

HADLOW PARISH COUNCIL

Minutes of the meeting of Planning & Environment Committee duly convened and held on Tuesday 23 July 2024

Present: Cllrs O Baldock (Chairperson), E Bright, D Carey, N Collins, M Harvey, J Massy
Also in attendance: M Stepkowski (Parish Clerk & Minute Taker, J Moss (Deputy Clerk),
TMBC Cllr's J Lark & S Crisp

3783 Apologies & reasons for absence

Cllr's S O'Shea, J Newman, approved.

3784 To receive declarations of interest.

None.

3785 To resolve P&E minutes of 25 June 2024 are a correct record

Resolved to approve the P&E Minutes of 25 June 2024 as a correct record. Proposed Cllr Baldock, seconded Cllr Harvey and carried unanimously.

3786 To receive an update on progress of resolutions & matters from the last meeting 25 June 2024

Minute 3778 TMBC & KCC Matters: in response to Cllr Newmans enquiry as to when staff would return to office work as currently concerns have been raised about operational issues. Cllr Lark had forwarded the concern, and the response was that no change is expected in near future.

Minute 3781 Kent Highways Improvement Plan: The KCC Community Engagement Project Manager had confirmed that "there would be no charges to the parish council that are not discussed and agreed first".

Minute 3781 Hadlow Allotments – Parish Office confirmed that all plots on the Carpenters Lane site are in use and the waiting list has been updated.

Minute 3871 Lonewood Way Streetlight: The Owner Asset Certification with UK Power Networks had almost been completed and the next stage would be to complete Appendix 3 of the Agreement notifying UK Power Networks that the Parish Council had engaged Equan to dismantle the streetlight and make good the ground. The process is lengthy.

3787 TMBC & KCC Matters

TMBC Climate Change Forum : Cllr Crisp had attended the meeting at which a discussion was held on how best to use the thermal imaging camera that TMBC had just acquired. Hopefully it will be available to be booked out by Parish Council to assist in retrofitting parish properties. This is a new initiative and further information will be forthcoming.

Also discussed at the forum was methods of water drainage on driveways and leaflets to be forthcoming.

Regulation 18 Local Plan – deferred due to change in government.

Hadlow Village Hall – solar panels and new roof now in situ.

Energy Event: Shipbourne and Plaxtol are holding an energy event 14 September and have applied for related grants.

Informal Hearing: Cllr Lark reported 21/00085/WORKM Informal Hearing being held on 20 August 2024 at the Civic Suite, Gibson Building, Kings Hill at 10.00am.

3788 New applications, amended applications and plans for comment (List B's)

- **24/01038/PA** - Three Oak Cottage, High House Lane, Hadlow, TN11 9RD. Change of use, conversion and extension of barn to a 2x bed dwellinghouse including all associated landscaping, biodiversity enhancements and operational development.

HPC has no objection

(application duplicated on the agenda)

- **24/00970/PA** - Lawful Development Certificate Proposed 19, The Freehold, Hadlow, Tonbridge, TN11 0ES Lawful Development Certificate Proposed: Extend dropped kerb and installation of a car charger.

HPC noted

- **24/00907/PA** Planning Permission (Minor Development) Hadlow Osteopathic Clinic Part Flat 1, Henley House, Maidstone Road, Hadlow. Change of use from Osteopath to residential flat

HPC no objection

3789 Planning applications: results (List D's), out of area/comment & planning enforcements

Noted.

3790 Non-planning issues:

- Hadlow Allotments

a) Reviewed Conditions of Tenancy 2024-25 for recommendation to full Council (see Appendix a)

Resolved to recommend to Council the revised Allotment Conditions of Tenancy for 2024/25. Proposed Cllr Baldock, seconded Cllr Harvey and carried unanimously.

b) Review of application form for recommendation to full Council

Resolved to recommend to Council approval of the revised allotment application form for 2024/25. Proposed Cllr Baldock, seconded Cllr Bright and carried unanimously.

(Cllr Massy joined the meeting with permission from the Chair)

Hadlow Cemetery Extension

a) Design update

To recommend to full Council acceptance of quotation from Mason Carey Surveyors to project manage cemetery extension at a cost of £3,160.00. Proposed Cllr Collins, seconded Cllr Harvey and carried unanimously.

Design of both ashes and grave spaces was discussed with the following recommendations to be made to Council, Proposed Cllr Baldock, seconded Cllr Bright and carried unanimously.

- Ashes Plots to include various options: above ground vaults, below ground headstone interments, back-to-back memorial tablets, scatter rose garden, ashes lawn. It was noted that being a rural cemetery there were issues with rabbits and some of the ashes plots plans may require adaptation or may require further thought.

- Burial Plots; it was agreed to only have headstones with plinth and no kerbs.

