

## HADLOW PARISH COUNCIL

### Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 10 September 2018 at 7.30pm at Old School Hall

**Present:** Cllrs N Collins (Chairman), C Barbary, E Bright, L Bright, M Harvey, C Hyams, J Massy, R Morley, S Richardson, E Wilkins

**Also in Attendance:** M Stepkowski (Parish Clerk), KCC Cllr Balfour, TMBC Cllr Sergison and ten members of the public including Hadlow Park Association representative.

<b>3902</b>	<p><b>To receive apologies, reasons and approval of absences</b></p> <p>Apologies and reasons for absence received and approved by Council: Cllrs D Carey, J Newman &amp; R Smith. Proposed Cllr Collins, seconded Cllr Massy and carried. Other apologies noted: TMBC Cllr Anderson.</p>	
<b>3903</b>	<p><b>To receive declarations of members' interests</b></p> <p>No declarations.</p>	
<b>3904</b>	<p><b>To resolve Minutes of 9 July 2018 as a correct record:</b></p> <p><b>RESOLVED to approve Council Minutes of 9 July 2018.</b> Proposed Cllr Barbary, seconded Cllr Bright and carried unanimously.</p>	
<b>3905</b>	<p><b>To receive an update on progress of resolutions &amp; matters from the last full Council meeting</b> – updates only on matters not currently on agenda</p> <p>No matters addressed.</p>	
<b>3906</b>	<p><b>To receive Chairman's report</b></p> <p>No report.</p>	
<b>3907</b>	<p><b>To receive oral reports from TMBC &amp; KCC Councillors</b></p> <p>TMBC Cllr Sergison reported: <i>“The Borough Council’s Economic Regeneration Advisory Board met on 5 September and approved a draft of the Borough’s Economic Regeneration Strategy 2019-2023 for the purposes of local consultation.</i> <i>The key issues are:</i></p> <ul style="list-style-type: none"> <li>• <i>To set out clear priorities for economic regeneration in the Borough.</i></li> <li>• <i>To ensure all activities and functions of the Borough Council which impact on economic regeneration are reflected in the strategy.</i></li> <li>• <i>To clearly illustrate the role of key partners and local businesses in delivering the actions of the strategy.</i></li> </ul> <p><i>And</i></p> <ul style="list-style-type: none"> <li>• <i>To benefit from external funding opportunities that support the local growth agenda.</i></li> </ul> <p><i>There was also a report on the West Kent Partnership – Business Rates Retention Pilot: Housing and Commercial Growth Fund.</i> <i>A number of initiatives for our Borough were proposed including a Town and District commercial frontages scheme. Grants of up to £5,000 to independent shopkeepers to help renovate and improve their shop fronts.</i></p> <p><i>Updates on the Local Plan and Waste Services Contract were given at the Parish Partnership Panel which met on 6 September.</i></p>	

	<p><i>There is an Extraordinary Council meeting on 12 September with one item on the agenda. A report seeking approval for the Local Plan and accompanying documents to be submitted to the Secretary of State following public consultations. The recommendations of the Cabinet at its extraordinary meeting on 3 September 2018 will also be considered. Subject to Full Council agreeing the recommendation the Public Consultation will take place for 6 weeks commencing around the end of September and concluding in mid-November 2018.”</i></p> <p>Cllr Balfour gave a general report on County matters. In response to concerns about waste proposals to charge for the removal of green waste and possible increase in fly-tipping, he said other counties are already charging and have not noted an increase in fly-tipping of such waste.</p> <p><i>(KCC Cllr Balfour was excused from the meeting)</i></p>	
3908	<p><b>To receive Clerks report</b></p> <p>The clerk reported on the following:</p> <ul style="list-style-type: none"> <li>• A request from a resident in Great Elms for double yellow lines was passed to the appropriate authorities and noted on Council’s review of roads which was being held in preparation for the TMBC Parking Plan review.</li> <li>• Buildings electrical wiring inspections had been completed at Medical Centre and HOS.</li> <li>• Annual boiler service for Medical Centre and HOS completed. The boiler in medical centre was condemned.</li> </ul> <p><b>RESOLVED to approve quotation 23434 from British Gas £3075.35 net. This was accepted under emergency powers. Proposed Cllr Collins, seconded Cllr E Bright and carried unanimously.</b></p> <ul style="list-style-type: none"> <li>• Down To Earth due on 13/9 to quote for all works identified in Silva Arboriculture tree report.</li> <li>• Allotment Management &amp; Law course – Clerk and Admin Assistant to attend 24/9.</li> <li>• Harvest Festival – Members to drop off items at parish office in preparation for harvest celebration at St Mary’s Church.</li> <li>• Remembrance Day – War memorial cleaning scheduled at cost of £620</li> <li>• Christmas – paperwork to organise installation of Christmas lights was underway with the Clerk liaising with primary school and St Mary’s Church to organise a fundraiser towards the proposed new school swimming pool.</li> </ul>	Clerk
3909	<p><b>Public time &amp; parish matters</b></p> <p><u>Winter Preparation</u> – salt to be ordered. Snow Warden and snow clearance volunteers sought.</p> <p><u>New Shop in the Square</u> – the florist opening this week and community asked to fully support both the new shop and other existing business within the parish.</p> <p><u>Baseball at Williams Field</u> – planning application for the backstop and spectator fencing had been submitted. Any charges for use of the baseball pitch and hall for next season would be considered as part of the 2019-20 budget process.</p> <p><u>Access Trail</u> – a request to install new benches was accepted and the Clerk would organise in due course.</p> <p><u>Cemetery Wooden Sheltered Seating</u> – the shelter by the New Memorial Garden was in need of attention. Cllr Morley had undertaken to do repair works and replace the rotten oak sections.</p>	

