

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 11TH JANUARY
2016

Present: Cllr March (Chair)
Councillors Stevens, Russell, Stanton, Hughes, Holloway, Davis and Jenkinson.

In attendance: Lucy Noakes (Clerk)
14 members of the public.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. All members of the council declared a non pecuniary interest in item TW/15/509630, as the Parish Council owns the Village Hall located adjacent to the property in the application. Cllr Stanton also declared an interest in item 8.4 Computer Training, as Mr Waters is her partner.

1. APOLOGIES FOR ABSENCE

Cllr Isaacs.

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.

The Clerk had been requested by two members of the public to read aloud letters they had written regarding planning application **TW/15/505340/OUT** Bassett's Farm, Goudhurst Road. The first letter was from Miss Forrest and objected to the planning application on the grounds that Persimmon's latest application appeared to assume that they would be able to obtain part of her own and a neighbouring property, however they had not entered into any discussions with them regarding this. She stated that she thoroughly objected to the alterations to her property which had been assumed by the applicant and felt that they would be detrimental to her Grade II listed property. The second letter was from Mr and Mrs Davies and objected to on the grounds that they felt 30 residences to be excessive and that there did not appear to be a plan for safe and clear access and parking for those currently using the site, throughout the period of demolition and clearance.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council meeting held on 7th December 2015 and the Finance Committee Meeting held on 14th December 2015

The minutes for the meeting of 7th December had been circulated by the clerk beforehand. They were taken as read and proposed for acceptance by Cllr Stevens, seconded by Cllr Hughes, unanimous.

The minutes for the Finance meeting 14th December had been circulated by the clerk beforehand and were taken as read. They were proposed for acceptance by Cllr Davis, seconded by Cllr Russell and carried.

4. MATTERS ARISING (no decisions)

Conservation area map

Clerk awaiting quotations from Nigel Foster.

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 the Parish could borrow the Borough council's litter picking equipment for 5th March 2016. It was suggested that HPC borrow 40 pickers.

The clerk had also liaised with Goudhurst about borrowing their litter picking signs. Cllr March agreed to liaise with the Clerk at Goudhurst about collecting these. Clerk to put yellow adverts up in due course. PC members to attend this event.

Traffic consultant and Traffic action plan for Horsmonden.

The Clerk to send out letters to the consultants.

5. PLANNING

i) Current applications awaiting consideration by the council:

Planning Application No:	TW/15/505340/OUT
Proposal:	<u>Outline application for the demolition of existing buildings (with the exception of the building at the corner of access road) and for the erection of up to 30 dwellings (Point of Access to site not reserved).</u>
Location:	Bassetts Farm Goudhurst Road Horsmonden Tonbridge Kent TN12 8AS
Recommendation:	Refusal
Proposed:	Cllr Davis, seconded Cllr Stevens. Unanimous.
Comments:	Recommended refusal. The Parish Council recommends refusal on the grounds that the submitted material does not remove their previously expressed concerns about the development. In particular, the applicant has not demonstrated the feasibility and deliverability of the footpath scheme which is vital for the safety of the development. The Parish Council reiterate their previous comments about the density of the development.

Planning Application No:	TW/14/506576/LBC
Proposal:	<u>Restoration and conversion of Grade 2* Listed farmhouse into two dwellings. Conversion and replacement of redundant agricultural buildings into 2 commercial units, 3 holiday lets and 9 dwellings, with a renewable heat source facility, parking lodge and stores. Resurfacing of driftway and provision of new access. Enhancement of habitats for protected species, including landscaping and ecological mitigation.</u>
Location:	Spelmonden Farm Spelmonden Road Goudhurst Cranbrook Kent TN17 1HE
Recommendation:	Approval.
Proposed:	Cllr Russell, seconded Cllr Stevens. Unanimous.
Comments:	Recommended approval as an appropriate development on the farmstead site including the restoration and conversion of the listed farmhouse, subject to the views of the conservations architects.

