

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 7TH**  
**DECEMBER 2015**

**Present:** Cllr March (Chair)  
Councillors Stevens, Isaacs, Russell, Stanton, Hughes, Holloway, Davis and Jenkinson.  
**(Cllr Hughes left at 10pm)**

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

**Declarations of Interest:**

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

**1. APOLOGIES FOR ABSENCE**

None

**2. FLIGHT PATHS – Including guest speaker Richard Streatfield (Chairman of Chiddingstone Parish Council and HWCAAGS)**

Cllr March introduced Cllr Streatfield. Cllr Streatfield said that 3 years ago a group of parish councils had come together to share information following the announcement of the possible further run way at Gatwick , as they lived directly under an arrivals path used when the prevailing wind is SW. Until this time they had no information on the matter and had not been consulted or contacted about it by CAA or Gatwick. Cllr Streatfield was not therefore surprised that until recently Horsmonden Parish Council had not heard anything about this matter. The Group formed High Weald Councils Aviation Action Group (HWCAAG) and decided to focus on the problems associated with the possibility of an extra runway at Gatwick, as well as the London Airspace Management Plan. There are now 23 parishes who are members of HWCAAG, who equally share the costs associated.

HWCAAG has responded to 6 or 7 consultations and has several parish Councillors amongst the group who are dedicated to looking solely at the parishes problems associated with this matter and drafting responses. The group use all possible channels to gather information and get their views across, including MP's , Borough and County councillors. They keep in touch with the campaign groups such as Gatwick Obviously Not.

HWCAAG have had some success with their goals already in that Easy Jet claim that they will have fitted the modification reducing aircraft noise to all of their aircraft, by next Summer. One of HWCAAGs main messages is that the group wants to remove the concentration of aircraft and bring back dispersal.

Mr Streatfield explained that two years ago the arrivals flight path extended from E Grinstead to Tunbridge wells. However this area has now moved eastwards affecting more rural parishes. Precision navigational equipment which was being introduced means that aircraft can now line up for landing and takeoff more efficiently, resulting in a greater number of aircraft being able to land and take off daily. Gatwick would like to use the rural area east of Tonbridge for this line up and Government guidelines encourage this approach to try and move the problem away from built up areas with a greater population. HWCAAGs are pushing to try and get the spread of these flight paths back, so that no one village is blighted by the constant problem.

Cllr March thanked Cllr Streatfield for his informative presentation and asked if members of the public had any questions.

Mr Stubbings asked what had happened to the £30,000 which he understood had been made available for community groups to use to employ consultants in this matter. Cllr March said that as HPC are not a campaigning group we could not access this money.

The height of flights was mentioned and Cllr Streatfield said that HWCAAGs was also trying to ensure that flights would be at 6000ft 18 miles from the airport and as dispersed as possible. He added that Heathrow have a policy whereby they do not fly planes in or out at night. However Gatwick do not have such a policy and positively encourage flights throughout the night by offering a cheaper rate to airlines at these times.

Mr Streatfield was asked if things would change if Gatwick obtained permission to build a second runway. He said that a second runway could push the aircraft further east of Gatwick which might present a further threat to Horsmonden.

It was added at this point in the meeting that TWBC and KCC are promoting dispersal of flights and have written to Gatwick and the CAA (Civil Aviation authority) about this.

Cllr March proposed that prior to the Council making any decision on what actions to take; she thought the council should hear those members of public wishing to speak in the public session. This was seconded Cllr Davis, unanimous.

**3. PUBLIC SESSION: (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).**

Mr Stubbings had asked to speak on the matter of flights over Horsmonden. He emphasised that he felt this matter was very urgent as the Review to arrivals at Gatwick was to take place by the end of December and be decided up on by the end of January, and could provide for 3 concentrated flight paths , one of which could be over Horsmonden. He explained that the Parish Council had been invited to attend a personal meeting with the Review team on 9<sup>th</sup> December and felt that the Council had nothing to lose by attending this meeting. He therefore recommended that the Council attend the meeting and keep in touch with HWCAAGS.

Mr Lawrence had also asked to speak. He addressed the council on a slightly different issue in that he felt that the Council did not inform members of the public as efficiently as they could. He said that residents should be given the information as soon as possible so that they can provide better feedback. He asked if the council could consider using alternative methods of getting information across to the public.

