

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT HORSMONDEN VILLAGE HALL
ON WEDNESDAY, 11 JANUARY 2023 AT 7:30PM**

Present:

Cllrs March, Davis, Jenkinson, Russell, Richards, Sheppard and Currie

In attendance:

Lucy Noakes (Clerk)

Anna Blyth (Assistant Clerk)

Cllr Steve McMillan

18 members of the public

1. Apologies for Absence and declarations of interest

Cllr Larkin – Cllr Currie proposed acceptance of the reason for absence; seconded Cllr Jenkinson. Unanimous.

Cllr March declared an interest in item 5a application number 22/03575/FULL and did not take part in discussions or decisions relating to this item.

2. Public Session (no decisions)

Following the formal resignation of Cllr Ralph Stevens, the Parish Council were pleased to invite Ralph to the meeting and thank him for all his many years of service to the parish. Ralph was presented with a framed certificate in honour of his 40 years' service for the Parish Council and for service to the community of Horsmonden. The Chair outlined the many duties that Ralph carried out on behalf of the Parish Council during his time as Councillor and everyone joined together in wishing him a happy retirement from Parish Council business.

Five members of the public had requested to speak in the public session regarding application 22/03575/FULL. The speakers provided a detailed summary of reasons why they felt that this application should be refused by the Parish Council including:

- The proposed site is outside Limits to Build Development according to the local plan and Horsmonden Neighbourhood Plan.
- The proposed site is on agricultural land.
- The access to the site is via a public footpath which is not suitable for construction traffic and the ownership of the footpath is unclear.
- There is not currently any access to utilities at the site.
- There is a flooding risk for surrounding residents who have already suffered water damage.
- The area of land proposed for development falls into one of the protected views listed in the Horsmonden Neighbourhood Plan.

The Chair thanked the speakers and asked Councillors to consider whether they would like to bring forward item 5a. Planning for discussion.

Cllr Richards proposed bringing forward item 5a. Planning, dealing with application number 22/03575/FULL first; seconded Cllr Russell. Unanimous.

5. Planning

a. Planning applications

Cllr March left the meeting and Cllr Davis took over as acting Chair.

Planning Application:	TW/22/03575/FULL
Proposal:	<u>Removal of fire damaged mobile home, stables and shed. Erection of detached, single storey three bedroom dwelling.</u>
Location:	Bonzos Field Goudhurst Road Horsmonden Tonbridge Kent TN12 8AG
Recommendation	Refusal
Proposal	Cllr Richards; seconded Cllr Sheppard. Unanimous.
Comments	<p>The Parish Council recommends refusal on the following grounds:</p> <ul style="list-style-type: none"> - The development is outside Limits to Build Development according to the current and future local plan and Horsmonden Neighbourhood Plan. - On agricultural land and an inappropriate development in that setting. - Access is an issue for construction traffic on a public right of way where ownership still remains unclear. It would also be very difficult for emergency services to access the site via a footpath. - There doesn't appear to be any utility access to the site which would add further problems for access. - The development falls into one of the protected views under section 7 of Horsmonden Neighbourhood Plan.

The Clerk asked Councillors to consider whether they would like Cllr Steve McMillan to call in this application to TWBC.

Cllr Jenkinson proposed that application TW/22/03575/FULL should be called in to TWBC by Cllr Steve McMillan; seconded Cllr Currie. Unanimous.

Cllr March returned to the meeting.

Planning Application:	TW/22/00296/OUT
Proposal:	<u>Outline Planning Permission (Access not reserved) - Village hall and a residential development of up to 68 dwellings and associated infrastructure (amended description)</u>
Location:	Land South of Brenchley Road Brenchley Road Horsmonden Tonbridge Kent

Recommendation	Refusal
Proposal	Cllr Davis; seconded Cllr Currie. Unanimous.
Comments	Proposed refusal of submission on the following grounds (most of which have been commented on previously by Horsmonden Parish Council): - Inadequate provision on Brenchley Road for 6m carriageway and acceptable footpath width recognising the increased pedestrian traffic that will occur. Ideally this would be 2m footpath with 6m carriageway. - Concerns about safety aspect of pedestrians crossing on the Brenchley Road. - The area allocated for the Village Hall is not adequate (0.2 hectares required as originally stated) and inadequate provision for car parking.

