



# 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 March 2023

### In Attendance:

Clr C Robinson (Chairman) (CR)	Mrs J Horan (Clerk & Proper Officer) (JH)
Clr Griggs (Vice Chairman) (MG)	Cllr K O'Neil (KO)
Clr M Phillipson (MP)	Cllr P Phillipson (PP)
Clr D Rogers (DR)	

Item:	
1.	<b>Apologies</b> Cllr A Kerry (AK) and Cllr L Erwood (LE)
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. There were two declarations of interest concerning an item on the agenda: DR as Allotment Holder MG as employs Cleaner of OSH CR Planning application 23/00426/FULL & 23/00427/LBC
3.	<b>Approval of Minutes</b> To resolve that the Minutes of the meeting of the Council held on 10 January 2023 are a true record of the meeting. Members were reminded the only issue relating to the minutes that can be discussed is their accuracy <ul style="list-style-type: none"><li>MP proposed; KO seconded and it was agreed by those present that the minutes were a true record of the meeting.</li></ul>

4.	<b>Matters Arising</b>
	Ballet barre is loose and requires re fixing to the wall - DR to ask Richard to repair. OSH Cleaning Schedule has been updated. Cleaning of OSH, Pavilion & Toilet Block to be reviewed and receive new quotes to include revised schedule and toilet block. JH to speak to current cleaner to make aware.
5.	<b>Councillor Intervention</b>
	None
6.	<b>Finance and Accounts</b>
	<p><u>Accounts</u></p> <p>To approve accounts retrospectively for payment from 01 February to 28 February 2023.</p> <p>To receive details of receipts in from 01 February to 28 February 2023.</p> <ul style="list-style-type: none"> <li>DR Proposed ; KO Seconded and those present approved the payments &amp; Receipts from 01 February to 28 February 2023 - all present agreed.</li> </ul> <p>To note the bank reconciliation at 28 February 2023</p> <ul style="list-style-type: none"> <li>MG Confirmed the bank reconciliations February had been checked.</li> </ul> <p>Forecast was circulated prior to meeting and was discussed.</p> <p>Charitable Donations 2023:</p> <p>Royal British Legion £100.00      Sandhurst Parochial Church Council £600.00      Sandhurst Primary School £500.00      TW Counselling Service £100.00      KSS Air Ambulance £500.00      Victim Support £50.00      Tunbridge Wells CAB £100.00</p> <ul style="list-style-type: none"> <li>DR Proposed to accept the charitable donation list ; MG Seconded - all present agreed.</li> </ul>
7.	<b>Defibrillators</b>
	The heated cases have been installed at The Baptist Church, The Swan Inn and the Old School Hall. The heated case at the Pavilion will be installed by tomorrow evening. The heated cases for the Downton Cottages and Tanyard defibrillators should be installed by the end of the week, there will be no power supply until September but the cases will offer more protection from the elements than the current cases.
8.	<b>OSH</b>
	<ul style="list-style-type: none"> <li>MP Proposed the use of the cupboard by the ladies toilets for use by the Horticultural Society ; DR Seconded - all present agreed.</li> </ul> <p>There is a broken toilet seat in the ladies - JH to contact Cheesemans to replace.</p> <ul style="list-style-type: none"> <li>CR Proposed to ask Cheesemans to fix ; DR Seconded - all present agreed.</li> </ul>
9.	<b>OSH/Pavilion</b>
	<p>Update on renovations to OSH:</p> <p>Pavilion is finished. The main works in the OSH are finished, the porch almost there, just waiting for the Initial mat. Toilet block has been finished and cleaned. A few snagging items need doing, a couple of barrel locks and a few screws, which need approving.</p>

	<ul style="list-style-type: none"> <li>DR proposed very minor work undertaken by Richard as part of the overall work being carried out ; MG seconded - all present agreed</li> </ul> <p>Toilet roll holders to look at options - DR</p> <p>Hurstway liquidators have been in touch and payment of the outstanding invoice has been agreed and paid.</p>
10.	<p><b>Neighbourhood Plan</b></p> <p>Update from the Neighbourhood Plan:</p> <p>All the working groups have had meetings with one or two changes in members. Teresa Breckon and Denis O'Neil attended the TW Zoom Transport Forum</p> <p>Last public meeting on Transport and the Economy was only attended by 8 villagers but swelled to 18 by the members of the Steering Group. There was much group discussion.</p> <p>The Economy Group are intending to issue a questionnaire to businesses to be returned by post. There was a suggestion made that a transport action group be formed. KON has contacted Sean Holden, Ellen Neville and Godfrey Bland regarding the threat that was raised at the transport forum that the No 5 bus might cease running to Sandhurst because of turning problems and parking outside the resident of Clematis Cottage's house.</p> <p>The meeting had a positive feel to it despite the low numbers. Hopefully publicity via Facebook and Nextdoor Sandhurst might bring better numbers next time.</p> <p>Representatives from AECOM who are providing design codes input did a walk around the village yesterday with some of the SG. They will report back and attend the next meeting.</p> <p>Next meeting on Housing and Design will be on Sat 18<sup>th</sup> at 10.30 in OSH.</p> <p>There will be a PowerPoint presentation to the school children on 20<sup>th</sup> March and a 'hands on day' on 21<sup>st</sup> when children will be asked to design their own houses for Sandhurst. The aim of this alongside questionnaires is to get the parents on board since this is the group whom we have failed to make contact with so far.</p> <p>They along with the Community Group are planning to conduct surveys/questionnaires in Back Road.</p> <p>The Community Group and Environment Groups will present their current progress on 1<sup>st</sup> April in the OSH.</p> <p>Review and approve Terms of Reference</p> <ul style="list-style-type: none"> <li>MG Proposed to accept the Terms of Reference for the Neighbourhood Plan ; PP Seconded - all present agreed.</li> </ul>
11.	<p><b>Parish Litter Pick</b></p> <ul style="list-style-type: none"> <li>CR Proposed the litter pick be held on 25th March 2023 at 09:00 starting at The Swan, with bacon rolls after for the volunteers ; MG Seconded - all present agreed</li> </ul> <p>JH to advertise for volunteers</p>
12.	<p><b>Annual Review of Documentation</b></p> <p>All have been reviewed and minor amendments made:</p> <p>Standing Orders</p> <p>Financial Regulations</p> <p>Financial Risk Assessment</p> <ul style="list-style-type: none"> <li>MG Proposed to accept the documents as reviewed and amended ; KO Seconded - all present agreed</li> </ul> <p>Asset Register - Was reviewed and accepted at the last meeting</p>