Cllr March took on board Mr Lawrence's criticisms and explained that the council were looking into different ways of trying to get information across to the public. She explained that the council had first looked at this issue in August and debated it in September when they had decide to have a watching brief and joined HWCAAG as a 'cc' member. Mr Stubbings had offered to assist by keeping the council informed of anything he found out about the matter. The Council had only recently found out about the review which ended in November (now extended to end of December).

Cllr Hughes added that much of the Council's discussion on this matter had been reported in their minutes since September, which were available to read on the website. He explained that it was not easy to contact everyone in the village; however the council did try to achieve this through its website, notice boards, village vision documents and parish news articles.

**2. FLIGHT PATHS**

Cllr March proposed that the council now make a decision on how they wished to proceed with this matter, seconded Cllr Davis, unanimous. She stated that as the Ward councillor for Brenchley, Matfield and Horsmonden, her view on this matter was for dispersal of aircraft.

She said that she felt that there were 3 matters for decisions:

- 1) Membership of HWCAAG
- 2) HPC's view on the matter
- 3) The meeting which the PC had been invited to attend at Gatwick on Wednesday 9<sup>th</sup> December.

The councillors debated these matters in some detail and reached the following conclusions:

- 1) Membership of HWCAAG – it was proposed by Cllr Russell and seconded by Cllr Jenkinson, unanimous that the council should increase their membership from ‘cc’ member just receiving newsletters, to an ‘associate’ member, so that they could attend meetings and receive feedback. This would not involve paying a membership fee, as with full membership, however the PC would not have voting rights at the HWCAAG meetings. The council would look again at possibly becoming a full member at their meeting in January once they knew the full costs’ involved in this.
- 2) HPC’s stance- Cllr Stanton proposed that the Council support the views up held by HCWAAG – no second runway, no night flights, maximum dispersal, maximum height and refitting the aircraft with the modification for noise reduction. Seconded Cllr Holloway, unanimous.
- 3) Meeting on 9<sup>th</sup> December with Gatwick Reviews team- Cllr Russell offered to go to this meeting to gather information and make HPC’s views known to the review team. Mr Stubbings had also been invited along to this.

#### **4. MINUTES OF PREVIOUS MEETING**

##### **Minutes of the Parish Council Meeting on 2nd November 2015 and 17th November 2015.**

The minutes for the meeting of 2<sup>nd</sup> November had been circulated by the clerk beforehand. They were taken as read and proposed for acceptance by Cllr Hughes, seconded by Cllr Stanton, carried.

The minutes for the meeting 17th November had been circulated by the clerk beforehand and were taken as read. They were proposed for acceptance by Cllr Russell, seconded by Cllr Stevens and carried.

Cllr March then proposed that item 9.5 be brought forward as Mrs Foster was waiting to discuss this matter and hear the council’s decision. This was seconded by Cllr Stevens, unanimous.

#### **9.5 Village Celebration fund – discuss and agree a separate entity for Festival group members**

##### **Agree to settle urgent booking fees to secure festival 2016**

Mrs Foster said that she had found the legal advice which the Clerk had sought from KCC legal and ACRK, very useful when looking at which constitution the group should set up as. The Clerk and Mrs Foster had also been in contact with other community groups such as the friends for Dunorlan and had asked them what sort of constitutions they had.

From looking at all the advice, Mrs Foster considered that the most suitable constitution would be an unincorporated community group. She believed that they should keep the constitution as simple as possible, and wanted to adapt her first draft to the format shown on the Charity commission website as far as possible.

Mrs Foster said that she thought it would then be a good idea if the draft constitution could be sent to the legal officers at KCC legal to read and comment on in case there was anything further to be considered.

Cllr Russell proposed that the draft constitution provided by the Horsmonden Community group be set to KCC legal to obtain legal advice prior to adoption. Seconded Cllr Stevens, unanimous.

Mrs Foster then went on to explain what had been arranged so far for next year’s events. The marquee deposit had now been paid by the Council, the first aiders had been booked, but did not require a deposit. Jubilee Hire had been asked to provide tables and chairs, and required a deposit of £100. Cllr Stevens proposed that the Council pay this deposit out of the funds held for the festivities, seconded Cllr Davis, unanimous.

Cllr March explained that up to £400 could be claimed from the Borough Council for Sunday 12th June for a ‘Queens’s Lunch’ to celebrate her birthday if the group wishes to hold such an event, and that also a local family had offered to donate some funds to celebrate this, possibly with a large cake.

