

# Harrietsham Parish Council

Minutes of the Parish Council meeting held on Wednesday 28<sup>th</sup> October 2015 at 7.30pm in the Booth Hall.

The Chairman welcomed all to the meeting.

## Public Discussion

Community Warden Report: Martin Sherwood reported that, following on from his last report regarding driveway work being completed, there have been reports of people going back to properties that have had work completed pretending to be from Trading Standards. They ask the resident for money which they will receive back when a compensation claim is paid out for the standard of work completed. Martin stated that this has not happened in Bearsted yet; however reports have been received in Canterbury and Gravesend. He asked that if any driveway activity is spotted, that resident contact 101 immediately. He also added that Trading Standards, Community Wardens and the Police would never ask for money from residents. The Community Warden also reported on a new scheme being run by KCC libraries for people that are housebound or carers. The scheme is called "Touch a New World" and people joining the scheme are loaned a tablet to enable them to have some IT training at home. Martin has further details if anyone is interested. Martin reminded everyone that Halloween is fast approaching and informed all present that a 'No Trick or Treat' sign can be downloaded from the Kent Police website. There is also information on firework safety.

Police Report: The Clerk informed all present that, since the last meeting, there had been one theft from a motor vehicle and 2 incidents of criminal damage to a property. The Police are currently looking into two reports of ASB and the Clerk also asked that, if anyone has concerns regarding the delivery of mobile homes, they should contact 101.

## 1 Present

Cllr T Allwood, Cllr K Kay, Cllr J Sams, Cllr T Sams, Cllr A Chinnery, Cllr C Przystupa, Cllr M Williams, Cllr G Trussler, Cllr G Dean, RFO Mr M Cuerden, Community Warden M Sherwood and the Clerk Mrs A Broadhurst.  
13 Members of the Public

## 2 Apologies for absence

Cllr S Morris, Cllr C Gillett (Lenham Parish Council)

## 3 Minutes of the last meeting

Parish Council Meeting 30<sup>th</sup> September 2015 - The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Kay; with all in favour.

## 4 Disclosures and confidential items

### Changes to the Register of Interests

No changes to the Register of Interests were declared.

### Declarations of Pecuniary Interests

Cllr A Chinnery Agenda Item 6.5 (Planning - Local Plan Regulation 18 Response) She will be using the dispensation granted on the 2<sup>nd</sup> June 2015 to discuss and vote on this matter.

Cllr C Przystupa Agenda Item 6.5 (Planning - Local Plan Regulation 18 Response) He will be using the dispensation granted on the 2<sup>nd</sup> June 2015 to discuss and vote on this matter.

Cllr M Williams Agenda Item 6.5 (Planning - Local Plan Regulation 18 Response) He will be using the dispensation granted on the 2<sup>nd</sup> June 2015 to discuss and vote on this matter.

Cllr T Allwood Agenda Item 6.5 (Planning - Local Plan Regulation 18 Response) He will be using the dispensation granted on the 2<sup>nd</sup> June 2015 to discuss and vote on this matter.

Cllr J Sams - Agenda Item 11.2 (Playscheme) as she was contracted as the Manager and her daughter was employed as a member of staff.

Cllr T Sams - Agenda Item 11.2 (Playscheme) as his wife was contracted as the Manager and his daughter was employed as a member of staff.

Cllr G Dean - Agenda Item 8.2 (Environmental - Other Environmental Issues) as she lives adjacent to Woodlands Walk.

#### Requests for Dispensation

No requests were submitted.

### **5 Co-option of Parish Councillor**

It was proposed by Cllr Allwood that Eddie Powell be co-opted onto the Parish Council. This was seconded by Cllr Kay, with all in favour.

