

Hawkhurst Parish Council

Hawkhurst Parish Council

Meeting: **Full Council**

Date: 8th May 2017

Ref: NG.

Copt Hall

Typed: 10th May 2017

PRESENT

Mrs. J Newman (Chairman), Mr. M Appelbe, Mrs. M Brinsley, Miss M. Cronin, Mr. P Dartnell, Mr. B Fitzpatrick, Mrs. A Hastie, Mr. J Hunt, Dr M Robertson, Mr. S Spanswick, Mrs. B Weeden and Mr. P Whittle.

ADDITIONAL CIRCULATION

Mr. S Holden, Mrs. B Palmer, Mr. N. Gray, Mr. G. Bland.

1. Adjournment for public speaking.

- 1.1 TWBC Cllr Beverly Palmer addressed the meeting. She strongly urged all residents to read and respond to the New Local Plan Issues and Options Report which is under consultation until June 12th. There are posters up[on the noticeboards on the village and leaflets in the Parish Office. An exhibition is being held in the Vestry Hall Cranbrook on Friday May 12th 4-7pm. The Planning Policy, New Local Plan page on the TWBC website carries the document and the means to respond to it.

2. Apologies for Absence:

- 2.1 Apologies were received from, Mr. P Jones.

3. Declaration of interests:

- 3.1 BW declared a pecuniary interest in Correspondence Items 8.2,3,6,7 and 8.10 as she owns the property that is the subject of the letters and of the meeting and will leave the room when they are discussed.
- 3.2 AH declared a pecuniary interest in Planning Items 10.2 (17/00676/FULL) as she owns the property and a personal interest in Planning Item 9 as she knows the owners.

4. Approval and Noting of minutes of previous meetings

- 4.1 i) The Minutes of the Parish Council meeting held on 10th April 2017 were received.
ii) The minutes of the Land Committee 27th March 2017, Fete Committee 26th April 2017, Buildings Committee 25th April 2017 and F&GP Committee 2nd May 2017 were noted.

4.2 Matters Arising from the Minutes

- 4.2.1 Lone Worker Policy MB 10.04.17 (7.1) MB proposes a panic buzzer be installed and staff take the back office key to lock it from inside
- 4.2.2 Members Allowance JN 12.12.16 (4.2(i))JN explained that KALC had been contacted per HPC resolution: *Hawkhurst Parish Council notes the inequalities of remuneration of councillors expenses and wishes KALC to lobby the government with a view to examining the present system.* Their advice was that to seek powers to reimburse childcare or other care costs would take national legislation. JN will take the issue to the KALC Chairmen to seek opinion and suggested that KALC be asked to push this forward. MA believed that this could take a very long time and an interim solution could be sought. MC believed that this could be adopting the Councillors Allowance as is.

5. Standing reports

- 5.1 Transport. MA believed that Sean Holden is calling a meeting about buses. He also noted that the promised response from Arriva about the No.5 bus and school pupil problems from Cranbrook to Hawkhurst is now overdue. The Clerk will chase this. Concerns were raised about the Government consultation on reducing train services between Tonbridge and Ashford and in particular a presumed lack of coordination or communication with planning authorities for TW, Maidstone and Ashford, who are pushing large allocations for development to settlements with stations in that stretch of line. AH will make these points with a consultation response by May 23rd.
- 5.2 Police. JH reported that there were 12 crimes in April – 5 thefts, 1 criminal damage, 2 harassment, 3 assaults and 1 theft from a motor vehicle.
- 5.3 Local community.
a. Community Speedwatch. JN explained that Penny Ansell is still putting pressure on Roger Wilkin of KCC to review his stance on the use of Speedwatch stats for choice of the location of speed cameras.

Hawkhurst Parish Council

- 5.4 b. Footpaths – MR reported that a young village volunteer has worked hard on litter and leaf clearance and putting down play bark in play areas. MR also has a helper spending many hours putting up signage on footpaths in the parish, for which he is very grateful. Walkfest on Whitsun bank holiday Monday is being given a 'soft' launch to minimise costs. MR's daughter is producing a poster free of charge and the pdf will be widely circulated to get as many up around the village as possible. MR hopes that this can become an annual event.
- c. Car Parking. MB - NTR.
- d. New community hall –PD reported that a formal request for pre-application advice has now been made and confirmed and a date should be received shortly. The 12 NDP identified sites were submitted with some text and a map.

