

7/17

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD  
ON TUESDAY 18th JULY 2017 IGHTHAM VILLAGE HALL AT 7.15pm**

**Present: Cllr Willingham (Chair), Cllr Brewer, Cllr Brierley, Cllr Cracknell, Cllr Edge-McKenna, Cllr Edwards, Cllr Holden, Cllr Mitchem, The Parish Clerk, County Councillor Harry Rayner and 7 members of the public including Mr Jason Murray and Mr James Reid from Ightham Scouts.**

Cllr Willingham invited Mr Jason Murray and Mr James Reid to speak on behalf of the Scouts at the beginning of the meeting. They had been sent a list of questions from Parish Councillors in advance and had forwarded drawings of the current proposed Scout and Football Pavilion. They addressed the questions in turn and the main points of the discussion are as follows:

The estimated cost of the build is £550k and this was based upon a desk top exercise by a quantity surveyor. Whilst this is much more than they originally planned to spend, the costs have been reduced considerably from the original design. Compared to other similar projects; Ide Hill Football Pavilion (£400k), Potters Mead (£400k) and Platt Village Hall (£800k) this estimate does not seem excessive considering that they have to do ground works as the building is built into the slope at Ightham Recreation Ground. They have tried to reduce the costs as much as possible.

Value engineering has been carried out with the help of local experts who have given their ideas. The amended plans and reduction in the size of the building has halved the original estimate. The new plans have had permission granted in October 2016 and they hope that they can reduce the costs even further and welcome any suggestions on cost savings.

Funds raised to date include: £100k plus £15k (which will be kept in reserve for cost overrun), confirmed matched funding of £120k, £25k from a private benefactors plus offers of materials which they estimate to be worth £100k. They have looked into grants but need to have an agreed lease in place before exploring the options further. They have approached The Lottery but we are in too affluent an area to qualify.

The source for matched funding remains confidential but there is no time scale and matched funding start from now, there are no obligations in return for securing the funds. It comes from a trusted source and money laundering due diligence has been carried out.

The tender exercise is almost ready to go, they are just waiting for final input on the heating before they can start the process. They are looking at 5 different companies, some of whom are local. They are hoping that they will have an accurate build cost by September 2017.

In achieving the shortfall, the Scouts had assumed support from the Parish Council, once there is an offer on the table, the build cost is confirmed and the terms of the lease are agreed then they have something to aim for. The committee will have personal liability for the build costs so are reluctant to start until all funding is secured. They feel that one these factors are in place, setting a start date will enable some serious fund raising to start, aiming for October 2017. Cllr Willingham said that the Parish Council would discuss this in closed session at the September meeting and come up with a proposal for the terms of the lease and PC funding support.

Cllr Holden said that our budget hadn't allowed for a significant contribution towards the project for 2017/8 but that we would be able to contribute something. We have already spent money on the planning fees (c. £17.5k) and part of the cost of the project will include the demolition of the pavilion which the Parish Council should bear, these will both be taken into consideration when deciding on the Parish Council contribution. If the project doesn't go ahead, the pavilion will need to be replaced at some point as it is at the end of its life, this will mean a significant capital expense to the Parish Council.

Cllr Willingham said that he believed that the build could be done cheaper, Mr Murray said that he would welcome any suggestions and would happily share the tender pack. He also said that he hoped that the competitive tender process would drive down the cost.

As regards the lease, it needs to be marked up by the Parish Council. It is based on a standard Scout lease although the legal advisors and Scout Trustee Group only look at the final versions, they have no further input.

As regards the size of the building, the new hall would provide a custom made hall suitable for meetings and indoor activities, a kitchen and changing rooms (mainly for the Football Club). The location is ideal as there is parking, good access, the woods and recreation ground for activities and it's a reasonable distance from neighbours. The existing hall has no heating, is damp and the hall is small and at the end of its life. Access is also poor. They have considered the village hall but the hire cost is an issue, there are restrictions on availability and storage, security and flexibility on usage aren't adequate. It is also next door to a licensed venue and there is no outside space for activities and nowhere to leave tents etc to dry. There are no other suitable alternative sites. All leaders are volunteers and they are looking for a solution that would not adversely impact on their workload.

