committee and parish council allow them to put a small shed for storage to the south side of the VH , as the current storage at the back of the hall was leak and difficult to manage. The shed would be entirely their own responsibility from a

maintenance and insurance point of view and would need to be placed on a wooden base. Cllr Russell proposed that the council accept KCC's proposal to position a small shed on the site for storing the stay and play equipment. Seconded Cllr Holloway, unanimous.
Councillor Russell and another PC member to meet with KCC managers on site.

8.5 Dealing with responses to emergency planning letter

Cllr Stanton agreed to put all the responses onto a spread sheet so that the EP group could integrate these into the draft plan .Clerk to collect response from Heath stores on a weekly basis and pass to Cllr Stanton.

This should be brought back to the meeting on 7th March.

8.6 William Lambert plaque – ideas on location

The PC members put forward the following suggestion for the clerk to look into: place WL plaque in current unused doorway at Institute and rest of door to be locked up . New door on front entrance of Institute building at same time. Clerk to pursue this idea with Mark Stevenson the Conservation officer at TWBC to see if planning consent is required.

9. CORRESPONDENCE /CONSULTATIONS

9.1 Flight paths /Gatwick /membership of HWCAAG

The Gatwick review had set out recommendations which Gatwick are required to respond to by 21st March 2016. The Council felt encouraged by the recommendations and would review their position again, once they know Gatwick's response to the enquiry.

Clerk to put a link on the PC website to of summary of recommendations in the Gatwick review and the fact that Gatwick will respond by 31st March 2016.

9.2 Libraries consultation- www.kent.gov.uk/mobilelibraries By 4th March 2016

The proposed changes for Horsmonden were minimal in that the library van will still stop at Horsmonden fortnightly on a Friday but it will now stop from 11.50am until 12.50pm.

Cllr Russell proposed that the council make the following comments to the consultation: The Parish Council notes the changes that have been put forward for the mobile library and welcomes the fact that the proposal includes the retention of the service at Horsmonden. Seconded Cllr Stanton, unanimous.

9.3 DCLG Consultation - National Planning Policy Consultation on proposed changes - deadline now 22nd February 2016

<https://www.gov.uk/government/consultations/national-planning-policy-consultation-on-proposed-changes>

The council made the following observations on the planning policy proposed:

- As density of home increases, parking also needs to increase as there is not currently enough space for parking.
- There is mention of starter homes, what about homes for the elderly/ over 65's
- The council were in favour of local connections remaining, as this means that extended families can stay together allowing grandparent/grandchild connections to remain.
- The council were agreeable to lifestyle and starter homes for the area.

This response was proposed by Councillor Russell, seconded by councillor Isaacs, unanimous.

9.4 Kent Minerals and Waste Local Plan (MWLP) 2013-30.

http://consult.kent.gov.uk/portal/mwcs/mwlp-submission/kent_mwlp_dec_2015. by Friday 4th March 2016

This as to be added to the agenda for a planning meeting on 1st March 2016.

10. UPDATES (no decisions)

10.1 Chairman's update

Cllr March and the Clerk had received some information about unlawful encampments on Parish Council land and the procedure to be followed if this happened. This information should be forwarded to all council members as they may be required to deal with a situation if the clerk and Chair were unobtainable, as action needed to be taken immediately.

Clerk to keep a copy at home and forward to all council members by email (paper copy for Cllrs Stevens and Holloway).

In the event on encampment on private land, Councillors would need to inform the individuals who to contact.

10.2 Meetings attended (updates and feedback from meetings attended and held by council members)

Nothing reported at this meeting.

The meeting was closed at 10.38pm.*