

**MINUTES OF TROTTISCLIFFE PARISH COUNCIL MEETING  
HELD ON TUESDAY 11 JULY 2023 at 7.45pm in the Village Hall**

**PRESENT:**

David Gaunt – Chairman (DG), Louise Leyden (LL), Ian Mills (IM), Alan Palmer (ALP),  
Alison Prountzos, (AP).

**IN ATTENDANCE:**

Mrs. Louise Goldsmith (Clerk),  
County Councillor Sarah Hohler (arrived 8.36pm), 9 members of the public.

**51/23 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors Oliver Shaw and Richard Vallance and the reasons for absence were accepted.

**52/23 DECLARATIONS OF INTEREST:**

None received. No intention to record the meeting received.

**53/23 APPROVAL OF MINUTES**

It was **resolved** that DG sign the minutes of the Parish Council Meeting held on the 6 June 2023 as a true and accurate record of the meeting.

**54/23 OPEN SESSION:**

A member of the public read out a personal statement regarding planning proposal 23/1056/FL and asked for this to be logged as read out in the minutes.

A member of the public raised a few questions about the allotments.

**55/23 REPORTS**

- a) County Councillor: County Councillor Sarah Hohler reported on the following items:
  - County Councillor Sarah Hohler had recently been on a walkabout with Andy Watson, Highway Manager for Tonbridge & Malling, and Emma Tilbury, West Kent Community Engagement Team Leader from KCC. Andy Watson reported the water leak at the time on Vigo Hill. The number of potholes, condition of the humps and the condition of the road surfaces were raised as ongoing issues.
  - Kent Rural Police are working closely with farmers to combat rural crime.
- b) Borough Councillor: There was no report.
- c) Crime Report: PC Lisa Whitehead and PC Oliver Evans have taken over the role of Beat Officers for the ward and Nick Atkinson is the Beat Sergeant for Tonbridge and Malling Community Safety Unit. The Clerk has invited the Beat Officers to attend a Parish Council meeting. The Clerk advised that there were no reported crimes in Trottiscliffe in June.

**56/23] CLERKS REPORT/PAST MATTERS (Information purposes only)**

- 1] The Clerk has checked the defibrillator and has reported this on The Circuit.
- 2] The Clerk reported that there 100 users of the 58 shopper bus service in April of which 87 were concession passenger and £36.80 of revenue was generated. There were 132 users in May of which 109 were concession passengers and £74.00 revenue was generated. In June

there were 173 users of which 153 were concession passengers and £44.50 revenue was generated. Members were pleased to hear that the number of users has been increasing each month and that the service is benefitting residents.

## **57/23 PLANNING**

### **a) Applications:**

1] 23/01056/FL – Longford. Church Lane, Trottiscliffe. ME19 5EB

Proposed annex to serve as amenity to host dwellinghouse.

8.12pm the meeting was suspended to allow a member of the public to speak.

8.16pm the meeting was reconvened.

8.19pm the meeting was suspended to allow two members of the public to speak in support of the application.

8.22pm the meeting was reconvened.

**RESOLVED: Support. We acknowledge the exceptional circumstances surrounding this application but if approved we do not want this to be a precedent for an acceptance of development outside the village envelope. If approved, we would like a condition set that the annex is to remain as ancillary accommodation to the main dwelling. We believe that the boundaries on the site plan are incorrect.**

8.28pm 2 members of the public left the meeting

### **b) Approvals: None to consider.**

### **c) Refusals: None to consider.**

### **d) Withdrawn applications: None to consider.**

### **e) Planning Appeals:**

1] TM/22/01502/FL – The Nursery, Taylors Lane, Trottiscliffe.

### **f) Other Planning Issues:**

1] Darrens Meadow Farm, Green Lane: Alleged unauthorised work to form a new building. An update from Enforcement and the Borough Councillors is awaited.

2] 22/00314/FL – Hillside, Pilgrims Way: An alleged breach of planning has been reported to enforcement.

3] Works to land on Pilgrims Way: Members noted that an area of woodland on Pilgrims Way has been divided up and that the plots have been sold. It was agreed to monitor the site.

8.36pm 3 members of the public left the meeting.

County Councillor Sarah Hohler continued with her report see item 55/23 (a).