Planning Application:	TW/22/03581/FULL
Proposal:	Single storey side extension, Garage extension
Location:	The Meadows School House Lane Horsmonden Tonbridge Kent TN12 8BW
Recommendation	No recommendation.
Proposal	Cllr Russell; seconded Cllr Currie. Carried.
Comments	The Parish Council remains neutral regarding this application.

Planning Application:	TW/22/03554/FULL
Proposal:	Erection of a 2 bay extension to existing oak framed garage,
Location:	Rectory View Lewes Heath Horsmonden Tonbridge Kent TN12 8AF
Recommendation	Approval
Proposal	Cllr Currie; seconded Cllr Richards. Unanimous.
Comments	Proposed acceptance as architecturally in keeping with the existing building and the scale is appropriate. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.

b. Updated decisions on Horsmonden Neighbourhood Plan

It was agreed by Councillors that this item will be added to the agenda for discussion at the planning committee meeting on 17 January 2023.

3. Minutes of Parish Council Meetings

The Minutes of the Parish Council Meeting held on 5 December 2022 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Russell, seconded Cllr Davis and voted for unanimously by those present at that meeting and signed by the Chair.

The Minutes of the Planning Committee Meeting held on 20 December 2022 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for

acceptance by Cllr Davis, seconded Cllr Sheppard 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 and including 10 January 2023 as attached (Appendix 1)**

The Clerk showed a copy of the list of payments up to and including 10 January 2023 as a total of £7,289.94. Cllr Richards proposed approval of the schedule of payments; seconded Cllr Jenkinson. Unanimous.

APPENDIX 1

Time: 16:44

Current Bank A/c

List of Payments made between 05/12/2022 and 10/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/12/2022	EDF Energy	DD	352.00		December energy toilets
12/12/2022	EDF Energy	DD	48.00		December energy VG boxes
16/12/2022	HMRC	BACS	313.86		Tax and NI December
16/12/2022	Alison Eardley	BACS	840.00		Planning consultancy
16/12/2022	Mr J Boot	BACS	450.00		NH Plan fees Dec
16/12/2022	Viking	BACS	131.21		Stationery
16/12/2022	PSR Lighting & Signs Ltd	BACS	106.80		Dec Lighting maintenance
19/12/2022	EE - BT	DD	52.80		EE Mobiles December
19/12/2022	British Telecom	DD	241.88		BT land line broadband
19/12/2022	B&CE Holdings	DD	107.52		Staff pensions Dec
21/12/2022	Business Stream	DD	27.29		Quarterly waste water to Dec
22/12/2022	Mrs L Noakes	BACS	1,350.32		Dec staff salary
22/12/2022	Anna Blyth	BACS	996.28		Dec staff salary
22/12/2022	Mr J Couchman	BACS	103.87		Dec Clock and play area insp
23/12/2022	P&F Cleaning services LTD	BACS	250.00		Maintenance Services Dec
31/12/2022	P&F Cleaning services LTD	SO	476.66		Dec cleaning toilets & Shelter
31/12/2022	Unity Trust Bank	BACS	28.80		Bank charges
03/01/2023	Lloyds Bank PLC	DD	141.69		Credit card December 22
03/01/2023	Microshade VSM	SO	184.06		Jan Email & computer hosting
03/01/2023	Capel Groundcare	SO	651.90		ground care January
05/01/2023	Information Commissioners Offi	DD	35.00		Registration for GDPR
10/01/2023	EDF Energy	DD	48.00		Jan VG box energy
10/01/2023	EDF Energy	DD	352.00		Jan energy public toilets
Total Payments			7,289.94		

b. **Confirm bank balances and Bank Reconciliation as at 31 December 2022**

The bank balance at 31 December 2022 was displayed with a total at £45,947.31. This was confirmed as correct against the current bank balance and signed by the Chair.