Planning Application No:	TW/15/509630/FULL
Proposal:	<u>Erection of two 1-bed semi-detached bungalows for occupation by persons aged 60 years or older.</u>
Location:	Land Rear Of Vine Cottages Back Lane Horsmonden Tonbridge Kent
Recommendation:	Refusal.
Proposed:	Cllr Hughes, seconded Cllr Davis. Unanimous.
Comments:	Recommended refusal, in that the application does not address the concerns expressed in the parish regarding access and egress to the site. It offers to make over title of land to the parish council , but there has been no expression that the parish council is willing to take over this land. The drawing submitted does not reflect the layout of the site in particular the boundary between the village hall and the site.

Planning Application No:	TW/15/508795/FULL
Proposal:	<u>Revised application of 15/503162 (Installation of two front rooflights, front existing opening closed and timber window installed and alterations to front entrance to create porch. Installation of timber doors and fixed panels to side elevation. Replacement timber window with cills to match existing, replacement timber doors and replacement of windows with timber doors to rear elevation) to include rooflight to side elevation.</u>
Location:	Ash Barn School House Lane Horsmonden Tonbridge TN12 8BJ
Recommendation:	Refusal
Proposed:	Cllr Holloway, seconded Cllr Davis. Unanimous.
Comments:	Recommended refusal on the basis that the side elevation is not in keeping with a building of that age, specifically the patent glazed roof lights

Planning Application No:	TW/15/509871/FULL
Proposal:	<u>Minor Material Amendment to previously approved permission 14/501222/FULL - Single storey addition (repositioning of extension and amendments to roof).</u>
Location:	Rectory View Lewes Heath Horsmonden Tonbridge TN12 8AF
Recommendation:	Approval.
Proposed:	Cllr Hughes, seconded Cllr Russell. Unanimous.
Comments:	Recommended approval. Acceptable amendment to the existing plan.

Planning Application No:	TW/15/510086/LBC
Proposal:	<u>Listed Building Consent for replacement of timber windows on front elevation.</u>
Location:	Remingtons Lamberhurst Road Horsmonden Tonbridge TN12 8LP
Recommendation:	Approval.
Proposed:	Cllr Davis, seconded Cllr Russell. Unanimous
Comments:	Recommended approval on the basis that it is appropriate maintenance to a listed property, subject to the approval of the conservation architect.

Planning Application No:	TW/15/510104/FULL
Proposal:	Demolition of existing single storey rear extension to incorporate a single storey rear extension. Alterations to front porch including new roof over.
Location:	Aisha House Goudhurst Road Horsmonden Tonbridge TN12 8JU
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded Cllr Jenkinson. Unanimous.
Comments:	Recommended approval . A suitable enhancement to the property.

ii) Applications granted and refused.

Applications accepted.

TW/15/507200- 3Grovehurst Cottages, Grovehurst Lane, Horsmonden
 TW/15/507308 – Ashdown Bungalow, Lamberhurst Road, Horsmonden
 TW/15/507222 – 18 Gibbett Lane, Horsmonden
 TW/15/506476 – Ormonde, Maidstone Road, Horsmonden
 TW/15/507551 – Churn Farm, Churn Lane, Horsmonden
 TW/15/507881 – Hill Top, Lewes Heath, Horsmonden

Applications refused:

None.

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

It was noted that the appeal for Bassett’s Farm , Maidstone Road had been deferred until March .

6. PARISH COUNCIL FINANCE

6.1 Agree parish council accounts to 10th January 2016 and settlement of invoices for this period. Chair to reconcile accounts with bank statement to 6th December 2015.

Cllr Russell proposed acceptance of the schedule of payments up to 10th January 2016 as shown below, seconded Cllr Hughes, unanimous.

Cllr March checked the bank statement against the last months accounting and signed the bank reconciliation up to 6th December 2015.

