



# PARISH COUNCIL OF SANDHURST, KENT

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

## Approved Minutes Parish Council Meeting Tuesday, 8<sup>th</sup> February 2022

### In Attendance:

Cllr C Robinson (Chairman) (CR)	Cllr A Kerry (AK)
Cllr M Griggs (Vice-Chairman) (MG)	Cllr L Erwood (LE)
Cllr M Phillipson (MP)	Mr A Crocker (Responsible Finance Officer) (AC)
Cllr P Phillipson (PP)	Mrs J Horan (Temporary Admin) (JH)
Cllr D Rogers (DR)	TWBC Cllr G Bland

Item No	
1.	<b>Apologies for Absence</b> Apologies were received from Cllr M Hiscock (MH), Mrs C Catt (Clerk & Proper Officer) (CC), KCC 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. There were two declarations of interest concerning items on the agenda: DH – Allotment Holder. CR – Planning Application, 21/04207/FULL
3.	<b>Approval of Minutes</b> To resolve that the Minutes of the meeting of the Council held on 11 <sup>th</sup> January 2022 are a true record of the meeting. Members were reminded the only issue relating to the minutes that can be discussed is their accuracy. A correction was noted for item 5 – where “Public Enquiry” should have read “Appeal”. <b>Proposed: LE Seconded: DR – Approved, (subject to the correction).</b>
4.	<b>Matters Arising</b> <ul style="list-style-type: none"><li><b>Mugs</b> - MG Spoke to Jubilee Hire regarding white mugs for OSH. 48 white mugs would cost £62.40. They are currently out of stock, but MG would like to order them once back in stock. <b>Proposed: MG Seconded: DR – Approved</b></li></ul>