	<p><u>20 mph request and other speed reduction considerations:</u></p> <p>Mr A Berendt from 20's Plenty For Us gave a short talk on how the national organisation assists communities in reducing speed limits and in particular those places wishing a 20mph limit. Areas in which the 20mph scheme had been implemented overall saw a reduction in casualties and many areas of the country were putting this into force. The Mayor of London in partnership with Transport for London had already put the lower speed into action in many parts of the City and intended to extend the speed restriction to other applicable areas.</p> <p>The Council heard from several members of the public including members of the Hadlow Speedwatch team who expressed their concerns about speed limits. Council agreed to support a campaign that would involve Speedwatch members to seek a 20mph zone through the Village Square. If KCC were to consider such changes on 'A' roads then it was important that the topic remained a priority and therefore all residents in support of this will be asked to express their concerns in writing.</p> <p>Other suggestions that 30mph signs were painted on the road and if the 20mph was not in operation that at least the 30mph be extended particularly to accommodate the road past the new bungalow developments on the corner of Cemetery Lane/Lonewood Way area. This was noted by Council.</p> <p>Hadlow Tower – there was a general discussion related to current position.</p>																			
3910	<p><b>To consider planning applications</b></p> <ul style="list-style-type: none"> <li>• <b>TM/18/02008/TPOC:</b> G1 group of 12 Oak – deadwood and raise canopy to 5m, remove lowest westerly bough from largest end Oak T7 Oak – reduce by 2-3metres, T2 Chesnut, T3 &amp; T4 Oak – remove lower epicormics growth &amp; cut back by 1 metre. Deadwood &amp; clear dead trees from remainder marked on map. Haywards Farm, Maidstone Road, Hadlow, TN11 0JA. <b>HPC Agreed.</b></li> <li>• <b>TM/18/02058/FL:</b> First floor side, single storey side and rear extension and modify roof. Tsavo, 17 Hadlow Park, TN11 0HY. <b>HPC Agreed.</b></li> </ul>																			
3911	<p><b>To consider HOS refurbishment survey report</b> – Council acknowledged the report and awaited the results of the roof inspection being carried out 13/9/2018.</p> <p><i>(TMBC Cllr Sergison was excused from the meeting)</i></p>																			
3912	<p><b>Finance</b></p> <p>Cllr Richardson as Chair of Finance proposed the following items be approved:</p> <p>a) To authorise cheque and bank transfer payments. <b>RESOLVED to approve cheque and bank transfer payments as given in schedule below.</b> Seconded Cllr Hyams and carried unanimously.</p> <table border="0" data-bbox="204 1688 1294 2040"> <thead> <tr> <th style="text-align: left;"><b>Cheque payments</b></th> <th style="text-align: right;"><b>£</b></th> </tr> </thead> <tbody> <tr> <td>Keoghs LLP - Insurance claim VAT reclaim</td> <td style="text-align: right;">188.80</td> </tr> <tr> <td>Flash Welding - Cem ext gates &amp; basketball board</td> <td style="text-align: right;">3570.00</td> </tr> <tr> <td>Travis Perkins - O/S materials (memorial slate) and wheelbarrow</td> <td style="text-align: right;">557.16</td> </tr> <tr> <td>KCC - Fire extinguisher tests HOS, MC &amp; HyArts</td> <td style="text-align: right;">208.20</td> </tr> <tr> <td>Bank - Impress system</td> <td style="text-align: right;">126.33</td> </tr> <tr> <td>Spy Alarms - outstanding balance on account invoice 486838</td> <td style="text-align: right;">93.59</td> </tr> <tr> <td>Cash impress - petty cash</td> <td style="text-align: right;">133.90</td> </tr> <tr> <td>Travis Perkins - O/S materials (memorial slate) and wheelbarrow</td> <td style="text-align: right;">269.01</td> </tr> </tbody> </table>	<b>Cheque payments</b>	<b>£</b>	Keoghs LLP - Insurance claim VAT reclaim	188.80	Flash Welding - Cem ext gates & basketball board	3570.00	Travis Perkins - O/S materials (memorial slate) and wheelbarrow	557.16	KCC - Fire extinguisher tests HOS, MC & HyArts	208.20	Bank - Impress system	126.33	Spy Alarms - outstanding balance on account invoice 486838	93.59	Cash impress - petty cash	133.90	Travis Perkins - O/S materials (memorial slate) and wheelbarrow	269.01	
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4th Platform - IT quarterly support	685.12
KCC - KCS cleaning supplies	39.96
Golden green Mission hall - hall hire 9/7/2018	25.00
SW Mowers - equipment service inv 4505 & 4506	311.01
Silva Arboriculture - Tree survey 2018	985.00
PKF Littlejohn - External Audit Fee for 2017/18 Annual return	720.00
TMBC planning dept - baseball fencing planning application	117.00
Kings Hill Garage Ltd - Truck lease April-Sept 2018	2052.00
Selectrite Hardware - Door closer hos as per fire insp report	165.58
King & Sons Kent Ltd - Skip hire cemetery	250.00
Keoghps LLP - Insurance claim VAT reclaim	339.20
NKM - Fire box glass	12.00
S W Mowers Ltd - Stimmer cord, visors etc	128.40
Mediatek - Walking leaflets print and fold	1428.00
KCC - Clean materials & fire risk review	573.42
Petty cash - Impress	112.50
The Royal British Legion - poppy wreath and donation	68.50