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In terms of other use of the new Scout building, while there is a willingness by the Scouts to add to the community in as broad as way as they can, there are some limitations in terms of the VAT position. Given the impact of having an additional 20% VAT cost would have on the overall build cost it is imperative that this position is carefully managed. VAT exemption will be available providing the building is used almost exclusively for charitable purposes. With the help of our local MP, the Scouts have had confirmation from HMRC that they need to be able to show that 95% of usage will be for charitable activities. There are specific methodologies for calculating this usage level where, for instance the football club are using only part of the building and these have also been agreed in principle with HMRC. Within these constraints the Scouts are open to allowing the building to be used for other purposes (up to the 5% limit) including use by the football club, ad hoc use by the school (e.g. for sports day) and other similar activities. Some of these may in fact be charitable and so would not form part of the 5% but this would need to be carefully monitored on an ongoing basis. The Scouts are a voluntary organisation funded largely by donations but, while donations in respect of the Scout building are being sought, they would not expect to charge for use of the Scout building per se as this could, of itself, cause VAT issues (as well as potentially competing with the village hall which is not the intention). In terms of what they are looking for from the Parish Council; the cost of demolition of the pavilion, estimated at £60k plus replacement value of the facilities that would be utilised by the Football Club which equates to roughly 30% area estimated at approx £150k. Contributions from other Parish Councils for similar projects include: £200k from Borough Green PC towards Potters Mede, £100k from Platt PC towards the village hall. These were partially funded by capital loans from the Public Works Loan Board (PWLB). Cllr Rayner confirmed that the PWLB is often used by Parish Councils for these types of projects and that the initial approach will need to be made via The Kent Association of Local Councils (KALC). This option would be a possibility for the Parish Council although hasn't been discussed to date

Mr Reid confirmed that the building would be used by 80-100 young people per week. Cllr Willingham thanked Mr Reid and Mr Murray for coming along.

- 1. **APOLOGIES FOR ABSENCE** – Cllr Hall
- 2. **DECLARATION OF INTERESTS** -None
- 3. **UPDATE FROM BOROUGH COUNCILLOR** - Apologies received from Cllr Betts.
- 4. **UPDATE FROM COUNTY COUNCILLOR** – Cllr Rayner reported that he had had a meeting with Mark Simmons (KCC) and Ann Charman (Liaison Manager) regarding Members' funding in relation to his manifesto items. One of the items on his list was a proposed roundabout on the A25 at the junction with Sevenoaks Road and Oldbury Lane. Kent Highways are looking at a feasibility study and need to carry out a traffic count. He asked whether the Parish Council were aware of a traffic count having been carried out before, The Parish Council were not aware of this having been done. He then asked whether the Parish Council thought that this was a priority as he would only pursue with the Parish Councils support, Cllr Willingham said that it was. Cllr Holden said that he had met with the Parish Clerk and members from Kent Highways earlier in the year and that they had no idea of the frequency of accidents as only looked at major reported accidents in that location. The Parish Council are aware of many accidents in that location and have started to keep an accident log. Cllr Mitchem said that she would get details of as many accidents as possible as this would help to build a case. Cllr Rayner confirmed that it was considered an accident blackspot although there was no coherence of the accidents occurring; he will ask for funding to carry out the study. He said that at this stage it is an exercise in getting it back onto the timetable and it would not necessarily mean that there would be funding for a roundabout.  
Cllr Rayner also reported that at a recent meeting with H+H Celcon, they said that they had 2 years' worth of extraction supply of sand so although at this moment aren't looking into an application to extend the Western Quarry, they have a £10 million investment programme and would probably look at extending the Western Quarry in the future. In relation to the current application (listed below) he confirmed that there was no need for an Environmental Impact Assessment (EIA) as it is not a planning application, they are only asking for a change to conditions from the original permission granted in 1951. I summary, the application is to extract the sand out of the eastern end of the quarry.

**5. PLANNING APPLICATIONS**

**Planning Applications**

**TM/17/01387/FL** Sandyridge, Pine Tree Lane, Ivy Hatch, Sevenoaks, Kent, TN15 0NJ. Proposed re-cladding, re-modelling and extension of existing dwelling including the raising of the roof level. Proposed conversion of concrete frame barn to become residential annex. "No objection".