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

c. **Updating of Unity Trust Banking mandate for Parish Council signatories**

The Clerk advised that only 3 Councillors had provided details for the new banking mandate so far. In order to ensure there are enough signatories on the new mandate the clerk needed details

from as many of the councillors as possible. It was agreed that the Clerk would re-send the form to Councillors by email and bring this item to the next meeting.

d. Quote for play area quarterly inspections by Capel Groundcare 2023-24

Prior to the meeting, the Clerk had circulated to Cllrs a renewal quotation from Capel Groundcare to continue quarterly play area inspections for the 2023-24 period. The Clerk advised that this is in addition to RoSPA's annual checks and John Couchman's daily inspections but highlighted that Peter at Capel Groundcare is a qualified inspector and problems are often picked up in the quarterly inspection reports.

Cllr Russell proposed that the PC continue with the current arrangement with Capel Groundcare and accept the renewal cost of £200 plus VAT; seconded Cllr Sheppard. Unanimous.

e. Quote for internal light sensors at the public toilets

Prior to the meeting, the Clerk had circulated to Cllrs a quotation received from B&K Electrical to install occupancy sensors to the public toilets to control the lighting. This will stop the lights having to be on all day, therefore saving on running costs.

Cllr Currie proposed acceptance of the quotation totalling £389 plus VAT; seconded Cllr Richards. Unanimous.

f. Quotes for play area equipment (gate springs, swings, rocker, post)

Prior to the meeting, the Clerk had circulated a list of quotations to Cllrs relating to repairs required to various items in the play area. Each item was discussed in turn:

1. The Clerk advised that new springs for the play area gates have arrived and will be collected by Peter at Capel Groundcare to fit – cost for 2 springs £70 plus VAT (incl delivery @£20). This cost had been agreed by the Clerk and Chair /Vice Chair .
2. The head entrapment in the fence line between the play area and Kindergarten has now been closed up by Capel Groundcare. The costs for this were agreed by Cllrs in their meeting on the 5th December 2022.
3. The Clerk advised that Playdale will do the required welding on the rocker unit for free under guarantee but they have quoted £585 plus VAT for removal, transportation and re-installation. It was agreed by Councillors that this is quite a substantial cost on an item that seems to require repair fairly regularly. The Chair suggested that the Clerk and Assistant Clerk look at alternative play area equipment that could replace the rocker to see the difference in cost. It was agreed that this would be brought to the next meeting.
4. The Clerk advised that Playdale have agreed to rectify the head entrapment risk in the net on the big climber for free when they collect the rocker unit.
5. Peter from Capel Groundcare has confirmed that the swing chains are still in good order but one of the swing seat connectors is quite worn. It was agreed that the Clerk will obtain costs to replace the swing seats and bring to the next meeting.
6. The Clerk advised that a response is still awaited from Playdale regarding the various sections of sunken and spongy surface in the play area. This will be chased up.
7. It has been reported that the bollard by the gate in the play area has been removed and is now missing. It was agreed that the Clerk will ask Capel Groundcare to replace this and suggest that it is screwed down so that is more secure in the future.

6. Parish Council Decisions/Administration

a. **Updated membership of Parish Council committees/working groups**

The Clerk had circulated the list of Parish Council committees/working groups to Cllrs prior to the meeting. The list needed to be updated following the recent resignation of Cllr Stevens and the co-option of Cllr Currie at the end of last year. Cllr Currie expressed interest in joining the following groups:

- Horsefair and Police Liaison
- KALC Representative/Liaison (as a reserve)
- Emergency Planning Group

It was also agreed that Cllr Davis would be the School Liaison going forward. The Clerk will arrange for the list to be updated and circulated to all Cllrs whilst the Assistant Clerk will update the website.

Cllr Russell proposed acceptance of the changes to the PCs committees/working groups; seconded Cllr Davis. Unanimous.

b. **Parish Highways/ footpath/ street lighting/ landscaping and tree works/issues**

The Clerk raised the following:

1. Highways

A complaint had been received from a parishioner regarding the quality of the recent road resurfacing works in Gibbet Lane. The Clerk asked Cllrs to have a look at this and report back any concerns.