Horsmonden Parish Council Accounts as at 10th January 2016

	Balances
Current account b/fwd 07.12.2015	£ 66,586.56
Deposit account b/fwd 07.12.2015	£ 60,004.37
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
EJP Fire protection - Institute half yearly check	401652		£ 144.00
SSE Contracting Ltd- November street lights	401653		£ 71.26
Dukes Contractors LTD - Soil sample test	401654		68.40
Dukes Contractors LTD - grounds maintenance including VG cutting	401655		4,362.28
EDF Energy - electricity Village toilets	D/D		£ 204.00
EDF Energy - electricity for VG Box	D/D		36.00
BT Parish Office telephone and Broadband	D/D		£ 178.02
YPBS - Street Cruiser hire	401656		£ 150.00
Viking payments stationery	401657		£ 99.53
South East Water - supply for toilets	401658		£ 235.66

Mrs L Noakes - December salary and overtime	S/O		£ 1,169.14
HM Revenue and Customs - Tax and NI L Noakes	401660		£ 263.40
CJ Couchman - clock nd play area- December	401661		£ 83.08
Southern Water - parish toilets drainage	401662		£ 332.87
Hummel Electrical -lighting clock tower and faces	401663		£ 460.44
Dukes Contractors Ltd - paving outside VH - repair	401664		£ 106.20
Kent County Council - legal fees November	401665		£ 723.60
E.On - street lighting up to 31.12.2015	401666		£ 392.10
SSE Contracting Ltd - street lighting maintenance December	401667		£ 71.26
Specialist Hygiene services Ltd - toilet cleaning December	401668		£ 187.20
cancellation of cheque 401595 to Future Vision	401595		-£ 17.50
Reissue of Cheque to Michael Sexon for Computer	401669		£ 17.50
Jubilee Hire - tables and chairs for festival 2016	420670		£ 100.00
Banner festival - target builders		£ 55.00	
interest paid on current account		£ 3.14	
Current Account as at 10.01.16			£ 57,206.26
Deposit Account as at 10.01.16			£ 60,004.37
			TOTAL BANK: £ 117,210.63

Cllr March said that she had received a comment from a gentleman to say that Horsmonden parish toilets were amongst the best kept and had some of the best facilities in the locality. The gentleman had passed on his thanks to the parish for keeping the toilets open to the public.

Good comments had also been received from parishioners about the new lights on the clock tower and faces. These had been installed over the period between Christmas and New Year by Roger Hummel.

The invoice from Dukes served as a reminder that the clerk should chase Dukes for the quotation on adding nutrients to the Green.

6.2 Consider the Finance Committee's recommended precept 2016/17

Councillor Russell put forward the Finance Committee's recommended Precept for 2016/17, which was £70,480. This amounted to an increase in real terms of 3.78% but when the recalculation of the Tax Base was taken into account, it would represent an increase of 2.1% on the Council tax bill, which is less than 3p per week for a Band D property.

Cllr Russell went on to explain that within this the Finance Committee had made provision for large items such as the Village Hall, and Institute maintenance plus the legal expenses associated with the Institute lease, Play Area lease and festival committee constitution. The proposed precept also allowed a further £5000 for Village Vision initiatives as an updated statement for Village vision was required; as well as the provision for a traffic management plan.

Provision had been made to increase the Clerks hours to 18 per week, and it was hoped that this would reduce the need for overtime next year.

Cllr Russell reminded the Council that not all of the funds raised would be spent in the financial year as some were being set aside in reserve for large projects which would arise in the future such as refurbishment of the play area.

Cllr Russell proposed that the council accept the Finance committee's recommendation of a precept of £70,480, together with the increase of the clerk's hours from 16 to 18 per week, as from April 2016. This was seconded by Cllr Holloway, unanimous.

6.3 Consider the Finance Committee's recommendation for the appointment of a Sector Led Body for external audit purposes

Cllr Russell explained that with effect from April 2017 government initiated changes meant that Council's were entitled to appoint their own external auditors within certain stringent guidelines. However in order to appoint an auditor individually, the council would need to go through a process of tendering and ensuring that all guidelines were adhered to.

To assist with this the Government has agreed that a Sector Led Body can be set up to find and appoint suitable external auditors to carry out this work. Parish Councils are required to opt out of this provision, if they wish to make their own arrangements. If they take no action then they will be automatically awarded an external auditor by the Sector Led Body.

Council Russell proposed that the Council accept the Finance Committees recommendation to allow the sector Led Body to appoint an external auditor for the council. This was seconded by Cllr Stanton, unanimous.

