

3/18

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD  
ON TUESDAY 20<sup>th</sup> MARCH 2018 IGHTHAM VILLAGE HALL AT 7.30pm**

**Present:** Chairman Cllr Willingham, Vice Chairman Cllr Holden, Cllr Brewer, Cllr Brierley, Cllr Edge-McKenna, Cllr Edwards, County Cllr Rayner, Borough Cllr Betts, The Parish Clerk and 8 members of the public.

1. **APOLOGIES FOR ABSENCE** – Cllr Cracknell, Cllr Hall and Cllr Mitchem.
2. **DECLARATION OF INTERESTS** - None.
3. **MINUTES** - Approval of the Minutes of the Meeting held on 20 February 2018 – The Minutes were signed as a true record of the meeting.

4. **UPDATE FROM BOROUGH COUNCILLOR** -

Cllr Betts reported that at the last Economic Regeneration Advisory Board it was reported that business VAT deregistration was up by 16% in TMBC. The works to the M20 “smart motorway” between junctions 3 and 5 have now started with vegetation clearance. The motorway will be widened so that the hard shoulder can be used as an extra lane which will help traffic flow. Works are due to complete in 16-18 months. There will be some complete closures but these will be limited to nights and weekends, 3 lanes will remain open at peak times. A question was raised about vehicles breaking down; Cllr Betts said that there will be emergency laybys and cameras installed so that if a vehicle breaks down and cannot make it to the next emergency layby, the lane can be closed.

Council tax will go up by 2.99% plus a further 2.99% for a special social service charge across Kent; 6% in total.

Cllr Betts drew attention to Leader Funding which is available to local businesses meeting certain criteria; the funding is EU money which will cease next year.

5. **UPDATE FROM COUNTY COUNCILLOR** – Nothing specific to report.
6. **UPDATE FROM POLICE** – Cllr Willingham had met PCSO Mark Thomas who has said that Ightham was low crime at the moment; the police have been invited to all Parish meetings and have recently committed to attend once a quarter.
7. **PUBLIC**

One member of public commented that he had recently received his council tax bill for 2018/9 and thought it was unacceptably high.

One member of public asked about having a 20mph limit in Oldbury Lane and Spring Lane; a route walked by school children. The Parish Council understood that the Highways Officer at Kent Highways was progressing this following support from our previous County Councillor but Cllr Rayner confirmed that it was no longer on the agenda as both the Officer and County Councillor had moved on. He suggested that the Parish Council passed a resolution to say that it is what we would like but confirmed that it would take a while as it would require a road traffic order and it would have to go through the Joint Transport Board. It was agreed that this should go onto the agenda for the April meeting. Cllr Brierley said that the speeding problem in Oldbury Lane wasn't solely due to school traffic.

Cllr Rayner also confirmed that the idea of a roundabout at the junction of Oldbury Lane and Sevenoaks Road was being progressed.

**7. PLANNING APPLICATIONS**

**Planning Applications**

**TM/18/00383/FL** - The Old Rectory, Rectory Lane, Ightham, Sevenoaks, Kent TN15 9AL. Removal of conservatory and restoration of facade with two new windows. Construction of single storey orangery, detached garage and internal modifications which include two new dormer windows. “No objection.”

**TM/18/00396/FL** - Barnfield Cottage, Stone Street Road, Ivy Hatch, Sevenoaks, Kent, TN15 0NH. Re-development of the site comprising of; demolition of existing indoor riding arena; removal of an external sand school and the erection of a vernacular dwelling with associated engineering works; access; parking; landscaping and ecological enhancement works. “No objection.”

Signed.....Dated.....

**TM/18/00346/TNCA** – 10 Oldbury Close, Ightham, Sevenoaks, Kent, TN15 9DJ. T2 Cedar – crown reduce height by 5m and 2m, prune back to boundary with Glenwood. “No objection.”

**TM/18/00440/FL** - Trycewell House, Trycewell Lane, Ightham, Sevenoaks, Kent, TN15 9H  
Amendment to planning permission TM/17/01191/FL (turn the oak framed garages and bedsit into 3 bed house) to include new Velux rooflight, infill of existing garage and new windows. “No objection.”

**TM/18/00445/FL** - 1 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. Erection of timber pre-fabricated accommodation for elderly relative ancillary to residential dwelling. “Objection on grounds of size and not being in keeping with surrounding properties.”

