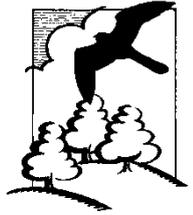


HAWKHURST PARISH COUNCIL



Minutes – 9th December 2019

**Monday 9th December 2019 commencing at 19:45pm
The Copt Hall, Cophall Avenue**

Councillors present:

1. ADJOURNMENT FOR PUBLIC QUESTIONS AND COMMENTS:

- i) A resident raised points about planning application 65 and the importance of the new access for the flourishing business due to the problems with the existing access which was not designed for today's vehicles.
- ii) A resident raised points about Anti-Social Behaviour in the village and what could be done about it. It was agreed the Clerk would liaise with the resident the local PCSO and TWBC Community Safety unit.
- iii) A resident raised concerns about the TRO Double yellow lines along Highgate Hill / Herschel Place and it appears that the developer has delivered what was required but KCC need to deliver their requirements as well. Clerk to chase up matter with KCC.
- iv) Update from KCC Member and TWBC Ward Members - NA
- v) Cranbrook Rd / Heartenoak junction – still waiting date for implementation and in light of the recent accident in the area this is a pressing issue. Clerk to continue to chase up the matter.

2. APOLOGIES AND REASON FOR ABSENCE: Cllr P Jones, ill

3. DECLARATION OF INTERESTS: *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct.*

Cllr Appelbe – personal interest planning application 63

4. APPROVAL OF MINUTES:

- 4.1 Approval
 - i) The Minutes of the Parish Council meeting held on 11th November 2019 were proposed by Cllr Escombe and seconded by Cllr Taylor-Smith and approved unanimously.
- 4.2 To note
 - i) The minutes of Facilities and Services Committee 25th November 2019, the minutes of the Community Centre Working Group 2nd December 2019 and the

minutes of the Fete Committee meetings 13th and 27th November 2019 were noted

5. MATTERS ARISING FROM THE MINUTES – The Winchester House Street light issue has been resolved.

6. CONSIDER DRAFT DESIGN OF HAWKHURST COMMUNITY CENTRE FOR APPROVAL TO CONSULT

Cllr Whittle introduced Mark Hall of Cyma Architects, who talked through the designs and plans on display, the key changes from the workshop were.

Site plan: there is enough space for all the requirements in the brief and outdoor storage added near MUGA

Ground floor plan: adjusted the reception / parish office

First floor; can relocate archives room to over main hall, but due to change in levels may be costly – can consider moving forward.

Perspective views: Have removed external stairs and windows

Cllr Green asked about the comparative sizes of the buildings

	Internal floor m2	Height
Sports Pavilion	137.22m2	7m
New community centre	1,160.18m2	9.558
	Ground: 772.89	
	First: 387.29	

Note Copt Hall is 180m2, the existing offices are 35m2 so the existing accommodation is 352.22m2 compared to proposed which is 1,160m2

- Cllr Hunt asked about the pitches? - The plan shows a relocation, but there is enough space to retain the main pitch where it is plus accommodate the two mini pitches and upgrade them with improved drainage (FA grant)
- Cllr Hunt emphasised the need for the main pitch to remain where it is due to extensive drainage works
- Cllr Taylor-Smith asked about the amount of car parking? There are 52 spaces, including 2 x disabled and 4 x electronic charging points plus overflow car parking of 38 car parking spaces. (the pre-planning application meeting with TWBC will help clarify what type of car park surface is required)
- Cllr Whittle asked if ground source heating could be considered under the car park.
- Cllr Taylor-Smith asked about the environmental factors such as solar tiles – this can be accommodated - yes.
- The estimated total cost for the project (buildings, playground, pitches, car parks and fees) is in the region of £3m, this was a concern.
- A key point of the consultation is to focus on the priorities and what is needed.
- Cllr Hunt felt it was transformative for the KGV and grossly over priced
- Cllr Weeden felt that we need to build in future needs as well as current ones.

The Clerk introduced the proposed public engagement programme. It is proposed to commence on Monday 20th January 2020 – to coincide with the “National Village Halls week”. It will run for 6 weeks closing on 1st March 2020. It will be promoted on line, social media,

posters throughout village and with partners.