6.4 Quotation for conservation area map

The Clerk was still awaiting a quotation for this.

6.5 Quotation for removal of branches to American oak and stump grinding on the green.

Mr Tweddle the tree surgeon had quoted a price of £90 to remove the branches of the American Oak, nearest to the street light, or £150 to remove the branches at the same level all the way around the tree to keep its appearance more balanced. He had also quoted £50 to grind the stump of the dead beech tree on the western side of the Green

It was proposed by Cllr Davis and seconded by Cllr Stevens that the branches should be removed all around the tree to keep its appearance balanced, and that the council should go ahead with the stump grinding at £50. Unanimous. The Council did not feel it necessary to obtain any further quotations for this work as the cost was relatively low and they had used Mr Tweddle for all tree work on the green on previous occasions, finding his work to be of a satisfactory standard.

6.6 Quotation for survey of parish owned trees.

The Clerk had received a quotation from Quaife Woodlands to survey all parish owned trees on the Green and Fromandez Drive, at a cost of £400 plus VAT. It was proposed by Cllr Stevens and seconded by Cllr Hughes, that the Council appoint Quaife Woodlands to do this initial survey form the ground. Carried.

6.7 Quotations for two additional litter bins

The clerk was still awaiting a quotation for the refurbished bins which TWBC client services had mentioned.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The following were reported for Kent Highways services:

- Blocked drain at junction of Yew Tree Green Road (far side of junction from village)
- Drain at bottom of Hayman's Hill needs to reconnect to the main drain running way from the area. The pipe under eh bell mouth is blocked up again.
- Drain under Mr Kellas' hedge is blocked up.
- Water runs off the fields into Churn lane by Banfields driveway and right across the road.
- At the junction of Grovehurst lane and Goudhurst Road two large puddles form either side of the road and often meet. This is connected to drainage issues.

- Mr Kellas' hedge on the Maidstone Road. The council understand it is very difficult and dangerous for him to cut the hedge, but wonder if a contractor might be able to carry out this work.

It was also requested that the clerk obtain information from Highways about who they contact regarding the clearance of ditches, and how long it takes them.

7.2 Street lighting

The street light outside the school had now been mended. Cllr Hughes reported that the street light on the left hand side of the Lamberhurst Road approaching the doctors and Fromandez Drive , was flickering on and off.

8. ADMINISTRATION

8.1 The Council's Risk Assessment 2016/17

This was deferred until the meeting on 1st February.

8.2 Village Celebration fund- agreement of way forward for organising group

KCC Legal were still looking at this and making suggestions based on the draft from the group. The Social Club had donated £1000 from last year's festival takings at the club to the festival fund. This would be held until the group had set up a constitution.

8.3 Street cruizer visits for 2016

Based on the popularity of ten previous street cruizer visits and the cost of £75 per 2 hour visit plus £30 per session for youth workers, ten council decided to implement the following sessions: 1st April & 8th April 2016 between 3pm and 5pm and 29th July, 5th August, 12th August, 19th August and 26th August 2016 between 5pm and 7pm , if the bus is available during these periods .This was proposed by Cllr Hughes , seconded by Cllr Jenkinson, unanimous.

8.4 Computing courses for 2016

The Clerk had approached Jeremy Waters to see if he could carry out any computer tuition to follow on from the ipad courses he had given last year. Previously computer training courses had been undertaken by Mr Saxon of Future vision, but he had made it clear that he could not undertake and training sessions at present.Mr Waters had confirmed that he was able to run a computer course for up to 6 people at a time , assuming they all had their own laptops to bring. His charges were £35 per hour. He could offer training for beginners and intermediate groups in Windows, excel, Word, Power point and internet.

The council discussed what sort of course they would like to run and it was suggested that a 'back to work' style course for parents /carers which refreshed skills might be useful this time Cllr Davis proposed asking Mr Waters to runs a course with 6 one hour sessions after the Easter Holidays along these lines, at a cost of £210 plus the costs of hiring the hall. This was seconded by Cllr Russell, carried.