	<ul style="list-style-type: none"> <li>• <b>Councillor Vacancy</b> – CR responded to an email enquiry from a prospective applicant giving her more information but has heard nothing back. There is another interested lady; JH to arrange a meeting.</li> <li>• <b>Terms of Reference for Sub Committees</b> – There is some ambiguity about requirements for meetings and agendas etc. for sub committees. Sub committees were specified as it was thought that requirements for published agendas and minutes were removed. However, it is not clear that this is true. (Need to clarify in Standing Orders). Therefore CR proposed that the PC downgrade two of the sub-committees to working groups, leaving only the Old School Hall as a subcommittee.</li> </ul> <p><b>Proposed: CR Seconded: LE – Approved</b> To adopt the Terms of Reference for the Old School Hall Sub-committee which were circulated earlier.</p> <p><b>Proposed: MG Seconded: PP – Approved</b></p> <ul style="list-style-type: none"> <li>• <b>Floor Mats</b> – PP had made some enquiries. A company called Initial does the mats for some local companies. PP has left details and requested a quote for the regular cleaning of the OSH mats and is waiting to hear back. PP is going to follow up in a few days.</li> </ul>
5.	<p><b>Councillor Intervention</b></p> <p>The major bit of news on planning is the rejection at appeal of the Golf Course application, which was resounding.</p>
6.	<p><b>Finance and Accounts</b></p> <ul style="list-style-type: none"> <li>• To approve accounts retrospectively for payments from 1st January to 31st January 2022.</li> </ul> <p><b>Proposed: DR Seconded: MP - Approved</b></p> <ul style="list-style-type: none"> <li>• To receive details of receipts in from 1st January to 31st January 2022.</li> </ul> <p><b>Proposed: MP Seconded: PP - Approved</b></p> <ul style="list-style-type: none"> <li>• To note the bank reconciliation at 31st January 2022</li> </ul> <p>CR confirmed that he had checked the bank reconciliation.</p> <p><b>Proposed: DR Seconded: MP – Approved.</b></p> <p>AC received the meter reading for the Pavilion and that has been sent off to the water company.</p> <p>Monies have been received from King and Johnson for water used at the allotments site.</p>
7.	<p><b>Committees - OSH</b></p> <p>There was no meeting, only an informal discussion, which brought a couple of questions:</p> <ul style="list-style-type: none"> <li>• Is there a process for dealing with comments in the comments book? After discussion during the PC meeting, it was decided to put a note on the front of the Comments book to direct any urgent comments to the Clerk. For the non-urgent comments, some of the regular users of the OSH are on the sub-committee; MG will ask them to check the Comments book regularly for more routine comments and flag to the Clerk.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Audio Equipment</b> – is not working (screen and projector is working). MG spoke to Terry Hannocks who said the system was old and possibly not worth resurrecting. MG has contacted Old Barn Audio, who will come out for free to check if it can be fixed and if not, what alternatives are available.</li> <li>• Regular users are sending in A5 posters to advertise their class on the noticeboard. MG suggested a timetable of events to go on noticeboard and to advertise when the OSH is available. JH commented that Posters etc are in hand but need to be laminated as noticeboard is not in a good state of repair. CR asked MG to look at the noticeboard and see if needs replacing or can be repaired.</li> <li>• Specification for repair work in the 5-year plan has gone out to 3 local contractors.</li> <li>• DR thinks external decoration to the OSH may need bringing forward as paint is peeling and DR doesn't think this will wait.</li> <li>• Asbestos Survey is planned for 23<sup>rd</sup> Feb 10.30am.</li> </ul>
8.	<p><b>Tidy Village</b></p> <ul style="list-style-type: none"> <li>• <b>Tree Planting</b> – DR has done plans for Sean Holden trees. We now have a name and email address for the relevant KCC contact. DR will contact them and ask them to come down and meet the Infrastructure Working Group so that they can walk round suggested sites.</li> <li>• <b>Bollards</b> – AK has spoken to Steve Barrett regarding the bollards and is meeting him Thursday morning at 8am.</li> <li>• <b>Bench Around Tree</b> – CR to speak to George Harding again for quote.</li> </ul>
9.	<p><b>Planning Applications</b></p> <ul style="list-style-type: none"> <li>• <b>Planning Application: 21/03676/FULL - Ringle Green</b> An invitation was issued to the Developer to attend planning meeting 22<sup>nd</sup> Feb and it has been accepted. Phillip Chandler will be attending the meeting with Architect Holly Cooper; they are aware it is a public meeting. <i>CR was not involved in discussions on the following application as he lives next door.</i></li> <li>• <b>Planning Application: 21/04207/FULL – Sandhurst Farm Shop</b> Replacement farm shop with associated parking and outdoor seating/display areas. Sandhurst Farm Shop, Queen Street, Sandhurst. Councillors felt that this revised application still lacked detail to enable a full consideration to be made, namely:- a) The revised building has been moved further back into the site, so that it is closer to residential neighbours in The Malt House. This will obviously require a substantial retaining wall; however no details were provided. We are also concerned with peaceful enjoyment of the neighbouring property. b) The scale of the building and external materials to be used have not been fully explained to an extent that a lay-person could</li> </ul>

	<p>understand them. We would suggest that the applicant provides a few visuals of their proposals.</p> <p>c) A cold store and freestanding freezers on the shop floor are proposed, however no details have been provided as to the location of the associated condensers, as an internal plant room has not been identified. We would suggest that a planning condition is stipulated to confirm maximum dB level in June/July/Aug when the refrigeration plant would be running at full capacity.</p> <p>d) During the consultation period of the first application, the Parish Council asked for sections to be provided across the site, to confirm levels of the car park, extent of earth work support required to the existing bank and amount of excavated material to be deposited on adjacent lands or removed from site. This request does not appear to have been actioned with this application. We would like to note that in our opinion the exiting sections provided do not address this requirement.</p> <p>e) Traffic using the site and the junction on Rye Road was a concern; however this has been brought to the attention of the LPA by KCC Highways, as per the documents already lodged with this application.</p> <p>f) The line of the public footpath and the proposed stepped access alarmed some councillors; however, these concerns have been echoed by the KCC PROW Officer in their response to the consultation.</p> <p>The Parish Council are not in support of the development in the current format.</p> <p><b>Proposed: DR Seconded: PP – Approved.</b></p> <ul style="list-style-type: none"> <li>• <b>Planning Application: 21/04040/FULL</b> Single storey garage with one door for vehicle access and one door for pedestrian access. Bardens Cottage, Rye Road, Sandhurst The Parish Council had no objections and approved this application.</li> </ul> <p><b>Proposed: DR Seconded: MG – Approved.</b></p>
10.	<p><b>Correspondence to and from the Clerk</b></p> <ul style="list-style-type: none"> <li>• <b>An email from Lyn on behalf of St Nicholas Church</b> was received, enquiring to see if there were any funds available for the Jubilee Celebrations. Unfortunately, no funds have been allocated to the Jubilee and the PC was not willing to commit public funds. Also Lyn said, it is intended that the village join in with the national lighting of the beacons across the country - is this something that the PC could organise? AK has very kindly offered to arrange the lighting of the beacon.</li> <li>• <b>Jubilee Committee</b> – The Jubilee Committee contacted the Clerk with various requests. The PC was unable to support the use of the PC bank account for the collection of donations. Also, the request for the PC Public Liability insurance to cover the event was denied as the Parish Council is not involved in the organisation of the event therefore the onus was on the organisers of the event to provide insurance cover. The PC were happy to support the use of the OSH one morning for a fundraising breakfast and again on the 4<sup>th</sup> June,</li> </ul>