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**TM/17/01466/TPOC** – 70 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. Reduce the overall height of Birch, Ash and Oak trees by 20ft. “No objection providing Liz Guthrie is content.”

**TM/17/01416/FL** – Midsummer Meadow, Sevenoaks Road, Ightham, Sevenoaks, Kent TN15 9AD. Erection of front and rear dormer windows to provide first floor accommodation and conversion of outbuilding to provide annexe. “No objection.”

**TM/17/01191/FL** – Trycewell House, Trycewell Lane, Ightham, Sevenoaks, TN15 9NH. Turn the oak framed garages and bedsit into a 3 bedroom house and divide it off from Trycellwell Lane. “No objection.”

**TM/17/01586/TPOC** – 44 Nutfields, Ightham, Sevenoaks, TN15 9EA. Silver birch fell to re-enable satellite signal. “No objection providing Liz Guthrie is content.”

**TM/17/01360/FL** – 12 Fen Pond Road, Ightham, TN15 9JE. Single storey rear extension with part pitched, part flat roof to create annex. “We leave it to TMBC to determine but have some concerned about the length of the extension in proximity to the boundary.”

**TM/17/01807/MIN** - Celcon Blocks Limited, The Ightham Sandpits, Borough Green Road, Ightham, Sevenoaks, Kent TN15 9JB. Application for determination of New Conditions pursuant to the Environment Act 1995: Section 96 and Schedule 14 (KCC ref: KCC/TM/0142/2017). "Ightham Parish Council would like to see the following conditions imposed:

1. That extraction is done in an environmentally safe way and transported within the plant on a covered conveyor and should be stored in covered areas.
2. All Sand extraction should be for on-site use only and not exported.
3. Industry and environmental standards for safe/covered storage and noise abatement should be rigorously adhered to.
4. Measures should be taken to ensure the health and safety of residents so that they are not adversely affected in any way. In particular that dust is monitored at least quarterly on the perimeters of the site where it borders residential areas. We suggest that this is undertaken in conjunction with Parish Council representative visits.
- 5 That the site is restored to its original state within two years after extraction; we feel that the deadline of 2045 is excessive given that we understand that there is a minimal amount of sand left to be extracted and given the proximity to the local primary school.
7. That Celcon are required to provide a Restoration Bond issued by an insurance company or a bank provided to TMBC as guarantee that land will be returned to its original condition upon the expiry of the relevant operating licence

**TM/17/01622/TNCA** HE Tree Services, Conservation area, Ightham Warren, Tonbridge Road, Ightham, TN15. T1 Robinia – Fell, concern about safety. “No objection providing Liz Guthrie is content.”

#### **Planning Applications Approved**

TM/17/01193/FL - Replacement of existing single concrete garage with oak framed double garage Replacement of existing single concrete garage with oak framed double garage Replacement of existing single concrete garage with oak framed double garage. Glebe Cottage, Oldbury Lane, Ightham, Sevenoaks, Kent, TN15 9DG.

**H&H Celcon** - Update from Parish Alliance meeting on Thursday 6<sup>th</sup> July – See above.

**6. MINUTES** Approval of the Meeting held on 20 June 2017. The minutes were approved with a couple of manuscript changes.

#### **7. MATTERS ARISING**

**Kent Highways** – items to be reported:

Pothole outside Longridge, Common Road. Broken bollard at Seven Wents. Overgrown hedges on Borough Green Road by the village sign, overgrown hedges on corner Copt Hall Road/Common Road. Pothole by Wellwood by the manhole cover.

**Highways Matters** – Update - Radar Survey – The Parish Clerk had been in contact with the Radar people about starting the process and had also asked for a quote to add a location in Shipbourne, outside the Chaser with a view to cost sharing.

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**MR418 – Signage** – The Parish Clerk had received communication from PROW to say the signage would be reinstated.