It is proposed to be a mix of; online, public workshops, presentations and displays with a mix of weekdays, day and evening times and weekends to give as many as possible the chance to have their say. The focus will be on the design / layout of the proposed new community centre but also the potential cost and impact on the Parish Precept. The proposed public engagement programme is set out below.

Table one – proposed Hawkhurst Community Centre consultation programme

No	Action	When	Who	Comment
1	Hawkhurst Library (6 weeks)	20.1.2020 – 1.3.2020	RG	Display Board and comments box
2	Hawkhurst Library	Every Monday 9:30 -11am	RG	Available to answer queries
3	Hawkhurst Parish office	20.1.2020 – 1.3.2020	RG / AM	Display Board and comments box
4	Copt Hall	20.1.2020 – 1.3.2020	RG / AM	Display Board and comments box
5	KGV sports pavilion	20.1.2020 – 1.3.2020	RG / AM	Display Board and comments box
6	Presentation workshops			
	<ul style="list-style-type: none"> • KGV 	23.1.2020 – 2 – 4pm	MH/ Cllrs / Trustees	Displays, presentation and Q / A
	<ul style="list-style-type: none"> • KGV 	23.1.2020 – 7 – 9pm	MH/ Cllrs / Trustees	Displays, presentation and Q / A
	<ul style="list-style-type: none"> • KGV 	25.1.2020 – 10am – 12	MH/ Cllrs / Trustees	Displays, presentation and Q / A
7	Consultation sessions with specific groups – such as Youth Club, U3A and Children’s Centre	To be arranged during six week consultation	RG	Workshop on design
8	Workshop for user groups	To be arranged	MH/ Cllrs / Trustees	Displays, presentation and Q / A

9	Online consultation (6 weeks)	20.1.2020 – 1.3.2020	RG	Set consultation page and survey
10	HCT 2018 EVENT	FEB HALF TERM?	HCT 2018 / RG	To be confirmed

Feedback

The Clerk emphasised that it is important to not only consider ideas / suggestions and take them on board in the final design but to also feedback to the public why a certain idea / suggestion has not been taken forward.

Therefore, all comments will be analysed and summarised with an answer in a Consultation Feedback Report to Council, which will also be placed on the website.

Cllr Whittle proposed and was seconded by Cllr Appelbe that;

- the draft design, as set out in the hall be approved for public consultation in 2020 and;
- the public consultation programme shown in **Table 1** of this report

Thus was approved unanimously

7. PLANNING

7.1 Planning applications to be considered

No	Application No	Proposal	Location
62	19/02952/Full	Provision of a track to provide access	Beals Green Farm, Hearten oak Road, Hawkhurst, TN18 5EU

This is a retrospective planning application as the work was started 29th August 2019.

The track which is finished with crushed limestone is to take farm vehicles to the 5ha field which will be used as a vineyard. The existing track which leads to the farmhouse and listed is too narrow to take the farm machinery. The site is outside the LBD.

Rural Planning Consultants supported the application. Landscape & Biodiversity Officer - insufficient information & harm to AONB too great. So not justified.

Conservation Officer defers to Landscape & Biodiversity Officer.

It was felt that with the lack of information to hand and that this was retrospective, it should be looked at more closely with a view to reducing the harm to the AONB.

The Parish Council supports any business small or large and would like this to be resolved.