	<p>and for the use of the Playing Field (providing the weather is dry) as an overflow car park and the use of the Capri Tent on the top green on the 4<sup>th</sup> June. The PC also agreed to the use of the copier to print some fliers.</p> <p><b>Proposed: CR Seconded: LE – Approved.</b></p> <ul style="list-style-type: none"> <li>• <b>An email was received from a resident</b> regarding the 'do not obstruct access' notice by the allotments. The PC was told that there is still one sign in place and another on the fence. The PC feels there is no need for any further signs. If the allotment holders are having problems gaining access to allotments because of parked cars, it would be a Highways issue and not the responsibility of the PC.</li> <li>• <b>Initiative for increasing bookings in the OSH</b> – Carried forward JH</li> <li>• <b>Clerk Mobile Phone</b> – The PC approved spending £139 on handset plus £8.00 per month top up.</li> </ul> <p><b>Proposed: LE Seconded: MG – Approved.</b></p> <ul style="list-style-type: none"> <li>• <b>Grant</b> - Cllr Sean Holden called the OSH this morning saying there were monies available for Covid Recovery. JH to make contact to request funds.</li> <li>• <b>Defibrillator Maintenance Contract</b> – Find out who supplied and contact them to find out what they charge for a maintenance contact. <b>Action JH / AC</b></li> <li>• <b>Funeral Ken Slater</b> – CR was hoping to attend but has a prior arrangement. MG is attending to represent the Parish Council. No Flowers, contributions to 3 charities that Mr Slater supported.</li> <li>• <b>Renewed Vandalism at the Pavilion</b> – Unfortunately, a fuse had gone in the camera that was in the best position to catch the culprits. We have asked the supplier to suggest improvements and he has supplied a quote (dated 31.01.2022) detailing the improvements and costs.</li> </ul> <p><b>Proposed: LE Seconded: AK - Approved.</b></p> <ul style="list-style-type: none"> <li>• <b>Zoom Subscription</b> – Has not been renewed as no longer required.</li> <li>• <b>2022/2023 Meeting Dates</b> – Circulated via email earlier.</li> </ul> <p><b>Proposed: LE Seconded: MG - Approved.</b></p> <ul style="list-style-type: none"> <li>• Financial Risk Assessment to be reviewed by PP</li> <li>• Standing Orders to be reviewed by MP</li> <li>• Asset Schedule to be reviewed by DR</li> <li>• Financial Regulations to be reviewed by CR</li> <li>• Look at forecast for rest of year – Items which are going to be carried forward £27k playgrounds. £1000 Neighbourhood Plan. CR and AC to review.</li> </ul>
10.	<p><b>Public Intervention</b></p> <p>Julie Griggs spoke regarding Jubilee Celebrations (detailed in correspondence to the Clerk)</p>
11.	<p><b>Dates of Next Meetings</b></p> <p>8<sup>th</sup> March 2022</p>

**CATHERINE CATT**  
Clerk to Sandhurst Parish Council

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