8.5 Distribution of emergency planning letters to parishioners

The Clerk had now had the letters printed by TMS and they were available for delivery. It was suggested that each member of the council took several streets each and delivered these by hand by 31st January 2016. Clerk to put the replies box in Heath Stores.

8.6 William Lambert plaque

The Parish Council members were asked by the Chair to try and come up with ideas as to where this could be more easily installed at the social club. One possibility was to put it where the disused door is at the front of the building, but at ground level, so that the problems associated with holding it in

place at a height were overcome. Clerk to circulate this idea and Councillors to bring any alternative ideas to next meeting.

8.7 Discuss the need for further legionella testing in public buildings.

The Clerk had circulated information which she had researched from the Health and Safety Executive website regarding testing public buildings for legionella. Much of this indicated that unless the building contained a swimming pool or showers, professional testing was not required. It suggested that cold water supplies which do not come directly from the mains should be maintained at a temperature of below 20degrees centigrade and hot water systems which are not heated direct from the mains are kept to above 60 degrees centigrade. It was established that the cold water at the public toilets is straight from the mains, and hot water is heated on demand. At the Institute cold water is straight from the mains and hot water is monitored regularly and a record kept. At the Village Hall the same applies.

Cllr Stanton proposed that the actions set out above by the clerk, meet the risk assessment criteria required for legionella testing in public buildings. This was seconded by Cllr Jenkinson, unanimous.

8.8 Buses to Paddockwood – discuss and agree actions if any.

Cllr Holloway had received information saying that the bus service on a Saturday to Paddock wood does not allow any time for shopping, as it returns immediately after it arrives. She will try to find out which number service this is and let the clerk know. Information to be gathered for the next meeting and discussed under matters arising.

9. CORRESPONDENCE /CONSULTATIONS

9.1 Flight paths /Gatwick /membership of HWCAAG

It was suggested that the membership of HWCAAG be looked at again in the February meeting after the council have had feedback from the review meeting on 28th January.

9.2 Citizens Advice- TWCAB & PWCAC

The clerk had received a request from the PWCAC to assist financially, however as this service is not located in the village, it was proposed by Cllr Holloway and seconded by Cllr Stevens , unanimous , that the Parish Council could not contribute to it financially as it was against their previous principals on this matter. The same would apply to a request from the TWCAB.

9.3 Agree response to Kent Fire & Rescue Service Consultation: Safety and Wellbeing Plan 2016-2018 - deadline 16th January 2016 -<http://www.kent.fire-uk.org/about-us/plans-policies-and-performance/safety-and-wellbeing-plan-2016-18/>

It was proposed by Cllr Stanton and seconded by Cllr Russell, unanimous that the council supported the recommendations in the plan and contained in the document.

9.4 TWBC consultations: Statement of community involvement review, Draft Corporate priorities 2016/17, Draft Budget and medium term financial strategy 2016/17, Draft Asset management plan 2016/17 – deadlines 15th January 2016 <http://consult.tunbridgewells.gov.uk/portal>

It was proposed by Cllr Davis that the Council noted the contents of these documents, and would support TWBC where appropriate and keep a dialogue with the Borough Council .Seconded Cllr Russell, unanimous.

9.5 Office of the Kent Police & Crime Commissioner – Consultation on Council Tax Precept 2016/17 – deadline 15th January 2016 <https://www.kent-pcc.gov.uk/take-part.html>

It was proposed by Cllr Hughes that the Council thank the Office of the crime commissioner for the documents and note its contents. Seconded Cllr Sevens. Unanimous.

9.6 DCLG Consultation - National Planning Policy Consultation on proposed changes - deadline 25 January 2016

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

Cllr March was to forward the comments which other parishes had made, to the members and this could be looked at again at the planning meeting.

10. UPDATES (no decisions)

10.1 Chairman's update

These matters had already been commented on elsewhere in the meeting.

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

Cllr Jenkinson had attended the KALC Councillors information day on 14th October 2015, as well as the KALC AGM on 21st November 2015, both of which were very informative events.

Cllr Holloway said she would like to attend Councillor Training held by KALC if this could be arranged.

The meeting was closed at 10.29pm.