6. Reports of Committee Chairmen

- 6.1 Buildings – BF – The recent meeting discussed a move over to LED streetlight lamps and Option 5 had been supported, to convert 108 streetlights with an LED gear tray in 17/18 at £21,060 (to be taken from reserves) and convert the remaining 55 in 18/19 by budgeting the £10,725 cost. F&GP had also supported this option. It will take approximately 7 years to pay back the reserves from the savings in electricity and maintenance.
- 6.2 Land – MR reported that he has met with Tina Cobbold, Chair of Fete Committee and will now do so on a regular basis. 1 of the picnic tables stolen from Heartenook Playing Field has been replaced and is now better secured. MC suggested that it be branded to make it less appealing to steal. She will look into ways of getting this done. The adult gym is now installed at Heartenook Field and looks very good. He encouraged all to make good use of this excellent facility and its beautiful setting. MA said he had received good feedback from older young people about the new gym. There has been a problem with one of the swings at Heartenook so the chains and seats have been removed and barrier tape will be used there. MB stated that having checked the annual ROSPA report, a number of items had showed problems and she felt that rather than simply removing items, HPC must prioritise replacement and have an annual programme for this. MR agreed. The Clerk stated that as safety is a priority removal had to take priority on occasion. All agreed that replacements should be metal and not wood where possible.
- 6.3 F&GP – JN reported that most items from the meeting were being addressed in Item 7.
- 6.4 Personnel – MB The national salary award for clerks of 1% was due to be backdated to 1st April and would be added to the next agenda. The Clerk explained that The Workplace Pension (Peoples Pension) was now operational and the first deductions had been made for April for the Clerk for whom enrolment is automatic. Letters have been sent to the 3 remaining employees inviting them to join.
- 6.5 Fete – JN noted that the 3 new Fete Committee members should request use of a standing agenda and more formal minutes in line with fellow HPC committees.
- 6.6 NDP – JN explained that a Housing Needs Analysis for Hawkhurst is now underway. This hasn't been done since 2009. The information is crucial for assisting HPC and TWBC in supporting good choices of housing types for Hawkhurst in the future and would urge all residents to fill it in to give us the broadest possible picture. A meeting is due on May 9th to create the Table of Changes for the NDP to progress to TWBC Cabinet and examination. Once completed, it will be sent to all Members to give their approval. See also item 13 (i).

7. Matters for further discussion

- 7.1 Annual Return - Governance Statement. JN explained that F&GP had read and considered each statement and asked that each of the Members had done likewise. She drew the Members attention to statements 3 and 8. For 3 it was noted that one of the hall users had been in arrears but was now half repaid. For 8, it was noted that in case a call was made by Kent LGPS regarding a previous employee, provision was being made annually to cover this. All Members agreed that *statements 1-9 should be agreed and ticked*. JN and the Clerk signed and dated the return.
- 7.2 Annual Return – Accounting Statements. JN explained that F&GP had been given explanation of the year on year variances, difference between boxes 7 and 8, checked the VAT reconciliation and checked the figures against Scribe. JN, supported by BW proposed that *Members accept the Accounting Statements*. 11 agreed and 1 abstained (MC). JN and the Clerk as RFO signed and dated the return.
- 7.3 Annual Return – Internal Audit Statement and Auditor's Letter. JN explained that F&GP had considered the 3 recommendations of the auditor: a report each meeting to F&GP of credits awaiting bank payment; a more diligent check of the VAT report by Clerk and Deputy Clerk before submission due to 2 errors; care with duplication of cheque entries due to one identified. JN supported by AH proposed the Members accept the auditors letter and recommendations. 11 agreed and 1 abstained (MC).
- 7.4 Asset Register Annual Review. JN explained the removal of 2 picnic benches and replacement of 3 streetlights as at 31.03.17. JN, supported by MB proposed that the Parish Council accepts the draft

Hawkhurst Parish Council

7.5 Asset Register as a true records of the Council's assets. 11 agreed and 1 abstained (MC).
 Risk Assessment Annual Review. JN prefers to re-title the document a Risk Register – all agreed. F&GP made 2 recommendations per the audit relating to authorisation of overtime for payment and monitoring credits awaiting bank payment. A third was suggested by MR to create a robust 3 tier system of play equipment checks. It would mean an additional bi-monthly inspection at each site. JN, supported by MR proposed that *HPC accept the draft Risk Register, incorporating each of the three proposed additions*. This was unanimously accepted.

7.6 LED Streetlighting Project. BF explained that both Buildings and F&GP Committees had supported option 5 for the LED replacement project. JN noted that light pollution would be reduced, the LEDs were pointed downward and this was valuable for Hawkhurst's dark skies. Electricity usage would also be reduced by 70%. BF, supported by PW proposed that *Hawkhurst Parish Council converts 108 streetlights with an LED gear tray in 17/18 at £21,060 (to be taken from reserves) and convert the remaining 55 in 18/19 by budgeting the £10,725 cost*. This was unanimously supported.

