



PARISH COUNCIL OF SANDHURST, KENT

Please reply to Catherine Catt, Parish Clerk, Old School, Back Road, Sandhurst, Cranbrook, Kent TN18 5JS 01580-850295

Approved Minutes Parish Council Meeting Tuesday 9th November 2021 at 7.00pm

In Attendance:

Cllr Christopher Robinson (Chairman) (CR)	Cllr David Rogers (DR)
Cllr Mark Griggs (Vice-Chairman) (MG)	Mr Alan Crocker (RFO) (AC)
Cllr Lisa Erwood (LE)	Kent County Cllr Seán Holden
Cllr Melanie Phillipson (MP)	One member of Public
Cllr Paul Phillipson (PP)	

Item No	
1.	Apologies for Absence
	Apologies were received from: Cllr Adam Kerry, Julie Horan (JH) (Temporary Admin)
2.	Declarations of Interest
	To receive declarations of interest concerning items on the agenda. Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests.
	DR declared an interest as an allotment holder.
3.	Approval of Minutes : 12/10/2021
	To resolve that the Minutes of the meeting of the Council held on 12 th October 2021 are a true record of the meeting. Members were reminded the only issue relating to the minutes that can be discussed is their accuracy
	MG proposed, LE seconded, and those present agreed that the minutes were a true record of the Parish Council meeting held on 12 th October 2021.
4.	Councillor Intervention
	County Cllr Seán Holden reported on: <u>Kent Plan Bee:</u>

	<p>Update re "Kent Plan Bee" (the official pollinator action plan for the county) – on 23/11/21 there will be second Kent Plan Bee online summit (possible to register to attend conference on Kent Plan Bee portal) looking at developing railway embankments, road verges, riverbanks and canal sides as nature reserves and increasing education/awareness/training for people who work on them. CR to contact SH to enquire re opportunity for developing roadside nature reserves in Sandhurst.</p> <p><u>Lorries:</u> Update on progress of "Get lorries out of lives" campaign (re keeping HGVs out of villages/country lanes). KCC applying to Govt seeking powers over moving traffic offences in order to be able to enforce weight limits and shift lorries from country lanes to prescribed routes unless making deliveries, etc. Need to increase facilities for lorry drivers to avoid them using laybys, etc, causing nuisance to local residents. CR drew attention to successful installation of bollards on Megrim's Hill effectively removing illegal layby.</p> <p><u>Closure of High Weald Academy:</u> SH stated that closure was inevitable given that school was operating well below capacity (1,000 short), and that rather than trying to keep it open, focus should be on transport and education standards at nearest alternative schools to which pupils will move. Some concern re current lack of free transport for pupils who have already left ahead of closure, since High Weald remains the nearest appropriate school for funding purposes. CR noted that since only 2 out of 30 pupils went from Sandhurst Primary School to High Weald, the Parish Council had decided it was not appropriate to offer a view on the closure.</p>
5.	<p>Finance & Accounts</p> <p><u>To approve accounts retrospectively for payment from 1 October to 31 October 2021:</u> DR proposed, MG seconded and those present approved accounts for payment. CR requested that invoices for cleaning of OSH be issued more frequently for smaller sums.</p> <p><u>To receive details retrospectively of receipts from 1 October to 31 October 2021:</u> DC proposed, PP seconded and those present approved details of receipts. AC has received payments totalling £700 in respect of allotments – only £187.60 yet to come in – AC to chase.</p> <p><u>Bank reconciliation as at 31 October 2021:</u> Noted and agreed.</p> <p><u>Accounts and forecast to year end:</u> Target of £204,000 should be met but there are some big spend items to come which may be earmarked/reserved for next year.</p> <p>CR raised couple of queries re Pavilion account – would like to replace balustrades, costing around £400, and boarding up toilet block, around £300 – need to put correct finance codes in accounts.</p>