**TM/18/00460/FL** - 18 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. Erection of timber, tiled and double glazed garden room. “No objection.”

**TM/18/00382/FL** - Old Rectory Cottage, Rectory Lane, Ightham, Sevenoaks, Kent TN15 9AJ.  
Subdivision of plot to separate Old Rectory Cottage from The Old Rectory. Construction of a new single storey orangery, internal modifications to create four bedroom dwelling including removal of one chimney and hipped dormer, the addition of five new dormers, three conservation roof lights and alterations to the fenestration. “No objection.”

**TM/18/00425/FL** - Midsummer Meadow, Sevenoaks Road, Ightham, Sevenoaks, Kent, TN15 9AD.  
Extension to existing annexe approved under application TM/17/01416/FL adding two bedrooms. “No objection.”

**TM/18/00482/FL** - Two Trees House, High Cross Road, Ivy Hatch, Sevenoaks, Kent, TN15 0NN.  
Replacement pool building. “No objection.”

**TM/18/00496/LDP** - 1 Nutfields, Ightham, Sevenoaks, Kent TN15 9EA. Lawful Development Certificate Proposed: The siting of a caravan/mobile home.

**TM/18/00545/TPOC** - Ightham Cricket Ground, Tonbridge Road, Ightham, Sevenoaks, Kent  
Sycamore - removal of a large dead branch and any other dead pieces found. “No objection.”

**TM/18/00560/FL** - George And Dragon, The Street, Ightham, Sevenoaks, Kent TN15 9HH.  
Extension to rear courtyard/beer garden and provision of seating, planter boxes and oak post with attached external lighting. “No objection although we have concerns about the reduction in car parking spaces.”

#### **Planning Applications approved**

**18/00319/NMA** - Two Willows, Jubilee Crescent, Ightham, Sevenoaks, Kent. Non Material Amendment to planning permission TM/17/01840/FL: Revised 2nd floor layout and new pitched rooflight to ensuite shower room.

**18/00129/AT** - New signage to replace the existing - Crown Point Inn, Sevenoaks Road, Ightham, Sevenoaks Kent TN15 0HB.

**18/00199/NMA** - Non material amendment to planning permission TM/17/01416/FL(Erection of front and rear dormer windows to provide first floor accommodation and conversion of outbuilding to provide annex (Resubmission of TM/15/02656/FL)): Front dormer redesign - Midsummer Meadow, Sevenoaks Road, Ightham, Sevenoaks, Kent TN15 9AD.

**18/00101/FL** - Rear single storey extension, alterations to rear windows and doors on rear elevation, replace existing rear dormer with new revised dormer and install first floor windows in north side elevation - Little Oldbury, Spring Lane, Ightham, Sevenoaks, Kent, TN15 9DN.

**17/03374/FL** - Garage conversion - Little Cobs, Cobs Close, Ightham, Sevenoaks, Kent, TN15 9DB.

**17/00888/FL & 17/00889/LB** - Listed Building Application - Installation of new sewage treatment plant and WC welfare facilities - Mote Farm, Mote Road, Ivy Hatch, Sevenoaks, Kent, TN15 0NT.

Signed.....Dated.....

## 8. MATTERS ARISING

**Kent Highways:** Road closures: Exedown Road 25<sup>th</sup> June. Fen Pond Road from Boundary House 20-23 June. Exedown Road 7<sup>th</sup> April 6am-6pm – Spartan Race. Potholes on Back Lane, Common Road, Spring Lane, Trycewell Lane, Coach Road, Styants Bottom. Request for resurfacing of Back Lane and Common Road. Cllr Rayner said that the Kent Highways budget was £8.8 m for 2018/9 and £2 m was being allocated for repairing potholes.

**Highways Matters** – Update - Radar survey results/ Speed calming measures. The Parish Clerk had received details on gateway style signs similar to the one in Borough Green and flashing signs. The flashing signs were thought to have more impact; prices are £1399 for battery operated and £1799 for solar powered speed signs. The solar powered sign was the preferred option due to less ongoing maintenance costs. It was agreed in principle that we would purchase 2 signs – one to go on Fen Pond Road and one on Bates Hill, subject to agreement from residents and Kent Highways – we would want to avoid them being visible from nearby houses. The Parish Clerk was asked to find out about installation costs and contact Kent Highways to come and do an assessment on the best location. Cllr Rayner said that once we have costings we could make a fixed sum application for grant funding.