8. **Correspondence – BW left the room for items 8.2,3,6,7 and 8.10.**

	Date Received	From	Subject	Action
1	11.04.17	The Kent Men of the Tress	Trees in the Village Competition	Members agreed to enter this, JH to coordinate.
2	12.04.17	TWBC Planning	CC letter to residents expressing concern about various aspects of a potential development on Site 52, Horns Road.	Noted and replied to.
3	18.04.17	A resident	CC of letter to Head of Planning, TWBC expressing concern about various aspects of a potential development on Site 52, Horns Road.	Noted and replied to.
4	19.04.17	Morgan & Co	Internal Audit for Y/E 31.03.17	Noted, see Item 7(iii)
5	24.04.17	Kino	CC letter Greg Clark re: Business Rates	BF and the Clerk are to meet Kino 10.05.17 and will discuss.
6	24.04.17	A further resident	CC of letter to Head of Planning, TWBC expressing concern about various aspects of a potential development on Site 52, Horns Road.	Noted and replied to.
7	24.04.17	A further resident	CC of letter to Head of Planning, TWBC expressing concern about various aspects of a potential development on Site 52, Horns Road.	Noted and replied to.
8	25.04.17	Hawkhurst PC to Karen Fossett, Head of Planning TWBC	Complaint about compilation and use of facility data in Settlement and Function Study 2017.	
9	02.05.17	Karen Fossett, Head of Planning TWBC	Response to HPC letter of 25.04.17	JN will make a response as it was felt queries were not responded to.
10	02.05.17	A further resident	CC of letter to Head of Planning, TWBC expressing concern about various aspects of a potential development on Site 52, Horns Road.	Noted and replied to.
11	03.05.17	VWV	Scope of future CIO2016 work	The scope will be returned to once HCT2016 has successfully been submitted to the Charity Commission.
12	03.05.17	KALC	Government consultation on reduced rail services Tonbridge – Ashford (closes 23.05.17)	AH will make a response and highlight coordination needed with local strategic

Hawkhurst Parish Council

				planning.
13	05.05.17	A resident	Request for HPC letter of support for Hawkhurst as an entrant for Village of the Year Competition 2017.	Members agreed to support this, Clerk to write a reply.
14	08.05.17	Akeomai Trust	Request for Grant for replacement Bingo machine.	PD, supported by JN proposed a S.137 grant of £50. Members did not support the grant. BF will recommend it to Rotary Club.

9: Finance

9. INCOME AND EXPENDITURE APRIL 2017

Accounts for payment	£	21,107.21
Payment received	£	-
Net Expenditure	-£	21,107.21
Cambridge & Counties	£	75,000.00
Cambridge Building Society	£	75,088.42
Lloyds Current	£	10,001.00
Lloyds Access Reserve	£	63,686.95
Petty Cash	£	13.41

9.1 Payments were examined and voted for unanimously.

9.2 JN informed Members that she had checked the bank rec. and the petty cash.

10. Planning

10.1. Planning & Highways Information:

Planning Training for Members will be taking place before the meeting on 12th June 2017 at 6.45 pm.

Ref. No.	Proposal	Location	Comments
21.04.17/KCC Highways	Siding works	High Street from Sawyers Green to Philpotts Cross	To cut back grass encroachment on High Street pavement
24.04.17/TWBC	Civic Complex	Central Tunbridge Wells	Consultation on Draft Planning Framework to 1 st June 2017
25.04.17	HPC/TWBC/ACRK	Hawkhurst Parish	Housing Needs Assessment. These are now arriving with residents.
26.04.17	TWBC Local Plan Consultations Powerpoint	TWBC Borough	Presented to Clerks and Parish Councillors ahead of consultation.
28.04.17	Issues and Options Planning Consultation	TW Borough 20 Year Plan for growth and development.	02.05.17 – 12.06.07. Exhibition: Cranbrook Vestry Hall 12.05.17 4-7pm. Online response invited (paper copy in HPC Office).
28.04.17	Sustainability Appraisal – Issues and Options Report	TW Borough 20 Year Plan for growth and development.	A public meeting will be held to discuss HPC's response.

Hawkhurst Parish Council

28.04.17	Tunbridge Wells Borough Landscape Character Assessment	TW Borough	Comments invited 02.05.17 – 12.06.17. Comments of Land Committee have been submitted.
28.04.17	SHELAA Call for Sites form	TWBC 2nd invitation to landowners to submit sites	
02.05.17	SHELAA Interim Draft Report	TWBC Borough	initial report on sites from 1st Call for Sites 2016. A public meeting will be held to discuss HPC's response.
08.05.17	17/01534/PAMEET	TWBC Pre-App application received re: community hall sites.	Hawkhurst

Pothole Blitz - KCC have been awarded government funding for a specific attack on potholes. As many as possible should be reported to the KCC Highways Report a Fault web page.