### **6 Planning**

6.1 The current planning applications were noted.

6.2 The planning decisions were noted.

6.3 Recommendations from the Planning Committee

- Village Design Policy: A report had been circulated from the Planning Committee as well as a draft Village Design Policy. Cllr Chinnery proposed that the draft Design Policy be approved in order to be able to hold informal discussions with MBC and to publish the information via the website and Facebook for informal consultation/review/feedback from residents. This was seconded by Cllr Dean, with all in favour. Cllr Chinnery added that the expectation is that the policy will be further amended and formally adopted at the November meeting.
- S106 Project List to be updated: Cllr Chinnery explained the documents which had been circulated relating to s106 money that can be obtained from the completed developments and the major sites which have been identified in the village. The documents highlighted the funds that the Parish Council may have a degree of influence over. Cllr Chinnery stated that a lot of good work had been completed on the original draft Neighbourhood Plan (Regulation 14 documents) and this had included a table which highlighted 10 projects to be funded from s106 funds, this had included the A20 highways improvements. There was discussion regarding how to prioritise the list of s106 projects and Cllr Chinnery stated that a list had been formulated for Councillors to decide individually how the items should be prioritised. Cllr Trussler raised concerns with the possible sports project on the Booth Field due to the poor access in Church Road. Cllr Przystupa stated that most of the groups using the facilities would be based in Harrietsham and so would probably walk there. Cllr Powell stated that there is concern from other parishes that s106 money will be taken from them and the sooner the Parish Council can discuss the requirements for Harrietsham, the better. After further brief discussion, Cllr Chinnery reported that the Planning Committee proposed that the list of s106 projects be updated, to remove those no longer viable, add those requested by community groups/councillors and for all projects to then be prioritised by the council and submitted to KCC/MBC with a request for funding to secure all projects. Councillors were in agreement with this and completed the priority list, individually, and these were handed to the Clerk.

The findings were as follows (top priority item listed first)

1. Sports Pavilion, hard Tennis Court & MUGA (Est. £155k)
2. Access to new PC Community Building (lift to first floor) (Est. £13K)
3. Village Hall Accessibility Improvements - phase 1 (Est. £31k)  
Church Accessibility Improvements (Est. £40k)
5. Access to the War Memorial (Est. £20k)
6. Improvements to Teers Meadow and Woodlands Walk natural open spaces (£20k)
7. Village Hall Improvements - phase 2 (e.g. new kitchen) (Est. £20-30K)

Cllr Trussler stated that, as the Parish Council was discussing s106 monies, he wanted to mention the s106 money that would be required for the Medical Centre. He reported that the previous Parish Council had been hoping to arrange for drawings to be produced of the expansion that would be required to accommodate the rise in patient numbers, however they had been unable to achieve this. He added that prices were needed to give the Parish Council an idea of how much is going to be required to fund a 1/3 of the work required. He has spoken with the Practice Manager and it is hoped that this can be progressed with the doctors before meeting with NHS Property Services. Cllr Trussler stated that there may need to be a precept rise to fund the money needed for this project. Cllr Przystupa queried what would happen if the Parish Council refused to raise a 1/3 of the cost of the works and Cllr Trussler stated that would be a topic of conversation with the NHS. Cllr Chinnery thanked Cllr Trussler for offering to oversee the work required for this project.

- 6.4 Land South of Bell Farm: Cllr Chinnery reported that leaflets had been delivered to residents in East Street which related to the possible development of the Land South of Bell Farm. The

Planning Committee formulated a letter to the developer opposing any development of this site. This letter had been circulated to all Councillors and, as no amendments had been highlighted, the letter has now been sent off.

6.5 Local Plan Regulation 18 Response: Cllr Chinnery reported that there was currently a four week consultation underway. The Planning Committee had circulated a response which has subsequently been amended. The letter had included:

- supporting the strengthening of the wording relating to the Kent Downs AONB and its setting
- supporting the deletion of Tongs Meadow and Ham Lane (Lenham) from the housing allocation
- raising concerns with the proposed level of housing at Sutton Road due to the traffic issues already seen in the area.
- objecting to the proposed employment site at junction 8
- supporting the open spaces proposed at Tongs Meadow, Church Road and Land South of Ashford Road

It was proposed by Cllr Chinnery that the letter now be submitted before the closing date for the consultation. This was seconded by Cllr Williams, with all in favour.