We unanimously supported this application.			
63	19/03225/TPO	Trees: Eucalyptus (T1) – Reduce by 8 – 10 metres and clear and dead wood, dying and low vigor and broken branches at the bottom of the tree	Pinners, Ockley Road, Hawkhurst, TN18 4DP
<p>This is the same tree that they applied to reduce by 5m in the summer and were given permission for no more than 3m. If 8 – 10 metres was removed from the tree, then we feel that this would destroy the aspect of the tree.</p> <p>In light of this, and the fact the tree surgeons report states that it has signs of Mycelium I.e. White Rot in the base, we feel that the TWBC Tree Officer should inspect it before anything is decided about the tree.</p>			
We unanimously objected to this application.			
64	19/03169/FULL	Demolition of garage and erection of three bay garage with shed and log store	Buckhurst Horns Road Hawkhurst Cranbrook Kent TN18 4Q
<p>The site is outside LBD. This would be a traditional timber garage with plain clay tiles to the roof. The garage cannot be seen from the road and there is a high closed board fencing and hedge/trees behind. The garage will be forward of the house. All four of the properties next to Buckhurst (heading out of the village) also have garages in front of the house, which are barely visible from the road.</p>			
We unanimously supported this application.			
65	19/03308/FULL	Demolition of detached garage and erection of side and front extensions, plus removal of front projection and external landscaping; addition of roof light.	Perchance, High Street, Hawkhurst TN18 4JP
<p>The site is inside LBD so H11 doesn't apply. There has been pre-app advice. The external walls of the building will be vertical larch timber cladding and the roof material changed to black slate. This will create an overall muted palette. This changes the character of the single storey building from brick to timber clad. The design of the property then becomes L shaped with an integral garage. Perchance is not visible from the road.</p>			
We unanimously supported this application.			

7.2 Planning information on file

8. MATTERS FOR FURTHER DISCUSSION:

8.1 Update on TWBC draft Local Plan – Cllr Escombe updated the Council with the following.

1. **HPC response** on TWBC draft Local Plan Reg 18 consultation submitted on time and acknowledged by TWBC.
2. **FOI to TWBC** regarding White Housing Planning application seeking traffic data / surveys etc. TWBC responded on 8.11.2019 – request too large to be reasonably considered due to cost (over 23,000 emails) -
3. **FOI to KCC** regarding White House planning application seeking traffic data / surveys etc. KCC responded 1.11.2019 – request too large to be reasonably considered due to cost but will publish some information in KCC formal response to TWBC draft Local Plan consultation. A summary of KCC response to TWBC draft Local Plan Reg 18 Consultation is below;

A. KCC Covering letter – (9 pages)

- Need for Infrastructure Delivery Plan to funded and use of section 106 agreements (page 1)
- Hawkhurst section (page 3) questions the whole relief road / golf club application. “The reference to the relief road is misleading...” “does not take into account further allocations ...” “until Hawkhurst Golf Club application is properly assessed. The cumulative impact of all the allocations in Hawkhurst would be likely to cause a severe impact on the junction (Highgate Crossroads)”

B. KCC response Appendix 1 (57 pages)

No 19 – Undermines value of NDP’s?

No 42 – Questions Hawkhurst Golf Club / Relief road

No 63 – Supports changing places specification community halls – (added to HCC design)

No 246 – No 262 comments on Hawkhurst site allocations

Note 256 KGV community centre – requires Transport Assessment (added to HCC project)

C. KCC response Appendix 2 (2 pages)

No 26 – Major concerns about “new relief road through Hawkhurst Golf Club”

Cllr Escombe noted that KCC have objected, not just the Highways Department

4. **Hawkhurst revised NDP** – acknowledged by TWBC 11.10.19
5. **Follow up to meeting with Head of Planning TWBC** – as of 6:30pm 9.12.2019 – **At this time none of the agreed actions by TWBC, have been actioned.**

Cllr Taylor-Smith was disappointed with TWBC response following the meeting as he felt it was positive meeting.

Cllr Pyne said she was encouraged by KCC response regarding the madness of the so called relief road.

Cllr Weeden stated that we did a traffic survey as part of the NDP, three or so years ago.

Cllr Escombe felt that the tone of the KCC response meant that KCC and TWBC were arguing over who should pay for an independent traffic survey as the only data was provided by the Hawkhurst Golf Course developer and this limited.

Cllr Taylor- Smith agreed – maybe we need the traffic survey specification and cost to try and get KCC and TWBC to work together. The only people suffering are those in Hawkhurst.

Cllr Escombe proposed and was seconded by Cllr Taylor-Smith that;

- Refine FOI's to seek any existing traffic data to support objections to housing development prior to so called relief road.
- Continue to chase the Head of Planning at TWBC for actions and promised.

Agreed unanimously

8.2 Updated on Council budget 2020/21 report

Cllr Escombe stated that the budget setting process has included each committee discussing their budgets – income and expenditure, opportunities for new ideas being put forward, a general discussion and further committee consideration.