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13159.68

**Payments made by Bank transfer**

Window cleaning - July	55.00
Window cleaning - August	55.00
Zest Cleaning - July cleaning	427.50
Kent Grassland services - July grounds maintenance	741.60
PAYE period 4	1251.14
PAYE period 5	1107.36
Clerks wages - week 16	2103.16
Clerks wages - week 20	2102.96
Clerk (reimburse for purchase of fans for hall)	133.04
Admin assistant wages - week 16	786.60
Admin assistant wages - week 20	450.80
Wardens wages - week 16	1164.76
Wardens wages - week 20	1164.56
John Gallie - walking leaflets update	295.00
Zest Cleaning - August cleaning	450.00
Kent Grassland services - August grounds maintenance	541.20

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12829.68

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**25989.36**

**b) To resolve August accounts** (receipts, payments, bank reconciliation, actual against budget).

**RESOLVED to approve August accounts in their entirety.** Seconded Cllr L Bright and carried unanimously.

**c) To approve donation to the Royal British Legion £50 and purchase of poppy wreath £18.50.**

**RESOLVED to approve the Royal British Legion donation of £50 in addition to the cost of wreath at £18.50.** Seconded Cllr Massy and carried unanimously.

<p><b>3913</b></p>	<p><b>To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:</b></p> <p><u>Planning &amp; Environment Committee (P&amp;E):</u> - Cllr E Bright proposed the following:</p> <p>Approval of the P&amp;E Minutes 21/08/2018.  <b>RESOLVED to approve P&amp;E Minutes of 21/08/2018.</b> Seconded Cllr Massy and carried.</p> <p>Approval of committee Terms of Reference  <b>RESOLVED to approve P&amp;E Terms of Reference.</b> Seconded Cllr Harvey and carried.</p> <p>The committee Chair confirmed he had submitted a response to the Public Rights of Way consultation on behalf of Council.</p> <p><u>KALC (Tonbridge &amp; Malling Area)</u> – no report.</p> <p><u>TMBC Parish Partnership Panel:</u> The following report was provided by Cllr’s Harvey and Massy who had attended the meeting on Councils behalf:</p> <p><i>“Two topics were discussed: the Local Plan and the new waste contract.</i></p> <p><b>LOCAL PLAN</b>  <b>Background</b>  <i>According to TMBC’s assessment of housing need, an average of 696 new homes are needed to be built per annum for the period of the plan up to 2031. Therefore, in addition to developments already with consent or in the pipeline, the borough needs an extra 6,834 dwellings up to 2031.</i>  <i>Under last year’s call for sites, 248 sites across Tonbridge &amp; Malling were submitted; of those, 74 sites capable of accommodating 27,132 new dwellings were assessed as suitable to go to the Regulation 18 consultation. As a result of that consultation, the current draft of the local plan now proposes 36 sites to accommodate 6,834 dwellings.</i></p> <p><b>Timetable:</b>  <i>The timetable is being driven by the need to submit the local plan to the Secretary of State before six months have elapsed after the publication of the government’s latest National Planning Policy Framework (NPPF). If it fails to meet this deadline, the fall-back position may be that the government will demand a 23% increase in the number of new homes across the Borough.</i>  <i>The new NPPF was published on 24 July, so TMBC needs to submit its plan to the SoS by 24 January 2019 at the latest.</i>  <i>The draft plan went before the TMBC cabinet earlier this week who recommended it for consideration by the full council on 12 September. If approved, it then goes out to the ‘regulation 19’ consultation.</i>  <i>The target date for launch of the consultation is 1 October, with responses to be in six weeks later by mid-November. Parishes will each receive a full pack of information by the start of the consultation period.</i>  <i>TMBC hopes to submit its final proposed plan to the SoS before Christmas.</i>  <i>The SoS will then appoint an inspector to look into the plan. All responses to the consultation will be submitted along with the plan to the SoS and on to the Inspector.</i></p> <p><b>Consultation:</b>  <i>This will be widely publicised by a variety of means, including social media, and opportunities to meet with officials face to face through drop ins to local communities. However, they do not expect to make significant changes as a result of the consultation as this would result in not being able to meet the deadline and thereby incurring the 23% uplift. The planning officials (Steve Humphrey, Director of Planning, Housing &amp; Environmental Health &amp; Ian Bailey, Planning Policy Manager) warned that potential developers who had responded to the call for sites, but whose sites were dropped after the regulation 18 consultation, may argue for their retention. The danger is that the inspector may find some</i></p>	
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of the sites currently in the draft plan unsuitable, so he or she might look at the sites that were dropped to make up the numbers. Therefore, anyone who objected to those sites is urged to take part in the forthcoming consultation.

