



# 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 13 February 2024

### In Attendance:

Cllr Mel Phillipson (Chairwoman) (MP)	Cllr David Rogers (DR)
Cllr Adam Kerry (AK)	
Cllr Kathy O'Neil (KO)	Borough Cllr Godfrey Bland (GB)
Cllr Paul Phillipson (PP)	Members of public - 0

<b>Item:</b>	
<b>1.</b>	<b>Apologies for absence</b>
	<p>Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Julie Horan (Clerk) (JH)</li> <li>• Cllr Mark Griggs (Vice-Chairman)</li> <li>• Cllr Christopher Robinson (CR)</li> <li>• Borough Cllr Ellen Neville (EN)</li> </ul>
<b>Item:</b>	
<b>2.</b>	<b>Declarations of interest</b>
	<p>Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests.</p> <ul style="list-style-type: none"> <li>• None reported.</li> </ul>
<b>3.</b>	<b>Approval of minutes</b>
	<p>To resolve that the Minutes of the meeting of the Council held on 12 December 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.</p> <ul style="list-style-type: none"> <li>• PP proposed; DR seconded - Agreed by those present that the minutes were a true record of the meeting.</li> </ul> <p>To resolve that the Minutes of the meeting of the Council held on 9 January 2024 are a true record of the meeting. Members were reminded the only issue relating to the minutes that can be discussed is their accuracy.</p> <ul style="list-style-type: none"> <li>• DR proposed; KO seconded - Agreed by those present that the minutes were a true record of the meeting.</li> </ul>

Signed:.....

Dated:.....

<b>4.</b>	<p><b>Councillor intervention</b></p> <p>GB reported that:</p> <ul style="list-style-type: none"> <li>the Planning Policy Working Group has acknowledged that Sandhurst is preparing a Neighbourhood Plan, and it will proceed accordingly;</li> <li>he has been asked re flooding at Ringle Green, and whether PC was seized of that issue. DR confirmed that resolution of that presents a problem since Marsh Quarter Lane, where there is currently a big puddle, is not adopted/owned by anyone, and KCC, Clarendon Homes, Town and Country Housing/Peabody and RTW are therefore unlikely to acknowledge/accept responsibility. Residents can currently drive around the puddle. JH to contact Peabody to enquire whether they can intervene to ask whether Clarendon Homes can act (since action from Clarendon might carry more weight);</li> <li>RTW will be setting the budget later this month at the maximum (per council tax);</li> <li>the conversion of RTW Town Hall into offices is proceeding well (75% of the building is to be rented out, with Council retaining 25%) and rental income from that should begin to come in towards the summer.</li> </ul> <p>DR asked GB (as chair of RTW planning committee) to feed back to the planning dept that whilst Sandhurst PC is a consultee for planning applications, and on occasion submits comments based on planning policy/considerations/adherence to building regulations, many of the decisions made do not seem to acknowledge or reflect the comments or concerns raised, contrary to required procedure. The PC feels that despite being asked to comment, it is not being listened to. GB recognised that Sandhurst PC always gave planning-based arguments for its submissions, and will ask planning committee why PC's views are being ignored/overridden. DR will continue to monitor the situation and keep GB apprised of situation.</p>
<b>5.</b>	<p><b>Finance and accounts</b></p> <p><u>Accounts</u> To approve accounts retrospectively for payment from 1 January to x 31 January 2024. To receive details of receipts in from 1 January to x 31 January 2024.</p> <ul style="list-style-type: none"> <li>DR proposed to agree payments and receipts for January; AK seconded - all present agreed.</li> </ul> <p>To note the bank reconciliation at 31 January 2023 – deferred until next meeting.</p> <p><u>To review forecast</u> Income/expenditure appears to be running in accordance with the forecast.</p> <p>KO stated that around £6,500 of the neighbourhood plan grant remains unspent and is unlikely to be used before the end of March (when grant moneys unspent in 2023/24 will have to be returned and the grant re-applied for). Following the delays in the re-opening of grant funding for 2023/24, KO has contacted Greg Clark MP requesting him to ask Michael Gove as Secretary of State for Levelling Up, Housing &amp; Communities to confirm the re-starting of the NP grant system for 2024/25.</p> <p><u>Outstanding allotment rent</u></p>

Signed:.....

Dated:.....

