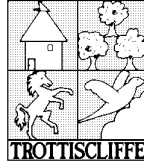


# TROTTISCLIFFE PARISH COUNCIL

Mrs. L. Goldsmith (Clerk)

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29 August 2024

Dear Sir/Madam

ALL COUNCILLORS ARE HEREBY SUMMONED TO  
THE PARISH COUNCIL MEETING OF  
TROTTISCLIFFE PARISH COUNCIL

To take place on **Thursday 5 September 2024** in Trottscliffe Village Hall at 7.30pm  
where it is proposed to transact the business as shown in the agenda below  
*The meeting will be open to the press and public (Admission to Meetings Act 1960)*

*Louise Goldsmith*

Louise S. Goldsmith  
Clerk to Trottscliffe Parish Council

## AGENDA

**ADMINISTRATION:** Fire Exits, Fire Meeting Points, Mobile Phones.

**65/24] APOLOGIES FOR ABSENCE**

**66/24] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS**

**67/24] INTENTION TO RECORD THE MEETING**

**68/24] APPROVAL OF MINUTES**

To consider the minutes of the Parish Council Meeting held on the 2 July 2024 and if in order to authorise the Chair to sign as a true and accurate record<sup>1</sup>.

**69/24] OPEN SESSION**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate raising any concerns or making comments on matters affecting Trottscliffe. No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. (*Councils cannot lawfully decide any business not specified in the agenda*<sup>2</sup>).

**70/24] REPORTS:** a) County Councillor      b) Borough Councillor's      c) Crime Report

**71/24] CLERKS REPORT/PAST MATTERS (Information purposes only)**

**72/24] PLANNING**

a) Applications:

1] 24/00971/PA: Orchard House, Addington Lane, Trottscliffe  
Proposed cart barn

b) Approvals:

1] 24/00631/PA: Downlands, Taylors Lane, Trottscliffe  
Replacement windows, paint brickwork and addition of stone cladding.

- 2] 24/01311/PA: Great Reeds, Ford Lane, Trottscliffe  
 1 x Laurel - Remove. The Laurel has outgrown its position and is damaging rooves of both properties. The Laurel is situated between Great Reeds and garage of neighbouring property. Note Decision Exempt.
- c) Refusals:  
 1] 24/00971/PA: Orchard House, Addington Lane, Trottscliffe  
 Proposed triple garage with storage over.
- d) Withdrawn applications:  
 1] 24/00145/PA: The Eagle, Pinesfield Lane, Trottscliffe  
 Erection of single storey rear extension, front porch, and alterations to roof to create first floor accommodation incorporating front dormers with Juliet balconies and rear dormer window.
- e) Other Planning Issues:  
 1] 22/00314/FL: Hillside, Pilgrims Way, alleged breach of planning regarding a stable  
 2] Land West of Roughetts Road: proposed extraction of aggregate (sand)  
 3] KALC Planning Seminar: To receive feedback

## 73/24] RESOLUTIONS

1. **Staffing:**
  - a) To receive the resignation of the Clerk
  - b) To ratify the job description and advert
  - c) To convene and interview panel
  - d) To agree the date for interview
2. **Community Farm**  
 To approve the revised licence.
3. **Tree Survey**  
 To consider the results of the tree survey and agree the remedial works
4. **Tennis Club**  
 To discuss the draft leases.
5. **Financial**
  - a) To note the completion of the limited assurance review for the year ending 31 March 2024
  - b) Notice of Conclusion of Audit
  - c) To discuss the recommended requirements for email management and website domain
  - d) Allotment Rent: To agree the rent for the period 1 January to the 31 December 2026
  - e) To receive the accounts
  - f) To receive a bank reconciliation as at the 31 August 2024
  - g) To receive and authorise the payment list

## 74/24] PARISH MATTERS:

1. **Highways:**
  - a) Outstanding Faults
  - b) New Faults to be reported.
  - c) Highways Improvement Plan: To receive an update.
  - d) Parish Seminar: To discuss attendance.
2. **Recreation and Playground:**  
 To receive the bi-monthly inspection report and the annual RoSPA report and agree any required remedial works.
3. **Allotments:** To receive any update.
4. **Community Farm:** To receive an update.
5. **Trottscliffe School:** To receive any update.
6. **Climate Change Initiatives:** To receive an update on the EVCP initiative.

## 75/24] REPRESENTATION AT MEETINGS:

- |                           |                             |
|---------------------------|-----------------------------|
| a) Courts Working Group   |                             |
| b) Village Hall Committee | c) Parish Partnership Panel |
| d) Standards Committee    | e) KALC Area Committee      |
| f) Trosley Liaison Group  |                             |

**76/24] CORRESPONDENCE/CONSULTATIONS**

a) For Information

- 1] Area 2 Planning Committee: 18 September 2024
- 2] Joint Transportation Board: 16 September 2024
- 3] Parish Partnership Panel: 21 November 2024
- 4] Joint Standards Committee: 20 January 2025
- 5] KALC: 26 September 2024

b) New Requiring Attention

National Planning Policy Framework Consultation

**77/24] ITEMS FOR THE NEXT MEETING**

**78/24] ANY CONFIDENTIAL MATTERS**

**79/24] DATE OF THE NEXT MEETING: 7.30pm on Thursday 3 October 2024**

*Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk ahead of the meeting.*