



# 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 7<sup>th</sup> September 2021** **Held in the Old School Hall Sandhurst.**

### **In attendance:**

Cllr Christopher Robinson [Chairman]	Cllr Melanie Phillipson
Cllr Mark Griggs [Vice Chairman]	Cllr Paul Phillipson
Cllr Lisa Erwood	Cllr David Rogers
Cllr Adam Kerry	RFO Alan Crocker
Cllr Mary Hiscock	One member of the public

<b>Item No</b>	
1.	<b>Welcome &amp; Apologies</b>
	To receive apologies as reported at the meeting
	Apologies were received from Cllr Julie Horan; Cllr Godfrey Bland; PCSO Simon Fuller and Parish Clerk Catherine Catt
2.	<b>Declarations of Interest</b>
	To receive Declarations of Interest on agenda items. Members are reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests
	Cllr Griggs declared an interest under planning application 21/02919 as owner. Cllr Hiscock as a member of the allotment committee and as an allotment holder; Cllr Rogers allotment holder.
3.	<b>Approval of Minutes</b>
	To resolve that the Minutes of the meeting of the Council held on 22 June 2021 are a true record of the meeting.
	Following a proposal by Cllr Erwood, seconded by Cllr Rogers the meeting unanimously agreed that the minutes of the meeting of the 22 <sup>nd</sup> June represented an accurate recording of the said meeting.
4.	<b>Councillor Intervention</b>

	No Borough or County Councillor present at the meeting.
5.	<b>Finance</b>
	<b><u>Accounts</u></b> To approve accounts retrospectively for payment from 1 August to 31
	August 2021 To receive details retrospectively of receipts from 1 August to 31 August 2021 To note the bank reconciliation at 31 August 2021
	<p>Following a proposal by Cllr Rogers, seconded by Cllr Griggs, the meeting approved the payment of the accounts and receipts. Cllr Robinson confirmed that he had checked the bank reconciliation.</p> <p>The RFO was asked to check with Unity Trust Bank, the current situation on the addition of Cllr Erwood as an additional signatory.</p> <p><b>External Audit – PKF Littlejohn</b></p> <p>The external audit report was presented to members and on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p> <p>Following discussion, a proposal of acceptance followed by Cllr Rogers, seconded by Cllr Griggs.</p>
6.	<b>Sub-committees</b>
	<p>To agree the make-up of Sub-committees:</p> <ul style="list-style-type: none"> <li>- OSH</li> <li>- Sports &amp; Recreation Facilities</li> <li>- Infrastructure (Highways, PROW &amp; Road Safety) - Staffing</li> </ul>
	<p>The meeting agreed the following members would form the following Sub-committees:- <b>OSH</b> Cllr Mark Griggs Cllr Melanie Phillipson</p> <p><b>SPORTS AND RECREATION</b> Cllr Christopher Robinson Cllr Adam Kerry</p> <p><b>INFRASTRUCTURE [Highways, PROW and Road Safety]</b> Cllr Lisa Erwood Cllr Paul Philipson Cllr David Rogers Cllr Christopher Robinson</p> <p><b>STAFFING</b> Cllr Christopher Robinson Cllr Mark Griggs</p>

	These positions were confirmed following a proposal by Cllr Erwood and seconded by Cllr Rogers
	<p><b>Public Intervention</b></p> <p>The Chairman allowed a public intervention at this point.</p> <p>A member of the public spoke on several items on the agenda which can be summarised as follows:</p> <p>Delighted to see item 6 on the agenda, as regular users need a forum. There should be interest amongst the users to become members of the newly formed sub-committee. The speaker felt the floor was the biggest selling point; it does however need maintaining and the protective mat was</p>

	absolutely necessary. She also raised concerns over the maintenance of footpaths and hedges.
7.	<b>CCTV for Pavilion</b>
	To consider quotations received for CCTV installation and lighting improvements to deter vandalism
	The meeting debated the various options and the best locations for the cameras. It was agreed that further clarification was needed from contractor 2 to ascertain whether the system would allow for further cameras to be added to the system. Cllr Robinson was asked to check with contractor 2 if the system they have put forward will accommodate a fifth camera. It was proposed by Cllr Griggs and seconded by Cllr Melanie Phillipson that delegated authority be given to progress the work with contractor 2, subject to confirmation that one additional camera can be added and that the resulting cost does not exceed the budget.
8.	<b>Schedule of Works</b>
	To consider costings for next scheduled items and agree action to be taken

	<p><b><u>Schedule of Works.</u></b></p> <p>Cllr Rogers presented the costs to undertake the 5-year electrical inspection to the Parish Council's Assets, being the Old School Hall, Pavilion and toilet block.</p> <p>Quoted figure was £750.00 + Vat compared with the budget estimate of £1,500.00 from the Long Term Capital Plan dated March 2021.</p> <p>DR also requested an additional sum to cover the clock tower on the upper green. This was approved provided any additional cost was considered reasonable and remained within the original estimate.</p> <p>These spends were proposed by Cllr Erwood and seconded by Cllr Paul Phillipson and unanimously agreed.</p> <p><b><u>Allotments.</u></b></p> <p>DR had reviewed costs provided by the RFO for the allotments over the last four years.</p> <p>This showed the average expenditure was £473.87 per annum against income from fully let plots of £580.80 per annum.</p> <p>However, this did not include water bills and management charges from the Parish Clerk and RFO.</p> <p>It was agreed to inform allotment holders before 29<sup>th</sup> September 2021 (Rent Day) that the Parish Council reserves the right to increase annual costs from 29<sup>th</sup> September 2022 onwards.</p> <p>In this way costs associated with the allotment site will be borne by allotment holders without the need to use parish council reserves and/or the parish precept.</p>
9.	<p><b>Tidy Village</b></p> <p>To agree a date for an autumn litter pick</p> <p>To agree a tree planting plan</p> <p>To agree any other actions required</p>
	<p>The meeting agreed to a litter pick in the autumn, with the date yet to be agreed. Once a date has been agreed it would be advertised across the following platforms:-</p> <ul style="list-style-type: none"> <li>□ The Parish Website</li> <li>□ The Village Magazine</li> <li>□ Across Social Media</li> </ul>

