



# PARISH COUNCIL OF SANDHURST, KENT

Please reply to Julie Horan, Parish Clerk, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850273

## Approved Minutes Parish Council Meeting 14 November 2023

### In Attendance:

Cllr Griggs (Vice Chairman) (MG)	Mrs J Horan (Clerk & Proper Officer) (JH)
Cllr C Robinson (CR)	Cllr P Phillipson (PP)
Cllr A Kerry (AK)	Cllr E. Neville
Cllr D Rogers (DR)	Kirsty Collings - Web Designer
Cllr K O'Neil (KO)	Members of Public - 0

1.	<b>Apologies</b>
	Cllr M Phillipson (Chairwoman) (MP), Cllr S Holden
2.	<b>Declarations of Interest</b>
	Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests. MG - Planning Application 23/02353/FULL
3.	<b>Approval of Minutes</b>
	To resolve that the Minutes of the meeting of the Council held on 10 October 2023 are a true record of the meetings. The only issue relating to the minutes that can be discussed is their accuracy. CR requested that an alteration be made, approval has been carried forward to the next meeting.
4.	<b>Councillor Intervention</b>
	Cllr Ellen Neville: Wednesday last week the land north of Birchwood Grove in Hawkhurst (the proposal for 70 houses and a medical centre) was approved by the Planning Committee, 8 votes for, 2 against. The debate went on for a considerable time, the development is going ahead, the medical centre sounds fabulous but is not a guarantee. The proposal is for the land to be surrendered for a medical centre but the funds for that have to be found outside of the project. Neighbourhood Plan - Last night there was a meeting with Transport and Planning to go through the protocol of the Local Development Scheme, that is prior to the Neighbourhood Plan going before full council on 13th December. If all goes well we should be on track for Summer 2024 implementation, providing no issues.

5.	<b>Website Redesign</b>
	Kirsty Collings, Web Designer attended the meeting to find the requirements of the Council for the re design of the Parish Website. The requirements were discussed at length, Kirsty will put together something for the council to view.
6.	<b>Matter Arising</b>
	Allotment Tenancy Agreement - carried forward to next meeting MP
7.	<b>Finance &amp; Accounts</b>
	<p><u>Accounts</u>  To approve accounts retrospectively for payment from 01 October 2023 to 31 October 2023.  To receive details of receipts in from 01 October 2023 to 31 October 2023.</p> <ul style="list-style-type: none"> <li>CR Proposed ; DR Seconded and those present approved the payments &amp; Receipts from 01 October 2023 to 31 October 2023 - all present agreed.</li> </ul> <p>To note the bank reconciliation at 31 October 2023 - MG Confirmed that the reconciliation for October have been checked.</p> <p>Forecast: The forecast circulated prior to the meeting. The forecast has been thoroughly reviewed, the main change is to the playground improvement, as was discussed at the last meeting to spend 46k on a climbing frame was excessive. MP did a review on the planned improvements for the playground and has come up with three potential changes plus additions which will make a saving. CR will obtain a revised quote.</p> <p>We should have a 19k surplus over reserve target.</p> <p>There is £1,600 included for the car park barrier for this year.</p> <p>Draft budget 2024/25, zero included for playground improvements, 25k for car park at playing field improvement. That will leave us with £1,500 surplus against reserve target at the end of the next financial year. No grants have been included. One major item that has not so far been included in the budget for the next financial year is the Adult Gym Equipment.</p> <p>Any further items to be included in the budget for next year should be received 1st December 2023 at latest.</p> <p>Charitable Donations 2023/24:  Donations made in the last financial year were discussed, it was agreed the following donations will be made at the end of this financial year.  Hospice in the Weald £150  Kent Air Ambulance £500  Royal British Legion £100  St Nicholas PCC £600  Sandhurst Primary School £500  JH to contact the church and primary school to enquire what the donation will be used for.  The following will no longer receive a donation:  Citizens Advice  Victim Support</p>