10.2 Planning TWBC Approved:

Ref	Proposal	Location	Comments/Valid
17/00533/FULL and 17/00532/LBC	Proposed rebuilding of Victorian greenhouses : The Carnation, Cucumber, Pelargonium and Hot House	The Walled Nursery, Water Lane	Conditions relating to ironwork, timber and materials.
17/00737/FULL	First floor and roof extension, detached garage, alterations to fenestration, raised terrace and external materials	Yew Tree Cottage, Water Lane	Landscaping scheme required
17/00707/FULL	Demolition of existing garages and erection of 1 detached bungalow	Garages, Murton-Neale Close	
17/00676/FULL	Change of use of ancillary accommodation to holiday let	The Coach House Ashfield Park	

10.3 Planning TWBC Refused:

Ref. No.	Proposal	Location	Comments/Valid
17/00727/LBC	LBC for covering of existing lead valley with timber roof boarding and overlay with fibre glass (works carried out)	Stone Rock House, High Street	

10.4 Planning Applications

Number	Application No	Proposal	Location	Comments	Decision	Agree	Against	Abstain	Plan Committee
3	17/01178/FULL	2 Storey side extension, loft conversion, new roof; minor changes to rear and side single	The Spinney, Rye Road	The bulk and size of the amendment is felt to be incompatible with existing buildings nearby and the valued and protected frontage which is in the conservation area.	Against	0	8	4	N

Hawkhurst Parish Council

		storey sections.		Furthermore, the increase in the roof line is felt to be incompatible with S.4 of the inspectors report in 2012 for application TW/12/02509 when an appeal was dismissed.					
4	17/01194/ FULL and 17/00683/ LBC	LBC - conversion of a cowshed to a residential space with minor alterations to access.	The Barnyard, Rye Rd		Agree	9	BW	AH, JN	N
5	17/01223/ TPO	Trees - removal of a Hornbeam and a sycamore	6 Church Walk	As this is a new build property and the TPO was only recently added, the tree cannot have changed radically and any mistake in purchasing the property ought not be at the expense of a protected tree. A pedestrian access could be made further down the boundary without sacrificing the trees. Bird poo getting on a car is not a planning issue and can be dealt with by other barrier means. Essentially the trees are healthy and not damaging the building or causing a hazard and therefore deserve to remain protected.	Agains t	0	11	JH	N
6	17/01117/ FULL	Demolition of attached garage and erection of 2 storey extension	Meadow Lodge, Talbot Road	The plans do not clearly show the proximity of the proposed extension to the neighbouring boundary, which may not be less than 1 metre, so it is believed that the application cannot be permitted.	Agains t	0	9	3	N
7	17/01086/ FULL	Proposed new car park and entrance to provide 16 spaces.	The Walled Nursery, Water Lane		Agree	10	0	AH, JN	N
8	17/01218/ FULL	Rear extension and external alterations to bungalow	Dalby Lodge, Tongwood Drive		Agree	10	0	AH, JN	N
9	17/01244/ FULL	Orangery to rear of house	Ridge House, High Street		Agree	10	0	AH, JN	N
10	17/01285/ FULL	Single storey rear extension and internal alterations to ground floor.	The Meadows, Heartenok Road		Agree	7	2	BW , JN, AH	N
11	17/01320/ FULL	Construction of single storey commercial building for B1 light industrial use	Unit 11 Former Nigel Collison Fuels, The Depot, Cranbrook Rd		Agree	9	0	MC , BW , JN	N

Hawkhurst Parish Council

Burials and Memorial

Interment Date	Deceased	
18.04.2017	Klim Anthony Foster	Burial

12. Notes and Information

	Date	from	subject
1.	21.04.17	KALC	The Death of Municipal England 20.05.17
2.	25.04.17	KALC	Parish News
3.	28.04.17	TWBC	Mid Kent Services Structure
4.	03.05.17	Porchlight Trust	Newsletter

13. Confidential

13.1 JN explained that having now agreed the way forward with Fera and TWBC, the Table of Changes could now be put together by NDP Committee the next day. This will be presented to TWBC Cabinet with the revised plan. JN, supported by MB proposed that *Hawkhurst Parish Council accept the June 2017 submission Version of Hawkhurst Neighbourhood Plan*. This was unanimously supported.

14. Closure

14.1 The meeting closed at 21.38

15. Future Meetings

15.1 The next meeting of the Parish Council will be at Copt Hall on Monday 12th June 2017 commencing at 19:45.

Signed.....Date.....

Julia Newman, Chairman of the Parish Council.