	<p>Need to contact Tunbridge Wells BC on any assistance they can offer. It was also agreed that a letter should be sent to Mr John Parmes who regularly can be seen litter picking along the main road. We have been supplied with his address.</p> <p><b>Tree Planting Plan</b> Cllr Robinson agreed to lead the project and his suggestion to source the trees from The Laurels Nursery, Dingledean was approved by the members. Several locations for planting the trees were suggested and the following would be considered:-</p> <ul style="list-style-type: none"> <li>□ On the Upper Green</li> <li>□ On the Lower Green</li> <li>□ On Megrims Hill</li> <li>□ On the Playing Field</li> </ul> <p>The need was identified to check with KCC Highways on the actual sitings. Cllrs were asked to reflect on the discussions and feedback their thoughts. Need to establish the number that could be purchased against the budget.</p> <p><b>Barriers Outside Cherry Orchard Megrims Hill</b> Cllr Kerry would coordinate this project with KCC Highways.</p>
10.	<b>OSH Update</b>
	To receive an update on entry systems and floor assessment and agree actions as necessary
	<p>Cllr Griggs advised the meeting that Academy Flooring would visit the site at no cost to make recommendations. Cllr Paul Philipson proposed this course of action and was seconded by Cllr Erwood and all members agreed. Users are reported to be delighted that the key box had been re located. Cllr Griggs awaits further information from the Manager at Benenden Village Hall and will then consider the options on the various entry systems before reverting to full council for further consideration.</p>
11.	<b>Allotments</b>
	To agree notice to be given to holders before 29 <sup>th</sup> September of any changes to rent or conditions
	It was agreed unanimously that the RFO will include within the invoices issued prior to the 29 <sup>th</sup> September the following statement. Please note: - Sandhurst Parish Council reserves the right to increase allotment charges from 29 <sup>th</sup> September 2022 to cover any additional costs over the coming year, in accordance with clause 3.3 of your tenancy agreement.
12.	<b>Speedwatch &amp; Road Safety</b>
	To receive an update
	Two sessions have been carried out revealing a total of 61 offenders.
13.	<b>Neighbourhood Plan</b>
	To receive an update on the potential resurrection of the Plan
	Cllr Melanie Philipson reported that she had analysed the results of the 2014 surveys and will be speaking with Jim Boot, a freelance Planning Consultant and will feedback to future meetings.
14.	<b>Planning Applications</b>

	<p>To comment on the following planning applications :</p> <p><b>21/02714/FULL</b>  <b>Land Adjacent To Standen Street Benenden Cranbrook Kent Material change of use of land to mixed use for agriculture, equestrian and to include stationing of caravans for residential</b></p>
	<p><b>occupation with associated operational development, additional hard standing, repositioned manure store (Part Retrospective)</b>  This application was fully debated. It was agreed that Cllr Rogers will liaise on this application with Tunbridge Wells planning as this application represented a material change of use from agricultural to residential.</p> <p><b>21/02919/TCA</b>  <b>Cowbeach Bodiam Road Sandhurst Cranbrook Kent</b>  <b>Trees in a conservation area</b>  The council will offer no comment on this application as the tree conservation officer has been consulted on the proposals .</p> <p><b>21/02433/FULL</b>  <b>Bardens Cottage Rye Road Sandhurst Cranbrook Kent</b>  <b>Single storey two bay garage one bay open one with doors</b>  DR was concerned that there appeared to be no details, apart from an application form on the TWBC planning web site for this application. DR volunteered to contact TWBC Planning Department to seek additional information.  DR was also alarmed that no decision had been published regarding application No 20/03754/Full – Land on Stone Pit Lane.  This application was validated on 20<sup>th</sup> January 2021 he will contact the Planning Department to determine what is holding up the decision.</p> <p>There is a scheduled planning meeting on the 21<sup>st</sup> September 2021.</p>
15.	<b>Correspondence to the Clerk</b>
	To note any correspondence received by the Clerk
	<p><b>Light on the Lobby of the OSH not working properly.</b>  Refer to OSH sub-committee.</p> <p><b>Letter to Gillian Davis</b> thanking her for the actions taken on the bus shelter.  Cllr Robinson had sent an email to thank Mrs Davis.</p> <p><b>Cheque not received by Parish Office from the Sandhurst Baptist Church.</b>  RFO to request cheque cancelled and a further cheque issued.</p>
16.	<b>Public Intervention</b>
	The Chairman will allow 15 minutes for a public intervention at the appropriate point in the meeting if necessary
	Taken after Agenda Item 6.
17.	<b>Date of Next Meeting</b>
	<p>Tuesday 12 October 2021</p> <p>Cllrs Melanie and Paul Phillipson will be unable to attend this meeting.</p>

cc: For information County Cllr Seán Holden, Borough Cllr Godfrey Bland and PCSO Fuller