**Ightham Cricket Club** – Update - Nothing to report

**Busty Stream/ Flooding** – Update on Flood Forum – Cllr Cracknell reported that the next stage for the Flood Forum Group was to organise a walk though with TMBC and residents to establish the areas of concern. She said that the Flood Forum were doing a great job. Cllr Mitchem reported that the Busty Stream bed and bank were overgrown again. After some discussion it was concluded that the Parish Council should not undertake responsibility for this. This is for several reasons including; guidance from KCC to say that digging out the water bed could potentially increase the risk of flooding to certain properties and that for the Parish council to take over riparian owner responsibilities would undermine all of the good work that the Flood Forum had done towards engaging local residents in taking on board their responsibilities. It was decided that no action would be taken until the walk though had taken place. A landowners had been contacted with regard to using his land as a possible flood plane.

**Lease for Tennis Club** - Update - This will be revisited in September.

**Car Park Extension in Recreation Ground** – Update –Lights – Monday 10<sup>th</sup> July – UK Power Networks have now connected the supply and we need to contact our supplier to activate it. We were waiting for the electrical certificates to enable this to be done but have just received them. We also need to have the lights put on a timer, Cllr Willingham to contact an electrician.

**New Fence Recreation Ground** – Quote received – a section of the fence in the recreation ground is broken and we have received a quote to repair it. The quote was for £1259 which included clearing the trees, and installing a post and rail fence with animal netting. It was resolved that we would accept the quote. Parish Clerk to contact the contractor to go ahead.

**Broadband** – Update - Nothing to report.

**Tree Survey** - Update – We have received 2 quote and it was agreed that we would accept the lower quote which was from TreeAbility. The contractor can carry out works during the summer holidays at the same time as the works to trees belonging to the school. Parish Clerk to confirm in writing to TreeAbility.

**New Football posts** – The Parish Clerk received an email from the Football Club to say that although the football posts were intended to be removable that they had become welded in and would need to be dug out, possibly with some heavy duty machinery. It was decided that we should ask the Football Club to get quotes for some new posts and that we would too. In the meantime we should ask the school to notify parents not to allow their children to climb on the posts. We would also need to ask about timing as the new season is about to start.

## 8. CORRESPONDENCE

**HGV's in Villages** - The Chair of KALC Transport and Advisory Committee and Helen Grant MP have been commissioned to take the matter of HGVs and the effect on the quality of life in our Towns and villages forward. This will involve high level input such as the Police & Crime Commissioner to produce a report with recommendations for the next Kent MPs meeting in October.

**KALC T&M Meeting** 7.45pm on Thursday 10th August 2017 – The Parish Clerk will attend this meeting.

**Parish Hearing Panels** - Email from Cllr Taylor requesting an agenda item at the next meeting of the Joint Standards Committee under the heading of "Parish Hearing Panels." Circulated on 17/7. It was decided that we wouldn't comment at this stage.

**Commemorative service on the anniversary of Riversdale Colyer Fergusson**, son of the past owners of Ightham Mote, losing his life on 31 July, 100 years ago, and the other fallen soldiers during World War one. Circulated on 16/5. Cllr Edwards will go to the service.

**Travellers** – Alert from West Malling PC- The Parish Clerk received information from WMPC to say that they had recently had some travellers on their land and that some car tyres had been left outside their village hall as an indicator.

## 9. FINANCE

VAT – Return Submitted for £17,463.62 for 2016/7

New Finance spreadsheet – This is being worked on by our Auditor and should improve the functionality and reporting.

The following accounts are submitted for payment: proposed by Cllr Mitchem and seconded by Cllr Cracknell.

Parish Clerk Salary & Expenses	£543.12
E-on – Unmetered supply agreement – Recreation Ground (tbc)	£39.77

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Gel Creative - Website	£35.00
JH Estate & Gardening Services – Cutting grass in rec and verges 14/6-27/6	£240.00
Ightham Tennis Club – Donation towards flower troughs	£80.00
Robert Lee-Amies – Work at the village hall, recreation ground and war memorial	£306.97
GA Willingham & Sons – Remove damaged post in recreation ground & new lock to lower village hall	£288.00
S Huseyin - August Salary (post dated)	£510.80

Financial position at 30 June 2017: Current account: £9,243.52 (including unrepresented cheques)  
 Deposit account: £129,880.96