## 7 Communications Committee

A report had been circulated by the Communications Committee

7.1 Recommendations from the Communications Committee:

- Recording of Parish Council meetings: Cllr Przystupa highlighted the benefits of being able to record the meetings and uploading them to the internet for residents to view at their leisure. Cllr J Sams asked whether the videos would be embedded on the website via YouTube and Cllr Przystupa confirmed that this would be the process used. After brief discussion, it was proposed by Cllr Przystupa that the Parish Council proceed with recording Parish Council meetings (video and audio), to be upload to YouTube and embed into a page of the Council's website for later viewing by residents. This was seconded by Cllr Allwood, with all in favour.
- Purchasing of suitable digital video recording equipment: Cllr Przystupa stated that the Parish Council would need to purchase suitable equipment in order to be able to upload the videos to the website. There was brief discussion as to whether the Remix equipment would be appropriate. After brief discussion Cllr Przystupa proposed that, if the Remix equipment is unsuitable, the Parish Council purchase videoing equipment to the value of £500. This was seconded by Cllr J Sams, with all in favour.

Cllr Przystupa reported that a village survey is currently underway. This lists five ways that the Parish Council can communicate with residents and asks for people to choose their three preferred options, putting them in priority order. This will help to ensure that communication methods used by the Parish Council are what the residents actually want. Cllr Przystupa went on to read out a comment received on Facebook which offered positive feedback in response to the survey (which can also be completed on the website).

## 8. Environmental

8.1 **Recommendations from the Environmental Committee:** A report from the Committee had been circulated before the meeting. No meeting had been held since the last Parish Council meeting. Cllr Kay reported that, following discussion at the last meeting regarding hiring a mini digger, he had managed to find one for £220 a day. Cllr T Sams added that a meeting has been arranged with a representative from MBC to make them aware of the work that is to be completed.

8.2 **Other Environmental Issues:**

- Cllr Dean reported that she had attended the HIB AGM along with Cllr. Williams. During the evening the possibility of plant tubs being damaged by the A20 improvements was discussed, Carole Bell had raised whether hanging baskets would be an acceptable alternative. After further discussion (at the AGM) Cllr Morris had stated that there could be a competition for the best kept hanging baskets in Harrietsham. It was felt that the Gardening Society could judge the competition, on behalf of the Parish Council, if they were in agreement. It was therefore proposed by Cllr Dean to progress with this idea. This was seconded by Cllr Williams, with all in favour. Councillors agreed that there should be a small trophy (similar to the allotment competition). **ACTION: Environmental Cttee**
- Cllr Dean reported that a meeting had been held with Losa and Loder to discuss the work required in Woodlands Walk, where vegetation has been dumped on Parish Council land. The cost of clearing the area amounted to £850 and it was confirmed that this had

previously been approved by the Parish Council early this year; however the work had been postponed until the Autumn as the leaves were in bud at the time. After brief discussion, Cllr Trussler offered to seek a further quotation. **ACTION: Cllr Trussler**

## 9 Finance

- 9.1 The Income/expenditure finance sheets were proposed as accurate by Cllr Trussler and seconded by Cllr Chinnery, with all in favour.
- 9.2 Recommendation from the F&GP Meeting: A report had been circulated before the meeting. Cllr Trussler spoke on the following items:
- Village Hall Trust Outstanding Invoices: Cllr Trussler stated that a further two invoices had been received totalling £660, £59 of which could be disputed. He added that, in the spirit of good relationships, the outstanding bill should be paid. Cllr Chinnery stated that she had raised concerns that further invoices would be received at the last meeting and queried whether any assurances had been given that these latest invoices were 'full & final settlement'. Cllr Kay confirmed that nothing had been received in writing to confirm this; it had only been verbal conveyed. It was proposed by Cllr Trussler that the invoices be paid, subject to receiving, in writing, that this is full and final settlement of the outstanding invoices. This was seconded by Cllr J Sams, with all in favour.
  - Transfer of MPLC licence to the Village Hall Trust: Cllr Kay proposed that the MPLC licence be transferred to the Village Hall Trust. This was seconded by Cllr J Sams, with all in favour.
- 9.3 Cllr Allwood requested that an urgent item be added to the agenda 'Donation to the Royal British Legion Poppy Appeal', all Councillors were in agreement. The invoice for the Parish Council wreath had been received after the agenda for the meeting had been posted. Cllr Allwood reported that the cost of the wreath was £18.50; however, historically the Parish Council has made a further donation of between £75 and £100 (including the cost of the wreath). Cllr Allwood therefore proposed that a donation of £100 be made to the Poppy Appeal, which would include the cost of the wreath. This was seconded by Cllr Trussler, with all in favour.