- Fixings to be in line with BRAMM recommendations using “Shoe fixings” and similar. Members had considered lintols but decided against them in view of advice from other cemetery manager.

- Rabbit fencing to be used for all sections

b) Cemetery Charges

The Parish Office had reviewed Hadlow’s current charges and compared them to other local cemeteries and concluded that Hadlow Cemetery required a rate increase.

Recommendation to Council with the Finance Chairs agreement to raise cemetery charges in October 2024 as detailed below with further review to be completed once the cemetery extension completed.

Proposed Cemetery Charges Oct 2024

Purchase of single depth grave, includes EROB	£650
Purchase of double depth grave, includes EROB	£975
Purchase of single grave for child under 16 years, includes EROB	£1
Re-opening of grave for second burial or interment of ashes	£250
Right to erect a memorial headstone on single or double depth grave	£150
Right to erect a memorial with kerbstone consent	£175
Purchase of single cremated remains plot in Garden of Rest	£250
Purchase of double cremated remains plot in Garden of Rest	£375
Right to erect a memorial cremation stone in Garden of Rest	£150
Plaque on Memorial Wall in Old Garden of Remembrance.	
Price includes 9" x 3" bronze plaque, inscription, fixings & installation	£250
Admin charge for Exclusive Right of Burial Transfer	£100
Admin charge for amendments to Exclusive Right of Burial	£50
Additional Inscription	£80

*Price does not include grave digging

* Grave digging arrangements should be arranged through the funeral director. Please contact the Parish Office if more information is required.

Purchase of EROB entitles the grantee to erect a memorial, however before any memorial can be installed or works undertaken to an existing memorial, an application from the memorial mason (or funeral director) must be submitted on the appropriate Parish Council Memorial Application form for approval by the Parish Office. All memorial work carried out must be in accordance with the relevant Code of Working Practice of The National Association of Memorial Masons / BRAMM Blue Book and BS8415 and Hadlow Cemetery Regulations.

- Asbestos Surveys – update on surveys received and Management Plans for each area

The Clerk confirmed that Asbestos Surveys had been received for Old School Hall, Hadlow Medical Centre, Hy-Arts Centre and the Cricket Club. NO significant issues have arisen, and the Clerk has commenced updated risk assessments and management plan. Staff to complete appropriate online asbestos training soon.

- Tree Works – update on current quotes and approved works

TMBC consent to work within the Conservation Area has been submitted in regard to the cherry tree located by Hadlow Medical Centre. Works to be carried out once permission granted. All works previously agreed for St Mary's Churchyard have now been completed.

- School Lane: residents' complaints and actions taken by Parish Office

Concerns raised as to overgrown vegetation, dog fouling etc have been reported to the appropriate offices at TMBC and KCC. The Caretaker continues to monitor the area and when time permits ensures the path is clear. This inspection continues although this area is not under Parish Council remit.

- A26 Footpath – update on vegetation clearance by Hadlow College

The Parish Office has written to the College on numerous occasions requesting that the debris and encroaching vegetation on the path be removed in order that the pavement remains wide enough for safe public access including for wheelchairs and prams. There seemed to be a safety issue in clearing the path without KCC permission so the Clerk contacted the Highway Steward who would investigate further and liaise directly with the College.

Note: email from St Mary's Church Warden J Speed, expressed concern about vandalism within the Church and Churchyard. A quote to replace the vandalised concrete post in front fencing was awaited by the Parish Office. It had been suggested in the past by the Council that the churchyard be locked during the evening, but St Mary's had rejected the suggestion. Further discussion to try and resolve the matter would be forthcoming.

3791 Motion to Exclude the Press & Public (to enable Council to consider any items on the agenda in which significant aspects will be of a confidential and financial nature)

Motion not required.

There being no further business the meeting closed at 20.55

Date of next meeting Tuesday 13 August 2024 at 7.30pm, Parish Office or if large attendance 8pm Old School Hall

Signed

Dated



The Parish Office Hadlow Old School Hall Hadlow Kent TN11 0EH

PHONE 01732 851878 E-MAIL clerk@hadlowpc.co.uk

Hadlow Allotments - Conditions of Tenancy 2024/25

1. **Rents & Fees:** A full plot annual rent is £45.00 subject to annual review. Annual rent is due on the 1st of October. These must be paid within one calendar month of being due, failing which, following a written letter from the Parish Council, the plot shall be relinquished.

New tenants are required to join the Hadlow Allotment Association, affiliated to the National Allotment Association, at a cost of £3 per year which must be paid directly to the National Allotment Association on acceptance of the Conditions of Tenancy and going forward on a yearly basis.

Sub-letting: A tenant may not sub-let the whole or part of their allotment plot without written consent from the Parish Council.