	<p><u>Actions and timetable for setting the budget and precept for 2022-23:</u> AC stated need to agree timetable to set precept budget for 2023 – deadline is January 2022. CR asks councillors to send ideas to him re budget items by 23/11/21. AC and CR will put those into suitable format and check regular costs/income against projections and agree income from regular users.</p> <p>On 1/12/2021, CR will issue and circulate first draft of budget to councillors – between 2/12/2021 and 6/12/2021, councillors to send in any proposed amendments.</p> <p>Precept meeting to be held on 7/12/21 to agree first draft of budget.</p> <p><u>Re adding LE as bank signatory:</u> Proper paperwork has been mislaid so need to restart process to verify LE as a signatory.</p> <p><u>Payment for water for allotments:</u> There is an agreement with developer King & Johnston re paying for water supply at Old Orchard and properties are nearly finished. DR has taken photos of water meter on 11/1/21 and 9/12/21 and amount is £232.63. DR asked AC to raise invoice to cover that amount.</p>
6.	<p>Sub-Committees</p> <p><u>OSH Sub-Ctte</u> Meeting was held on 2/11/2021. Full agenda with much info. Issues raised included:</p> <p><u>Amendments to Terms of Reference:</u> Proposal to change composition of sub-ctte from 6 members to 5-8 members, of which 2-3 to be Parish Cllrs and chairperson to be elected by PC (not sub-ctte); need for clarity re financial powers – MG made clear that OSH is a non-financial decision making ctte – purely advisory – has no powers to authorise payments LE proposed, DR seconded and those present agreed proposed amendments. CR to amend Terms of Reference accordingly.</p> <p><u>Access to own keys for OSH regular renters:</u> Non-PC ctte members sent very clear message to PC re need for regular users of OSH to have their own keys. MG and MP proposed that regular users have their own key. Following deliberation by PC, in which it was emphasised that the PC needs to keep control of OSH as its major asset, it was proposed that the current lock on OSH be replaced with an enhanced security lock (with limited number of keys issued, unauthorised copying of keys not possible). Regular users to be given own copy of key on payment of deposit - cost yet unknown, pending quotes for new lock and keys. New push-button key safe to be installed with new security code. DR proposed, LE seconded, and those present agreed to proceed with that proposal.</p> <p><u>Runner (between doorway and kitchen area):</u> Sub-cttee expressed strong feeling re need for a runner – estimated cost around £230. CR indicated that advice of floor supplier was that no runner is needed as it traps dirt underneath, and that it would be better to have new</p>

	<p>coir matting and second mat in porch. PC agreed to follow advice of floor supplier. No change to current position, so no need for vote.</p> <p><u>Sports & Recreation Facilities Ctte</u> No meeting held yet. CR stated that facilities have been looked at per RoSPA report and small items need to be dealt with. CR will draw up a list of items that need spending on, and payment was authorised for a new grease gun to grease nipples on swings, etc, in playground.</p> <p><u>Infrastructure Sub-Ctte (Highways, PROW & road safety)</u> Ctte has not met yet. Some items within purview of ctte have come up in correspondence to PC, and member of public addressed PC on:</p> <p><u>Keeping pavements clear of obstructions:</u> There is need to keep boundaries/paths clear of obstructions – hazardous if overgrown forcing pedestrians into the road, etc – member of public raised query re who is responsibility for that – PC, TWBC or KCC? PC confirmed that Highways Dept (KCC) is responsible. Infrastructure ctte to draft a standard letter (KCC will prob offer a draft) to send to offending homeowners, and to contact KCC street steward. AC stated that KCC will write to homeowners if it has to cut back overgrown areas and will invoice them directly.</p> <p><u>Footpaths in need of repair:</u> Some specified footpaths are dangerous and in need of repair, including cutting back vegetation and replacing handrails, and repairing/replacing stiles. KCC responsible for maintaining PROWs. PC to report footpaths to KCC and to encourage local residents to report matters directly to KCC also.</p> <p><u>Speed signs covered:</u> Some 30mph speed signs are covered by overgrown vegetation.</p> <p><u>Action:</u> JH to write to member of public and correspondents advising them how to contact KCC and register complaints/concerns re footpath/PROW issues. Infrastructure sub-ctte to take matters to KCC, contacting highways and street stewards re list of necessary work, and to clarify financial responsibility for that.</p>
7.	<p><u>Councillor Vacancy</u></p> <p>Need to advertise vacancy with notices put up in shops, petrol station, on social media, OSH notice board and PC website.</p> <p>Number of local residents have expressed an interest in joining the PC. DR proposed, PP seconded, and those present approved that a staffing committee composed of MG, LE and MP would conduct interviews for councillor vacancy.</p>
8.	<p><u>CCTV for Pavilion</u></p> <p>The CCTV has been installed successfully. CR gave update on necessary repair work, including balustrade – should be completed by w/c 15/11/21.</p>