Hawkhurst Tax base - used for setting the parish precept

The tax base in Hawkhurst for 2019/20 was 1,989.77, the precept was £149,265 and a Band D precept was £75.02 or £6.25 per month

TWBC have just issued the Tax base for 2020/21, which is 2,081.90. This is an increase of 92.13 from 1,989.77 Tax base in 2019/20.

Prior discussions on the Budget for 2020/21 has led to ironing out some historical anomalies, adjustments to income and expenditure plus the additional projects Historic Hawkhurst £3,000 and NDP £5,000 for 2020/21. The draft Council budget for 2020/21 is summarised below.

Income	£ 32,668
Expenditure	£192,634
Difference (precept)	£159,966

Cllr Escombe introduced the discussion as the only outstanding issue is the Planning Legal project. This was initially suggested as £30,000, based on estimates and legal advice, but concerns were raised about the Council leading the project and about the increase on Precept. An option of a local residents group leading the project and the Council supporting was suggested, however the current resident groups would prefer it if the Council lead the project.

Cllr Weeden highlighted the importance of engaging the resident's groups but felt we should lead.

Cllr Green agreed and felt it would be the expectation that the Parish should lead.

Cllr Whittle proposed and was supported by Cllr Weeden that the Council lead the project. This was approved unanimously.

Cllr Escombe introduced the discussion on the potential impact on the Parish Precept, as outlined in the table below.

No	Action	Draft Precept	£ increase	% Increase	Total Precept
1	No Legal Planning Fund	£159,996	0	2.4%	£159,996
2	Legal Planning Fund £10,000	£159,996	£10,000	8.8%	£169,996
3	Legal Planning Fund £15,000	£159,996	£15,000	12.1%	£174,996
4	Legal Planning Fund £20,000	£159,996	£20,000	15.2%	£179,996
5	Legal Planning Fund £25,000	£159,996	£25,000	18.4%	£183,996
6	Legal Planning Fund £30,000	£159,996	£30,000	21.6%	£189,996

Cllr Green, who did not come into politics to raid resident's pockets, felt that a figure nearer £10,000 would be better because we have the General Reserves, @ £60,000 to bolster a fund.

Cllr Whittle felt we needed to make a statement not only to the TWBC but also the residents

Cllr Taylor-Smith felt the meeting with TWBC planning had been positive and the lack of actions disappointing so we need a fund. However, maybe it would be better to have a “Community Fund” that could be used for this and if not required other projects.

Cllr Hunt was against a significant increase based only on Planning Legal Costs, preferred a community fund as it was more flexible.

Cllr Escombe made the point we have a smaller precept than many of our neighbouring similar parishes.

Cllr Whittle made the point that we are not yet capped regarding the parish precept.

Cllr Escombe asked each Cllr to indicate preferences and most came down on the side of £30,000 to a general community fund.

Cllr Taylor-Smith Proposed and Cllr Escombe seconded a £30,000 community fund, this was approved by 11 votes in favour and 1 against (Cllr Green)

The final parish budget for 2020/21 is summarized below

Income	£ 32,668
Expenditure	£222,634
Difference (precept)	£189,966

The Clerk stated that the 13th January 2020 Council Budget 2020/21 report will include

1. The Council budget 2020/21
2. The Parish precept 2020/21
3. The updated allocation of reserves
4. The updated investment strategy

8.3 Appointment of sub-contractors for Hawkhurst Community Centre project report

The Community Centre Working Group on Monday 2nd December 2019 considered a report by the Hawkhurst Community Centre project manager regarding the appointment of sub-contractors to support the project up to planning permission stage.

The full report is on file in the confidential section, due to commercial sensitive information.

Cllr Hunt queried whether we need to appoint to all these roles?

Cllr Escombe explained that we can appoint them now and then instruct as and when required – rather than having to come back to Council whenever we need a specific consultant required to get planning permission.

Cllr Whittle proposed and Cllr Lusty seconded that the Council appoint the sub contractor's as set out below.

Service	Contractor
Quantity Surveyor	Blade Consulting
Landscape designer	Young Squires
Land surveyor	ACAD Mapping
Archaeology	Canterbury Archaeological Trust
Aboriculturalist	Philip Wilson
Contamination	Solitec Laboratories LTD
CDM co-ordination	Shore Engineering

This was approved unanimously

8.4 Street light electric contract

The Clerk explained that agent for “streetlight electricity provider” has been seeking three quotes however not all electricity providers will offer contracts for street lighting. The only contractor who has come back is Opus Energy.