2. **Contact Details:** Tenants are required to inform the Parish Office of any changes of address or other contact details.
3. **Disputes:** In the event of any dispute between individual allotment tenants the Parish Council will act as arbiters and their decision shall be final. The Parish Council has the right to refuse admittance to any person other than the allotment plot tenant unless accompanied by the tenant or a member of their family.
4. **Tenancy End:** Tenants wishing to vacate their allotments should notify the Parish Council in writing. The date of termination to be a matter for agreement between the tenant and the Parish Council. Tenants must yield up the allotment plot in good condition and remove all rubbish and buildings from their plot. Failure to clear the plot may result in a penalty charge.
5. **General Responsibilities of Plot Holders:**
 - a) **Plot Maintenance:** The allotment plot shall be used as an allotment only and for no other purpose. The plot must be kept clean, reasonably free from weeds and maintained in a good state of cultivation, fertility and condition. It should be well manured from time to time. New tenants are required to work the allotment in order that within the first six months the plot is cleared and cultivated. Hadlow Parish Council will undertake regular inspections of the allotments to ensure plots are being cultivated appropriately. Tenants failing to carry out the Conditions of Tenancy shall forfeit the allotment on four weeks' notice in writing from the Hadlow Parish Council.

b) **Behaviour:** The allotment plot holder must not cause nuisance or annoyance to other plot holders. Children must be closely supervised and must not trespass onto other allotment plots.

c) **Fences and Paths:** Where allotment plots abut to neighbouring residents' fences, a clear pathway must be maintained between the edge of the allotment plot and the fence to prevent deterioration of the fencing and to allow residents access to repair and treat their fences. It is the responsibility of plot holders to ensure grass paths bordering their plots are kept mown. Paths must not be undermined by digging away or weed killing. Trees should not be cut, or soil or gravel removed without written consent of the Parish Council. Where ditches, paths, hedges are adjacent to plots each tenant is responsible for their upkeep. Weeds and plants shall not be allowed to seed and contaminate adjacent allotments, and nothing shall be planted or done to the injury of adjoining allotments.

d) **Hedges:** Should be kept trimmed and pathways must be kept clean and free from obstructions.

e) **Structures:** No shed, building, structure, poly tunnel or similar may be erected without the consent of the Parish Council. All polytunnels and structures will have no more than a maximum: height of 2 metres, width of 2 meters & length of 2 meters. No structures with glass will be permitted. All structures to be maintained in a good state of repair.

Barbed wire cannot be used near the paths or individual allotment plots.

Tyres are not permitted on tenant's plots

f) **Storage & Refuse:** The plot is not to be used for any other purpose, for example, the storage of wood, household items or other materials. Inspections will be held by the Parish Council to ensure compliance. No refuse can be deposited (except manure and compost within an enclosed space) either on the allotment plot or anywhere within the allotment site except in those areas that may at times be designated by the Parish Council. Kitchen scraps should not be brought to the allotment and deposited in compost bins as these encourage vermin particularly as the site is within a residential area.

All structures, tools or other equipment stored on the allotment are at your own risk and are not covered by the Parish Council insurance. We therefore strongly advise you add these structures and items to your home insurance policy.

g) **Animals:** Dogs can enter the allotment site only under the strict control of the plot holder and kept on a lead **and not allowed to roam onto other plots.** No animals are to be kept on the allotment plots without permission from the Parish Council.

h) **Working Party:** During the year the Parish Council may want to get a work party together and tenants are expected to assist.

6. **Water Usage:** Water is a scarce and valuable commodity for which the Parish Council must pay commercial rates for every cubic meter used. The annual rent includes water which covers both watering cans and hosepipes to fill water butts. **The use of non-hand-held Sprinklers is forbidden.** Please try to conserve water by fitting drainage guttering on your sheds/greenhouses feeding into rainwater butts and keeping hosepipe use to an absolute minimum. Please report any leaky taps or water fittings to the Parish Council.

7. **Waste Management:** Please take your waste away from site and dispose of in a sensible manner. Disposal by burning must be kept to an absolute minimum, limited to the winter months, be used for dry vegetation only that burns quickly with no lingering smoke and the fire be attended at all times.
8. **Fruit Trees:** The planting of fruit trees, on rootstocks M27 or M9 only, shall be subject to prior consent from the Parish Council. Such trees must be kept properly pruned to keep the height below 2 metres with no branches intruding on the footpath.

The tenant shall not cut, lop or fell any naturally established tree growing on the allotment without prior permission of the Parish Council.

9. **Entry/Exit/Parking:** Tenants shall enter or leave only by the authorised entrance or exits. Footpaths to give access to all allotments shall be those stipulated by the Parish Council.

Motor vehicles shall not proceed beyond the car parking area and may not enter the cultivated area or the adjoining pathways.