8.53pm County Councillor Sarah Hohler left the meeting

## **58/23 RESOLUTIONS**

8.55pm a member of the public left the meeting

### **1. Allotments**

#### **a) To review and set the allotment rent due from the 1 January 2025**

Members considered a report from the Clerk comparing the rent and size of allotment plots in other parishes and the current cost of running the allotments including the provision of water and administration. The Clerk will monitor the use of water by both the allotments and the farm over the coming year.

**RESOLVED: To increase the rent to £15.00 per annum from the 1 January 2025. The Clerk to advertise the increase on the website by the 30 September 2023 and to advise the current allotment holders.**

9.04pm a member of the public left the meeting

#### **b) To review the Allotment Gardens Tenancy Agreement**

**RESOLVED: To adopt the current Allotment Gardens Tenancy Agreement with no changes.**

**2. Parish Infrastructure Statement**

T&MBC has advised the Parish Council that S106 funds from the developer for planning application 18/03034/OAEA has been received which could possibly be made available for projects in Trottiscliffe. The S106 funds allocated must be used for parks, gardens and outdoor sports projects but unfortunately cannot be used to replace the playground equipment. To qualify for the funding T&MBC has advised that the Parish Council should consult with residents to seek their views on some ideas for outdoor sports equipment for the recreation ground. The Clerk has compiled an online survey.

**RESOLVED: To conduct a survey to seek the views of residents on the provision of further outdoor sports equipment at the recreation ground. The Clerk to make the survey available on the website, noticeboards and social media. Hard copies to also be made available. The Clerk to present the results of the survey at the next meeting.**

**3. Financial:**

a) To consider a quote for legal advice on the community farm licence.

**RESOLVED: To postpone a decision about whether to appoint a solicitor for legal advice on the community farm licence until the next meeting.**

b) To appoint a solicitor to draft a new lease for the lease for the tennis courts and to draft a sub-lease with the tennis club committee.

**RESOLVED: To accept the quotes obtained by the Clerk and appoint Surrey Hills Solicitors to begin drafting a new lease between the Parish Council and the landowner of the tennis courts and to draft a sub-lease with the tennis club committee.**

c) To approve the Financial Statement and make arrangements for authorisation

**RESOLVED: IM and DG to authorise the payments below online.**

The accounts summary and bank reconciliation were also noted.

**Balances as at the 11 July 2023**

National Savings Account	£10,009.75
Unity Trust Account:	£10,434.63

**Receipts:** None.

**Electronic Payments**

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Louise Goldsmith	Salary (June)	£ 487.44
HMRC	Tax	£ 122.00
Louise Goldsmith	Expenses	£ 192.34
Gel Creative	Website maintenance	£ 100.00
Four Seasons Gardens	Grounds Maintenance	£ 427.84
Four Seasons Gardens	Playground Repairs	£ 448.83
Caloo	40% invoice MUGA	£7,679.60
Louise Goldsmith	Salary (July – postdated)	£ 487.44
HMRC	Tax (July – postdated)	£ 122.00
Google	Email Accounts DD	£ 73.60
ICO	Registration Renewal	£ 35.00
Unity Trust	Quarterly Charge	£ 18.00

Total

£10,194.09

**59/23] PARISH MATTERS:**

**1. Highways**

**a) Outstanding Faults:**

- 1] Enquiry 726701 - Pinesfield Lane: The Clerk has reported a large number of potholes. Works are programmed.
- 2] Enquiry 726703 - Church Lane: The Clerk has reported that the road surface has broken up outside the school. KCC have inspected and advised that no works are required.
- 3] Enquiry 726705 - Addington Lane: The Clerk has reported that the fingerpost on the village green needs remedial works. Works are to be programmed.

**b) New Faults to be reported:**

- 1] Members discussed their disappointment with response time to the recent water leaks. Letters of complaint have been sent to South East Water.

**c) Highways Improvement Plan:**

It was agreed that the Clerk should contact Andy Watson, Highway Manager for Tonbridge and Malling and provide a list of the outstanding highway issues in the village and request a timetable of intended works.