Cllr Taylor-Smith proposed and Cllr Payne seconded that the Council appoint Opus Energy as the street light electricity provider.

8.5 Hawkhurst 10K – project outline report

Introduction

The Clerk explained that the Council has been in discussions with HCT 2018 regarding opportunities to promote an active lifestyle, recreation and leisure. Since then we have engaged with Walkers 2 Runners, WI, KCC, TWBC and an event promoter, Nice Works.

Hawkhurst 10K

The Hawkhurst 10K is a community event involving 3 opportunities, a 10k run for serious runners, 5k run running / jogging and a family fun 1k around the Moor / KGV.

HCT 2018 are leading the project and the idea is that it could follow on from the Hawkhurst Fete (Saturday 27th June 20120) and is proposed to take place on morning of Sunday 28th June 2020, using the Moor as the start and finish, the KGV pavilion and car parking. The event management company Nice Works will organize, promote and manage the event for a fee per entrant and the surplus from entry fees goes to HCT 2018 towards the

Hawkhurst Community Centre project.

Nice Works were formed in 1989 and specialises in organising and timing running events. Their race portfolio features over 240 races nationwide - most of them are community-based events that are designed to be fully inclusive, aimed at runners of all abilities, from beginners to experienced athletes and aimed at all ages and backgrounds. A summary of their role in the event is set out below:

- Organisation of event
- Promotion of the event
- Management of race on the day
- Issue results and feedback

In addition, it is an excellent opportunity for local business to support a local event and groups of runners to run to raise funding for their own charities.

Proposal

It is proposed by Cllr Escombe and seconded by Cllr Pyne that;

- HCT 2018 lead the partnership and any surplus from the event goes to HCT 2018 towards the new Community Centre project
- that Nice Works organise the event
- HCT 2018 seek local sponsors / donations
- Hawkhurst Parish Council provide the Moor and the KGV facilities free of charge and support the promotion of the event
- that the Clerk reports back with further details

This was approved unanimously.

8.6 Fire proof cabinet, audit requirement report.

As part of the Council audit we are required to have a fire proof cabinet. Having researched fire proof cabinets, the quotes range from £1,942, £1,600 and £1,240.

It is proposed by Cllr Taylor-Smith and seconded by Cllr Pyne that we purchase a "Phoenix 4 draw 90-minute fire proof cabinet" for £1,240.

This was approved unanimously

8.7 Children's Centre use of KGV sports pavilion report.

Cllr Fitzgerald explained that the Early Help Children's Centre team ran a successful October half term event and would like to run a monthly Music and Movement session for parents with young children and use the KGV Sports pavilion on the following dates during 2020 on a Wednesday afternoon between 1-3pm on 8 January, 12 February, 11 March, 15 April, 13 May, 10 June, 15 July, 12 August, 9 September, 14 October, 11 November and

9 December 2020.

The Music and Movement sessions will be open to all, however Children's Centre work with families with limited spare income.

Cllr Fitzgerald recognised that his sort of project links to the Council's aim of "To work in partnership with all stakeholders for the benefit of all" and it was felt that if we offer the facility free of charge we can insist that there will be no charge to the families who attended the sessions in Hawkhurst. We have done this sort of thing before and we should facilitate the support and advice for families in need in Hawkhurst.

If agreed, we could also access the 11th February session to consult on the New Community Centre design

Proposal

Cllr Fitzgerald proposed, seconded by Cllr Escombe that;

- we offer Early Help Children's Centre team for Tunbridge Wells free use of the KGV sports pavilion 1- 3pm for the above dates as long as there is no charge to the families attending.

This was approved unanimously

8.8 Hawkhurst in Bloom 2020 meeting report

A number of community groups have mentioned resurrecting Hawkhurst in Bloom. With that in mind we have arranged to host a presentation by a Britain in Bloom judge to bring all those interested in the village up to speed and clarify what would be appropriate for Hawkhurst in 2020.