## 5. MATTERS ARISING (No decisions)

### Conservation area map

Nigel Foster was now going to quote for constructing a new top to mount the map in, as the one donated by TWBC was too small.

### Public Rights of way

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

### Street Cruiser

This seemed to have been successful again. Clerk had asked Sophie Dezechache for a report on how many had attended, but had not yet received this. Add to agenda for January to decide upon dates for more visits.

### Christmas lighting

These had been erected by Cllr Stevens and Cllr Davis with the assistance of Mr Noakes. Cllr March expressed thanks on behalf of the council for the time given by those who had carried out the work. Cllr Stevens would adjust the spot lights slightly as they had been shining into a house on the green..

### Play area

Play dale had now installed the new swing chain connectors as required.

### Village Hall – Maintenance of pathways, outside area and guttering

The works had now been carried out by Dukes to a satisfactory standard; however it had come to light that the Village Hall committee was responsible for this work, not the Parish Council. The VH Committee had said that they would pay Dukes for the work on this occasion, as it had been carried out as a matter of urgency to maintain safety in this area, however they would prefer to continue to maintain the outside area themselves in future. Mr Eastwood had managed to unblock the drain which was over flowing.

Cllr March expressed the council's sadness at hearing that Mr Ayshford had recently passed away and asked the Clerk to send a card of condolences on behalf of the Council.

### Litter Picking – Clean for the Queen campaign

The Clerk was still waiting to hear if the Parish could borrow the Borough council's litter picking equipment for 5<sup>th</sup> March 2016.

## 6. PLANNING

### 6.1 New Applications.

Planning Application No:	TW/ 15/509363/FULL
Proposal:	Conversion of existing pool house, with alterations to the roof and insertion of dormers and rooflights, to provide ancillary accommodation for both annexe use and a single holiday-let.
Location:	Baycote House Back Lane Horsmonden Tonbridge TN12 8LH
Recommendation:	refusal
Proposed:	Cllr Stevens, seconded Cllr Hughes, unanimous.
Comments:	The Parish Council proposes to refuse the application on the grounds of traffic problems highlighted in the letter of 24th March 2015 from Kent County Council Highways regarding the previous application TW/15/501293, as they believe that the proposed amendment to the plans will make the problem worse as it will involve extra vehicles on the site.

**6.2 Other Planning matters can be raised, but no decisions**

Cllr March said that she would attend the Appeal regarding the caravan at Bassett’s Farm, Maidstone Road, putting forward the views of the Parish Council. She explained that other witnesses could also come forward to give evidence if anyone knew of anyone suitable.

**7. PARISH COUNCIL FINANCE**

**7.1 Agree parish council accounts to 6th December 2015 and settlement of invoices for this period. Chair to reconcile bank statement to 1<sup>st</sup> November.**

Cllr Holloway proposed acceptance of the accounts up to 6<sup>th</sup> December 2015 as shown below, seconded Cllr Hughes, unanimous.

Cllr March asked the Clerk to thank Alex King for arranging for the grant of £4000 for the village shelter.

Cllr March checked the bank statement against the last months accounting and signed the bank reconciliation.

**Horsmonden Parish Council Accounts as at 6th December 2015**

	<b>Balances</b>
Current account b/fwd 02.11.2015	£ 78,850.33
Deposit account b/fwd 02.11.2015	£ 60,004.37
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
Viking Payments Stationery	401588		£ 72.79
LPM Bohemia, the Tent co. Ltd - marquee hire deposit	401589		£ 1,363.88
Playdale Playgrounds repairs	401590		£ 330.66
Horsmonden Parish News - printing and advertising costs	401591		£ 250.00
Specialist Hygiene Services- October cleaning	401592		£ 187.20
LD Noakes - November salary	S/O		£ 880.90
HM Revenue and Customs - Tax and NI - L Noakes	401593		£ 68.97
Specialist Hygiene Services - November cleaning	401594		£ 187.20
Future Vision PC - PC services	401595		£ 17.50
Hummel Electrical - electrics VH	401596		£ 383.60
David Buckett - internal auditing	401597		£ 248.40
Kent County Council - legal services October	401598		£ 421.20
Kent County Council - legal services November	401599		£ 691.20
Mr C J Couchman - clock and play area November	401600		£ 83.08
Safe and Sound playgrounds	401651		£ 11,517.60
interest paid on current account		£ 3.81	
KCC - Refund for grass cutting Fromandez Drive 2013		£ 179.23	
VH insurance contribution and annual lease payment		£ 75.01	
KCC - Refund for grass cutting Fromandez Drive 2014		£ 179.23	
KCC Grant for shelter on the green		£ 4,000.00	
interest paid on current account		£ 3.13	
Current Account as at 06.12.15			£ 66,586.56
Deposit Account as at 06.12.15			£ 60,004.37