	<p>As of January 2024, the rent for one allotment is still outstanding, despite two unanswered requests for payment.</p> <ul style="list-style-type: none"> <li>AK proposed and PP seconded, and it was agreed by all present, that JH send the allotment holder notice of termination of their tenancy agreement.</li> </ul>
<b>6.</b>	<b>Meeting dates 2024/25</b>
	<p>Parish Council meeting dates for 2024/25 were circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>KO proposed to agree meeting dates; AK seconded – all present agreed.</li> </ul>
<b>7.</b>	<b>Annual review of documentation</b>
	<p>The following documents will be reviewed by the designated individual for approval at the March meeting:</p> <ul style="list-style-type: none"> <li>Financial regulations – CR</li> <li>Financial risk assessment – CR</li> <li>Asset register – JH</li> <li>Standing orders – MP</li> </ul>
<b>8.</b>	<b>Pavilion/OSH/Car park</b>
	<p><u>Updated quote for car park barrier</u> No quote received yet re installing car park barrier. After discussion, it was agreed that the preferred colour for the barrier is white (galvanised &amp; powder coated).</p> <p><u>Update on enquiries made regarding Legionella checks for OSH/Pavilion</u> DR has received two quotes from local companies, although they are not comparable in terms of the level of services being offered – the higher quote includes annual inspection and record-keeping services. DR to ask company which gave the lower quote to add those services in order to get a 'like for like' quote.</p> <p><u>Update on quotes received re OSH (to remedy damp in front wall/flooring of OSH, work on storage area/loft space and external redecoration) and the Pavilion (repair cracks in/around shower area)</u> DR has received quotes for each of the required tasks, some from the same supplier for a number of those jobs. Each of the two quotes received re external redecoration of OSH are significantly higher than the sum allowed for in the 5-year maintenance plan.</p> <p>DR to prepare a tender document re all quotes/proposals and ask CR to check whether they are within budget/forecast/finances.</p>
<b>9.</b>	<b>Christmas tree lights</b>
	<p>One of the two sets of Christmas tree lights are broken, and a replacement and spare set are needed.</p> <ul style="list-style-type: none"> <li>KO proposed, PP seconded, and all present agreed that replacement lights should be purchased.</li> </ul>
<b>10.</b>	<b>Climate emergency declaration</b>
	<p>MP indicated that, given the absence of MG, CR and EN, and a proper opportunity for councillors to review and consider submissions, it was appropriate to defer this item to the March meeting where it can be discussed in full.</p>

Signed:.....

Dated:.....

	<ul style="list-style-type: none"> <li>• KO to forward submissions received on this issue (from a local resident/member of Neighbourhood Plan steering group and from EN) to all parish councillors ahead of March meeting.</li> <li>• MP will also submit her written opinion.</li> </ul>
<b>11.</b>	<b>Neighbourhood Plan</b>
	<p>KO gave an update. The NP is currently being written and she asked councillors to help identify non-designated heritage assets within the village – they include the phone box, a George VI post box and the village sign near Sponden Lane. Unclear whether the Pavilion or Mission Church would qualify – KO to ask the church re Mission Church.</p> <p>KCC’s Nigel Rowe has submitted a report on the information gleaned from the traffic monitoring strips placed in the village in September 2023 as part of the Highways Improvement Plan (HIP). KO/Traffic Action Group are currently questioning and seeking clarification re some of the data. MP to contact Nigel Rowe to enquire re next steps being taken in pursuance of HIP.</p>
<b>12.</b>	<b>Toilet block</b>
	<p>Gents external toilet door has been damaged by vandals and the gents toilet is currently closed and locked as the door is wobbly. It was discussed whether to repair the wooden door of the gents’ toilet or replace the doors to both gents’ and ladies’ toilets with metal doors.</p> <ul style="list-style-type: none"> <li>• DR proposed and AK seconded, and all present agreed, that the wooden doors to the gents’ toilet should be repaired as cheaply as possible.</li> </ul>
<b>13.</b>	<b>Planning</b>
	<p>Application No: 24/00147/FULL Proposal: Variation of Condition 2 of 19/01474/FULL - to amend design of porch Address: 5 Twysden Cottages , Bodiam Road, Sandhurst, Kent, TN18 5LF</p> <ul style="list-style-type: none"> <li>• No comments</li> </ul>
<b>14.</b>	<b>Correspondence to the clerk</b>
	None
<b>15.</b>	<b>Public intervention</b>
	None
<b>16.</b>	<b>Miscellaneous matters</b>
	<p>DR noted that the PC’s Infrastructure Committee has not met for some time and suggested that it should be resurrected, particularly to identify hedgerows/vegetation impeding pavements, etc, and deliver letters asking residents to cut them back (before start of birds’ nesting season).</p> <p>AK confirmed that he would be able to light the village beacon as part of planned village D-Day event/gathering.</p> <p>AK also stated that a grit box on Bodiam Road near the church has been badly damaged after a lorry hit it, and will need replacing. JH to be asked to report/investigate.</p>

	<p>Re grass cutting for the upcoming season, AK and DR to liaise to identify any areas that can be removed from the cutting list – it was agreed that it is not appropriate for PC to fund grass cutting for areas for which it is not responsible – no cutting to take place until this has been done.</p> <p>MP read out statement from JH re (i) car abandoned in the playing field car park was reported to RTW and the vehicle has now gone; (ii) overgrown hedges around Tanyard have been reported to Town and Country Housing.</p>
<b>17.</b>	<b>Date of Next Meeting</b>
	12 March 2024

**Melanie Phillipson**  
 Chairwoman, Sandhurst Parish Council

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

Signed:.....

Dated:.....