## 10 Highways

A report from the Committee had been circulated before the meeting. Cllr J Sams reported on the traffic accessing the sand pit, via East Street. The planning application cannot be called in by the Borough Councillors as it is a KCC application; however a meeting has been arranged to discuss the issues currently being experienced by residents in East Street and Rectory Lane. Cllr J Sams explained that there will be an additional 50 lorry movements a day for 26 weeks, in a Conservation Area. Cllr T Sams added that Jenny Whittle is now involved as well. It was confirmed that a response to the application needs to be submitted by the Planning Committee. **ACTION: Planning Committee**

## 11 Youth Provisions

- 11.1 Remix: A report from the Committee had been circulated before the meeting. Cllr T Sams stated that the volunteers had ceased to run the Club since the last meeting. Cllr Allwood stated that this was extremely sad and thanks were noted to Cllrs J & T Sams along with all of the volunteers for their hard work running the Remix project. Cllr T Sams proposed that the Lottery Grant be returned as the club is now unable to fulfil the conditions of the grant. This was seconded by Cllr Przystupa, with all in favour.
- 11.2 Playscheme: A report from the Committee had been circulated before the meeting. It was noted that the scheme had only cost the Parish Council £180 this year, which was a record low. It was noted that all involved in delivering this year's Playscheme should be congratulated for their hard work, along with the people who gave time free of charge to help financially support the scheme.

## 12 Parish Council Amenity Land Closure (one day a year)

Cllr Dean reported that the Booth & Baldwin Trust close the Booth Field one day a year to prevent it becoming a right of way, adding that the Parish Council should consider doing the same for the Glebe Field, Woodlands Walk and Teers Meadow. It was noted that there is already a public right of way across Teers Meadow and that this would need to be discussed with MBC for the Glebe Field as the Parish Council does not own the whole field. It was proposed by Cllr Przystupa to close the amenity land once a year. This was seconded by Cllr J Sams, with 8 in favour (2 Councillors could not vote).

Cllr Dean also reported that, historically, Woodlands Walk used to be locked at dusk and reopened at dawn, this was completed by a local resident Tony Tippen. After brief discussion it was agreed that Cllr Dean engage with Tony Tippen to see whether this arrangement can be reinstated, as the open water is a Health & Safety risk in

the dark. This should then be discussed further at the November meeting.

**ACTION: Cllr Dean**

**13 Lenham Parish Council**

Cllr Kay reported that Andrew Barr has resigned from the Council after 30 years. The Parish Council is trying to obtain a Speed Indicator Device and they are having problems with lorries in the village. Cllr T Sams added that a further two Councillors have now resigned, which has resulted in there only being 6 of 13 possible Councillors.

**14 Representative for the Village Hall Trust**

Cllr Allwood stated that, having read the Village Hall Trust constitution, the Parish Council could have three representatives on the Village Hall Trust. It was proposed by Cllr Allwood that Cllrs Chinnery and Powell become Village Hall Representatives for the Parish Council. This was seconded by Cllr Przystupa, with all in favour.