## **8. HIGHWAYS AND GROUNDS MAINTENANCE**

### **8.1 Report and requests for action on Highways issues (including footpaths, trees, roads, signs, verges, and markings)**

#### **Discuss signage for lorry drivers through Horsmonden and agree actions.**

Cllr Stevens pointed out the following for Highways:

- Pot holes near to the Village Hall car park, which are a trip hazard
- Large road surface area which needs filling just prior the bridge near Ballard's Hill (coming into the village).
- Drain which is covered over by vegetation, on Maidstone Road opposite Hayman's Hill entrance.
- Pot hole at the end of Cage Lane approaching the Lamberhurst Road.

He also mentioned the parking on both sides of the road in Orchard Crescent, which limits access for Fire engines and the emergency services. It was suggested that the Clerk ask the Fire Brigade to come and inspect this area either at school pick up time or in the evening when parking is a problem.

The Clerk had been informed about a very prickly and sharp hedge which was over hanging the pavement near to the entrance to Morely Drive. Clerk to write a letter asking the owner to cut this back.

A parishioner had contacted the Clerk to ask if anything could be done to stop people parking in Gibbett Lane, as it was believed that those visiting Willard's Place were parking here and preventing residents from being able to park on the roadside .It was suggested that the Clerk ask the Housing Authority if they can remind residents of Willard's place to park within the designated areas for visitors and not take up parking in Gibbett Lane.

Cllr Hughes left at 10pm as he was feeling uncomfortable.

### **8.2 Agree traffic consultant brief**

Cllr Davis had circulated a draft brief for the Clerk to send to traffic consultants asking them to quote their fees required to draft a traffic action plan for Horsmonden. The draft was proposed for acceptance by Cllr Davis, seconded by Cllr Stanton and voted for unanimously.

### **8.3 Trees – agree quotations for removal of dead tree, donation of new tree, surveys of PC owned trees, tree surgery to American Oak,**

Unfortunately the clerk had not yet received Mr Tweddle's quotation for trimming the excess branches off the American Oak on the Green. She would bring these to the next meeting. She had received a quotation from Quaipe Woodlands to undertake a survey of all trees on the Village Green, however it was considered that the clerk should go back and ask for them to quote to survey the trees on Fromandez Drive also, as these are owned by the PC as well.

Cllr Davis proposed that the Council ask Councillor Stevens to remove the dead beech tree on the green after the lights were taken down, and allow him to remove the wood. This was seconded by Cllr Jenkinson. It was suggested that the Clerk ask Mr Tweddle to remove the stump afterwards. The Clerk was still speaking to The Conservation Volunteers about the possible donation of a new lime tree to put on this side of the green.

### **8.4 Fromandez Drive- assess need for new posts around the green area.**

Cllr Stevens said that he had a large number of fairly solid wooden posts which could be used to renew the posts around Fromandez Drive. Cllr Holloway agreed to count the posts around

Fromandez Drive to ascertain how many were needed and measure roughly how far apart the posts were so that the council could decide if a chain were necessary. She will report back to the next meeting.

## **9. ADMINISTRATION**

### **9.1 Emergency Planning and using the Village Hall as a Welfare Centre – Agree any changes to parishioners letter and use of collection points for responses.**

The clerk had received a quotation for printing the Emergency planning letter to parishioners. It was proposed by Cllr Davis that the quotation of £345 from TMS be accepted to print 1000 copies of the letter with green PC header and blue text for email. This included stapling the two sheets together and folding to A5 size. This was seconded by Cllr Russell and voted for unanimously. Clerk to get these printed once the Council has asked Heath Stores about having a box for collection of the letters in the shop (the letter may have to be adjusted slightly to take this into account.)

### **9.2 Agree quotations for purchase and installation of two new bins**

Clerk to ask Steve Smith about the possibility of the old bins being used if repainted.