**MR418** – Update – The Parish Clerk reported that the sign on Old Lane had been reinstated.

**Proposed new Scout Hut/Pavilion**– Lease/Licence comments & site plan. Asbestos survey. The Parish Clerk had received further comments on the lease and licence. A concern was raised about granting a license to the Football Club for more than 6 months as it would give rise to security of tenure under the Landlord and Tenant Act 1954. The Scouts have suggested that the licence should be for 1 year but the Football Club make a statutory declaration effectively contracting out of security of tenure. Cllr Holden suggested that the lease is amended to govern the licence rather than a side letter. We have received a Land Registry plan of the site and a query was raised on the position of the building as it seemed much closer to the car park than originally planned, the Parish Clerk was also asked to verify whether there would be an access pathway as this should be marked on the plan. The Scouts have also asked whether there could be a joint insurance policy. The Clerk has called Aon who advised that they would be unable to provide a joint policy and advised that the buildings should be insured by the Parish Council and the contents insured by the Scouts. In the event of a claim, the Parish Council would indemnify the Scouts. It would be possible to have the Scouts named as an interested party. It was agreed that we are now in a position to pass the lease and license to Warners to address these queries and also to check that the other clauses are acceptable. It was agreed that we would pay for an asbestos survey of the pavilion which is necessary for health and safety reasons. It is estimated that this will cost £500-£1000. The Parish Clerk was asked to find out who the school used.

Once the lease is agreed, we will require evidence that funding is in place before the building can start. It is understood that the Scouts already have over 50% in place.

**Ightham Cricket Club** – Request for funding / Registration as an asset – The Parish Clerk has the papers to register the club as an asset but needs to have a location plan. It was suggested that we obtain one from the Land Registry

**Busty Stream/ Flooding** – Update - Nothing to report.

**Lease for Tennis Club** - Signing of the lease – The lease was signed by Cllr Edge-McKenna and Cllr Brewer in the presence of 2 witnesses.

**Recreation Ground** –

**Football posts** – nothing to report

**Vandalised lights** – Cllr Willingham to chase up

**Request to use toilets** in the pavilion by the pizza van – It was agreed that we would not open the pavilion for this purpose.

**Salting pathways** – potholes in car park – some of the potholes have been filled but more have appeared since the bad weather. The Parish Clerk had been approached about clearing the car park in the snow as many parents rely on it. It was agreed that we would not be able to use a snow plough or salt as it would damage the surface. If the car park is too icy to use, it should be closed to avoid accidents. There is already a notice up to say use is at own risk . The Parish Clerk was asked to contact the Insurance company for advice and we should have a plan in place for bad weather.

**Larch** – The Parish Clerk had been notified that a branch had snapped off the Larch by the entrance to the school. TreeAbility have quoted to bring it down and it was agreed that we should instruct them to go ahead.

**Mowing** - Quotes for maintenance of the Recreation Ground have been received from Landscape Services and JH Gardening Services – It was agreed that we should use JH Gardening if they could agree to spike the pitch and fertilise and weed the beech hedging as well.

Signed.....Dated.....

**Broadband** – Update - Nothing to report.

**Local Plan** –Update – The Parish Clerk had circulated the new National Planning Policy Guidelines which came out last week. The Borough Council need to have the Local Plan finalised by June 2018 so that they avoid having housing numbers increased by a further 26%. Cllr Taylor had written to TMBC requesting an EGM so that the Local Plan can be signed off in time.

**Litter** – Initiatives to tidy the village – Tamsin Ritchie, Environmental Projects Co-ordinator TMBC has agreed to come to our annual parish meeting to discuss litter clearing initiatives. Cllr Willingham asked for formal thanks to be passed to Anthony Edwards who had cleared litter on Coach Road. The Clerk had received an email from TMBC to say that litter clearing had been suspended by TMBC due to health and safety concerns but the monthly collections have now been resumed.

**Ightham Open Gardens 2018** – Nothing to report.

**Ightham Music Festival – 16<sup>th</sup> June 2018** Parish Clerk to notify TMBC that the lower car park will be out of use that day. The Scouts will help any residents that need access to the recycling area.

**Multiskills Court** – The Headmaster at Ightham had asked whether the Multiskills Court could be closed to the public due to safeguarding concerns. Some damage had occurred to the goal posts and woodland and the school are about to install an outdoor learning centre in the woods which will need to be closed off from members of the public. It was agreed that the gates should be locked and that it was no longer appropriate to keep it open as a public facility.