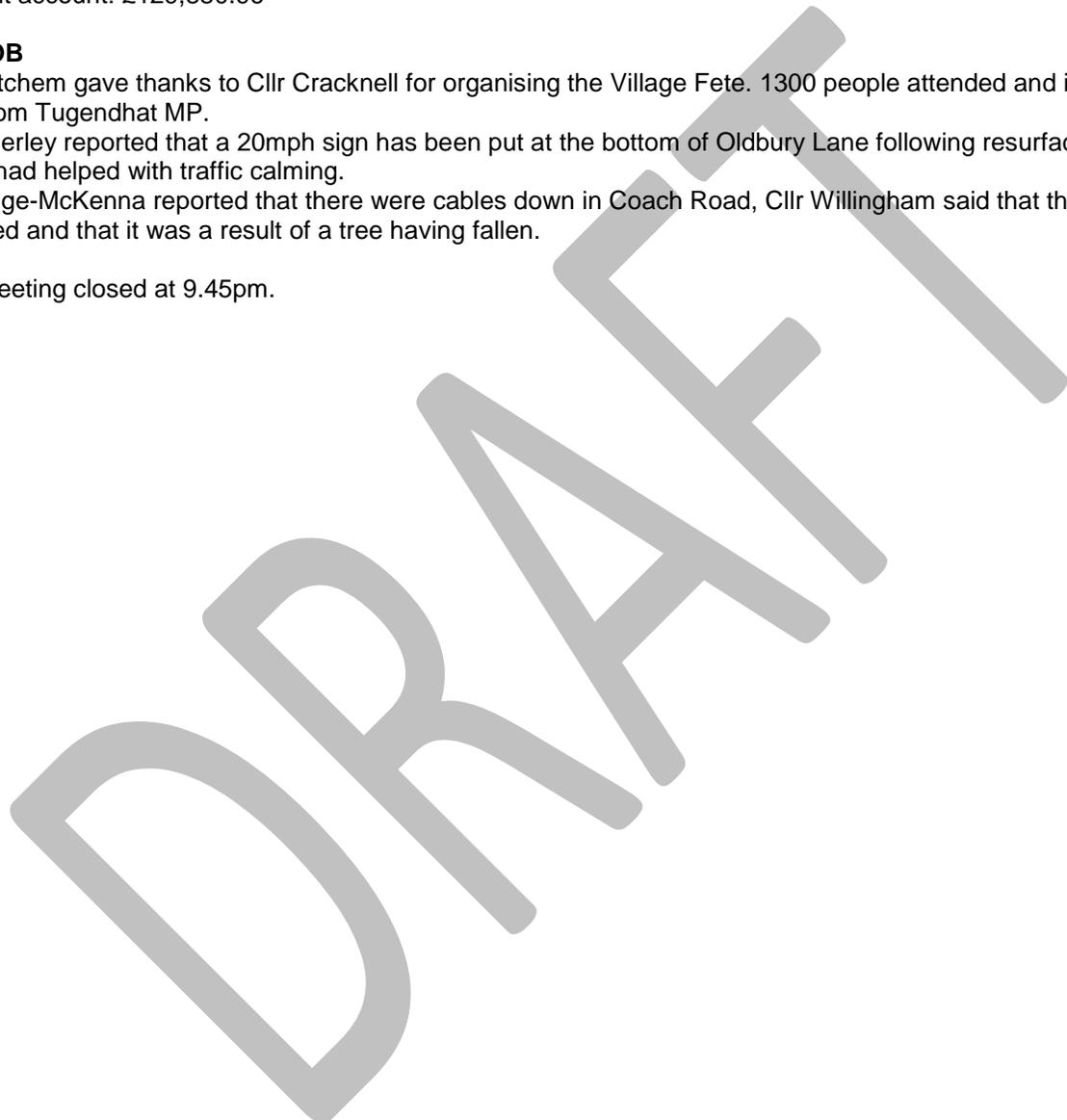
**10. AOB**

Cllr Mitchem gave thanks to Cllr Cracknell for organising the Village Fete. 1300 people attended and it was opened with Tom Tugendhat MP.

Cllr Brierley reported that a 20mph sign has been put at the bottom of Oldbury Lane following resurfacing works and that it had helped with traffic calming.

Cllr Edge-McKenna reported that there were cables down in Coach Road, Cllr Willingham said that this had been reported and that it was a result of a tree having fallen.

The meeting closed at 9.45pm.



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