

2/18

**MINUTES OF THE MEETING OF IGHTHAM PARISH COUNCIL HELD
ON TUESDAY 20th FEBRUARY 2018 AT IGHTHAM VILLAGE HALL AT 7.30pm**

Present: Chairman – Cllr Willingham, Vice Chairman – Cllr Holden, Cllr Cracknell, Cllr Brierley, Cllr Cracknell, Cllr Edge-McKenna, Cllr Edwards, Cllr Mitchem, The Parish Clerk and 2 members of the public

1. **APOLOGIES FOR ABSENCE** – County Cllr Rayner, Borough Cllr Betts, Cllr Brewer
2. **DECLARATION OF INTERESTS** – None
3. **MINUTES** - Approval of the Minutes of the Meeting held on 16 January 2018 – Cllr Holden asked for a couple of amendments to be made regarding internet banking. The amendments were made in manuscript and the minutes were approved and signed as a true record of the meeting.
4. **UPDATE FROM BOROUGH COUNCILLOR** - None
5. **UPDATE FROM COUNTY COUNCILLOR** - None
6. **UPDATE FROM POLICE** - None
7. **PUBLIC** – A member of the public raised the question of the speed limit in Oldbury Lane. The Parish Clerk said that she believed that a 20mph limit had been agreed in principle but KCC were having issues with the location of the signage. Parish Clerk to chase up. They also mentioned that the cross-road sign was facing the wrong way on Fen Pond Road. Parish Clerk to report. Another member of public asked to speak when the MR418 was discussed during matters arising.

7. PLANNING APPLICATIONS

Planning Applications

TM/18/00101/FL - Little Oldbury, Spring Lane, Ightham, Sevenoaks, Kent, TN15 9DN. Rear extension, alteration of windows on rear elevation and alteration to rear dormer. "No objection."

TM/18/00087/FL – Dimber, Mote Road, Ivy Hatch, Sevenoaks, Kent, TN15 0PG. Creation of gable extensions to extend bedroom and produce en-suite and juliet balcony to first floor, enclosure of undercroft and canopy area to ground floor. "No objection."

TM/18/00129/AT - Crown Point Inn, Sevenoaks Road, Ightham, Sevenoaks, Kent, TN15 0HB. New signage to replace the existing. "No objection."

TM/18/00346/TNCA – 10 Oldbury Close, Ightham, Sevenoaks, Kent, TN15 9DJ. T1 Beech, twin stemmed – crown reduce whole tree to previous pruning points removing 2-3m height, 1-2m sides and T2 Cedar – prune back to boundary with Glenwood. "No objection."

TM/18/00242/TPOC - The Ightham Club, Sevenoaks Road, Ightham, Sevenoaks, Kent TN15 9HA. Beech and Sycamore trees - prune branches over driveway by approx 1.5-2m to vicinity of previous cut points, from Beech Tree next to club to Tylers Cottage gate, western side only - to reduce shading and manage spread on western side. "No objection."

TM/18/00309/FL - Stone Cottage, The Street, Ightham, Sevenoaks, Kent, TN15 9HH. Erection of chimney. "No objection." & **TM/18/00310/LB** - Listed Building Applications: Internal alterations including new door opening at ground floor, provision of first floor en-suite, removal of wooden shop floor and replacement of main staircase. External alterations and repairs including erection of chimney and installation of roof tile vent. "No objection."

Planning Applications approved

TM/17/03337/FL - Conversion of half of integral garage to living accommodation and external alterations to the dwelling - 10 Durlings Orchard, Ightham, Sevenoaks, Kent TN15 9HW.

TM/17/02935/FL - Demolition of existing dwelling and outbuildings and replacement with new dwelling with double garage, guest accommodation, pool house and replacement swimming pool - Woodlands Coach Road, Ivy Hatch, Sevenoaks, Kent, TN15 0HD.

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TM/17/02420/FL - Demolition of existing dwelling and garage and construction of new two storey dwelling and detached garage - Little Rosewood, Common Road, Ightham, Sevenoaks, Kent TN15 9AX.

8. MATTERS ARISING

Kent Highways - Items to report - Various potholes: outside Bower House, Ismays Road and Back Lane. Bollard on Coach Road missing. Soft verge at the end of High Cross Road damaged.

Highways Matters – Update - Radar survey results. The survey results indicated that the majority of traffic on Bates Hill travelled within the 30mph limit in both directions and on Fen Pond Road towards Ightham. However, 73% vehicles were travelling over the 30mph limit on Fen Pond Road in the direction of Exedown Road. There was a discussion about traffic calming and the Parish Clerk was asked to look into costings for flashing signs and static signage. The Clerk had spoken with Cllr Rayner about a signage company and the installation of signage.