### **Discussion**

Much of the discussion centred on five strategic sites – mostly in the north of the Borough:

- Bushey Wood, Eccles – 900 dwellings
- East of Hermitage Lane, south Aylesford – 1,000 dwellings
- North of Borough Green – 1,720 dwellings
- Broadwater Farm, north of Kings Hill – 900 dwellings
- South-west Tonbridge – 480 dwellings.

These account for a total 5,000 new homes out of the 6,834 in the plan.

By contrast, in the latest draft of the plan, Hadlow will have three sites accommodating 247 homes:

- Court Lane Nurseries – 66 dwellings
- Carpenters Lane – 25
- North of The Paddock – 156

### **Infrastructure:**

Steve Humphrey admitted there could be deficiencies in establishing the local infrastructure needed to support not only the 6,834 new homes, but also areas allocated for industry and business. New infrastructure relies on bodies other than TMBC, such as Kent Highways and KCC. The planning team tried to choose locations and sites where there was a better chance to get as much investment in local infrastructure as possible. There is an infrastructure delivery plan on the TMBC website under the section on evidence supporting the plan.

The latest version of the Local Plan is available at:

<https://democracy.tmbc.gov.uk/documents/s32757/Appendix%201.pdf>

Evidence on which the plan is based can be found at:

<https://www.tmbc.gov.uk/services/planning-and-development/planning/planning-local-plans/local-plan-evidence>

### **WASTE SERVICES CONTRACT UPDATE**

TMBC's current contract ends at the end of February 2019 and the new contract starts on 1 March, but it may take until summer/autumn 2019 before the changes being proposed take full effect. The proposals are a response to people asking for glass, plastic and other recyclables to be collected at the kerbside.

Currently, 41-42% of TMBC's waste is recycled. This needs to rise to a minimum of 50%.

The new proposals are expected to surpass this figure.

#### **Proposals:**

Food waste: homes will be issued with 23 litre caddies: collected weekly

Glass, cans, plastics and cartons: in current green-lidded bins \*: collected fortnightly

Paper and card/cardboard: in current green box: collected fortnightly

All other waste: will continue in the black-lidded bins: collected fortnightly

Garden waste: in new brown bins £40/yr or £35 early bird rate: collected fortnightly

\*includes textiles and batteries

Report and recommendation goes to full council this month and the waste services team hope to award the contract on 25 September.

There will be a big PR exercise in the new year to inform the public, and Waste Services are willing to attend local meetings to explain to communities what the new contract means for them.

They are also considering offering households assistance with composting solutions at home."

	<u>TMBC Joint Transportation Board: Hadlow Village Transport Representative: No report.</u>	
<b>3920</b>	<p><b>Motion to Exclude the Press and Public</b> (to enable Council to consider any items on the agenda in which significant aspects would be of a confidential and financial nature).</p> <ul style="list-style-type: none"> <li>• Insurance Claim – update from Council’s legal team reported.</li> <li>• Proposed KCC Property Sale – grass land on access road to primary school -Council had previously agreed to planning application TM/18/01072/FL. No comment on the proposal to sell additional parts of the access road grass verge would be given at the current time in order that KCC could liaise further with the primary school.</li> </ul>	
	<p>There being no further business the meeting closed at 21.16  Date of next meeting: Monday 8 October 2018 at 7.30pm at Golden Green Mission Hall</p> <p>Signed .....Date.....</p>	