

**MINUTES OF THE PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 1 SEPTEMBER 2016 at 7.45pm**

PRESENT:

Mr. David Jones – Chairman for this meeting (DJ), Mrs. Jenny Dickson (JD),
David Gaunt (DGG), Trevor Ledamun (TL), John Wickham (JW)
County Councillor Sarah Hohler and Borough Councillor Ann Kemp

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk)

61/16 Apologies for absence

Apologies for absence were received from Borough Councillor Matthew Balfour, Councillors David Goodworth (DG) and Richard Wallis (RW).

62/16 Declarations of interest: There were none.

63/16 Minutes

The minutes of the Parish Council Meeting held on the 7 July 2016 were approved and signed as a true record.

64/16 Reports

- a) County Councillor – County Councillor Sarah Hohler reported that there had been no objections to the proposal to reduce the speed limit on Vigo Hill to 30mph. County Councillor Sarah Hohler has also agreed to fund the cleaning of all the village signs and where necessary that vegetation is cut back around the sign.
- b) Borough Councillor – Borough Councillor Ann Kemp explained that a number of reports including one on the future arrangements for Parish Council funding and the imminent consultation on the development of the Local Plan would be presented at the Parish Partnership Panel Meeting due to be held on the 8 September 2016.
7.56hrs County Councillor Sarah Hohler left the meeting
- c) Kent Police – There was no report.
- d) KALC Area Committee – TL attended the meeting held on the 4 August 2016. A number of items including a decision about Parish Council funding and the proposals for the consultation on the Call for Sites and the Local Plan were discussed.
- e) JPCTCG – The next meeting is due to be held on the 21 September 2016.
- f) Parish Partnership Panel – there has been no meeting.
- g) Trosley Liaison Group – it was noted that the next meeting will be held on the 11 October 2016.
- h) Village Hall Committee – DJ reported that the Trottiscliffe School Association would be holding a bonfire display on Saturday 29 October 2016 on the recreation ground. JD will request a copy of the risk assessment and information on their plans to clean up the recreation ground after the event.
- i) Old Chalks Down Project (OCDP) – Members considered a request for funding towards the OCDP but resolved not to make a donation.

65/16 Matters arising

- a) Defibrillator – TL reported that an awareness session will be held on Wednesday 28 September 2016 at 7.30pm in the village hall. The Clerk has placed a notice in The

Pilgrims and TL had kindly designed and printed some posters for the Clerk to put up on noticeboards in the village and surrounding areas.

- b) Parish Plan/Emergency Plan - deferred to the next meeting.
- c) Review of Funding arrangements with Parish Councils - T&MBC have completed the consultation and a report is expected to be made available at the Parish Partnership Panel meeting due to be held on the 8 September 2016.
- d) T&MBC Call for Sites/Development of the Local Plan - T&MBC Cabinet is set to approve the Planning and Transport Advisory Board's final recommendations on the 6 September 2016 and this will be reported at the Parish Partnership Panel meeting due to be held on the 8 September 2016. A larger scale, more detailed map, to show the potential development strategy has been prepared and will be made available on the T&MBC website. Subject to Cabinet approval the consultation exercise will commence on Friday 30 September for 8 weeks. All documents will be available on the website and there will be media briefings and a small number of manned exhibitions around the Borough along with a small number of Local Plan events for Parish Councils and other local amenity and community groups.
- e) Parish & Village Website - Members resolved to accept the quote from a new supplier to host the village website at cost of £68.66 per annum. Members noted that this is lower than the current annual fee. The Clerk had circulated a link to Members to view the revised website for the Parish Council. The Clerk has been working on the revised layout over the summer and will be attending a training course at EIS on the 14 September 2016 to hopefully learn more about administering the new website.
- f) Proposal to erect fencing around paved area at the rear of the village hall - Members considered a plan and proposal from the village hall committee to erect a 900mm high wooden picket fence around the patio area at the rear of the village hall. There will be a 2.4m wide gate to allow access as requested by the Parish Council. Members resolved to accept this proposal and requested that the 2 posts are attached to the village hall and not concreted in.