Cllr Holden asked whether it would be possible to extend the 30mph limit on Borough Green Road nearer to the Dark Hill Roundabout. Parish Clerk to ask Kent Highways.

MR418 – New diversion proposal - We have received a new proposal to divert the MR418 footpath. The diversion would mean that the start of the footpath would be a bit further along Common Road and wouldn't start in the driveway of Longstead. The new entrance would then join the existing pathway. A member of public said that he had received the new plans and gave them his full support providing that there were no further deviations and that proper signage was in place at both ends of the footpath. The Parish Council also agreed that the diversion would be acceptable as long as the signage was in place. Parish Clerk to reply to PROW accordingly.

Proposed new Scout Hut/Pavilion– Lease/Licence - Cllr Holden and the Parish Clerk had met with Mr Murray to go over the terms of the Lease and License. Most of the terms were agreed and Mr Murray was going to check some of the details with the lawyer. We have been asked to provide a Land Registry plan and the Parish Clerk had received a quote for £195 plus VAT or £350 plus VAT if the Scout and Tennis Club plans were done together. It was agreed that we should have both done together.

Cllr Holden asked the Parish Clerk to check whether the Land Registry plan for the recreation ground included the multi-sports court.

Ightham Cricket Club – Request for funding / Registration as an asset – Cllr Holden had spoken with the Chair of Governors at Ightham School about approaching the Cricket Club to use their facilities for the juniors. The Parish Council will make a decision on providing further funding once they have spoken. In addition it was agreed that following Cllr Rayners suggestion at our last meeting that we should register the Cricket Club as a community asset that the Parish Council should go ahead and do this. Parish Clerk to let the Cricket Club know and complete the necessary application forms.

Busty Stream/ Flooding – Update – Cllr Cracknell reported that the Flood Forum Group were meeting on Wednesday 21st March to arrange a community clear up. In the previous meeting, KCC has said that they were keen to gather data on the flow of water in the Busty and would put a water gauge near to the George & Dragon and also at the bridge to measure the depth of water. This could also be used as an early warning device. Following intervention by the local MP, BT had visited the bridge and temporarily mended the broken pipes.

Lease for Tennis Club - Update - Land Registry compliant plan required. It was agreed that the Parish Clerk could instruct True Plan to do a Land Registry compliant plan that is required for the lease.

Recreation Ground

(i) Football posts – Football posts still haven't been painted.

(ii) Vandalised lights - Cllr Willingham reported that he was having difficulty in getting the replacement parts for the lights, he has found a company in Chelmsford and was waiting to hear back from them. We don't have a cost yet so are unable to make an insurance claim although the Insurance company has been notified.

(iii) Potholes in car park - The Clerk reported a number of potholes in the car park, Cllr Willingham will deal with them.

(iv) Salt for Skips pathway - We received an email from a parent at Skips about salting the pathway up to Skips. The Clerk had checked with the Insurance company and KALC to see whether there were any liability issues around salting the path and they both said that there weren't. Cllr Willingham had bought a couple of bags of salt and the Clerk had asked Robert Lee-Amies whether he would be able to salt the path when it was icy which he agreed to do. The Clerk said that she had done this on a few occasions and would be able to do it if Bob is away. It was suggested though that a better

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solution would be to approach the school caretaker and ask him whether he would be able to do it at the same time as the school path. Parish Clerk to speak to the Headmaster.

(v) Broken fence – The Clerk reported that she had been notified that the fence at the top of the back steps to Skips was broken. Cllr Willingham agreed to go and have a look at it.

(vi) Noticeboard – the door has come off again and is being repaired.

Broadband – Update – A resident had written to the Clerk to say that superfast broadband is now available in Oldbury Lane. As far as the Parish Council is aware, the only areas in Ightham that don't have access to fast broadband are some parts of Fen Pond Road and some areas in Ivy Hatch.

Local Plan – Update – This is on hold pending the decision on standardising the calculation for housing needs.

Buses – Update – The Clerk had attended a JPCTCG meeting where Philip Lghtowler, Head of Public Transport at KCC, who had reported that the budget cuts for subsidised bus routes had been reduced from £4 million to £455,000. The consultation has been delayed and it is thought that the bus routes this side of Kent will not be as significantly affected as previously reported due to this reduction.