	<p>Tunbridge Wells Counselling Centre</p> <p>An amount of £900 will be held in reserve in case a worthy cause is identified.</p> <ul style="list-style-type: none"> <li>CR Proposed to accept the changes to the donation list ; AK Seconded - all present agreed.</li> </ul>
8.	<p><b>Old Orchard Play Area</b></p> <p>KO visited the school to talk to the children about the Old Orchard play area. The one comment made by the children was about the rubbish careless people were dropping rather than using the bin. KO also showed the children some options for equipment for the playground which will be taken into consideration when looking at the equipment to be replaced.</p>
9.	<p><b>Playing Fields</b></p> <p>JH to email online catalogue of adult gym equipment to CR for discussion at the December meeting.</p> <p>KO asked to consider a shelter for teenagers, the idea was rejected as last time one was installed it was vandalised and set alight.</p>
10.	<p><b>Old School Hall</b></p> <p>Two quotes have been received for repairing damage area of the solid oak floor in the OSH,</p> <p>Quote A: £2,520.00 - Solid Oak</p> <p>Quote B: £3,342.00 - Engineered Oak</p> <p>Two quotes were obtained for a light sand and re lacquering of the rest of the oak flooring at the OSH</p> <p>Quote A: £1,065.00</p> <p>Quote B: £2,745.00</p> <ul style="list-style-type: none"> <li>AK Proposed to accept Quote A (Academy Flooring) ; KO Seconded - all present agreed.</li> </ul> <p>The duration of the work would be one week, before MG goes back to Academy Flooring a small amount of damp by the radiator is to be investigated.</p> <p>There are a number of small jobs that need doing: repaint Noticeboard, repair of toilet block door, toilet roll holders in toilet block, shelf in the cleaners in the pavilion and OSH cupboard.</p> <ul style="list-style-type: none"> <li>DR proposed we bring the local handyman in to spend the day carrying out small jobs ; CR seconded - all present agreed</li> </ul>
11.	<p><b>Toilet Block</b></p> <p>Repair of external door and replacing the toilet roll holders approved under item 10.</p>
12.	<p><b>Hand Soap Dispensers</b></p> <p>To purchase hand soap dispensers and soap</p> <ul style="list-style-type: none"> <li>CR proposed to approve the purchase ; PP Seconded - all present agreed</li> </ul>
13.	<p><b>Bollards Upper Green</b></p> <p>10 bollards need replacing on Upper Green. AK to obtain two quotes.</p>
14.	<p><b>Pavilion</b></p> <p>There was a discussion regarding the fire extinguisher in the pavilion, various options were discussed.</p>

	<ul style="list-style-type: none"> <li>CR proposed to add a fire extinguisher to the contract already in place for the OSH ; KO Seconded - all present agreed</li> </ul> <p>The installation of a key safe was discussed, there is a key safe by the back door of the pavilion - unsure of the number, a few combinations were given to try. If unable to unlock the current key safe, a new one to be purchased.</p>
15.	<p><b>Planning Applications</b></p> <p><b>Application No: 23/02836/FULL</b>  Proposal: Removal of sewage pit and installation of sewage treatment plant on adjoining land.  Address: Boxhurst , Boxhurst, Sandhurst, Kent, TN18 5PE</p> <p>The following comments were made: Although the councillors are supportive of this application they would like to ask the Planning Department to ensure the new plant has a Discharge Consent from the Environment Agency to cover Biochemical Oxygen Demand (BOD) and Suspended Solids (SS), to protect the native watercourse downstream.</p> <p><b>Application No: 23/02353/FULL</b>  Proposal: Remodel existing attached garage extension to form a new two storey annexe ancillary to the main house  Address: 12 The Rope Walk, Sandhurst, Kent, TN18 5JD</p> <p>The following comments were made: Can we please ensure as stated in the Design Access statement that the new two story annexe will be used for a family member and will be ancillary to the main house.</p> <p><b>Application: 23/02981/FULL</b>  Address: Yew Tree Cottage, Rye Road, Sandhurst, Kent  Proposal: Demolition of existing garage and construction of new garage (Retrospective)</p> <p>No comments were made about this application</p>
16.	<p><b>Litter Pick</b></p> <p>The litter pick cancelled on 4th November will not be rescheduled. The next litter pick will be as scheduled on 23rd March 2024.</p>
17.	<p><b>Online Council Meeting</b></p> <p>The Clerk attended an online meeting with Kent Police and other local Parishes. Kent Police no longer attend council meetings and will be holding these meeting quarterly with Parish Councillors/Clerks. There were a number of issues the Clerk was asked to bring up:</p> <ul style="list-style-type: none"> <li>Local children shooting wildlife maiming/killing them with sling shots and damaging property. The police are aware of this issue and will be investigating further, though they said that the public need to do their part and report when they see it happening.</li> <li>Vandalism, again Kent Police said that the public need to do their part and report when they see it happening.</li> <li>Speeding traffic/enquire why the traffic monitoring van has only been in the village once so far this year. Kent Police have said they will escalate this to the department that controls the vans to see if the attendance can be increased. We</li> </ul>

	<p>were also told that they hope to have an Officer join the Speed Watch team once a month.</p> <ul style="list-style-type: none"> <li>• Illegal parking and traffic chaos at school times. Kent Police will be contacting the school to promote Walking Buses etc to reduce traffic at school times.</li> </ul>
18.	<b>Correspondence to the Clerk</b>
	<p>Email regarding rubbish dumped at the playing fields: JH Contacted TWBC who have said as it is private land it is not their responsibility to clear, we need to contact a local contractor to clear.</p> <ul style="list-style-type: none"> <li>• DR Proposed to contact Mayalls to collect ; PP Seconded - all present agreed</li> </ul> <p>Email regarding vehicle parked in front of the defibrillator at Downton Cottages, in an emergency this would mean the defibrillator case cannot be opened - AK to speak to owner of vehicle.</p>
19.	<b>Public Intervention</b>
	No members of the public attended the meeting.
16.	<b>Date of Next Meetings</b>
	<ul style="list-style-type: none"> <li>• 14 November 2023</li> <li>• 05 December 2023 - Precept Meeting</li> <li>• 12 December 2023</li> </ul>

**Julie Horan**

Clerk to Sandhurst Parish Council

**CC:**

**For Information**

County Cllr Seán Holden

Borough Cllr Godfrey Bland

Borough Cllr Ellen Neville