**Village Hall lower car park** – We have received a report that a large number of nitrous oxide cannisters were found in the lower car park.

## 9. FINANCE & POLICY

**Online banking** –Cllr Holden clarified that we were looking an online banking with Unity Trust Bank, not Unity Bank. We need to put a proposal together which will also deal with spreading out our finances over 3 banks as we are only insured up to £85k per bank.

**E-on** – Changes to prices for unmetered supply agreement. The Clerk was asked to see if there were any cheaper alternatives but it was agreed that we were getting a reasonable deal with E-on.

**Data Protection** - New Regulations due May 2018 – The Parish Clerk circulated the GDPR Toolkit put together by KALC. We need to appoint an independent Data Protection Officer and the Parish Clerk will approach Satswana who gave a presentation at the recent KALC seminar. It was not clear whether we needed to appoint a member of the Parish Councillor in addition. The Parish Clerk will be the Data Controller and as such is required to have the parish laptop encrypted. This will be done at a session organised by KALC on 18 April. The Clerk also advised all Councillors to have a separate email address for parish business. Cllr Holden said that training is necessary for all Councillors under the new regulations, the Parish Clerk will find out what is available. The Clerk said that the regulations apply to data that is being processed; very little data is processed by Ightham Parish.

**Equal Opportunities Policy** – The Clerk circulated a policy that had been drafted by KALC and adapted for us. It was agreed that this should be signed off and added to our website.

**Risk Assessment** – The Clerk circulated the amended Risk Assessment and asked for any input before it gets signed off. Cllr Holden passed on his comments.

**Accounts** – Review/ New Accounts Package – the Clerk had done some research with KALC and other parishes and the most popular package for parishes is RBS Alpha, it is set up for parishes and easy to use. Clerk to get costings.

The following accounts were submitted for payment: Proposed by Cllr Edwards and seconded by Cllr Brierley:

Parish Clerk Salary & Expenses	£536.70
Gel Creative - Website March	£40.00
Donation Samaritans	£100.00
Donation The Counselling Centre	£100.00
EDF Energy – Electricity Pavilion	£29.94
Action with Ciommunities in Rural Kent?	£50.00
Ground and Environmental Services Limited - Soil Test Scouts	£510.00
Anthony Edwards – Maintenance to Churchyard	£597.62
Anthony Edwards – Maintenance to Parish Council	£462.25
Clerks & Councils Direct – Subscription	£12.00
TruePlan – LR Compliant plans for Scout Hut and Tennis Club	£420.00

Signed.....Dated.....

Financial position at 28 February 2018: Current account: £15,262.89 (excluding unrepresented cheques) Deposit account: £170,853.70

**10. REPORTS FROM MEETINGS: Parish Alliance/ KALC/PPP/JPCTCG**

**11. CORRESPONDENCE**

**Kent Downs Area of Outstanding Natural beauty Management Plan Consultation** - deadline 30<sup>th</sup> April 2018 <https://www.surveymonkey.co.uk/r/RCJVRDC> [www.kentdowns.org.uk](http://www.kentdowns.org.uk)

**Kent Mineral Sites Plan Options** – Consultation - Early Partial Review of Kent Minerals and Waste Local Plan – Consultation <http://consult.kent.gov.uk/portal/>. the consultation closes on 29 March 2018. There are concerns about extra traffic on A25 if the site at Ryarsh goes ahead.

**Local Government ethical standards** - Stakeholder Consultation - deadline 5pm on 18 May <https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>.

**Government's Guidance on Local Government investments**, It is compulsory to those parish councils having investments (as defined in the guidance) of £100,000 and is recommended for all parish councils having investments of between £10,000 and £100,000. Parish Clerk to forward details to Cllr Holden.

**Local Plan** - Contamination and Stability/ Landfill Gas/ Traffic Survey – Email from Mike Taylor  
Government consultations on the National Planning Policy Framework & Developer Contribution:  
The 2 consultations can be accessed via the following link

<https://www.gov.uk/government/collections/national-planning-policy-framework-and-developer-contribution-consultations>

**Consultation on the Kent Joint Municipal Waste Management Strategy** – Deadline Friday 27<sup>th</sup> April 2018.

The meeting closed at 9.58pm.

Signed.....Dated.....