9.	Schedule of Works
	<p>DR has three contractors in mind for scheduled maintenance tasks on OSH (including roofing, gutters, toilet block, decoration) and asked councillors to pass on to him any of their own suggestions for contractors to add to list.</p> <p>Electrical inspection has been carried out and all is good. Couple of items of works raised on electrical certificates and quotes requested for them. Works authorised on OSH porch light and fluorescent light fittings, and MG/MP to put to OSH sub-ctte proposals re new lighting system for OSH porch lighting – DR will get quote.</p>
10.	Tidy Village
	<p><u>Litter Pick:</u> AK had proposed Fri 10/12/21 as date for litter pick for village, starting at OSH. Discussion re problem in holding event on a Friday when people are at work/children at school, etc. CR to go back to AK re poss alternative date.</p> <p><u>Tree Planting:</u> Lots of ideas re where to plant trees. MG has approached Horticultural Society. CR requests that councillors send their ideas to him re where to plant 40 trees of native species, on council land (Village Greens, playing fields, Megrims Hill, etc) before next PC meeting. PC will need to agree.</p> <p><u>Queens Green Canopy:</u> Re Queen's Green Canopy Initiative, CR has sent invitations to four organisations (St. Nicholas and Baptist churches, Primary School, Horticultural Society). PP to contact or pass on contact details for local farm to ask re planting in vineyard.</p>
11.	Bollards on Megrims Hill
	<p>The bollards have been installed and the majority of the reflectors have been added. Remainder on order and will be put on once delivered. Infrastructure sub-ctte to look at other entrances to village.</p>
12.	Allotments
	<p>Majority of invoices now paid – AC to chase outstanding payments.</p>
13.	Speedwatch
	<p>Three sessions have been held since the last PC meeting – 64 offenders comprising 7.8% of road users.</p> <p>JH to join Speedwatch as a volunteer.</p>
14.	Neighbourhood Plan
	<p>MP reported that a NP meeting was held in OSH on 26/11/2021, with a presentation from Jim Boot (Freelance Community Planner) and question/answer session.</p>

	<p>Some feedback was given at that meeting re its timing and problem in engaging local residents.</p> <p>It was noted that pretty much the whole village had been mail dropped with flyer for NP meeting and that if people felt strongly re NP they could have attended meeting or made contact re their interest.</p> <p>Only three residents, in addition to MP, have volunteered to join steering group.</p> <p>PC discussed lack of response, whether that was a sufficient number of volunteers and whether to hold another NP meeting at a different time.</p> <p>DR queried whether it would still be possible to obtain NP grant funding from Locality for assessing village and creating design codes. MP to check.</p> <p>PP proposed, LE seconded, and DR and MG agreed that a decision on whether to proceed with NP be postponed until late spring/early summer 2022. CR and MP abstained.</p> <p>MP will inform Jim Boot and village volunteers re PC decision.</p>
15.	<p>Planning Applications</p> <p>To comment on the following planning applications:</p> <p><u>NOs: 21/03534/FULL & 21/03716/ENVSCR:</u> Change of use, conversion and extension to former farm building to form a single dwelling together with the demolition of one stable block and the relocation/replacement of another. CR proposed, LE seconded and members present agreed to recommend PC approval.</p> <p><u>NO. 21/03614/SUB Submission of Details in Relation to Condition 11 (Details of Boundary Treatments) of 19/00106/FULL OS Plots 2430 3828 3943 & Part 3118 Bodiam Road Sandhurst Cranbrook Kent:</u> DR raised concerns, and PC discussed, re the drawing associated with the application not fully identifying what boundary treatment would be applied to the end of the car parking spaces to the south east corner of Plot 8, together with a small section of boundary to the south of Plots 7&8 which abut the Allotment car park. It was also unclear what boundary treatment would be applied to the southern boundary of the whole site practically in relation to Plots 3, 4, 5, 6, & 7. PC has a vested interest in the boundary, as it borders the community allotment site which is held under PC ownership. DR to contact TW planning dept to seek clarification of those matters, attaching plan for identification. Councillors to look at clarified plan, submit comments and vote on issue at next PC meeting.</p>
16.	<p>Correspondence to the Clerk</p>

	<p>PCSO Simon Fuller has reported re an insecure vehicle in the village and a vehicle having been set on fire.</p> <p>Communication received re TWBC Local Plan having been sent to Secretary of State for independent examination by planning inspector.</p> <p>Fire Hydrant Initiative – PC received request for map and query whether it was aware of hydrants’ location and anything untoward re them.</p> <p>Query re responsibility for maintenance of village defibrillators. AC to check whether contract for their maintenance was finalised and whether it is being fulfilled.</p> <p>Letter indicating that next TW public transport forum would be on Zoom – LE to pass on info to interested person to allow her to attend.</p>
17.	Public Intervention
	One member of public had already spoken during discussion of Infrastructure Sub-Ctte matters (responsibility for keeping pavements free of obstructions, maintaining PROW, speed signs, etc).
18.	Date of Next Meeting
	<p>Precept meeting: Tuesday 7th December 2021</p> <p>Full council meeting: Tuesday 14 December 2021</p>

Meeting ended at 21.40

CC: For Information
County Cllr Seán Holden
Borough Cllr Godfrey Bland
PCSO Simon Fuller