13.	<p><b>Planning</b></p> <p><b>Application: 23/00391/FULL</b>            Proposal: Variation of Conditions 2 and 3 of Planning Permission 21/04001/FULL - (Changes to fenestration on all elevations, Addition of door to front elevation, Removal of windows from both floors of rear elevations, Addition of door to North-West facing side elevation with additional fenestration changes, Replacement of single door to sliding door on South East side elevation, Addition of windows to first floor side elevations, Removal of roof lights)            Address: Kerrys Yard , Bodiam Road, Sandhurst, Cranbrook, Kent, TN18 5LE            This application was discussed, no comments to be made.</p> <p><b>Application: 23/00426/FULL</b>            Proposal: Installation of a 7kW charge point for charging a private electric car.            Address: The Malt House , Queen Street, Sandhurst, Cranbrook, Kent, TN18 5HR</p> <p><b>Application: 23/00427/LBC</b>            Proposal: Listed Building Consent - Installation of a 7kW charge point for charging a private electric car            Address: The Malt House , Queen Street, Sandhurst, Cranbrook, Kent, TN18 5HR            This application was discussed, no comments to be made.</p>
14.	<p><b>Flag Flying Dates</b></p> <p>The dates for 2023 that the flag should be flown over Sandhurst was circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>• MG Proposed to accept dates ; DR Seconded - all agreed with 1 abstention (CR)</li> </ul>
15.	<p><b>Allotments</b></p> <p>It was agreed:</p> <ul style="list-style-type: none"> <li>• MG Proposed that any vacant plots would be strimmed and covered until a new tenant was found; MP Seconded - all present agreed</li> </ul> <p>If a plot goes untended for 1 year, in breach of the tenancy agreement 5.3, then the clerk will write to the tenant to ask if they wish to continue with the tenancy - KO to provide JH with list of untended plots.</p> <p>The PC will include annual hedge cutting as part of its parish maintenance - carried forward to the next meeting for approval.</p>
16.	<p><b>A Frame</b></p> <p>The A Frame noticeboard has been damaged and needs replacing.</p> <ul style="list-style-type: none"> <li>• MP Proposed the purchase of a new A Frame notice board for £140.00 ; PP Seconded - all present agreed</li> </ul>
17.	<p><b>Phonebox</b></p> <p>To re purpose the phone box as a book exchange, a few minor alteration will be needed - CR.</p> <ul style="list-style-type: none"> <li>• MP Proposed to get quote from George Harding ; DR Seconded - all agreed</li> </ul>
18.	<p><b>War Memorial Garden</b></p> <p>A design and costing was received for the replanting of the Memorial Garden.</p>

	<ul style="list-style-type: none"> <li>• CR Proposed to accept the design and the costing ; KO Seconded - all present agreed.</li> </ul>
<b>19.</b>	<b>Correspondence to the Clerk</b>
	<p>Email Mrs T Breckon - Circulated prior to the meeting  Email Mr Appelbe - Regarding Arriva bus has been passed to the Neighbourhood Plan Steering Group.</p> <ul style="list-style-type: none"> <li>• CR Proposed Mr Appelbe's comments will be more suitably handled by the Neighbourhood Plan Steering Group ; KO Seconded - all present agreed</li> </ul> <p>Email Mr Harding - Marsh Quarter Lane Car Park is in a poor state of repair. JH to respond to tell Mr Harding that the PC are aware and the issue is in hand.</p>
<b>20.</b>	<b>Public Intervention</b>
	None
<b>21.</b>	<b>Date of Next Meeting</b>
	<ul style="list-style-type: none"> <li>• 11 April 2023</li> <li>• 09 May 2023 - Annual Parish Council Meeting</li> <li>• 13 June 2023</li> <li>• 27 June 2023 - Annual Parish Meeting</li> </ul>

**Julie Horan**  
Clerk to Sandhurst Parish Council

**CC: For Information**  
County Cllr Seán Holden  
Borough Cllr Godfrey Bland  
Borough Cllr Ellen Neville