66/16 Finance & Policies

Statement of payments to be made and income received

Balances as at 29 August 2016:

National Savings Account:	£ 1,674.64
Nat West TPC TCC Account:	£20,418.76
Nat West TPC Reserve Account:	£17,028.97
Nat West TPC Current Account	£ 139.30

Receipts: There were none.

Cheques for signature TPC Current Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Expenses - July & August)	000057	£118.18
Mrs L S Goldsmith	(Salary- 4 weeks)		
	(04/08/16 - 01/09/16)	000058	£ 159.30
HMRC	(Clerk's Tax)	000059	£ 105.60
Four Seasons Gardens Ltd	(Grass cutting)	000060	£ 439.00
South East Water	(Allotment water supply)	000061	£ 33.16
Playsafety Ltd.	Playground inspection	000062	£ 168.00
Total			£1,023.24

Cheques for signature TPC TCC Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
EDF Energy Customers plc.	Tennis court supply	000003	£201.48

- a) Cheques for signature: The Chairman proposed that the cheques listed above be signed. Agreed.
- b) Annual Review of Standing Orders and Financial Regulations: Members resolved to adopt both documents without making any changes.
- c) Allotments – annual review of allotment rents: Members resolved to not increase the annual rent for the allotments and to keep it at £10.00 per annum per plot.
- d) VAT Return – Members noted that the Clerk has submitted all the relevant paperwork for a refund of £1,179.67 for VAT paid in 2015/16 to HMRC.

67/16 Members of public: There were no members of public present.

68/16 Planning

a) Applications

1] TM/16/01956/FL – Coldrum House, Coldrum Lane, Trottiscliffe

Replacement outdoor swimming pool with associated terrace, pergola, replacement boiler shed and landscaping. *Resolved: Members remain concerned about the inaccuracies in some of the documents supporting this application. In particular the landscaping plan which was approved to discharge a condition of the original planning application is inconsistent with other submitted plans and actually what is present on the site.*

2] TM/16/02230/FL – Murrayfield, Taylors Lane, Trottiscliffe, ME19 5ES

Construction of a new access to Taylors Lane. *Resolved: No objection*

b) Decisions from T&MBC

1] TM/16/01860/FL – Coldrum House, Coldrum Lane, Trottiscliffe

Change of use of land to include within residential curtilage of Coldrum House *Approved*

2] TM/16/01861/FL – Coldrum House, Coldrum Lane, Trottiscliffe

Demolition of an existing garden storage outbuilding and its replacement with a new garden store and car port building (revised design to replacement building permitted by planning permission TM/16/00597/FL) *Approved*

3] TM/16/01980/FL – The Downs House, Green Lane, Trottiscliffe, ME19 5DX

Demolition of shed. Erection of timber outbuilding. *Approve*

4] TM/16/01160/LB – Gore Cottage, Green Lane, Trottiscliffe, ME19 5DX

Listed Building Application: The proposal is for extensions and alterations to the existing cottage to form a new conservatory, new 2 storey extension, modification to the 1990's sprocket roof and internal modifications to the existing stairs and wall. *Approved*

5] TM/16/01159/FL – Gore Cottage, Green Lane, Trottiscliffe, ME19 5DX

Proposed conservatory, new 2 storey extension, modification to the 1990's sprocket roof and internal modifications to the existing stairs and wall. *Approved*

6] TM/16/01234/FL – Malabar, School Lane, Trottiscliffe, ME19 5EH

Demolition of existing garage, construction of a new single storey extension to house physiotherapy clinic and enlarged kitchen. *Approved*

c) Other planning matters

1] Whitaker Cottage - unauthorised use as separate dwelling. Members were disappointed to learn that since serving a Planning Contravention Notice to establish whether the fact the building was in separate occupation was in breach of the original planning permission restrictions, Planning officers have decided that had a retrospective planning application being submitted for the change of use, permission would have been forthcoming due to changes in legislation. Members were pleased to learn that Borough Councillor Ann Kemp has challenged this statement and requested that further investigations are undertaken to establish whether a retrospective application is necessary.

2] 16/00268/WORKH - Coldrum House, Coldrum Lane - alleged unauthorised garage Enforcement are trawling through the various plans setting out the history of the site to ascertain whether the building in question has planning permission.