### **9.3 Seek agreement to use digital photographs of Councillors and Clerk in future Parish News articles.**

The photographs of Councillors were soon to be put on the website, however it was suggested that these may also go on the top of the Parish News letter page. It was proposed by Cllr Davis and seconded by Cllr Russell, carried, that the photographs be displayed in this way.

### **9.4 Institute Building - Agree quotation for installation of the William Lambert plaque. Agree quotations for lighting of clock faces and tower. Discuss and agree details of lease to Social club.**

The Clerk had sent out a tender document to five different contractors for installation of the William Lambert plaque at the Institute Building. Only two had responded and of these only Hurstway Construction had sent in their response by the specified date. The quotation by Hurstway was considered above the price which the council wished to pay for this installation and Cllr Isaacs also expressed concern as the structural engineer had still not been able to locate a supplier who could supply suitable bolts to hold the plaque in place. It was proposed by Cllr Isaacs that the clerk write to thank Hurstways for their quotation and let them know that the structural engineer cannot specify a particular fixing to hold the plaque in place at present; therefore the project was postponed at this stage. This was seconded by Cllr Stevens, unanimous. The Council will look at this again in January or February.

The Clerk had received two quotations for installing lighting for the clock faces and clock tower at the Institute. Hummel electrics had quoted £460.44 (net) and Essex lighting had quoted £1088.44 (net). It was proposed by Cllr Russell, seconded by Cllr Stevens and voted unanimously that Mr Hummel's quotation be accepted and that the clerk ask Mr Hummel to go ahead with this as soon as possible.

### **9.5 Village Celebration fund – discuss and agree a separate entity for Festival group members Agree to settle urgent booking fees to secure festival 2016**

Dealt with already.

### **9.6 Public Conveniences. Discuss and agree the requirement for signage on taps.**

There had been a couple of occasions where the taps had been unscrewed and left running. It was thought that this might be because some people did not understand that the taps had to be pushed downwards to work and had perhaps tried to turn them on and off. It was proposed by Cllr March

and seconded Cllr Isaacs that the clerk laminate some signs to stick to the wall saying ‘push tap’. Unanimous.

**9.7 Discuss the need for further legionella testing in public buildings.**

The Clerk had forwarded some information for discussion about this matter. It was suggested that as time was short this matter be discussed at a future meeting.

**9.8 Smart meters – agree to EDF’s installation of smart meters for village green electricity box and public conveniences.**

The Clerk had received contact from EDF about fitting smart meters to the public conveniences and VG box. Cllr Holloway said that she knew of several people who had asked to have these fitted, but the meter had not worked, because the phone signal was not strong enough in the village to send the messages back. Therefore it was considered that this should not be pursued at present.

**9.9 Computer training in 2016 – discuss and agree aims for training – age group, computer ownership requirement**

This item was postponed for discussion at the January meeting.

**9.10 Village Vision – receive feedback from VV groups and agree future actions**

No feedback at this meeting.

**9.11 Buses to Paddockwood – discuss and agree actions if any.**

The Clerk had forwarded details of the bus routes and timetables for Councillors to look at. Owing to the time constraints of the meeting it was suggested that this be looked at again in January.

**10. CONSULTATIONS/CORRESPONDENCE**

**10.1 Agree response to Kent County Council – Health Improvement Services consultation – deadline 14<sup>th</sup> December 2015**

<http://consultations.kent.gov.uk/consult.ti/Healthimprovement/consultationHome>

It was proposed by Cllr Russell that the council should be supportive of the document produced. Seconded Cllr Stevens, unanimous.

**10.2 Agree response to Kent County Council – Health Visiting and School public health service – deadline 14<sup>th</sup> December 2015.**

<http://consultations.kent.gov.uk/consult.ti/Childrenspublichealth/consultationHome>

It was proposed by Cllr Russell and seconded by Cllr Isaacs that the Council should report ‘no comment’ on this consultation. Unanimous.

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

It was suggested that this consultation be looked at before the January meeting so that Cllrs could make comment if they wished to at that meeting.

**10.4 Agree response to request for assistance from the Counselling centre.**

It was proposed by Cllr Davis and seconded by Cllr Holloway that the clerk should respond to this request with the usual letter confirming that HPC does not support charities located outside the village. Unanimous.

**The Meeting ended at 10.30pm.**