The various road closures and diversions in the village had been causing some problems for residents particularly those in Lewes Heath and Brick Kiln Lane. The Clerk advised that KCC had agreed to put similar signs at the end of Brick Kiln Lane to those currently at Lewes Heath stating that it is not a suitable diversion route. Cllr March suggested that any significant damage caused to verges by traffic using these routes as a diversion can be reported to KCC via the online portal.

2. Street Lighting

An email had been received from a parishioner regarding the PC owned street light situated opposite the Tennis Club (no.21). The Parishioner had advised that this street light is causing significant light emittance into his property as it is on all night and had asked the PC to consider reducing its operating hours. The Clerk had spoken to PSR Lighting and they had advised that they could replace the existing photocell for a part night vision version, which would turn the light off at midnight and back on a 05:30am. The cost for the photocell would be £67.50 with a site visit fee of £225.00. It was agreed by Councillors that this would need further consideration as all PC owned streets lights are the same and changing one could lead to many more requests being received and potentially a considerable cost to the PC. The Clerk will query the site visit fee with PSR.

Since turning off the Christmas lights around the village green, the street light outside Crowhurst's on Goudhurst Road (no.40) had not been working. The Clerk had raised this with PSR and was trying to arrange for them to come and have a look. It was agreed that the PC do not want to pay a site visit of £225 for this as PSR looked at this light recently in preparation for the Christmas lights and therefore it should all be working correctly.

3. Community Garden Bench

Angie Jenkins had advised that the school can accommodate the bench that the PC donated to the Community Garden. It was agreed by all Cllrs that this was a good idea.

4. Grounds Maintenance / Trees

With regards to the plans for a wild flower garden at Fromandez Drive, Peter at Capel Groundcare had advised that they would be happy to mow/strim a strip around the area, leaving the middle to grow as the PC wish but this will not reduce any costs. The reason for this is that the area will still need to be cut at the end of the season, which will take much longer as it will need to be cut at different heights until it is low enough.

After discussion, it was agreed that the PC were keen to try and create a wild flower garden at this location in support of Kent's Plan Bee and "no mow May" but it will be monitored and reviewed after one year. Cllr Russell mentioned the two memorial trees at Fromandez Drive and suggested that a strip may need to be mown around these two trees so that the memorial plaques remained visible if the grass was tall.

The Clerk advised that Living Forest should have carried out their tree survey on the previous day and it was agreed that members would have a look at the Jubilee tree to see if it had been pruned. Their full report is awaited.

5. **HIPS – updates and potential additions**

The Clerk had circulated the latest HIPs list to Cllrs prior to the meeting. A response is currently awaited from Tim Griggs (Kent Highways) to all points that were raised following the PCs meeting in December. Cllrs discussed the current list and agreed the following:

Number 4 – This item should be moved to the bottom of the list and noted as "No longer pursued due to comments from Kent Highways".

Number 6 - This item should also be moved to the bottom of the list and noted as "No longer pursued due to comments from Kent Highways".

Number 7 – The Clerk will ask Highways for the data from the ATC that was in place on Green Road at the end of last year.

Number 8 – It was agreed that this should be reviewed at the end of the Gibbet Lane / Furnace Lane development.

Number 9 – The PC have requested an ATC in both directions at Rams Hill Garage. The Clerk will chase costs for this.

Cllrs Davis and Russell will arrange a Zoom meeting with Tim Griggs (Kent Highways) to discuss HIPs in more detail.

6. **Consider request to allow a container for storage at the Sports Ground**

The Clerk had circulated an email received from Martin Dace to Cllrs prior to the meeting. The email included photos of the proposed siting of the new storage container as well as details regarding the expected appearance of the new container.

After discussion, Cllr Currie proposed acceptance of a dark green storage container on the area of land next to the existing container; seconded Cllr Russell. Unanimous.

7. **Public Consultation on Kent County Councils' Developer Contribution Guide**

<https://letstalk.kent.gov.uk/developer-contributions-guide> - ends 2 February 22

Cllr Richards agreed to complete and respond to this consultation on behalf of the Parish Council.

There being no further business the meeting closed at 10.07pm