**2. MUGA:**

Members are delighted with the progress that has been made with the MUGA. The second invoice has now been issued for payment. The remaining 40% will be paid on completion of all the snagging. A snagging meeting has been arranged with the contractor for Thursday 20 July 2023. There is an issue with the goals which appears to have open sides and this will be discussed at the snagging meeting. An opening ceremony is to be arranged and both Matt Boughton, Leader at T&MBC and MP Tom Tugendhat have advised that they would like to attend if possible. The grant funder is unable to attend the opening ceremony as they are based so far away but have suggested that they will see if a representative from the local FCC Environment agency can attend. It was also agreed that naming the MUGA would be a good idea.

**3. Recreation and Playground:**

The Clerk reported that the Village Hall Committee has paid the net amount for the remedial works to the playground directly to the contractor. The next RoSPA inspection is due to take place this month.

**4. Allotments:**

No further update.

**5. Community Farm**

AP reported that one of the Trustees has stepped down. Members were reminded that David Urmston has resigned as the Farm Manager but will stay in post until a replacement is found. However, the future management of the farm has not still been resolved.

*9.21pm meeting suspended to allow a member of the public to speak*

AP advised that the Trustees are due to meet tomorrow to discuss the future management of the farm and it was agreed to defer any further discussion until after this meeting.

*9.32pm a member of the public left the meeting*

**6. Trottiscliffe School:**

ALP reported that he has now been officially co-opted as a school governor. ALP reported that last Friday the governors carried out their statutory routine observations.

**7. Climate Change Initiatives:**

A contract from KCC for the installation of electric vehicle charging points for the village hall car park is still awaited.

*9.45 pm a member of the public left the meeting*

**60/23 REPRESENTATION AT MEETINGS**

- a) **Courts Working Group:** The minutes of the meeting held on the 7 June 2023 were noted. It was also noted that a Special General Meeting, requested by eleven club members, was held on the 26 June 2023 in Addington Village Hall. Several Councillors attended the meeting where there was a discussion and a vote on decisions about the coaching arrangements for the club and voting rights of guardians. DG, RV and the Clerk have arranged to meet informally with representatives from the tennis club committee next week for an update on the junior coaching arrangements and to discuss amending the current constitution.
- b) **Village Hall:** IM reported that the Family Fun Day is due to be held on Sunday 16 July 2023 on the recreation ground. The Clerk will remind the village hall committee that a risk assessment is required. IM advised that the panto, which is to be Robin Hood, will be held in the village hall from the 8-10 December 2023. The committee is considering ways of providing more storage by reducing the size of the toilets to create a store room.
- c) **Parish Partnership Panel:** The minutes of the meeting held on the 15 June will be circulated.
- d) **Standards Committee:** It was noted that a meeting is due to be held tomorrow evening.
- e) **KALC Area Committee:** It was noted that a meeting is due to be held on the 13 July 2023.
- f) **Trosley Liaison Group:** LL advised that she now has two contacts at Trosley Country Park and that a good rapport has been created. Two new memorial benches have been installed at the park. A further bench that was vandalised still needs to be replaced. There has been a lot more engagement with local schools this year which is encouraging and more courses are being run to include outdoor first aid and forest school training. Further details can be found at [Kentcountryparkslearning@kent.gov.uk](mailto:Kentcountryparkslearning@kent.gov.uk). Dog walkers are being asked to keep their dogs on leads in areas being grazed.

**61/23] CORRESPONDENCE/CONSULTATIONS**

a) For Information

- 1] Area 2 Planning Committee – 9 August 2023
- 2] Joint Transportation Board – 18 September 2023
- 3] Parish Partnership Panel – 31 August 2023
- 4] Standards Committee – 12 July 2023
- 5] KALC – 13 July 2023

b) New Requiring Attention:

- 1] Emerging Local Transport Plan Consultation: Noted.

2] Draft Minerals and Waste Local Plan 2023-39 and Draft Kent Mineral Sites Plan Regulation 18 Public Consultation: It was noted that there are only some minor suggested changes.

**62/23] ITEMS FOR THE NEXT MEETING**

IM gave his apologies for the next meeting.

**63/23] ANY CONFIDENTIAL MATTERS**

None to consider.

**64/23] DATE OF THE NEXT MEETING:**

The next Parish Council Meeting will be held in the village hall at 7.45pm on Tuesday 5 September 2023.

There being no other business the meeting closed at 9.57pm

Chairman .....

Date.....