**15 Parish Council Meeting Venue**

Cllr Przystupa reported that he is waiting for confirmation from the Head teacher that the Parish Council can hold its meeting in the school hall. Cllr Przystupa added that the Village Hall Trust has now started to charge for the use of the Booth Hall for meetings, at a cost of £48.45 per meeting. There would be no charge for using the school hall as, under s134 of the Local Government Act, the Parish Council have a statutory entitlement to use the school free of charge. Cllr Kay stated that the Parish Council hiring the Booth Hall was a source of income for the Village Hall Trust and Cllr Przystupa responded that the Parish Council has never historically been charged for the monthly meeting. Cllr T Sams added that a meeting needs to be arranged with the school quickly to confirm whether the Parish Council can move there. Cllr Trussler informed all present that the ongoing cost to the VHT have increased as we are now being charged more for Friday Coffee morning, ground rent and meetings. Any 'gentleman's agreements' have been removed so he no longer feels as supportive to the Trust now. Whilst it was noted that it is good that the Village Hall Trust is raising revenue, the Parish Council has not budgeted for the additional expense. It was then proposed by Cllr Przystupa that, subject to agreement, the Parish Council meetings be moved to the School hall. This was seconded BY Cllr Williams with 9 in favour, one against (Cllr Kay).

**16 Parish Council Hall Hire Agreement**

It was agreed that this should be reviewed by the F&GP Committee at their November meeting.

**ACTION: F&GP Committee**

**17 Village Defibrillator**

Cllr Kay reported that the unit, which had been available, wasn't financially viable due to the cost of replacing parts and recalibration costs. It was noted that a new unit would cost in the region of £1,100 and the Village Hall Trust have offered to house it. Cllrs J Sams and Dean both felt that there should be two in the village, one to be housed at the Village Hall and the other at the Roebuck public House. Cllr J Sams added that a first aid trainer had visited the Playscheme and he may be able to assist with obtaining defibrillators at a lower cost. It was agreed that this should be investigated further and discussed at the November meeting. **ACTION: Cllr J Sams**

**18 Correspondence** - Cllr Allwood reported on a letter which had been received from the Friends of St John the Baptist Church regarding the Christmas Tree Festival. After brief discussion it was agreed that the Parish Council should have a tree and Cllr Kay offered to arrange decorating it on Friday 4<sup>th</sup> December. It was also agreed that Councillors would make individual donations to the Church.

**19 Future Events**

Children's Halloween Party (Village Hall) - 31<sup>st</sup> October 5.00pm - 7.30pm  
War Memorial Rededication - 7<sup>th</sup> November  
Remembrance Service - 8<sup>th</sup> November  
Court Lodge Road Planning Appeal Hearing (Hilton Hotel) - 18<sup>th</sup> November  
Fish Scheme Film Club - 20<sup>th</sup> November (2pm)  
Christmas Tree Festival - 5<sup>th</sup> - 6<sup>th</sup> December

**20 Items for Future Consideration**

Teers Meadow - Cllr T Sams

**21 Date of Next Meeting** - Wednesday 25<sup>th</sup> November 2015 at 7.30pm, venue to be confirmed

*With no further items to discuss, the meeting was closed at 9.26pm*

## Public Discussion

A resident thanked the Parish Council for assisting with cutting the vegetation in the churchyard. He added that a contract has been arranged for next year and the Church is also contacting the Kent Wildlife Trust for assistance.

A resident queried whether a dog bin could be installed at the other end of Tongs Meadow, by the new Hollies development as there is an increase in the number of dog owners at that end of West Street. The clerk reported that the Borough Council will only install litter bins now and, after brief discussion it was suggested that Cllr J Sams discuss this with MBC.

**ACTION: Cllr J Sams**

A resident queried the s106 project for a sports pavilion on the Booth Field, as the Parish Council does not own the land. Cllr Chinnery stated that a meeting had been held with the Sports Association, who had spoken with Richard Cook. As public money would be used for the project, a lease would need to be agreed for the space and building for public use.

A resident stated that, like the new Parish Council, the new Village Hall Trust is trying to sort out historic issues. James Hailes asked for clarification of how s106 funding works as the fund should cover the complete cost of projects (referring to the medical centre expansion issue). Cllr Chinnery explained how s106 funding works. It was noted that a house in West Street has been demolished and an application has been approved for a 5/6 bed dwelling.