Litter – Initiatives to tidy the village – The Clerk reported that she had received several complaints about litter throughout the village and it was generally noted that litter has recently got worse. It is in all areas, particularly in the verges where there are a lot of cans. The Clerk has contacted TMBC about the rubbish recently discarded on Coach Road and in general along A227 and was told that litter would only be collected where it was safe to do so. The Clerk had prepared an advert for the Parish Magazine about the Keep Britain Tidy Great British Spring Clean Campaign that was running throughout March. TMBC are also promoting litter picking throughout March.

Cllr Edge-McKenna said that she would speak to the Scouts about doing a litter pick as they had previously offered. A member of public suggested that we ask the Community Service Volunteers; we have requested them to do this in the past.

It was suggested that we organised a community event to do a village clean up but also need to consider a long term solution. The Clerk said that she would invite Tamsin Richie, Environmental Projects Co-ordinator at TMBC to come along to our Annual Parish meeting in April to give us some ideas and also to outline what TMBC responsibilities are.

The Clerk will also contact TMBC to find out how often collection are as it seems as though the frequency of collections has decreased.

Cllr Cracknell asked about equipment and the Clerk said that she thought that some may be available from TMBC.

Cllr Willingham reported that the bottle banks were full again and that TMBC had had some issues with their collection vehicles.

Ightham Open Gardens 2018 – 7 gardens have signed up and the Hospice in the Weald have done their risk assessment.

9. FINANCE & POLICY

Online banking – The Clerk reported that Unity Bank seemed to be the most popular choice for Parishes to do online banking. The cost would be £6 per month. The Clerk will get some further information. We would retain our NatWest account and use a separate account for online banking. Cllr Holden reported that they are regulated and licensed.

Data Protection - New Regulations due May 2018 – The Clerk circulated a summary of what we are required to do to be compliant; we need to appoint a Data Protection Officer and have the parish laptop encrypted. We will also need to use notices on all correspondence regarding retaining personal details – The Clerk said that KALC were preparing some information for Parishes.

Equal Opportunities Policy – Parish Clerk to circulate draft to sign off in March.

Risk Assessment– Parish Clerk to circulate draft to sign off in March.

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Accounts – Review/ New Accounts Package – The Clerk reported that Scribe provided a Parish Accounts package for £22 per month. It was suggested that a one off payment would be preferable to a monthly cost. Cllr Edge-McKenna suggested Quick Books. Clerk to look into options.

The following accounts were submitted for payment: Proposer Cllr Cracknell, Seconded by Cllr Mitchem

Parish Clerk Salary & Expenses	£560.15
Gel Creative - Website November	£40.00
Bob Lee Amies – Work at Rec and Village Hall (Sept-Jan)	£882.44
Ightham Village Hall – Rental	£240.00
South East Water – Water rates at the pavilion	£24.44
Village Hall – Insurance Policy Renewal	£2,436.68
SJ Sharp Joinery - Repair noticeboard	£100.00

Financial position at 30 January 2018: Current account: £13,514.16 (excluding unrepresented cheques) Deposit account: £175,846.96

10. REPORTS FROM MEETINGS: Parish Alliance/ KALC/PPP/JPCTCG – The Clerk had attended the recent KALC and JPCTCG meetings where the bus subsidies were discussed. The Clerk had received some information about the next KALC meetings and will circulate the details.

11. CORRESPONDENCE

Refurbishment of the War Memorial for the centenary – We have received details from a cleaning company who specialise in War Memorials; it was felt that it didn't need doing as it had been cleaned a few years ago.

Request for donation from Samaritans – It was agreed that we would donate £100.

Request for donation from The Counselling Centre - It was agreed that we would donate £100.

Kent Downs Area of Outstanding Natural beauty Management plan consultation - deadline 30th April 2018 <https://www.surveymonkey.co.uk/r/RCJVRDC> www.kentdowns.org.uk – The Clerk was asked to forward this to Cllr Brewer.

Kent Mineral Sites Plan Options – Consultation - Early Partial Review of Kent Minerals and Waste Local Plan – Consultation <http://consult.kent.gov.uk/portal/>. the consultation closes on 29 March 2018. The Clerk reported that a site in Ryarsh had been put forward. The Clerk will circulate a link to a presentation published on Ryarsh Parish Councils website outlining what it would involve.

12. AOB

Cllr Holden reported that he had written to the Department of Transport giving his support for the J5 Slips.

Cllr Willingham reported that he had been approached by James Hayward about the contract for the recreation ground next year. The Clerk had received a quote and was asked to get another quote from Landscape Services. Cllr Edge McKenna asked whether spraying and weeding the beech hedges could be included.

The meeting closed at 9.30pm

Signed.....Dated.....