The meeting and presentation is Wednesday 14th January 2020, 7:30pm in the Copt Hall.

We will invite local groups, business and promote it widely on the run up to the meeting.

Noted

8.9 Parish Councillor Allowances for 2019/20 report

Under Regulation 32 of the Local Government Act 2000 The Local Authorities (Members Allowances) (England) Regulations 2003 elected members are entitled to receive a Parish Basic Allowance.

Following a detailed discussion, Hawkhurst Parish Council agreed in December 2016 that Parish Basic Allowance can be paid to elected Members. The Independent Remuneration Panel gave its advice and a Parish Basic Allowance of £329 per annum for elected Parish

Councillors was agreed in October 2017 A sum has been budgeted for 2019/20. Councillor Michael Appelbe has requested to take his £329.00 Parish Basic allowance for 2019/2020.

The other elected Members have decided to forgo all of their Parish Basic allowance.

It was proposed by Cllr Escombe and seconded by Cllr Green to approve the basic allowance for Cllr Appelbe and that the clerk works with the Personnel Committee to review the Parish Councilor's Allowance for future years and reports back to Council.

This approved unanimously.

8.10 KALC Community Awards 2020 report

The KALC Community Award is to recognise a person or a group who has made a significant contribution to the local community. The person or group must live or work in the parish.

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the parish or its people

Fellow residents or Councillors can nominate a person or group for an award. The Council will promote widely and the closing date for nominations is 31st January 2020

The Council will then make a decision in March 2020, which will need to be ratified by KALC and the Community Awards will be awarded at the Annual Parish Meeting 27th April 2020.

Further information is on file.

Noted

9 REPORTS OF COMMITTEE CHAIRMEN AND UPDATES

- i) Facilities and Services Committee – Cllr Fitzpatrick, latest action plan on file – and noted that a circus wanted to come to Hawkhurst next Easter. next meeting 17th December 2019
- ii) Strategy, Administration and Projects Committee – latest action plan on file – next meeting 16th December 2019
- iii) Personnel – next meeting to be confirmed.
- iv) Community Centre Working Group – Next meeting 6th January 2020
- v) Fete Committee – Cllr Hunt thanked the fete Committee for all their hard work and asked the Council to write a letter of thanks. – Agreed unanimously.

10. FINANCE:

10.1 INCOME AND EXPENDITURE NOV 2019 for FCM 09.12.19

Accounts for payment	£	20,399.71	to 29.11.19
Payment received	£	7,194.00	to 01.11.19
Net Expenditure	-£	13,205.71	
Cambridge & Counties	£	86,786.66	to 30.04.19
Cambridge Building Society	£	75,339.40	to 31.12.18
Lloyds Current	£	10,000.00	to 29.11.19
Lloyds Access Reserve	£	169,246.00	to 01.11.19

10.2 Agreement to pay payments schedule - proposed by Cllr Escombe and seconded by Cllr Taylor-Smith and approved unanimously.

11. CORRESPONDENCE – see file

No	Date	From	Issue
1	25.11.19	Mr. West	Planning application 19/02619 – Streatley
2	28.11.19	Mrs. Howard	Complaint to Southern Water
3	4.12.19	Missy Bin	Congratulations to TWBC bin collection team

12. NOTES & INFORMATION – see file

No	From	Issue
1	KALC	KALC AWARDS
2	Neighbourhood News	General information
3	Wealden Advertiser	Article on proposed Medical Centre

13. BURIALS AND MEMORIALS.

No	Name	Date	Interment
1	Betty Swain	7 November 2019	Burial
2	Joan Owen	21 November 2019	Ashes

14. CONFIDENTIAL: NA

CLOSURE: 9:45pm

Signed Chairman of the Council

Agenda Notes for Members:

Item 3 on the Agenda, Declaration of Interests. If a Member has a prejudicial interest, this should be declared at the start of the meeting. Personal interests may be declared at this point or alternatively can be declared at the time when the specific item is being discussed, if a Member wishes to speak on an item in which s/he has a personal interest. Members in doubt about such a declaration are advised to contact the Monitoring Officer before the date of the meeting. This may also be used by Members to advise the Council of any relevant changes that may have occurred since they first completed the register of interests.