3] TM/16/00157/WORKH, Kildare, Ford Lane - alleged unauthorised second entrance/exit. The investigations by Enforcement concluded that the works were permitted development as set out in the Town and Country Planning (General Permitted Development) Order 2105 and as such no further action was required in respect of these works.

69/16 Highways, Footways and Footpaths

1] Taylor's Lane/Vigo Hill - Members were pleased to hear that there were no objections to the proposed 30mph limit from the consultation. KCC are now preparing the 'Has Made Order' and will advertise this in the papers and letter drops. Once the statutory time limit has passed KCC will look to formally implement the scheme.

2] Water main replacements in Ford Lane - Members noted that South East Water have advised that the £655,000 scheme to upgrade 200 metres of pipeline in Ford Lane commenced on the 30 August 2016 and is expected to be completed in April 2017.

3] Electricity supply to the Christmas Tree - the Clerk has applied to KCC for a license to run a cable either over or across the road.

4] Sevenoaks SPS Odour issue - Members agreed that the Clerk should contact Thames Water to add weight to a complaint from residents on Vigo Hill about sewerage odour issues from the Fairseat pumping station. The Clerk was also asked to advise Borough Councillor Mike Taylor of this situation.

5] Reported Faults

i) The Clerk will report that Footpath MR194 needs clearing

ii) Highways Steward - it was noted that Martyn Colley is no longer the village Highways Steward. KCC will be looking to recruit a replacement shortly.

iii) Pothole in Ford Lane to be reported

iv) Pothole outside Mountmead to be reported

v) The Clerk to report again that the sign at the bottom of Vigo Hill is damaged

70/16] Open Spaces, Recreation Ground and Allotments

1] Remedial work to the playground - JW reported that RoSPA carried out their annual inspection in July. A copy of the report has been circulated and JW offered to draw up a plan of any works required. Members were pleased to hear that Four Seasons Gardens, the grass contractor, had repaired all the fencing and the slide. The Clerk was asked to arrange for a chain and lock on the gate to the recreation ground.

2] Allotment boundaries and fencing - The Clerk is waiting to hear when the contractor can install the chestnut fencing on the boundary with Darren's Meadow. The contractor has requested that the allotments holders on this side clear away any items from the boundary. A quote for an additional standpipe is being sought.

71/16] Correspondence

a) For Information

- 1] Area 2 Planning Committee – 28 September 2016
- 2] Joint Transportation Board – 26 September 2016
- 3] Parish Partnership Panel – 8 September 2016
- 4] Standards Committee – 17 October 2016
- 5] KALC Area Committee Meeting – TBC

b) On Circulation

The following correspondence had been circulated:-

- 1] JPCTCG – agenda for meeting due to held on the 21 September 2016
- 2] Tonbridge & Malling Community Crime Prevention Panel – minutes of the final meeting held on the 18 July 2016
- 3] KALC – Tonbridge & Malling Area Committee – agenda for meeting held on 4 August 2016
- 4] KALC – Tonbridge & Malling Area Committee – minutes of AGM held on the 12 May 2016
- 5] Kent Police – article on illegally parked HGVs
- 6] London Gatwick Airport – 2015 Performance Summary
- 7] Kent Wildlife Trust – Notice of AGM to be held on the 24 September 2016
- 8] Kent Wildlife Trust – Annual Review 2015
- 9] Kent Wildlife Trust – Summer Magazine
- 10] Kent & Medway NHS – Summer magazine
- 11] Area 2 Planning Committee – agenda for meeting held on the 17 August 2016
- 12] Kent Resilience Forum Bulletin
- 13] KALC The Parish News – July 2016
- 14] Parish Partnership Panel – Agenda for meeting to be held on the 8 September 2016
- 15] Parish Partnership Panel – Minutes of meeting held on the 18 May 2016

c) Requiring Attention

- 1] KCC Local Transport Plan Consultation – Members noted the consultation.
- 2] Managing Freight vehicles – proposal for a lorry park at Stanford West – not being familiar with the area for the proposed lorry park Members decided not to respond to this consultation.

72/16 Any Other Business

Nothing additional

73/16 Date of the Next Meeting

The next Parish Council Meeting will be held on Thursday 6 October 2016 at 7.45pm in the village hall.

74/16 Any Confidential Matters

There were none.

There being no other business the meeting closed at 9pm

Chairman

Date.....

